



**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

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February 5, 2025

Patricia Riley
741 Colonel Ledyard Hwy
Ledyard, CT 06339

Dear Ms. Riley:

Congratulations! In accordance with the request from Hon. Denise Merrill, Chair of the America 250 - CT Commission and Governor Ned Lamont's Office, it is my pleasure to appoint you as a member of the Ad Hoc "Town of Ledyard America 250 Planning Committee" culminating with celebrations to be held July 3-5, 2026.

The Town's Meeting Portal (InSite) will aid you in preparation for the Town of Ledyard America 250 Planning Committee meetings by providing materials and supporting documentation, daily and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the America 250 Planning Committee scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible. Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

I would like to take this opportunity to thank you for your willingness to participate in this short-term Planning Committee to create commemorative activities in celebration of the 250th Anniversary of the signing of the Declaration of Independence.

Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,

Fred Allyn, III
Mayor

cc: Town Clerk
Town Council