



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
towncouncil@ledyardct.org

January 25, 2024

Ms. Kate DiPalma-Herb
20 August Meadows Drive
Ledyard, Connecticut 06339

Dear Ms. DiPalma-Herb:

CONGRATULATIONS! The Town Council, at its meeting on January 24, 2024 reappointed you as a Temporary Member of the Permanent Municipal Building Committee, to serve as Representatives for Board of Education Projects, in accordance with Ordinance #100-015 "*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*":

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Permanent Municipal Building Committee meetings by providing materials and supporting documentation, 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 Permanent Municipal Building Committee 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. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

Thank you for your willingness to once again serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Permanent Municipal Building Committee