



Chairman Gary St. Vil

TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

HYBRID FORMAT

MINUTES ADMINISTRATION COMMITTEE REGULAR MEETING

741 Colonel Ledyard Highway

Ledyard, CT 06339

860 464-3203

<http://www.ledyardct.org>

Roxanne M. Maher
Administrative Assistant

Wednesday, June 10, 2026

5:30 PM

Town Hall Annex Building

DRAFT

- I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Councilor Garcia-Irizarry at 5:31 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
Bill Barnes	Town Councilor	Present	In-Person	5:31 pm	5:52 pm
April Brunelle	Town Councilor	Present	In-Person	5:31 pm	5:52 pm
Carmen Garcia-Irizarry	Committee Chairman	Present	In-Person	5:31 pm	5:52 pm
Ty (Earl) Lamb	Town Councilor	Present	In-Person	5:31 pm	5:52 pm
Etic Treaster	Resident	Present	In-Person	5:31 pm	5:52 pm
Joe Gush	Permanent Municipal Building Cmt Chairman	Present	Remote	5:31 pm	5:52 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:31 pm	5:52 pm

III. CITIZENS' COMMENTS

Mr. Eric Treaster, 10 Huntington Way, Ledyard, addressed the proposed *Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission* as presented in the draft dated May 13, 2026, noting that it included a new Section 12 “Effective Date” which stated the following:

“The provisions of this Ordinance shall become effective six months after the Ethics Commission’s Organizational Meeting”.

Mr. Treaster stated that he thought six months was too long to delay the effective date of the proposed Ordinance. He stated by the time they have their Organizational Meeting that the Commission would be fully manned; and therefore, there was no reason they could not immediately jump into the business. He also noted the Organizational Meeting could be postponed indefinitely. He stated in looking at other town’s Ethics Ordinance that he only found one that delayed the effective date by 45 days after its final approval by the Town Council. He stated that he thought although 45 days was a little long that it would be better than six months. He suggested the Administration Committee consider shortening the six months period before they set a Public Hearing date later this evening to make the Ordinance effective much sooner.

IV. PRESENTATIONS/INFORMATIONAL ITEMS - None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

Councilor Garcia-Irizarry noted because she did not have time to review the May 13, 2026 Minutes that she would like to defer action on them to their August 12, 2026 meeting. The Administration Committee agreed to defer the approval of the Minutes to their next meeting.

VI. OLD BUSINESS

1. Continued discussion and possible action regarding proposed amendments to Ordinance #300-029 (rev. 1) "*An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities*" as presented at the April 8, 2026 Public Hearing.

Councilor Garcia-Irizarry noted that based on Parks, Recreation & Senior Citizens Director Scott Johnson's, Jr. comments at the Administration Committee's May 13, 2026 meeting, that he would like to meet with the Police Chief and Captain to ensure the language in the Ordinance was correct, before he submitted a new draft to the Administration Committee. Therefore, she stated that she was interested in the Committee's feedback on whether they should keep this item on their Agenda; or remove it from Agenda until Mr. Johnson was ready to bring a new draft "*Ordinance Regarding the Control of Alcoholic Beverages*" forward.

Councilor Barnes noted when the proposed Ordinance Amendments were initially submitted to the Administration Committee at their March 11, 2026 meeting there was some concern about getting the appropriate provisions in-place for the Farmers Market to sell "*Spirits*" and to also sell products in glass containers, noting over the winter the crisis was that they would not be ready for the Farmers Market Season. However, he stated that they have since learned that the sale of "*Spirits*" was permitted. However, he stated it was not clear to him if the initial need has been fulfilled. He stated if that was the case he would agree to remove the proposed "*Ordinance Regarding the Control of Alcoholic Beverages*" from the Agenda, noting that they could bring it back when it was ready.

Councilor Garcia-Irizarry stated the Farmers Market kicked-off their 2026 Season on June 3, 2026. She stated it was her understanding that Parks, Recreation & Senior Citizens Director Scott Johnson, Jr., and Farmers Market Chairman Pam Ball have met and worked out the concerns for this season. Councilor Barnes suggested that they keep it on their Agenda for one more meeting, noting that if they did not have Mr. Johnson's update by their next meeting that they could make a decision at that time, noting that they would have been waiting for two-months.

RESULT: CONTINUED

Next Meeting: 07/0/2026 5:30 p.m.

2. MOTION to recommend the Town Council adopt the proposed “*Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission*” as presented in the draft dated May 13, 2026.

DRAFT: **05/13/2026**

Ordinance # _____

AN ORDINANCE ESTABLISHING A
TOWN OF LEDYARD CODE OF ETHICS AND ETHICS COMMISSION

Be it ordained by the Town Council of the Town of Ledyard:

Section 1. Authority.

In accordance with Chapter III of the Town Charter, there is hereby established a Town of Ledyard Code of Ethics and Ethics Commission.

Section 2. Declaration of Policy and Purpose.

The trust of the public is essential for government to function effectively. The proper operation of the Town government requires that Town and Board of Education officials, employees and consultants be independent, impartial and responsible to the people; that governmental decision and policies be made in the proper channels of governmental structure; that public office and employment not be used for beneficial and/or financial interest; and that the public has confidence in the integrity of its government.

Section 3. Definitions

As used in this ordinance, the following words or phrases shall have the meanings indicated below:

“**Agency**” is any board, commission, authority or committee of the Town, including the Town Council and Board of Education.

“**Beneficial interest**” means any nonfinancial interest or special treatment that is not common to other citizens of the Town.

“**Business day**” means a day other than a Saturday, Sunday or other day in which the office of the Ledyard Town Clerk is closed to the public for business.

“**Complainant**” means a person who files a complaint under penalties of false statement against an official, employee or consultant containing an allegation of prohibited activities under the Code of Ethics.

“**Confidential Information**” means information acquired by a Town or Board of Education official, employee or consultant in the course of and by reason of performing an individual’s official duties and which is not a matter of public record or public knowledge.

“Consultant” means (i) an attorney hired by the Town or the Board of Education to provide legal services; (ii) any engineer, architect or construction manager hired by the Town or the Board of Education to provide professional services related to construction projects; or (iii)

any professional who is hired by the Town to provide professional advice or services related to land use matters. In addition, the definition of what constitutes a consultant shall be limited to an officer or an employee of any Town or Board of Education contractor who has managerial or discretionary responsibilities with respect to a Town or Board of Education contract.

“Employee” is any person receiving a salary, wages or a stipend from the Town or Board of Education for services rendered, whether full-time or part-time.

“Family” means the spouse, domestic partner, fiancé, fiancée, parents, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, great-grandparents, children, stepchildren, foster children, siblings and their children, stepsiblings and their children, and foster siblings and their children, of an official, employee, or consultant, or his/her spouse or domestic partner.

“Financial Interest” means any interest that has a: (i) monetary value of one hundred dollars (\$100.00) or more or generates a financial gain or loss of one hundred dollars (\$100.00) or more in a calendar year; (ii) and is not common to the other citizens of the Town.

“Gift” is a gift of more than one hundred dollars (\$100.00) in value. A gift includes, but is not limited to, entertainment, food, beverage, travel and lodging to the extent that the gift value exceeds one hundred dollars (\$100.00) in any one (1) year from the same person.

Gifts do not include:

- a. A political contribution that is otherwise reported in accordance with the law.
- b. A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- c. Certificates, plaques or other ceremonial awards costing less than fifty dollars (\$50.00).
- d. A rebate or discount on the price of anything of value made in the ordinary course of business, without regard to that person’s status.
- e. Honorary degrees.
- f. Costs associated with attending a conference or business meeting and/or registration or entrance fee to attend such conference or business meeting in which the Town or Board of Education official or Town Board of Education employee participates in his/her official capacity.

- g. Any gift provided to a Town or Board of Education official or Town or Board of Education Employee or to a family member of a Town or Board of Education official or Town or Board of Education Employee for the celebration of a major life event provided any such gift provided to an individual does not exceed one thousand dollars (\$1,000.00) in value. A major life event shall include, but not be limited to, a ceremony commemorating an individual's induction into religious adulthood such as a confirmation or bar mitzvah; a wedding; a funeral; the birth or adoption of a child; and retirement from public service or Town employment.

"Inquiry" means a complaint or allegation of a possible violation of the Code.

