



# 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

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Wednesday, May 24, 2023

7:00 PM

Town Hall Council Chambers

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**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/82243956572?pwd=S2FPWHZUN3pwSIZUSis0RmRvNURhZz09>**

**Only: Telephone: +1 646 558 8656; Meeting ID: 822 4395 6572; Passcode: 587816**

- 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 May 10, 2023.

**Attachments:** [TC-MIN-2023-05-10.pdf](#)

- IX. COMMUNICATIONS

Communications List May 24, 2023

**Attachments:** [C-LIST-2023-05-24.pdf](#)

[Action LTR -Retirement Board Mtg-2023-05-15.pdf](#)

[Whalehead Road Safety-Samos email-2023-05-16.pdf](#)

[Schools Consolidation-Improvement Projects- Middle School Gym](#)

[Floor-Hosey-email-2023-05-19.pdf](#)

[ACTION LTR-TOWN COUNCIL MTG-2023-05-10.pdf](#)

- X. REFERRALS
- XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS
  - .1. Administration Committee
  - .2. Community Relations Committee
  - .3. Finance Committee
  - .4. Land Use/Planning/Public Works Committee
  - .5. Water Pollution Control Authority

6. Liaison Reports

- XII. REPORT OF THE MAYOR

REPORT OF THE MAYOR:

- XIII. OLD BUSINESS

- XIV. NEW BUSINESS

1. Administration Committee

- 1. MOTION to reappoint Ms. Paula Crocker, 1500 Route 12, Gales Ferry, to the Housing Authority to complete a five (5) year term ending March 31, 2028.

**Attachments:** [Re Appointment Endorsement - Crocker- Housing Authority-2023-04-24.pdf](#)

- 2. MOTION to approve a proposed Director of Parks, Recreation and Senior Citizens job description as contained in the draft dated May 9, 2023.

**Attachments:** [Director Parks, Recreation & Senior Citizens DRAFT 5-9-23 Parks & Rec Director 1994.pdf](#)

3. Finance Committee

- 4. MOTION to grant a bid waiver to WMC Consulting Engineers in the amount of \$478,000 for RFQ/RFP 2023-07 (Engineering Services-Whitford Brook Watershed Infrastructure Improvements) due to not receiving three bids; in accordance with Ordinance #200-001 (rev 1) "An Ordinance for Purchasing".

**Attachments:** [Whitford Bridge-WMC Consulting Engineers Proposal-2023-04-12.pdf](#)  
[Whitford Bridge-SLR Proposal-2023-04-12.pdf](#)  
[WMC Whitford Brook Watershed RFP 2023-07.pdf](#)  
[SLR Whitford Brook Watershed RFP 2023-07.pdf](#)

- 5. MOTION to appoint CliftonLarsonAllen LLP to conduct auditing services for the General Government, WPCA, and Schools for the fiscal year ending June 30, 2023, in accordance with Chapter III, Section 11 of the Town Charter.

General Business

6. 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

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**File #:** 23-1669

**Agenda Date:** 5/24/2023

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Town Council Regular Meeting Minutes of May 10, 2023.



# TOWN OF LEDYARD

CONNECTICUT  
TOWN COUNCIL

Chairman Kevin J. Dombrowski

MINUTES  
LEDARD TOWN COUNCIL – REGULAR MEETING  
WEDNESDAY, MAY 10, 2023; 7:00 PM  
HYBRID FORMAT  
VIDEO CONFERENCE VIA ZOOM

- 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	Present	In-Person
Timothy Ryan	Town Councilor	Excused	
William Saums	Town Councilor	Present	In-Person

- IV. INFORMATIONAL ITEMS/PRESENTATIONS – None.

- V. RESIDENTS AND PROPERTY OWNERS – None.

- IV. COMMITTEE COMMISSION AND BOARD REPORTS – None.

- VI. COMMENTS OF TOWN COUNCILORS

Councilor Paul thanked Resident Ms. Hilary Evans for her donation of two VIP Taylor Swift Concert Tickets to the Ledyard Music Boosters to auction off as a fundraiser. He stated the tickets were \$5.00 and that people could purchase the tickets at LedyardMusic.com and following the on-line instructions. He stated the Drawing would be held on May 17, 2023 at 5:55 p.m. for the May 20, 2023 Concert that will held at Gillet Stadium. He stated as of 8:00 a.m. this morning they have raised \$13,000. He stated during her time in Ledyard Ms. Evans has been an active member of the community volunteering her time to serve on the Planning & Zoning Commission, the Ledyard Housing Authority and on the Conservation Commission. He stated Ms. Evans wanted to do something inspiring and helpful for the community before leaving Ledyard this June to return back to her home state of Tennessee. He again thanked Ms. Evans for her very generous donation and for her service to the town, and he wished her a safe and healthy move back home.

Ms. Evans thanked Councilor Paul for mentioning the Taylor Swift Concert Tickets Fundraiser for the Music Boosters. She noted that there was still seven-days left before the raffle is called. She stated that she enjoyed volunteering to serve the town and she thanked Administrative Assistant Roxanne Maher for the support she provided to the town’s volunteers.

VII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of April 26, 2023  
Moved by Councilor Irwin, seconded by Councilor Rodriguez

VOTE: 7- 0 Approved and so declared

IX. COMMUNICATIONS

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

**COMMUNICATIONS LISTING FOR MAY 10, 2023**

INCOMING CORRESPONDENCE

1. Ms. Evans ltr dated 5/3/2023 re: Resign Housing Authority
2. Conservation Commission email dated 5/9/2023 re: Response to LUPPW Cmt memo dated 5/2/2023: Request Review of Administrative Control of Town-Owned-Town Leased Property

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 04/27/2023 re: Action ltr. Town Council Regular Meeting of April 26, 2023.
2. Admin Asst ltr to Town Clerk dated 04/27/2023 re: Fiscal Year 2023/2024 Budget Referendum
3. LTC ltr to St. Vil dated 4/27/2023 re: Appointed to Planning & Zoning Commission
4. LTC ltr to Senior Citizens Commission dated 4/27/2023 re: Adopted Ordinance #100-016 (rev.1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” – Request Members for Appointment
5. LTC ltr to Parks & Recreation Commission dated 4/27/2023 re: Adopted Ordinance #100-016 (rev.1) *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” – Request Members for Appointment
6. Chairman Dombrowski memo dated 4/27/2023 re: Assignment of Duties – Chairman Pro-Tem Marshall
7. LUPPW Cmt Memo to Conservation Commission dated 5/2/2023 re: Request Review of Administrative Control of Town-Owned-Town Leased Property

NOTICE OF AGENDAS

1. Housing Authority Agenda 5/1/2023
2. Permanent Municipal Building Cmt Agenda 5/1/2023
3. Economic Development Commission Agenda 5/2/2023
4. Inland Wetland & Water Courses Commission Agenda 5/2/2023
5. Farmers Market Committee Agenda 5/3/2023
6. Conservation Commission Agenda 5/9/2023
7. Planning & Zoning Agenda 5/11/2023
8. Finance Cmt Agenda 5/3/2023
9. LUPPW Cmt Agenda 5/1/2023
10. Admin Cmt Agenda 5/10/2023
11. Town Council Agenda 5/10/2023

MINUTES

1. Housing Authority Minutes 4/3/2023
2. Permanent Municipal Building Cmt Minutes 4/3/2023
3. Economic Development Commission Minutes 4/4/2023
4. Inland Wetland & Water Courses Commission Minutes 4/4/2023
5. Farmers Market Committee Minutes 4/5/2023
6. Conservation Commission Minutes 4/11/2023
7. Planning & Zoning Minutes 4/13/2023

8. Finance Cmt Minutes 4/19/2023
9. LUPPW Cmt Minutes 4/3/2023
10. Admin Cmt Minutes 4/12/2023
11. Town Council Agenda 4/26/2023

## REFERRALS

### Administration Committee

1. Ms. Evans ltr dated 5/3/2023 re: Resign Housing Authority

## X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

### Administration Committee

Councilor Ingalls stated the Administration Committee met earlier this evening and forwarded the following items to the Town Council for action at the May 24, 2023 meeting: (1) Reappointment to the Housing Authority; and (2) Updated Job Description for the Director of Parks, Recreation and Senior Citizens Department.

### Community Relations Committee

Councilor Paul stated the Community Relations Committee has not met since the last Town Council meeting. He noted the Committee would be meeting on May 17, 2023 and he welcomed residents to attend.

### Finance Committee

Councilor Saums stated the Finance Committee met on May 3, 2023 and he noted in addition to the one item on tonight's Agenda that the Committee also discussed the following: (1) American Rescue Plan Act Funding (ARPA) – Councilor Saums noted that Finance Director Matthew Bonin explained that according to ARPA rules, the Federal Treasury definition of “*Obligated Funds*” meant “*An order has been placed for property and services, or contracts, or some awards were made*”. He stated just saying that the funds were going to be used for a particular project, was not considered “*Obligated*” and that it did not meet the Treasury's definition. He stated for the funds to be *obligated* the town had to have contracts or purchase orders in place; (2) ARPA Projects List Review - The Finance Committee discussed an updated ARPA Projects List provided by Finance Director Matthew Bonin, and noted that of the \$4.3 million received, \$1.1 million has been spent on 13 completed projects with \$30,000 left over to be reallocated to other projects. The Committee also noted that there were now 15 projects in progress, and only 9 not started yet; (3) Board of Education Roof Projects - The Finance Committee took no action on the request for a bid waiver to STV Construction for the oversight of the school roof project, because the Permanent Municipal Building Committee (PMBC) planned to start the bid process over again. The Committee removed the Bid Waiver Request from its agenda until new bids were received; (4) Nip Bottle Surcharge Revenue - Public Act No.21-58 “*An Act Concerning Solid Waste Management*” - “*Resolution Regarding Revenues Received from Beverage Container Surcharges*” - The Finance Committee continued to discuss the \$13,048.20 Ledyard received from the State's Nip Bottle Surcharge, noting that the \$13,048.20 equated to approximately 260,964 nip bottles, or 17 nips bottles per resident per day sold in Ledyard during the past six-months. Councilor Saums noted that during the recent Earth Day cleanup, the Vajdos family collected over 500 nip bottles from one section of one road in Ledyard. He stated Councilor Ingalls has initiated communication with the Ledyard Beautification Committee to organize another roadside cleanup in November, and to collect nip bottles for delivery to Hartford to shine a light on this failed piece of legislation; (5) Fiscal Year 2023/2024 Budget - The Annual Town Meeting regarding the proposed Budget would be held on Monday, May 15, 2023 at 7:00 p.m. in the Council Chambers, and would adjourned to a Referendum on the voting machines the following day (Tuesday, May 16, 2023). All polling locations would be voting at the Council Chambers, Town Hall Annex; (6) Remembrance of Conor Irwin – The Finance Committee, the Mayor, and the Finance Director wore green in memory of Conor Irwin, who would have turned 21 years old on May 3, 2023.

#### Land Use/Planning/Public Works Committee

Councilor Paul stated the LUPPW Committee met on May 1, 2023 and continued their work to update the List of Administrative Control of Town-Owned and Town-Leased Property. He stated the Committee hoped to complete their work within the next month to forward to the Town Council for action.

#### Economic Development Commission

Councilor Paul stated the EDC met on May 2, 2023 and he noted that they were getting the Businesses together to begin to shoot footage on June 14, 2023 for the Marketing Video.

Councilor Ingalls questioned whether the Marketing Video the EDC was producing would include town events such as capturing the Farmers' Market. Councilor Paul stated the video would have six-segments that would cover an array of things such as businesses and events, etc.

### XI. MAYOR'S REPORT

Mayor Allyn, III, reported on the following: (1) Public Act No. 21-58 "*An Act Concerning Solid Waste Management*" - "*Resolution Regarding Revenues Received from Beverage Container Surcharges*" - Nip Bottle Surcharge Disbursement - Mayor Allyn stated that there was a plan to take the Nip Bottles to the Capital in Hartford for the next Legislative Session. He stated he would share this Plan with Southeastern Connecticut Council of Governments (SCCOG) at their May 24, 2023 meeting to obtain regional support. He stated they would like to bring a tremendous number of bags full of Nip Bottles to Hartford to show the impact just in Southeastern Connecticut; (2) Senate Bill 1242 "*Solid Waste Management Disposal*" - Mayor Allyn stated Southeastern Connecticut Council of Governments (SCCOG) has created a Solid Waste Task Force, noting that he would be serving as the Chairman. He stated the objective was to develop a Plan for waste products such as Organics, Plastics, Extended Producers Responsibility (EPR) for certain packaging such as Vacuum Packaging, and Energy Opportunities. He stated that SCCOG believed that *Trash to Energy* has a place in all of this, especially with the State looking to annually haul 800,000 – 900,000 tons of waste out of Connecticut to landfills in different states such as Pennsylvania and Ohio, etc., noting that this was not a solution. He stated as Chairman of the Solid Waste Task Force that his role would include interfacing with the State, Connecticut Conference of Municipalities (CCM), and Southeastern Regional Resource Recovery Authority (SCRRA) to produce a Report at the end of November, 2023; (3) Eversource Emergency Response Planning Meeting – Mayor Allyn stated he attended the Annual Meeting which was held in preparation for Hurricane Season. He stated Eversource was doing a good job to prepare in the event of a hurricane, noting they have brought back the "*Make Safe Plan of Action*" which involved sending out Tree Crews with Lineman Crews to cut clear trees from the power lines and to keep moving; (4) Connecticut Housing Finance Authority (CHFA) Housing Plan – Mayor Allyn stated he attended the CHFA Housing Plan Presentation. He stated the Report included a link where residents could provide comments regarding the Housing Plan which included the Affordable Housing Action Items. He stated that he would forward the Report to the Town Council Office, noting that the Public Comment Period was open until May 22, 2023; (5) Kings Corner Manor Senior Housing Facility Improvement Project – Mayor Allyn stated he attended a meeting on May 4, 2023 at the Kings Corner Manor with Housing Director Colleen Lauer and the Contractors to review a potential Change Order at the Facility. He stated because it was a small issue, that rather than have the Senior Housing Authority absorb the \$20,000 cost for the Change Order, that the Public Works Department would do the job. He stated by the Public Works Department taking on the small Change Order that it would not take funding away from the construction work that they wanted to accomplish at the Senior Housing Facility. He stated because the Senior Housing Authority was a stand-alone agency and was not an agency of the town they typically do not get involved. However, he stated in this case it was important to the residents that they were able to have the work that was planned/anticipated completed; (6) Zoning Enforcement Officer – Mayor Allyn stated the new Zoning Enforcement Officer Mr. Alex Samalot began on May 1, 2023. He stated Mr. Samalot was currently enrolled in the Connecticut Association of Zoning Enforcement (CAZEO) Certification Program. He stated because he was not already CAZEO Certified that he would be working under the guidance of Land Use Director Juliet Hodge. He stated Ms. Samalot has begun to take on the List of the Blighted Properties and Junk/Unregistered motor vehicle cases; (7) Connecticut Conference of Municipalities (CCM) Legislative Meeting – Mayor Allyn stated today he



attended the CCM Legislative Meeting noting the following: (a) State Budget negotiations were underway, with 28-days remaining in the Legislative Session. Both the Governor's Budget and the Democrats Budget were flat funded. He stated the Republican provided a Budget for the first time in a long time which included a substantial increase in Education Cost Sharing (ECS) Funding. He stated that he has complained to the State Legislature that Flat Funding to Municipalities during an inflationary environment, such as what we were currently experiencing, was not actually Flat Funded; (b) Early Voting Bill - Mayor Allyn explained the House approved an Early Voting Bill that included the following: 14-Days of advanced Early Voting for General Elections; 7-Days advanced Early Voting for Local and Congressional Primary Elections; 4-Days advanced Early Voting for Presidential Primaries and Special Elections. Mayor Allyn stated there would be **No Early Voting for Budget and Town Referendums**, noting that this was good news explaining that based on Ledyard's Town Charter pertaining to their local budget process, that they could not make early voting happen. He stated the State has set aside \$8 Million to fund the entire State for the 2-weeks of Early Voting. He explained Municipal Registrars and Town Clerks were required to prepare and submit to the State a budget showing how many Poll Workers would be working during the Early Voting Days (including Saturdays & Sundays); (c) Changes to Auto Assessments – Mayor Allyn explained the Legislature was looking to use the Manufacturers Suggested Retail Price (MSRP) and then a straight-line depreciation after that. However, he stated they realized those numbers would not work and that they were now looking to start off at 90% of MSRP and then a straight-line depreciation year after year and doing away with the National Automobile Dealers Association (NADA) Book Value; (d) Legal Notice Bill – Mayor Allyn stated the Legal Notice Bill came out of Committee Joint Favorable and was still on track; (e) Reduce Interest Rate on Delinquent Taxes – Mayor Allyn stated currently the Interest Rate of Delinquent Taxes was set a 18% annually (1.5% per month). The Legislature was considering reducing that to 12% annually (1% per month); (f) Housing Bills included a Fair Share Plan which would require a percentage of Affordable Housing in Every Town – Mayor Allyn stated under this Bill that if the town did not meet the percentage requirement that they would be required to pay up front for the construction of Affordable Housing, noting that Municipalities did not want to be in the construction business; (g) Raised Bill 1213 “*Reformulation of the Pequot Fund*” - Mayor Allyn stated this current year represented the single lowest year of the Pequot Funding distribution. He explained that the State was only distributing about 15% of the money collected to Municipalities and that the State was retaining the remaining 85%. He stated Senator Cathy Osten's proposed Raised Bill 1213 would flip the percentage of the distribution to provide 85% of the Pequot Funding to the Municipalities and the State would retain the remaining 15%. He stated per the proposed Bill that the percentage distribution could only be changed in the case of extreme fiscal duress for the State. He stated that he hoped the Bill would be approved and that he appreciated the work Senator Osten has done; (h) House Bill 5917 - Automated Traffic Enforcement associated with School Zones, Pedestrian Zones and Traffic Lights - Mayor Allyn explained that this would involve the use of radar detectors and cameras to automatically generate an Infraction and mail it to the Registered Vehicle Owner; (8) Connecticut Department of Transportation (DOT) Program – Mayor Allyn stated today the Town received a notice from the DOT regarding Federal Traffic Safety Funding. He stated the Report provided data for the four-year period of 2018- 2022 as follows: Montville 4 Fatal Accidents; East Lyme 5 Fatal Accidents; Preston 5 Fatal Accidents; Waterford 5 Fatal Accidents; Ledyard 8 Fatal Accidents; North Stonington 11 Fatal Accidents; Stonington 14 Fatal Accidents; Colchester 15 Fatal Accidents. He stated this data was not unlike what was happening throughout the State. He stated he met with Police Chief Rich today to talk about directing some of the Federal Traffic Safety funding toward some of enforcement, noting that people were driving under the influence, driving faster, driving more reckless, and driving distracted.

### **Questions to the Mayor -**

Councilor Ingalls addressed the Federal Traffic Safety Funding and she questioned whether the Report provided any data for the four years prior to 2018 to see if the numbers were increasing. Mayor Allyn stated that the Report did not provide any data prior to 2018, but that DOT Commissioner Garrett T. Eucalitto stated that all the statics were climbing due to more distracted driving, faster driving, less consideration for other drivers, and driving in neighborhoods. Mayor Allyn stated recently Ledyard had someone driving 65-miles per hour in a residential neighborhood.

The Town Council and Mayor Allyn discussed Traffic Safety noting that people were blatantly violating motor vehicle laws by being on their phones, not stopping at stop signs or stopping at traffic lights before making the “Right on Red”, driving excessively fast, etc.

Chairman Dombrowski stated since the horrific April 21, 2023 Gold Star Bridge fatal accident that there have been two fatal accidents on Buddington Road noting that both the accidents were head on collisions because the people were driving on the wrong side of the road.

XII. OLD BUSINESS – None.

XI. NEW BUSINESS

Finance Committee

1. MOTION to appropriate \$9,500 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorize the expenditure of up to \$9,500 for the purchase of three 800 MHz radios for Emergency Management.

The funding source for this project is the Town of Ledyard’s FY 2023 Nuclear Safety Emergency Program Funding Allocation (2023-47).

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated the town has already applied for and received this Nuclear Safety grant funding. He stated tonight’s action was to appropriate and authorize the spending of the grant funding to purchase three 800 MHz radios for Emergency Management.

Mayor Allyn, III, explained that the State was moving to the 800 MHz radios (Tri-BAN), which would allow everyone in the state to communicate with each other. He stated this project has been in-process for about ten-years. He stated Director of Emergency Management Jim Mann has received approval from DEMIS Region 4 to use these funds to purchase the radios.

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, Rodriguez, Saums
EXCUSED: Marshall, Ryan

General Discussion

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

XV. ADJOURNMENT

Councilor Irwin moved to adjourn, seconded by Councilor Rodriguez  
7 - 0 Approved and so declared. The meeting adjourned at 7:24 p.m.

VOTE:

\_\_\_\_\_  
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 May 10, 2023.

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1670

**Agenda Date:** 5/24/2023

**Agenda #:**

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AGENDA ITEM  
CORRESPONDENCE

**Subject:**

Communications List May 24, 2023

**Correspondence List:**

(type text here)

## COMMUNICATIONS LISTING FOR MAY 24, 2023

### INCOMING CORRESPONDENCE

1. Retirement Board ltr dated 5/16/2023 re: Action Ltr Meeting 5/16/2023
2. Ms. Samos e-mail dated 5/16/2023 re: Traffic Safety Concerns Whalehead Road
3. Mr. Hosey email dated 5/19/2023 re: Schools Consolidation/Improvement Projects – Middle School Gymnasium Floor Replacement

### OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 5/11/2023 re: Action ltr. Town Council Regular Meeting of April 12, 2023

### NOTICE OF AGENDAS

1. Historic Commission Agenda 5/15/2023
2. Library Commission Agenda 5/15/2023
3. Parks & Recreation Agenda 5/16/2023
4. Retirement Board Agenda 5/16/2023
5. Agricultural Commission Agenda 5/16/2023
6. Youth & Social Services Board Agenda 5/16/2023
7. Senior Citizens Agenda 5/14/2023
8. Community Relations Cmt Agenda 5/17/2023
9. Finance Cmt Agenda 5/17/2023
10. Annual Town Meeting Fiscal Year 2023/2023 Budget 5/15/2023
11. Town Council Agenda 5/24/2023

### MINUTES

1. Historic Commission Minutes 4/17/2023
2. Library Commission Minutes 4/17/2023
3. Parks & Recreation Minutes 4/18/2023
4. Retirement Board Minutes 4/18/2023
5. Youth & Social Services Board Agenda 3/21/2023
6. Agricultural Commission Minutes 4/18/2023
7. Senior Citizens Minutes 4/26/2023
8. Community Relations Cmt Minutes 4/19/2023
9. Finance Cmt Minutes 5/3/2023
10. Town Council Minutes 5/10/2023

### MISCELLANEOUS

1. Mayor Allyn, III, Written Testimony – Senate Bill 1242 – Solid Waste Surcharge

### REFERRALS

None.



Chairman John Rodolico

# TOWN OF LEDYARD CONNECTICUT RETIREMENT BOARD

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3220

May 16, 2023

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

Dear Mayor Allyn:

At its Regular Meeting held on May 16, 2023, the Retirement Board took the following actions.

- Approved retirement benefit for John Gardner in the amount of \$1,265.32 in the form of a modified cash refund annuity effective July 1, 2023.
- Approved payment of Fiducient Advisors invoice #609\_03312023, dated May 2, 2023, in the amount of \$12,112.03 for the Town of Ledyard Defined Benefit Pension Plan consulting costs for the period January 1, 2023, to March 31, 2023.
- Approved payment of USI invoice #90081435 dated April 30, 2023, in the amount of \$400.00 for benefit calculation of John Gardner.
- Approved the following revisions to the Town of Ledyard IPS:
  1. Change the name of the board overseeing the Pension Plan from the "Pension Board" to the "Retirement Board" based on Ordinance #200-010.
  2. Add clarification on the timeframe for which the fund shall achieve full funding and the overall rate of return to be used in actuarial calculations.
  3. Add the Town Finance Director authority to liquidate fund holdings to maintain sufficient liquidity to pay plan obligations and to determine how annual Town contributions are allocated within the fund.
  4. Move revision history to the last page.

Respectfully submitted,

Christina Hostetler  
Town Hall Assistant

cc: Director of Finance  
Director of Human Resources  
Treasurer  
Town Council

## Roxanne Maher

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**From:** Markos Samos <markwsamos@gmail.com>  
**Sent:** Tuesday, May 16, 2023 3:56 PM  
**To:** Roxanne Maher  
**Subject:** Whalehead Road

I am a resident who lives on Robin Hood Drive. I am concerned about safety at the intersection of Whalehead Road and Friar Tuck Drive. Currently there is a 2 way stop sign at this intersection. Cars often travel at fast speeds when traveling South on Whalehead and it can be difficult to see them approaching when driving down Friar Tuck Drive. Adding to the difficulty is overgrown weeds and in winter piles of snow. I do not understand why the town has decided to just have a 2 way stop and not a 3 way stop. The signs the town added that state cars do not stop on the right are of little to no use. Please review this safety issue and hopefully recommend the installation of a stop sign

Thank you

Markos Samos

33 Robinhood Dr

Gales Ferry

Sent from [Mail](#) for Windows

W

## Roxanne Maher

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**From:** ghosey924@gmail.com  
**Sent:** Friday, May 19, 2023 4:13 PM  
**To:** John C. Marshall; Kevin J. Dombrowski; Fred Allyn, III; Town Council Group  
**Cc:** boe@ledyard.net; jhartling@ledyard.net  
**Subject:** RE: LMS <<Not-Sensitive>>

Hi once again everyone.

As always, the opinions expressed herein are mine alone and do not necessarily reflect the views of anyone else, including my fellow members of the PMBC.

So, in the 72 days since my last correspondence, I've seen no evidence of progress with, or even discussion of, the LMS gym floor issue. I am unable to find any reference to the issue in any public town meeting minutes. So, while history offers me little reason to expect any reply, I must ask YET AGAIN...What is going on with this matter? What is the plan?

- a) Will O&G replace the floor?
- b) Will one of their subcons replace the floor?
- c) Will Ledyard replace the floor and then seek reimbursement?
- d) Is the town simply accepting the floor as it is and doing nothing to remedy the situation?

I certainly *hope* it's not d) but judging by the town's own meeting minutes and the 163 days of this email thread, one could easily assume it is d).

Moving on to my second favorite discussion point – the lost records in the town meeting portal, rather than ask what the plan is (as there clearly is none), how about I suggest one instead? With summer fast approaching, why not hire some HS kids at min wage to scan and upload the minutes prior to June 2022?

Thank you as always for your attention.

GH

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**From:** ghosey924@gmail.com <ghosey924@gmail.com>  
**Sent:** Wednesday, March 8, 2023 3:44 PM  
**To:** 'John C. Marshall' <jcmar@ledyardct.org>; 'Kevin J. Dombrowski' <KJDom@ledyardct.org>; 'Fred Allyn, III' <mayor@ledyardct.org>; 'Town Council Group' <TownCouncil@ledyardct.org>  
**Cc:** boe@ledyard.net; jhartling@ledyard.net  
**Subject:** RE: LMS <<Not-Sensitive>>



Hi all, 'still here.

Oops, almost forgot my disclaimer:

The opinions expressed in this email are mine and mine alone. They do not represent the opinions of any other persons or entities, including but not limited to, my fellow PMBC members, the Lieutenant Governor or Iowa, The Loch Ness Monster, woodland creatures real or imaginary, or the King of England.

It has been a month since my last correspondence – the one with the lovely full color photos suitable for framing. In that time, I have received no reply, nor have I seen any indication in Town Council meeting minutes of any efforts to address the problems about which I have inquired. While this is, of course, saddening for me, I have managed to wipe away the tears long enough to persevere and write again. I know you're all very excited.

Several months ago, regarding the gym floor debacle (and it is a debacle), it was stated that there were "avenues being taken to hold O&G accountable to fix the ongoing issues". The same questions remain months later...

- What are these avenues?
- What is the timeline for these avenues?
- Have these avenues borne fruit? If so, what is the plan regarding the gym floor? If not, well,...what is the plan regarding the gym floor?

As for the loss of online access to meeting minutes prior to June 2022:

- Is there any plan?
- If so, what is it?
- If not, why not? Is Ledyard really satisfied with having no online access to residents and taxpayers prior to 9 months ago? Is Ledyard really satisfied with the risk of having only hard copy of records legal requiring retention? Is Ledyard really satisfied with the prospect that if town hall was hit by a meteor tomorrow, all records before 6/22 are gone?

I realize that these topics are not simple, and they are likely no one's favorite to discuss, but ignoring them will not simply make them go away either.

Thank you again for your time and attention.

George Hosey  
Ledyard Resident, Parent, and Taxpayer

---

**From:** [ghosey924@gmail.com](mailto:ghosey924@gmail.com) <[ghosey924@gmail.com](mailto:ghosey924@gmail.com)>  
**Sent:** Wednesday, February 8, 2023 6:45 PM  
**To:** 'John C. Marshall' <[jcmar@ledyardct.org](mailto:jcmar@ledyardct.org)>; 'Kevin J. Dombrowski' <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>; 'Fred Allyn, III' <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; 'Town Council Group' <[TownCouncil@ledyardct.org](mailto:TownCouncil@ledyardct.org)>  
**Cc:** [boe@ledyard.net](mailto:boe@ledyard.net); [jhartling@ledyard.net](mailto:jhartling@ledyard.net)  
**Subject:** RE: LMS <<Not-Sensitive>>

Hello John,

Thank you for your reply, it is much appreciated. My thoughts below come with my usual disclaimer (These opinions are mine alone, etc.,...)

My apologies for the slow response, I wanted to wait until I had a chance to go see the gym for myself. Unfortunately, it lives down to its reputation. 😞

Regarding the reimbursement, yes, with it in the hands of our state legislators, obviously, this will take time. I have mixed feelings about this approach. Assuming our state reps are able to obtain reimbursement from the state, this is, of course, the best course of action for the town, as Ledyard can not afford to pay tens or even hundreds of thousands of dollars in interest on the ~\$1M in disallowed reimbursement while waiting for a lawsuit to resolve. I do, however, lament that this approach allows O&G to, once again, escape accountability for the incompetent manner in which the school refurb projects were managed.

As for the gym floor, that would seem like a related, but wholly separate, item. I assume the state is not going to fix that for us.

It was stated in previous email that “avenues” were being pursued to hold O&G accountable “to fix the ongoing issues”. Does this include the gym floor? I know O&G has been back to fix other items, most of which are relatively small ticket items compared to the floor, which will likely run in excess of \$100k to replace.

I think we all here in Ledyard agree that O&G is responsible for the floor, but has O&G agreed to that? Is there any plan/schedule by which this gets dealt with? The news that nails are coming out of the floor makes this a safety matter and calls for a quicker timeline.



These are but two of the many nails attempting to hold the floor down. The stress lines and cracks in the wood make it obvious that these nails are not the first to be used in these places and are struggling to stay in place. In the second pic, the nail is clearly beginning to protrude from the floor. Worse yet, these nails are not off in a corner or under the bleachers, where

they might be relatively harmless. They are in the far end key and top of the key – among the highest traffic areas of the court. This is bound to end badly.



Floor boards separating and even breaking apart.



It is difficult to get a full sense of the “waviness” of the floor in some locations just from a 2D photo, but hopefully, the degree of cupping of the boards in this picture comes through.

Thank you again.

GH

---

**From:** John C. Marshall <[jcmar@ledyardct.org](mailto:jcmar@ledyardct.org)>

**Sent:** Friday, January 27, 2023 5:03 PM

**To:** [ghosey924@gmail.com](mailto:ghosey924@gmail.com); Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>; Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Town Council Group <[TownCouncil@ledyardct.org](mailto:TownCouncil@ledyardct.org)>

**Cc:** [boe@ledyard.net](mailto:boe@ledyard.net); [jhartling@ledyard.net](mailto:jhartling@ledyard.net)

**Subject:** Re: LMS <<Not-Sensitive>>

Good Evening George,

With regards to the reimbursment and the gym floor, those are both works in progress, and that is all the information we have at the moment. I am confident we will recover from both of these, its just going to take some time. *I have let it be known in the past, and i'll say it again. O & G is responsible for the floor. the building was in their care when the damage occurred. I dont know why the text changed fonts, it was not intentional.*

*John Marshall*

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**From:** [ghosey924@gmail.com](mailto:ghosey924@gmail.com) <[ghosey924@gmail.com](mailto:ghosey924@gmail.com)>

**Sent:** Wednesday, January 25, 2023 5:19 PM

**To:** Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>; Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Town Council Group <[TownCouncil@ledyardct.org](mailto:TownCouncil@ledyardct.org)>

**Cc:** [boe@ledyard.net](mailto:boe@ledyard.net) <[boe@ledyard.net](mailto:boe@ledyard.net)>; [jhartling@ledyard.net](mailto:jhartling@ledyard.net) <[jhartling@ledyard.net](mailto:jhartling@ledyard.net)>

**Subject:** RE: LMS <<Not-Sensitive>>

Hi all once again.

As always, the views expressed in this email are my own and do not necessarily reflect those of any entity, private, public, charitable, governmental, overt or clandestine. Nor do they necessarily reflect the views of any other persons or creatures, living or deceased, real or fictional.

I read with great interest the minutes of the last TC meeting on 11-January, in particular the PMBC update from Councilor Marshall and the update from Mayor Allyn regarding work with our local representatives regarding construction reimbursement. Thank you Mayor Allyn and Councilor Marshall.

That said, though, I was disappointed by the lack of any further discussion around the matter and especially regarding the matter of the LMS gym floor. It has been stated in previous email that “avenues” are being pursued by which to hold O&G to account for that debacle. Is there any update on this matter? I have not taken note of any in recent TC meeting minutes.

I would also like to take this opportunity to reiterate my question regarding meeting minutes prior to June 2022 being backfilled into the Meeting Portal. Of late, I have been reviewing old meeting minutes, and I have learned that PMBC minutes, prior to 2019 are available by paper copy in the Town Hall only – no soft copy backup. This seems like an accident waiting to happen, and I would imagine the problem goes well beyond just the PMBC.

Thank you, as always, for your time and attention.

GH

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**From:** George Hosey <[ghosey924@gmail.com](mailto:ghosey924@gmail.com)>

**Sent:** Thursday, January 12, 2023 1:43 PM

**To:** Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>; Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>

**Cc:** Town Council Group <[TownCouncil@ledyardct.org](mailto:TownCouncil@ledyardct.org)>; [boe@ledyard.net](mailto:boe@ledyard.net); [jhartling@ledyard.net](mailto:jhartling@ledyard.net)

**Subject:** Re: LMS <<Not-Sensitive>>

Hello again all,

The usual disclaimer - though I am currently a member of the PMBC, the opinions expressed in this email are my own and do not necessarily reflect those of the PMBC or other members thereof.

Has there been any update regarding O&G and the gym floor or other items? This seems an all the larger issue in light of recent revelations of hundreds of thousands of dollars in expenditures deemed ineligible for reimbursement by the state because O&G failed to submit them in a timely manner.

On a separate note, as discussed previously, the town changed systems for online meeting records last June. Is there any effort underway or even under consideration for backfilling meeting records prior to last June into the system? While Roxanne Maher has done an exemplary job helping me with records I have needed, she should not have to. All public meeting records should be readily available online for any Ledyard resident or taxpayer wishing to access them.

Thank you

GH

On Tuesday, December 13, 2022, <[ghosey924@gmail.com](mailto:ghosey924@gmail.com)> wrote:

Kevin,

Thank you for the prompt reply.

I, honestly, do not care where y'all meet to discuss the matter as long as it is, indeed, discussed, and appropriate action taken. When can Ledyard's taxpayers and Middle School parents expect an update on the "avenues being taken to hold O&G accountable"? While I hate to sound impatient, as we know, this has been ongoing for four years or more.

Thank you

GH

---

**From:** Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>  
**Sent:** Monday, December 12, 2022 5:45 PM  
**To:** [ghosey924@gmail.com](mailto:ghosey924@gmail.com); Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>  
**Cc:** Town Council Group <[TownCouncil@ledyardct.org](mailto:TownCouncil@ledyardct.org)>; [boe@ledyard.net](mailto:boe@ledyard.net); [jhartling@ledyard.net](mailto:jhartling@ledyard.net)  
**Subject:** Re: LMS <<Not-Sensitive>>

George,  
Since there are currently avenues being taken to hold O&G accountable to fix the ongoing issues, I am not inclined to take legal action at this time. Also any legal matter would be an issue to be discussed during an executive session, and not as a Council agenda item.  
Regards  
Kevin

---

**From:** [ghosey924@gmail.com](mailto:ghosey924@gmail.com) <[ghosey924@gmail.com](mailto:ghosey924@gmail.com)>  
**Sent:** Monday, December 12, 2022 5:36 AM  
**To:** Fred Allyn, III <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Kevin J. Dombrowski <[KJDom@ledyardct.org](mailto:KJDom@ledyardct.org)>  
**Cc:** Town Council Group <[TownCouncil@ledyardct.org](mailto:TownCouncil@ledyardct.org)>; [boe@ledyard.net](mailto:boe@ledyard.net) <[boe@ledyard.net](mailto:boe@ledyard.net)>; [jhartling@ledyard.net](mailto:jhartling@ledyard.net) <[jhartling@ledyard.net](mailto:jhartling@ledyard.net)>  
**Subject:** RE: LMS <<Not-Sensitive>>

Good morning,

I'm writing to ask that the agenda for this week's Town Council meeting be amended to include an item for discussion and possible action on pursuing legal action against O&G for the damage done to the gym floor.

Thank you

GH

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**From:** Hosey, George <[ghosey@gdeb.com](mailto:ghosey@gdeb.com)>  
**Sent:** Wednesday, December 7, 2022 7:45 AM  
**To:** [mayor@ledyardct.org](mailto:mayor@ledyardct.org); [kjdom@ledyardct.org](mailto:kjdom@ledyardct.org)  
**Cc:** [towncouncil@ledyardct.org](mailto:towncouncil@ledyardct.org); [boe@ledyard.net](mailto:boe@ledyard.net); [jhartling@ledyard.net](mailto:jhartling@ledyard.net); George Hosey <[ghosey924@gmail.com](mailto:ghosey924@gmail.com)>  
**Subject:** LMS <<Not-Sensitive>>

Mayor Allyn, Chairman Dombrowski,

While I currently serve as a member of the Ledyard PMBC, the opinions expressed in this email are my own and do not necessarily reflect those of the PMBC or any other members thereof.

This time of year reimaginings of *A Christmas Carol* are everywhere. Ledyard is no exception. You are, of course, aware of the audit work Colliers is performing on the LMS & GHS construction projects. With Colliers cast in the role of The Ghost of Christmas Past, Ledyard is being forced to revisit unpleasant moments from our past, but instead of Fezziwig's office party, we get the LMS gymnasium floor.



You're probably better acquainted with the details of that situation than I, but as I recall, the gist of it is that, subsequent to the *expensive* gym flooring being installed, we had a water leak issue in the gym causing the floor to warp/buckle. At that time, the guidance was to allow the floor to dry and "settle". I'm not sure how successful that approach was, but it became moot soon after anyway, as another leak incident occurred, once again warping and buckling the floor.

At this point, I understand our Manager-at-Risk, O&G, and the associated subcon(s) deemed it best (for them anyway) to make stress relief cuts in the brand new flooring and face-nail it down. This is, obviously, not how the floor was intended to be installed. The rep from Colliers stated in the November PMBC meeting that he'd *never* seen that done before.

Like Scrooge, we can not undo the past. We can either dismiss it as a "bit of underdone potato" or learn from it and make changes to prevent an unpleasant future.

So I would ask of you merry gentlemen – are steps being taken to hold O&G and/or their subcons accountable for this debacle? Through the fault of neither the Town of Ledyard, nor Ledyard Public Schools, the taxpayers of this town, as well as the taxpayers of the state of CT, who shelled out over \$30M for the reconstructed Middle School, were delivered a substandard gym floor, damaged and improperly installed, yet at the full price of a correctly installed new floor.

If steps have not yet been initiated to have O&G replace the LMS gym floor with a brand new, correctly installed floor at their cost, I would implore you to take up such action as soon as possible. It is not reasonable for the students of Ledyard Public Schools or Ledyard's taxpayers to continue to suffer the consequences of O&G's negligence.

Thank you, and the best to all of you and your loved ones for the holiday season.

"God bless us, everyone"

George Hosey

Principal Engineer – Reliability

D422

(860) 433-4881

[GHosey@gdeb.com](mailto:GHosey@gdeb.com)





# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

May 11, 2023

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

Dear Mayor Allyn:

At its Regular Meeting held on May 10, 2023 the Town Council took the following action:

- Appropriated \$9,500 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorized the expenditure of up to \$9,500 for the purchase of three 800 MHz radios for Emergency Management.

The funding source for this project is the Town of Ledyard's FY 2023 Nuclear Safety Emergency Program Funding Allocation (2023-44).

