



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339

860 464-3203
Roxanne Maher

Chairman Kevin J. Dombrowski

MINUTES
FINANCE COMMITTEE
SPECIAL MEETING

Wednesday, October 5, 2022

6:30 PM

Annex Meeting Room - Video Conference

DRAFT

- I. CALL TO ORDER - The Meeting was called to order by Councilor Saums at 6:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Saums welcomed all to the Hybrid Meeting. He stated for the Town Council Finance Committee and members of the Public who were participating via video conference that 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
Andra Ingalls	Town Councilor	Present	In-Person	6:30 pm	7:28 pm
Tim Ryan	Town Councilor	Excused			
Bill Saums	Town Councilor	Present	In-Person	6:30 pm	7:28 pm
Mary McGrattan	Town Councilor	Present	Remote	6:30 pm	7:28 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	6:30 pm	7:28 pm
Fred Allyn, III	Mayor	Present	In-Person	6:30 pm	7:28 pm
Matthew Bonin	Finance Director	Present	In-Person	6:30 pm	7:28 pm
Steve Masalin	Director of Public Works/Town Engineer	Present	In-Person	6:30 pm	7:26 pm
Steve Holyfield	Administrator of Emergency Services	Present	In-Person	6:30 pm	6:54 pm
Jon Mann	Ledyard Center Fire Chief & Members	Present	In-Person	6:30 pm	6:54 pm
Jason Hartling	Superintendent of Schools	Present	Remote	6:30 pm	6:38 pm
Wayne Donaldson	Board of Education Director Grounds & Facilities	Present	Remote	6:30 pm	6:38 pm
Roxanne Maher	Administrative Assistant	Present	Remote	6:30 pm	7:28 pm

III. RESIDENTS' COMMENTS – None.

IV. INFORMATIONAL ITEMS

Councilor Saums noted the Town Council received the Board of Education’s Budget Report for the period ending September 9, 2022.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES –

MOTION to approve the Regular Meeting Minutes of September 21, 2022
Moved by Councilor Ingalls, seconded by Councilor Saums

VOTE: 2 – 0 Approved and so declared

- VI. FINANCE DIRECTOR'S REPORT – Finance Director Matthew Bonin reported on the following: (1) Annual Audit Fiscal Year Ending June 30, 2022 – Mr. Bonin stated the Annual Audit work was underway, noting that CliftonLarsonAllen LLP have been on-site at the Town Hall this week. He noted the Auditors would be at the Board of Education next week; (2) American Rescue Plan Act (ARPA) – The Town received the second and final disbursement from the federal government.
- VII. FINANCIAL REPORTS – None.

RESULT: DISCUSSED

VIII. OLD BUSINESS

1. No Action to revisit the MOTION to recommend the Town Council authorize the Permanent Municipal Building Committee (PMBC) to increase the bid amount for the Gales Ferry School and Juliet W. Long School roofing projects to \$50.00 per square foot to account for inflation.

In addition, the Permanent Municipal Building Committee may, with Town Council approval, modify the scope of the “*Various School Improvement Projects*” to include the replacement of the roofs at the Central Office, Gales Ferry School, and Juliet W. Long School; installation of solar equipment at Gales Ferry School and Juliet W. Long School; upgrades to the building management systems at Gales Ferry School; and electrical and HVAC upgrades at Juliet W. Long School) to stay within the authorized amount \$6,725,000, as approved by the townspeople at the February 22, 2022 town-wide referendum.

Also, the Town Council acknowledges that the Town of Ledyard is aware that the State of Connecticut notified the Board of Education that the State would only provide a reimbursement rate of 75% for the cost of the Gales Ferry School roof. This reduction in State grant reimbursement was based the State’s record that the school was not accepted until 2006, although the Gales Ferry School project was completed in 1999; therefore, the school did not meet the State’s the 20-year criteria for full reimbursement.

Discussion: Councilor Saums stated the Finance Committee had forwarded this Motion to the Town Council’s September 28, 2022 Meeting with the hope that they would have received the requested information from State before the Meeting. However, he stated because the State had not yet responded, the Town Council took no action.

Councilor Saums went on to state that he and Finance Director Matthew Bonin have continued to try to obtain written confirmation from the State noting that because the Office of School Construction Grants and Review Mr. Robert Ficeto has not responded to their e-mails that he reached out to State Senator Cathy Osten to see if she could look int the matter. He noted that Senator Osten had a meeting the State Department of Administrative Services (DAS) this week and that she would try to assist the town in getting someone from the State to respond to Ledyard’s questions as noted below:

Please confirm the following, or provide the original notice that was sent to the Ledyard Board of Education supporting the State's request:

1. The Town needs to increase the estimated bid price to \$50.00 per foot for both roofs due to inflation.
2. The Town will only receive reimbursement on only 75% of the total approved project cost for the Gales Ferry School because the State did not accept the projects (which were completed in 1999) until 2006, and therefore the State does not consider the roofs to be 20 years old.

Councilor Saums thanked Superintendent of Schools Jason Hartling and Board of Education Director of Facilities and Grounds Wayne Donaldson for attending tonight's meeting and he asked whether they had any additional/updated information regarding the State's request.

Superintendent of Schools Jason Hartling stated although he had not received any documentation from the State that in his on-going effort to deal with the timing of the Gales Ferry School Roof and in researching the files at the Board of Education Office and that he located a document the Board of Education submitted to the Department of Commerce which indicated the Gales Ferry School Construction was completed in September, 2001. He stated Mr. Donaldson forwarded the document to the State. He stated the Department of Commerce document may not be exactly what the State was looking for, that he hoped that it would bolster Ledyard's case that the Gales Ferry School Construction Project was completed well before the 2006 date the State had on-file.

Board of Education Director of Facilities and Grounds Wayne Donaldson noted that he received a response from Mr. Ficeto on another subject matter, however, Mr. Ficeto has not responded to their questions regarding the School(s) Roof Projects. He stated that he would continue to reach-out to Mr. Ficeto.

Councilor Saums stated that he would also follow-up with Senator Osten regarding her meeting with Department of Administrative Services (DAS). He expressed concerns regarding the timing by not taking the required actions to move these roof projects forward; however, he also commented on the importance to act in the best interest of the residents; and that they were not doing something based on "Because the State said so".

RESULT: NO ACTION

Next Meeting: 10/19/2022 5:00 p.m.

2. No discussion regarding the Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Mayor Allyn, III to be present for their discussion.

RESULT: NO ACTION

Next Meeting: 10/19/2022 5:00 p.m.

Public Works Director/Town Engineer Steve Masalin stated had a number of items on tonight's agenda, noting that the Fire Department only had one item listed under New Business Item #4. Therefore, he stated he that he would defer his place on the Agenda this evening to the Ledyard Fire Department.

The Finance Committee agreed to address New Business Item #3 regarding the purchase of a piece of fire apparatus (3,000-gallon Tanker) as the next item of business this evening; and that they would then resume the order the Agenda.

Councilor Saums thanked Mr. Hartling and Mr. Donaldson for attending tonight's meeting.

Mr. Hartling and Mr. Donaldson left the meeting at 6:38 p.m.

NEW BUSINESS

- (3) MOTION to recommend the Town Council authorize purchase of fire apparatus (3,000 gallon tanker) from New England Fire Equipment and Apparatus Corp. in an amount not to exceed \$640,412.00 for the Ledyard Fire Company from Account #0210-21020401-54325.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Administrator of Emergency Services Steve Holyfield provided some background stating in working to update the Fire Apparatus Plan the town's fire services conducted a Fire Hydrant Study about eighteen months ago. The results of Study showed that nearly 50% of the structures on the Ledyard side of town did not have access to fire hydrants, and therefore, there was a need to have a Tanker on the Ledyard side of town, noting that Gales Ferry had a Tanker.

Mr. Holyfield went on to state that the Leadership and the Ledyard Fire Company Apparatus Committee developed bid specifications for the fire truck and solicited and Request for Proposal #22-25 (Fire Apparatus 3,000-gallon Tanker) to replace R-14. He stated the town received three bids from the following three companies: (1) Greenwood Emergency Vehicles \$680,000; (2) New England Fire Equipment and Apparatus Corp. \$640,412; and (3) Shipman's Fire Equipment \$628,972. He stated he and the Apparatus Committee reviewed the bids and agreed that the bid received from New England Fire Equipment was the lowest bid that met all the bid specification requirements. He stated although Shipman's Fire Equipment came in with the lowest bid in the amount of \$628,972 that they did not meet the specifications because their proposal was for a stainless-steel body, noting that the specifications in Bid #22-15 called for an aluminum body.

Mr. Holyfield addressed the Fire Apparatus Replacement Schedule and the Apparatus Reserve Fund-Capital Account noting that the level of funding in this Account was the most they have ever had. He stated in trying to reduce the cost of the 3,000-gallon Tanker the Ledyard Fire Company Apparatus Committee was asked to take an a la carte approach and consider cutting out some of the niceties, which brought the cost to \$608,000. He stated the lead time for the construction and delivery of the Tanker was 20-24 months.

Mr. Holyfield stated although they were expecting to spend about \$608,000 to purchase the 3,000-gallon tanker to replace R-14 that for transparency they were requesting the full amount of the Bid Proposal in the amount of \$640,412.00.

Councilor Saums noted Ordinance #200-002 (rev 1) Section 2 stated: *“Bid awards shall be determined by assessing the best interest of the Town in terms of the scope of work, qualified bidders’ overall approach to the project or service, past performance, and cost. The bid shall be awarded to the lowest qualified bidder if it is in the best interest of the Town.”* He stated because the lowest bid did not meet the specifications, and because the assessment of the bids found that with some negotiations to remove some features from the apparatus that New England Fire Equipment and Apparatus Corp. proposal was the best value for the town.

Mr. Holyfield stated the Ledyard Center Fire Company has not had a Tanker for about seven years explaining that the Tanker was taken out of service because it was unserviceable and not safe for the road. He stated the reason there has been a gap in the replacement of the Tanker was because there were some challenges within the Leadership in deciding on the best direction for the town. He stated the town’s fire services have continued to work to have both the Ledyard Center Fire Company and the Gales Ferry Fire Company and the Town’s Leadership in agreement on the apparatus fleet that would best serve the residents. He stated the purchase of this 3,000-gallon Tanker for the Ledyard Center Fire Company would serve the town for about 20-25 years.

Councilor Ingalls questioned what prompted the fire services to conduct the Fire Hydrant Study. Mr. Holyfield stated in their on-going discussions regarding the Fire Apparatus Replacement Schedule and the types of apparatus that was needed on both sides of town and what pieces of apparatus could be shared that they conducted the Fire Hydrant Study about eighteen months ago to provide data to support their needs.

Councilor Saums questioned the amount of research that went into developing the specifications to replace R-14 with a 3,000-gallon Tanker. Mr. Holyfield stated hundreds of hours and several revisions on the finances went into developing the specifications for this piece of apparatus. He stated his predecessor Mr. Russ Shaw started the Fire Apparatus Schedule and that he has continued the spreadsheet because it worked. He stated the spreadsheet gives them the ability to plug numbers and pieces of apparatus into the spreadsheet to see how they would affect Replacement Plan, the Apparatus Reserve Fund Capital Account and the Fleet. He noted as an example that R-11 was on the Apparatus Replacement Schedule to be replaced in 2021; however, he explained by replacing the motor for \$126,000 they were able to extend the life of the truck. He also explained that the Apparatus Replacement Schedule spreadsheet helped them to look long-term both in terms of the apparatus fleet with regard to: (1) What could be consolidated;)2) What needed to be replaced; or (3) How they could extend the lifecycle of a piece apparatus; and (4) In terms of and in funding. He stated because the cost of fire apparatus and parts were increasing by 10% - 15% that during the Fiscal Year 2022/2023 Budget process the annual funding allocation to the Apparatus Reserve Fund Capital Account was increased by 10% to account for the rising costs. He noted the 20-

24 months lead time for the construction and delivery of the 3,000-gallon Tanker; and he noted that New England Fire Apparatus was going to order the chassis, frame and motor because they were concerned about price increases. He stated New England Fire Apparatus stated that should the purchase not be approved that they could use them for another town.

Councilor Saums noted the town has used various fire suppression strategies in the past such as the Compressed Air Foam System (CAFS) and the Drop Tank Systems and he questioned how they decided to purchase a 3,000-gallon Tanker. Ledyard Center Fire Chief Jon Mann explained with only 50% of structures on the Ledyard side of town having access to a fire hydrant that having 3,000-gallons of water at the scene would play a big role. Mr. Holyfield stated that both the Ledyard Center Fire Company and the Gales Ferry Fire Company's Tankers would be used on both sides of town, when the need arises. He stated that they try to supplement and work with both Fire Companies, explaining that if there was a fire on Vinegar Hill Road, where they do not have fire hydrants, that the Ledyard Center Tanker would arrive first, which would help with safety. He addressed Drop Tanks and stated that he could only think of one or two times when they used the drop tanks. He also noted if they had a large fire that other Fire Companies Tankers would also respond to the scene providing Mutual Aid, and that Ledyard's Tankers would also go out of town. However, he stated they have agreed that one Tanker would stay in town at all times.

Mr. Holyfield stated R-11 still had the CAFS on it, noting that when it was purchased it was believed to be the best approach. However, he stated as it turned out the CAFS system may not have been the best approach for Ledyard, based on training, usability and maintenance. He stated Ledyard got rid of R-12 (Ledyard Center Fire Company) which had CAFS on it. Mr. Mann stated they have learned that the CAFS system was not financially smart at a fire when the structure was fully involved. He stated for a smaller fire the CAFS system worked well. He stated for the majority of fires they have in Ledyard they have found that water method was the best strategy.

Mayor Allyn, III, addressed the Fire Hydrant Study and public water supply noting that Ledyard did not have a plan to expand the public water supply in the near future.

VOTE: 2 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 2 – 0

MOVER: Bill Saums, Town Councilor
SECONDER: Andra Ingalls, Town Councilor
AYES: Ingalls, Saums
EXCUSED: Ryan

Councilor Saums thanked Mr. Holyfield, Mr. Mann and Fire Department Members for attending tonight's meeting.

Mr. Holyfield, Mr. Mann and Fire Department Members left the meeting at 6:54 p.m.

OLD BUSINESS (continued)

3. Discussion concerning appropriation of Transfer Station and other recycling revenues to a reserve fund for Transfer Station capital needs.

Public Works Director/Town Engineer Steve Masalin stated based on his September 21, 2022 conversation with Finance Committee to set aside some of the revenue generated from the Transfer Station Fees and Recycling into a separate account to be used for Transfer Station capital needs that he has begun to research several components of his proposal which included the amount of revenue generated by these two sources annually and the portion of those revenues that he has requested to spend for Public Works initiatives such as Transfer Station Improvements for lifecycle and compliance requirements.

Mr. Masalin stated he in looking at all of the revenues the town received with Finance Director Matthew Bonin that go into the Undesignated Account that they come from a variety of sources which included the revenue generated from the Transfer Station Fees and Recycling. He noted Ordinance # 200-009 *“An Ordinance Providing for the Transfer Of Certain Revenue From The Real Estate Conveyance Tax To Specific Town of Ledyard Funds” Section 1 “Allocation of Funds”* stated: *A sum equal to forty percent (40%) of the money thus received shall be deposited to Fund 8, the Parks and Recreation Capital and Non Recurring Expense Fund; **an additional forty percent (40%) of said money shall be deposited to Fund 6, Capital and Non-Recurring Funds, to be used only for capital/infrastructure expenses; and the remaining twenty percent (20%) of said money shall be deposited to Fund 6, Capital and Non-Recurring Funds, with an Acquisition of Open Space Allocation.**”*

Councilor Saums stated it made sense to establish a separate account to allocate a portion of the revenue generated from the Transfer Station Fees and Recycling into. He stated for planning purposed that the Public Works Director would present a Plan for Public Works initiatives such as Transfer Station Improvements for lifecycle and compliance requirements, as part of the Annual Budget Process, as he was currently doing for the Facilities Maintenance. Mr. Masalin stated with the upcoming budget that he would prepare a Transfer Station Capital Lifecycle Plan. He stated initially he may still need to request some appropriations from the Undesignated Fund for improvement work if needed, until the funding in the new account has reached a level that he could begin to draw from. He stated a comprehensive engineering analysis of the Transfer Station would need to be done to determine the work required to bring the Transfer Station into compliance. He noted that recently the Town of Preston conducted an engineering study of their Transfer Station and that they were able to obtain funding thru the Local Transportation Capital Improvement Plan (LoTCIP) from the State to help pay for some of the improvement work. He stated for the upcoming Fiscal Year 2023/2024 Budget planning process that he would be preparing a Plan to obtain an Engineering Study of the Transfer Station, which would require some seed money.

Mr. Masalin noted more work needed to be done in preparing a proposal to establish a separate Account to set aside some of the revenue generated from the Transfer Station Fees and Recycling to be used for Transfer Station capital needs.

The Finance Committee agreed to remove this item from their agenda, and to revisit it when Mr. Masalin was ready to present his proposal.

RESULT: REMOVE FROM AGENDA

4. MOTION to approve \$45,000 in supplemental funding for the construction of the concrete floor at the Town Green Pole Barn.

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Public Works Director/Town Engineer Steve Masalin provided some background stating at its December 8, 2021, meeting, the Town Council approved \$55,000 of American Rescue Plan Act (ARPA) funding for a concrete floor at the Vo-Ag-Science Pole Barn at the Lower Town Green. He stated after securing quotes and packaging the various facets (materials and labor) in the most cost-effective way possible to reduce costs, coupled with as much in-house effort as possible, the total cost had been estimated at just shy of \$90,000, without contingency. He explained the Package included labor supplied through the ezIQC program managed by the Gordian Group through competitive CRCOG bidding. He stated the detailed scope of work, including the citation of the Town portion, and cost of the Gordian Group portion (\$61,433.07); with the balance of the cost for materials and miscellaneous efforts supplied by the Town amounts to about \$27,500 was derived from direct quotes. He stated this approach was proposed at the September 7, 2022, Finance Committee meeting and voted down, in an effort to seek bids with the hope that the cost would come in lower.

Mr. Masalin went on to explain as a result of the Finance Committee's September 7, 2022 meeting and with the consensus of the Mayor, the project went out to Bid (Bid #2023-04). The Bid results received on September 29, 2022 yielded responses from four contractors noting that the bids ranged of \$152,400 to \$196,014. He stated if the previous proposal of \$95,000 was deemed to be excessive, the results of Bid #2023-04 were clearly not acceptable.

Mr. Masalin continued to explain that he has since confirmed that the original Gordian Group price of \$61,433.07 remained good through the end of the year. However, he stated because of the delay of seeking bids, the completion of the project was uncertain within this timeframe, although any increase to this cost would not come close to approaching the dollar amount that was received in response to Bid #2023-04. He stated further deliberations with the Gordian Group and others would be required on a final schedule.

Mr. Masalin went on to explain to accommodate any changes in materials costs he was recommending, and he has requested this evening, increasing the Contingency by \$5,000 to bring the total funding for the project to \$100,000. He stated any amount that was not needed would be returned to the unobligated balance of ARPA funding. He stated although pouring a concrete slab seem to be a simple, straight forward project, that there appeared to be more work involved, or there was just not an appetite for contractors to bid on the work.

The Finance Committee, the Mayor, and Mr. Masalin discussed using other materials to reduce the cost of the pad at the Pole Barn, such as an asphalt pad; and decided for logistical purposes that the best option was still a concrete pad noting that the current millings were not suitable for safety reasons. Councilor Saums stated in trying to navigate the Pole Barn on crutches or trying to use a walker, wheelchair or a stroller that it was difficult because the millings never get sunlight and do not get pounded down.

The Group also discussed a cost benefits analysis of other options, the need to bring the floor into compliance with the American Disability Act (ADA) and the long-term costs of trying to save money now that only costs the town more money later. They noted all the other pavilions in town had concrete floors such as the Holdridge Pavilion and the Colonel Ledyard Park Pavilion.

Mr. Masalin stated the Pole Barn concrete floor would have a broom finish and that the project would also include two concrete sidewalks going to the parking lot and a paved and marked parking area that would be in compliance with the ADA specifications.

Councilor Ingalls addressed the ARPA Projects List and she suggested the Finance Committee revisit the ARPA Spending Plan because of the rate of inflation that has occurred this past year since the ARPA Projects List was approved. She noted that some projects, as they were seeing with the Pole Barn Floor, may be coming in higher than initially estimated. Therefore, she stated they may need to make some adjustments to the ARPA Projects List and Spending Plan to account for cost increases. Councilor Saums stated the Mayor was keeping a spreadsheet on the ARPA Projects and the actual costs that the projects have been coming in. Mayor Allyn, III, stated he would be prepared to review the ARPA Spending Plan at the October 19, 2022 Finance Committee meeting.

Finance Director Matthew Bonin questioned the funding source for the supplemental \$45,000 for the Pole Barn Floor. Mr. Masalin noted that Mr. Bonin had previously indicated that that there was enough funding in the ARPA Balance to cover the additional cost for the Pole Barn Floor. Mr. Bonin stated there was about \$625,000 of ARPA Funding that had not yet been allocated. Councilor Saums at the January 12, 2022 Town Council meeting they approved to appropriate \$1.37 million from the American Rescue Plan Act (ARPA) Account for Phase I, Phase II & Phase III of the Ledyard Sewer Line Extension Project. However, he stated this appropriation was contingent on the approval of the town's CDBG Grant Application in the amount of

\$1.38 million for the project. He stated as part of that action the Council also voted, that should the CDBG Application not be approved, that they would appropriate the full cost of the Ledyard Sewer Line Extension Project in the amount of \$2.76 million from the American Rescue Plan Act (ARPA).

Councilor Saums went on to explain the town received notification that their CDBG Grant Application in the amount of \$1.38 million for the Ledyard Center Sewer Line Extension was denied. He stated if the town had received the CDBG Grant funding that they would have been able to do all the projects on the ARPA Projects List. He stated at the Finance Committee's April 20, 2022 meeting they agreed that if they appropriated the full \$2.76 million for the Ledyard Sewer Line Extension Project from their ARPA Funding that it would have significantly impacted which projects on the ARPA Projects List the town would be able to complete.

Councilor Saums continued to explain because the engineering company had requested an extension of an additional 400 days to complete the geo-technical work on the sewer line project, the Project would most likely not begin until May or June, 2023. Therefore, he stated at their April 20, 2022 meeting the Finance Committee agreed that rather than allocate the full \$2.76 million for Sewer Line Extension now and forego a number of smaller initiatives on the ARPA Projects List, that they would recommend the Town only allocate \$1.2 million from ARPA Funding for Phase I, because the costs of Phase II would be shared by the Developers. He also explained because of the delay in the project timeline the Committee was optimistic that they could again apply for the CDBG Grant in the next round or perhaps find other grant opportunities for Phase II and Phase III of the Sewer Line Extension Project. Therefore, he stated that he would rather not use the \$625,000 ARPA Funding that Mr. Bonin noted had not yet been allocated in-case they needed it for the Sewer Line Extension Project.

Mr. Bonin stated there was also some funding in the CNR Undesignated Fund that could be used for the supplemental \$45,000 that was being requested for the Pole Barn Floor. The Finance Committee asked Mr. Bonin to identify a funding source for the supplemental \$45,000 before the Town Council's October 12, 2022 meeting.

VOTE: 2 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 2 – 0

MOVER: Andra Ingalls Town Councilor

SECONDER: Bill Saums Town Councilor

AYES: Ingalls, Saums

EXCUSED: Ryan

IX. NEW BUSINESS

1. Discussion and possible action on the
MOTION to recommend the Town Council appropriate \$6,760.78 to Account 21014301-53342-T0001 (Town Green Upgrade) from Account 21090305-58915 (Undesignated) to cover the deficit of the Town share of STEAP grant funding not eligible to be covered by ARPA funding.
Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Public Works Director/Town Engineer Steve Masalin explained that because of the various funding sources that were involved to facilitate the Town Green Upgrade Project that it was quite complicated to review the project in detail. However, he provided a brief overview as follows:

- Supplemental funding was sought to cover the Town's matching share to be eligible to receive the funding from the State Small Town Economic Assistance Program (STEAP) Grant for the Town Green Upgrade Project.
- \$75,000 of American Rescue Plan Act (ARPA) was appropriated at Town Council's February 9, 2022 meeting to cover the town's matching funds and for the other Town Green miscellaneous improvements. The \$75,000 ARPA Funding was appropriated to a new Account # 21014301-53342-G0014 (Town Green Upgrade) that was created for ARPA funds accountability.

Mr. Masalin went on to explain that as it turned out, the expenses, to meet the ARPA-eligible criteria, needed to be incurred after March 3, 2021. He stated because the Town Green Upgrade Project was underway prior to the ARPA Funding Program that not all of the expenses were actually ARPA-eligible. He explained that they had a balance in the amount of \$4,468.56 from the original \$75,000 ARPA allocation in the new Account # 21014301-53342-G0014 (Town Green Upgrade) that had been designated as the town's match for the STEAP Funding. He stated the remaining \$4,468.56 would be used to complete on-going Town Green Improvements. He stated after all the transfers of residual funds from the various funding sources and after reconciling all of the Town Green Accounts that there was an outstanding balance in the amount of \$6,760.78.

Mayor Allyn, III, stated the town received a \$124,000 STEAP Grant for the Town Green Improvements initiative.

Councilor Ingalls asked what the Town Green Improvements included. Mr. Masalin stated between the STEAP Grant and town-share the following improvement work was done at the Town Green:

- Complete refiguration of the Town Green
- Parking Area & Lights
- Guide Rails
- Conduit and Electrical Work
- Picnic Tables and Fixed Grills
- Enclosure for dumpster
- Pole Barn Roof
- Pole Barn - reset the rotting poles (sonic tubes, etc.)
- Reseeded Upper Town Green (landscaping was done by a landscaping contractor)

Mr. Masalin noted the outstanding work that needed to be completed included:

- Holdridge Pavilion Roof (currently under contract)
- Refinish/re-coat poles
- Pole Barn asphalt handicap parking

Mr. Masalin stated because the Town Green was under the Parks & Recreation Administrative Control that they may want to do a few more projects to the area once the major improvement work has been completed.

VOTE: 2 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 2 – 0

MOVER: Bill Saums, Town Councilor
SECONDER: Andra Ingalls Town Councilor
AYES: Ingalls, Saums
EXCUSED: Ryan

2. MOTION to recommend the Town Council approve a bid waiver to Girard Ford of Norwich, CT, in the amount of \$72,168 for purchase of a 2023 Ford Econoline Cutaway with utility body for the Public Works Department.

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Public Works Director/Town Engineer Steve Masalin provided some background stating in accordance with the Public Works Small Truck Capital Replacement Plan that was approved as part of the Fiscal Year 2021/2022 Budget, that a Ford Econoline Cutaway Truck with utility body was ordered under the State Bid for the Building and Facility Maintenance. The truck was ordered in December of 2021; however, the town has yet to receive the truck and have received word that the 2022 model year line was being shut down. He explained that this meant that to receive the Ford Econoline Cutaway Truck with utility body model that it would have to be reordered as a 2023 model year vehicle.

Mr. Masalin went on to state according to a number of reports involving similar circumstances, the Ford Econoline Cutaway Truck with utility body model would most likely involve a cost increase of several thousand dollars, which has been typically reflected on every model year in supplements to the State Bid, noting that they would not receive definitive word on the amount of the cost increase for possibly several weeks. In addition, they would likely see an extended delivery delay into 2023 as the order would need to be initiated from scratch.

Mr. Masalin stated they have found a very similar Truck that would be arriving soon at Girard Ford in Norwich. He stated it was a 2023 model year truck and it had a comparable body to what the original would have been outfitted with. He stated although the truck did not have some relatively minor accessories that were ordered with the original package, that it had some advantages that the Public Works Department believed would more than offset the accessories that were previously ordered. He noted as an example, the 2023 model truck was an E450 versus and the F350, which would offer greater load capacity, and the body was a larger capacity and better construction.

Mr. Masalin continued by noting that the cost of the originally ordered truck was \$72,036.90. He stated the closely comparable truck that would be arriving soon at Girard

Ford of Norwich has been offered to the town for \$72,168 only \$130.00 more than the 2022 model truck they initially ordered. He stated to account for this purchase, there would be a slight deficit in the Small Truck Capital Account (21040101-57313). However, he stated that they expected this shortfall to be easily erased by liquidation of the present Buildings & Grounds service van, along with another small truck that were currently be being retired from the fleet and being prepared for sale through GovDeals.

Mr. Masalin stated their search for the truck extended into Massachusetts and he explained by the time they found the Cutaway model truck with a utility body that the vehicle had already been spoken for. He stated although it was a risk that Girard Ford was willing to hold the 2023 model truck for Ledyard.



VOTE: 2 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 2 – 0
MOVER: Andra Ingalls, Town Councilor
SECONDER: Bill Saums, Town Councilor
AYES: Ingalls, Saums
EXCUSED: Ryan

Councilor Saums thanked Mr. Masalin for attending tonight's meeting.

Mr. Masalin left the meeting at 7:26 p.m.

- Item #3 was addressed earlier in the meeting (see above)
Discussion and possible action on the
MOTION to recommend the Town Council authorize purchase of fire apparatus (3,000 gallon tanker) from New England Fire Equipment and Apparatus Corp. in an amount not to exceed \$640,412.00 for the Ledyard Fire Company from Account #0210-21020401-54325.

4. MOTION to approve the Finance Committee 2023 Meeting Schedule to meet the first and third Wednesday of each month at 5:00 p.m. as follows:

Finance Committee (1st & 3rd Wednesday, Annex Building 5:00 p.m.)

January 4, 18	February 1, 15	March 1, 15	April 5, 19
May 3, 17	June 7, 21	July 5, 19	August 2, 16
September 6, 20	October 4, 18	November 1, 15	December 6, 20
January 3, 17, 2024			

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated in accordance with CGS 1-225 each Committee must file its meeting schedule for the coming year in the Town Clerk's Office. He stated if there were no objections that the Finance Committee would continue to meeting on the first and third Wednesday of each month.

VOTE: 2 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 2 – 0

MOVER: Bill Saums, Town Councilor

SECONDER: Andra Ingalls, Town Councilor

AYES: Ingalls, Saums

EXCUSED: Ryan

IX. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Saums.

VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 7:28 p.m.

Respectfully submitted,

William D. Saums
Committee Chairman
Finance Committee