"Managerial or discretionary responsibilities with respect to a Town or Board of Education contract" means having direct, extensive, and substantive responsibilities with respect to the negotiation of the contract and not peripheral, clerical, or ministerial responsibilities.

"Official" is any person holding elective or appointive office in the government of the town and shall include, but not be limited to, the Town Council, Board of Education or any other agency as defined herein.

"Respondent" means a person who is the subject of a complaint.

Section 4. Confidential information and Withholding of Information.

Town and Board of Education officials, employees or consultants may not disclose or use any information or records that are not available to the public except in the performance of official duties or as required by law or court order. No Town or Board of Education official, employee or consultant may withhold information or make a dishonest or fraudulent statement with the intent to deceive or to misrepresent material facts in the performance of his or her official duties.

Section 5. Conflict of Interest Provisions and Other Prohibited Activities

- A. A Town or Board of Education official, employee or consultant has a conflict of interest when that individual engages in or participates in any contract, transaction, decision, employment or rendering of service in which the Town or Board of Education official, employee or consultant or any member of his family has a financial or beneficial interest. Notwithstanding anything contained in this ordinance to the contrary, a Town or Board of Education official, employee or consultant may enter into a contract with the Town or the Board of Education if the contract is (i) publicly quoted or bid; or (ii) the Town or Board of Education official, employee or consultant is not involved in the awarding of the contract. In addition, the provisions of this section shall not apply to any employment or consultant contracts in which a Town or Board of Education official, employee or consultant is hired by the Town or the Board of Education to perform necessary services, including, but not limited to recreational services.
- B. A financial interest or beneficial interest presents a conflict of interest that is incompatible with the proper discharge of official responsibilities in the public interest if the Town or Board of Education official or employee has reason to believe or expect that he/she or any member of his family will obtain, secure, or

advance such interest by reason of his/her actions in performance or nonperformance of his/her official responsibilities.

- C. A Town or Board of Education official, employee or consultant does not have a financial interest or beneficial interest that is incompatible with the proper discharge of his/her official responsibilities in the public interest if the interest accrues to such individual or his/her family members as a member of a profession, occupation, or group to no greater extent that it accrues to any other member of the profession, occupation, or group with which he/she is affiliated as set forth in Section 7-148h(b) of the General Statutes.
- D. No Town or Board of Education official or employee may directly hire or supervise a member of his/her family except for temporary emergency situations, including, but not limited to, inclement weather and labor shortages.
- E. Town officials and employees shall not use Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit. This section does not apply to Town-owned vehicles issued to emergency responders who are authorized by the Mayor, Fire Chief or Police Chief to take their Town-owned vehicles home, or vehicles issued to employees who are permitted to bring their Town-owned vehicles home as part of an employment agreement or contract.
- F. No Town or Board of Education official, employee or consultant shall solicit or accept any gift from any person or entity who or which is interested directly or indirectly in any business transaction or pending matter that is within the purview of such official, employee or consultant. No Town or Board of Education official, employee or consultant shall accept, or knowingly seek or cause to be given to any member of his/her family, any valuable favor, treatment, consideration, or advantage beyond that which is generally available to the citizens of the Town from any person who, to the knowledge of the official, employee or consultant, is interested directly or indirectly in any business transaction or pending matter that is within the responsibilities of the official, employee or consultant. For purposes of this section, a pending matter includes, but is not limited to, any application to any agency, a bid for work to be performed, an application for employment, and any bid for the furnishing of supplies, equipment or services.

Section 6. Disclosure and Disqualification.

- A. Any Town or Board of Education official, employee or consultant who has a conflict of interest, financial interest, or beneficial interest, direct or indirect, in any contract, transaction or decision within the purview of his/her official responsibilities shall disclose that conflict of interest in accordance with the provisions of this ordinance. Such disclosure shall disqualify the official, employee or consultant from participation in the matter, transaction or decision.

- B. No Town or Board of Education official, employee or consultant shall appear on behalf of any private person or party before any agency in connection with any cause, proceeding, application or other matter in which he/she has financial interest or beneficial interest without first disclosing such interest to the agency, which shall record such disclosure in the record of the agency's proceeding. This Code shall not prohibit any current or former Town or Board of Education official, employee or consultant from appearing before any agency on his/her own behalf.
- C. If there is an uncertainty whether a Town or Board of Education official, employee or consultant has a conflict of interest, financial interest, or beneficial interest that could disqualify that individual from participation in a matter, such individual may request an advisory opinion from the Ethics Commission pursuant to this ordinance.
- D. Nothing in the Code shall be interpreted to authorize conduct restricted or prohibited by any provision of the Connecticut General Statutes including, but not limited to, Sections 8-11, 821 and 22a-42(c) of the Connecticut General Statutes that restrict conduct of members of municipal zoning and planning authorities and members of Inland, Wetlands and Watercourses commissions.

Section 7. Required Filings for Certain Town and Board of Education Officials.

The Mayor and the members of the Town Council and the Board of Education shall, on or before January 1st each year, file with the Town Clerk, on a form to be prepared by the Town Attorney, a statement, under oath, containing the following information:

- A. All real estate located within the Town of Ledyard owned by such official or held under lease for a term exceeding five years, excluding, however, his/her principal residence. The foregoing shall also apply to real estate in the Town of Ledyard owned or leased, by a corporation, trust or partnership in which any such official is the legal or equitable holder of at least five (5) percent of the legal or equitable interest in said corporation, trust, or partnership.
- B. The names of any firm, proprietorship, partnership or corporation of which said official is an employee or in which such official holds at least a five (5) percent interest; and if applicable, whether such firm, proprietorship, partnership or corporation has sold or supplied goods or services in excess of ten thousand dollars (\$10,000.00) per annum to the Town of Ledyard during the two (2) years immediately preceding such official's election to office, *and while in office*.
- C. Any income, fees, salary or wages, directly or indirectly, received by such official from the Town of Ledyard during the two (2) years immediate ~~preceding~~ *preceding* such official's election to public office, *and while in office*.

Section 8. Acknowledgment forms

- A. The Town Clerk shall provide a copy of the Code of Ethics to every Town and Board of Education official. Every Town official, including members of the Board of Education, shall sign and file with the Town Clerk an acknowledgement form, prepared by the Town Attorney, indicating his/her awareness of the provisions of this Code. The Superintendent of Schools shall sign and file with the Board of Education Human Resources Director an acknowledgement form, prepared by the Town attorney, indicating his/her awareness of the provisions of this Code. The Human Resources Directors of both the Town and Board of Education, respectively, shall: (i) provide current Town and Board of Education employees a copy of the Code of Ethics within one-hundred-twenty (120) business days of its effective date; and (ii) provide a copy of the Code of Ethics to every Town and Board of Education employee within sixty (60) business days of employment. Copies of the Code of Ethics may be sent to officials and employees electronically.
- B. Within ten (10) business days of the effective date of this ordinance, the Code of Ethics shall be incorporated by reference into all prospective contracts entered into by the Town of Ledyard and the Board of Education with a consultant. The Human Resources Directors of both the Town and Board of Education, respectively, shall provide current Town and Board of Education consultants a copy of the Code of Ethics within thirty (30) business days of its effective date. Copies of the Code of Ethics may be sent to consultants electronically.
- C. The Mayor and Superintendent of Schools shall develop a protocol for periodic training of employees concerning the Code of Ethics. The Commission shall develop a protocol for periodic training of officials.
- D. The Town Council shall approve a procedure for monitoring compliance with this section and approve the training protocols specified in subsection (c).

Section 9. Establishment and Qualifications of Ethics Commission.

- A. Structure. The Ethics Commission shall be comprised of five (5) regular members and two (2) alternate members. All regular members and alternate members of the Ethics Commission shall be electors of the Town. No more than two (2) of the regular members may be affiliated with any one political party. At all times, at least one regular member shall be unaffiliated with any political party. Both alternate members may not be affiliated with the same political party.
- B. Member and alternate member qualifications. No regular member or alternate members shall:
 - i. be currently employed by the Town or Board of Education;
 - ii. have been employed by the Town or Board of Education for a period of two years prior to being appointed to the Ethics Commission;
 - iii. hold any elective Town office or have been elected to any elective Town

office for a period of two years prior to being appointed to the Ethics Commission;

- iv. be a current member of the Board of Education or have been elected to the Board of Education for a period of two years prior to being appointed to the Ethics Commission;
- v. serve as a member of another Town agency; *or have served as a member of another Town agency for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vi. hold office in a political party or political committee; *or have held office in a political party or political committee for a period of two (2) years prior to being appointed to the Ethics Commission.*
- vii. have been found in violation of any state, local or professional code of ethics.

