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, February 14, 2024 | 5:30 PM | Town Hall Annex Building

DRAFT

I. CALL TO ORDER – The Meeting was called to order by Councilor Garcia-Irizarry at 5:30 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 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
April Brunelle	Town Councilor	Present	In-Person	5:30 pm	5:46 pm
Kevin Dombrowski	Town Councilor	Excused			
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:30 pm	5:46 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	5:46 pm
Jessica Buhle	Town Councilor	Present	In-Person	5:30 pm	5:46 pm
Earl (Ty) Lamb	Historic District Commission Chairman	Present	Remote	5:35 pm	5:46 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:46 pm

III. CITIZENS COMMENTS- None.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of January 10, 2024
Moved by Councilor Brunelle, seconded by Councilor Garica-Irizarry
VOTE: 2 – 0 Approved and so declared

VI. OLD BUSINESS

1. MOTION to recommend the Town Council adopt proposed *"An Ordinance Establishing a Farmers Market for the Town of Ledyard"* as presented in the draft dated January 17, 2024.

DRAFT:1/17/2024 ~~12/22/2023~~ Ordinance # 100-xxx

AN ORDINANCE
ESTABLISHING A FARMERS MAREKT COMMITTEE
FOR THE TOWN OF LEDYARD

Be it Ordained by the Town Council of the Town of Ledyard the Ledyard Farmers' Market Committee is hereby established.

Section 1. Authority

Pursuant to Chapter IV, Section 5 of the Town Charter, there is hereby established a Farmers Market Committee for the Town of Ledyard.

Section 2. Purpose

The purpose of this Ordinance *"An Ordinance Establishing a Farmers Market for the Town of Ledyard"* is to is to codify, update and facilitate the *"Resolution Establishing a Farmers Market Committee"* adopted by the Town Council on May 9, 2018 and amended and adopted on October 10, 2019.

Section: 3. Objective

The Farmers' Market is to create, promote, and operate a CT Grown (www.ctgrown.gov) Farmers' Market in the Town of Ledyard that will provide residents access to fresh, nutritious food, encourage community activity in Ledyard, and stimulate public interest and awareness in local farm products, thereby supporting local agricultural producers and rural life in Ledyard, Connecticut. (what if something changes and we are not certified?)

The Farmers Market Committee may function with the support of the Parks and Recreation Commission.

Section 4. Membership

The Farmers Market Committee shall consist ***of five (5) regular members and four (4) alternate members*** who shall be electors of the town and appointed by the Town Council; and to the extent possible be representative of a broad cross section of the community which it serves, including but not limited to:

- CT Grown producer(s)
- Community Artisan(s)
- Community-at-Large

Quorum: A quorum shall consist of a majority of voting members.

Section 5. Terms of Appointment

Members shall be appointed by the Town Council for a term of three (3) years and shall commence to serve their terms immediately upon appointment and shall serve until they have been reappointed, their successor has qualified; or are removed by the Town Council.

Thereafter, vacancies shall be filled for a three (3) year term.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action

It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his duties.

The regular members of the *Farmers Market Committee* shall elect a Chairman, Vice Chairman, Secretary and Treasurer. Any vacancy in any such office shall be filled from its membership.

Section 6. Implementation

With the adoption of this Ordinance current members of the Farmers' Market Committee shall be reappointed to designate regular members, alternate members and to adjust terms to provide continuity and eliminate all terms ending on the same date.

- Two Regular Members shall be appointed for three (3) years
- One Regular Member shall be appointed for two (2) years
- One Regular Member shall be appointed for one (1) year
- One Alternate Members shall be appointed for two (2) years
- One Alternate Member shall be appointed for one (1) year

Thereafter, vacancies shall be filled for a three (3) year term.

Section 7. Powers and Duties

- Oversee the operation of the market, and set policy for the Committee, including but not limited to:

- Establish Market Rules and Guidelines;
- Establish, review, and approve/disapprove applications for Vendor(s) and Community Organization(s) interested in participating in the Farmers' Market;
- Establish and collect Market Fees;
- Handle immediate situations concerning the market, including resolving conflicts among members/vendors, and resolving consumer complaints;
- Ensure the market area stays clean and vendors abide by market rules;
- Assist vendors in compliance with all State and Federal rules and regulations;
- Establish and adopt Committee Rules of Procedure.

- Arrange all meetings of the general membership;
- Administer the Committee's activities;
- Create working group assignments (*e.g.,* market theme days, children's activities, fundraising, advertising, etc.) and designate leads as necessary;
- Investigate any suspicion of questionable practices or violation of market rules employed by any seller. If verified, the Committee is authorized to immediately enforce corrective action as necessary, up to and including revoking vendor's authorization to participate in the Farmers' Market without refund of Market Fees.

Section 8. Revenue, Funding, and Monetary Gifts

The *Ledyard Farmers' Market Committee* is authorized to accept Market Fees, gifts, or other monetary donations to further the mission of the Farmers' Market.

Monies received by the Town of Ledyard, from whatever source and by whatever means (*e.g.,* Market Fees, gifts, donation, etc.) shall be deposited into a Farmers Market Fund 020810201-54201-24201. These funds shall be in the custody of the Town Treasurer. Annually, the Town Treasurer annually shall submit to the *Farmers' Market Committee* and the Legislative Body of the Town a complete and detailed report of the Farmers' Market Fund.

Upon the Farmers' Market Committee's authorization, money that has been received may be expended directly from this fund for the operation, development, promotion, and marketing of the Farmers' Market within the community. Funds that were designated for a specific purpose when received must be expended for that specific purpose.

The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.

~~In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.~~

Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds.

Section. 9. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 10. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.
Adopted by the Ledyard Town Council on: _____

_____
S. Naomi Rodriguez, Chairman

Approve/Disapprove on: _____

_____
Fred B. Allyn, III, Mayor

Published on:

Effective Date:

_____
Patricia A. Riley, Town Clerk

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Revisions: Initially established under the *Resolution Establishing a Farmers Market Committee for the Town of Ledyard"* on May 9, 2018; Amended on October 9, 2019 to increase membership from seven members to nine members.

History:
"*Resolution Establishing a Farmers Market Committee for the Town of Ledyard"* was replaced by Ordinance # _____

12/22/2023:
When the Ledyard Farmers Market Committee was originally established in 2018 it was done using a Resolution.

The Farmers Market Committee has been very successful, and it was time to convert the authorizing document into an Ordinance.

Resolutions are used to establish short-term Committee for specific Projects, and therefore, terms all end at the same time, which was when The project was completed.

Ordinances are used for long-term ongoing Committees, which would be more appropriate for the Farmers Market Committee.

The proposed Ordinance mirrors the *Resolution Establishing the Farmers' Market Committee* with the following updates:

- Members – Reduce the number of members from the current nine members to five Regular Members and four Alternate Members.

- The following language has been added to Section 6:

"The market may also keep a small cash reserve on hand to make change for donations, make change for vendors, issue payouts for small expenses such as water, ice, etc.

~~*In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends.*~~

Other than In-Kind services provided by the town, the Farmers Market Committee shall not receive an operating budget supported by town funds".

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: The Farmers Market Committee was initially established in 2018 per a Resolution. Because the Farmers Market Committee has been very successful, and has become an on-going Committee it was time to convert/codify the authorizing document into an Ordinance.

Resolutions are used to establish short-term Committee for specific Projects, and therefore, terms all end at the same time, which was when The project was completed.

Ordinances are used for long-term ongoing Committees, which would be more appropriate for the Farmers Market Committee.

The proposed Ordinance mirrored the "*Resolution Establishing the Farmers' Market Committee"* except that it has changed the Committee's Membership from Nine Regular Members to Five Regular Members and Four Alternate Members.

Per the Administration Committee's January 10, 2024 request, the Finance Committee reviewed the proposed "*An Ordinance Establishing a Farmers Market for the Town of Ledyard"* at their January 17, 2024 meeting; specifically Section 6 "Revenue, Funding, and Monetary Gift"; paragraph 6, and agreed to remove the following language:

> ~~*"In addition, upon the annual approval of the Farmers Market Committee, stipends may be issued to the Market Manager and Committee Members. The Committee shall annually determine and approve the amount of the stipends."*~~

The Finance Committee then voted to forward a recommendation for the Town Council to adopt the *An Ordinance Establishing a Farmers Market for the Town of Ledyard"* as contained in the updated draft of January 17, 2024.

Councilor Garcia-Irizarry stated during the Finance Committee's January 17, 2024 discussion they noted that the minutes would specifically state that they would revisit the language regarding the payment of a stipend again next year.

The Administration Committee noted that they agreed with the Finance Committee's recommendation.

VOTE: **2 – 0 Approved and so declared**

RESULT:	**2– 0 APPROVED TO RECOMMEND**
MOVER:	April Brunelle, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	April Brunelle, Carmen Garcia-Irizarry
EXCUSED:	Kevin Dombrowski

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

VII. NEW BUSINESS

1. MOTION to recommend the Town Council set a Hybrid (In-Person & Video Conference) Public Hearing date on March 13, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed *"An Ordinance Establishing a Farmers Market for the Town of Ledyard"* as presented in the draft dated January 17, 2024.
Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: It was noted that in accordance with Chapter III; Section 5 of the Town Charter that "……..*one public hearing shall be held by the Town Council before any ordinance shall be passed*. This motion was only to set the Public Hearing date.

VOTE: 2 – 0 Approved and so declared

RESULT:	**2– 0 APPROVED TO RECOMMEND**
MOVER:	April Brunelle, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	April Brunelle, Carmen Garcia-Irizarry
EXCUSED:	Kevin Dombrowski

2. MOTION to recommend the Town Council appoint the following to the Farmers Market Committee in accordance with adoption of proposed *"An Ordinance Establishing a Farmers Market for the Town of Ledyard":*

Regular Members:

- Pamela Ball (D) 674 Shewville Road, Ledyard, for a term ending March 13, 2027
- Ethan Foltz (D) 894 Colonel Ledyard Highway, Ledyard, for a term ending March 13, 2025
- Ellin Grenger (D) 15 Bittersweet Drive, Gales Ferry, for a term ending March 13, 2027
- Sarah Martic (R) 59R Long Cove Road, Ledyard for a term ending March 13, 2026
- Allison Troy (D) 548 Pumpkin Hill Road Ledyard, for a term ending March 13, 2026

Alternate Members

- William Thorne (R) 3 Adios Lane, Ledyard, for a term ending March 13, 2026

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: It was noted in preparation for the adoption of the proposed "*An Ordinance Establishing a Farmers Market for the Town of Ledyard"* which would change the Committee's membership from Nine Regular Members to Five-Regular Members and Four Alternate Members, that the Farmers Market Committee polled its members and has recommended the current members be appointed as noted above.

The Group discussed the need to maintain minority representation within the Regular Members and the Alternate Members, noting that currently four of the six members were of the same political party.

Chairman Rodriguez noted in accordance with CGS Sec. 9-167a. *Minority Representation*. the maximum number of members of any board, commission, committee, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

The Committee agreed that the appointments, as recommended by the Farmers' Market Committee, were in keeping with the minority representation requirement. They also noted in their February 5, 2024 Memo that the Farmers Market Committee requested the Town Council's assistance in making appointments to fill the remaining three Alternate Member vacancies.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Carmen Garcia-Irizarry
EXCUSED: Kevin Dombrowski

3. MOTION to recommend the Town Council reappoint Mr. George Hosey (U) 2 Lucienne Way, Ledyard, to the Permanent Municipal Building Committee for a three (3) year term ending March 26, 2027.
Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: It was noted that Mr. Hosey was interested in continuing to serve on the to the Permanent Municipal Building Committee and that the Committee has endorsed his reappointment. The Committee noted that reappointments was a routine -administrative action.

VOTE: 2 – 0 Approved and so declared

RESULT: 2– 0 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Carmen Garcia-Irizarry
EXCUSED: Kevin Dombrowski

4. MOTION to recommend the Town Council reappoint Mr. William Thorne (R) 3 Adios Lane, Ledyard to the Retirement Board for a three (3) year term ending January 20, 2027.
Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: It was noted that Mr. Thorne was interested in continuing to serve on the to the Retirement Board; and that the Board and his respective party have endorsed his reappointment.

VOTE: 2 – 0 Approved and so declared

RESULT:	**2– 0 APPROVED TO RECOMMEND**
MOVER:	April Brunelle, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	April Brunelle, Carmen Garcia-Irizarry
EXCUSED:	Kevin Dombrowski

5. MOTION to recommend the Town Council reappoint Mr. Thomas Cassabria (R) Devonshire Drive, Gales Ferry, to the Housing Authority for a five (5) year term ending March 31, 2029.
Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: It was noted that Mr. Cassabria was interested in continuing to serve on the to the Housing Authority; and that the Board and his respective party have endorsed his reappointment.

VOTE: 2 – 0 Approved and so declared

RESULT:	**2– 0 APPROVED TO RECOMMEND**
MOVER:	April Brunelle, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	April Brunelle, Carmen Garcia-Irizarry
EXCUSED:	Kevin Dombrowski

6. MOTION to recommend the Town Council to appoint the following to the Historic District Commission:
   - Mr. Vincent Godino (D) 1906 Center Groton Road, as an Alternate Member for a five (5) year term ending, December 6, 2024, filling a vacancy left by Mr. Lamb
   - Ms. Kelly Lamb (U) 93R Lambtown Road, Ledyard, as a Regular Member for a five year (5) year term, ending December 6, 2024, filling a vacancy left by Mr. Godino.

Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: It was noted that Mr. Godino has been serving as Chairman of the Historic District Commission since 2018, and that he has been a member of the Commission for well over 30-years. Mr. Godino has decided to step down as Chairman and has requested that he be moved from a Regular Member to an Alternate Member. In addition, Mr. Godino recommended that Alternate Member Kelly Lamb be appointed (moved) to a Regular Member.

VOTE: 2 – 0 Approved and so declared

RESULT: **2– 0 APPROVED TO RECOMMEND**
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Carmen Garcia-Irizarry
EXCUSED: Kevin Dombrowski

7. MOTION to recommend the Town Council appoint Ms. Ammie M. Chittim (D) 972 Shewville Road, Ledyard, as a Regular Member to the Historic District Commission to complete a five (5) year term ending December 6, 2028, filling a vacancy left by Ms. Dyson.
Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: Chairman Rodriguez stated Ms. Chittim was currently working as a College Professor and has a background in historic preservation. She stated that Ms. Chittim has a passion to increase knowledge regarding the importance of preservation, and has offered to assist the Commission with archaeological/site assessments, grant writing, technical reports, and public outreach events for the Commission. She stated that Ms. Chittim would be a great addition to the Historic District Commission noting that with her educational/professional background that she was a real gem for the Ledyard. She stated that the DTC gladly endorsed Ms. Chittim's appointment. She also noted that Ms. Chittim checked with her employer and there would not be any conflict in volunteering to serve the town in this capacity.

VOTE: **2 – 0 Approved and so declared**

RESULT: **2– 0 APPROVED TO RECOMMEND**
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Carmen Garcia-Irizarry
EXCUSED: Kevin Dombrowski

8. MOTION to recommend the Town Council appoint Mrs. Karen Parkinson (R) 55 Rose Hill Road, Ledyard, as an Alternate Member to the Historic District Commission to complete a five (5) year term ending December 6, 2028, filling a vacancy left by Ms. Lamb.
Moved by Councilor Brunelle, seconded by Councilor Garcia-Irizarry
Discussion: Chairman Rodriguez noted Mrs. Parkinson's background, enthusiasm, and energy, noting that she would be a great addition to the Historic District Commission.

VOTE: **2 – 0 Approved and so declared**

RESULT: **2– 0 APPROVED TO RECOMMEND**
MOVER: April Brunelle, Committee Member
SECONDER: Carmen Garcia-Irizarry, Committee Member
AYES: April Brunelle, Carmen Garcia-Irizarry
EXCUSED: Kevin Dombrowski

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

VIII. ADJOURNMENT

Councilor Brunelle moved the meeting be adjourned, seconded by Councilor Garcia-Irizarry.

VOTE: **2 - 0 Approved and so declared**, the meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee