



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

Fred B. Allyn III  
Mayor

Kristen Chapman  
Executive Assistant to the Mayor

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3222  
FAX (860) 464-1126

May 27, 2025

Colleen Lauer  
19 Nutmeg Drive  
Gales Ferry, CT 06335

Dear Ms. Lauer:

It is my pleasure to appoint you as a regular member of the Social Services Board, to complete a one-year term ending October 22, 2025.

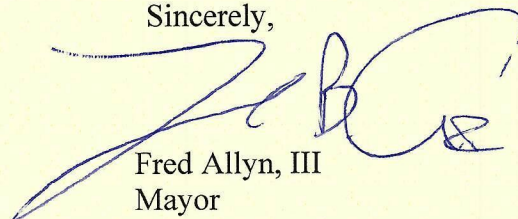
As you are aware, the Town's Meeting Portal (InSite) will aid you in preparation for the Social Services Board meetings by providing materials and supporting documentation, daily and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Social Services Board 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 volunteer for this board and for helping to make the Town of Ledyard a better place to live.

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  
Social Services Board