If a current member of the Ethics Commission files to run for any elective Town office or for the Board of Education, such member shall resign from the Ethics Commission within seven (7) days of said filing.

- C. Compensation Members will not be compensated for their service on the Commission.
- D. Organizational Meeting Within thirty (30) days of the appointment of the Ethics Commission, an organizational meeting shall be held at which members shall choose a Chair, Vice-Chair and a Secretary.
- E. Method and Terms of appointment The Town Council shall appoint the Ethics Commission members in the manner provided in the Town Charter. Members of the Ethics Commission shall be appointed by a minimum of (7) seven affirmative votes of the Town Council. Members shall be appointed for a term of three (3) years. If a member is appointed to fill an unexpired term, then that member's term ends at the same time as the term of the person being replaced. In making the original appointments under this ordinance, the Town Council shall designate two (2) regular members to serve for three (3) years, two (2) regular members to serve for two (2) years; one (1) regular member to serve for (1) year; one (1) alternate member to serve for three (3) years and one (1) alternate member to serve for two (2) years. Thereafter, vacancies shall be filled for a three (3) year term. Inaugural members shall be eligible to serve two (2) additional three (3) years term beyond his/her initial appointment. No member may serve more than three (3) terms total.
- F. Removal The Town Council may remove members for cause and fill the vacancy in accordance with the Town Charter. Cause for removal shall include, but is not limited to, an unexcused absence from three (3) consecutive meetings. It shall be the responsibility of the Chairman of the Ethics Commission to notify the Town Council when a member has not properly performed his/her duties.

Section 10. Powers and Duties of Ethics Commission.

- A. The Ethics Commission shall be authorized to consult with the Town Attorney or another attorney hired by the Commission if so authorized by the Town Council. The Ethics Commission shall be authorized to request that the Town Attorney provide advisory opinions.
- B. The Ethics Commission may render advisory opinions to any Town or Board of Education official, employee or consultant on whether conduct by that person would constitute a violation of the Code of Ethics. The Ethics Commission will make advisory opinions available to the public unless doing so would violate the confidentiality provisions of this Code of Ethics or is otherwise prohibited by law.
- C. The Ethics Commission may examine complaints and to make a determination of probable cause pursuant to the procedures outlined herein. The Ethics Commission may hold hearings concerning alleged violations of the code, may administer oaths, and may compel attendance of witnesses by subpoena to the extent permitted by law.
- D. The Ethics Commission may review the Code of Ethics policies and procedures on an as needed basis and may make recommendations to the Town Council regarding changes to the Code of Ethics policies and procedures. The Ethics Commission may take action to increase public awareness of the Code of Ethics.

Section 11. Ethics Commission Rules of Procedure.

- A. Advisory opinions. Any current, former or prospective Town of Ledyard or Board of Education employee, official or consultant may request an advisory opinion from the Ethics Commission as to whether conduct by that person or entity would violate the Code of Ethics. Any current Town or Board of Education official also may request an advisory opinion concerning the activities of any department over which he/she has jurisdiction or agency on which he/she serves.

Individuals initiating a request for an advisory opinion must do so by completing a form available through the Ledyard Town Clerk's Office or through the Town's website www.ledyardct.org. The form must contain a statement setting forth the advice requested and the relevant facts known to the individual making the request so that the Ethics Commission can reasonably be expected to understand the nature of the request.

The individual making the request must sign and date the form. Requests must be addressed in a sealed envelope to the Ethics Commission, c/o The Ledyard Town Clerk, 741 Colonel Ledyard Highway, Ledyard, CT 06339-1511 who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. Within five (5) business days that said request is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Ethics Commission, or both, of same. The date the request is received by the Town Clerk will mark the official date of receipt for purpose of deadlines for decisions. The chair or vice-chair of the Ethics

Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the request.

The chair will present the request to the Ethics Commission at its next regular meeting or at a special meeting at an executive session, except upon the request of the individual that is seeking the advisory opinion to present the request in open session.

Advisory opinions will be made by a majority of the Ethics Commission members voting at a meeting at which a quorum is present. The Ethics Commission will issue an advisory opinion as expeditiously as possible but in any event within ninety (90) business days from the day it first considers the request. The Ethics Commission may extend the time for a decision for up to an additional thirty (30) business days. All advisory opinions must be in writing and communicated to the individual making the request.

The Ethics Commission may decline to render an advisory opinion if (1) the subject matter is not covered by the Code of Ethics, (2) the known facts are incomplete or incorrect, and the omission or misstatements are material to the advisory opinion requested, or (3) other reasonable grounds exist for not taking action. If the Ethics Commission decides to so act, it shall state its reasons.

B. Complaints.

- i. Filing of a Complaint. A complaint alleging any violation of the Code of Ethics shall be made on a form prescribed by the Ethics Commission available at the Town's website www.ledyardct.org or through the Town's Clerk office, and signed under penalty of false statement. The form shall be delivered to the Town Clerk in a sealed envelope who will date stamp the envelope and forward the sealed envelope promptly to the chair or vice-chair of the Ethics Commission. On the day the sealed envelope is received by the Town Clerk, the Town Clerk or his/her representative shall notify the chair or vice-chair of the Commission, or both, and the respondent within five (5) business days of receipt of the complaint. The chair or vice-chair of the Ethics Commission shall sign a form, provided by the Town Clerk, acknowledging the receipt of the complaint. The Ethics Commission shall also notify the respondent that a complaint was received and that it will conduct a probable cause determination and invite the respondent to provide any information the respondent deems relevant to the Ethics Commission's determination of probable cause. No complaint may be made under the Code of Ethics unless it is filed with the Ethics Commission within three (3) years after the violation alleged in the complaint has been committed.

The Complaint shall include the: (i) the name of the person accused (respondent); (ii) name of the person filing the complaint; and (iii) the specific acts alleged to constitute a violation of the Code of Ethics and when said actions occurred.

ii. Probable Cause Determination

Within sixty (60) business days of the receipt of a complaint by the Chair or Vice-Chair, the Ethics Commission shall review and determine whether there is probable cause that a violation of the Code of Ethics has occurred. A finding of probable cause means that based on a review of the available information, *and any additional information the Ethics Commission deems relevant*, the Ethics Commission determines that reasonable grounds exist to believe that the respondent engaged in prohibited conduct by the Code of Ethics. If the Ethics Commission does not make a finding of probable cause, the complaint shall be dismissed, and a copy of its decision shall be mailed to both the complainant and the respondent. Unless the Ethics Commission makes a finding of probable cause, a complaint alleging a violation of this Code of Ethics shall be confidential except upon the request of the respondent.

If the Ethics Commission makes a finding of probable cause, which shall require three (3) affirmative votes, it shall so advise both the complainant and the respondent and begin a formal investigation.

iii. Hearings

If the Ethics Commission decides that probable cause of a violation of the Code of Ethics exists, it will conduct a public hearing to determine whether or not a violation occurred in accordance with Uniform Administrative Procedure Act (“UAPA”) (See Chapter 54 of the Connecticut General Statutes). At the hearing, the respondent will have the right to be represented by legal counsel; to present evidence and witnesses and compel the attendance

of witnesses; to produce books, documents, records and papers; to examine and cross-examine witnesses; and to inspect and copy relevant and material records, papers and documents. Hearings are not governed by the legal rules of evidence and any information relevant to the matter may be considered. The Ethics Commission will respect the rules of privilege recognized by the law. Not later than ten business (10) days before the start of the hearing, the Ethics Commission will provide the respondent with a list of its intended witnesses. The Ethics Commission will make a record of the proceedings.

iv. Final Decisions

Decisions by the Ethics Commission that a person is in violation of the Code of Ethics must result from the concurring vote of ~~three (3)~~ *four (4)* of its members. The Ethics Commission must render its decision within sixty business (60) days of the closing of the hearing. Such finding and memorandum will be deemed to be the final decision of the Ethics Commission for the purposes of the UAPA. The respondent may appeal to the superior court in accordance with the provisions of Section 4-183 of the Connecticut General Statutes. If the Ethics Commission determines that the Code of Ethics was violated, it will provide the respondent, the Mayor, the Ledyard Town Council and the Board of Education (if applicable) with a copy of its findings and memorandum within ten (10) business days after its decision. It will also advise the respondent of his/her right to appeal the decision pursuant to Section 4-183 of the Connecticut General Statutes.

v. Penalties for Violations of the Code of Ethics

A violation of the Code of Ethics may lead to any one or a combination of the following penalties:

- a. order to cease and desist the violation;
- b. pay a civil penalty of up to the maximum amount permitted by State law;
- c. censure;
- d. suspension without pay;
- e. demotion;
- f. termination of employment or contract; and
- g. Restitution of any benefits received because of the violation committed.

Penalties will be determined by a vote *of seven (7) members* ~~majority~~ of the Town Council within sixty (60) business days after receipt of the finding and memorandum of Ethics Commission.

The remedies and procedures specified in any applicable statutory and Charter provisions, personnel rules, contract grievance rules, or other work rules, policies, and procedures, shall be followed in the enforcement of this section.

Section 12. Effective Date.

The provisions of this Ordinance shall become effective six months after the Ethics Commission's Organizational Meeting.

Section ~~13~~ **2**. Severability.

If any part of this Code of Ethics or 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.

Signed/Certified on: _____
Gary St. Vil, Chairman

Approve/Disapprove on: _____
Fred B. Allyn, III, Mayor

Published on: _____
Patricia A. Riley, Town Clerk

Effective Date: _____

.....
History: Based on the public's interest to establish standards of ethical conduct this Code of Ethics and Ethics Commission was developed to establish guidelines for the conduct of those in public service; and to establish a procedure to be followed by the Ethics Commission in receiving, adjudicating, and reporting on alleged violations of the Code of Ethics. The drafting of this Ordinance took over three-years and multiple reviews by the Town Attorney and four Public Hearings.

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry noted after incorporating the residents comments at their May 13, 2026 Administration Committee meeting, she forwarded the proposed Ethics Ordinance to Attorney Ritter for a final review. She stated that she specifically asked Attorney Ritter to review new Section 12 to provide an “*effective date to be six months after the Commission’s Organizational Meeting*” to be sure it was not in violation of the Town Charter. She noted that Attorney Ritter’s email responding to her questions was attached to the Agenda packet on the Meeting Portal. She stated that Attorney Ritter stated that the new Section 12 was fine; and he provided some minor spacing corrections, which were made to the May 13, 2026 draft.

Councilor Garcia-Irizarry continued by addressing Mr. Treaster’s comments from earlier this evening regarding the addition of Section 12. “*Effective Date*” as follows:

“The provisions of this Ordinance shall become effective six months after the Ethics Commission’s Organizational Meeting”; Councilor Garcia-Irizarry went on to noting that Mr. Treaster also stated that the Organizational Meeting could be postponed indefinitely. Therefore, she questioned whether they could introduce something to address when the Organizational Meeting would need to be held.

Administrative Assistant Roxanne Maher directed the Committee to Section 9. “*Establishment and Qualifications of Ethics Commission*”.

Councilor Garcia-Irizarry noted Section 9. “*Establishment and Qualifications of Ethics Commission*” paragraph D “*Organizational Meeting*” stated the following:

“Within thirty (30) days of the appointment of the Ethics Commission, an organizational meeting shall be held.....”.

Administrative Assistant Roxanne Maher explained the objective for the six month lead time was to give the Ethics Commission time: (1) To review and understand what the Ordinance was authorizing them to do; (2) Review all the Forms, Filing Requirements, and to also draft the necessary Forms as required by the Ordinance; (3) Allow the Commission to meet during that six month period to do this work; and understand the Procedures; and (4) To allow a period of time where the public could ask questions to understand what would and would not qualify for an Ethics Complaint, and for the Commission to be able to respond, which may involve some research, etc. She noted that the six month effective date would essentially provide the Commission and the Public a grace period to fully understand their role and responsibilities; as well as what would be considered an ethics complaint. She also explained that they do not know how long it was going to take to find candidates that would qualify to serve on the Ethics Commission, based on the parameters spelled out in the Ordinance; and that once an Ethics Complaint was filed the clock would start for the number of days to notify certain parties, the number of days for the Commission to hold a meeting regarding the Complaint, etc.

Councilor Barnes stated that six months may be longer than other towns that had an effective date of 45 days, and it may be longer than Mr. Treaster would like. However, he stated based on the Organizational Meeting being held within 30 days of he

members appointment that the time was not unlimited. Administrative Assistant Roxanne Maher stated this time would also give the Town Clerk and the Human Resources Director time to send out all the forms and to get them back, and to make sure everything was in-place and that they were doing it right, based on the amount of work involved.

Councilor Barnes commented on the importance to take the time to make sure they do things right, noting that they would not be doing anything helpful for the town if they rush.

Councilor Brunelle stated she did not have a problem with an effective date of six months after the Organizational meeting.

VOTE: 3 – 0 Approved and so declared

RESULT:	3 – 0 APPROVED TO RECOMMEND
MOVER:	Bill Barnes, Committee Member
SECONDER:	Carmen Garcia-Irizarry, Committee Member
AYES:	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

VII. NEW BUSINESS

1. MOTION to recommend the Town Council set a Public Hearing (Hybrid Format - Video Conference and In-Person) Public Hearing date on July 8, 2026 at 6:00 p.m. to be held in Council Chambers, Town Hall Annex, 741 Colonel Ledyard Highway, Ledyard, Connecticut, to receive comments and recommendations regarding a proposed *“An Ordinance Establishing a Town of Ledyard Code of Ethics and Ethics Commission”*.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: Councilor Garcia-Irizarry stated in accordance with the Town Charter; Chapter III; Section 5; a Public Hearing shall be held by the Town Council before any ordinance can be passed. She stated this item was to set the Public Hearing date. She noted this would be the fourth Public Hearing the Town Council would hold regarding the proposed Ethics Ordinance.

VOTE: 3 – 0 Approved and so declared

RESULT:	3 – 0 APPROVED TO RECOMMEND
MOVER:	April Brunelle, Committee Member
SECONDER:	Bill Barnes, Committee Member
AYES:	Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

2. MOTION to recommend the Town Council appoint Councilor Carmen Garcia-Irizarry (D) 58 Eagle Ridge Drive, Gales Ferry, to the *“Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission”* a for six-month term in accordance with Res#002-2026/Mar 25.

Moved by Councilor Brunelle, seconded by Councilor Barnes

Discussion: The Committee noted that Councilor Garcia-Irizarry was a great choice to serve on this Ad Hoc Committee, as the Town Council’s representative.

Councilor Garcia-Irizarry noted that the Town Council's Representative was the last appointment remaining for this Ad Hoc Committee. She stated that the Organizational Meeting would be scheduled soon.

VOTE: 2 – 0 – 1 Approved and so declared (Garcia-Irizarry Abstained)

RESULT: 2 – 0 – 1 APPROVED TO RECOMMEND
MOVER: April Brunelle, Committee Member
SECONDER: Bill Barnes, Committee Member
AYES: Bill Barnes, April Brunelle
ABSTAIN: Carmen Garcia-Irizarry

3. MOTION to recommend the Town Council reappoint the following Members to the Parks, Recreation & Senior Citizens Commission for three (3) year term ending June 28, 2029:

- Ms. Carol Schneider (D) 101 Inchcliffe Drive, Gales Ferry
- Ms. Lucrezia Finegan (R) 1331 Baldwin Road, Gales Ferry
- Mr. Kenneth DiRico (U) 8 Melanie Lane, Gales Ferry

Moved by Councilor Barnes, seconded by Councilor Brunelle

Discussion: Councilor Garcia-Irizarry noted that all of these Commission Members were interested in continuing to serve the town; and their reappointments have been endorsed by the Commission and their respective parties.

Councilor Barnes noted during the last term he was the Liaison to the Parks, Recreation & Senior Citizens Commission, noting that they were a great group.

VOTE: 3 – 0 Approved and so declared

RESULT: 3 – 0 APPROVED TO RECOMMEND
MOVER: Bill Barnes, Committee Member
SECONDER: April Brunelle, Committee Member
AYES: Bill Barnes, April Brunelle, Carmen Garcia-Irizarry

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

VIII. ADJOURNMENT

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

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee