TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339
http://www.ledyardct.org
Roxanne M. Maher
860 464-3203

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, April 12, 2023 | 5:30 PM | Town Hall Annex Building

DRAFT

I. CALL TO ORDER – The Meeting was called to order by Councilor Ingalls at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of 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. ROLL CALL-

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:30 pm	5:44 pm
Whit Irwin	Town Councilor	Present	Remote		
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:44 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:44 pm
Marisa Rodriguez	Administrator of Human Resources	Present	In-Person	5:30 pm	5:44 pm
Mike Cherry	Resident	Present	Remote	5:30 pm	5:44 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:44 pm

III. CITIZENS' COMMENTS

Mr. Mike Cherry, 5 Whippoorwill Drive, Gales Ferry, addressed New Business Item #1 on tonight's agenda regarding the appointment of Mr. Gary St. Vil to the Planning & Zoning Commission. He stated that Mr. St. Vil has been serving on the Planning & Zoning Commission as an Alternate Member, noting that he attends the meetings and was an active participant, stating that his questions were always pertinent and "*spot on*". He stated moving Mr. St. Vil from an Alternate Member to a Regular Member was an excellent choice to fill the vacancy left by Mr. Awrach.

IV. INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of March 8, 2023
Moved by Councilor McGrattan, seconded by Councilor Irwin
VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

1. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council appoint Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard as a Regular Member of the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2023 to fill a vacancy left by Mr. Awrach.
Moved by Councilor Irwin, seconded by Councilor McGrattan
Discussion: Councilor Ingalls stated as Mr. Cherry noted earlier this evening tonight's motion was to move Mr. St. Vil from an Alternate Member to a Regular Member. She stated Planning & Zoning Commission Chairman Tony Capon has requested Mr. St. Vil be appointed to fill the vacancy left by Mr. Awrach.
VOTE: 3 – 0 Approved and so declared

RESULT:	**3– 0 APPROVED TO RECOMMEND**
MOVER:	Whit Irwin, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Whit Irwin, Mary McGrattan

2. MOTION to recommend the Town Council approve a revised "*Town of Ledyard Employee Personnel Handbook*" as presented in the draft dated March 23, 2023.
Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor Ingalls stated that the Employee Handbook was last updated in the late 1990's and some of the content has become outdated. She stated this was a comprehensive rewrite of the Employee Handbook, noting that included Policies as an Appendix to the Handbook, allowing for the Polices to be updated from time to time as needed without having to rewrite the Employee Handbook.

Councilor Ingalls asked Administrator of Human Resources Marisa Rodriguez whether there was a Human Resources Guidance Document that provided direction as to what belonged in an Employee Handbook versus what belonged in an Employee Contract.

Administrator of Human Resources Marisa Rodriguez explained there were guidance documents that were reviewed in drafting the updated Employee Handbook which included the current Employee Handbook, the Policy Manual, and Collective Bargaining Agreements. She stated these three documents typically include what was needed for the Employee Handbook.

The Administration Committee reviewed the Employee Handbook noting that it looked to be in-order and thorough, noting that it addressed a variety of subjects including but not limited to the following:

- ✓ Sick Time
- ✓ Holiday Pay
- ✓ Vacation Time
- ✓ Bereavement
- ✓ Health Insurance
- ✓ Retirement/Pension Benefits
- ✓ Safety
- ✓ Personal Records
- ✓ Employee Termination/Exit Interview

The Committee noted that the Employee Handbook included the following disclaimer:

- *"Employees represented by a Labor Union would be governed by the polices in their collective bargaining agreement to the extent that they differ from the polices outlined in the Employee Handbook."*

Councilor Ingalls stated much of the new Employee Handbook included the same type of content as the old Employee Handbook with some of the details being updated.

VOTE: 3 – 0 Approved and so declared

RESULT:	**3– 0 APPROVED TO RECOMMEND**
MOVER:	Mary McGrattan, Committee Member
SECONDER:	Whit Irwin, Committee Member
AYES:	Andra Ingalls, Whit Irwin, Mary McGrattan

2. Any New Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:44 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman