



**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL  
HYBRID FORMAT

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

Chairman S. Naomi Rodriguez

MINUTES  
ADMINISTRATION COMMITTEE  
REGULAR MEETING

Wednesday, July 9, 2025

5:30 PM

Town Hall Annex Building

**DRAFT**

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

Councilor Buhle 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
Jessica Buhle	Committee Chairman	Present	In-Person	5:30 pm	6:01 pm
April Brunelle	Town Councilor	Present	In-Person	5:30 pm	6:01 pm
Kevin Dombrowski	Town Councilor	Present	In-Person	5:30 pm	6:01pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:01 pm
Christine Dias	Human Resources Director	Present	In-Person	5:30 pm	6:01 pm
Kristen Chapman	Mayor's Executive Assistant			5:30 pm	6:01 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	6:01 pm

III. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of June 11, 2025.

Moved by Councilor Dombrowski, seconded by Councilor Brunelle

**VOTE: 3– 0 Approved and so declared**

IV. OLD BUSINESS

1. Continued discussion and possible action to create an Ethics Commission for the Town of Ledyard.

Councilor Buhle stated after the Administration Committee's June 11, 2025 meeting the draft "*Ordinance Establishing a Code of Ethics and Ethics Commission for the Town of Ledyard*" was sent to Town Attorney Matt Ritter for his review. She stated that she and Attorney Ritter spoke about the proposals over the telephone. She stated that based on their conversation Mr. Ritter would be providing his recommendations/edits to the proposed Ordinance.

**VII. NEW BUSINESS**

1. MOTION to recommend the Town Council approve proposed Assistant to the Director of Land Use & Planning Job Description as presented in the draft dated June 10, 2025.  
Moved by Councilor Buhle, seconded by Councilor Dombrowski  
Discussion: Human Resources Director Christine Dias explained that the Land Use Office is looking to change the current Office Assistant II Land Use position to *Assistant to the Director of Land Use & Planning*. The new job description would require the employee to become certified by CAZEO to better serve the public in the areas of Land Use and Economic Development. The position is currently filled and the employee would be elevated to the new role. This change was included in the Fiscal Year 2025/2026 Budget.

**VOTE: 3 – 0 Approved and so declared**

**RESULT: 3– 0 APPROVED TO RECOMMEND**  
**MOVER:** Jessica Buhle, Committee Member  
**SECONDER:** Kevin Dombrowski, Committee Member  
**AYES:** April Brunelle, Jessica Buhle, Kevin Dombrowski

2. MOTION to recommend the Town Council approve a proposed Office Assistant II – Mayor’s Office Job Description as presented in the draft dated June 24, 2025.  
Moved by Councilor Dombrowski, seconded by Councilor Brunelle  
Discussion: Human Resources Director Christine Dias explained that proposal was to upgrade to the Office Assistant I position to an *Office Assistant II* within the Town Hall & Library Union because she would be taking on some additional duties to assist the Public Works Director with administrative work. Therefore, she stated that the hours of this position would be increased and the appropriate salary to provide for the additional hours were included in the Fiscal Year 2025/2026 Budget.

**VOTE: 3 – 0 Approved and so declared**

**RESULT: 3– 0 APPROVED TO RECOMMEND**  
**MOVER:** Kevin Dombrowski, Committee Member  
**SECONDER:** April Brunelle, Committee Member  
**AYES:** April Brunelle, Jessica Buhle, Kevin Dombrowski

3. MOTION to recommend the Town Council approve proposed updates to the Executive Assistant to the Mayor Job Description as presented in the draft dated June 24, 2025.  
Moved by Councilor Brunelle, seconded by Councilor Dombrowski  
Discussion: Human Resources Director Christine Dias explained that the Executive Assistant to the Mayor would be taking on some additional duties and increasing her hours to assist the Public Works Director with administrative support. She stated the job

description has not been updated since 2017; and therefore, it was being updated to reflect current and additional duties of the position. She also noted that the appropriate salary to provide for the additional hours were included in the Fiscal Year 2025/2026 Budget.

**VOTE: 3 – 0 Approved and so declared**

**RESULT: 3– 0 APPROVED TO RECOMMEND**  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Kevin Dombrowski, Committee Member  
**AYES:** April Brunelle, Jessica Buhle, Kevin Dombrowski

4. MOTION to recommend the Town Council 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.

Moved by Councilor Buhle, seconded by Councilor Dombrowski

Background: In accordance with Resolution #08-06 “*Concerning SCCOG Member Municipality to the Southeastern Connecticut Water Authority Representative Advisory Board*” that SCCOG member municipalities were urged to appoint their Chief Elected Official or Chief Executive as one of their SCWA Members. Ledyard has followed SCCOG’s recommendation for many years. However, due to other commitments Mayor Allyn, III was not able to attend SCWA’s monthly meetings; and therefore; he recommended Mr. Cherry once again be reappointed to serve on the Board as his designee.

**VOTE: 3 – 0 Approved and so declared**

**RESULT: 3– 0 APPROVED TO RECOMMEND**  
**MOVER:** Jessica Buhle, Committee Member  
**SECONDER:** Kevin Dombrowski, Committee Member  
**AYES:** April Brunelle, Jessica Buhle, Kevin Dombrowski

5. MOTION to recommend the Town Council 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 Brunelle, seconded by Councilor Dombrowski

Discussion: None.

**VOTE: 3 – 0 Approved and so declared**

**RESULT: 3– 0 APPROVED TO RECOMMEND**  
**MOVER:** April Brunelle, Committee Member  
**SECONDER:** Kevin Dombrowski, Committee Member  
**AYES:** April Brunelle, Jessica Buhle, Kevin Dombrowski

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

## VIII. ADJOURNMENT

**VOTE:** Councilor Dombrowski moved the meeting be adjourned, seconded by Councilor Brunelle.  
**3 - 0 Approved and so declared**, the meeting was adjourned at 5:36 p.m.

Respectfully submitted,

Jessica Buhle  
Committee Chairman  
Administration Committee