



TOWN OF LEDYARD
 CONNECTICUT
 TOWN COUNCIL
 HYBRID FORMAT

741 Colonel Ledyard Highway
 Ledyard, CT 06339
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 Roxanne M. Maher
 860 464-3203

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, June 14, 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	5:57 pm
Whit Irwin	Town Councilor	Excused			
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:57 pm
Kevin Dombrowski	Town Council Chairman	Present	In-Person	5:30 pm	5:57 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:57 pm
Scott Johnson, Jr.	Director Parks, Recreation & Senior Citizens	Present	In-Person	5:30 pm	5:57 pm
Jennifer Smith	Library Director	Present	Remote	5:30 pm	5:41 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:57 pm

- III. **CITIZENS' COMMENTS** – None.

- IV. **INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Regular Meeting Minutes of May 10, 2023
 Moved by Councilor McGrattan, seconded by Councilor Ingalls

VOTE: 2 – 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 approve an updated *Library Technician I – Reference* Job Description as presented in the draft dated May 3, 2023.
Moved by Councilor McGrattan, seconded by Councilor Ingalls
Discussion: Library Director Jennifer Smith stated the *Library Technician I – Reference* Job Description has not been updated since 2017. She explained that the Job Title and duties now include the work that the position has been doing which included “*Technician*”.

Ms. Smith provided an overview regarding the four Library Job Descriptions that were being considered this evening. She explained that the titles for three of Job Descriptions were being updated to more accurately reflect the role of the positions. She stated currently they had the following job description titles “*Assistant Librarians*” and “*Library Assistants*” noting that it was confusing. Therefore, she stated this job description update project was mainly to clarify the titles of the job descriptions and to clean-up the outdated language as well.

The Administration Committee agreed that they did not have any questions regarding the *Library Technician I – Reference* position, noting that the updates to this Job Description were straight forward.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

2. MOTION to recommend the Town Council approve an updated *Assistant Librarian I – Youth Services* Job Description as presented in the draft dated ~~May 3~~ *June 14*, 2023.
Moved by Councilor Ingalls, seconded by Councilor McGrattan
Discussion: Library Director Jennifer Smith stated Mayor Allyn, III, suggested the job descriptions include language regarding “*social media*” because it was a large part of the Library’s role. Therefore, she suggested the following language “*Supports the Library social media presence and update content on the Library’s website in accordance with the Town’s Social Media Policy*” be added under the “*Essential Job Functions*” heading to the following two Job Descriptions:

- *Assistant Librarian I – Youth Services*
- *Assistant Librarian II – Adult Services*

Ms. Smith also noted that Mayor Allyn provided some minor edits which included changing the word “*weed*” to “*cull.*” In the section titled “*Essential Job Functions*”.

“*Evaluate and ~~weed~~ cull the youth collection on an annual basis*”

The Administration Committee agreed to add the suggested language and edits noted above as a “friendly amendment”.

Councilor Ingalls stated the Committee would be approving the updated *Assistant Librarian I – Youth Services* Job Description as contained in the draft dated **June 14, 2023**.

VOTE: 2 – 0 Approved and so declared

RESULT:	2– 0 APPROVED TO RECOMMEND
MOVER:	Andra Ingalls, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Mary McGrattan
EXCUSED:	Whit Irwin

3. MOTION to recommend the Town Council approve an updated *Assistant Librarian II – Adult Services* Job Description as presented in the draft dated ~~May 3~~, **June 14**, 2023.
Moved by Councilor McGrattan, seconded by Councilor Ingalls
Discussion: Councilor McGrattan noted the first sentence under “*General Statement*” stated the following:

*“The Assistant Librarian II- Adult Services is responsible for the operation of the of the library buildings of the **Ledyard Library Commission**....”*

Councilor McGrattan questioned the reason the “Ledyard Library Commission” was included in this job description, noting that it was not in any of the other Library Job Descriptions.

Chairman Dombrowski suggested striking “~~Ledyard Library Commission~~” noting that the buildings were owned by the Town of Ledyard and not by the Library Commission. The Administration Committee agreed to strike “*Ledyard Library Commission*” from the section titled “*General Statement of Duties*”.

Library Director Jennifer Smith stated the Assistant Librarian II-Adult Services was in-charge during her absence. She agreed with striking “*Ledyard Library Commission*”, as suggested by Chairman Dombrowski above, from the job description.

Councilor McGrattan questioned whether the Assistant Librarian II-Adult Services was equal or on-par with the Assistant Librarian I-Youth Services. Ms. Smith explained the Assistant Librarian II-Adult Services was a step above the Assistant Librarian I- Youth Services position, noting they had additional supervisory responsibilities and were in-charge during her absence.

As mentioned during the previous discussion (see above Item #2) the Administration Committee also added the following language “*Supports the Library social media presence and update content on the Library’s website in accordance with the Town’s Social Media Policy*” be added under the “*Essential Job Functions*”.

Councilor Ingalls stated the Committee would be approving the updated *Assistant Librarian II – Adult Services* Job Description as contained in the draft dated **June 14, 2023**.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

4. MOTION to recommend the Town Council approve an updated *Library Director* Job Description as presented in the draft dated May 3, 2023.

Moved by Councilor Andra Ingalls, seconded by Councilor McGrattan

Discussion: Library Director Jennifer Smith stated some additional duties were added to her position.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Andra Ingalls, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

Councilor Ingalls thanked Library Director Jennifer Smith for attending tonight’s meeting.

Ms. Smith left the meeting at 5:41 p.m.

5. MOTION to recommend the Town Council appoint Ms. Margaret Boyd, (U) 257 Whalehead Road, Gales Ferry, to the Ledyard Housing Authority to complete a five-year term ending March 31, 2026 to fill a vacancy left by Ms. Evans.

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor McGrattan, Housing Authority Liaison, noted that Ms. Boyd previously served on the Housing Authority and was interested in returning to the Board.

Councilor Ingalls stated Ms. Boyd has been an active member in the community noting that she has served on a number of commissions. She stated Housing Authority Director Colleen Lauer noted in her recommendation “*that they would absolutely welcome Ms. Boyd back to the Board.*”

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: Mary McGrattan, Committee Member
SECONDER: Andra Ingalls, Committee Member
AYES: Andra Ingalls, Mary McGrattan
EXCUSED: Whit Irwin

6. MOTION to recommend the Town Council appoint the following nine members comprised of 7 Regular Members; and two Alternate Members, to the newly combined Parks, Recreation & Senior Citizens Commission, in accordance with Ordinance #001-016 (rev. 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard.*”

Regular Members

- Mr. Kenneth DiRico (U) 8 Melanie Lane, Gales Ferry, term ending June 28, 2026
- Ms. Lucrezia Finegan (R) 1331 Baldwin Road, Gales Ferry, term ending June 28, 2026
- Ms. Jessica Cobb (7 Whippoorwill Drive, Gales Ferry, term ending June 28, 2025
- Ms. Loretta Kent (D) 1363 Baldwin Hill Road, Gales Ferry. Term ending June 28, 2024
- Ms. Norma Sokolski (R) 14 Mary Belle Circle, Ledyard, term ending June 28, 2023
- Ms. Margaret Anne Harding (R) 50 Pheasant Run Drive, Gales Ferry, term ending June 28, 2025
- Ms. Paula Crocker (U) 1500 Route 12, Gales Ferry, term ending June 28, 2025

Alternate Members

- Mr. Charles Gallagher ((R) 12 Sherwood Trace, Gales Ferry, term ending June 28, 2024
- Ms. Marjorie Winslow (D) 3 Wolf Ridge Gap, Ledyard, term ending June 28, 2024

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided some background noting the Town Council’s April 26, 2023 adoption of Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” completed the administrative process to merge the two Commissions together. She stated since the Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive, Gales Ferry, in 2020, the two Departments have been sharing staff and resources between the two Offices. She stated by combining the two Departments/Commissions that they would be able to streamline daily operations and use of staff, provide financial and space benefits, and to support additional programs and events, etc.

Councilor Ingalls went on to note in accordance with Ordinance #100-016 (rev 1) the Chairmen from each of the Commissions solicited their members regarding their interest to serve on the new combined nine-member Commission (7 Regular Members; 2 Alternate Members) Commission and that the Chairmen have provided recommendations to the Town Council for the appointment of members.

Councilor Ingalls stated the appointments proposed this evening were based on the Committee Chairmen’s recommendations. She stated for the initial appointments that the members’ terms were staggered (3-years, 2-years, 1-year) to prevent all of the members terms from expiring at the same time.

Councilor Ingalls continued by explaining with these appointments that there would be some members, who were currently serving on each of the Commissions (Parks & Recreation Commission and the Senior Citizens Commission), that would no longer be serving. She stated that she recognized that this could be awkward and that some feelings may be hurt. However, she stated all those who were currently volunteering to serve the town were good people and that she hoped that they would choose to find other places to volunteer and serve, where their talents would be useful.

The Committee worked to ensure both the Parks & Recreation Commission and the Senior Citizens Commission were each represented and that the new Combined Commission would meet the minority representation requirements, in accordance with CGS 167a.

The Committee expressed concern with trying to maintain minority representation in filling vacancies on the Commission going forward relative to Regular Members and Alternate Members. Chairman Dombrowski suggested the town seek guidance from the Town Attorney regarding minority representation, noting when this question was asked of the Town Attorney in January, 2022 it was specially pertaining to the Planning & Zoning Commission. Councilor Ingalls stated in the Town Attorney's 2022 response they noted that "*this issue was far from settled*".

VOTE: 2 – 0 Approved and so declared

RESULT:	2– 0 APPROVED TO RECOMMEND
MOVER:	Andra Ingalls, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Mary McGrattan
EXCUSED:	Whit Irwin

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

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan
2 - 0 Approved and so declared, the meeting was adjourned at 5:57 p.m.

VOTE:

Respectfully submitted,

Andra Ingalls
Committee Chairman