



Chairman Gary St. Vil

TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway

Ledyard, CT 06339

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860 464-3203

Roxanne Maher

Administrative Assistant

MINUTES
ADMINISTRATION COMMITTEE
ORGANIZATIONAL MEETING

Wednesday, December 10, 2025

5:15 PM

Annex Meeting Room - Video Conference

- I. CALL TO ORDER - The Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry 5:15 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Garcia-Irizarry welcomed all to the Hybrid Meeting. She stated for the Town Council Finance 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
Bill Barnes	Town Councilor	Present	In-Person	5:15 pm	5:28 pm
April Brunelle	Town Councilor	Present	In-Person	5:15 pm	5:28 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:15 pm	5:28 pm
Earl (Ty) Lamb	Town Councilor	Present	In-Person	5:15 pm	5:28 pm
Joe Gush	Permanent Municipal Building Committee Chairman	Present	In-Person	5:15 pm	5:28 pm
Nate Woody	Planning & Zoning Commission	Present	In-Person	5:15 pm	5:28 pm
M. Dave Schroeder, Jr.	Resident	Present	In-Person	5:15 pm	5:28 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:15 pm	5:28 pm

III. BUSINESS OF MEETING

1. MOTION to set the Administration Committee's Regular Meeting date for the 2026 Calendar Year to be the second Wednesday of the month at 5:30 p.m. in the Town Hall Annex Building as noted below:

Administration Committee (2nd Wednesday, Annex Building 5:30 p.m.)

January 14	February 11	March 11	April 8
May 13	June 10	July 8	August 12
September 9	October 14	November 11 [^]	December 9
January 14, 2026			.

[^] Denotes meeting cancelled due to holiday

* Denotes regular meeting date scheduled is different from regular schedule

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Barnes noted that November 11, 2026 meeting would be cancelled due to the Veterans Day Holiday.

VOTE: 3– 0 Approved and so declared

RESULT: 3 – 0 APPROVED

MOVER: April Brunelle, Committee Member

SECONDER: Bill Barnes, Committee Member

AYES: Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

2. Review of outstanding action items as forwarded in Administration Committee's memo dated November 17, 2025.

The Administration Committee reviewed the Outstanding/Unfinished Business as noted below:

- (1) Remove from the Table the
MOTION to recommend the Town Council appoint Mr. Joshua Mackin (U) 546 Colonel Ledyard Highway, Ledyard to the Planning & Zoning Commission as an Alternate Member to complete a two (2) year term ending December 31, 2026 filling a vacancy left by Mr. Woody.
- (2) Establish an Ad Hoc Committee to Develop Process for Capital Improvement Building Projects.
- (3) Establish Code of Ethics and Ethic Commission.

Councilor Garcia-Irizarry explained at the end of its term the Town Council and its Subcommittees have traditionally prepared a memo to forward outstanding items of business to the newly elected incoming Town Council.

In accordance with Roberts Rules of Order:

"After each annual meeting in such case, the board elects new officers and committees, the same as if the entire board had been re-elected.

All unfinished business falls to the ground when the new board is elected.

It is customary for the by-laws to require an annual report from the Board of Managers, which usually gives a brief account of its doings for the year with recommendations for the future."

Councilor Garcia-Irizarry noted that the Administration Committee would be discussing these items further at their Regular Meeting scheduled for 5:30 p.m. this evening:

RESULT: COMPLETED

IV. COMMENTS OF COMMITTEE MEMBERS – None.

X. ADJOURNMENT

VOTE: Councilor Garcia-Irizarry moved the meeting be adjourned, seconded by Councilor Brunelle
3 - 0 Approved and so declared, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry.
Committee Chairman
Administration Committee