



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
council@ledyardct.org

Town Council ~ AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, April 12, 2023

7:00 PM

Town Hall Council Chambers

In-Person: Council Chambers Town Hall Annex

Remote: Information noted below:

Join Zoom Meeting from your Computer, Smart Phone or Tablet:

<https://us06web.zoom.us/j/81721379279?pwd=YXRNZWhIRDVZMG5ua1FaSC9zM1ZBdz09>

or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 817 2137 9279 ; Passcode: 366173

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PRESENTATIONS
- V. RESIDENT & PROPERTY OWNERS (COMMENTS LIMITED TO THREE (3) MINUTES)
- VI. COMMITTEE COMMISSION AND BOARD REPORTS
- VII. COMMENTS OF TOWN COUNCILORS
- VIII. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the Town Council Regular Meeting Minutes of March 22, 2023.

Attachments: [TC-MIN-2023-03-22.pdf](#)

- IX. COMMUNICATIONS

Communications List-April 12, 2023

Attachments: [C-LIST-2023-04-12.pdf](#)
[RESIGN-ARWACH-PLANNING & ZONING](#)
[E-MAIL-2023-03-23.pdf](#)
[MILITARY HIGHWAY DANGEROUS](#)
[TRAFFIC-E-MAIL-THREAD -2023-03-23-BAILEY - CHEIF](#)
[RICH.pdf](#)
[Action Letter WPCA meeting-2023-03-29.pdf](#)
[APPOINT ST. VIL-PLANNING &](#)
[ZONING-E-MAIL-2023-03-27.pdf](#)
[CLARK FARM-AGRICULTRAL](#)
[COMMISSION-2-MAIL-2023-04-04-AGRICULRUATL USE.pdf](#)
[ACTION LTR-TOWN COUNCIL MTG-2023-03-22.pdf](#)
[APPOINT LTR-S GODINO-CEMETERY CMT-2023-03-23.pdf](#)
[APPOINT LTR-V GODINO-CEMETERY CMT-2023-03-23.pdf](#)
[APPOINT LTR-KRUG-CEMETERY CMT-2023-03-23.pdf](#)
[APPOINT LTR-MARSHALL-CEMETERY CMT-2023-03-23.pdf](#)
[APPOINT LTR-SCHNEIDER PERMANENT MUNICIPAL](#)
[BUILDING CMT \(PMBC \)-2023-03-23.pdf](#)
[APPOINT LTR-PETERSON- PERMANENT MUNICIPAL](#)
[BUILDING CMT \(PMBC \)-2023-03-23.pdf](#)
[APPOINT LTR-S. JUBER-WATER POLLUTION CONTROL](#)
[AUTHORITY \(WPCA \)-2023-03-23.pdf](#)
[APPOINT LTR-S. JONES-WATER POLLUTION CONTROL](#)
[AUTHORITY \(WPCA \)-2023-03-23.pdf](#)
[APPOINT LTR-S. NORRIS-WATER POLLUTION CONTROL](#)
[AUTHORITY \(WPCA \)-2023-03-23.pdf](#)
[APPOINT LTR-S. VINCENT-BEAUTIFICATION](#)
[CMT-2023-03-23.pdf](#)
[APPOINT LTR-LAMB-HISTORIC DISTRICT](#)
[COMMISSION-2023-03-23.pdf](#)
[BUDGET TRANSFORAMTION CMT-BOE-REQUEST](#)
[MEMBERS-LTR-2023-03-23.pdf](#)
[BUDGET TRANSFORAMTION CMT-DTC-RTC--REQUEST](#)
[MEMBERS-MEMO-2023-03-23.pdf](#)
[Year-to-Date Budget Report-Board of Education-2023-04-03.pdf](#)

- X. REFERALS
- XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS
 - .1. Administration Committee
 - .2. Community Relations Committee
 - .3. Finance Committee
 - .4. Land Use/Planning/Public Works Committee
- 5. Liaison Reports

XII. REPORT OF THE MAYOR

XIII. OLD BUSINESS

XIV. NEW BUSINESS

CONSENT CALENDAR

- *1. MOTION to approve appropriation from the receipt of sales of vehicles and equipment through GovDeals in the total amount of \$11,300 to the Public Works Small Truck CNR Account 21040101-57313.
- *2. MOTION to approve a tax refund in the amount of \$5085.18 exceeding \$2,400.00 in accordance with tax collector department procedures.

James & Valerie Hazlin - Double Payment - \$5,085.18

Attachments: [Hazlin Tax Refund 3.9.2023](#)

Finance Committee

- .5. MOTION to approve the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits.
 - The ARC of Eastern Connecticut to replace windows at the Group Residence located at 1671 Center Groton Road, Ledyard estimated cost \$26,872.00.

Attachments: [Description of Center Groton program 2023.pdf](#)
[Proposal 8694 Arc E. CT Ledyard Group Home Windows.pdf](#)
[The Arc ECT NAA-01_2023.pdf](#)

- .3. MOTION to authorize the Mayor to submit a Grant Application to Senior Resources Agency on Aging -Title 3 in the amount of \$14,120 to be used to increase one Van Driver to full-time; with a local match \$8,000 to come from Account# 10130501-51800 (Part-time Wages).

Attachments: [FY-2024-TITLE-III-APPLICATION3.9.2023](#)
[FY-2024-Title-III-Budget](#)
[Grant letter of intent](#)

- .4. MOTION to overspend account 10110205-53610 Specialty Approved Counsel through June 30, 2023.

Land Use/Planning/Public Works Committee

- .6. MOTION to adopt a “Fair Housing Resolution - Town of Ledyard” as contained in the draft dated April 10, 2023.

Attachments: [FAIR HOUSING RESOLUITON-DRAFT-2023-04-10.pdf](#)
[004-2023-APR 12-Resoluiton -Fair Housing 2023-Letter Size](#)

General Business

- .7. Discuss Work Session Items as time permits.

XV. ADJOURNMENT

DISCLAIMER:

Although we try to be timely and accurate these are not official records of the Town.

The Town Council's Official Agenda and final Minutes will be on file in the Town Clerk's Office.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1467

Agenda Date: 4/12/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Town Council Regular Meeting Minutes of March 22, 2023.



TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

Chairman Kevin J. Dombrowski

MINUTES
LEDARD TOWN COUNCIL – REGULAR MEETING
WEDNESDAY, MARCH 22, 2023; 7:00 PM
HYBRID FORMAT
VIDEO CONFERENCE VIA ZOOM

DRAFT

- I. CALL TO ORDER – Chairman Dombrowski called the meeting to order at 7:00 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Dombrowski welcomed all to the Hybrid Meeting. He stated for the members of the Town Council and 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. PLEDGE OF ALLEGIANCE

- III. ROLL CALL –

Attendee Name	Title	Status	Location
Kevin Dombrowski	Town Councilor	Present	In-Person
Andra Ingalls	Town Councilor	Present	In-Person
Whit Irwin	Town Councilor	Present	In-Person
John Marshall	Town Councilor	Excused	
Mary McGrattan	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Present	In-Person
S. Naomi Rodriguez	Town Councilor	Excused	
Timothy Ryan	Town Councilor	Present	In-Person
William Saums	Town Councilor	Present	Remote

- IV. INFORMATIONAL ITEMS/PRESENTATIONS – None.

- V. RESIDENTS AND PROPERTY OWNERS – None.

- IV. COMMITTEE COMMISSION AND BOARD REPORTS – None.

Mr. Ralph Racich, 18 Brewster Drive, Gales Ferry, noted that he was the newest member of the Library Commission and that he was present to make the following Library Announcement:

“Ledyard Public Library is pleased to announce that we are currently housing the Welcoming Library in our Children’s Department at the Bill Library and Gales Ferry Library. It’s a positive pop-up conversation on immigration and the acclaimed collection of picture books featuring new arrival and new American families reflect these themes. Readers and listeners of all ages will have a chance to meet these families on the page, while exploring the commonality shared by all cultures. Further exploration was available using the I’m Your Neighbor Discussion Questions which makes this collection great for the classroom use or reading one-on-one. These items are available to check-out at both the Bill Library and the Gales Ferry Library; and will be showcased in early April.”

The Town Council and Mayor thanked Mr. Reich for the Library Public Announcement and for volunteering to serve the town by participating on the Library Commission.

- VI. COMMENTS OF TOWN COUNCILORS

Councilor Paul stated while driving home from work this afternoon that he saw a couple of people picking up roadside trash on Sandy Hollow Road. He also noted that he often sees his neighbors walking on Avery Hill Road Extension and picking up roadside trash. He stated that he wanted to recognize and thank Ledyard's residents who were keeping our community clean.

Chairman Dombrowski stated with today's gorgeous weather he noticed a lot of folks out walking and riding bicycles. He reminded residents to be mindful of pedestrians who were walking or riding their bicycles on their roads to make sure they ensure the safety of all their residents. He stated he hoped everyone would enjoy the Spring weather.

VII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Minutes of March 8, 2023

Moved by Councilor Ryan, seconded by Councilor Ingalls

VOTE: 7 – 0 Approved and so declared

IX. COMMUNICATIONS

Chairman Dombrowski stated a Communications List has been provided. He noted no referrals were listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Ingalls stated although the Administration Committee has not met since the last Town Council meeting they have a number of items on tonight's agenda.

Community Relations Committee

Councilor Paul stated the Community Relations Committee met on March 15, 2023 and discussed the following: (1) 2023 Black History Month Essay and Poster Contest – Councilor Paul stated that the Committee thanked Councilor Rodriguez for her work to organize the event again this year. He stated Councilor Rodriguez and the kids did a great job; and that the Committee has already begun to discuss ideas for next year's contest; and (2) Informational Presentations – Councilor Paul noted Library Director Jennifer Smith attended their meeting to discuss with the Committee their idea to feature Library Services at the August 30, 2023 Farmers Market to be in-keeping with the Market's "Back to School" theme for that week. He stated the Committee would hand out literature regarding the Library programs and services and that the Library would be signing residents up for Library Cards. He stated the plan would include the Library hosting an Open House simultaneously. He went on to note when the Farmers Market closed at 7:00 p.m. that same evening, Library Director Jennifer Smith would give a short presentation at the Library. He stated the Committee would contact the Farmers' Market Committee to request space at three Markets this summer to feature the following: (1) Library, (2) Mental Health Awareness, and (3) Ledyard's First Responders. He stated the Committee's next meeting was scheduled for April 19, 2023.

Finance Committee

Councilor Saums stated since the last Town Council Meeting the Finance held three Budget Work Sessions on March 9, 13, & 20, 2023 to meet with the Town's Department Heads. He stated the Work Sessions were each held from 12 noon to 3:00 p.m. and the Committee reviewed the proposed Fiscal Year 2023/2024 line by line, along with the Capital Improvement Plan (CIP). He stated the Budget Workshops were well attended by a majority of the Councilors.

Councilor Saums went on to note that the Finance Committee held a special meeting on Tuesday, March 21, 2023 to conduct regular business and to finalize its deliberations and recommend a preliminary Proposed Fiscal Year 2023/2024 and a Capital Improvement Plan to the Town Council for consideration later this evening.

Councilor Saums stated the Finance Committee also reviewed the progress regarding the American Recovery Plan Act (ARPA) funded projects. He stated a little more than a third of the ARPA Projects have been completed, with about a third being in progress, and less than a third have not yet started. He stated approximately 5% of the ARPA Funds remain uncommitted or left over from completed projects, which could be used for contingency. He stated the Finance Committee commended the Mayor and his staff for the rapid progress they have made. He stated the Committee also discussed projects that could possibly be at risk due

to other dependencies, noting that all funds must be committed by the end of 2024 and spent by 2026, or returned to the Federal Government.

Councilor Saums stated if the Town Council approves a preliminary Fiscal Year 2023/2024 Budget later this evening, that a Public Hearing would be scheduled for April 17, 2023, in the Council Chambers to gather public input. He stated thereafter the Annual Town Meeting would be held in the Council Chambers on May 15, 2023, which would be followed by a referendum on Tuesday May 16, 2023 to vote on the proposed budget, in accordance with Chapter VII, of the Town Charter.

Land Use/Planning/Public Works Committee

Councilor Paul stated the LUPPW Committee has not met since the last Town Council Meeting. He noted their next meeting was scheduled for April 3, 2023.

Parks and Recreation Commission

Councilor Paul stated the Parks & Recreation Commission met on March 21, 2023 and addressed the following: (1) Athletic Fields – Councilor Paul stated Director Scott Johnson, Jr. reported that work has begun to prepare the athletic fields for the opening of 2023 in April; (2) Middle School Field Lights – The installation of the new lights should be completed by the end of April, 2023; (3) Little League New Scoreboard – Councilor Paul noted that Parks & Recreation approved an appropriation of \$2,000 to assist the Ledyard Little League with the installation of a new scoreboard at Pfizer Field. He explained that an additional electrical pole was needed to support the wiring to the new scoreboard. He stated the Little League was paying for the scoreboard and would pay for the ongoing electrical costs during the year; (4) Regatta Day Yale-Harvard Festival June 10, 2023 – Councilor Paul stated that Parks & Recreation was working to organize the Festival; (5) Easter Egg Hunt will be held on Sunday, April 9, 2023 at 9:00 a.m.

XI. MAYOR’S REPORT

Mayor Allyn, III, reported on the following: (1) Earth Day - Saturday, April 22, 2023 - Mayor Allyn stated each year the Town encourages residents to try to pick-up about a mile of roadside trash near their homes. He stated Ledyard Residents have always responded well and have supported the Earth Day Clean-Up effort; (2) Southeastern Connecticut Housing Alliance (SCHA) Board Meeting – March 17, 2023 – Mayor Allyn stated SCHA was looking to partner with the Center for Housing Opportunities that would be opening at Connecticut College in New London. He stated the Group was working on Affordable Housing Solutions for Southeastern Connecticut; (3) Center for Housing Opportunity Meeting – March 16, 2023 – Mayor Allyn stated he attended the Center for Housing Opportunity meeting noting that the Organization was headed by Beth Sabilia; who was the sister of former Town Councilor Tony Sabilia; (4) Ledyard Prevention Coalition Meeting – March 21, 2023 – Mayor Allyn stated the meeting was held at Ledyard Middle School and he noted a Drug Take Back Day would be held in early in April in front of the Police Station in Ledyard Center for folks to dispose of out of date or no longer needed prescriptions. He stated the Drug Take Back Program was a way for people to safely remove medications out of their homes and keep them out of the wrong hands and out of their septic systems, noting that medications should not be flushed down the toilet; (5) Lantern Hill and Long Pond Watershed Engineering Services Bid Opening – Mayor Allyn stated this engineering work was the precursor to the dams and bridge project. He stated the town only received two proposals and he noted a group of engineers from Stonington, Ledyard (Public Works Director/Town Engineer Steve Masalin), and Montville would be part of the Interview Team to make a selection; (6) National Opioid Settlement – Mayor Allyn stated to date Ledyard has received \$53,1134.19 (Perdue Pharma) from the National Opioid Settlement. He stated Ledyard has filed their second submission which was from Teva, Allergan, Walgreens, CVS and Walmart. He stated like the “*Bottle Bill*” (Public Act No. 21-58 - *An Act Concerning Solid Waste Management*) that there were very select uses for how they could spend the funds received from National Opioid Settlement. He stated that he would be presenting some proposals to the Finance Committee to consider ideas on how to best utilize these settlement funds; (7) Connecticut Conference of Municipalities (CCM) Legislative Meeting March 9, 2023 – Mayor Allyn stated they discussed the following proposed Legislative Bills: (a) *Senate Bill 6906 Remote Meeting Participation* – Mayor Allyn stated this Bill would specifically require members of Town Councils, Boards of Education, Finance Committees, Planning & Zoning Commissions, Inland Wetland and Watercourse Commissions, and Zoning Board of Appeals who were attending a meeting remotely must be visible with the camera on when speaking and while

casting votes; (b) Senate Bill 382 – The Connecticut Big List (*Unclaimed Property*). Mayor Allyn explained that unclaimed assets include but were not limited to: savings or checking accounts, uncashed checks, matured certificates of deposit, stocks, bonds or mutual funds, travelers' checks or money orders, and proceeds from life insurance policies. He stated that the State was updating the *Unclaimed Property List Process*, noting that people would be able to apply on-line, by providing the same credentials. He noted in the past this was a mail-in process; (c) *Early Voting* Bill - House Bill 5004; Senate Bill 1064; Senate Bill 1057 – Mayor Allyn stated that there were three Bills regarding Early Voting, and he explained that only one Bill would be passed. He stated House Bill 5004 and Senate Bill 1064 both called for fourteen-days of *Early Voting* for the General Elections and Primary Elections. He stated for other any Special Elections and all Referendums that these two Bills would require four-days of *Early Voting*. He went on to explain that Senate Bill 1057 called for ten-days of *Early Voting* for General Elections and Primary Elections only and four-days of *Early Voting* for Special Elections only, and no *Early Voting* for Referendum Votes. He stated none of these three remaining Bills included any level of funding for Municipalities to support the *Early Voting Requirements*, noting that it would be another unfunded mandate; (d) House Bill 6785 *Storage of Evicted Tenants Belongings* – Mayor Allyn explained House Bill 6785 would have relieved Municipalities from having to store evicted tenants belongings. He stated under the current law when a tenant was evicted from a property that the Marshal would bring the belongings to Public Works. He stated Ledyard had a Storage Conex Box where they would hold the belongings for a period of time, before they either auction them off or throw them away. He stated House Bill 6785 to relieve municipalities from having to store evicted tenants belongings was not passed; (e) Senate Bill 935 Police and Firefighters Retirement – Mayor Allyn stated Senate Bill 935 was not passed, however, he explained that it would have required all Municipalities to put all paid Police and Firefighters into the State's Municipal Employees Retirement System (MERS). He stated that he submitted testimony regarding this Bill, noting that since 2011 Ledyard has been working to move away from those types of pension plans because they were not sustainable. He stated had Bill 935 passed it would have been a huge step backward for Ledyard; (8) Southeastern Connecticut Regional Resource Recovery Authority (SCRRA) Organics in the Waste Stream – Mayor Allyn stated that he would be forwarding a letter to the Town Council from SCRRA explaining that the State has proposed a \$6.00 per ton surcharge for waste, noting that this would cost Ledyard tens of thousands of dollars annually. He stated the surcharge would be directed to the State's General Fund. He stated SCRRA has been running a Organics Recycling PILOT Program which has been removing a huge piece of the waste stream out, however, they have not received a response from Connecticut Department of Energy and Environmental Protection (DEEP) or the Governor's Office. He stated Municipalities were going to try to help SCRRA get some traction with the State regarding the Organics Recycling PILOT Program; (9) Building Official – Mayor Allyn stated the new Building Official Doug Colter started this week, noting that he had thirty years of experience and has most recently been working in West Haven. He stated this was a 25-hour per week shared position thru the Southeastern Council of Governments (SCCOG), noting when Mr. Colter was out; or on vacation that SCCOG would provide coverage; (10) Memorial Day Parade will be held on May 28, 2023 at 1:00 p.m.

Questions to the Mayor -

Chairman Dombrowski commented on the proposed *Senate Bill 6906 "Remote Meeting Participation"* noting that Ledyard's Policy #2022-03-01 "*Policy and Guidelines for Remote Meeting Participation*" included the following language "*the Chairman will ensure all voting members are properly engaged through both audio and video throughout the meeting*". Therefore, he stated that Ledyard was already meeting the camera/video requirement that was in the proposed Senate Bill, noting that Councilor Saums' remote participation this evening was an example of them following the Town's Policy. Mayor Allyn stated they have all been in a Zoom Meeting where a person may have their camera off leaving a black screen or they may have a photograph up on the screen. However, he stated you do not know if the person was paying attention to the meeting or if they were even there behind their computer. He stated when you were trying to conduct business you want to ensure that all participants were engaged, and he noted that not only was Ledyard complying with the State's requirements that Ledyard's remote meeting policy has gone beyond the State's requirements.

XII. OLD BUSINESS – None.

XI. NEW BUSINESS

CONSENT CALENDAR

- *1. MOTION to reappoint the following members to the Cemetery Committee for a three (3) year term ending April 26, 2026:
 - Mrs. Sheila Godino (D) 1906 Center Groton Road
 - Mr. Vincent Godino (D) 1906 Center Groton Road
- *2. MOTION to reappoint the following members to the Permanent Municipal Building Committee for a three (3) year term ending March 26, 2026:
 - Mr. Gary Schneider (D) 101 Inchcliffe Drive, Gales Ferry
 - Ms. Elizabeth Peterson (D) 15 Browns Crossing Road, Gales Ferry
- *3. MOTION to reappoint the following members to the Water Pollution Control Authority for a three (3) year term ending April 11, 2026:
 - Mr. Stanley Juber (R) 13 Iron Street, Ledyard (Regular Member)
 - Mr. Terry Jones (R) 27 Monticello Drive, Gales Ferry (Regular Member)
 - Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard (Alternate Member)
- *4. MOTION to approve a tax refund in the amount of \$9,075.43 exceeding \$2,400.00 in accordance with tax collector departmental procedures.

Marshall Retail Group - Tanger Outlet c/c adjustment - \$9,075.43

Moved by Councilor Ingalls, seconded by Councilor Ryan

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Andra Ingalls, Town Councilor
 SECONDER Tim Ryan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

Administration Committee

- 5. MOTION to approve a revised job description for Management Information Systems Director as contained in the draft dated February 15, 2023.
 Moved by Councilor Ingalls, seconded by Councilor McGrattan
 Discussion: Councilor Ingalls stated that they would be acting on several job description updates this evening. She explained when an employee retired (former MIS Director Regina Brulotte) that it was customary to review the job descriptions and update them.

Councilor Ryan noted that the *Professional Experience Required* has been increased to ten years. Councilor Ingalls explained at one time this position was originally a Data Processor to support the Finance Department. However, she explained over the years that the position has grown with the advancements in technology noting that more education and experience was now needed to fill the MIS Director's role.

Chairman Dombrowski stated the management and support of the town's many networks, software systems, and cyber security have grown immensely since Ms. Brulotte took on the position twenty years ago.

It was noted that MIS Director Justin Dube was attending the meeting remotely to answer questions.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Andra Ingalls, Town Councilor
 SECONDER Mary McGrattan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

6. MOTION to approve a revised job description for Management Information Systems Technician as contained in the draft dated March 8, 2023.
 Moved by Councilor Ingalls, seconded by Councilor McGrattan
 Discussion: Councilor Ingalls explained with Mr. Justin Dube accepting the MIS Director position and vacating the MIS Technician role that the job description was also being updated to reflect the current duties and responsibilities.

Mayor Allyn, III, stated that they have received four applications for the MIS Technician position and that they began interviews today.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Andra Ingalls, Town Councilor
 SECONDER Mary McGrattan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

7. MOTION to approve a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.
 Moved by Councilor Ingalls, seconded by Councilor McGrattan
 Discussion: It was noted that Library Director Jennifer Smith was attending the meeting remotely to answer questions. No questions were asked

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Andra Ingalls, Town Councilor
 SECONDER Mary McGrattan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

8. MOTION to approve a revised job description for Library Technician II - Youth Services as presented in the draft dated March 8, 2023.
 Moved by Councilor Ingalls, seconded by Councilor McGrattan
 Discussion: Councilor Ingalls stated the Library was combining these two positions.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Andra Ingalls, Town Councilor
 SECONDER Mary McGrattan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

9. MOTION to appoint Mr. Earl Lamb (D) 95 Lambtown Road, Ledyard as a Regular Member on the Historic District Commission to complete a five (5) year term ending December 6, 2027 filling a vacancy left by Mr. Pealer.
 Moved by Councilor Ingalls, seconded by Councilor McGrattan
 Discussion: Councilor Ingalls stated that Mr. Lamb has been serving as an Alternate Member on the Historic District Commission. She stated with a Regular Member position becoming available the Historic District Commission Chairman Vincent Godino has requested that Mr. Lamb be moved to a Regular Member.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Andra Ingalls, Town Councilor
 SECONDER Mary McGrattan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

10. MOTION to recommend the Town Council appoint Ms. Sheila Vincent (D) 19 Friar Tuck Drive, Gales Ferry, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2023 filling a vacancy left by Ms. Harris.
 Moved by Councilor Ingalls, seconded by Councilor McGrattan
 Discussion: Councilor Ingalls stated that Ms. Vincent previously served on the Beautification Commission and after a break Ms. Vincent would like to return the Committee.

Chairman Dombrowski stated Ms. Vincent was an active member of the community noting that she was currently serving on a number of committees.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0 MOVER: Andra Ingalls, Town Councilor SECONDER Mary McGrattan, Town Councilor AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums EXCUSED: Marshall, Rodriguez

11. MOTION to recommend the Town Council appoint the following to the Cemetery Committee:
- Ms. Kimlyn Marshall (R) 987R Long Cove Road, as an Alternate Member to complete a three (3) year term ending April 26, 2025 to fill Mr. Krug's seat.
 - Mr. Paul Krug (U) 67 Pheasant Drive, Gales Ferry, as a Regular Member to complete a three (3) year term ending April 26, 2026 to fill Ms. Marshall's seat.
- Moved by Councilor Ingalls, seconded by Councilor McGrattan
 Discussion: Councilor Ingalls explained that Ms. Marshall was not able to attend as many meetings as she had hoped. Therefore, she stated these two members were switching seats as noted in the Motion.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0 MOVER: Andra Ingalls, Town Councilor SECONDER Mary McGrattan, Town Councilor AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums EXCUSED: Marshall, Rodriguez

12. MOTION to recommend the Town Council adopt a proposed “*Resolution Establishing A Committee To Transform The Budget Process*” as contained in the draft dated February 28, 2023.

DRAFT: 2/28/2023

RESOLUTION
 ESTABLISHING A COMMITTEE TO
 TRANSFORM THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a Committee to Transform the Budget Process to be comprised of nine (9) regular members. All members shall be appointed by the Town Council with the following representation:

- Town Council Finance Committee Chairman
- Town Council Chairman
- One additional Member of the Town Council

Two Members from the Board of Education
Four Members from the Community-at-Large

In addition, the Mayor and Superintendent of Schools or their designee serve as ex-officio members.

Regular members shall be appointed by the Town Council for a term of four months. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

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. 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 *Committee to Transform the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to Transform the Budget Process* shall be authorized to:

- a) To review the Budget Transformation Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
- b) To review, research, and determine the following:
 - (1) The services the Town and Board of Education provides to its residents.
 - (2) Whether the services/programs are mandatory relative to the role of local government.
 - (3) How effectively the Town and Board of Education provides its services/programs to its residents.
 - (4) The funding sources(s) that pay for services/programs the community provides to its residents.
 - (5) Review all contracted services.
- c) To review all department operations, all municipal and school buildings and grounds, the purchase of commodities, and the utilization of staffing/cross training in order to promote municipal consolidation efforts and provide recommendations;
- d) To provide guidance and recommendations relative to the negotiation and execution of contracts related to municipal consolidation of departments, services and/or shared services to meet the General Government and Board of Education's operational and mandated requirements;
- e) To recommend a budget process, format and outline for the General Government and Board of Education to consider for implementation with the development of the Fiscal Year 2024/2025 Budget that would include detail data such as:
 - (1) Projected line item cost estimates for Fiscal Year 2024/2025;
 - (2) Capital Improvement Plan/Initiatives/Funding Sources;
 - (3) Trends in salaries, maintenance and operational costs;
 - (4) Demonstrated efforts for efficiencies and reductions;
 - (5) Plans to address the increase in student population/enrollment and space needs
 - (6) Recommendations to address anticipated loss of Municipal Aid Revenues due to the State's finance crisis and projected budget deficits.
 - (7) Ways to address current and anticipated future State mandates.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organization Meeting of said Committee shall be held at which members shall choose a Chairman, Vice-Chairman and a Secretary;

BE IT FURTHER RESOLVED: That said Committee shall submit recommendations to the Town Council, Mayor and Board of Education no later than September October 27, 2023 for consideration for the fiscal year budget preparation.

Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

Moved by Councilor Ingalls seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated in 2016 the Town Council established its first Committee to Transform the Budget Process, noting that they submitted their final Report on October 16, 2016 which included a number of recommendations and goals on how the town could conduct business better and more efficiently. She stated over the past seven years the town has implemented/and or considered many of their recommendations, noting that the Mayor provided a List of the things that have been accomplished, and the things that were probably not viable. She stated because so much has changed over the last seven years that it was thought that it was time to once again conduct another review of the town's budget process and the role of local government. She stated the Committee would be made up of the Town Council Chairman, Finance Committee Chairman, one additional member of the Town Council, two Members from the Board of Education, and four members from the Community-at-Large, along with the Mayor and Superintendent of Schools or their designee serving as ex-officio members.

Mayor Allyn, III stated although the title of Committee may be misleading, that their work could encompass a lot of different aspects involving the way the town conducted business and provided services to its residents. He stated as Councilor Ingalls mentioned the last Committee submitted its final Report on October 16, 2016 and that the town has accomplished many of the recommendations; however, he stated that there was always room to try to identify more potential efficiencies. He stated that he was looking forward to the work of this Committee.

Chairman Dombrowski stated in 2016 there was a lot of uncertainty regarding the State Budget and funding to Municipalities, which led to why they established the Committee to Transform the Budget Process. He stated the 2016 Committee made a number of suggestions to off-set reductions in State funding should they occur. He went on to state although the title of the Committee was based on the work they did in 2016 that they were asking this Committee to look at what Ledyard could do to gain more efficiencies within our own budget, noting the uncertainty of the current inflationary environment.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
MOVER: Andra Ingalls, Town Councilor
SECONDER Mary McGrattan, Town Councilor
AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
EXCUSED: Marshall, Rodriguez

Finance Committee

13. MOTION to authorize the Mayor to submit a grant through the FEMA Assistance to Firefighters Grant Program in the amount of \$298,210.52 with the local matching amount of \$14,200.52 for the acquisition of new portable and mobile radios for the fire departments.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background stating last year Ledyard applied for this FEMA Assistance to Firefighters Grant Program to obtain funding to purchase new portable and mobile radios for the fire departments that would bring town's radios up to same system as the State system which would allow them to communicate with surrounding towns as well as the State. He stated the local match of \$14,200.52 would come from the LVES Fund (formerly Fund 24), noting that this funding was previously set-a-side for this type of use. He stated if the town's grant application does not get approved that they could continue to apply each year until they are

awarded the grant funding. He stated Administrator of Emergency Services Steve Holyfield was present this evening to answer questions.

Administrator of Emergency Services Steve Holyfield stated this was the third year he has applied for FEMA Assistance to Firefighters Grant to purchase radio equipment. He stated feedback from FEMA indicated that Ledyard's Grant Application was well written, and they received the maximum number of points to be approved. However, he explained the reason Ledyard's Grant Application has not been approved was because the age of the other municipalities' radios that they were competing with were older than Ledyard's radios. He stated FEMA has encouraged him to continue to apply for the Grant. He stated their local match of \$14,200.52 has already been transferred from the LVES Fund to a Capital Non-Recurring (CNR) to purchase the radios when they do finally receive the FEMA Grant.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0

MOVER: Bill Saums, Town Councilor

SECONDER Andra Ingalls, Town Councilor

AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums

EXCUSED: Marshall, Rodriguez

14. MOTION to authorize the Mayor to submit a grant request through the FEMA Assistance to Firefighter's Grant program in the amount of \$97,585.00 and a town matching amount of \$4,646.90 for the purpose of acquiring a new Breathing Air Compressor and Cascade System for the Ledyard Fire Company.

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums provided some background stating that the town has applied for this FEMA Assistance to Firefighters Grant in years past to purchase a Breathing Air Compressor and Cascade System for the Ledyard Center Fire Department. However, he stated because they did not receive the grant last year that the Fire Department was looking to reapply this year.

Councilor Saums went on to explain that the Breathing Air Compressor and Cascade System was the equipment the Fire Departments used to refill their oxygen cylinders. He stated currently the Gales Ferry Fire Department has Breathing Air Compressor and Cascade System, however, the Ledyard Center Fire Department does not. Therefore, he stated Ledyard had to transport their empty oxygen cylinders to Gales Ferry to fill them. He stated this involved a considerable amount of time, effort, and money. Therefore, he stated the Ledyard Center Fire Department was looking to apply for a FEMA Assistance to Firefighter's Grant program in the amount of \$97,585.00 with a local match in the of \$4,646.90 to purchase a Breathing Air Compressor and Cascade System for the Ledyard Center Fire Department. He stated for a local match of \$4,656.90 to purchase \$100,000 piece of equipment was a good deal for the town.

Administrator of Emergency Services Steve Holyfield explained that the Ledyard Center Fire Department had a Cascade System on their Rescue Truck, which was a device that had multiple cylinders of air that had different pressures in them. He stated, as Councilor Saums explained, the Ledyard Center Fire Department had to transport their Cascade System to the Gales Ferry Fire Department to fill their cylinders, noting that this took the paid Firefighters out of Ledyard Center for about one-hour. He stated one of his goals was to not have one of the career Firefighters tied up at another Fire Station to fill cylinders, so that if there was a call that they could be deployed from the location of where they should be deployed from. He stated that keeping the paid Ledyard Center Firefighters on the Ledyard side of town made sense in terms of safety. He explained the long-term Apparatus Replacement Schedule does not replace the Rescue Truck once the truck was retired from the fleet. Therefore, he stated they had concerns with how they would transport the cylinders to Gales Ferry to fill them without the Rescue Truck. He stated that he also had concerns about asking volunteers who have already given 2 – 3 hours of their own time training until 9:00 p.m. or 10:00 p.m. to bring the equipment to the Gales Ferry Fire Station, noting that this could be a problem both for access the Gales Ferry Fire Department building and because of the transport and time constraints. He stated the volunteers were already in Ledyard Center participating in a 2 - 3-hour training in the evening at their own cost, and spending time away from their family. Therefore, he stated it would be a good investment to have the Breathing Air Compressor and Cascade System at the Ledyard Center Fire Department.

Mr. Holyfield went on to address last year’s FEMA Grant Application to purchase the Breathing Air Compressor and Cascade System for the Ledyard Center Fire Department. He stated although Ledyard’s Application was not approved last year that the feedback from FEMA said that the Application was well written, and they received maximum points. However, he stated the reason they were not approved was based on their call volume. He explained that these FEMA Firefighter Grants were a competitive process and that if another town/fire department had a higher call volume than Ledyard, that their Grant Application would be approved before Ledyard’s application.

Chairman Dombrowski commented that he recalled a request for the Breathing Air Compressor and Cascade System for the Ledyard Center Fire Department in the past. Administrator of Emergency Services Steve Holyfield stated that Ledyard did submit an Application to FEMA Assistance to Firefighter’s Grant program last year. He stated although they were not approved last year that the feedback from FEMA said that the Application was well written, and they received maximum points. However, he stated they were not approved based on their call volume, explaining that this was a competitive process and that if another town had a higher call volume than Ledyard, that their Grant Application would be approved before Ledyard’s application.

Councilor Ingalls questioned the funding source for the required \$4,646.90 local match. Mr. Holyfield stated that Ledyard Center Fire Chief Jon Mann included the \$4,646.90 required for the town’s local match to purchase the Breathing Air Compressor and Cascade System in the Fire Department’s New Equipment Capital Improvement Plan (CIP).

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Bill Saums, Town Councilor
 SECONDER Tim Ryan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

15. MOTION to authorize the expenditure of up to \$25,000 from Account # 21090305-58920 (Acquisition of Open Space) for the demolition, waste fees, well abandonment and septic abandonment at 334 Colonel Ledyard Highway.

In addition, upon the sale of property at 332 Colonel Ledyard Highway, authorized the appropriation of the same expended amount back to Account #21090305-58920 (Acquisition of Open Space).

The aforementioned to be done in preparation of transfer of ownership to Avalonia Land Conservancy for parking for the Founder’s Preserve.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background noting that during the past three years the Town has acquired the following properties:

- 334 Colonel Ledyard Highway thru a Foreclosure (approximately 96.52+/- acres); and
- 332 Colonel Ledyard Highway thru a Blight Lien deed in lieu of foreclosure (January 25, 2023)

Councilor Saums explained at a Special Town Meeting held on October 29, 2020 the townspeople approved to convey the transfer town-owned property located at 334 Colonel Ledyard Highway, Ledyard, approximately 96.52 +/- acres (Founders Preserve) to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy’s care. However, he stated to date the property transfer has not taken place because there was not adequate access to the Founders Preserve property (334 Colonel Ledyard Highway) due in part to a boundary line adjustment made by the prior developer of the so-called “*Founders Preserve*”, noting that the property was partially landlocked.

Mayor Allyn, III, explained that the town would be working to return the property boundary lines for 334 Colonel Ledyard Highway back to the original property lines, which would return a portion of the property where the detached two car garage currently sits back to the property located at 332 Colonel Ledyard. He stated by separating 332 Colonel Ledyard Highway from the Founders Preserve and conveying 334 Colonel Ledyard Highway to Avalonia Land Conservancy that Avalonia would gain access to the property and enough space for a parking area for about 12 cars. However, he stated

that Avalonia Land Conservancy cannot accept a property with a structure; and therefore, the town would demolish the house, noting that the structure was unsafe and had rotted floor joists, and that they would also remote the associated structures prior to the conveyance of the property. He stated once the boundary lines were returned to their original property lines (as shown in the last map dated October 2002), the town planned to sell the property located at 332 Colonel Ledyard Highway to recover some of the back taxes that were lost on both Colonel Ledyard Highway properties: 334 (foreclosure) & 332 (blight lien and taxes) and to reimburse the Open Space Fund.

Mayor Allyn went on to explain that 332 Colonel Ledyard Highway was a blighted property. He stated in accordance with Ordinance #300-012 (rev.1) “*An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard*” the Town filed Blight Liens on the property five separate times. He stated four times the property owner paid the Blight Liens, however, he stated when the town filed the fifth Blight Lien the property owner offered the town the deed in lieu of foreclosure on January 25, 2023. He stated the current bill for 332 Colonel Ledyard Highway was as follows: Blight Lien \$1,200 & one year of taxes which was approximately \$5,000. He stated the town expected that the sale of 334 Colonel Ledyard Highway would generate more than the \$6,200 owed, plus some of the money that was owed for the Founders Preserve.

Mayor Allyn continued by explaining that the Founders Preserve was a subdivision on paper only, that was foreclosed on when the real-estate market crashed in 2008, explaining that although there were tax bills associated with the 24-26 lots, that there was never any infrastructure that the town had to care for. He stated this was a good opportunity in terms of gaining access to the Founders Preserve that would work for Avalonia Land Conservancy, and its visitors, as well as the surrounding neighbors and area.

VOTE: 7 - 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Bill Saums, Town Councilor
SECONDER	Andra Ingalls, Town Councilor
AYES:	Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
EXCUSED:	Marshall, Rodriguez

16. MOTION to adopt a proposed Fiscal Year 2023/2024 Budget in the amount of \$65,517,156 comprised of:
- General Government: \$29,608,788
 - Board of Education: \$35,908,368

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums the Finance Committee met with Mayor Allyn, III, and his Department Heads and have reviewed the entire General Government proposed Fiscal Year 2023/2024 Budget line by line. He stated as currently proposed the Budget was 3.16% increase or 1.09 mil increase over the current year’s budget. He stated the Finance Committee made a few minor adjustments to the proposed Budget at their Special Meeting last night.

Councilor Saums continued by complementing Mayor Allyn, III and his staff noting that the preparation of the upcoming year’s budget was a very difficult process. He stated when the budget was initially delivered it included a number of increases, which would not have been palatable for the taxpayers. He stated the Mayor and his staff have done a good job to trim the proposed Fiscal Year 2023/2024 Budget down to a more reasonable amount.

Councilor Saums stated a 3.16% budget increase in a year where the salaries, which make up 70% of the General Government Budget, were running at 3% was a reasonable budget, given that much of the increases were driven by contractual obligations that they had no control over.

Mayor Allyn, III, noted the following minor Budget adjustments that the Finance Committee made at their March 21, 2023 meeting:

Account #	Title	Proposed	New Amount	Adjustment	Notes
10112151-51610	MIS Director	\$78,014	\$67,922	(\$10,092)	With the retirement of MIS Director Regina Brulotte that the starting salary and gross wage was reduced.
10114301-58110	Land Use Training/ Meeting/Dues/Subscriptions	\$3,000	\$1,000	(\$1,000)	Per Land Use Director -Training could be reduced by \$1,000; Building Official would bring in his Code Books.
(New Account)	Capital Improvement Plan			\$10,000	Conduct Aerial Fly Over - The State of Connecticut conducts and aerial fly over every six-years. The Town would like to conduct an aerial fly over halfway thru the State's six-year cycle. The town was trying to have an updated aerial fly over of all the parcels in town every three-years. \$10,000 was added to the CIP for Fiscal Year 2023/2024 and that the town would allocate \$10,000 again in Fiscal Year 2024/2025 for the aerial fly over.

- Account # 10112151-51610 MIS Director Salary – With the retirement of MIS Director Regina Brulotte that the starting salary and gross wage was corrected (reduced).
- Account #10114301-58110 Land Use Training/ Meeting/Dues/Subscriptions - Reduced by \$2,000. Per Land Use Director -Training could be reduced by \$1,000. The Building Official would bring his Code Books.
- Capital Improvement Plan (CIP) added \$10,000 to conduct the Aerial Fly Over. The State of Connecticut conducted an aerial fly over every six-years. The Town would like to conduct an aerial fly over halfway thru the State's six-year cycle. The town was trying to have an updated aerial fly over of all the parcels in town every three-years. \$10,000 was added to the CIP for Fiscal Year 2023/2024 and that the town would allocate \$10,000 again in Fiscal Year 2024/2025 for the aerial fly over.

Mayor Allyn concluded by stating that the proposed Fiscal Year 2023/2024 Budget would require a 1.09 mil increase.

Councilor Ryan stated that he would like to echo Councilor Saums' comments in thanking the Mayor Allyn, III, and his Department Heads for their work in preparing a proposed budget for next year. He noted a lot of time was spent, a lot of questions were asked, and a lot of detail was given during the Finance Committee's Budget Work Sessions (March 9, 13, 20, 2023) noting that answers were readily available. He stated it was a smooth review process this year, commenting that he would have preferred that they had not seen as much of a budget increase as they did this year. However, he stated as Councilor Saums' mentioned a lot of the increases were contractual, stating that it was hard to find space when contractual agreements were driving the increases.

Councilor Ingalls stated that she also echoed Councilor Saums' and Councilor Ryan's comments this evening. She stated that Ledyard had very professional Department Heads who were looking out for the well-being of the town by looking out for the services provided by their departments.

Councilor Ingalls went on to state in reviewing the budget process each year that she always finds that there were a lot of interesting things learn. She addressed the Aerial Fly Over the Mayor mentioned this evening, noting that in discussing the frequency of the aerial fly overs with Land Use Director Juliet Hodge that she learned that there was a statute of limitations on how long a property owner could essentially get away without obtaining a permit for putting something on their property. Therefore, she stated the benefit of them conducting an aerial fly

over at a particular frequency that it was more likely that the Tax Assessor and Town Planner would catch property improvements earlier.

Mayor Allyn stated the aerial fly overs provide a two-meter resolution, noting that they could see if someone has added a new shed, or pool in their yard they would see it. Therefore, he stated that there was a value to the town by conducting the aerial fly overs. He stated that they would probably see a reasonable off set to the expense of conducting the aerial fly over.

Chairman Dombrowski stated that he would also like to echo Councilor Saums' comments stating that the Budget Work Sessions and process of reviewing the proposed Fiscal Year 2023/2024 Budget with the Mayor and his Staff went smoothly. He stated most questions were answered directly. He stated he appreciated the work of all those involved in the budget preparation process.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
MOVER: Bill Saums, Town Councilor
SECONDER Tim Ryan, Town Councilor
AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
EXCUSED: Marshall, Rodriguez

17. MOTION to set a Hybrid Format (Video Conference and In-Person) Public Hearing date to be held on April 17, 2023 at 7:00 p.m. in the **Council Chambers**, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed Fiscal Year 2023/2024 Budget. Moved by Councilor Saums, seconded by Councilor Ingalls
Discussion: Councilor Saums stated in accordance Chapter VII; Section 5 of the Town Charter the Town Council was required to prepare/approve a preliminary budget, which they just did this evening; and conduct a Public Hearing on or before the last Monday of April at which the public would have the opportunity to review the proposed Fiscal Year 2023/2024 Budget and provide comments and recommendations.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
MOVER: Bill Saums, Town Councilor
SECONDER Andra Ingalls, Town Councilor
AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
EXCUSED: Marshall, Rodriguez

18. MOTION to set the Annual Town Meeting to be a Hybrid Format (Video Conference & In-Person) regarding the proposed Fiscal Year 2023/2024 Budget on May 15, 2023 at 7:00 p.m. to be held in the **Council Chambers**, 741 Colonel Ledyard Highway and to adjourn to a Referendum to be held on May 16, 2023 between the hours of 6:00 a.m. 8:00 p.m.

In addition, should the referendum fail, the subsequent Referenda will be held between the hours of 12:00 p.m. and 8:00 p.m.; in accordance with Chapter VII, Section 6 of the Town Charter.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated that in accordance Chapter VII; Section 6 of the Town Charter that the Annual Town Meeting for the consideration of the Budget shall be held on the third Monday of May; and that the vote of the Town Meeting on the Annual Budget shall be adjourned to a vote on the voting machines the day following the Town Meeting.

Councilor Saums noted that this year both the Public Hearing and Annual Town Meeting would be held in the Council Chambers. He stated in years past these two important meetings were held in the High School Auditorium. However, he stated because of the amount of work involved to set up for the audio, video, remote meeting (zoom) etc. that they have decided to hold the meetings in the Council Chambers this year where the technology was already in place to conduct a Hybrid Meeting. He stated given the attendance in years past that they believe the Council Chambers was more suited for the number of people who attend and would provide a better recording for both audio and video.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Bill Saums, Town Councilor
 SECONDER Andra Ingalls, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

19. MOTION to adopted a proposed Fiscal Year 2023/2024 Water Operations Budget in the amount \$1,518,724.32.

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums stated in accordance with Section 4 of Ordinance #400-001 “*An Ordinance Establishing a Water Pollution Control Authority*” which states: “*The WPCA shall provide, by the fourth Monday in April, a budget of estimated revenues, expenditures and capital improvements for the ensuing fiscal year for inclusion as an appendix in the Town annual budget. The Town Council shall approve the water system budget*”. He went on to explain that although the Town Council was also interested in the proposed Sewer Operations Budget that the Town Council was only required to approve the WPCA Annual Water Operations.

Councilor Saums went on to note as the Town Council’s Liaison to the WPCA that he attended their meetings and that the WPCA proposed Fiscal Year 2023/204 Water Operations in the amount of \$1,518,724.32 was a balanced budget with no increase over the Fiscal Year 2022/2023 Budget. He stated the WPCA was setting money aside for capital and infrastructure maintenance and improvements, noting that their funds were increasing along with the their customers. He stated the WPCA has done an excellent job in putting together a balanced budget and in running their Department.

Councilor Saums thanked WPCA Chairman Ed Lynch who was attending tonight’s meeting remotely.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
 MOVER: Bill Saums, Town Councilor
 SECONDER Tim Ryan, Town Councilor
 AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
 EXCUSED: Marshall, Rodriguez

General Discussion

20. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for April 12, 2023 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits.

- The ARC of Eastern Connecticut to replace windows at the Group Residence located at 1671 Center Groton Road, Ledyard estimated cost \$26,872.00.

In addition, revise the time of the April 12, 2023 Hybrid (In-Person & Video Conference) Public Hearing from 6:30 p.m. to 6:15 p.m., as approved at the Town Council’s February 22, 2023 meeting, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as contained in draft dated February 8, 2023.

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls provided some background noting that the State Department of Revenue Services in conjunction with large corporations in the State of Connecticut developed a Neighborhood Assistance Act (NAA) which provided a tax credit to businesses that make donations to nonprofits for projects approved by their local governments.

Councilor Ingalls went on to explain that The ARC of Eastern Connecticut, a 501(c) non-profit organization has submitted a project in the amount of \$26,872.00 to replace the windows, which were probably 50-years old, at their group residence located at 1671 Center Groton Road, Ledyard, where they provide round the clock support to six clients with intellectual and developmental disabilities, noting that some have limited mobility and/or were older. She stated that the Town approved this window replacement project for The ARC of Eastern Connecticut

last year as well. She stated the only involvement for the town was to vet the project and to conduct Public Hearing for the agency to be eligible to participate in the NAA program.

Chairman Dombrowski noted that although the Town held a Public Hearing and approved ARC's window replacement project last year that the timing was very close to the deadline and that the project was not eligible for the application by the time all of the paperwork was completed. Therefore, he stated The ARC of Eastern Connecticut was working to start Application process earlier this year and hope to receive approval for the NAA credits.

Mayor Allyn stated The ARC of Eastern Connecticut has already identified a couple of potential partners for their window replacement project. He stated the total project cost was \$31,872 with The ARC of Eastern Connecticut contributing \$5,000 to the project, noting that the NAA requested funding was \$26,872.

Councilor Ryan stated that there was no cost to the town except for the publication of the Legal Notice for the Public Hearing.

Councilor Ingalls stated the second half of this motion was to change the time of the Public Hearing that the Town Council had previously set to receive comments on the proposed revisions to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" so that they could publish one Legal Notice for both the NAA Program and the Ordinance to save money for the cost the legal ad.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0
MOVER: Andra Ingalls, Town Councilor
SECONDER Whit Irwin, Town Councilor
AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Ryan, Saums
EXCUSED: Marshall, Rodriguez

21. Discuss Work Session Items as time permits.- None.

XV. ADJOURNMENT

VOTE: Councilor Paul moved to adjourn, seconded by Councilor Irwin
7 - 0 Approved and so declared. The meeting adjourned at 7:54 p.m.

Transcribed by Roxanne M. Maher
Administrative Assistant to the Town Council

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and
correct copy of the minutes of the Regular Town Council
Meeting held on March 22, 2023.

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1499

Agenda Date: 4/19/2023

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

Communications List-April 12, 2023

Correspondence List:

COMMUNICATIONS LISTING FOR APRIL 12, 2023

INCOMING CORRESPONDENCE

1. Awrach email ltr dated 3/23/2023 re: Resign Planning & Zoning Commission
2. Mr. Baily/Chief Rich email thread dated 3/23/2023 re: Dangerous Traffic – Military Highway
3. WPCA Action ltr dated 3/30/2023 re: Meeting 3/28/2023
4. Planning & Zoning Chairman email dated 3/30/2023 re: Request Alternate Member St. Vil be appointed as Regular Member
5. Agricultural Commission ltr dated 4/4/2023 re: Clark Farm – Recommend Agricultural Use be preserved

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 03/23/2023 re: Action ltr. Town Council Regular Meeting of March 22, 2023.
2. LTC ltr to S. Godino dated 3/23/2023 re: Reappointed to Cemetery Committee
3. LTC ltr to V. Godino dated 3/23/2023 re: Reappointed to Cemetery Committee
4. LTC ltr to Krug dated 3/23/2023 re: Appointed to Cemetery Committee – Regular Member
5. LTC ltr to Krug dated 3/23/2023 re: Appointed to Cemetery Committee – Regular Member
6. LTC ltr to Marshall dated 3/23/2023 re: Appointed to Cemetery Committee – Alternate Member
7. LTC ltr to Krug dated 3/23/2023 re: Appointed to Cemetery Committee – Regular Member
8. LTC ltr to Schneider dated 3/23/2023 re: Reappointed to Permanent Municipal Building Cmt (PMBC)
9. LTC ltr to Peterson dated 3/23/2023 re: Reappointed to Permanent Municipal Building Cmt (PMBC)
10. LTC ltr to Juber dated 3/23/2023 re: Reappointed to Water Pollution Control Authority (WPCA)
11. LTC ltr to Jones dated 3/23/2023 re: Reappointed to Water Pollution Control Authority (WPCA)
12. LTC ltr to Norris dated 3/23/2023 re: Reappointed to Water Pollution Control Authority (WPCA)
13. LTC ltr to S. Vincent dated 3/23/2023 re: Appointed to Ledyard Beautification Cemetery Committee
14. LTC ltr to Lamb dated 3/23/2023 re: Appointed to Historic District Commission Committee
15. LTC ltr to Board of Education dated 3/23/2023 re: Request Nominations for Budget to Transform the Budget Process Committee
16. LTC ltr to DTC & RTC dated 3/23/2023 re: Request Nominations for Budget to Transform the Budget Process Committee

NOTICE OF AGENDAS

1. Housing Authority Agenda 4/3/2023
2. Permanent Municipal Building Cmt Agenda 4/3/2023

3. Economic Development Commission Agenda 4/4/2023
4. Ledyard Beautification Cmt Agenda 4/4/2023
5. Inland Wetland & Water Courses Commission Agenda 4/4/2023
6. Farmers Market Committee Agenda 4/5/2023
7. Conservation Commission Agenda 4/11/2023
8. Cemetery Committee Agenda 4/11/2023
9. Planning & Zoning Agenda 4/13/2023
10. Finance Cmt Agenda 4/5/2023
11. LUPPW Cmt Agenda 4/3/2023
12. Admin Cmt Agenda 4/12/2023
13. Public Hearing Agenda 4/12/2023
14. Town Council Agenda 4/12/2023

MINUTES

1. Housing Authority Minutes 3/6/2023
2. Permanent Municipal Building Cmt Minutes 3/6/2023
3. Economic Development Commission Minutes 3/7/2023
4. Ledyard Beautification Cmt Minutes 2/7/2023
5. Inland Wetland & Water Courses Commission Minutes 3/7/2023
6. Farmers Market Committee Minutes 3/1/2023
7. Cemetery Cmt Minutes 2/21/2023
8. Conservation Commission Minutes 3/14/2023
9. Planning & Zoning Minutes 3/9/2023
10. Finance Cmt Sp. Minutes 3/21/2023
11. Budget Work Session Minutes 3/9/2023; 3/13/2023; 3/20/2023
12. LUPPW Cmt Minutes 3/6/2023
13. Admin Cmt Minutes a 3/8/2023
14. Town Council Minutes 3/8/2023

MISCELLANEOUS

1. Board of Education ltr dated 4/3/2023 re: Year-to-Date Report

REFERRALS

Administration Committee

1. Awrach email ltr dated 3/23/2023 re: Resign Planning & Zoning Commission
2. Planning & Zoning Chairman email dated 3/30/2023 re: Request Alternate Member St. Vil be appointed as Regular Member

Roxanne Maher

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Thursday, March 23, 2023 3:27 PM
To: Roxanne Maher
Cc: Juliet Hodge
Subject: Fw: Resignation from PZC

Hi Roxanne,

Here is an email from Jim Awrach resigning from PZC.

Tony

From: james awrach <jawrach@gmail.com>
Sent: Thursday, March 23, 2023 2:09 AM
To: Capon, J Anthony <tcapon@pitt.edu>
Subject: Resignation from PZC

Hi Tony,

I contacted Stan Juber, RTC, and notified him of my resignation from the Ledyard Planning and Zoning Commission.

I've found my involvement as a resident, alternate, and then briefly as a sitting member all to be edifying.

The PZC, Town Planner, regular participants, and former personnel have all been a pleasure to work with.

I'd love to meet for a coffee sometime.

Warmest regards,
Jim Awrach
Ledyard, CT

--

** Video Streaming patent for sale **

<http://www.SeaFire.com>

Roxanne Maher

From: John Rich
Sent: Thursday, March 23, 2023 3:40 PM
To: Cory Bailey
Cc: Fred Allyn, III; Town Council Group; Kristen Chapman
Subject: Re: Dangerous Traffic Situation on Military Hwy in Gales Ferry

Mr. Bailey,

Thanks for your message and your concern. I share your concern for traffic safety in our community and appreciate you taking the time to write.

Can you elaborate on the time of day this morning when you observed a vehicle run the school bus lights with a cruiser in the area? Also, the approximate location on Military Highway where this violation occurred?

That information would be very helpful. Thanks in advance.

Chief John Rich

Sent from my iPhone

On Mar 23, 2023, at 11:46 AM, Cory Bailey <cory.bailey@naturalihome.com> wrote:

Some people who received this message don't often get email from cory.bailey@naturalihome.com. [Learn why this is important](#)

My name is Cory Bailey and I am a resident of Military Hwy in Gales Ferry. I am reaching out to both the Mayor's Office and the Police Department to report an extremely dangerous and ongoing traffic issue along Military Hwy. This has been going on for the last decade but has grown increasingly dangerous over the last year. The issue is mostly related to, but not limited to, morning and afternoon traffic to and from the back gate of the subbase.

Every morning, my neighbors and I see dozens of cars running the stop sign on Military Hwy/Hurlbutt Road. That is not an exaggeration by any means. For the cars that do stop, they then accelerate quickly and reach speeds in excess of 60 mph before even starting to go up the hill approaching the intersection with Maple Corners, where the speed limit is no higher than 35 at any point of Military Hwy. This has caused, in multiple instances, pedestrians having to abruptly move out of the way as to not be struck by an oncoming vehicle.

Today was probably the most disturbing part of this saga. As a School Bus was picking up one of my neighbors' children for school and the red lights and sign had been activated by the driver, a car coming from the Rte 12 (opposing direction, presumably going towards the base) did not stop for the bus and continued driving, all while a Ledyard Police Cruiser was behind the bus and did absolutely nothing to correct the situation. This shows a complete lack of respect for human life, the law, and the tax payers and residents of the Town of Ledyard. Even if the Officer wasn't intentionally negligent, it shows to members of the military and other motorists that Ledyard does not take Public Safety seriously.

I genuinely appreciate the work that the Ledyard Police Department does for our community. What we need is an increased police presence and enforcement along Military Hwy and the commercial area of

RTE 12 (Dollar General all the way up to Bestway). The residents of Gales Ferry do not see Ledyard PD or Town Hall taking the traffic safety of our community as seriously as you should be. I'm not saying that I want you stopping every person who drives 1mph over the limit, but just being out in full force showing that someone is in control of law and order in Gales Ferry would have substantial results.

I believe that it is my civic duty to report this ongoing issue and hopefully some sort of intervention can be taken before (god forbid) another unnecessary accident takes someone's life when it could have been prevented. Thank you for time reading this email and for your prompt attention to this extremely serious matter,

Cory James Bailey

President & Chief Executive Officer
Naturali Home

Office: (860) 536-1771 ext 1501

Email: cory.bailey@naturalihome.com

Naturali Home

787 Long Hill Road, Groton, CT 06340
(860) 536-1771 | support@naturalihome.com

For more information about Naturali Home's Policies & Terms of Sale
Go to <https://www.naturalihome.com/policy>

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TOWN OF LEDYARD
CONNECTICUT
WATER POLLUTION CONTROL AUTHORITY

Chairman Ed Lynch

741 Colonel Ledyard Highway
 Ledyard, CT 06339-1551
 (860) 464-3220
 E-Mail Address:
wpca.ledyard@ledyardct.org

March 30, 2023

Mayor Fred B. Allyn, III
 741 Colonel Ledyard Highway
 Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on March 28, 2023, the WPCA took the following actions. Please feel free to contact Chairman Lynch should you have any questions regarding this meeting.

- Approved an annual move of the remaining balance from the Lakeside Maintenance Line item 50190921-54150 to a designated capital account for Lakeside Pump station maintenance at the end of the fiscal year. 2022.
- Approved a Public Hearing date regarding a 4.5% Sewer rate increase for April 25, 2023, at 6:30 p.m. (prior to the WPCA regular meeting at 7:00 p.m.)
- Did not approve the design drawings for the Sewer Extension from the Ledyard High School to Village Center, as a component of the LOTCIP Multi-Use Pathway project.
- Approved performance of lead and copper inventory which will need to be submitted to DPH in 2024.
- Approved receiving quotes for inspection of Holmberg's tank as recommended by DPH.

Respectfully submitted,

Christina Hostetler
 Town Hall Assistant

cc: Mayor
 Director of Finance
 Treasurer/Assistant Director of Finance
 Town Council

Roxanne Maher

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Monday, March 27, 2023 4:52 PM
To: Andra Ingalls
Cc: Roxanne Maher; Juliet Hodge
Subject: PZC Vacancy

Hi Andra,

James Awrach has resigned his position as a regular member of the PZC. I recommend that Gary St. Vil be appointed to fill the remainder of Mr. Awrach's term. Mr. St. Vil is next in line for the appointment and has done an excellent job as an alternate. He is willing to serve. The commission will continue to meet the minority representation requirements. The make-up of the commission will be:

Regular members: one R, three D, one U
Alternate members: one R, one D, one vacancy

The vacancy can be filled by an R, D, or U.

Tony
Chairman, PZC

Roxanne Maher

From: Christina Hostetler
Sent: Tuesday, April 04, 2023 9:22 AM
To: Fred Allyn, III; Town Council Group; Juliet Hodge; justin.t.debrodt.ctr@us.navy.mil; Allyson Angelini; Bruce Garstka; Katie Yuhas; Michael Marelli; Naomi Rodriguez; Russell Holmberg; Steve Martic; william.thorne@sbcglobal.net; Doug Kelley; Earl Lamb; Missy Dyson; Timothy Ryan; Vincent Godino (second email); Willian Barnes; Amy Stephenson; barbara kil; Betsy Graham; david holdridge; james harwood; Jessica Buhle; kathleen edgecomb; mary mcgrattan; Roberta Levandowski
Subject: Clark Property support

Good morning,

Chairman Garstka asked me to forward his email.

Kind regards, Christina

One of the tasks of the Ledyard Agricultural Commission was to identify prime and statewide important farmland soils. The purpose was to see what could be done to keep these lands in agriculture.

With private landowners the Town and State can assist with the purchase of the development rights. However the final decision on whether to sell or donate the rights belongs to the landowners.

With public lands, there can be different and sometimes opposing ideas of what should be done with these properties. We, as a Town, can demonstrate our resolve to keep agriculture as a main patch in the fabric of our lives by keeping one of the largest parcels of prime and statewide important soils left in town known as the Clark Property on Route 117 from development. As a Commission, we believe that every consideration should be made to keep this Town owned precious resource in agriculture for future generations.

We are asking that The Mayor, Town Council, Commissions and Committees support the preservation of this property for continued agricultural use.

Bruce P. Garstka, Chairman



Town Hall Assistant
Ledyard Town Hall
(860) 464-3220
mayor.clerk@ledyardct.org

Town Hall Hours:
Monday - Thursday 7:30 a.m to 4:45 p.m.
CLOSED FRIDAYS



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
council@ledyardct.org

March 23, 2023

Mayor Fred Allyn, III
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on March 22, 2023 the Town Council took the following actions:

- Adopted a proposed Fiscal Year 2023/2024 Budget in the amount of \$65,517,156 comprised of:
 - General Government: \$29,608,788
 - Board of Education: \$35,908,368
- Set a Hybrid Format (Video Conference and In-Person) Public Hearing date to be held on April 17, 2023 at 7:00 p.m. in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed Fiscal Year 2023/2024 Budget.
- Set a Hybrid Format (Video Conference & In-Person) Annual Town Meeting regarding the proposed Fiscal Year 2023/2024 Budget on May 15, 2023 at 7:00 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway and to adjourn to a Referendum to be held on May 16, 2023 between the hours of 6:00 a.m. 8:00 p.m.

In addition, should the referendum fail, the subsequent Referenda will be held between the hours of 12:00 p.m. and 8:00 p.m.; in accordance with Chapter VII, Section 6 of the Town Charter.

- Adopted a proposed Fiscal Year 2023/2024 Water Operations Budget in the amount \$1,518,724.32.
- Authorized the Mayor to submit a grant through the FEMA Assistance to Firefighters Grant Program in the amount of \$298,210.52 with the local matching amount of \$14,200.52 for the acquisition of new portable and mobile radios for the fire departments.
- Authorized the Mayor to submit a grant request through the FEMA Assistance to Firefighter's Grant program in the amount of \$97,585.00 and a town matching amount of \$4646.90 for the purpose of acquiring a new Breathing Air Compressor and Cascade System for the Ledyard Fire Company.

- Authorized the expenditure of up to \$25,000 from Account # 21090305-58920 (Acquisition of Open Space) for the demolition, waste fees, well abandonment and septic abandonment at 334 Colonel Ledyard Highway.

In addition, upon the sale of property at 332 Colonel Ledyard Highway, authorized the appropriation of the same expended amount back to Account #21090305-58920 (Acquisition of Open Space).

The aforementioned to be done in preparation of transfer of ownership to Avalonia Land Conservancy for parking for the Founder's Preserve.

- Approved a revised job description for Management Information Systems Director as contained in the draft dated February 15, 2023.
- Approved a revised job description for Management Information Systems Technician as contained in the draft dated March 8, 2023.
- Approved a revised job description for Administrative Assistant - Library as presented in the draft dated February 15, 2023.
- Approved a revised job description for Library Technician II - Youth Services as presented in the draft dated February 15, 2023.
- Reappointed the following members to the Cemetery Committee for a three (3) year term ending April 26, 2026:
 - ✓ Mrs. Sheila Godino (D) 1906 Center Groton Road
 - ✓ Mr. Vincent Godino (D) 1906 Center Groton Road
- Reappointed the following members to the Permanent Municipal Building Committee for a three (3) year term ending March 26, 2026:
 - ✓ Mr. Gary Schneider (D) 101 Inchcliffe Drive, Gales Ferry
 - ✓ Ms. Elizabeth Peterson (D) 15 Browns Crossing Road, Gales Ferry
- Reappointed the following members to the Water Pollution Control Authority for a three (3) year term ending April 11, 2026:
 - ✓ Mr. Stanley Juber (R) 13 Iron Street, Ledyard (Regular Member)
 - ✓ Mr. Terry Jones, 27 Monticello Drive, Gales Ferry (Regular Member)
 - ✓ Mr. Jeremy Norris (D) 12 Old Fort Lane, Ledyard (Alternate Member)
- Approved a tax refund in the amount of \$9,075.43 exceeding \$2,400.00 in accordance with tax collector departmental procedures.

Marshall Retail Group - Tanger Outlet c/c adjustment - \$9,075.43

- Appointed Mr. Earl Lamb (D) 95 Lambtown Road, Ledyard as a Regular Member on the Historic District Commission to complete a five (5) year term ending December 6, 2027 filling a vacancy left by Mr. Pealer.
- Appointed Ms. Sheila Vincent (D) 19 Friar Tuck Drive, Gales Ferry, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2023 filling a vacancy left by Ms. Harris.
- Appointed the following to the Cemetery Committee:
 - ✓ Ms. Kimlyn Marshall (R) 987R Long Cove Road, as an Alternate Member to complete a three (3) year term ending April 26, 2025 to fill Mr. Krug's seat.
 - ✓ Mr. Paul Krug (U) 67 Pheasant Drive, Gales Ferry, as a Regular Member to complete a three (3) year term ending April 26, 2026 to fill Ms. Marshall's seat.
- Adopted a proposed "*Resolution Establishing A Committee To Transform The Budget Process*" as contained in the draft dated February 28, 2023.

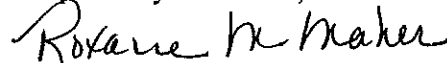
Set a Hybrid (In-Person & Video Conference) Public Hearing date for April 12, 2023 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits.

- ✓ ARC of Eastern Connecticut to replace windows at the Group Residence located at 1671 Center Groton Road, Ledyard estimated cost \$26,872.00.

In addition, revise the time of the April 12, 2023 Hybrid (In-Person & Video Conference) Public Hearing from at 6:30 p.m. to 6:15 p.m., as approved at the Town Council's February 22, 2023, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" as contained in draft dated February 8, 2023.

Please feel free to contact Chairman Dombrowski should you have any questions regarding this meeting.

Respectfully submitted,



Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

cc: Director of Finance
Treasurer
Administrator of Human Resources
Board of Education
Director of Emergency Management
Ledyard Center Fire Chief
Library Director
MIS Director
Tax Collector
Water Pollution Control Authority



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mrs. Sheila M. Godino
1906 Center Groton Road
Ledyard, Connecticut 06339

Dear Mrs. Godino:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 reappointed you as a regular member of the Cemetery Committee, to complete a three (3) year term ending April 26, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Cemetery 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 Cemetery 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,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Cemetery Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mr. Vincent D. Godino
1906 Center Groton Road
Ledyard, Connecticut 06339

Dear Mr. Godino:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 reappointed you as a regular member of the Cemetery Committee, to complete a three (3) year term ending April 26, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Cemetery 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 Cemetery 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.

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Cemetery Committee



TOWN OF LEDYARD

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Chairman Kevin J. Dombrowski

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

March 23, 2023

Mr. Paul Krug
67 Pheasant Drive
Gales Ferry, Connecticut 06335

Dear Mr. Krug:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 appointed you as a regular member of the Cemetery Committee, to complete a three (3) year term ending April 26, 2026 to fill Ms. Marshall's seat.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Cemetery 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 Cemetery 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.

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Cemetery Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mrs. Kimlyn Marshall
987 R Long Cove Road
Gales Ferry, Connecticut 06335

Dear Mrs. Marshall:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 appointed you as an alternate member of the Cemetery Committee, to complete a three (3) term ending April 26, 2025 to fill Mr. Krug's seat.

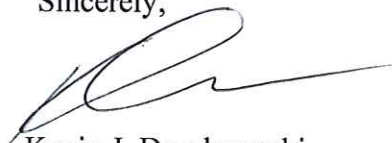
As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Cemetery Committee meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Cemetery 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.

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

Sincerely,



Kevin J. Dombrowski
Chairman

cc: Town Clerk
Cemetery Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mr. Gary Schneider
101 Inchcliffe Drive
Gales Ferry, Connecticut 06335

Dear Mr. Schneider:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 reappointed you as a regular member of the Permanent Municipal Building Committee, to complete a three (3) year term ending March 26, 2026.

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 continue to serve the Town of Ledyard.

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Permanent Municipal Building Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Ms. Elizabeth Peterson
15 Browns Crossing
Gales Ferry, Connecticut 06335

Dear Ms. Peterson:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 reappointed you as a regular member of the Permanent Municipal Building Committee, to complete a three (3) year term ending March 26, 2026.

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,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Permanent Municipal Building Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mr. Stanley Juber
13 Iron Street
Ledyard, Connecticut 06339

Dear Mr. Juber:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 reappointed you as a regular member of the Water Pollution Control Authority, to complete a 3 year term ending April 11, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Water Pollution Control Authority 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 Water Pollution Control Authority 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 continue to serve the Town of Ledyard.

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Water Pollution Control Authority



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mr. Terry Jones
27 Monticello Drive
Ledyard, Connecticut 06339

Dear Mr. Jones:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 reappointed you as a regular member of the Water Pollution Control Authority, to complete a three (3) year term ending April 11, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Water Pollution Control Authority 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 Water Pollution Control Authority 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 continue to serve the Town of Ledyard.

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Water Pollution Control Authority



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mr. Jeremy Norris
12 Old Fort Lane
Ledyard, Connecticut 06339

Dear Mr. Norris:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 reappointed you as an alternate member of the Water Pollution Control Authority, to complete a three (3) year term ending April 11, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Water Pollution Control Authority 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 Water Pollution Control Authority 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.

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Water Pollution Control Authority



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Ms. Sheila M. Vincent
19 Friar Tuck Drive
Gales Ferry, Connecticut 06335

Dear Ms. Vincent:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 appointed you as a member of the Ledyard Beautification Committee, to complete a three (3) year term ending October 26, 2023 to fill a vacancy left by Ms. Harris.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Ledyard Beautification 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 Ledyard Beautification 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,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Ledyard Beautification Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

March 23, 2023

Mr. Earl Lamb
95 Lambtown Road
Ledyard, Connecticut 06339

Dear Mr. Lamb:

CONGRATULATIONS! The Town Council, at its meeting on March 22, 2023 appointed you as a regular member of the Historic District Commission, to complete a five (5) year term ending December 6, 2027 to fill a vacancy left by Mr. Pealer.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Historic District Commission 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 Historic District Commission 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 continue to serve the Town of Ledyard.

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Historic District Commission



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

March 23, 2023

Chairman Anthony Favry
Ledyard Board of Education
Blonders Boulevard
Ledyard, Connecticut 06339

Dear Chairman Favry:

With the current inflationary environment and projected level funding from the State the town's ability to maintain the services our residents have become accustomed to has become more challenging each year. As you are aware increased costs in heating fuel, gasoline, electricity along with many other expenses have impacted the town's operational costs, and its ability to conduct business.

The last Committee to Transform the Budget Process submitted its final report to the Town Council on October 16, 2016. During the past seven years many of their recommendations and goals have been implemented/and or considered. Therefore, the Town Council felt that it was time to once again conduct another review of the town's budget process and the role of local government.

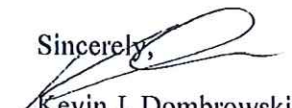
At our March 22, 2023 meeting the Town Council adopted a *Resolution Establishing a Committee to Transform the Budget Process*". The Committee is comprised of nine members which includes two members from the Board of Education along with a Board of Education ex-officio member. (see attached).

The Town Council would like to appoint members to the Committee to Transform the Budget Process as soon as possible and requests that you provide the names of two Board of Education Members (one from each party to meet minority representation) to the Town Council Office.

Your prompt attention and assistance would be appreciated as we work together to examine Ledyard's spending trends and to seek alternative budgeting methods to address the burden that is being placed on municipal budgets and its taxpayers.

Should you have any questions regarding this initiative please feel free to contact me at (860) 383-6463 or e-mail council@ledyardct.org.

Sincerely,



Kevin J. Dombrowski
Chairman

cc: Mayor Allyn
Superintendent Hartling

RESOLUTION
ESTABLISHING A COMMITTEE TO
TRANSFORM THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a Committee to Transform the Budget Process to be comprised of nine (9) regular members. All members shall be appointed by the Town Council with the following representation:

- Town Council Finance Committee Chairman
- Town Council Chairman
- One additional Member of the Town Council
- Two Members from the Board of Education
- Four Members from the Community-at-Large

In addition, the Mayor and Superintendent of Schools or their designee serve as ex-officio members.

Regular members shall be appointed by the Town Council for a term of four months. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

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. 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 *Committee to Transform the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to Transform the Budget Process* shall be authorized to:

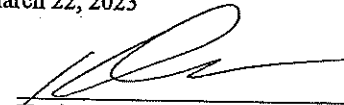
- a) To review the Budget Transformation Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
- b) To review, research, and determine the following:
 - (1) The services the Town and Board of Education provides to its residents.
 - (2) Whether the services/programs are mandatory relative to the role of local government.
 - (3) How effectively the Town and Board of Education provides its services/programs to its residents.
 - (4) The funding sources(s) that pay for services/programs the community provides to its residents.
 - (5) Review all contracted services.

- c) To review all department operations, all municipal and school buildings and grounds, the purchase of commodities, and the utilization of staffing/cross training in order to promote municipal consolidation efforts and provide recommendations;
- d) To provide guidance and recommendations relative to the negotiation and execution of contracts related to municipal consolidation of departments, services and/or shared services to meet the General Government and Board of Education's operational and mandated requirements;
- e) To recommend a budget process, format and outline for the General Government and Board of Education to consider for implementation with the development of the Fiscal Year 2024/2025 Budget that would include detail data such as:
 - (1) Projected line item cost estimates for Fiscal Year 2024/2025;
 - (2) Capital Improvement Plan/Initiatives/Funding Sources;
 - (3) Trends in salaries, maintenance and operational costs;
 - (4) Demonstrated efforts for efficiencies and reductions;
 - (5) Plans to address the increase in student population/enrollment and space needs
 - (6) Recommendations to address anticipated loss of Municipal Aid Revenues due to the State's finance crisis and projected budget deficits.
 - (7) Ways to address current and anticipated future State mandates.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organization Meeting of said Committee shall be held at which members shall choose a Chairman, Vice-Chairman and a Secretary;

BE IT FURTHER RESOLVED: That said Committee shall submit recommendations to the Town Council, Mayor and Board of Education no later than September October 27, 2023 for consideration for the fiscal year budget preparation.

Adopted by the Ledyard Town Council on: March 22, 2023


 Kevin J. Dombrowski, Chairman

.....
 History: *Resolution Establishing a Committee To Transform The Budget Process*; Adopted June 8, 2016; Final Report submitted: October 16, 2016.

2023: Updated the 2016 Resolution "Committee to Transform the Budget Process" to include the following language: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and town.

The 2023 Committee's assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.




Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

MEMORANDUM

TO: Democratic Town Committee
Republican Town Committee

FROM: Chairman Kevin J. Dombrowski 

DATE: March 23, 2023

RE: Committee to Transform the Budget Process – Request for Nominations

With the current inflationary environment and projected level funding from the State the town's ability to maintain the services our residents have become accustomed to has become more challenging each year. Increased costs in heating fuel, gasoline, electricity along with many other expenses have impacted the town's operational costs and its ability to conduct business.

The last Committee to Transform the Budget Process submitted its final report to the Town Council on October 16, 2016. During the past seven years many of their recommendations and goals have been implemented/and or considered. Therefore, the Town Council felt that it was time to once again conduct another review of the town's budget process and the role of local government.

At our March 22, 2023 meeting the Town Council adopted a *Resolution Establishing a Committee to Transform the Budget Process*". The Committee is comprised of nine members which included four volunteers from the Community-at-Large.

The Town Council would like to appoint members to the Committee to Transform the Budget Process as soon as possible and requests that you submit the names of two citizens who would like to participate on this Committee.

In selecting your Committee's recommended nominations, we ask that you be mindful to select residents who have some financial background to ensure that our community is well represented.

Your attention to this request and your cooperation are appreciated. Should you have any questions, please feel free to contact me at (860) 383-6463 or e-mail council@ledyardct.org.

Thank you.

Attachment

Res: 002-2023/Mar 22

RESOLUTION
ESTABLISHING A COMMITTEE TO
TRANSFORM THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

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In addition, the Mayor and Superintendent of Schools or their designee serve as ex-officio members.

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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.

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The regular members of the *Committee to Transform the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to Transform the Budget Process* shall be authorized to:

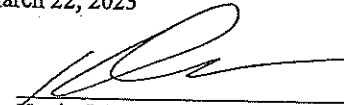
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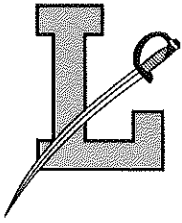
Adopted by the Ledyard Town Council on: March 22, 2023


 Kevin J. Dombrowski, Chairman

.....
 History: *Resolution Establishing a Committee To Transform The Budget Process*; Adopted June 8, 2016; Final Report submitted: October 16, 2016.

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The 2023 Committee's assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.



Ledyard Public Schools

Administrative Offices

April 3, 2023

Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Town Council,

In compliance with the passing of public act 19-117, I have enclosed our year to date financial report. This same report is posted in the Board of Education meeting minutes.

Thank you,

Rachel Moser
Director of Finance and Human Capital
Ledyard Board of Education

cc: Ledyard Board of Education
Mr. Michael J. Brawner, Finance Committee Chairman
Mr. Jason Hartling, Superintendent of Schools

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2021000 GENERAL INSTRUCTION							
2021000 51040 TEACHER SALARY	2,073,345	0	2,073,345	1,081,021.80	925,178.76	67,144.44	96.8%
2021000 51140 PARAPROFESSIONAL	76,407	0	76,407	15,214.68	14,091.00	47,101.40	38.4%
2021000 56110 INSTRUCTIONAL SUP	38,500	0	38,500	27,273.61	690.90	10,535.49	72.6%
2021000 56890 TECHNOLOGY SUPPLI	12,000	0	12,000	.00	.00	12,000.00	.0%
2021000 57310 REPLACEMENT EQUIP	950	0	950	.00	.00	950.00	.0%
TOTAL GENERAL INSTRUCTION	2,201,202	0	2,201,202	1,123,510.09	939,960.66	137,731.33	93.7%
2021002 ART INSTRUCTION							
2021002 51040 TEACHER SALARY	94,701	0	94,701	50,992.90	43,708.20	-10	100.0%*
2021002 56110 INSTR SUPPLIES-AR	2,400	0	2,400	2,109.09	300.05	-9.14	100.4%*
TOTAL ART INSTRUCTION	97,101	0	97,101	53,101.99	44,008.25	-9.24	100.0%
2021005 LANGUAGE ARTS INSTRUCTION							
2021005 56110 INSTR SUPPLIES-LA	4,300	0	4,300	170.41	.00	4,129.59	4.0%
TOTAL LANGUAGE ARTS INSTRUCTION	4,300	0	4,300	170.41	.00	4,129.59	4.0%
2021007 KINDERGARTEN INSTRUCTION							
2021007 56110 INSTR SUPPLIES-KG	750	0	750	152.05	.00	597.95	20.3%
TOTAL KINDERGARTEN INSTRUCTION	750	0	750	152.05	.00	597.95	20.3%
2021011 MATH INSTRUCTION							
2021011 56110 INSTR SUPPLIES-MA	1,500	0	1,500	97.85	.00	1,402.15	6.5%
TOTAL MATH INSTRUCTION	1,500	0	1,500	97.85	.00	1,402.15	6.5%
2021012 MUSIC INSTRUCTION							

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2021012 51040 TEACHER SALARY	70,493	0	70,493	64,919.68	55,645.44	-50,072.12	171.0%*
2021012 54300 REPAIRS & MAINT-M	1,000	0	1,000	.00	.00	1,000.00	.0%
2021012 56110 INSTR SUPPLIES-MU	2,200	0	2,200	1,481.87	418.56	299.57	86.4%
TOTAL MUSIC INSTRUCTION	73,693	0	73,693	66,401.55	56,064.00	-48,772.55	166.2%
2021013 SCIENCE INSTRUCTION							
2021013 56110 INSTR SUPPLIES-SC	2,200	0	2,200	229.82	.00	1,970.18	10.4%
TOTAL SCIENCE INSTRUCTION	2,200	0	2,200	229.82	.00	1,970.18	10.4%
2021015 SOCIAL STUDIES INSTRUCTION							
2021015 56110 INSTR SUPPLIES-SS	4,200	0	4,200	.00	.00	4,200.00	.0%
TOTAL SOCIAL STUDIES INSTRUCTION	4,200	0	4,200	.00	.00	4,200.00	.0%
2021051 READING INSTRUCTION							
2021051 56110 INSTR SUPPLIES-RE	4,500	0	4,500	2,211.02	.00	2,288.98	49.1%
TOTAL READING INSTRUCTION	4,500	0	4,500	2,211.02	.00	2,288.98	49.1%
2021081 PHYSICAL EDUCATION							
2021081 51040 TEACHER SALARY	62,777	0	62,777	33,803.00	28,974.00	.00	100.0%
2021081 56110 INSTR SUPPLIES-PH	1,500	0	1,500	1,221.77	.00	278.23	81.5%
TOTAL PHYSICAL EDUCATION	64,277	0	64,277	35,024.77	28,974.00	278.23	99.6%
2021085 REMEDIAL READING INSTRUCTION							
2021085 51140 PARAPROFESSIONAL	33,857	0	33,857	.00	.00	33,857.29	.0%

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2021085 56110 INSTR SUPPLIES-RE	1,900	0	1,900	2,028.87	.00	-128.87	106.8%*
TOTAL REMEDIAL READING INSTRUCTION	35,757	0	35,757	2,028.87	.00	33,728.42	5.7%
2021200 SPED PARA SALARIES							
2021200 51140 PARAPROFESSIONAL	257,190	0	257,190	100,865.37	15,732.14	140,592.01	45.3%
TOTAL SPED PARA SALARIES	257,190	0	257,190	100,865.37	15,732.14	140,592.01	45.3%
2021260 LEARNING DISABILITIES							
2021260 56110 INSTR SUPPLIES-LR	3,600	0	3,600	908.87	141.19	2,549.94	29.2%
TOTAL LEARNING DISABILITIES	3,600	0	3,600	908.87	141.19	2,549.94	29.2%
2022140 PSYCHOLOGY							
2022140 56110 INSTR SUPPLIES-PS	500	0	500	375.64	.00	124.36	75.1%
2022140 56800 TESTING SUPPLIES-	250	0	250	.00	.00	250.00	.0%
TOTAL PSYCHOLOGY	750	0	750	375.64	.00	374.36	50.1%
2022150 SPEECH & LANGUAGE							
2022150 56110 INSTR SUPPLIES-SP	800	0	800	1,135.97	37.23	-373.20	146.7%*
2022150 56800 TESTING SUPPLIES-	650	0	650	16.54	.00	633.46	2.5%
TOTAL SPEECH & LANGUAGE	1,450	0	1,450	1,152.51	37.23	260.26	82.1%
2022210 PROFESSIONAL DEVELOPMENT							
2022210 53300 PROF/TECH SERVICE	3,500	0	3,500	307.70	.00	3,192.30	8.8%
TOTAL PROFESSIONAL DEVELOPMENT	3,500	0	3,500	307.70	.00	3,192.30	8.8%

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13		ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
ACCOUNTS FOR: BOE GENERAL FUND								
2022220 MEDIA CENTER								
2022220	51050 MEDIA SALARIES-ME	63,096	0	63,096	.00	.00	63,096.00	.0%
2022220	51140 PARA SALARIES-MED	17,236	0	17,236	.00	.00	5,843.50	66.1%
2022220	56110 INSTR SUPPLIES-ME	5,400	0	5,400	3,284.48	2,463.00	-347.48	106.4%*
2022220	56900 OTHER SUPPLIES-ME	800	0	800	59.97	740.00	.03	100.0%
TOTAL MEDIA CENTER		86,532	0	86,532	14,736.55	3,203.00	68,592.05	20.7%
2022230 INSTRUCTION RELATED TECHNOLOGY								
2022230	56890 TECHNOLOGY SUPPLI	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL INSTRUCTION RELATED TECHNOLOGY		2,000	0	2,000	.00	.00	2,000.00	.0%
2022400 GENERAL ADMINISTRATIVE SERVICE								
2022400	51020 ADMIN SALARIES-GE	285,247	0	285,247	200,983.16	80,958.13	3,305.71	98.8%
2022400	51100 SEC/CLERICAL SALA	98,762	0	98,762	57,069.80	.00	41,692.21	57.8%
2022400	51140 PARA SALARIES-GEN	0	0	0	0	19,391.40	100,000.00	100.0%*
2022400	55300 COMMUNICATIONS-GE	1,300	0	1,300	999.89	.11	300.00	76.9%
2022400	56900 OTHER SUPPLIES-GE	1,300	0	1,300	370.82	292.44	636.74	51.0%
TOTAL GENERAL ADMINISTRATIVE SERVICE		386,609	0	386,609	259,423.67	100,642.08	26,543.26	93.1%
2041000 GENERAL INSTRUCTION								
2041000	51040 TEACHER SALARY-GE	2,360,091	0	2,360,091	1,291,327.13	1,092,122.67	-23,359.30	101.0%*
2041000	51140 PARA SALARIES-GEN	62,428	0	62,428	16,036.92	.00	46,390.60	25.7%
2041000	56110 INSTR SUPPLIES-GE	38,805	0	38,805	18,616.67	1,321.50	18,866.83	51.4%
2041000	56890 TECHNOLOGY SUPPLI	12,000	0	12,000	836.98	24.99	11,138.03	7.2%
2041000	57300 NEW EQUIPMENT-GEN	0	0	0	304.03	.00	-304.03	100.0%*
2041000	57310 REPLACEMENT EQUIP	4,500	0	4,500	4,644.54	.00	-144.54	103.2%*
TOTAL GENERAL INSTRUCTION		2,477,823	0	2,477,823	1,331,766.27	1,093,469.16	52,587.59	97.9%
2041002 ART INSTRUCTION								
2041002	51040 TEACHER SALARY	164,335	0	164,335	71,462.30	61,253.40	31,618.90	80.8%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2041002 56110 INSTR SUPPLIES-AR	4,200	0	4,200	3,845.20	.00	354.80	91.6%
TOTAL ART INSTRUCTION	168,535	0	168,535	75,307.50	61,253.40	31,973.70	81.0%
2041005 LANGUAGE ARTS INSTRUCTION							
2041005 56110 INSTR SUPPLIES-LA	7,160	0	7,160	.00	.00	7,160.00	.0%
TOTAL LANGUAGE ARTS INSTRUCTION	7,160	0	7,160	.00	.00	7,160.00	.0%
2041007 KINDERGARTEN INSTRUCTION							
2041007 56110 INSTR SUPPLIES-KG	3,100	0	3,100	2,941.23	282.60	-123.83	104.0%*
TOTAL KINDERGARTEN INSTRUCTION	3,100	0	3,100	2,941.23	282.60	-123.83	104.0%
2041011 MATH INSTRUCTION							
2041011 56110 INSTR SUPPLIES-MA	2,495	0	2,495	405.73	.00	2,089.27	16.3%
TOTAL MATH INSTRUCTION	2,495	0	2,495	405.73	.00	2,089.27	16.3%
2041012 MUSIC INSTRUCTION							
2041012 51040 TEACHER SALARY	150,767	0	150,767	48,197.20	23,050.20	79,519.60	47.3%
2041012 54300 REPAIRS & MAINT-M	850	0	850	.00	.00	850.00	.0%
2041012 56110 INSTR SUPPLIES-MU	3,650	0	3,650	2,070.84	.00	1,579.16	56.7%
TOTAL MUSIC INSTRUCTION	155,267	0	155,267	50,268.04	23,050.20	81,948.76	47.2%
2041013 SCIENCE INSTRUCTION							
2041013 56110 INSTR SUPPLIES-SC	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL SCIENCE INSTRUCTION	2,000	0	2,000	.00	.00	2,000.00	.0%

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ACCOUNTS FOR: 0150 BOE GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2041015 SOCIAL STUDIES INSTRUCTION							
2041015 56110 INSTR SUPPLIES-SS	4,500	0	4,500	4,027.20	.00	472.80	89.5%
TOTAL SOCIAL STUDIES INSTRUCTION	4,500	0	4,500	4,027.20	.00	472.80	89.5%
2041051 READING INSTRUCTION							
2041051 56110 INSTR SUPPLIES-RE	10,600	0	10,600	2,467.88	160.00	7,972.12	24.8%
TOTAL READING INSTRUCTION	10,600	0	10,600	2,467.88	160.00	7,972.12	24.8%
2041081 PHYSICAL EDUCATION							
2041081 51040 TEACHER SALARY	159,493	0	159,493	85,880.90	73,612.20	- .10	100.0%*
2041081 56110 INSTR SUPPLIES-PH	3,600	0	3,600	2,683.92	.00	916.08	74.6%
TOTAL PHYSICAL EDUCATION	163,093	0	163,093	88,564.82	73,612.20	915.98	99.4%
2041085 REMEDIAL READING INSTRUCTION							
2041085 51140 PARAPROFESSIONAL	47,227	0	47,227	18,063.03	.00	29,163.64	38.2%
2041085 56110 INSTR SUPPLIES-RE	3,100	0	3,100	.00	.00	3,100.00	.0%
TOTAL REMEDIAL READING INSTRUCTION	50,327	0	50,327	18,063.03	.00	32,263.64	35.9%
2041200 SPED PARA SALARIES							
2041200 51140 PARAPROFESSIONAL	395,149	0	395,149	240,853.29	37,587.75	116,707.91	70.5%
TOTAL SPED PARA SALARIES	395,149	0	395,149	240,853.29	37,587.75	116,707.91	70.5%
2041260 LEARNING DISABILITIES							
2041260 56110 INSTR SUPPLIES-LR	4,600	0	4,600	3,581.42	146.28	872.30	81.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
TOTAL LEARNING DISABILITIES	4,600	0	4,600	3,581.42	146.28	872.30	81.0%
2042140 PSYCHOLOGY							
2042140 56110 INSTR SUPPLIES-PS	600	0	600	562.56	.00	37.44	93.8%
2042140 56800 TESTING SUPPLIES-	800	0	800	178.08	.00	621.92	22.3%
TOTAL PSYCHOLOGY	1,400	0	1,400	740.64	.00	659.36	52.9%
2042150 SPEECH & LANGUAGE							
2042150 56110 INSTR SUPPLIES-SP	1,000	0	1,000	218.58	.00	781.42	21.9%
2042150 56800 TESTING SUPPLIES-	700	0	700	.00	.00	700.00	.0%
TOTAL SPEECH & LANGUAGE	1,700	0	1,700	218.58	.00	1,481.42	12.9%
2042210 PROFESSIONAL DEVELOPMENT							
2042210 53300 PROF/TECH SERVICE	9,350	0	9,350	367.35	.00	8,982.65	3.9%
TOTAL PROFESSIONAL DEVELOPMENT	9,350	0	9,350	367.35	.00	8,982.65	3.9%
2042220 MEDIA CENTER							
2042220 51050 MEDIA SALARIES-ME	67,582	0	67,582	90,586.18	144,606.34	-167,610.52	348.0%*
2042220 56110 INSTR SUPPLIES-ME	9,850	0	9,850	5,207.98	738.79	3,903.23	60.4%
2042220 56900 OTHER SUPPLIES-ME	550	0	550	266.86	140.70	142.44	74.1%
TOTAL MEDIA CENTER	77,982	0	77,982	96,061.02	145,485.83	-163,564.85	309.7%
2042230 TECHNOLOGY SUPPLIES-INSTR TECH							
2042230 56890 TECHNOLOGY SUPPLI	2,000	0	2,000	.00	.00	2,000.00	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
TOTAL TECHNOLOGY SUPPLIES-INSTR TECH	2,000	0	2,000	.00	.00	2,000.00	.0%
2042400 GENERAL ADMINISTRATIVE SERVICE							
2042400 51020 ADMIN SALARIES-GE	272,117	0	272,117	109,500.57	45,832.88	116,783.17	57.1%
2042400 51100 SEC/CLERICAL SALA	98,464	0	98,464	40,942.02	.00	57,522.47	41.6%
2042400 51140 PARA SALARIES-GEN	0	0	0	823.00	.00	-823.00	100.0%*
2042400 55300 COMMUNICATIONS-GE	1,000	0	1,000	-46.89	1,046.89	.00	100.0%
2042400 56110 INSTRUCTIONAL SUP	0	0	0	55.96	.00	-55.96	100.0%*
2042400 56900 OTHER SUPPLIES-GE	2,300	0	2,300	2,427.87	.00	-127.87	105.6%*
TOTAL GENERAL ADMINISTRATIVE SERVICE	373,881	0	373,881	153,702.53	46,879.77	173,298.81	53.6%
2042700 TRANSPORTATION							
2042700 51140 PARA SALARIES-TRA	5,560	0	5,560	3,240.57	.00	2,318.94	58.3%
TOTAL TRANSPORTATION	5,560	0	5,560	3,240.57	.00	2,318.94	58.3%
2051000 GENERAL INSTRUCTION							
2051000 56110 INSTRUCTIONAL SUP	29,700	0	29,700	7,258.86	1,276.67	21,164.47	28.7%
2051000 56890 TECHNOLOGY SUPPLI	2,500	0	2,500	1,445.35	.00	1,054.65	57.8%
2051000 56900 OTHER SUPPLIES	0	0	0	-22.99	.00	22.99	100.0%
2051000 57300 NEW EQUIPMENT	0	0	0	18,187.30	.00	-18,187.30	100.0%*
TOTAL GENERAL INSTRUCTION	32,200	0	32,200	26,868.52	1,276.67	4,054.81	87.4%
2051002 ART INSTRUCTION							
2051002 51040 TEACHER SALARY-AR	94,701	0	94,701	50,992.90	43,708.20	-10	100.0%*
2051002 56110 INSTR SUPPLIES-AR	6,400	0	6,400	2,831.71	1,295.32	2,272.97	64.5%
TOTAL ART INSTRUCTION	101,101	0	101,101	53,824.61	45,003.52	2,272.87	97.8%
2051005 LANGUAGE ARTS INSTRUCTION							
2051005 51040 TEACHER SALARY-LA	326,603	0	326,603	182,962.47	172,766.82	-29,126.29	108.9%*

