TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

Chairman Gary St. Vil

MINUTES
LEDYARD TOWN COUNCIL – SPECIAL MEETING
WEDNESDAY, AUGUST 6, 2025; 7:00 PM

I. CALL TO ORDER – Chairman Pro-tem Brunelle called the meeting to order at 7:00 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Pro-tem Brunelle welcomed all to the Hybrid Meeting. She stated for the members of the Town Council and the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town's Website – Granicus-Legistar Meeting Portal.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL –

Attendee Name	Title	Status	Location
William Barnes	Town Councilor	Present	In-Person
April Brunelle	Town Councilor	Present	In-Person
Jessica Buhle	Town Councilor	Present	In-Person
Carmen Garcia-Irizarry	Town Councilor	Present	In-Person
Kevin Dombrowski	Town Councilor	Present	In-Person
Tim Ryan	Town Councilor	Present	In-Person
Tony Saccone	Town Councilor	Present	In-Person
Gary St. Vil	Town Councilor	Present	In-Person

IV. ELECTION OF A CHAIRMAN
Chairman Pro-tem Brunelle opened the floor for Nominations:

MOTION to nominate Councilor Gary St. Vil for Chairman.
Moved by Councilor Dombrowski, seconded by Councilor Ryan

MOVER: Kevin Dombrowski, Town Councilor
SECONDER: Tim Ryan, Town Councilor

MOTION to close nominations
Moved by Councilor Dombrowski, seconded by Councilor Buhle
VOTE: 8 - 0 Approved to close nominations

RESULT: APPROVED TO CLOSE NONIMATIONS 8 – 0
MOVER: Kevin Dombrowski, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Barnes, Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Ryan, Saccone, St. Vil

Chairman Pro-tem Brunelle called for the vote on the Chairman.
VOTE: 8 - 0 Approved and so declared

RESULT: APPROVED 8 – 0
AYES: Barnes, Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Ryan, Saccone, St. Vil

RESULTS OF VOTE: Chairman Pro-tem Brunelle announced that Councilor St. Vil has been elected Chairman to finish out the term of the Twenty-seventh Town Council replacing former Chairman Rodriguez, who resigned because her family was being relocated out of state for her husband's work. She congratulated Chairman St. Vil and noted that she would turn the meeting over to him.

Chairman St. Vil stated if the Town Council was amicable that he would recommend that Chairman Pro-tem Brunelle continue to preside of this evening's meeting.

The members of the Town Council congratulated Chairman St. Vil and noted they did not object to Chairman St. Vil's request.

V. APPOINTMENT OF TOWN COUNCILOR

1. MOTION to appoint Dr. Adrienne L. Parad (D) 5 Birch Street, Ledyard, to the Town Council to fill a vacancy left by Chairman S. Naomi Rodriguz, in accordance with Chapter II Section 10 of the Town Charter.
Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry
Discussion: Councilor Garcia-Irizarry stated that Dr. Parad is a Primary Care Family Medical Physician. She also noted that Dr. Parad has done a wonderful job as the President of Ledyard Education Advancement Foundation (LEAF) and that she was involved in a number of town events. She stated that she endorsed Dr. Parad's appointment to the Town Council

Chairman Pro-tem Brunelle's noted Councilor Garcia-Irizarry's comments, and she stated that Dr. Parad has been involved in a number of town events and that she was always pleasant to work with.

Councilor Buhle stated that she agreed with both Councilor Garcia-Irizarry and Chairman Pro-tem Brunelle comments. She noted Dr. Parad's experience and insight that she would bring to the Town Council. She stated that she thought it was important for the Town Council to have a diverse group of opinions and experiences. She stated that she looked forward to all that Dr. Parad would bring to the Town Council.

Councilor Barnes stated that he echoed Councilor Buhle's comments, noting that he has had the pleasure of being Dr. Parad's neighbor for many years. He stated that he has enjoyed being in the community with her and to see the work she had done as President of President of Ledyard Education Advancement Foundation (LEAF). He stated this Town Council has a number of engineers, which was not uncommon with its proximity to Electric Boat/General Dynamics; however, he stated having someone from the medical profession on the Town Council would bring a diversity of thoughts.

VOTE: 8 - 0 Approved and so declared

RESULT: APPROVED 8 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Carmen Garcia-Irizarry, Town Councilor
AYES: Barnes, Brunelle, Buhle, Garcia-Irizarry, Dombrowski, Ryan, Saccone, St. Vil

Chairman Pro-tem Brunelle Congratulated Dr. Parad for her Appointment and she welcome her to the Town Council.

Members of the Town Council welcomed Dr. Parad aboard!

Chairman Pro-tem Brunelle invited Ms. Parad to join the Town Council on the dais; and ask that she visit the Town Clerk's Office to be sworn in as soon as possible. She note that Ms. Parad was welcome to participate in tonight's discussions, however, she would not be eligible to vote on items until she has taken the Oath of Office.

VI. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the following:
- Regular Meeting Minutes of July 9, 2025
- Special Meeting Minutes of July 23 2025

Moved by Carmen Garcia-Irizarry, seconded by Councilor Barnes

VOTE: 8 - 0 Approved and so declared

VII. BUSINESS OF THE MEETING

CONSENT CALENDAR

Chairman Pro-tem Brunelle presented the Consent Calendar, and asked if anyone would like to remove anything from the Consent Calendar for discussion purposes.

*1. MOTION to reappoint the following members the Agricultural Commission for a three (3) year term ending September 24, 2028:

- Ms. Allyson Angelini (U) 193 Iron Street, Ledyard (Regular Member)
- Ms. Katie Yuhas (U) 34 Meetinghouse Lane, Gales, Ferry (Regular Member)
- Mr. Steve Martic (R) 59R-2 Long Pond South, Ledyard (Alternate Member)

*2. MOTION to reappoint Mr. Michael Cherry (U) 5 Whippoorwill Drive, Gales Ferry as one of the town's representatives on the Southeastern Connecticut Water Authority for a two (2) year term ending August 31, 2027.

*3. MOTION to approve Standing Bid Waivers as follows:

- Vendors included in the Town of Ledyard Standing Bid Waiver List for FY 25/26,
- Capital Region Purchasing Council Bids,
- State of Connecticut bids,
- Other states' bids, purchasing cooperatives (i.e. Sourcewell), and federal government bids.

Town of Ledyard
FY 25/26
Standing Bid Waiver List

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Administrator of Emergency Services	Yale New Haven Healthcare	Firefighter physicals	Only area provider capable of supporting appointment based physicals	Yes	N/A
Debt Service	Munistat	Financial Services Advisor	Financial advisor for all bond and BAN issuances. Holds Town's debt records and history. Need to continue with them for consistency and institutional record keeping.	Yes	N/A
Human Resources	Isolved Inc. (Timeforce)	Time & Attendance Software for payroll	General government time and attendance system. Selected after RFQ process. Need to continue with this system for consistency and efficiency.	Yes	N/A
Human Resources	InTime Services Inc.	Time & Attendance Software for payroll	Police and Dispatch time and attendance system. Designed for unique police scheduling requirements. Need to continue for consistency and efficiency.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	Firematic Supply Company Inc.	Hurst Extrication Tools & Morning Pride Turnout Gear	Sole authorized vendor and repair shop for Hurst jaws of life and for PPE for both fire companies.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	MES - Shipman's Fire Equipment Co.	Scott Airpak Breathing Apparatus	Sole authorized vendor.	Yes	N/A

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Ledyard Fire Company and Gales Ferry Fire Company	Bulldog Fire Apparatus Inc.	Fire Apparatus Repair and Maintenance	Specialized in fire apparatus repairs and familiar with the town's equipment. Long standing history of quality work. Close proximity (Bozrah, CT) helpful when towing is required.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	ESO Solutions Inc.	Record Keeping and Reporting Software	Specialized software for fire and emergency services. Utilized for incident tracking, record keeping and required state reporting.	Yes	N/A
Libraries	Libraries Online, Inc. (LION)	Regional Computer Network	Automated network at Library. Unique vendor used by many of the state's municipal libraries.	Yes	N/A
MIS	Gemni Software	Computer Software Support	Assessor, Tax Collector software – current provider.	Yes	06/30/28
MIS	Tyler Technologies	Financial Software Support	Annual support, upgrades, and hosting fee for Munis software; sole provider of existing software.	Yes	N/A
MIS	Granicus	Meeting management and web streaming platform	Under contract for the next year	Yes	06/30/28
MIS	Fiber Store	Network Cables/Modules/Equipment	They provide lower cost fiber equipment than OEM's that work just as well.	Yes	N/A
Parks & Recreation	Hinding Tennis LLC	Crack Repairs for Tennis and basketball courts	Installed our tennis/basketball courts and holds the patent for the RiteWay Crack Repair System specifically designed for the membrane of those courts, ensuring we do not void warranty.	Yes	N/A
Parks & Recreation	M & M Hydroseeding LLC	Non contract field work	Perform field work not included in the contract as needed. Most work can be done in conjunction with work included under the contract resulting in savings.	Yes	N/A
Parks & Recreation	Pioneer Manufacturing Company	Field paint	Bulk purchasing direct from manufacturer	No	N/A
Police	MHQ Municipal Vehicles, Putnam Ford, Whaling City Ford, Colonial Ford or dealership with lowest price	Police Cruisers	Providers of police cruisers.	Yes	N/A
Police	CentralSquare (Tritech Software Systems)	CAD System	Sole provider for existing CAD system.	Yes	N/A
Police	Nexgen Public Safety Systems	CAD/RMS System Software	Proposed sole provider for new upgraded CAD/RMS System	Yes	N/A
Police	AAA Police Supply	Ammunition	Contract priced duty and training ammunition	Yes	N/A
Police	Communications Plus	Police Base Station & Radio Service and Installation	Sole provider of base station radios.	Yes	N/A
Police	Motorola Solutions (Watchguard Video)	In-Car Video System and Body Worn Cameras	For purchase and maintenance of system. State approved and priority vendor for maintenance of the system.	Yes	N/A
Police	Flock Safety	Automated License Plate Reader Technology	Sole provider with networked cameras in surrounding communities, full regional network info available to our	No	N/A
Police	PowerDMS Inc.	Document management system	Sole source provider	No	N/A

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Public Works	CLA Engineers	Consulting Engineers	MS4 program requirements per RFQ selection in FY05 and subsequent TC bid waiver.	Yes	N/A
Public Works	Morton Salt, Inc	Treated Salt	Proprietary Ice-B-Gone blend used exclusively by the Town.	Yes	N/A
Public Works	BETA Group, Inc.	Consulting Engineer	Annual Pavement Management support and periodic comprehensive road inspection survey and reporting. Selected in 2010 to provide these services and has been authorized through formal bid waivers since.	Yes	N/A
Public Works	Frost Solutions	Road Surface Monitoring Stations	Permanently-installed proprietary road surface and weather monitoring stations for winter operations. Originally less than $5,000 per year but now above.	Yes	N/A
Public Works	Twin Cedars, Inc.; Freightliner of Hartford; and RJ's Diesel Repair, Inc	Truck/Heavy Equipment Service	These companies are specialized in heavy equipment repairs and familiar with the town's equipment	Yes	N/A
Town Clerk	New Vision (Catalis) and Adkins Printing	Land Record Indexing / Election Supplies	The Town has a contract with both vendors for these state mandated services.	Yes	N/A

Moved by Councilor Dombrowski, seconded by Councilor Saccone
Discussion: Although there is typically no discussion regarding Consent Calendar Items, as they are considered "*routine items of business*"; Councilor Ryan mentioned that the Standing Bid Waiver List has been reduced from previous years; and that it included two new vendors.

Councilor Ryan also noted that he was pleased to see Mr. Cherry was still interested in volunteering to serve the town. He stated that Mr. Cherry was a very good asset for the town.

Councilor Barnes suggested going forward that the Standing Bid Waiver List include the dollar amount that was spent the prior year for each of the Vendors listed; or that it provide a threshold such as over $50,000 was spent the prior year. Councilor Ryan noted that Councilor Barnes was inferring that if the town was spending a significant amount of money with a particular vendor that the town may want to reconsider including that vendor on the Standing Bid Waiver List. He noted in past years the Standing Bid Waiver List only consisted of the first three columns, and that the last three columns have recently been added, which has provided more value. He stated Finance Director Matthew Bonin has been accommodating in adding more information to the Standing Bid Waiver List; noting that although adding the amounts spent for each of the vendors would involve more work that he did not think adding the dollar amount; or over a certain threshold, was out of reach.

VOTE: **8 - 0 Approved and so declared**

RESULT: APPROVED 8 - 0
MOVER: Kevin Dombrowski, Town Councilor
SECONDER Tony Saccone, Town Councilor
AYES: Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

Finance Committee

4. MOTION to appropriate $10,000 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorize the expenditure of up to $10,000 to complete the upgrade to the Emergency Operations Center (EOC) for Emergency Management.

The funding source for this project is the Town of Ledyard's FY 2026 Nuclear Safety Emergency Program Funding.
Moved by Councilor Buhle, seconded by Councilor Ryan
Discussion: Director of Emergency Management/Fire Marshall Jim Mann, attending remotely via Zoom, explained that every year the town was eligible to receive grant funding through the Nuclear Safety Emergency Program to provide improvements to the Emergency Operations Center (EOC), which was located in the basement of the High School. He stated this year Ledyard was eligible to receive $16,000 from the Nuclear Safety Emergency Program and that the funds would be used for: (1) Radio upgrades to continue their work to switch over to the State-wide 4T and 2T on the 800 mg ban; and (2) Complete the Communication Upgrade at the Police Department. He stated once they spend the money that the State would fully reimburse the town.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER	Tim Ryan, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

4. MOTION to authorize Mayor Fred B. Allyn, III to execute the *"Standard Fast Track and Study Process Generator Interconnection Agreement*" and *"Contingent Approval for INT-109249*" between The Connecticut Light and Power Company d/b/a Eversource Energy for INT-109249 - Juliet Long School-Ledyard Board of Education.

In addition, authorize payment of $1,972.00 to Eversource Energy for Metter Cost - INT-109249 - Juliet Long Elementary School-Ledyard Board of Education - Netting Non-Residential (NRES) - 165.6kW.
Moved by Councilor Ryan, seconded by Buhle
Discussion: Mayor Allyn, III explained with the completion of the solar array installation at the Juliet W. Long School that the next step was to enter into the *Generator Interconnection Agreement with Eversource*. He stated once the Agreement was in place Eversource could turn the solar energy system on. He stated the town expects to save about $4,000 per month in electric costs with the solar array panels on the Juliet W. Long School. He noted that a solar array system would also be installed at the Gales Ferry School once the roof has been completed, stating that the Gales Ferry School would have a larger solar array.

Mayor Allyn continued by explaining the meter would show the amount of energy that was being generated by the solar array system versus the amount of energy that was being provided by Eversource. He stated the Agreement that it would allow Eversource to turn on the solar array system to enable the solar energy for the town to start earning dividends.

Councilor Garcia-Irizarry questioned how long it was going to take for Eversource to turn the solar array system on. Mayor Allyn stated if the Town Council provides authorization this evening that he would sign the Agreement tomorrow. He stated in speaking with Board of Education Director of Facilities and Grounds Wayne Donaldson that it should only take a couple of weeks for Eversource to turn the solar array system on.

Councilor Ryan stated within the first month that the $1,972 cost to purchase the meter would be more than offset by the anticipated savings in their electric bill. He questioned whether there would be a Ribbon Cutting Ceremony when Eversource flips the switch to turn on the solar array system.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Tim Ryan, Town Councilor
SECONDER	Jesica Buhle, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

Administration Committee

5. MOTION to approve a proposed Assistant to the Director of Land Use & Planning Job Description as presented in the draft dated June 10, 2025.
Moved by Councilor Dombrowski, seconded by Councilor Buhle
Discussion: Councilor Buhle noted that there were three job descriptions on tonight's agenda that were presented by Human Resources Director Christine Dias. She explained that each of the job descriptions were being updated to reflect the current duties that were being performed.

Councilor Dombrowski stated three job descriptions they were addressing this evening would not be creating any new positions, noting that all of these positions were currently filled. He stated as Councilor Buhle stated they were codifying the current roles and responsibilities into the job descriptions. He stated that the town was not hiring any additional individuals. However, he stated should they need to fill the positions in the future that the job description would accurately reflect the requirements of the positions.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Kevin Dombrowski, Town Councilor
SECONDER	Jesica Buhle, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

6. MOTION to approve a proposed Office Assistant II – Mayor's Office Job Description as presented in the draft dated June 24, 2025.
Moved by Councilor Buhle, seconded by Councilor Saccone
Discussion: Councilor Dombrowski stated that they were updating the Office Assistant II – Mayor's Office Job Description; as described in Item # 5 above.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER	Tony Saccone, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

7. MOTION to approve proposed updates to the Executive Assistant to the Mayor Job Description as presented in the draft dated June 24, 2025.
Moved by Councilor Dombrowski seconded by Councilor Buhle
Discussion: Councilor Dombrowski stated as described in Items #5 & #6 they were simply updating the Executive Assistant to the Mayor Job Description; as described above.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Kevin Dombrowski, Town Councilor
SECONDER	Jessica Buhle, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

8. MOTION to appoint Mr. James Philopena (D) 80 Avery Hill Road, Ledyard, to the Board of Assessment Appeals to complete a four (4) year term ending December 5, 2027 to fill a vacancy left by Ms. Lineweaver.
Moved by Councilor Buhle, seconded by Councilor Dombrowski
Discussion: None.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER	Kevin Dombrowski, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

9. MOTION to appoint Ms. Jennifer Bingham (D) 26 West Drive, Gales Ferry, as an Alternate Member to the Board of Assessment Appeals to complete a four (4) year term ending August 26, 2028 to fill a vacancy left by Mr. Nelson
Moved by Councilor Dombroski, seconded by Councilor Saccone
Discussion: None.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Kevin Dombrowski, Town Councilor
SECONDER	Tony Saccone, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

10. MOTION to appoint Mr. Greg Lockhart (D) 30 Tanger Lane, Gales Ferry, to the Planning & Zoning Commission, as an Alternate Member to complete a three (3) year term ending December 31, 2025 to fill a vacancy left by Mr. Harwood.
Moved by Councilor Buhle, seconded by Councilor Dombrowski
Discussion: None.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER	Kevin Dombrowski, Town Councilor
AYES:	Barnes, Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Ryan, Saccone, St. Vil

XV. ADJOURNMENT

Councilor Pro-tem Brunelle stated before they adjourn, she wanted to mention that because there was a some concern as to whether they would have a quorum for their August 13, 2025 meeting; tonight's Special Meeting was called. Therefore, she stated the August 13, 2025 and their August 27th (as agreed upon for our Summer Meeting Schedule) meetings will be canceled unless some urgent business comes up.

Councilor Buhle moved to adjourn, seconded by Councilor Dombrowski

VOTE: 8 - 0 Approved and so declared. The meeting adjourned at 7:21 p.m.

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Transcribed by Roxanne M. Maher
Administrative Assistant to the Town Council

I, April Brunelle, Chairman Pro-tem of the Ledyard Town Council, hereby certify that the above and foregoing is a true and correct copy of the minutes of the Special Town Council Meeting held on August 6, 2025

_____
April Brunelle, Chairman Pro-tem