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ACCOUNTS FOR: 0150 BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2051005 56110 INSTR SUPPLIES-LA	7,400	0	7,400	5,091.61	157.75	2,150.64	70.9%
TOTAL LANGUAGE ARTS INSTRUCTION	334,003	0	334,003	188,054.08	172,924.57	-26,975.65	108.1%
2051006 FOREIGN LANGUAGE INSTRUCTION							
2051006 51040 TEACHER SALARY-FL	154,252	0	154,252	83,058.78	71,193.24	-.02	100.0%*
2051006 56110 INSTR SUPPLIES-FL	100	0	100	.00	.00	100.00	.0%
TOTAL FOREIGN LANGUAGE INSTRUCTION	154,352	0	154,352	83,058.78	71,193.24	99.98	99.9%
2051008 HEALTH INSTRUCTION							
2051008 51040 TEACHER SALARY-HL	144,782	0	144,782	84,129.88	66,822.48	-6,170.36	104.3%*
2051008 56110 INSTR SUPPLIES-HL	1,150	0	1,150	174.26	.00	975.74	15.2%
TOTAL HEALTH INSTRUCTION	145,932	0	145,932	84,304.14	66,822.48	-5,194.62	103.6%
2051010 INDUSTRIAL TECH INSTRUCTION							
2051010 51040 TEACHER SALARY-IN	174,793	0	174,793	108,403.32	92,625.84	-26,236.16	115.0%*
2051010 56110 INSTR SUPPLIES-IN	3,000	0	3,000	513.00	.00	2,487.00	17.1%
TOTAL INDUSTRIAL TECH INSTRUCTION	177,793	0	177,793	108,916.32	92,625.84	-23,749.16	113.4%
2051011 MATH INSTRUCTION							
2051011 51040 TEACHER SALARY-MA	479,401	0	479,401	262,600.94	277,771.72	-60,971.66	112.7%*
2051011 56110 INSTR SUPPLIES-MA	1,200	0	1,200	808.83	244.51	146.66	87.8%
TOTAL MATH INSTRUCTION	480,601	0	480,601	263,409.77	278,016.23	-60,825.00	112.7%
2051012 MUSIC INSTRUCTION							
2051012 51040 TEACHER SALARY-MU	125,227	0	125,227	67,429.88	57,797.04	.08	100.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2051012 54300 REPAIRS & MAINT-M	1,400	0	1,400	.00	.00	1,400.00	.0%
2051012 56110 INSTR SUPPLIES-MU	2,350	0	2,350	5,581.45	950.00	-4,181.45	277.9%*
2051012 57310 REPL EQUIPMENT-MU	2,770	0	2,770	.00	.00	2,770.00	.0%
2051012 58100 DUES & FEES-MUSIC	275	0	275	.00	.00	275.00	.0%
TOTAL MUSIC INSTRUCTION	132,022	0	132,022	73,011.33	58,747.04	263.63	99.8%
2051013 SCIENCE INSTRUCTION							
2051013 51040 TEACHER SALARY-SC	526,702	0	526,702	208,244.31	178,184.88	140,272.31	73.4%
2051013 56110 INSTR SUPPLIES-SC	7,500	0	7,500	3,679.00	3,003.24	817.76	89.1%
2051013 58120 PROJECT DUES & FE	8,500	0	8,500	.00	.00	8,500.00	.0%
TOTAL SCIENCE INSTRUCTION	542,702	0	542,702	211,923.31	181,188.12	149,590.07	72.4%
2051014 COMPUTER INSTRUCTION							
2051014 56890 TECHNOLOGY SUPPLI	6,500	0	6,500	.00	.00	6,500.00	.0%
TOTAL COMPUTER INSTRUCTION	6,500	0	6,500	.00	.00	6,500.00	.0%
2051015 SOCIAL STUDIES INSTRUCTION							
2051015 51040 TEACHER SALARY-SS	284,103	0	284,103	199,662.95	176,957.16	-92,517.11	132.6%*
2051015 56110 INSTR SUPPLIES-SS	4,750	0	4,750	2,104.65	188.07	2,457.28	48.3%
TOTAL SOCIAL STUDIES INSTRUCTION	288,853	0	288,853	201,767.60	177,145.23	-90,059.83	131.2%
2051051 READING INSTRUCTION							
2051051 51040 TEACHER SALARY-RE	138,994	0	138,994	32,065.88	27,485.04	79,443.28	42.8%
2051051 56110 INSTRUCTIONAL SUP	2,900	0	2,900	.00	.00	2,900.00	.0%
TOTAL READING INSTRUCTION	141,894	0	141,894	32,065.88	27,485.04	82,343.28	42.0%
2051081 PHYSICAL EDUCATION							
2051081 51040 TEACHER SALARY-PH	195,865	0	195,865	71,491.00	61,278.00	63,096.00	67.8%

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ACCOUNTS FOR: 0150 BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2051081 56110 INSTR SUPPLIES-PH	2,100	0	2,100	2,402.48	.00	-302.48	114.48%*
TOTAL PHYSICAL EDUCATION	197,965	0	197,965	73,893.48	61,278.00	62,793.52	68.3%
2051115 ACTIVITIES							
2051115 51040 TEACHER SALARY-EX	22,227	0	22,227	.00	.00	22,226.82	.0%
2051115 55100 TRANSPORTATION-EX	2,950	0	2,950	508.24	491.76	1,950.00	33.9%
2051115 56900 OTHER SUPPLIES-EX	2,150	0	2,150	.00	.00	2,150.00	.0%
TOTAL ACTIVITIES	27,327	0	27,327	508.24	491.76	26,326.82	3.7%
2051200 SPED PARA SALARIES							
2051200 51140 PARAPROFESSIONAL	171,780	0	171,780	96,620.36	.00	75,159.34	56.2%
2051200 56110 INSTRUCTIONAL SUP	2,900	0	2,900	2,106.10	.00	793.90	72.6%
2051200 56800 TESTING SUPPLIES	300	0	300	.00	.00	300.00	.0%
TOTAL SPED PARA SALARIES	174,980	0	174,980	98,726.46	.00	76,253.24	56.4%
2052120 GUIDANCE							
2052120 51030 GUIDANCE SALARIES	226,415	0	226,415	130,255.00	96,199.18	-38.85	100.0%*
2052120 56110 INSTR SUPPLIES-GU	650	0	650	74.50	.00	575.50	11.5%
TOTAL GUIDANCE	227,065	0	227,065	130,329.50	96,199.18	536.65	99.8%
2052140 PSYCHOLOGY							
2052140 56110 INSTR SUPPLIES-PS	350	0	350	.00	.00	350.00	.0%
TOTAL PSYCHOLOGY	350	0	350	.00	.00	350.00	.0%
2052150 SPEECH & LANGUAGE							
2052150 56110 INSTR SUPPLIES-SP	750	0	750	540.00	.00	210.00	72.0%

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00150 BOE GENERAL FUND							
TOTAL SPEECH & LANGUAGE	750	0	750	540.00	.00	210.00	72.0%
2052210 PROFESSIONAL DEVELOPMENT							
2052210 53300 PROF/TECH SERVICE	3,350	0	3,350	.00	.00	3,350.00	.0%
TOTAL PROFESSIONAL DEVELOPMENT	3,350	0	3,350	.00	.00	3,350.00	.0%
2052220 MEDIA CENTER							
2052220 51050 MEDIA SALARIES-ME	94,701	0	94,701	50,992.90	43,708.20	-.10	100.0%*
2052220 51140 PARA SALARIES-MED	22,000	0	22,000	.00	.00	22,000.00	.0%
2052220 56110 INSTR SUPPLIES-ME	9,650	0	9,650	10,758.48	340.26	-1,448.74	115.0%*
TOTAL MEDIA CENTER	126,351	0	126,351	61,751.38	44,048.46	20,551.16	83.7%
2052400 GENERAL ADMINISTRATIVE SERVICE							
2052400 51020 ADMIN SALARIES-GE	302,758	0	302,758	214,907.36	93,156.32	-5,305.68	101.8%*
2052400 51100 SEC/CLERICAL SALA	97,133	0	97,133	48,690.34	.00	48,442.53	50.1%
2052400 51140 PARA SALARIES-GEN	31,553	0	31,553	.00	.00	31,553.45	.0%
2052400 55300 COMMUNICATIONS-GE	5,950	0	5,950	1,738.14	2,176.19	2,035.67	65.8%
2052400 56900 OTHER SUPPLIES-GE	2,000	0	2,000	1,560.29	.00	439.71	78.0%
2052400 58100 DUES & FEES-GEN A	1,200	0	1,200	.00	.00	1,200.00	.0%
TOTAL GENERAL ADMINISTRATIVE SERVICE	440,594	0	440,594	266,896.13	95,332.51	78,365.68	82.2%
2053200 ATHLETICS							
2053200 51040 TEACHER SALARY-AT	24,752	0	24,752	2,138.00	2,127.00	20,486.92	17.2%
2053200 53400 OTHER PROF/TECH S	4,800	0	4,800	3,093.26	.00	1,706.74	64.4%
2053200 55100 TRANSPORTATION-AT	5,800	0	5,800	5,424.35	375.65	.00	100.0%
2053200 56900 OTHER SUPPLIES-AT	4,000	0	4,000	2,114.71	43.88	1,841.41	54.0%
TOTAL ATHLETICS	39,352	0	39,352	12,770.32	2,546.53	24,035.07	38.9%
2061000 GENERAL INSTRUCTION							

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ACCOUNTS FOR: 0150 BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2061000 56110 INSTR SUPPLIES-GE	13,200	0	13,200	4,687.70	84.69	8,427.61	36.2%
TOTAL GENERAL INSTRUCTION	13,200	0	13,200	4,687.70	84.69	8,427.61	36.2%
2061002 ART INSTRUCTION							
2061002 51040 TEACHER SALARY-AR	155,401	0	155,401	83,092.10	71,221.80	1,087.10	99.3%
2061002 56110 INSTR SUPPLIES-AR	11,200	0	11,200	6,545.00	66.08	4,588.92	59.0%
TOTAL ART INSTRUCTION	166,601	0	166,601	89,637.10	71,287.88	5,676.02	96.6%
2061003 BUSINESS EDUCATION INSTRUCTION							
2061003 51040 TEACHER SALARY-BU	84,762	0	84,762	45,641.12	39,120.96	-.08	100.0%*
2061003 56110 INSTR SUPPLIES-BU	1,900	0	1,900	460.59	.00	1,439.41	24.2%
TOTAL BUSINESS EDUCATION INSTRUCTION	86,662	0	86,662	46,101.71	39,120.96	1,439.33	98.3%
2061005 LANGUAGE ARTS INSTRUCTION							
2061005 51040 TEACHER SALARY-LA	594,149	0	594,149	295,916.66	240,285.72	57,946.62	90.2%
2061005 56110 INSTR SUPPLIES-LA	1,000	0	1,000	599.34	.00	400.66	59.9%
2061005 58100 DUES & FEES-LA IN	500	0	500	.00	.00	500.00	.0%
TOTAL LANGUAGE ARTS INSTRUCTION	595,649	0	595,649	296,516.00	240,285.72	58,847.28	90.1%
2061006 FOREIGN LANGUAGE INSTRUCTION							
2061006 51040 TEACHER SALARY-FL	401,211	0	401,211	208,964.17	179,201.52	13,045.31	96.7%
2061006 56110 INSTR SUPPLIES-FL	800	0	800	230.38	212.73	556.89	55.4%
2061006 58100 DUES & FEES-FLANG	200	0	200	.00	.00	200.00	.0%
TOTAL FOREIGN LANGUAGE INSTRUCTION	402,211	0	402,211	209,194.55	179,414.25	13,602.20	96.6%
2061008 HEALTH INSTRUCTION							
2061008 51040 TEACHER SALARY-HL	99,304	0	99,304	56,221.32	45,832.56	-2,749.88	102.8%*

Town and Schools of Ledyard

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FOR 2023 13											
ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT				
0150 BOE GENERAL FUND	APPROP	ADJ STMTS	BUDGET	ACTUAL		BUDGET	USE/COL				
2061008 56110 INSTR SUPPLIES-HL	900	0	900	904.36	.00	-4.36	100.5%*				
TOTAL HEALTH INSTRUCTION	100,204	0	100,204	57,125.68	45,832.56	-2,754.24	102.7%				
2061009 LIFE MANAGEMENT INSTRUCTION											
2061009 51040 TEACHER SALARY-LI	94,701	0	94,701	51,492.90	43,708.20	-500.10	100.5%*				
2061009 56110 INSTR SUPPLIES-LI	8,500	0	8,500	3,731.58	3,973.11	795.31	90.6%				
TOTAL LIFE MANAGEMENT INSTRUCTION	103,201	0	103,201	55,224.48	47,681.31	295.21	99.7%				
2061010 INDUSTRIAL TECH INSTRUCTION											
2061010 51040 TEACHER SALARY-IN	265,492	0	265,492	144,637.22	122,534.76	-1,679.98	100.6%*				
2061010 54300 REPAIRS & MAINT-I	1,000	0	1,000	322.82	273.29	403.89	59.6%				
2061010 54400 RENTALS-INDUS INS	1,200	0	1,200	819.89	1,149.79	-769.68	164.1%*				
2061010 56110 INSTR SUPPLIES-IN	24,500	0	24,500	21,468.90	94.95	2,936.15	88.0%				
TOTAL INDUSTRIAL TECH INSTRUCTION	292,192	0	292,192	167,248.83	124,052.79	890.38	99.7%				
2061011 MATH INSTRUCTION											
2061011 51040 TEACHER SALARY-MA	730,606	0	730,606	348,161.00	294,027.00	88,418.00	87.9%				
2061011 56110 INSTR SUPPLIES-MA	1,500	0	1,500	1,031.56	65.28	403.16	73.1%				
2061011 58100 DUES & FEES-MATH	100	0	100	67.55	.00	32.45	67.6%				
TOTAL MATH INSTRUCTION	732,206	0	732,206	349,260.11	294,092.28	88,853.61	87.9%				
2061012 MUSIC INSTRUCTION											
2061012 51040 TEACHER SALARY-MU	155,401	0	155,401	83,092.10	71,221.80	1,087.10	99.3%				
2061012 53400 OTR PROF/TECH SVC	5,000	0	5,000	2,482.50	.00	2,517.50	49.7%				
2061012 54300 REPAIRS & MAINT-M	1,500	0	1,500	.00	.00	1,500.00	.0%				
2061012 56110 INSTR SUPPLIES-MU	4,600	0	4,600	4,535.87	225.00	-160.87	103.5%*				
2061012 57310 REPL EQUIPMENT-MU	2,500	0	2,500	1,606.80	.00	893.20	64.3%				
TOTAL MUSIC INSTRUCTION	169,001	0	169,001	91,717.27	71,446.80	5,836.93	96.5%				

Town and Schools of Ledyard

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FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2061013 SCIENCE INSTRUCTION							
2061013 51040 TEACHER SALARY-SC	787,891	0	787,891	436,603.01	342,686.29	8,601.37	98.9%
2061013 56110 INSTR SUPPLIES-SC	16,000	0	16,000	13,070.72	1,132.08	1,797.20	88.8%
2061013 57310 REPL EQUIPMENT-SC	3,600	0	3,600	2,303.07	1,094.38	202.55	94.4%
2061013 58120 PROJECT DUES & FE	28,319	0	28,319	.00	.00	28,319.00	.0%
TOTAL SCIENCE INSTRUCTION	835,810	0	835,810	451,976.80	344,912.75	38,920.12	95.3%
2061014 COMPUTER INSTRUCTION							
2061014 56890 TECHNOLOGY SUPPLI	5,500	0	5,500	.00	.00	5,500.00	.0%
TOTAL COMPUTER INSTRUCTION	5,500	0	5,500	.00	.00	5,500.00	.0%
2061015 SOCIAL STUDIES INSTRUCTION							
2061015 51040 TEACHER SALARY-SS	681,280	0	681,280	344,553.86	295,166.88	41,559.26	93.9%
2061015 56110 INSTR SUPPLIES-SS	1,000	0	1,000	349.99	116.46	533.55	46.6%
TOTAL SOCIAL STUDIES INSTRUCTION	682,280	0	682,280	344,903.85	295,283.34	42,092.81	93.8%
2061081 PHYSICAL EDUCATION							
2061081 51040 TEACHER SALARY-PH	268,359	0	268,359	152,368.86	123,857.88	-7,867.74	102.9%*
2061081 56110 INSTR SUPPLIES-PH	6,000	0	6,000	6,269.97	.00	-269.97	104.5%*
TOTAL PHYSICAL EDUCATION	274,359	0	274,359	158,638.83	123,857.88	-8,137.71	103.0%
2061115 ACTIVITIES							
2061115 51040 TEACHER SALARY-EX	78,988	0	78,988	.00	.00	78,988.36	.0%
TOTAL ACTIVITIES	78,988	0	78,988	.00	.00	78,988.36	.0%
2061200 SPED PARA SALARIES							

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FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2061200 51140 PARAPROFESSIONAL	164,537	0	164,537	45,464.73	.00	119,071.87	27.6%
TOTAL SPED PARA SALARIES	164,537	0	164,537	45,464.73	.00	119,071.87	27.6%
2061300 EXTENDED DAY							
2061300 53210 TUTORS-EXT DAY	4,500	0	4,500	.00	.00	4,500.00	.0%
TOTAL EXTENDED DAY	4,500	0	4,500	.00	.00	4,500.00	.0%
2062120 GUIDANCE							
2062120 51030 GUIDANCE SALARIES	437,689	0	437,689	303,061.83	211,935.08	-77,308.35	117.7%*
2062120 55300 COMMUNICATIONS-GU	8,000	0	8,000	2,259.00	.00	5,741.00	28.2%
2062120 56900 OTHER SUPPLIES-GU	2,000	0	2,000	1,938.70	27.63	33.67	98.3%
TOTAL GUIDANCE	447,689	0	447,689	307,259.53	211,962.71	-71,533.68	116.0%
2062140 PYSCHOLOGY							
2062140 56110 INSTR SUPPLIES-PS	2,100	0	2,100	1,855.61	.00	244.39	88.4%
2062140 56900 NON INSTRUCTIONAL	5,250	0	5,250	4,456.62	892.61	-99.23	101.9%*
TOTAL PYSCHOLOGY	7,350	0	7,350	6,312.23	892.61	145.16	98.0%
2062150 SPEECH & LANGUAGE							
2062150 56110 INSTR SUPPLIES-SP	0	0	0	668.48	.00	-668.48	100.0%*
TOTAL SPEECH & LANGUAGE	0	0	0	668.48	.00	-668.48	100.0%
2062200 SCHOOL TO CAREER							
2062200 51200 OTHER SALARY-SCH	35,845	0	35,845	.00	.00	35,845.00	.0%

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FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
TOTAL SCHOOL TO CAREER	35,845	0	35,845	.00	.00	35,845.00	.0%
2062210 PROFESSIONAL DEVELOPMENT							
2062210 53300 PROF/TECH SERVICE	3,500	0	3,500	2,475.00	.00	1,025.00	70.7%
TOTAL PROFESSIONAL DEVELOPMENT	3,500	0	3,500	2,475.00	.00	1,025.00	70.7%
2062220 MEDIA CENTER							
2062220 51050 MEDIA SALARIES-ME	99,304	0	99,304	53,771.32	45,832.56	-299.88	100.3%*
2062220 51140 PARA SALARIES-MED	22,326	0	22,326	72,623.64	.00	-50,297.34	325.3%*
2062220 51200 OTHER SALARY	27,321	0	27,321	-11,083.34	.00	38,404.34	-40.6%
2062220 56110 INSTR SUPPLIES-ME	25,950	0	25,950	23,759.17	630.79	1,560.04	94.0%
2062220 57300 NEW EQUIPMENT-MED	1,100	0	1,100	749.94	.00	350.06	68.2%
2062220 58100 DUES & FEES-MEDIA	250	0	250	.00	.00	250.00	.0%
TOTAL MEDIA CENTER	176,251	0	176,251	139,820.73	46,463.35	-10,032.78	105.7%
2062223 AUDIO VISUAL							
2062223 56900 OTHER SUPPLIES-AU	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL AUDIO VISUAL	1,500	0	1,500	.00	.00	1,500.00	.0%
2062400 GENERAL ADMINISTRATIVE SERVICE							
2062400 51020 ADMIN SALARIES-GE	474,275	0	474,275	334,144.12	139,962.07	168.81	100.0%
2062400 51100 SEC/CLERICAL SALA	237,642	0	237,642	139,717.65	.00	97,924.43	58.8%
2062400 51140 PARA SALARIES-GEN	71,372	0	71,372	21,047.81	.00	50,324.58	29.5%
2062400 53400 OTR PROFESS/TECH	5,500	0	5,500	2,632.80	486.46	2,380.74	56.7%
2062400 54300 REPAIRS & MAINT-G	2,500	0	2,500	1,407.90	225.75	866.35	65.3%
2062400 54400 RENTALS-GEN ADM	1,200	0	1,200	.00	.00	1,200.00	.0%
2062400 55300 COMMUNICATIONS-GE	15,500	0	15,500	996.43	4,195.57	10,308.00	33.5%
2062400 56900 OTHER SUPPLIES-GE	19,150	0	19,150	8,551.68	541.10	10,057.22	47.5%

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FOR 2023 13	ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
0150	BOE GENERAL FUND								
2062400	58100 DUES & FEES-GEN A	16,000	0	16,000	7,876.20	10,610.80	-2,487.00	115.5%*	
	TOTAL GENERAL ADMINISTRATIVE SERVICE	843,139	0	843,139	516,374.59	156,021.75	170,743.13	79.7%	
2062500 DISTRICT COMMUNICATIONS									
2062500	53400 OTR PROF/TECH SVC	2,700	0	2,700	3,000.00	4,452.50	-4,752.50	276.0%**	
	TOTAL DISTRICT COMMUNICATIONS	2,700	0	2,700	3,000.00	4,452.50	-4,752.50	276.0%	
2063200 ATHLETICS									
2063200	51040 TEACHER SALARY-AT	240,632	0	240,632	109,816.25	31,818.00	98,998.03	58.9%	
2063200	53400 OTHER PROFESS/TEC	0	0	0	35.00	.00	-35.00	100.0%*	
2063200	54300 REPAIRS & MAINT-A	14,000	0	14,000	7,268.20	2,430.00	4,301.80	69.3%	
2063200	54400 RENTALS-ATHLETICS	5,000	0	5,000	5,000.00	.00	5,561.53	100.0%	
2063200	56900 OTHER SUPPLIES-AT	17,500	0	17,500	11,154.57	783.90	5,561.53	68.2%	
2063200	57300 NEW EQUIPMENT-ATH	5,600	0	5,600	3,145.80	1,806.00	648.20	88.4%	
2063200	57310 REPL EQUIPMENT-AT	17,000	0	17,000	5,431.91	1,354.80	10,193.29	40.0%	
	TOTAL ATHLETICS	299,732	0	299,732	141,871.73	38,192.70	119,667.85	60.1%	
2071001 AGRI-SCIENCE INSTRUCTION									
2071001	51040 TEACHER SALARY-AG	522,413	0	522,413	354,793.90	160,742.40	6,876.34	98.7%	
2071001	53400 OTHER PRO/TECH SV	14,000	0	14,000	6,478.53	-600.00	8,121.47	42.0%	
2071001	54300 REPAIRS & MAINT-A	7,500	0	7,500	2,996.81	772.94	3,730.25	50.3%	
2071001	55800 TRAVEL-AGRI INSTR	2,000	0	2,000	503.38	.00	1,496.62	25.2%	
2071001	56110 INSTR SUPPLIES-AG	27,000	0	27,000	24,649.85	2,646.94	-296.79	101.1%*	
2071001	56890 TECHNOLOGY SUPPLI	1,000	0	1,000	.00	.00	1,000.00	0%	
2071001	56900 OTHER SUPPLIES-AG	1,600	0	1,600	1,537.02	.00	62.98	96.1%	
2071001	58100 DUES & FEES-AGRI	4,000	0	4,000	3,940.00	.00	60.00	98.5%	
	TOTAL AGRI-SCIENCE INSTRUCTION	579,513	0	579,513	394,899.49	163,562.28	21,050.87	96.4%	
2081000 GENERAL INSTRUCTION									
2081000	51040 TEACHER SALARY-GE	504,373	0	504,373	225,852.56	178,024.25	100,495.69	80.1%	

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ACCOUNTS FOR: 0150 BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2081000 51210 SUB TEACHER SALAR	281,808	0	281,808	174,176.91	.00	107,631.09	61.8%
2081000 51300 SEASONAL HELP-GEN	0	0	0	376.08	.00	-376.08	100.0%*
2081000 56110 INSTRUCTIONAL SUP	6,100	0	6,100	7,553.40	185.39	-1,638.79	126.9%*
2081000 56400 TEXTBOOKS-GEN INS	103,310	0	103,310	47,329.00	.00	55,981.00	45.8%
2081000 56900 NON INSTRUCTIONAL	6,000	0	6,000	1,689.72	.00	4,310.28	28.2%
TOTAL GENERAL INSTRUCTION	901,591	0	901,591	456,977.67	178,209.64	266,403.19	70.5%
2081006 FOREIGN LANGUAGE INSTRUCTION							
2081006 56400 TEXTBOOKS-FLANG I	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL FOREIGN LANGUAGE INSTRUCTION	3,000	0	3,000	.00	.00	3,000.00	.0%
2081011 MATH INSTRUCTION							
2081011 56110 INSTR SUPPLIES-MA	3,000	0	3,000	.00	.00	3,000.00	.0%
2081011 56400 TEXTBOOKS-MATH IN	18,600	0	18,600	5,102.70	.00	13,497.30	27.4%
TOTAL MATH INSTRUCTION	21,600	0	21,600	5,102.70	.00	16,497.30	23.6%
2081013 SCIENCE INSTRUCTION							
2081013 56110 INSTR SUPPLIES-SC	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL SCIENCE INSTRUCTION	1,500	0	1,500	.00	.00	1,500.00	.0%
2081015 SOCIAL STUDIES INSTRUCTION							
2081015 56400 TEXTBOOKS-SS INST	500	-500	0	.00	.00	.00	.0%
TOTAL SOCIAL STUDIES INSTRUCTION	500	-500	0	.00	.00	.00	.0%
2081051 READING INSTRUCTION							
2081051 56110 INSTRUCTIONAL SUP	21,000	-21,000	0	442.13	176.00	-618.13	100.0%*

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
2081051 56400 TEXTBOOKS-READ IN	1,500	-1,500	0	.00	.00	.00	.0%
TOTAL READING INSTRUCTION	22,500	-22,500	0	442.13	176.00	-618.13	100.0%
2081081 PHYSICAL EDUCATION							
2081081 51040 TEACHER SALARY-PH	0	0	0	36,040.10	25,261.80	-61,301.90	100.0%*
TOTAL PHYSICAL EDUCATION	0	0	0	36,040.10	25,261.80	-61,301.90	100.0%
2081085 REMEDIAL READING INSTRUCTION							
2081085 51040 TEACHER SALARY-RE	101,438	0	101,438	83,012.03	67,857.77	-49,432.15	148.7%*
TOTAL REMEDIAL READING INSTRUCTION	101,438	0	101,438	83,012.03	67,857.77	-49,432.15	148.7%
2081280 LITERACY							
2081280 53210 TUTORS-LITERACY	5,000	0	5,000	14,245.00	.00	-9,245.00	284.9%*
TOTAL LITERACY	5,000	0	5,000	14,245.00	.00	-9,245.00	284.9%
2082210 PROFESSIONAL DEVELOPMENT							
2082210 53500 DIST CURR DEVELOP	7,200	0	7,200	.00	5,400.00	1,800.00	75.0%
TOTAL PROFESSIONAL DEVELOPMENT	7,200	0	7,200	.00	5,400.00	1,800.00	75.0%
2082213 STAFF PROFESSIONAL DEVELOPMENT							
2082213 53300 PROF/TECH SERVICE	40,000	0	40,000	2,435.50	2,759.98	34,804.52	13.0%
TOTAL STAFF PROFESSIONAL DEVELOPMENT	40,000	0	40,000	2,435.50	2,759.98	34,804.52	13.0%
2082230 INSTRUCTION RELATED TECHNOLOGY							
2082230 56800 TESTING SUPPLIES-	30,400	0	30,400	.00	.00	30,400.00	.0%

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ACCOUNTS FOR: BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL INSTRUCTION RELATED TECHNOLOGY	30,400	0	30,400	.00	.00	30,400.00	.0%
2082305 ADULT EDUCATION							
2082305 55900 ADULT EDUCATION-A	32,725	0	32,725	39,260.00	.00	-6,535.00	120.0%**
TOTAL ADULT EDUCATION	32,725	0	32,725	39,260.00	.00	-6,535.00	120.0%
2082310 BOARD OF EDUCATION							
2082310 53400 OTHER PROF/TECH S	5,000	0	5,000	2,905.00	.00	2,095.00	58.1%
TOTAL BOARD OF EDUCATION	5,000	0	5,000	2,905.00	.00	2,095.00	58.1%
2082320 DISTRICT ADMINISTRATIVE SERVICE							
2082320 51010 DIST ADMIN SALARI	493,250	0	493,250	444,822.86	180,616.20	-132,189.06	126.8%*
2082320 51100 SEC/CLERICAL SALA	60,628	0	60,628	42,964.24	18,923.04	-1,259.51	102.1%*
2082320 53400 OTR PROF/TECH SVC	109,750	0	109,750	52,632.70	32,884.00	24,233.30	77.9%
TOTAL DISTRICT ADMINISTRATIVE SERVICE	663,628	0	663,628	540,419.80	232,423.24	-109,215.27	116.5%
2082400 GENERAL ADMINISTRATIVE SERVICE							
2082400 51100 SEC/CLERICAL SALA	164,028	-5,800	158,228	54,052.58	.00	104,175.81	34.2%
2082400 51140 PARA SALARIES-GEN	0	0	0	8,915.82	.00	-8,915.82	100.0%*
2082400 51300 SEASONAL HELP-GEN	3,520	5,800	9,320	23,429.89	.00	-14,109.89	251.4%*
TOTAL GENERAL ADMINISTRATIVE SERVICE	167,548	0	167,548	86,398.29	.00	81,150.10	51.6%
2082410 DISTRICT WIDE SECRETARY LONGEV							
2082410 51100 SEC/CLER SALARIES	2,650	0	2,650	.00	.00	2,650.00	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
TOTAL DISTRICT WIDE SECRETARY LONGEV	2,650	0	2,650	.00	.00	2,650.00	.0%
2082500 DISTRICT COMMUNICATIONS							
2082500 51100 SEC/CLER SALARIES	135,333	0	135,333	148,136.78	.00	-12,803.95	109.5%*
2082500 52200 SS AND MEDICARE	515,000	0	515,000	331,903.28	.00	183,096.72	64.4%
2082500 52300 RETIREMENT & HEAL	124,460	0	124,460	53,818.17	3,000.00	67,641.83	45.7%
2082500 52350 DIST TUITION REIM	31,700	0	31,700	17,975.90	.00	13,724.10	56.7%
2082500 52600 DISTRICT UNEMP CO	65,950	0	65,950	20,229.59	64,396.00	-18,675.59	128.3%*
2082500 52800 DISTRICT INSURANC	100,000	0	100,000	65,530.29	1,610.10	32,859.61	67.1%
2082500 55200 STUDENT ACCIDENT	9,950	0	9,950	12,000.00	.00	-2,050.00	120.6%*
2082500 55300 COMMUNICATIONS-DI	107,950	0	107,950	33,059.19	30,583.71	44,307.10	59.0%
2082500 55400 DISTRICT ADVERTIS	2,300	0	2,300	7,368.78	1,464.16	1,835.84	20.2%
2082500 55800 TRAVEL-DIST COMM	10,700	0	10,700	1,397.79	1,481.22	1,850.00	82.7%
2082500 56800 TECHNOLOGY SUPPLI	2,800	0	2,800	8,276.88	1,19.49	1,282.72	54.2%
2082500 56900 OTHER SUPPLIES-DI	10,580	0	10,580	21,538.19	1,788.74	514.38	95.1%
2082500 57350 BUSINESS OFFICE S	156,800	-60,000	96,800	13,899.05	13,899.05	61,562.76	36.4%
2082500 58100 DUES & FEES-DIST	83,761	-20,000	63,761	38,644.56	60.00	25,056.44	60.7%
TOTAL DISTRICT COMMUNICATIONS	1,357,284	-80,000	1,277,284	759,679.40	117,402.47	400,201.96	68.7%
2086110 MAGNET SCHOOL TUITION							
2086110 55660 MAGNET SCHOOL TUI	451,000	0	451,000	412,212.00	20,461.00	18,327.00	95.9%
TOTAL MAGNET SCHOOL TUITION	451,000	0	451,000	412,212.00	20,461.00	18,327.00	95.9%
2091200 SPECIAL EDUCATION							
2091200 51020 ADMINISTRATIVE SA	393,926	0	393,926	499,018.05	220,915.20	-326,007.25	182.8%*
2091200 51040 TEACHER SALARY-SP	0	0	0	28,160.01	119,005.96	-147,165.97	100.0%*
2091200 51140 PARA SALARIES-SPE	0	0	0	26,441.85	.00	-26,441.85	100.0%*
2091200 51200 OTHER SALARY-SPED	112,830	0	112,830	48,584.32	40,923.76	23,321.92	79.3%
2091200 54900 OTHER PURCHASED S	8,000	0	8,000	5,592.52	.00	2,607.48	67.4%
2091200 55300 COMMUNICATIONS-SP	1,000	0	1,000	10.00	.00	990.00	1.0%
2091200 55800 TRAVEL-SPED	3,000	0	3,000	.00	.00	3,000.00	.0%
2091200 56800 TESTING SUPPLIES-	10,000	0	10,000	15,713.76	3,796.10	-9,509.86	195.1%*

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0130 BOE GENERAL FUND							
2091200 56900 OTHER SUPPLIES-SP	8,400	0	8,400	3,314.10	2.30	5,083.60	39.5%
2091200 57300 NEW EQUIPMENT-SPE	10,000	0	10,000	1,250.14	3,787.98	4,961.88	50.4%
2091200 58100 DUES & FEES-SPED	1,000	0	1,000	7,890.11	.00	-6,890.11	789.0%*
TOTAL SPECIAL EDUCATION	548,156	0	548,156	635,774.86	388,431.30	-476,050.16	186.8%
2091230 SPECIAL EDUCATION							
2091230 51040 TEACHER SALARY-SP	2,214,832	0	2,214,832	1,243,837.55	1,174,033.84	-203,039.39	109.2%*
TOTAL SPECIAL EDUCATION	2,214,832	0	2,214,832	1,243,837.55	1,174,033.84	-203,039.39	109.2%
2091260 LEARNING DISABILITIES							
2091260 51040 TEACHER SALARY-LR	80,001	0	80,001	43,374.94	65,592.48	-28,966.42	136.2%*
2091260 51140 PARAPROFESSIONAL	43,931	0	43,931	.00	.00	43,931.00	.0%
2091260 51200 OTHER SALARY	0	0	0	1,695.00	.00	-1,695.00	100.0%*
2091260 53400 OTHER PROFESS/TEC	31,650	0	31,650	151,737.75	98,886.90	-218,974.65	791.9%*
2091260 53410 SPEC ED DOCTORS	2,000	0	2,000	7,600.00	.00	-5,600.00	380.0%*
2091260 55110 SPECIAL ED TRANSP	0	0	0	3,710.69	.00	-3,710.69	100.0%*
2091260 55300 COMMUNICATIONS	500	0	500	.00	.00	500.00	.0%
2091260 55800 TRAVEL	1,500	0	1,500	.00	.00	1,500.00	.0%
2091260 56110 INSTRUCTIONAL SUP	5,000	0	5,000	4,310.06	.00	689.94	86.2%
2091260 57300 NEW EQUIPMENT	3,000	0	3,000	1,937.92	.00	1,062.08	64.6%
TOTAL LEARNING DISABILITIES	167,582	0	167,582	214,366.36	164,479.38	-211,263.74	226.1%
2091270 MULTI-HANDICAPPED							
2091270 51040 TEACHER SALARY-MU	94,701	0	94,701	50,992.90	43,708.20	-.10	100.0%*
2091270 51140 PARAPROFESSIONAL	17,502	0	17,502	11,700.58	.00	5,801.50	66.9%
2091270 53400 OTHER PROFESS/TEC	0	0	0	7,806.95	.00	-7,806.95	100.0%*
TOTAL MULTI-HANDICAPPED	112,203	0	112,203	70,500.43	43,708.20	-2,005.55	101.8%
2091280 LITERACY							
2091280 53210 TUTORS-HOMEBOUND	20,000	0	20,000	3,474.95	.00	16,525.05	17.4%

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP.	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0150 BOE GENERAL FUND							
TOTAL LITERACY	20,000	0	20,000	3,474.95	.00	16,525.05	17.4%
2091400 SUMMER SCHOOL							
2091400 51040 TEACHER SALARY-SU	35,000	0	35,000	7,247.50	.00	27,752.50	20.7%
2091400 51100 SECRETARY/CLERICA	2,500	0	2,500	.00	.00	2,500.00	0%
2091400 51140 PARA SALARIES-SUM	17,980	0	17,980	15,673.95	.00	2,306.05	87.2%
2091400 56900 OTHER SUPPLIES-SU	2,500	0	2,500	.00	.00	2,500.00	0%
TOTAL SUMMER SCHOOL	57,980	0	57,980	22,921.45	.00	35,058.55	39.5%
2092140 PSYCHOLOGY							
2092140 51040 TEACHER SALARY-PS	699,239	0	699,239	353,913.52	314,204.52	31,120.96	95.5%
TOTAL PSYCHOLOGY	699,239	0	699,239	353,913.52	314,204.52	31,120.96	95.5%
2092150 SPEECH & LANGUAGE							
2092150 51040 TEACHER SALARY-SP	543,018	0	543,018	265,448.25	213,654.56	63,915.19	88.2%
TOTAL SPEECH & LANGUAGE	543,018	0	543,018	265,448.25	213,654.56	63,915.19	88.2%
2092190 OTHER SUPPORT SERVICES							
2092190 53400 OTHER PROF/TECH S	180,137	0	180,137	275,277.60	250,981.88	-346,122.48	292.1%**
2092190 53410 SPEC ED DOCTORS-O	80,000	0	80,000	7,624.88	.00	72,375.12	9.5%
2092190 53440 SPEC ED OT-OTR SU	220,000	0	220,000	115,635.52	155,333.99	-50,968.51	123.2%**
2092190 53460 SPEC ED PT-OTR SU	125,000	0	125,000	40,817.88	73,808.62	10,373.50	91.7%
TOTAL OTHER SUPPORT SERVICES	605,137	0	605,137	439,355.88	480,124.49	-314,343.37	151.9%
2092400 GENERAL ADMINISTRATIVE SERVICE							
2092400 51100 SEC/CLERICAL SALA	159,661	0	159,661	140,484.71	.00	19,176.41	88.0%

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR: 0150 BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL GENERAL ADMINISTRATIVE SERVICE	159,661	0	159,661	140,484.71	.00	19,176.41	88.0%
2096110 TUITION-PUBLIC							
2096110 55600 SPED TUITION PUBL	611,511	0	611,511	175,211.86	148,671.18	287,627.96	53.0%
2096110 55660 MAGNET SCHOOL TUI	0	0	0	425.75	.00	-425.75	100.0%*
TOTAL TUITION-PUBLIC	611,511	0	611,511	175,637.61	148,671.18	287,202.21	53.0%
2096130 TUITION-NON PUBLIC							
2096130 55700 SPED TUIT-NON-PUB	1,036,423	0	1,036,423	1,211,623.27	946,177.83	-1,121,378.10	208.2%*
TOTAL TUITION-NON PUBLIC	1,036,423	0	1,036,423	1,211,623.27	946,177.83	-1,121,378.10	208.2%
2102130 HEALTH							
2102130 54900 OTHER PURCH SERVI	2,500	0	2,500	2,384.29	.00	115.71	95.4%
2102130 56900 OTHER SUPPLIES-HE	7,778	0	7,778	7,137.85	699.58	-59.43	100.8%*
TOTAL HEALTH	10,278	0	10,278	9,522.14	699.58	56.28	99.5%
2112600 OPERATION AND MAINTENANCE OF F							
2112600 51130 OVERTIME/SEASONAL	40,000	-25,000	15,000	21,278.55	.00	-6,278.55	141.9%*
2112600 51160 HEAD CUST SALARIE	1,027,986	0	1,027,986	636,877.37	.00	391,109.07	62.0%
2112600 51300 SEASONAL HELP-MAI	20,000	25,000	45,000	30,564.39	1,560.00	12,875.61	71.4%
2112600 54100 WATER & SEWER-MAI	71,200	0	71,200	44,235.92	6,650.08	20,314.00	71.5%
2112600 54210 DISPOSAL SERVICE-	13,200	0	13,200	7,694.96	7,305.04	-1,800.00	113.6%*
2112600 54300 REPAIRS & MAINTEN	293,100	0	293,100	251,200.06	93,080.15	-51,180.21	117.5%*
2112600 55800 TRAVEL-MAINTENANC	460	0	460	.00	.00	460.00	.0%
2112600 56200 HEATING OIL/PROPA	247,770	20,000	267,770	199,086.92	42,857.16	25,825.92	90.4%
2112600 56210 NATURAL GAS	126,400	-20,000	106,400	79,190.93	19,087.08	8,121.99	92.4%
2112600 56220 ELECTRICITY-MAINT	541,500	0	541,500	311,316.53	332,514.10	-102,330.63	118.9%*
2112600 56890 TECHNOLOGY SUPPLI	0	0	0	6,719.99	.00	-6,719.99	100.0%*

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13									
ACCOUNTS FOR:	BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
2112600	56900 OTHER SUPPLIES-MA	200,000	0	200,000	176,324.61	54,815.69	-31,140.30	115.6%*	
2112600	57300 NEW EQUIPMENT-MAI	0	0	0	6,212.65	.00	-6,212.65	100.0%*	
2112600	57310 REPL EQUIPMENT-MA	10,000	0	10,000	.00	.00	10,000.00	.0%	
TOTAL OPERATION AND MAINTENANCE OF P		2,591,616	0	2,591,616	1,770,702.88	557,869.30	263,044.26	89.9%	
2112610 DIRECTORS SALARIES									
2112610	51160 HEAD CUST SALARIE	100,696	0	100,696	73,957.10	31,912.88	-5,173.98	105.1%*	
TOTAL DIRECTORS SALARIES		100,696	0	100,696	73,957.10	31,912.88	-5,173.98	105.1%	
2112620 CUSTODIANS									
2112620	51160 HEAD CUST SALARIE	0	0	0	47,601.93	.00	-47,601.93	100.0%*	
TOTAL CUSTODIANS		0	0	0	47,601.93	.00	-47,601.93	100.0%	
2112630 MAINTENANCE									
2112630	51160 HEAD CUST SALARIE	237,889	0	237,889	157,583.84	.00	80,304.72	66.2%	
TOTAL MAINTENANCE		237,889	0	237,889	157,583.84	.00	80,304.72	66.2%	
2112640 MAINTENANCE/CUSTODIAL LONGEVITI									
2112640	51160 HEAD CUST SALARIE	6,800	0	6,800	.00	.00	6,800.00	.0%	
TOTAL MAINTENANCE/CUSTODIAL LONGEVITI		6,800	0	6,800	.00	.00	6,800.00	.0%	
2122230 INSTRUCTION RELATED TECHNOLOGY									
2122230	51060 TECHNOLOGY SALARI	384,154	0	384,154	168,470.18	.00	215,683.82	43.9%	
2122230	53400 OTR PROF/TECH SVC	5,250	0	5,250	204.48	.00	5,045.52	3.9%	

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR: 0150 BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2122230 53740 TECH REL CLASS SV	23,500	0	23,500	.00	.00	23,500.00	.0%
2122230 54310 EQUIPMENT MAINTEN	165,000	0	165,000	71,737.32	53,123.05	40,139.63	75.7%
2122230 54320 TECH REL REPAIR-I	5,200	0	5,200	.00	.00	5,200.00	.0%
2122230 55800 TRAVEL-INSTR TECH	3,750	0	3,750	-83.66	.00	3,833.66	-2.2%
2122230 56890 TECHNOLOGY SUPPLI	63,500	0	63,500	192,739.63	1,671.86	-130,911.49	306.2%*
TOTAL INSTRUCTION RELATED TECHNOLOGY	650,354	0	650,354	433,067.95	54,794.91	162,491.14	75.0%
2131200 SPECIAL EDUCATION							
2131200 55110 SPECIAL ED TRANSP	881,500	0	881,500	607,939.44	401,578.56	-128,018.00	114.5%*
TOTAL SPECIAL EDUCATION	881,500	0	881,500	607,939.44	401,578.56	-128,018.00	114.5%
2132700 TRANSPORTATION							
2132700 55100 TRANSPORTATION-TR	1,227,193	0	1,227,193	862,969.02	802,072.33	-437,848.35	135.7%*
2132700 56260 DIESEL/GASOLINE-T	176,700	0	176,700	120,787.36	40,481.44	15,431.20	91.3%
TOTAL TRANSPORTATION	1,403,893	0	1,403,893	983,756.38	842,553.77	-422,417.15	130.1%
2133200 ATHLETICS							
2133200 55100 TRANSPORTATION-AT	51,000	0	51,000	1,420.00	.00	49,580.00	2.8%
TOTAL ATHLETICS	51,000	0	51,000	1,420.00	.00	49,580.00	2.8%
2161601 Curriculum General							
2161601 56110 INSTRUCTIONAL SUP	0	21,000	21,000	8,636.19	.00	12,363.81	41.1%
2161601 56890 TECHNOLOGY SUPPLI	0	0	0	80.97	.00	-80.97	100.0%*
2161601 56900 NON INSTRUCTIONAL	0	0	0	1,141.11	1,723.99	-2,865.10	100.0%*
2161601 57350 CURRICULUM SOFTW	0	60,000	60,000	23,555.30	.00	36,444.70	39.3%
2161601 58100 DUES & FEES	0	20,000	20,000	10,098.52	75.00	9,826.48	50.9%
TOTAL Curriculum General	0	101,000	101,000	43,512.09	1,798.99	55,688.92	44.9%
2161603 CURRICULUM MATH INSTR							

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13											
ACCOUNTS FOR:	BOE GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL			
2161603	56110 INSTRUCTIONAL SUP	0	0	0	609.14	.00	-609.14	100.0%*			
	TOTAL CURRICULUM MATH INSTR	0	0	0	609.14	.00	-609.14	100.0%			
2161605 CURRICULUM SS INSTRUC											
2161605	56400 TEXTBOOKS	0	500	500	.00	289.00	211.00	57.8%			
	TOTAL CURRICULUM SS INSTRUC	0	500	500	.00	289.00	211.00	57.8%			
2161606 CURRICULUM READING											
2161606	56110 INSTRUCTIONAL SUP	0	0	0	596.63	.00	-596.63	100.0%*			
2161606	56400 TEXTBOOKS	0	1,500	1,500	1,402.50	.00	97.50	93.5%			
	TOTAL CURRICULUM READING	0	1,500	1,500	1,999.13	.00	-499.13	133.3%			
2772213 BEST/TEAM											
2772213	51040 TEACHER SALARY BE	3,000	0	3,000	.00	.00	3,000.00	.0%			
	TOTAL BEST/TEAM	3,000	0	3,000	.00	.00	3,000.00	.0%			
	TOTAL BOE GENERAL FUND	34,555,319	0	34,555,319	20,934,415.58	13,056,849.46	564,054.33	98.4%			
	TOTAL EXPENSES	34,555,319	0	34,555,319	20,934,415.58	13,056,849.46	564,054.33				

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	34,555,319	0	34,555,319	20,934,415.58	13,056,849.46	564,054.33	98.4%

** END OF REPORT - Generated by Rachel Moser **

Town and Schools of Ledyard

YEAR-TO-DATE BUDGET REPORT



REPORT OPTIONS

Field #	Total	Page	Break
Sequence 1	Y	Y	
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: N
 Print Full or Short description: F
 Print Full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues--Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2022/1
 To Yr/Per: 2022/13
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/13
 Print MTD Version: N

Roll projects to object: N
 Carry forward code: 1

Find Criteria Field Value

Fund 0150
 TWN FUNCTION
 DEPT / LOCAT
 SDEP/BOEFUNC
 Character Code
 Org
 Object
 Project
 Account type
 Account status
 Rollup Code



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-065

Agenda Date: 4/12/2023

Agenda #: .1.

REPORT
ADMINISTRATION COMMITTEE

Fiscal Year 2022/2023 Report:
Administration Committee

Meeting Action Detail:

Town Council Meeting 03/22/2023

File #: [22065](#) Version: 13

Type: Report

Title: Administration Committee Report

Minute Note:

Councilor Ingalls stated although the Administration Committee has not met since the last Town Council meeting they have a number of items on tonight's agenda.



File #: 22-066

Agenda Date: 4/12/2023

Agenda #: .2.

REPORT
COMMUNITY RELATIONS COMMITTEE

Fiscal Year 2022/2023 Report:
Community Relations Committee

Meeting Action Detail:

Town Council Meeting 03/22/2023

File #: [22066](#) Version: 13

Type: Report

Title: Community Relations Committee Report

Minute Note:

Councilor Paul stated the Community Relations Committee met on March 15, 2023 and discussed the following: (1) 2023 Black History Month Essay and Poster Contest - Councilor Paul stated that the Committee thanked Councilor Rodriguez for her work to organize the event again this year. He stated Councilor Rodriguez and the kids did a great job; and that the Committee has already begun to discuss ideas for next year's contest; and (2) Informational Presentations - Councilor Paul noted Library Director Jennifer Smith attended their meeting to discuss with the Committee their idea to feature Library Services at the August 30, 2023 Farmers Market to be in -keeping with the Market's "Back to School" theme for that week. He stated the Committee would hand out literature regarding the Library programs and services and that the Library would be signing residents up for Library Cards. He stated the plan would include the Library hosting an Open House simultaneously. He went on to note when the Farmers Market closed at 7:00 p.m. that same evening, Library Director Jennifer Smith would give a short presentation at the Library. He stated the Committee would contact the Farmers' Market Committee to request space at three Markets this summer to feature the following: (1) Library, (2) Mental Health Awareness, and (3) Ledyard's First Responders. He stated the Committee's next meeting was scheduled for April 19, 2023.



File #: 22-067

Agenda Date: 4/12/2023

Agenda #: .3.

REPORT
FINANCE COMMITTEE

Fiscal Year 2022/2023 Report:

Finance Committee

Meeting Action Detail:

Town Council Meeting 03/22/2023:

File #: [22067](#) Version: 13

Type: Report

Title: Finance Committee Report

Minute Note:

Councilor Saums stated since the last Town Council Meeting the Finance held three Budget Work Sessions on March 9, 13, & 20, 2023 to meet with the Town's Department Heads. He stated the Work Sessions were each held from 12 noon to 3:00 p.m. and the Committee reviewed the proposed Fiscal Year 2023/2024 line by line, along with the Capital Improvement Plan (CIP). He stated the Budget Workshops were well attended by a majority of the Councilors.

Councilor Saums went on to note that the Finance Committee held a special meeting on Tuesday, March 21, 2023 to conduct regular business and to finalize its deliberations and recommend a preliminary Proposed Fiscal Year 2023/2024 and a Capital Improvement Plan to the Town Council for consideration later this evening.

Councilor Saums stated the Finance Committee also reviewed the progress regarding the American Recovery Plan Act (ARPA) funded projects. He stated a little more than a third of the ARPA Projects have been completed, with about a third being in progress, and less than a third have not yet started. He stated approximately 5% of the ARPA Funds remain uncommitted or left over from completed projects, which could be used for contingency. He stated the Finance Committee commended the Mayor and his staff for the rapid progress they have made. He stated the Committee also discussed projects that could possibly be at risk due to other dependencies, noting that all funds must be committed by the end of 2024 and spent by 2026, or returned to the Federal Government.

Councilor Saums stated if the Town Council approves a preliminary Fiscal Year 2023/2024 Budget later this evening, that a Public Hearing would be scheduled for April 17, 2023, in the Council Chambers to gather

public input. He stated thereafter the Annual Town Meeting would be held in the Council Chambers on May 15, 2023, which would be followed by a referendum on Tuesday May 16, 2023 to vote on the proposed budget, in accordance with Chapter VII, of the Town Charter.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-068

Agenda Date: 4/26/2023

Agenda #: .4.

REPORT
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Fiscal Year 2022/2023 Report:

Land Use/Planning/Public Works Committee

Meeting Action Detail:

Town Council Meeting 04/12/2023:

File #: [22068](#) Version: 14

Type: Report

Title: Land Use/Planning/Public Works Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1401

Agenda Date: 4/12/2023

Agenda #: *1.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve appropriation from the receipt of sales of vehicles and equipment through GovDeals in the total amount of \$11,300 to the Public Works Small Truck CNR Account 21040101-57313.

Background:

The town realized a total of \$11,300 from the sale of a 2011 Ford E350 van which was formerly the PW Department Buildings & Grounds services vehicle.

The town has previously appropriated such revenues to the respective capital reserve fund to supplement/offset direct budgetary appropriations in meeting lifecycle replacement costs.

Department Comment/Recommendation:

Inasmuch as this action is consistent with previous appropriations of GovDeals revenues, I request appropriation of these funds according to the specifics of the motion.

Finance Director Comment/Recommendation:

Mayor Comment/Recommendation:

I support this request. Auction yielded 1,025 unique views, 60 bids from 19 unique bidders.

Meeting Action Detail:

Meeting Action Detail:

Finance Committee Meeting 04/5/2023:

File #: [23-1401](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to approve appropriation from the receipt of sales of vehicles and equipment through

GovDeals in the total amount of \$11,300 to the Public Works Small Truck CNR Account 21040101-57313.

Moved: Ingalls **Seconded:** Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated the town received \$11,300 from the GovDeals on-line auction sale for the 2011 Ford E350 Van, which was formerly the Public Works Department Buildings & Grounds services vehicle.

Public Works Director/Town Engineer Steve Masalin stated at their October 12, 2022 meeting the Town Council authorized the purchase (\$72,036.90) of a 2023 Ford Econoline Cutaway Truck with a utility body to replace the Buildings & Grounds 2011 Ford E350 Van. He stated this revenue was anticipated to make the account whole. He stated the Public Works Department has reduced their fleet by one vehicle.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1396

Agenda Date: 4/12/2023

Agenda #: *2.

TAX REFUND

Motion/Request:

MOTION to approve a tax refund in the amount of \$5085.18 exceeding \$2,400.00 in accordance with tax collector department procedures.

James & Valerie Hazlin - Double Payment - \$5,085.18

Background:

In accordance with policies established for the Tax Collection Department, refunds to taxpayer exceeding \$2,400 are to be approved by the Town Council.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

I support the motion, subject to Town Council approval.

Meeting Action Detail:

Finance Committee Meeting 04/5/2023:

File #: [23-1396](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to approve a tax refund in the amount of \$5085.18 exceeding \$2,400.00 in accordance with tax collector department procedures.

James & Valerie Hazlin - Double Payment - \$5085.18

Moved: Ingalls **Seconded:** Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated in accordance with policies established for the Tax Collection Department, that refunds to taxpayer exceeding \$2,400 need to be approved by the Town Council. He stated, as noted in the motion, that this was a case of a double payment in which both the property owner and the mortgage/escrow company paid the taxes. Therefore, he stated a refund was in order.

VOTE: 2 - 0 Approved and so declared

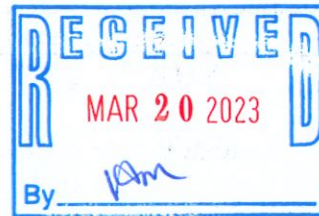
Action: Recommend to Approve

Application for Refund of Taxes Paid

Return to: Ledyard Tax Collector's Office
741 Colonel Ledyard Highway
Ledyard, CT 06339

Amount of Refund
\$ 5,085.18

James and Valerie Hazlin
52 Hurlbutt Rd
Gales Ferry, CT 06335



PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.

I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

✓ *Valerie G. Hazlin*

Signature of Applicant/Agent
(Title of agent, where applicable)

[Signature]

Tax Collector's Signature

✓ *3-9-23*

Date Signed

3/20/2023

Date

Do Not Write Below This Box -- Office Use Only

Date of Payment: <i>1/11/2023</i>	Tax Type: <i>MV PP <u>RE</u> SMV</i>
Grand List Year: <i>2021</i>	Reason: <i>Double payment</i>
Grand List Number: <i>76600</i>	Property Owner: <i>James and Valerie Hazlin</i>
Payment Type: <i>Check</i>	Property Location: <i>52 Hurlbutt Rd</i>

ACTION TAKEN BY GOVERNING BODY

At a regular meeting of the Ledyard Town Council, held on the _____ day of _____, 2023, it was voted to refund property taxes amounting to \$ _____ to _____.

Kevin J. Dombrowski



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1387

Agenda Date: 4/26/2023

Agenda #: .5.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits.

- The ARC of Eastern Connecticut to replace windows at the Group Residence located at 1671 Center Groton Road, Ledyard estimated cost \$26,872.00.

Background:

The State Department of Revenue Services in conjunction with large corporations in the State of Connecticut developed a Neighborhood Assistance Act (NAA) which provides a tax credit to businesses that make donations to nonprofits for projects approved by their local governments

The Arc of Eastern Connecticut a non-profit organization is seeking support from the Town of Ledyard to apply for the 2023 Neighborhood Assistance Act Program.

- **ARC of Eastern Connecticut County \$26,872.00:**

ARC of Eastern Connecticut, a 501(c) non-profit organization has submitted a project in the amount of \$26,872.00 to replace the windows at their group residence located at 1671 Center Groton Road, Ledyard. which provides round the clock support to six clients with intellectual and developmental disabilities, some who have limited mobility and/or were older.

The total project cost would be \$31,872 with The Arc of Eastern Connecticut contributing \$5,000 to the project. The NAA requested funding was \$26,872.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:

Town Council Meeting 03/22/2023:

File #: [23](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to approve the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits.

- The ARC of Eastern Connecticut to replace windows at the Group Residence located at 1671 Center Groton Road, Ledyard estimated cost \$26,872.00.

Moved: Saums Seconded: Ingalls

Action: Approve

Minute Note:

Action: Approve

Finance Committee Meeting 03/21/2023:

File #: [23](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to approve the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits.

- The ARC of Eastern Connecticut to replace windows at the Group Residence located at 1671 Center Groton Road, Ledyard estimated cost \$26,872.00.

Moved: Ryan Seconded: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums noted that Arc of Eastern Connecticut Penny Newbury, Director of Grants and

Communications, was present this evening and he deferred to Ms. Newbury to present her organization's request.

The Arc of Eastern Connecticut Penny Newbury, Director of Grants and Communications, stated that The ARC of Eastern Connecticut, was a 501(c) non-profit organization that serves to advocate and support people with intellectual and developmental disabilities across the entire region. She stated that ARC was seeking support from the Town of Ledyard to apply for the 2023 Neighborhood Assistance Act Program to support a project in the amount of \$26,872.00 to replace the windows at their group residence located at 1671 Center Groton Road, Ledyard, which provided round the clock support to six clients with intellectual and developmental disabilities, noting that some have limited mobility and/or were older.

Ms. Newbury went on to explain that the State Department of Revenue Services in conjunction with large corporations in the State of Connecticut developed a Neighborhood Assistance Act (NAA) which provides a tax credit to businesses that make donations to nonprofits for projects approved by their local governments. She stated the Town approved this window replacement project for The ARC of Eastern Connecticut last year, however, the timing was very close to the deadline and that the project was not eligible for the application by the time all of the paperwork was completed. Therefore, she stated that they were getting an earlier start this year, noting that they have already identified a couple of potential partners for their window replacement project. She stated the total project cost was 31,872 with The ARC of Eastern Connecticut contributing \$5,000 to the project, noting that the NAA credit request was for \$26,872; and that there was no cost to the town. She concluded by explaining for The ARC to be eligible for the NAA Program that the Town was required to hold a Public Hearing regarding the proposed project.

The Finance Committee stated that they appreciated the work that The ARC of Eastern Connecticut provided to the region.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve

Description of Program:

Agency Overview

The Arc Eastern Connecticut was established by two groups of families in 1952 and currently provides advocacy and supports to over 700 people with intellectual and developmental disabilities, including those on the Autism spectrum, and their families across the entire eastern CT region. Our services touch every aspect of a person's life including residential supports, employment/job development for students and adults, day support services, in-home supports, retirement services, and micro-enterprise ventures throughout the region. We also operate the Community Life & Advocacy (health/fitness, social/cultural programs, self-advocacy, civic participation, personal enrichment) program—the only program of its kind in the state.

Description of and Need For the Program

The specific project for which we are seeking funds involves the replacement of old and leaking windows at our supported group residence at 1671 Center Groton Road in Ledyard, which provides round the clock supports to six women with intellectual and developmental disabilities (IDD), some of whom have limited mobility and/or are older and medically fragile. We are hoping that we can find C-corporations this year who will cover all or part of the project. The home was constructed in 1961 and the windows and doors are original to it. Many no longer open and close properly, creating drafts in the winter and excessive A/C costs in the hotter summer months. Repairs have been made over the years and stop-gap measures have been such as insulating plastic sheets and weatherstripping, but qualified contractors have informed us that most have exceeded their useful lives and should be replaced. (The large bay windows, however, were more recently repaired and determined to be in reasonably good shape, and since their replacement would also include roof replacement, they will not be replaced.) The contractor worked with the COO to select windows that not only have the highest energy rating, but they are also aesthetically pleasing for both participants and the surrounding neighborhood.

Safe ventilation in the summer months and greater insulation during the winter also assists in the mitigation of colds and other respiratory illnesses.

Neighborhood area to be served

The supported group residence is in on RT 117 in Ledyard close to the Groton Town line. The project is limited to serving people with IDD living in that residence.

Plan to implement the program

Work will be performed by a licensed contractor familiar with the agency and the people we support. The contractor will coordinate with Administration and the House Manager regarding days and times that work will be conducted, in order to provide the least disturbance of the people living in the home. Administration will receive periodic updates on the project's progress (including the timeline for receipt of materials, which currently runs into several months). Representatives from the agency will also make regular inspections of progress and receive reports from staff, who are on the premises 24 hours/day.

GENERAL CONTRACTING / CONSTRUCTION MANAGEMENT

26M Bushnell Hollow Road, Baltic, CT 06330
www.matternconstruction.com
(860) 822-8457

Construction Services Proposal 8694

3/15/2023

The Arc Eastern CT
125 Sachem St.
Norwich, CT 06360

ATTN: Ms. Megan Rossi

SUBJECT: 1617 Center Groton Rd, Ledyard, CT Group Home Window Replacement

Dear Ms. Rossi,

The following is our proposal to furnish all labor, equipment and material for the project noted in the subject line above. Existing conditions were reviewed during our meeting on site. Our proposed scope of work is detailed below, based upon the Construction Specifications Institute (CSI) 16 Division MasterFormat and the following plans, specifications and bid documents:

Project Documents:

- N/A

CSI Division 1: General Requirements

- Supervisor/Crew Leader for coordination with Owner, subcontractors and suppliers
- Project Manager (offsite) for documentation, submittals, RFIs, invoices, etc.
- Certificate of Insurance (COI) naming Owner as additional insured
- Material submittals (when applicable) for Owner's acceptance of products and materials
- Daily jobsite cleanup to maintain a safe working environment

CSI Division 07: Thermal & Moisture Protection

- Furnish all labor and material to replace 24 existing windows with replacements. Windows are National Vinyl, LLC Trustguard units of various styles and sizes, white vinyl, Low E, full screen, Energy Star rated with double locks
 - 7 40x55 double hung
 - 4 24x55 double hung
 - 2 60x55 fixed
 - 1 30x38 double hung
 - 2 70.5x66.5 fixed center with 2 casements
 - 4 97.5x66.5 fixed center with 2 casements
 - 1 48.5x42 double casements
 - 1 30x38 double hung
 - 2 36x64 double hung

Base Project Cost Summary

Project Subtotal (Excluding Sales Tax)	\$31,872.00
+ CT Sales Tax (@ 6.35%)	\$0.00
Base Project Total Including Tax.....	\$31,872.00

Project Clarifications & Exclusions:

- This proposal may be withdrawn by Mattern Construction, Inc. if not accepted within **30** days and is subject to all Terms & Conditions outlined within (see below). Acceptance shall be limited to all stated conditions

- Exclusions:
 - 2 front ‘bay window’ units, due to them being determined to be in good condition
 - Hazardous material handling or disposal
 - Engineering
 - Architectural Design
 - 3rd Party Inspection Fees
 - Excavation or ledge removal greater than ½ cubic yard
 - Any work not specified or stated within this proposal

Thank you for the opportunity to offer this proposal and please contact us with any questions.

Sincerely,

Cole Mileski

Cole Mileski

Lead Estimator

Mattern Construction, Inc.

Office: (860)822-8457 ext. 16

ColeM@matternconstruction.com

TERMS & CONDITIONS

CONTRACT DOCUMENTS:

The Contract Documents consist of this Agreement, and any other documents listed in this Agreement, and modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral.

PAYMENT TERMS:

Payment is due within **30** days of the invoice date, or by due date shown on the invoice, unless otherwise stated and agreed upon in writing in this Contract. Payments due and unpaid shall bear interest, from the date payment is due, at the rate of **1.5%** per month. The Project Owner agrees to pay all costs of collection including reasonable attorney fees.

If the Project Owner fails to pay as agreed upon Mattern Construction, Inc. will not be obligated to perform any further work under this Agreement unless, and until, Project Owner has provided security for payment deemed adequate by Mattern Construction, Inc. A decision by Mattern Construction, Inc. not to perform further work under this provision will not affect its right to receive payment for any work completed and to claim any damages to which it may be entitled as a result of doing such work.

If the Project Owner fails to make final payment for work performed, Mattern Construction, Inc. will follow necessary procedures to file a mechanics lien, within the required timeframe, on the subject property where work has been performed by Mattern Construction, Inc.

COMMENCEMENT OF WORK:

The date of commencement shall be established **after** execution of this written Agreement, allowing adequate time for local permitting requirements, surveys, utility locating, material lead times, or any other necessary factors that may impact mobilization and commencement of work. Mattern Construction, Inc. shall not be required to commence performance of work under this Agreement until such time as it shall reasonably appear that work may be completed without undue interruption or delay.

If completion of the work is materially delayed by the Project Owner, and through no fault of Mattern Construction, Inc., the Project Owner shall pay Mattern Construction, Inc. any amounts due for additional costs resulting from such delays.

Mattern Construction, Inc. shall not be held responsible for schedule delays and/or shutdowns caused by weather, Acts of God, pandemic, vandalism, civil unrest, riot, supply chain issues, or orders of Federal, State or Local authorities.

CHANGES IN THE WORK:

The Project Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions, and the Contract Sum and Contract Time shall be adjusted accordingly, in writing. If the Project Owner and Mattern Construction, Inc. cannot agree to a change in the Contract Sum, the Owner shall pay Mattern Construction, Inc. its actual cost plus reasonable overhead and profit.

WORKING HOURS:

This proposal and Agreement is based upon the performance of all work during Mattern Construction, Inc.'s normal working hours which are 7:00am to 3:30pm Monday through Friday. 2nd shift, 3rd shift, Saturday/Sunday, Holiday and/or Overtime Rates are not included in this proposal, unless otherwise stated in writing in this Agreement.

WARRANTY:

Mattern Construction, Inc. warrants and guaranties all labor and materials to be furnished at the project location to be free from defect of materials and workmanship for one year from the date of project substantial completion.

INSURANCE:

Mattern Construction, Inc. will provide the Owner with a Certificate of Insurance affording, at least, the following limits of liability coverage:

- \$1M/ \$2M General Liability
- \$1M Automobile Liability
- \$1M/\$1M/\$1M Workers Compensation & Employers' Liability
- \$5M Umbrella/Excess Liability

Other insurance coverages, including but not limited to, Builders Risk, Surety Bonds, Pollution Liability, etc. may be available if required at additional cost. Costs for additional coverage(s) shall be quoted and identified in writing as a part of this Agreement. Project Owner is responsible for maintaining any necessary property and liability insurance for any project site or property under construction/renovation.

ACCEPTANCE OF PROPOSAL:

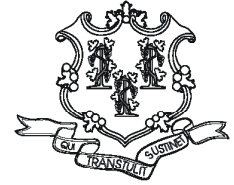
By signing this Agreement, you, the Project Owner, agree that the above proposed prices, specifications, payment terms and conditions are satisfactory and are hereby accepted and that Mattern Construction, Inc. is authorized to perform the work, as specified in this Agreement.

Project Owner Signature _____

Name and Title _____

Date of Acceptance _____

Purchase Order # _____



Municipality: Town of Ledyard, CT

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
The Arc Eastern Connecticut

Address: 125 Sachem St., Norwich, Ct 06360

Federal Employer Identification Number: 06-6010477

Program title: Window Replacement at residence for people with intellectual and developmental disabilities

Name of contact person: Penny Newbury

Telephone number: (860) 889-4435

Email address: pnewbury@thearcct.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 26,872.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

Please see attached description.

Need for program: _____

Please see attached description.

Neighborhood area to be served: _____

Please see attached description.

Plan to implement the program: _____

Please see attached description.

Timetable:

Program start date: 03/01/2024

MM - DD - YYYY

Program completion date: 10/01/2024

MM - DD - YYYY

Post-project audit due date: 12/31/2024

MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$26,872.00

Other funding sources - itemized sources:

a) The Arc Eastern Connecticut \$5,000.00

b) _____

c) _____

d) _____

Total Funding: \$31,872.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) contracted installation of windows \$31,872.00

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) _____ \$0.00

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$31,872.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ _____
Mailing address: _____ _____
Name of municipal liaison: _____
Telephone number: _____
Fax number: _____
Email address: _____

<p style="text-align: center;">Post-Project Audit</p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project audit due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
--

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization’s most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program’s impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1439

Agenda Date: 4/12/2023

Agenda #: .3.

GRANT REQUEST

Type Motion/Request here and complete the Grant Request Form Below:

MOTION to authorize the Mayor to submit a Grant Application to Senior Resources Agency on Aging -Title 3 in the amount of \$14,120 to be used to increase one Van Driver to full-time; with a local match \$8,000 to come from Account# 10130501-51800 (Part-time Wages).

Background:

The Senior Center has seen a tremendous increase in the demand for transportation services. Making a driver full time would allow us to increase our service hours and accommodate more medical rides. If the merger moves forward, we proposed moving the funds from the Community Health line into the Van Driver line to cover the cost of making a driver full time. The grant would allow us to make a driver full time without utilizing the Community Health funds to do so.

Department Comments/Recommendation:

(Type text here)

Finance Director Comments/Recommendation:

(Type text here)

Mayor Comments/Recommendation:

(Type text here)

Meeting Action Detail:

Finance Committee Meeting 04/5/2023:

File #: [23-1439](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to authorize the Mayor to submit a Grant Application to Senior Resources Agency on Aging -Title 3 in the amount of \$14,120 to be used to increase one Van Driver to full-time; with a local match \$8,000 to come from Account# 10130501-51800 (Part-time Wages).

Moved: Ingalls

Seconded: Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Senior Citizens Director Scott Johnson Jr., explained that the Senior Citizens Center has seen an increase in the demand for transportation services. He stated making one of the Van Drivers full-time would allow the Senior Citizens Center to increase their service hours and accommodate more medical rides. He stated should the merger of the Senior Citizens Commission and the Parks & Recreation Commission move forward, that they had initially proposed moving the funds from the Community Health & Welfare Programs Account into the Van Driver line to cover the cost for the increased full-time hours. However, he stated if the town received the Senior Resources Agency on Aging -Title 3 Grant funding that they would be able increase the Van Driver's hours to full-time without having to use the Community Health & Welfare funds.

Mr. Johnson went on to explain that \$8,000 has been included in the upcoming Fiscal Year 2023/2024 Budget for the Van Driver, which they could use for the town's local match to receive the grant funding. He stated the town would be eligible to apply/receive the Senior Resources Agency on Aging -Title 3 Grant for three consecutive years with the percentage of the funding slightly decreasing each year (85%; 80%; 75%).

Councilor Saums questioned once the town has completed the three-year grant cycle whether they would be eligible to reapply for the grant program. Mr. Johnson explained that the Senior Resources Agency on Aging -Title 3 Grant was for *new* programs.

Councilor Saums questioned whether the Senior Citizens Center received any revenues for providing transportation for medical appointments, or whether it was strictly a service that they provided to the Senior Citizens. Mr. Johnson stated because the Van was purchased using Grant Funding that they were not allowed to charge for providing transportation to medical appointments. However, he stated they do accept donations for the rides; noting that some riders will give a dollar for the ride.

Councilor Ingalls stated using grant funding for wages was always tricky, noting that once the grant funding has been exhausted the cost then becomes the town's cost. Therefore, she questioned the funding plan for the full-time Van Driver once the Senior Resources Agency on Aging -Title 3 Grant has ended. Mr. Johnson stated once the Senior Resources Agency on Aging -Title 3 Grant ended that the Senior Citizens Center would like to continue the full-time Van Driver. Therefore, he stated they would add the wages for the full-time position into the annual budget.

Mr. Johnson went on to explain because they were uncertain of the outcome of the proposal to combine the Senior Citizens Commission with the Parks & Recreation Commission that for next fiscal year (23/24) he has

submitted two separate budget and he explained the following:

- Senior Citizens programs were subsidized by taxpayers' dollars (a few years ago the budget was reduced from \$14,000 to \$10,000 per year); and the fees for the Programs were not breaking even. The cost of the Senior Citizens Health and Welfare Programs cost about \$14,000 per year; therefore, the Senior Citizens Center budget included \$14,000 for Senior Center Health and Welfare Programs.
- Parks & Recreation's programs were self-sufficient, with 80% of the program fees going to the instructor and 20% going to the Parks & Recreation Special Revenue Fund. The 20% of the Parks & Recreation program fees had been being used to pay for their independent quarterly magazine that advertised their Programs.

Mr. Johnson went on to explain because the quarterly Events Magazine was now being paid for by the advertisements, that he proposed using the 20% collected from the Parks & Recreation programs, that was previously being used to independently advertise the Parks & Recreation Programs, to off-set the cost of the Senior Citizens programs that were currently not breaking even. He stated by using 20% collected from the Parks & Recreation programs for the Senior Citizens programs that the \$14,000 of taxpayer dollars that were being budgeted to support the Senior Citizens Health and Welfare Programs could be then used to pay for the full-time Van Driver for the Senior Center.

Councilor Saums provided an overview noting that the revenue received from the Parks & Recreation Programs could be used to support the Senior Citizens Health and Welfare Programs. The funding that was being budgeted to off-set the cost Senior Citizens Health and Welfare Programs would then be used to pay for the full-time Van Driver for the Senior Citizens.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve

Please Complete the Grant Request Form Below:

TOWN OF LEDYARD
GENERAL GOVERNMENT
GRANT APPLICATION POLICY AND PROCESS

The Ledyard Town Council will approve all grant applications submitted by the Town to any governmental agency or private foundation on behalf of the Town; and any items that are offered to the Town by any entity, and items taken in forfeiture by the Town. Every department, commission, or board acting on behalf of the Town of Ledyard when seeking grants or responding to an offer to the Town of grant funds or items must follow this policy and process.

Grants, for these purposes include:

1. Grants that require a Town match -- whether the match is a dollar figure, an in-kind contribution, or a combination thereof
2. Grants that are 100% funded
3. Items or services that are offered (“gifted”) to the Town such as land, equipment, buildings, or vehicles
4. Items that are taken by forfeiture and intended to be retained by the Town
5. Items granted to a fire company’s 501(c)3 organization but expected to be maintained and/or insured by Town operating dollars

When applying for any grant, the grant seeker will create a legislative file and attach a completed GRANT REQUEST FORM and any pertinent information about the grant and grantor. The legislative file will be set up to go to the Town Council using the Finance Committee workflow.

When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).

Amended and Approved by the Town Council: on: July 22, 2020

Linda C Davis

Linda C. Davis, Chairman

Revisions: “General Government Grant Application Policy and Process” Adopted: May 8, 2018.

History: Paragraph 5 added the following: *“When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment I).”*

Below the Form added: *FOR FEDERAL GRANTS: “I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325”*

Added to the Policy Attachment 1 *“Code of Federal Regulations: 2 CFR”* to Policy.

GRANT REQUEST FORM

Requestor Senior Center - Scott Johnson, Jr. Date 3/29/2023

Dept/Commission/Board Senior Commission

Name of Grant Title III Funding Older Americans Act

Type of Grant (State of CT, Federal, Private Foundation, Individual - if combination, explain)

Federal passed through designated Area Agency on Aging (Senior Resources)

Reason for Applying for this Grant

This will allow us to make a driver full time and potentially spread the financial impact to the town for up to 3 years.

Amount of Town Match \$8,000.00

Source of Town Match GF 10130501, Part Time Wages 51800

In-Kind Match - Explain

FOR FEDERAL GRANTS: I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325 (Appendix 1)

Signed Name

Scott Johnson Jr

Printed Name

3/29/23

Date

ATTACHMENT 1

Code of Federal Regulations: 2 CFR

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value

from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using

efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of

the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past

performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E-Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these

standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200-Contract Provisions for non-Federal Entity Contracts Under Federal Awards.



PROGRAM DESCRIPTION AND WORK PLAN – FY 2024 TITLE III FUNDING

Legal Name of Organization _____
Address, City, State, Zip _____
Phone Number _____
Fax Number _____
Organization Website _____

Agency Type:

DUNS Number (<http://www.dnb.com/get-a-duns-number.html>) _____
Employer Identification Number _____

Program Name _____
Program Address _____

Program Contact Name _____
Title _____
Phone _____
Fax _____
Email _____

Title of the Older Americans Act under which funding is requested:

Category

How many years has this program been funded by Title III? _____

TOTAL TITLE III REQUEST

It is understood and agreed by the undersigned that funds awarded as a result of this request are to be expended for the purposes set forth herein and in the Standard Assurances document in accordance with all applicable laws, regulations, policies and procedures of Senior Resources Agency on Aging, the State Unit on Aging, the Administration for Community Living and the U. S. Department of Health and Human Services.

Authorized Signatory _____
Signature _____
Title _____
Date _____

1. ORGANIZATIONAL OVERVIEW.

a. Organization's mission statement.

b. Describe the organization's financial position, including trends, challenges, or unusual developments over the last three years.

2. PROGRAM SUMMARY. ***Briefly*** describe the proposed program in one paragraph.

3. DETAILED PROGRAM DESCRIPTION.

a. Identify the community need this program proposes to address. How does this need address a Senior Resources priority as defined in the Area Plan (plan summary available in the RFP Guidelines and Application Instructions)? Identify the Area Plan Priority Area by choosing one in the drop-down box.

b. Describe the service(s) to be provided, including all major components of the program. Include how often the service will be provided and where (facility).

4. PROGRAM RESOURCES. Describe how management, staff and resources will be utilized to ensure success of this program such as: staffing pattern, specific training/certifications, funding, etc.

5. BACKGROUND CHECKS. The State requires all Contractors, employees and volunteers undergo criminal background checks to ensure the safety of clients. Describe the process your Agency has for completing background checks on all client contact employees and volunteers.

6. GEOGRAPHY. Using the lists below, indicate the town(s) to be targeted for service provision.

Estuary Region:

- Chester
- Clinton
- Deep River*
- Essex
- Killingworth*
- Lyme*
- Old Lyme
- Old Saybrook
- Westbrook

Midstate Region:

- Cromwell
- Durham*
- East Haddam*
- East Hampton
- Haddam*
- Middlefield
- Middletown
- Portland

Northeast Region:

- Brooklyn
- Canterbury*
- Eastford*
- Killingly
- Plainfield
- Pomfret*
- Putnam
- Sterling*
- Thompson*
- Union*
- Woodstock*

Windham Region:

- Ashford*
- Chaplin*
- Columbia*
- Coventry*
- Hampton*
- Lebanon*
- Mansfield
- Scotland*
- Willington*
- Windham

Southeast Region:

- Bozrah*
- Colchester*
- East Lyme
- Franklin*
- Griswold*
- Groton
- Ledyard
- Lisbon*
- Montville

- New London
- North Stonington
- Norwich
- Preston*
- Salem*
- Sprague*
- Stonington*
- Voluntown
- Waterford

7. PLAN TO REACH TARGET POPULATIONS. The Older American's Act requires outreach efforts to certain target populations. Outreach for each chosen population must be specific to the population.

a . Indicate which target group(s) will be identified and encouraged to participate in the program.

NOTE: Only select the group(s) that will be specifically targeted (all groups will be reported on monthly, however). There is no need to select all.

Individuals with Low Income
(100% of federal poverty level or below)

Individuals from Minority Population
Group

Low Income Minority Individuals

Individuals at or below 150% of Poverty

Individuals Living in Rural Areas

Individuals with Limited English Proficiency

Individuals with Severe Disabilities

Individuals at Risk of Institutionalization

Individuals with Alzheimer's and related Disorders

b . Identify and describe outreach methods and time frames for each outreach method for each selected target group. The outreach plan must be specific to each group selected. Give details.

8. ACTIVITIES AND PROGRAM INDICATORS. List the proposed measurable goal. List the indicators to be used to measure the success of the goal.

MEASURABLE GOAL(S)	MEASUREMENT FOR THAT GOAL (must be a percentage or number)

9. DATA COLLECTION.

a. describe the program's plan for measuring client impact including proposed methodology, frequency of measurement. (How is the client's life going to be changed by receiving this service?)

b. describe the measurement tool to be used;

- c. describe follow-up activities to ensure quality improvement (action plan)

10. VOLUNTARY CONTRIBUTION PLAN. Describe HOW the following Title III requirements will be met: Fees may not be charged to program participants; however, it is a requirement to offer all clients an opportunity to donate to the program. Donations must be confidential, and no person may be denied involvement if s/he chooses not to contribute. All contributions received are to be used to expand the services of the program being funded under the grant.

11. FINANCIAL SUPPORT. Foundation, Fundraising, Corporate and Government Grant Details: Title III Contractors are required to initiate efforts to obtain additional support from private sources and other public organizations for grant-funded programs. List Other funding sources for the program described in this application and the amount provided by each (a) during FY 2022 and (b) as anticipated for the program in FY 2023.

Program Funding				
Foundation, Fundraising, Corporation, Government Funding Source	FY 23 Status*	FY 23 Amount	FY 24 Status*	FY 24 Projected Amount

*Status – Awarded, Applied, Plan to Apply, Denied

12. REDUCED FUNDING ALTERNATIVE. If the full amount requested is not funded, how would the program be adjusted? Please be specific in terms of staff reductions, and/or the reduced number of clients/units to be served. Applicants are cautioned to respond carefully as reduction should not be made solely to persons served or units of service to be provided. Please review your overhead/administrative costs for potential reductions that would correspond to less federal funding. Give specific details such as; staffing patterns, number of clients served, alternate funding sources, etc.

13. PROGRAM MANAGEMENT. If funds were received in fiscal year 2022, please respond to the following as they apply to the period October 1, 2021 to September 30, 2022:

a. Explain the successes of the program

b. Identify challenges within the program. Explain how these challenges were addressed

c. Explain the differences between the approved budget and the actual year end expenses

14. REFERRALS. Title III Contractors are required to assist clients in taking advantage of benefits under other programs (i.e.; energy assistance, food security, health insurance counseling, etc. **letters b and c** below are referring to this question also).

a. describe how unmet needs are identified

16. NAME AND ADDRESS OF PERSON TO WHOM CHECKS SHOULD BE MAILED:

ORGANIZATION NAME:

NAME:

ADDRESS:

17.

Head of Organization

Title

Email



BUDGET - FY 2024 Title III Funding

Organization's Name: _____

Service Name: _____

Organization's Annual Operating Budget: _____

Total Program Cost is #DIV/0! of the Organization's Annual Operating Budget

Budget Summary:

A	Total Program Cost	_____	\$0	
	Less:			
B	Client Donations	_____	\$0	
C	Other Cash	_____	\$0	
D	Net Cost	_____	\$0	100%
	Less Match:			
E	Non-Federal Cash	_____	\$0	#DIV/0! OF NET COST
F	Non-Federal In-Kind	_____	\$0	#DIV/0! OF NET COST
G	Total Title III Request FY24	_____	\$0	#DIV/0! OF NET COST

Enter in the FY23 Award Amount (if applicable)

Increase/Decrease from FY23 Title III Award _____ \$0

DOCUMENTATION OF FUNDING SOURCES

OTHER CASH

SOURCE (itemize)

DOLLAR AMOUNT -
should equal C above

NON-FEDERAL CASH MATCH

SOURCE (itemize)

DOLLAR AMOUNT -
should equal E above

NON-FEDERAL IN-KIND MATCH

SOURCE (itemize)

DOLLAR AMOUNT -
should equal F above

Signed: _____

Date: _____

Name: _____

Title: _____

INCLUDE IN ALL COPIES OF APPLICATION
Budget Page 12

Personnel Page

Program Year FY 2024

Positions	Total Annual Salary for Position	Number of Hours Per Week Working on this Program	Title III	Non-Federal Cash	Other Cash	Client Donations	TOTAL
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTALS			\$0	\$0	\$0	\$0	\$0

In-Kind Personnel (Volunteers working in the program - not paid staff)

Positions	Number of Hours Per Week Working on this Program	Number of Weeks Per Year	Value of In-Kind Salary
TOTALS			\$0

INCLUDE IN ALL COPIES OF APPLICATION
Budget Page 13

Total Program Budget

Organization Name 0

Organization's Annual Operating Budget \$0.00

Program Year: FY 2024

Expenses	NET COST			D Other Cash	E Client Donations	F TOTAL	G Admin Costs	H Direct Service Costs
	A	B	C					
	Title III	MATCH Non-Federal Cash Non-Federal In Kind						
Personnel	\$0	\$0	\$0	\$0	\$0	\$0		
Fringe						\$0		
Travel						\$0		
Rent						\$0		
Telephone						\$0		
Utilities						\$0		
Vehicle Operations						\$0		
Equipment						\$0		
Repairs/Maintenance						\$0		
Conferences/Training						\$0		
Contractual Services						\$0		
Insurance						\$0		
Postage						\$0		
Supplies/Printing						\$0		
Dues/Subscriptions						\$0		
Audit						\$0		
Other						\$0		
TOTALS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	Title III	Non-Federal Cash	Non-Federal In Kind	Other Cash	Client Donations	TOTAL	Admin Costs	Direct Service Costs
Percentage of Total Cost	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	#DIV/0!	#DIV/0!

INCLUDE IN ALL COPIES OF APPLICATION
Budget Page 14

BUDGET NARRATIVE/COST EXPLANATION (continued)

VEHICLE OPERATIONS \$0

EQUIPMENT \$0

REPAIRS/MAINTENANCE \$0

CONFERENCES/TRAINING \$0

CONTRACTUAL SERVICES \$0

Name of subcontractor: _____
Activity to be subcontracted: _____
Cost: _____

INSURANCE \$0

BUDGET NARRATIVE/COST EXPLANATION (continued)

POSTAGE \$0

SUPPLIES/PRINTING \$0

DUES/SUBSCRIPTIONS \$0

AUDIT \$0

OTHER \$0

Service Targets

Use the following definitions:

Low Income: All clients 100% or below poverty line.

Minority: African American/Black, Hispanic/Latino, Native American, Asian American, and Pacific Islander

Low Income Minority: All Minority clients 100% or below poverty line

Near Poor: All clients at or below 150% of poverty

Rural: Encompasses all population, housing, and territory not included within an urban area. (See page 5 of application for rural towns)

Limited English Proficiency: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English, can be limited English proficient, or "LEP". These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter

Severely Disabled: All clients with reported need for assistance with 3 or more ADL's

At Risk of Institutionalization: All severely disabled clients who do not reside in nursing homes and lives alone or is below 100% FPL or over 80

Alzheimer's & Related Disorders: All clients with neurological or organic brain dysfunction

SERVICE NAME (Refer to Reference Material for Service Name)	Units of Service	Total Number of Unduplicated Clients	Clients with Low Income	Clients from Minority Population Groups	Clients from Low Income Minority Population Groups	Clients at at or below 150% of the Federal Poverty Limit	Clients Living in Rural Areas	Clients with Limited English Proficiency	Clients with Severe Disabilities	Clients At Risk of Institutionalization	Clients with Alzheimer's and Related Disorders

INCLUDE IN ALL COPIES OF APPLICATION
Budget Page 18

Unit Cost

A	B	C	D	E	F	G	H
Service Name	Unit of Measure	Total Units	Net Cost Assigned	Net Cost Per Unit	Title III Cost Assigned	Title III Cost Per Unit	Percentage of Title III Request
0		0		#DIV/0!		#DIV/0!	#DIV/0!
0		0		#DIV/0!		#DIV/0!	#DIV/0!
0		0		#DIV/0!		#DIV/0!	#DIV/0!
0		0		#DIV/0!		#DIV/0!	#DIV/0!
TOTALS			\$0		\$0		

The correct unit of measure can be found in the Reference Material guide

FY 2024

LETTER OF INTENT TO APPLY

The following agency declares its intention to apply as a Contractor under Title IIIB or D of the Older Americans Act.

<u>1. Applicant:</u>	Business Name: <u>Town of Ledyard Senior Center</u> Address: <u>12 Van Tassel Drive</u> <u>Gales Ferry, CT 06335</u> Telephone: <u>860-464-9112 Ext. 1</u> Email: <u>Scott@Ledyardrec.org</u> Contact: <u>Scott Johnson Jr - Director</u>
<u>2. Service to be Provided (only the service name which can be found in the MIS Service Definitions 2021 at seniorresourcesec.org):</u>	<u>Transportation</u> <u>Medical Transportation</u> <u>Shopping Services</u>

Due no later than 3:00 p.m. Friday March 17, 2023. Email to:
kchase@SeniorResourcesEC.org



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1395

Agenda Date: 4/12/2023

Agenda #: .4.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to overspend account 10110205-53610 Specialty Approved Counsel through June 30, 2023.

Background:

Specialty Approved Counsel account covers labor attorney fees, land use attorney fees, tax attorney fees and other specialty counsel. The FY 2023 budget is \$30,000. There are outstanding February invoices for both Shipman & Goodwin (labor) and Fahey & Landolina (land use). We can anticipate that both Labor and Land Use will continue to incur attorney fees for the remainder of FY 2023.

Department Comment/Recommendation:

Finance Director Comment/Recommendation:

The account has a current expended balance of \$31,086. This does not include any outstanding invoices.

Mayor Comment/Recommendation:

Land Use incurred significant added costs this year with the Zoning Regulation rewrite as well as the Subdivision Regulation rewrite and several technical applications that required legal counsel. Labor counsel has also been required more for several outstanding labor issues.

Meeting Action Detail:

Finance Committee Meeting 04/5/2023:

File #: [23 -1395](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to overspend account 10110205-53610 Specialty Approved Counsel through June 30, 2023.

Moved: Ingalls

Seconded: Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated that the Specialty Approved Counsel Account covered labor attorney fees, land use attorney fees, tax attorney fees and other specialty counsel. He stated the Fiscal Year 2022/2023 Budget included \$30,000 for these expenses. He stated to date the Account had an expended balance of \$31,086; which did not include the outstanding invoices for February from both Shipman & Goodwin (labor); and Fahey & Landolina (land use).

Councilor Saums explained that the Land Use Department incurred significant costs this year for the rewriting of the Zoning Regulations as well as the Subdivision Regulation rewrite. He also noted that there were several technical applications that required legal counsel and that Labor Counsel was also required for several outstanding labor issues.

Councilor Saums went on to state although he did not like to overspend accounts that the town's practice for these types of expenses has been not budget everything they might spend because companies look at municipal budgets. He stated by authorizing to overspend an account, when needed, kept the law firms guessing on what the town was willing to spend and it kept everyone honest.

Councilor Ingalls stated she understood the strategy to not include an "up-to" amount to overspend an Account. However, she stated if Councilor Ryan was present this evening that his point would be that they were voting "yes" without stating a budget number; and therefore, she wanted to say it for him.

Councilor Saums stated that Councilor Ryan would also question where the additional funds to overspend the Account were coming from.

Finance Director Matthew Bonin explained that it was difficult to project what the costs would be to cover the expenses to the end of the fiscal year. He noted that the funds would come from under spent accounts at year-end.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1369

Agenda Date: 4/12/2023

Agenda #: .6.

RESOLUTION

Motion/Request:

MOTION to adopt a “Fair Housing Resolution - Town of Ledyard” as contained in the draft dated ~~March 15~~
April 10, 2023.

Background:

April is Fair Housing Month and each municipality that is a current or former recipient of Small Cities CDBG (Community Development Block Grant) funding is required to re-adopt a “Fair Housing Resolution”. It is a DOH (Department of Housing) requirement that communities actively evidence its commitment to take specific actions related to Fair Housing with the municipality.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

This is one of the “housekeeping” type of items we approve annually. I support this motion.

Body:

(type text here)



Substitute Senate Bill No. 917

Public Act No. 17-127

AN ACT CONCERNING DISCRIMINATORY PRACTICES AGAINST VETERANS, LEAVES OF ABSENCE FOR NATIONAL GUARD MEMBERS, APPLICATION FOR CERTAIN MEDICAID PROGRAMS AND DISCLOSURE OF CERTAIN RECORDS TO FEDERAL MILITARY LAW ENFORCEMENT.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 46a-51 of the general statutes is amended by adding subdivision (22) as follows
(Effective October 1, 2017):

(NEW) (22) "Veteran" means veteran as defined in subsection (a) of section 27-103.

Sec. 2. Section 46a-58 of the general statutes is repealed and the following is substituted in lieu thereof
(Effective October 1, 2017):

(a) It shall be a discriminatory practice in violation of this section for any person to subject, or cause to be subjected, any other person to the deprivation of any rights, privileges or immunities, secured or protected by the Constitution or laws of this state or of the United States, on account of religion, national origin, alienage, color, race, sex, gender identity or expression, sexual orientation, blindness, mental disability, [or] physical disability or status as a veteran.

(b) Any person who intentionally desecrates any public property, monument or structure, or any religious object, symbol or house of religious worship, or any cemetery, or any private structure not owned by such person, shall be in violation of subsection (a) of this section. For the purposes of this subsection, "desecrate" means to mar, deface or damage as a demonstration of irreverence or contempt.

(c) Any person who places a burning cross or a simulation thereof on any public property, or on any private property without the written consent of the owner, shall be in violation of subsection (a) of this section.

(d) Any person who places a noose or a simulation thereof on any public property, or on any private property without the written consent of the owner, and with intent to intimidate or harass any other person on account of religion, national origin, alienage, color, race, sex, sexual orientation, blindness, [or] physical disability or status as a veteran, shall be in violation of subsection (a) of this section.

(e) Any person who violates any provision of this section shall be guilty of a class A misdemeanor, except that if property is damaged as a consequence of such violation in an amount in excess of one thousand dollars, such person shall be guilty of a class D felony.

APPROVED July 5, 2017 143

[\(/CHRO\)](#)

Commission on Human Rights and Opportunities

[CT.gov Home](#) [\(/\)](#) [Commission on Human Rights and Opportunities](#) [\(/CHRO\)](#) [Who is Protected](#)

Who is Protected

The four areas in which discrimination is illegal are employment transactions, housing transactions, the full and equal enjoyment of goods, services or facilities offered to the general public and credit transactions.

If decisions regarding these types of transactions are based on the following reasons, they may be illegal and you may have a good reason to file a complaint with CHRO:

Age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, and status as a veteran.

The following apply to only housing and public accommodation transactions: lawful source of income and use of a guide dog.

Familial status is protected in housing transactions only.

Additionally, a protected area in employment transactions by the state is prior criminal record, with certain exceptions.

Employment transactions include recruiting, referring, terms & conditions of employment, hiring, classifying, training, promotion, advertising, discharge, laying off, compensation, by employers, employment agencies and labor organizations.

Credit transactions include loans, mortgages or any other credit transaction.

If you think you may have experienced illegal discrimination, [please contact us \(/CHRO/Commission/Commission/Contact-Us\).](#)



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Res : 004-2023/Apr 12

FAIR HOUSING RESOLUTION TOWN OF LEDYARD

WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, The Town of Ledyard is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the Town of Ledyard hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of Ledyard or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Ledyard and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Ledyard Town Council on April 12, 2023

Kevin J. Dombrowski, Chairman

I Patricia A. Riley, Town Clerk of the Town of Ledyard, do hereby certify that the above is a true and correct copy of a resolution duly adopted at a meeting of the Town Council held on April 12, 2023, and that such resolution has not been modified, rescinded, or revoked, and is at present in full force and effect:

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this _____ day of _____ 2023.

(Town Seal)

Patricia A. Riley, Town Clerk



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-505

Agenda Date: 4/12/2023

Agenda #: .7.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss Work Session Items as time permits.