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

Director of Finance  
Treasurer  
Administrator of Emergency Services  
Director of Emergency Management



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-065

**Agenda Date:** 5/24/2023

**Agenda #:** .1.

---

REPORT  
ADMINISTRATION COMMITTEE

**Fiscal Year 2022/2023 Report:**  
Administration Committee

**Meeting Action Detail:**

**Town Council Meeting 05/24/2023**

**File #:** [22065](#) Version: 17

**Type:** Report

**Title:** Administration Committee Report

**Minute Note:**



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-066

**Agenda Date:** 5/24/2023

**Agenda #:** .2.

---

REPORT  
COMMUNITY RELATIONS COMMITTEE

**Fiscal Year 2022/2023 Report:**  
Community Relations Committee

**Meeting Action Detail:**

**Town Council Meeting 05/10/2023**

**File #:** [22066](#) Version: 16

**Type:** Report

**Title:** Community Relations Committee Report

**Minute Note:**

Councilor Ingalls stated the Administration Committee met earlier this evening and forwarded the following items to the Town Council for action at the May 24, 2023 meeting: (1) Reappointment to the Housing Authority; and (2) Updated Job Description for the Director of Parks, Recreation and Senior Citizens Department.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-067

**Agenda Date:** 5/24/2023

**Agenda #:** .3.

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REPORT  
FINANCE COMMITTEE

**Fiscal Year 2022/2023 Report:**  
Finance Committee

**Meeting Action Detail:**

**Town Council Meeting 05/24/2023:**

**File #:** [22067](#) Version: 17

**Type:** Report

**Title:** Finance Committee Report

**Minute Note:**



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-068

**Agenda Date:** 5/24/2023

**Agenda #:** .4.

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REPORT  
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

**Fiscal Year 2022/2023 Report:**

Land Use/Planning/Public Works Committee

**Meeting Action Detail:**

**Town Council Meeting 05/24/2023:**

**File #:** [22068](#) Version: 17

**Type:** Report

**Title:** Land Use/Planning/Public Works Committee Report

**Minute Note:**



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-086

**Agenda Date:** 5/24/2023

**Agenda #:** .5.

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REPORT  
LIAISON REPORT  
WATER POLLUTION CONTROL AUTHORITY

**Fiscal Year 2022/2023 Liaison Report:**  
Water Pollution Control Authority

**Meeting Action Detail:**

**Water Pollution Control Authority 05/24/2023:**

**File #:** [22086](#) Version: 11

**Type:** Report

**Title:** Water Pollution Control Authority Report

**Minute Note:**





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-296

**Agenda Date:** 5/10/2023

**Agenda #:**

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## REPORT

### **REPORT OF THE MAYOR:**

REPORT OF THE MAYOR

### **Mayor Report Fiscal Year 2022/2023:**

### **Meeting Action Detail:**

### **Town Council Meeting 05/10/2023:**

**File #:** [22296](#) Version: 17

**Type:** Report

**Title:** Mayor's Report

**Minute Note:**



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1602

**Agenda Date:** 5/24/2023

**Agenda #:** 1.

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## APPOINTMENT

### **Motion/Request:**

MOTION to reappoint Ms. Paula Crocker, 1500 Route 12, Gales Ferry, to the Housing Authority to complete a five (5) year term ending March 31, 2028.

### **Background:**

As Committee Members terms come to an end the Commission and the members respective parties are requested to provide a recommendation regarding the reappointment of Commission Members.

Ms. Crocker is interested in continuing to serve on the Housing Authority and her reappointment has been endorsed by the Board.

### **Administrative Notes:**

Please see attached reappointment endorsement.

### **Nominating Committee Recommendation:**

### **Meeting Details:**

#### **Administration Committee Meeting 05/10/2023**

**File #:** [23-1602](#)Version: 1

**Type:** Appointment

**Title:** MOTION to reappoint Ms. Paula Crocker, 1500 Route 12, Gales Ferry, to the Housing Authority to complete a five (5) year term ending March 31, 2028.

**Action:** Recommend to Approve

**Mover:** McGrattan      **Secunder:** Irwin

Meeting Note:

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated the reappointment of Ms. Crocker has been endorsed by the Housing Authority, noting that Chairman Duzy provided some nice comments regarding Ms. Crocker’s contributions to the Board.

Councilor McGrattan, Liaison to the Housing Authority, stated Ms. Crocker serves as the Board’s Recording Secretary and that she does a great job with the Minutes.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5

8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

January 9, 2023

Mr. Charles Duzy, Chairman  
Ledyard Housing Authority  
4 Harvard Terrace  
Gales Ferry, Connecticut 06335

Dear Chairman Duzy:

A member of the Housing Authority is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return in the self-addressed, return envelope.

Housing Authority

5 Year Term

Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Paula Crocker 1500 Route 12 Gales Ferry, CT 06335	U	3/31/2023	Y	Y N	{ X } Excellent { } Good { } Fair { } Poor

Commission Comments: \_\_\_ Paula has been a great help on the Housing Authority Board. She takes accurate minutes of our meetings and has very thoughtful input to our discussions. I and the board strongly recommend her re-appointment to the Ledyard Housing Authority Board.

\_\_\_\_\_  
\_\_\_\_\_  
Sincerely,  
Charles Duzy

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,  
*Roxanne M. Maher*

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council

cc: Director Colleen Lauer



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**File #:** 22-679

**Agenda Date:** 5/24/2023

**Agenda #:** 2.

---

## JOB DESCRIPTION

### **Motion/Request:**

MOTION to approve a proposed Director of Parks, Recreation and Senior Citizens job description as contained in the draft dated May 9, 2023.

### **Background:**

In 2020 the Parks & Recreation Department relocated from Blonders Boulevard to the Senior Citizens Facility on Van Tassel Drive in Gales Ferry to reduce costs while improving efficiencies.

This move provided for the restructuring and sharing of staff between the Senior Citizens Center and the Parks & Recreation Office.

On April 26, 2023 the Town Council adopted amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*". Taking this step to formally combine the two Commissions would continue to streamline daily operations, provide financial and space benefits, as well as support additional programs and events.

The final step in the initiative to combine the Parks, Recreation and Senior Citizens Departments included revising the job description to reflect the current combined duties that Mr. Scott Johnson, Jr., has been performing for the past few years.

The title of the job description "*Director of Parks, Recreation and Senior Citizens*" has been updated to reflect the current title provided in Ordinance #100-016 (rev. 1).

This position is included in the "*Resolution Establishing Administrator/Department Head Benefits*"

There will be no change in current salary for this revised/combined position.

Attached for reference is the 1994 job description along with the new draft.

### Proposed Job Description

### **Human Resources Comment/Recommendation:**

This job description has been revised based on the Commission's decision to merge departments and the evolution of responsibilities in the last 20 years.

**Financial Information:**

No change in salary

**Mayor Comment/Recommendation:**

(type text here)

**Meeting Action Detail:**

**Administration Committee Meeting 05/10/2023**

File #: [22679](#) Version: 2

Type: Job Description

Title: MOTION to approve a proposed updated Director of Parks and Leisure Services job description as contained in the draft date May 9, 2023

Mover: Irwin      Seconder: McGrattan

Action: Recommend to Approve

**Minute Note:**

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided some background explaining that Mr. Scott Johnson, Jr., has been serving in this combined role since the Parks & Recreation Department moved from Blonders Boulevard to the Senior Citizen Center on Van Tassel Drive in 2020.

Councilor Ingalls went on to explain at their December 14, 2022 meeting the Administration Committee reviewed the proposed Job Description to combine the responsibilities and duties of the Parks & Recreation Director with the Senior Citizens Director. However, she stated because the Town Council was in the process of updating Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" the Committee withdrew the proposed Job Description until the proposed Ordinance update work was completed.

Councilor Ingalls stated at their April 26, 2023 meeting the Town Council adopted the proposed updates to Ordinance #100-016 (rev 1 *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*". Therefore, she stated some additional work was done to ensure the draft Job Description accurately reflected the work that Mr. Johnson, Jr., and was currently doing and was also in-keeping with Ordinance #100-016 (rev 1). She stated that updating the Job Description was the final step to complete the process to combine the Parks & Recreation Department with the Senior Citizens. She noted that Mr. Johnson was present this evening and she invited him to provide some additional background.

Parks, Recreation and Senior Citizens Director Scott Johnson, Jr., stated the proposed Job Description was basically

a total rewrite to combine the responsibilities of both positions. He stated approving the proposed Job Description would be the final step in the restructuring of the staff in the Senior Citizens Center and the Parks & Recreation Office. He stated functioning as one Department would streamline daily operations by eliminating the need to open two purchase orders for routine office supplies such as toner, the as well as the processing of two invoices for services like the printers, utilities, and other work providing more efficiencies in their office operations.

VOTE: 3 - 0 Approved and so declared

**Action:** Recommend to Approve

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**Administration Committee Meeting 12/14//2022**

**File #:** [22679](#) Version: 1

**Type:** Job Description

**Title:** MOTION to approve a proposed updated Director of Parks and Leisure Services job description as contained in the draft date May 5, 2022

**Mover:** Ingalls **Seconder:** McGrattan

**Action:** No Action - Remove from Agenda

**Minute Note:**

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Administrator of Human Resources Don Steinhoff provided some background noting that since the Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive that Parks & Recreation Director Mr. Scott Johnson, Jr. has also taken on the role of the Director of the Senior Citizens Center, noting that he and his staff have been overseeing the operation and maintenance of the Facility as well as supporting the Senior Citizens Commission and its programs. He stated that the proposed update to the job description was drafted some time ago; however, he stated with the COVID 19 Pandemic a number of things were delayed in being presented to the Town Council, such as the two job descriptions on tonight's agenda.

Councilor Ingalls stated that later this evening the Administration Committee would be discussing a proposal to combine the Parks & Recreation Commission and the Senior Citizens Commission (Item #5). She went on to provide some clarification explaining that the proposed updates to the Job Description were separate from the proposal to combine the Parks and Recreation Commission with the Senior Citizens Commission. She stated that Mr. Johnson has been working in this role for a number of years, and she stated by approving the proposed job description that they would not be presumptuous in thinking that the two Commissions would be combined. Mr. Steinhoff stated that Councilor Ingalls' was correct, noting that the job description was only to reflect the roles and responsibilities that Mr. Johnson was currently performing as the Administrator/Director of both Departments.

Councilor Irwin arrived at 5:35 p.m.



Councilor McGrattan questioned the urgency to approve the proposed *Director of Parks and Leisure Services* Job Description at this time, pointing out the following:

- The title of this position throughout the job description did not align with the proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”; which was Item #5 on tonight’s Agenda.
- The proposed job description stated that the Director would provide monthly reports for both Commission meetings.

Councilor McGrattan noted that there were a number of clarifications in the language that were needed if the two Commissions were to be combined.

Administrator of Human Resources Don Steinhoff stated that Councilor McGrattan’s comments were correct. However, he stated should the Town Council decide to combine the Parks & Recreation Commission with the Senior Citizens Commission that he would come back with a request to again update the Job Description to align with the Ordinance. He stated the proposed Job Description, as presented in the draft dated May 5, 2022, was reflecting the current role and responsibilities that Mr. Johnson has been doing for both Departments for the past 3-years.

Councilor Irwin commented that if they were going to have revisit the proposed Job Description that he did not see the need to adopt changes at this time.

Councilor Ingalls questioned if the Administration Committee did not act on the proposed Job Description update this evening whether it would affect Mr. Johnson. Administrator of Human Resources Don Steinhoff stated that Mr. Johnson has been performing these duties for a number of years and that delaying the approval of the updated job description would not impact the roles and responsibilities that he was currently doing, noting that Mr. Johnson was operating under a draft job description.

Chairman Dombrowski suggested, because they anticipate that there may be some additional changes coming that would impact the *Director of Parks and Leisure Services* job description, that the Administration Committee remove the Director of Parks and Leisure Services job description from their agenda this evening. He explained by removing the item from the Agenda that they would not be voting the item down. He stated the proposed Job Description could come forward again at a later time.

The Administration Committee agreed by consensus not to act on the proposed updated *Director of Parks and Leisure Services* job description this evening and to remove it from the Agenda, with the understanding that proposed Job Description would come forward again at a later time.

**Action:** No Action - Remove from Agenda

DRAFT

TOWN OF LEDYARD  
PARKS, RECREATION, AND SENIOR CITIZENS DEPARTMENT  
LEDYARD SENIOR CENTER

DIRECTOR OF PARKS, RECREATION AND SENIOR CITIZENS

**NATURE OF WORK:**

The Director oversees the long-range planning function, operations and management of the Parks, Recreation, and Senior Citizens Department . Implements strategies and systems to enhance operations, management of employees, customer satisfaction and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

**SUPERVISION RECEIVED:**

Receives direct supervision from the Mayor. General direction on matters of policy from the Parks, Recreation, and Senior Citizens Commission.

**SUPERVISION EXERCISED:**

Supervises the department staff, including full, part-time, seasonal employees, van transportation drivers, Nutrition Site Server, as well as volunteers.

**ESSENTIAL JOB FUNCTIONS:**

Directs and oversees a comprehensive year-round community parks and recreation program including the management of recreation centers, athletic fields/courts, parks, open spaces and beach.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations.

Attends monthly Commission meetings and communicates official plans, financial reports, activity reports, policies and procedures to the Parks, Recreation, and Senior Citizens Commission, Town administration, staff and the general public.

Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time; order all new and replacement equipment.

Perform public relations duties to promote the Parks, Recreation, and Senior Citizens Department in the community. Make presentations on behalf of the Department to Town commissions, boards, special committees, civic groups and the general public.

DRAFT

Coordinates department activities with other departments and agencies as needed.

Promote interest in programs through publicity, brochures, and appropriate marketing strategies.

Coordinates the recreation program with the parks program, other Town departments and outside organization such as the school district and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Supervises and manages the planning of new parks, playgrounds and all amenities necessary for the proper construction and maintenance of these facilities. Prepares cost estimates for improvements in the park facilities; oversees construction projects and park improvements.

Responds to oral and written inquiries from the public, patrons and other Town employees.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Oversees the Senior Center Van Transportation program, manages vehicle maintenance, coordinate grant applications for vehicle replacement.

Approves purchase orders as required.

Review line item expenditures to comply with the current budget.

Seek alternative means to support Department programs (grants, donations etc.).

Attend Mayor's Department Head meetings.

Represent the Senior Center in Community and Senior Center sponsored events.

Provide for the daily operation and maintenance of the Senior Center facility and grounds by working directly with the Public Works Department.

Adhere to Town and Commission policies regarding rental/usage of the Senior Center facilities.

Assume the responsibility to see that all programs are conducted within the guidelines set by the Commission.

Attend bimonthly regional Senior Center Meetings.

DRAFT

Collaborate with area Senior Centers to provide regional events promoting socialization amongst the senior population.

Work closely with Senior Housing to better serve the Senior population.

Interact, socialize, and engage the senior population to evaluate their well-being.

Registration, collection and accounting of daily fees received from various programs, using computerized registration system. Quarterly, sets up and maintains registrations using myRec.com. Registers participants to programs, updates account information, enters payments, etc., using myrec.com.

Attend and host monthly regional Parks & Recreation Collaborative meetings.

Plan and coordinate regional youth fitness events with area Parks & Rec Departments promoting youth fitness in Southeastern Connecticut.

\*\*\*\* The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*

## **QUALIFICATIONS PROFILE:**

### Knowledge, Skills and Ability

Thorough knowledge of the principles and practices of parks and recreation programs; extensive knowledge of the principles and practices of maintenance, construction and use of public buildings and park facilities; knowledge of community recreation needs and resources.

Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies and the public.

Ability to organize and express thoughts and ideas through written and oral communication.

Ability to acquire knowledge of State Statutes and Town of Ledyard ordinances, resolutions, rules, regulations and policies impacting the department.

Ability to exercise mature judgment, maintain confidentiality and make responsible decisions in accordance with established policies and procedures.

Knowledge and compassionate understanding of the needs of the elderly and a desire to assist them in maintaining their independence.

DRAFT

Ability to work a flexible schedule to provide emergency coverage at the Senior Center.

Maintains computerized spreadsheets, and databases, and generates necessary reports.

Maintains department websites and Facebook pages.

### Experience and Training

Must possess a bachelor's degree in Recreation, Physical Education, Leisure Services or a related field. Seven (7) years experience in recreation administration at senior level is preferred. Ability to supervise the work of others in a manner conducive to full performance and high morale. A comparable amount of training or experience may be substituted for the minimum education requirement.

### Additional Requirements

- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.
- Means of transportation.
- Means of contact.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

### **LICENCE OR CERTIFICATE:**

DRAFT

Valid Connecticut Motor Vehicle Operator's License

Parks and Recreation Professional certification (CPRP).

\*\*\*\*\* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\*

Adopted by the Ledyard Town Council on \_\_\_\_\_

\_\_\_\_\_  
Linda Davis, Chair

TOWN OF LEDYARD

DIRECTOR OF PARKS AND RECREATION

DEPARTMENT: PARKS AND RECREATION

POSITION DEFINITION:

Plans, organizes and directs a comprehensive group recreational, social, and cultural program; coordinates the care and maintenance of playing fields, beach and park areas, recreation buildings, grounds and facilities; and provides administrative and technical assistance to the Parks and Recreation Commission.

GENERAL DUTIES:

Plans and organizes work according to seasonal schedule. Confers with Parks and Recreation Commission to establish general policies and to review programs. Establishes priorities as determined by need. Administers and supervises programs through professional, secretarial, seasonal and volunteer staff in the functional areas of recreation programming and design, cultural activities, parks and facilities maintenance, and general administration. Evaluates citizen's interests and needs in community recreational opportunities. Prepares near term and long range program planning for action by the Parks and Recreation Commission. Develops, coordinates, and implements a variety of community recreational, social, and cultural programs. Supervises program schedules, tournaments, and special events. Develops maintenance schedule for fields, recreation and building facilities. Coordinates maintenance activities with public works, school personnel and private contractors. Supervises cultural, education health information, and related programs for participants. Seeks out citizen reaction to programs and activities. Reviews and evaluates performances of recreational programs and recommends changes as needed. Supervises the employment and performance evaluation of regular and seasonal employees. Oversees the preparation of brochures, news releases, and other public relations materials. Coordinates activities with town departments, and private recreational, civic, social, and cultural organizations. Speaks on department matters to local civic and cultural organizations. Supervises the collection and accounting of various fees and charges. Supervises the preparation and administration of the department's operating budget and capital improvements budget. Prepares regular narrative and statistical reports for the Parks and Recreation Commission.

ADDITIONAL DUTIES:

Plans agenda and meeting materials for the Parks and Recreation Commission. Responds to inquiries from the public regarding department activities. Researches and prepares grant applications for parks, recreation, and related requests to the state and federal governments for intergovernmental assistance. Develops specifications for equipment, materials, and supplies. Assures training and development programs for regular and seasonal employees. Partici-

pates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation, and administration. Must be knowledgeable in preparation of bids.

**SUPERVISED BY:**

Receives policy direction from the Parks and Recreation Commission. Immediate supervisor is the Chairperson of the Parks and Recreation Commission.

**SUPERVISION EXERCISED:**

Provides general supervision to an Assistant Director and Administrative staff, and specific and continuing supervision to seasonal and volunteer staff members.

**QUALIFICATIONS PROFILE:**

The skills and knowledge required would generally be acquired with a Bachelor's degree in Recreation and Park Administration, Public Administration or a closely related field, and four years of increasingly responsible experience in Park and Recreation Administration, including three years of management experience; or in lieu thereof, an equivalent combination of education and experience of eight years, including advanced education in recreation administration. Ability to prepare and maintain an operating budget for a multi-faceted program. Ability to develop a capital improvement budget for recreation and parks maintenance projects. Administrative and executive ability to initiate, organize and follow through on comprehensive parks and recreational programs and projects. Ability to deal effectively with appointed and elected officials, members of the general public, and the media. Ability to prepare administrative reports in a clear, logical manner. Ability to present ideas and policies to individuals and groups. Ability to supervise. The ability to use computer word processor, data base, spread sheet, and sports scheduling programs.

**PHYSICAL REQUIREMENT:** Physical abilities should include but not be limited to the following, lifting, twisting, bending, standing, walking, sitting, the ability to travel up and down stairs, the ability to lift heavy objects (cases) off or onto trucks. The physical ability to layout athletic facilities, the physical ability to use all power and hand equipment pertaining to athletic facilities, parks, beaches and storage room.

**SPECIAL REQUIREMENTS:**

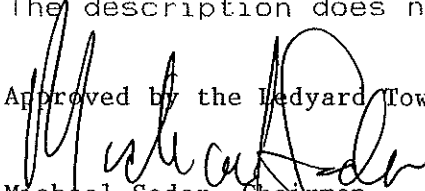
Connecticut motor vehicles operator's license. The ability to drive a standard vehicle.

The ability to work long hours in extreme heat or cold. The flexibility to be on call 24 hours a day and 7 days a week.

**Note:** Basic First Aid must be obtained within the first six months of employment.

**Note:** The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Approved by the Hedyard Town Council on March 23, 1994

  
Michael Soder, Chairman



AMERICAN'S DISABILITY ACT ADDENDUM  
TO JOB DESCRIPTION PERFORMANCE QUALIFICATIONS

Addendum to Job Description: Parks & Recreation Dir.

This position requires certain physical demands which include good physical and mental health and the ability to perform the following physical tasks:

<u>Physical Task</u>	<u>Time Required Per Day*</u>	<u>Continuous Intermittent</u>
Standing	<u>123</u> ✓	<u>C</u>
Sitting	<u>123</u> ✓	<u>C</u>
Walking	<u>123</u> ✓	<u>C</u>
Climbing	<u>10</u> ✓	<u>C</u>
Work at Heights	<u>1</u> ✓	<u>I</u> <i>once or twice P/M</i>
Bending	<u>20</u> ✓	<u>I</u>
Crouching/Stooping	<u>20</u> ✓	<u>I</u>
Pushing/Pulling	<u>20</u> ✓	<u>I</u>
Twisting	<u>20</u> ✓	<u>I</u>
Reaching	<u>20</u> ✓	<u>I</u>
Lifting/Lowering		
Weights: 1 - 15 lbs	<u>10</u>	<u>I</u>
16 - 30 lbs	<u>10</u>	<u>I</u>
31 - 50 lbs	<u>10</u>	<u>I</u>
over 51 lbs	<u>10</u>	<u>I</u>
Ranges:		
Floor to knuckle	<u>10</u>	<u>---</u>
Knuckle to Shoulder	<u>10</u>	<u>---</u>
Shoulder and Above	<u>10</u>	<u>---</u>
Repetitive Motion		
Hand-Wrist	<u>240</u>	<u>C</u>
Elbow-Shoulder	<u>240</u>	<u>C</u>
Total Minutes per Work Day	<u>480</u>	



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1671

**Agenda Date:** 5/24/2023

**Agenda #:** 4.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to grant a bid waiver to WMC Consulting Engineers in the amount of \$478,000 for RFQ/RFP 2023-07 (Engineering Services-Whitford Brook Watershed Infrastructure Improvements) due to not receiving three bids; in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*".

### **Background:**

The Town of Ledyard has received a \$3M State of Connecticut Personal Services Agreement (PSA) for funding several infrastructure improvements in the Whitford Brook (Lantern Hill Valley) watershed. These include the Lantern Hill Road Bridge over Whitford Brook, the replacement of which has languished through various setbacks, and several items in the area of the discharges of Long and Bush Ponds. These specifically include Long Pond Dam, Bush Pond Dam, Bush Pond Dike, the twin culvert under Lantern Hill Road just downstream of Long Pond Dam, and a culvert under Hyde Hill Pentway, just below Bush Pond Dam. The latter realm of effort involves multiple public and private stakeholders, including Ledyard, North Stonington, the Lantern Hill Valley Association (LHVA), the McKee Farm Trust, CT DEEP, and Save the Sound, which has undertaken and advanced a fishway project at Long Pond Dam.

The Town of Ledyard initially issued an RFQ seeking qualification statements from engineering firms for the design of the five components cited above in the vicinity of the pond discharges. The Town received only two responses, from SLR International Corporation and WMC Consulting Engineers.

Both firms were rated as well qualified to do the work by the interview panel, and the Town then followed up with a request for cost proposals. WMC Consulting Engineers came in lower on cost (\$409K for base scope and \$478K including a potential add alt). SLR International Corporation came it at \$534K for base scope and \$609K with the add alt.

### **Department Comment/Recommendation:**

Based on the results of the interview panel's evaluation and in light of the notable difference in price, I recommend proceeding with WMC Consulting Engineers under the provision of a bid waiver. I feel that the price is reasonable, in spite of a lack of bids, and is well within the range of what would have been expected.

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

**Meeting Action Detail:**

**Finance Committee Meeting 05/17/2023:**

File #: 23-1671 Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to grant a bid waiver to WMC Consulting Engineers in the amount of \$478,000 for RFQ/RFP 2023-07 (Engineering Services-Whitford Brook Watershed Infrastructure Improvements) due to not receiving three bids; in accordance with Ordinance #200-001 (rev 1) “*An Ordinance for Purchasing*”.

Moved: Ingalls                      Seconded: Ryan

Action: Recommend to Approve

**Minute Note:**

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Public Works Director/Town Engineer Steve Masalin stated in response to the Request for Qualifications (RFQ#2023-07) (Whitford Brook Watershed Infrastructure Improvements -1 ) the town only received two proposals. He stated the Proposals were due on April 12, 2023 and that he along with Planner Sam Alexander from Southeastern Connecticut Council of Governments (SCCOG), and Dave Murphy from Southeastern CT Stormwater and Climate Resilience Agency (SERCA) that they interviewed the Engineering Firms that submitted proposals. He stated both Engineering Firms interviewed well and there was not a significant difference in the costs. He stated the consensus of the Group was to award the contract to WMC Consulting Engineers. He stated although the town would have typically received several proposals for this type of project that the cost of the two proposals received came in within the range of what they would have seen if they had a bigger pool of participants.

Mr. Masalin presented both of the RFP’s received, and he explained that this Design Work and the Permitting Process was only one milestone within the whole \$3 Million Watershed Initiative that was being done along Lantern Hill Road and the Whitford Brook, which included the replacement of the Lantern Hill Road/Whitford Bridge (between Ledyard and Stonington) that has languished for years, and for other components that needed to be replaced or improved related to the watershed area.

Councilor Ryan questioned whether the Agreement Ledyard had with Stonington extended into the bridge work at Long Pond. Mayor Allyn, III, explained that State Senator Cathy Osten secured the \$3 Million for the replacement of the bridge, which was supposed to be shared between the two towns (Ledyard & Stonington). However, he stated this funding would not pay for the replacement of the Dams, which were on private property. He noted Mr. Masalin had some creative suggestions that may allow them to leverage some of the funding to get more of the overall Watershed Project done.

Mr. Masalin stated there were a lot of stakeholders involved in this Watershed Project, noting that they have met with residents Betsy Graham and Terry Fedors. He explained the Local Bridge Program has become a funding option that the town could use again. He stated WMC Consulting Engineers was the engineers for the Lantern Hill Road Bridge and he noted in speaking with WMC Consulting Engineers they were going to submit an Application for Local Bridge Funding. However, he explained although Stonington would be a party in the Memorandum of Understanding (MOU) that Mayor Allyn, III, was working on, that the Local Bridge Application would not include Stonington as a party. He went on to note

that there would be other Memorandum of Understanding (MOU) for some of the other parties because these dams were on private

property. He stated for State Funding to be devoted to private dams was an unusual facet of the projects, and he noted that working thru this project was going to be challenging.

Mayor Allyn stated, as Mr. Masalin mentioned, it was unusual for State Funding to go toward something that was privately owned. He stated when someone purchases a property they most likely know that the property had a dam that was holding back water, which was a liability.

Councilor Ryan questioned whether the town could reach back to the property owner for the costs to maintain the dams. Mayor Allyn stated the town does not maintain the dams. However, he explained for this particular case, because the dams have been there for such a long time and needed to be redone, and because the private property owners did not funding to repair the dams, that the town would be administering the funding and the work for the replacement of the dams because they were an important piece of the waterway.

Mr. Masalin explained because the State would not allow a private party to be the administrator of the grant funding; and therefore, as the Mayor noted, the town inherited the administration of the funding. However, he explained to succeed with the Watershed Project the town has to put together a Memorandum of Understanding (MOU); noting that he believed the town has done a good job with drawing a firm line, while recognizing that there were private stakeholders involved. He went on to note the Lantern Hill Valley Association (LHVA) has put a significant amount of effort in lobbying to get this state funding. However, he stated the more people they have sitting at the table the more difficult it was to try to keep control of the project.

Councilor Ryan noted that Mr. Masalin seemed to be comfortable with the selection of WMC Consulting Engineers for the Design Work and Permitting Process. Mr. Masalin explained that they could not ignore the saving and the experience that WMC Consulting Engineers had because they have been working in this watershed area and on the bridge for quite some time. He stated the next step in the process was to issue a Request for Qualifications for the project.

VOTE: 2 - 0 Approved and so declared

**Action:** Recommend to Approve

**INTERVIEW PRESENTATION**

**To**

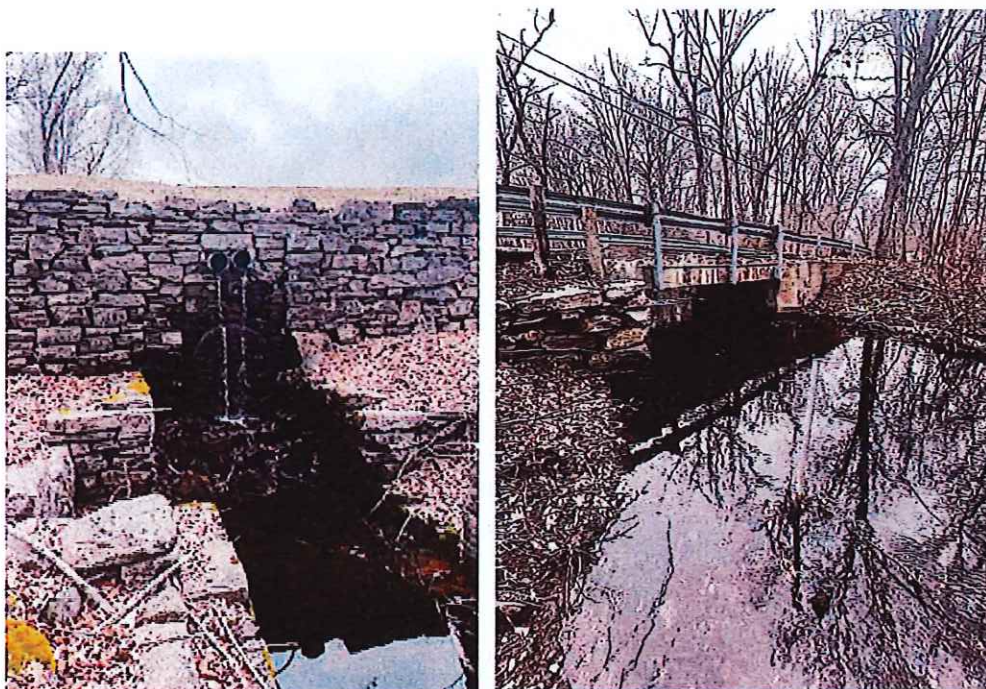


The Town of **Ledyard** *Connecticut*

**ENGINEERING SERVICES**

**For**

**WHITFORD BROOK WATERSHED  
INFRASTRUCTURE IMPROVEMENTS**



**April 2023**

**Wengell, McDonnell & Costello**  
**Consulting Engineers**



87 Holmes Road  
Newington, CT 06111

April 12, 2023

Phone: (860) 667-9624  
Fax: (860) 665-1551

Selection Panel  
Engineering Services for Whitford Brook Watershed Infrastructure Improvements  
Town of Ledyard, Connecticut

Dear Selection Panel Members:

WMC Engineers would like to thank you for the opportunity to meet with you to present our firm's qualifications and approach to this assignment. Based upon our knowledge of the project resulting from our recent inspection of the dams and culverts, review of project documentation and our discussions with Town staff we believe that WMC offers:

- **Dam and Culvert Hydrologic and Hydraulic Evaluation Experience** gained through evaluation of over 20 dams and 200 bridges/culverts. This experience will allow us to evaluate the watershed in a comprehensive manner
- **Dam and Culvert Design Expertise** having designed over 200 bridges and 20 dams throughout the State including 10 dams designed for the DEEP directly. We will evaluate the dams and culverts in a professional manner, while addressing important concerns such as resiliency, spillway adequacy, road and dam alignment, cost, time of construction, aesthetics, hydraulics, permitting and quality control;
- **Excellent Availability of Highly Qualified Staff;** the same team proposed for this project has completed all of our bridge and dam assignments including dams for Harwinton, Plymouth, Hartland, Putnam and others and bridges for many communities, including Ledyard.
- **Knowledge of Project Concerns** gained through our inspection of the dams and culverts, discussions with Town and DEEP staff and through our experience with many similar hydraulic evaluation and design projects;
- **Environmental Compliance Expertise**, having obtained all permits for the firm's dam and bridge projects including local, Army Corps, DEEP, SHPO/THPO, etc., allowing the project to proceed to construction with the minimum of permitting delays;
- **Familiarity with Municipal and ConnDEEP Policies and Procedures** since we have designed over 20 dams and 200 bridges in Connecticut. Additionally, we serve as an on-call engineer for the DEEP Dam Safety section, allowing us to ensure that all DEEP requirements are met on behalf of the Town, while cost effectively obtaining the Town's desired result; and
- **Direct Principal Involvement with this project**, assuring the Town of personalized, professional services, with WMC handling all aspects of the project on behalf of the Town.

Thank you for meeting with us and we look forward to the opportunity to providing service to Ledyard.

Sincerely,  
Wengell, McDonnell & Costello

  
Jay A. Costello, P.E.  
President

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**INTERVIEW PRESENTATION**

**ENGINEERING SERVICES**  
**For**  
**WHITFORD BROOK WATERSHED**  
**INFRASTRUCTURE IMPROVEMENTS**



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**TOWN OF LEDYARD**

**ENGINEERING SERVICES**

**For**

**WHITFORD BROOK WATERSHED**

**INFRASTRUCTURE IMPROVEMENTS**

**WHY WMC?**

**SPECIALIZED DESIGN AND TECHNICAL COMPETENCE**

- Experience With Over 200 Similar Dams and Culverts
- DEEP/ACOE/Local Permitting Experience
- Sensitivity To Local Concerns & Aesthetics
- Public Awareness/Neighborhood Interaction

**CAPACITY AND CAPABILITY TO PERFORM WORK**

- Same Staff That Designed All of WMC's Dam and Culvert Projects
- Excellent Availability of Staff

**PAST RECORD OF PERFORMANCE**

- Other Dam and Culvert Projects Designed for DEEP and Towns
- Over 200 Similar Projects Successfully Completed for Connecticut Towns

**KNOWLEDGE OF MUNICIPAL & STATE POLICIES & PROCEDURES**

- Past Work Throughout Connecticut
- Over 20 Dams in Connecticut
- Public Involvement Experience





## PROJECT ORGANIZATION

WMC offers a team experienced in civil engineering, survey, hydraulics, flood control and dam design, permitting, construction and environmental services. Our team has performed many similar assignments over the last ten years, including 280 dam inspections and ten dam designs performed for DEEP, and this team will be committed to this project for its duration. The following is a brief description of the team members that would be assigned to the project, followed by resumes of the team.

### Project Manager – Stephen McDonnell, P.E.

Mr. McDonnell has over 45 years of experience in hydrology/hydraulics, dam inspections and dam rehabilitation design and construction. He has evaluated over 20 flood control and dam projects over the last six years, and has completed DEEP/Army Corps permitting for many similar projects. He served as Project Manager for the design of dam improvements for over 20 Connecticut dams. He will provide overall project management.

### Senior Engineer – Hydrology/Hydraulics - Michael Fanning, P.E.

Mr. Fanning has over 35 years of experience in hydrology and hydraulics and has specific expertise in dam inspection and design. He has served as senior engineer for the Moodus Reservoir Dam, Bashan Lake, Industrial Monument Dam and Walkers Reservoir Dam as well as hydraulic evaluations for over twenty bridges. He has recently performed inspections of twenty dams in compliance with the latest DEEP guidance and designed spillways for ten DEEP dams. Additionally, he has prepared Emergency Action Plans for over ten DEEP and municipal dams.

### Senior Engineer – Dam/Culvert Design - Keegan Elder, P.E., Vice President

Mr. Elder has over 25 years of bridge and culvert inspection and design experience and has served as a project and senior engineer for bridge projects in North Branford, Wilton, Greenwich, New Canaan, New Fairfield, New Milford and Weston. He has served as senior project engineer for over 50 municipal bridges and 10 bridges designed for ConnDOT directly. He has specific expertise in Municipal, AASHTO and ConnDOT standards. He will serve as senior structural engineer.

### Senior Engineer – Dam Design - David Harrison, P.E.

Mr. Harrison has over 45 years of experience in the inspection, design and construction supervision of dams, roadways and bridges. He recently served as a dam inspector for two DEEP owned dams. He will assist Mr. Fanning with the dam design.

### Senior Engineer - Culvert Design - Katerina Kretsch, P.E.

Ms Kretsch with over 30 years of bridge and culvert design experience, has served as a project and senior engineer for bridge design for projects in Redding, Danbury, New Milford, Salisbury, Harwinton, New Hartford, Pomfret, East Haddam, Coventry and Hartland. She has served as project engineer for over 20 Federal Local bridge design assignments and through this work has gained significant experience in designing bridges in compliance with municipal, AASHTO and ConnDOT standards. Ms. Kretsch will serve as senior structural engineer for this project.



**Project Engineer – Culvert Design – Emanuel Duarte, P.E.**

Mr. Duarte has over 10 years of bridge inspection and design experience and has served as project engineer for over 20 bridge assignments with WMC. He has served in this capacity for bridge designs in Wilton, Bristol, Berlin, Burlington, Greenwich, New Canaan and others. He also has served as project engineer for over 10 bridges inspected and designed for ConnDOT.

**Sub-Consultants**

**Survey – William Hearn, L.S.**

Mr. Hearn, with over 30 years of surveying experience, has performed survey for many of WMC's recent dam and bridge projects. The firm has many years of experience in survey for engineering projects. Since we have used the firm for over 20 municipal dam and bridge projects, they are knowledgeable of Municipal, State/Federal requirements.

**Geotechnical Investigations – Associated Borings (DBE)**

Associated Borings has performed geotechnical investigations for over 30 of WMC's municipal dam and bridge projects. The firm has extensive experience in the investigative tasks as well as foundation requirements in compliance with DEEP requirements and DOT grant programs.

**Soil Scientist – REMA Ecological Services, George Logan, MS, PWS, CSE**

REMA Services has over 30 years of experience in soil science and are experts in wetlands issues. They have assisted WMC with many projects associated with municipal dams, roads and bridges, and are familiar with DOT, DEEP and typical local wetlands agency requirements. They will serve as soil scientist and wetlands mitigation consultant, as required.

**Diving Services – Shoreline Diving Services**

If required, WMC would utilize the services of Shoreline Diving Services. The firm has over 30 years of diving experience with dams, intake structures and other structures. They serve as the on-call diving service for the DEEP and WMC has utilized them on over ten dam improvement projects.



## EXPERIENCE OF THE FIRM/REFERENCES

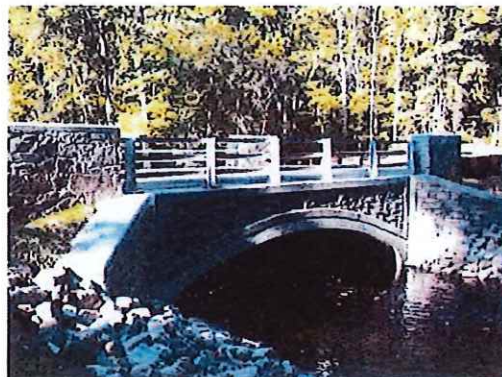
### Bridge Inspections, Hydraulic Evaluations, Studies and Design

**Town of Salisbury** – WMC inspected, designed and oversaw construction of four bridges under the ConnDOT Grant Programs. We recently designed the replacement of an historic Berlin Iron Truss for the Town funded under a ConnDOT grant. The photo right depicts the new galvanized and painted truss, founded on cast in place concrete abutments completed in 2019.



Mr. Curtis Rand, First Selectman,  
27 Main Street  
Salisbury, CT 06068  
(860) 435-5170

**Town of Redding** – WMC inspected, designed and oversaw construction of three bridges under the Federal Local and Local Bridge Programs for the Town. All three bridges are of similar size and scope to this project. One was the rehabilitation of an historic stone arch listed on the National Register of Historic Places. To the right is the Diamond Hill Road Bridge. In 2018, construction was completed on the Stepney Road Bridge.



Mr. Julia Pemberton, First Selectman  
100 Hill Road  
Redding, CT 06875  
(203) 938-2002

**Town of Greenwich** – WMC has inspected and designed eight bridges for the Town, funded under various DOT programs. A bridge recently constructed (Valley Road, right) was funded through an STP grant. This project required a number of design exceptions in order to blend in with the project environs. The Shore Road Bridge was completed in 2017.



Mr. James Michel, P.E., Dep. Commissioner DPW  
101 Field Point Road  
Greenwich, CT 06830  
(203) 622-7860

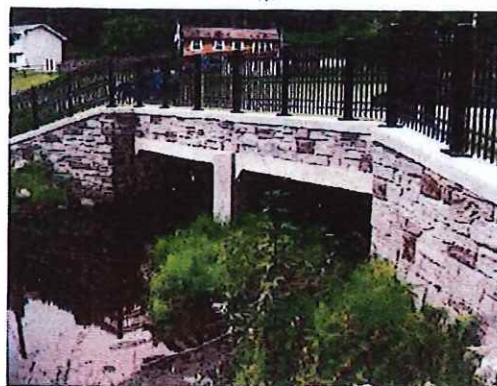


**Town of Harwinton** – WMC has designed and overseen construction of seven bridges for the Town including four constructed under the Federal Local Bridge Program. The bridge shown to the right is the South Road Bridge featuring stone approach walls, cast in place abutments and pre-cast concrete deck units for the superstructure. Recently completed in 2016 was the Catlin Road Bridge funded under the Federal Local Bridge Program



Mr. Dave Bousquet, Highway Supervisor  
100 Bentley Drive  
Harwinton, CT 06791  
(860) 485-9051

**Town of New Fairfield** – WMC performed the survey, design and construction administration in 2018 of the Musket Ridge Road Bridge for the Town. The project involved staged construction as the road offers the only access to the Musket Ridge neighborhood. The bridge is twin box culverts with formliner wingwalls and parapets. Additionally we have assisted the town with roadway and drainage design for Candlewood Corners.



Mr. Antonio Iadarola, P.E., Public Works Director  
4 Brush Hill Road  
New Fairfield, CT 06812  
(203) 312- 5629

**Town of New Milford** – WMC has inspected and designed five bridges for the Town, four of which were funded under the Federal Local Bridge Program and one under Local Bridge Program. To the right is the Walker Brook Road Bridge featuring stone facing on the concrete abutments and wingwalls and steel backed wood guide rail. This project is on a designated scenic road and WMC was able to maintain the existing road width of 18’.



Mr. Jack Healy, Public Works Director  
10 Main Street  
New Milford, CT 06776  
(203) 355-6040



**Town of Hartland** – WMC has designed three bridges for the Town, two funded under the Federal Local Bridge Program. The bridge shown to the right is Dish Mill Road Bridge featuring form liner concrete wingwalls and fascia with a precast concrete arch. Additionally, the bridge features steel backed wood guide rail. Construction is finished in 2019 on the Peck Orchard Road Bridge funded under the Federal Local Bridge Program



Ms Magi Winslow, First Selectman  
 22 South Road  
 East Hartland, CT 06027  
 (860) 651-3389

**Town of Chaplin** – WMC has inspected, designed and overseen construction of three bridges for the town under the ConnDOT Federal Local Bridge Program. All bridges are over the Natchaug River. To the right is the Marcy Road Bridge featuring stone facing on abutments and wingwalls as well as the stone approach walls. Construction is starting this spring on the Bear Hill Road Bridge, funded under the Federal Local Bridge Program.



Mr. Bill Rose, Former First Selectman  
 495 Phoenixville Road  
 Chaplin, CT 06235  
 (860) 455-0073

**Town of North Canaan** - WMC has inspected and designed four bridges for the Town, all funded under the Federal Local Bridge Program. The bridge shown to the right is College Hill Road Bridge featuring form liner concrete wingwalls and fascia with a precast concrete arch. Additionally, the bridge features steel backed wood guide rail. We are (2022) finishing construction administration of the replacement of the Tobey Hill Road Bridge funded under the Federal Local Bridge Program.

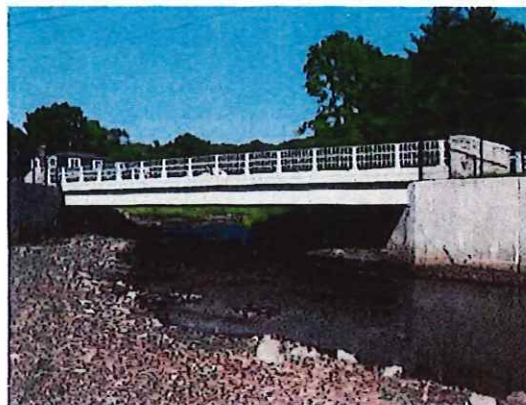


Mr. Charlie Perotti, First Selectman  
 100 Pease Street  
 North Canaan, CT 06018  
 (860) 824-7313



**City of Meriden** – WMC has designed five bridges for the City as part of a flood mitigation plan for the downtown area of Meriden. Two of the bridges (Coe and Bradley Avenue) were recently constructed and WMC provided inspection and construction administration services. The two bridges were funded under a special legislative grant administered by ConnDOT.

Mr. Brian Ennis, P.E. City Engineer  
 142 East Main Street  
 Meriden, CT 06450  
 (203) 630-4018



**Town of Granby** – WMC designed the replacement of the Silver Street Bridge for the Town. This project, featuring a galvanized and painted steel truss superstructure, was funded under a ConnDOT Grant Program. WMC performed construction inspection for this project as well. The bridge was completed in 2014. We recently (2022) completed construction inspection of two bridge for the Town under the DOT Local Bridge Program.

Mr. Kirk Severance, Public Works Director  
 15 North Granby Road  
 Granby, CT 06035  
 (860) 844-5300



**Town of New Canaan** – WMC has designed and over seen construction of two bridges for New Canaan, both funded under the DOT Federal Local Bridge Program. Both projects were in sensitive areas in terms of the neighbors and utilized stonework facades and formliner to mimic the look of the old bridges. To the right is the Hickok Road Bridge, constructed of a precast concrete arch, completed in 2018.

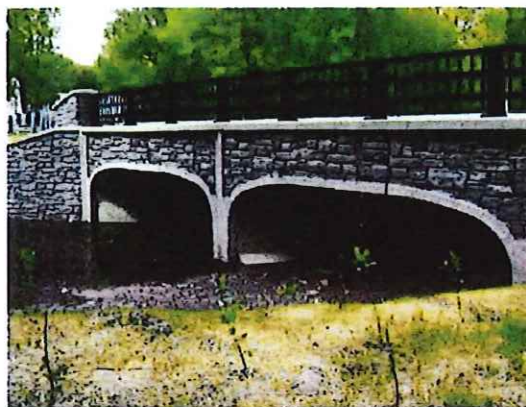
Mr. Tiger Mann, Public Works Director  
 77 Main Street  
 New Canaan, CT 06840  
 (203) 594-3054





**Town of Plainville** – WMC designed and oversaw construction of the replacement of the Stillwell Road Bridge. The project features precast concrete box culverts with form liner fascias. The boxes are set at a high skew angle allowing the relocation of the stream back to its original location. The project was in an environmentally sensitive area and feature root wad habitat replacement in the stream. The project was completed in 2012

Mr. John Bossi, P.E., Town Engineer  
1 Central Square  
Plainville, CT 06062  
(860) 793-0221



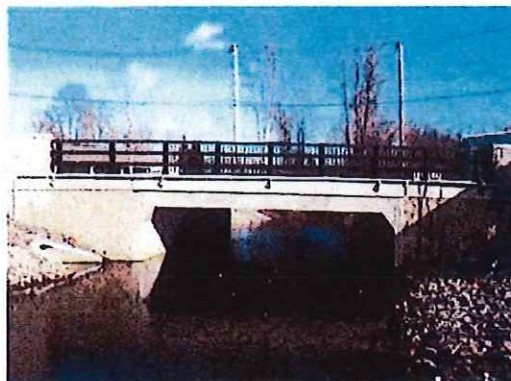
**Town of North Stonington** – WMC designed and oversaw construction of the replacement of the Main Street Bridge which had washed out in a recent tropical storm. The old bridge was historic and WMC was able to salvage most of the stone from the old bridge and they were cut and re-installed on the fascia of the new bridge. The project was funded through FEMA.

Mr. Nick Mullane, Former First Selectman  
40 Main Street  
North Stonington, CT 06359  
(860) 535-2877



**Town of Branford** – WMC recently (2015) designed the replacement of the Schoolground Road Bridge funded under the ConnDOT Federal Local Bridge Program. The bridge consists of a precast concrete arch founded on drilled caissons. WMC is currently designing the replacement of the Harbor Street Bridge funded through the ConnDOT Local Bridge Program and requiring permits through DEEP OLISP, fisheries, State Historic Preservation Office and Army Corps.

Mr. John Hoefflerle, P.E., Town Engineer  
1019 Main Street  
Branford, CT 06405  
(203) 315-0639



### Dam Inspections, Hydraulic Evaluations, Studies and Design

#### Moodus Reservoir Dam – East Haddam

WMC performed the inspection, design, permitting and construction administration for the repair of this dam. Improvements included construction of a new dam located immediately upstream of the existing stone-faced dam, to retain the historic nature of the structure. A new gate structure was installed as well as a fuse plug emergency spillway. The original broad crested weir spillway was replaced by a more hydraulically efficient ogee shaped spillway.

Mr. Dan Biron  
DEEP  
(860) 424-3892



#### Industrial Monument Dam – North Canaan

WMC performed the inspection, design, permitting and construction administration for the repair of this dam. Improvements included construction of a new dam located immediately upstream of the existing stone-faced dam, to retain the historic nature of the structure which provided power for iron smelting operations. A new gate structure was installed as well as an emergency spillway.

Mr. Dan Biron  
DEEP  
(860) 424-3892



#### Bashan Lake Dam – Moodus

WMC recently completed the inspection and design for improvements to the Bashan Lake Dam for the DEEP. Improvements include new upstream cut-off wall, new spillway, new gated outlet structure, repointing of existing stonework, new bridge for maintenance access and new buttress wall designed to support the existing stone-faced dam, which has developed a bulge over the years.

Mr. Dan Biron  
DEEP  
(860) 424-3892







### Lake Harwinton Dam – Harwinton

WMC performed inspection, design and construction management for this dam and bridge project. The project was funded under the DOT Federal Local Bridge Program and WMC was able to use this funding to perform dam improvements as part of the project. Dam improvements included new gated outlet structure, new spillway and new emergency spillway constructed of grouted rip-rap and articulated concrete blocks.

Mr. Dave Bousquet, Public Works Director  
(860) 485-9051



### Camp Alice Merritt Dam – Hartland

WMC has performed inspection and the design of improvements to this dam which impounds a pond utilized by the Town of Hartland for summer recreation programs. The pond was formerly part of a Girl Scout Camp. Improvements include new low level outlet gate structure and spillway.

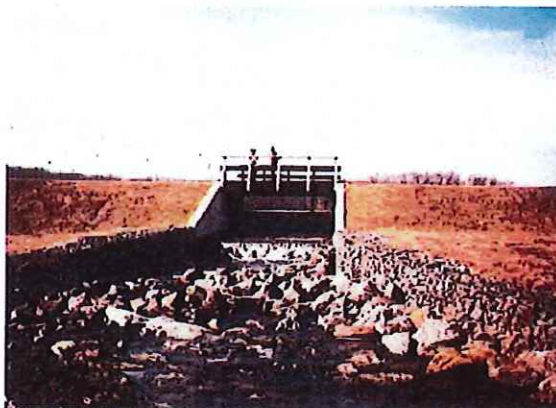
Ms Magi Winslow, First Selectman  
(860) 653-6800



### Hampton Reservoir Dam - Hampton

WMC performed the inspection, design and construction management of the rehabilitation of the Hampton Reservoir Dam for the DEEP. This project involved improvements to the earthen dam and replacement of the spillway and outlet structure. Additionally, a small bridge was installed to provide access across the dam outlet for maintenance.

Mr. Dan Biron, DEEP  
(860) 424-3892



### Connecticut Valley Hospital Water Supply Reservoirs – Middletown

WMC performed the inspections of six water supply reservoirs that are part of the hospital's water supply system. Recommendations were made for the breaching of one dam and improvements to the other dams. WMC recently designed the dam breach as well as the improvements to the remaining five dams.

Mr. Dan Biron, DEEP  
(860) 424-3892



### **Ashland Pond Dam - Griswold**

WMC performed the inspection, design and construction oversight of the rehabilitation of the Ashland Pond Dam for DEEP. The project involved improvements to the dam for maintenance and safety reasons, including replacement of the outlet gate structure, repairs to the main spillway and training walls and new emergency spillway utilizing articulated concrete blocks (ACB).



Mr. Dan Biron, DEEP  
(860) 424-3892

### **Statewide Dam Inspections for the DEEP**

WMC performed the inspection, preliminary spillway sizing and recommendations for repair, replacement or breaching for over 280 State owned or maintained dams. The work product included individual inspection reports and a computerized program for rating and prioritizing improvements and for tracking these improvements as they are completed. Due to severe time constraints, WMC utilized four inspection teams along with project dedicated office personnel to complete all dam inspections within a three-month time period. This project was completed on-time and within budget.

Mr. Charles Lee, DEEP  
(860) 424-3716

### **Shepards Pond Dam Inspection – Putnam Water Department**

WMC recently inspected this dam and made recommendations for repair for the Town of Putnam Water Department. The pond is part of the Putnam Water Supply System and requires minor improvements. The inspection was performed in compliance with new DEEP inspection requirements and forms.

Ms Elaine Sistare, P.E., Town Administrator  
(860) 963-6800

### **Steichens Pond Dam Inspection – Redding**

WMC has inspected this structure and made recommendations for repairs for the Town of Redding. The pond is utilized by the Town for recreation purposes. The dam requires spillway improvements and general maintenance, however access to the dam is very limited and costly, far exceeding the cost of the recommended dam improvements. The town is pursuing grant opportunities to assist with the repair of the structure.

Ms Julia Pemberton, First Selectman  
(203) 938-2002



**CONSULTING ENGINEERS**

**Kensington Pond (Railroad Pond) Dam Inspection – Berlin**

WMC has inspected this structure and made recommendations for repairs for the Town of Berlin. The pond is utilized by the Town for recreation purposes and requires spillway rehabilitation as well as a new outlet structure. The inspection followed the DEEP format. The Town is now considering breaching the dam as it serves no useful purpose so they will be comparing the cost of breaching versus rehabilitation of the structure.

Mr. James Horbal, Deputy Director of Public Works  
(860) 828-7014

**North Street (Plymouth Reservoir) Dam – Plymouth**

WMC recently performed the inspection of this dam for the Town of Plymouth in compliance with DEEP requirements and forms. The reservoir was a former water supply reservoir, now used by the Town for recreational purposes. WMC is preparing an Emergency Action Plan and breach analysis for the dam.

Mr. Charles Wiegert, Public Works Director  
(860) 585-4030

**Five Dam Inspections – Simsbury**

WMC recently inspected five dams for the Town in compliance with the new DEEP requirements and forms. We made recommendations for prioritizing repairs and prepared cost opinions for the repairs for budgetary purposes. The town had the dams inspected proactively, before being required by the DEEP, to determine budgetary needs for rehabilitating and maintaining the dams.

Mr. Jeff Shea, P.E., Town Engineer  
(860) 658 3260

**Lake Winchester Dam and Wood Creek Dam – Winsted and Norfolk**

WMC performed the inspection, design and construction oversight of the rehabilitation of the Lake Winchester and Wood Creek Dams for the DEEP. The projects involved improvements to the dams for maintenance and safety improvements and included new spillways, access bridges over the spillways and new outlet structures.

Mr. Chuck Lee, DEEP  
(860) 424-3716

**Dooley Pond Dam - Meriden**

WMC recently completed the construction oversight for this dam as well as a State Boat Launch for the DEEP. The work included a new outlet structure, new spillway and appurtenances.

Mr. Chuck Lee, DEEP  
(860) 424-3716



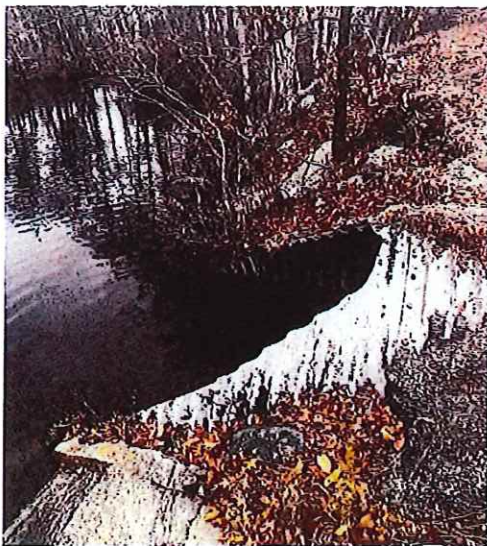
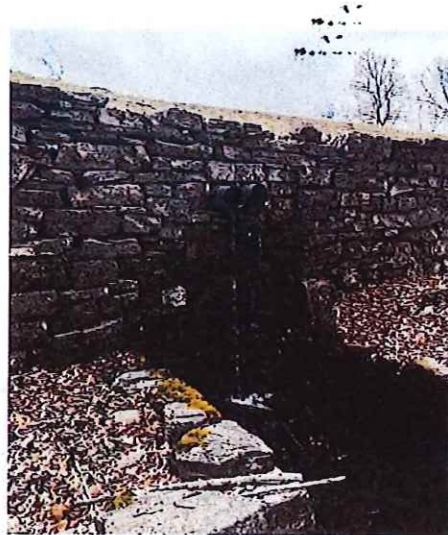
**TOWN OF LEDYARD**  
**ENGINEERING SERVICES**  
**For**  
**WHITFORD BROOK WATERSHED**  
**INFRASTRUCTURE IMPROVEMENTS**

**IMPORTANT ISSUES**

❖ **STAKEHOLDER INVOLVEMENT**

❖ **H&H**

- ❖ **ALTERNATIVES**
- Spillway Improvements
- Dam/Embankment
- Roadway Improvements
- Property Purchase
- Raising Structures



❖ **PERMITS**

❖ **COSTS**

❖ **PROPERTY OWNER CONCERNS**

❖ **IMPLEMENTATION**

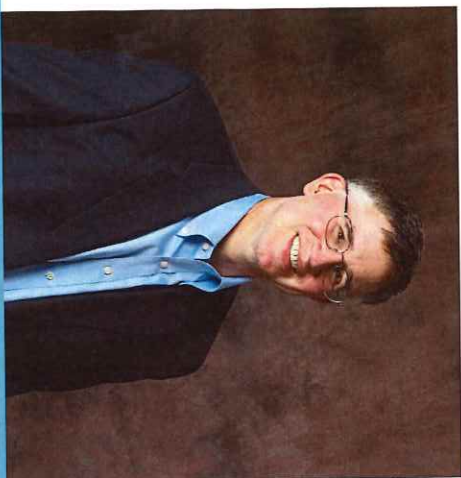
**ENGINEERING SERVICES:  
WHITFORD BROOK WATERSHED  
INFRASTRUCTURE IMPROVEMENTS**

**RFQ REFERENCE NO: 2023-07**

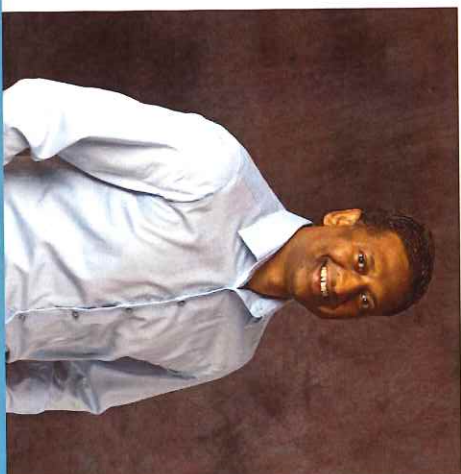
**April 12, 2023**



# MEET THE TEAM



**Edward Hart, PE**  
Principal Civil Engineer



**Kishor Patel, PE**  
Principal Structural Engineer

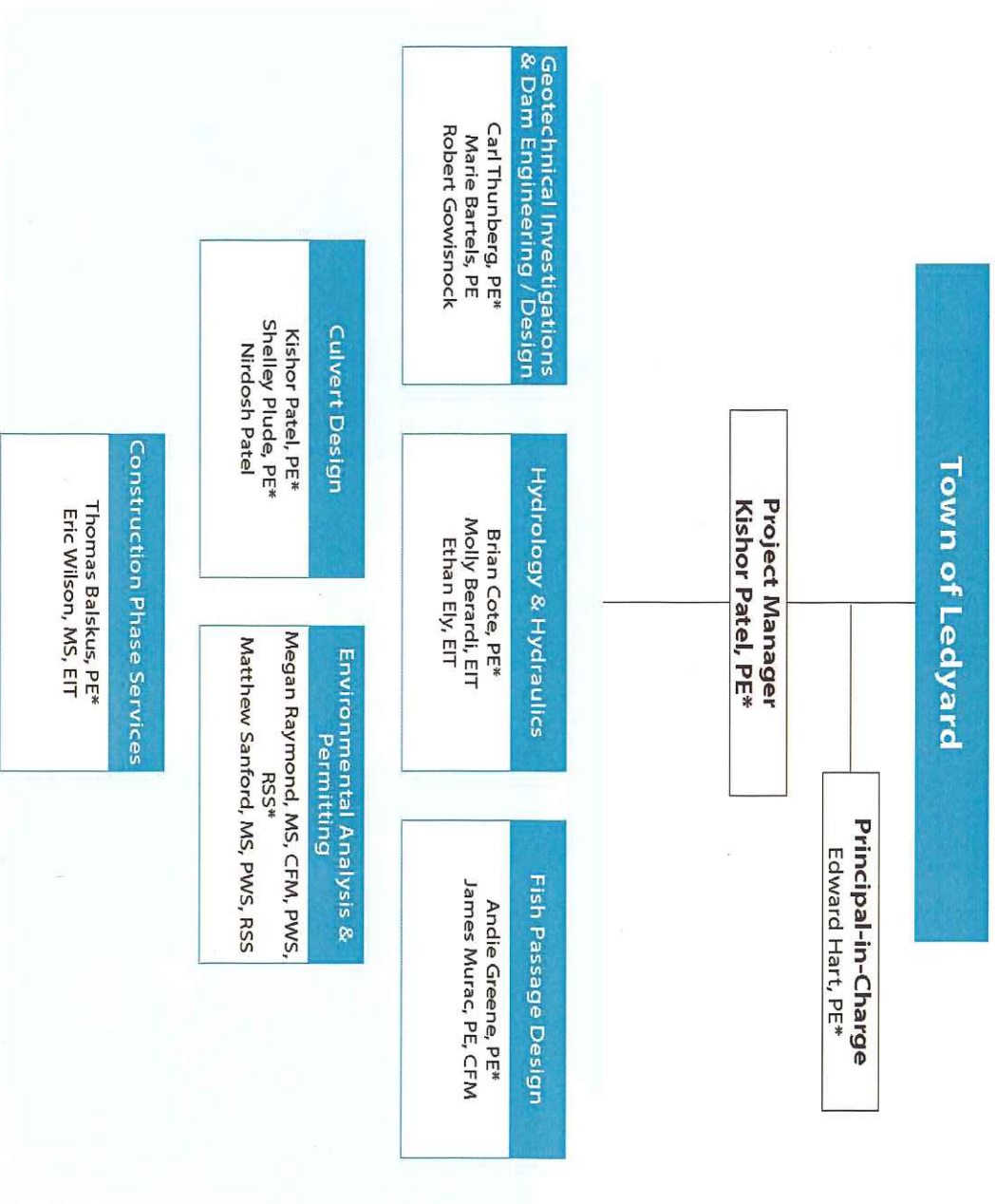
- 25 years of experience involving dam studies & designs as well as engineering experience including bridges/culverts in CT
- Local project experience working on the Shewville Dam Fishway in Ledyard, CT
- Core Engineering values center around working closely with town staff and commissions

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2



# ORGANIZATION CHART



\* Indicates SLR Staff Resumes Included within the Proposal

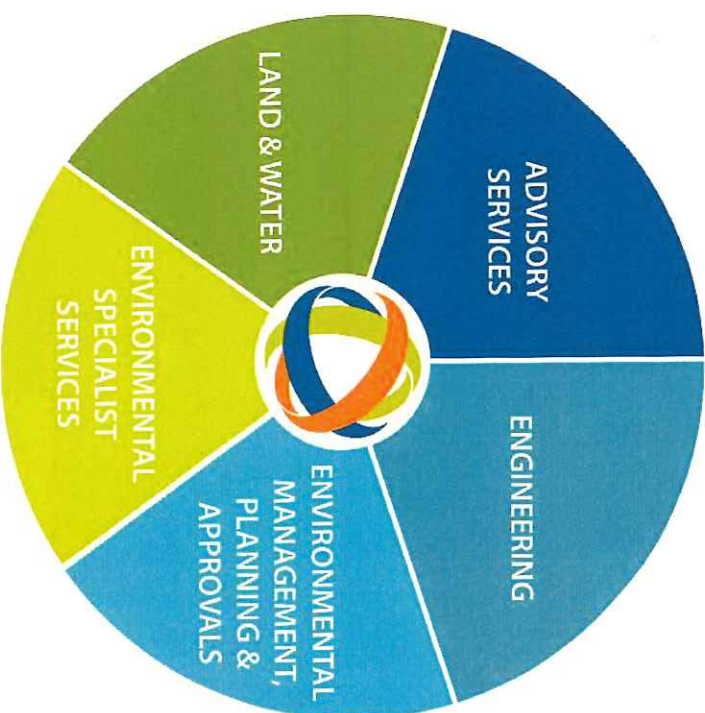


# FIRM PROFILE

→ SLR Consulting (SLR) is a multidisciplinary consulting firm offering services across New England for over 35 years. SLR has more than 500 employees located in 41 offices throughout the United States.

Our team represents a broad and diverse range of technical and environmental capabilities.

SLR's in-house professionals offer a blend of experience incorporating engineers, landscape architects, geologists, planners, remediation specialists, regulatory and compliance specialists, and environmental scientists.



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4





# DAM / CULVERT ANALYSIS AND EVALUATION EXPERIENCE

## Current and Recently Completed CT Dam &

### Culvert Projects:

- Tingué Dam – Seymour, CT
- Graham Road Culvert – South Windsor, CT
- Rockland Pond Dam – Montville, CT
- Silver Brook Flood Control Study – Westport, CT
- Woodtick Reservoir Dam Rehabilitation – Wolcott, CT

## Core Team's other Recently Completed

### Projects:

- Water Street bridge over Town Brook – Plymouth, MA
- Hardenburgh Culvert Replacement – Hardenburgh, NY
- Fallkill Dam Improvements – Poughkeepsie, NY
- Herdman Road Bridge over Fox Hollow Creek – Shandaken, NY
- Woodstock Culvert Replacement – Woodstock, NY



# OUR APPROACH

## Our approach is simple:

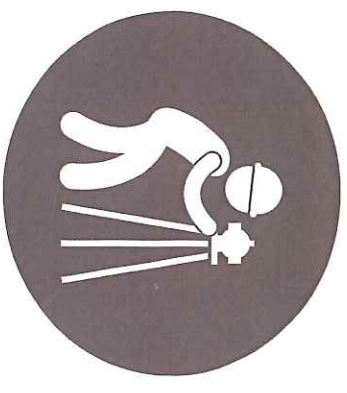
The Town of Ledyard's need for improvements are crucial to the Whitford Brook Watershed's overall infrastructure repair – we are here to **Guide, Advise & Engage**.

SLR will:

- **Perform** a site visit to review hydraulic characteristics of the bridges & dams on Whitford Brook between Lantern Hill Pond Dam downstream to Wolf Neck Road/Whitford Road
- **Prepare** a topographic survey at each of the five sites to define the shape of the structures and the topography of the immediate surroundings.
- **Develop** an existing conditions hydrologic analysis of the Whitford Brook watershed
- **Prepare** permit applications for each structure & submit to CT DEEP as well as the Town Land Use Commissions
- **Modify** plans to incorporate comments and construction details. Technical specifications will be incorporated into bid documents

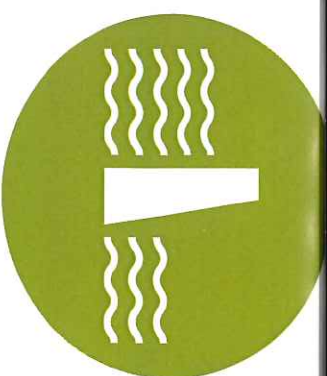
# SURVEY

- Prepare a topographic survey at each of the five sites to define the shape of the structures and the topography of the immediate surroundings.
- As part of the survey one of our soil scientists will **delineate** the wetlands.



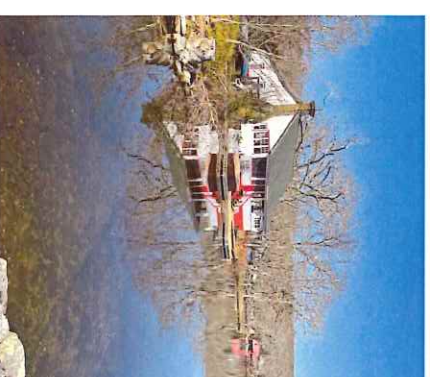
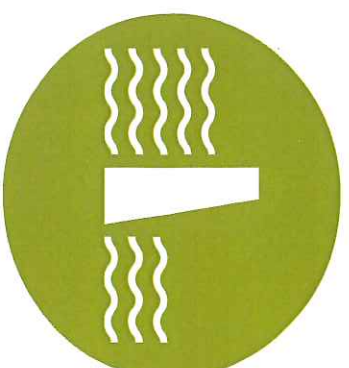
# HYDROLOGY & HYDRAULICS

- **Develop** an existing conditions hydrology analysis of the Whitford Brook watershed upstream of the parallel crossings at Wolf Neck Road/Whitford Road using the latest version of the HEC-HMS modeling software developed by the U.S. Army Corps of Engineers (USACE) to obtain peak discharge rates
- **Incorporate** the extreme rainfall data from NOAA Atlas 14 as required by the Connecticut Dam Safety Regulations.
- **Analyze** the existing dams and culverts that are the subject of this project to determine if they are adequately sized to pass the design storm. Modifications to the structures, spillways, or culverts will be modeled to **determine** the appropriate size to pass the design storm.



# HYDROLOGY & HYDRAULICS

- **Model** the redirection of flood flows to Bush Pond Dam and possibly a new spillway structure at the dam using HEC-HMS model
- **Determine** the design flows of for the Lantern Hill Road Culvert at Whitford Brook and the design flows at Hyde Mill Pentway Culvert using the HEC-HMS model
- **Utilize** FEMA Flood Insurance Rate Maps along with results of the HEC-HMS model to review flooding along Lantern Hill Road at the areas of Long Pond Dam, Bush Pond Dam, and Lantern Hill Road Culvert
- **Assess** possible solutions to protect the road from future flooding



# DESIGN



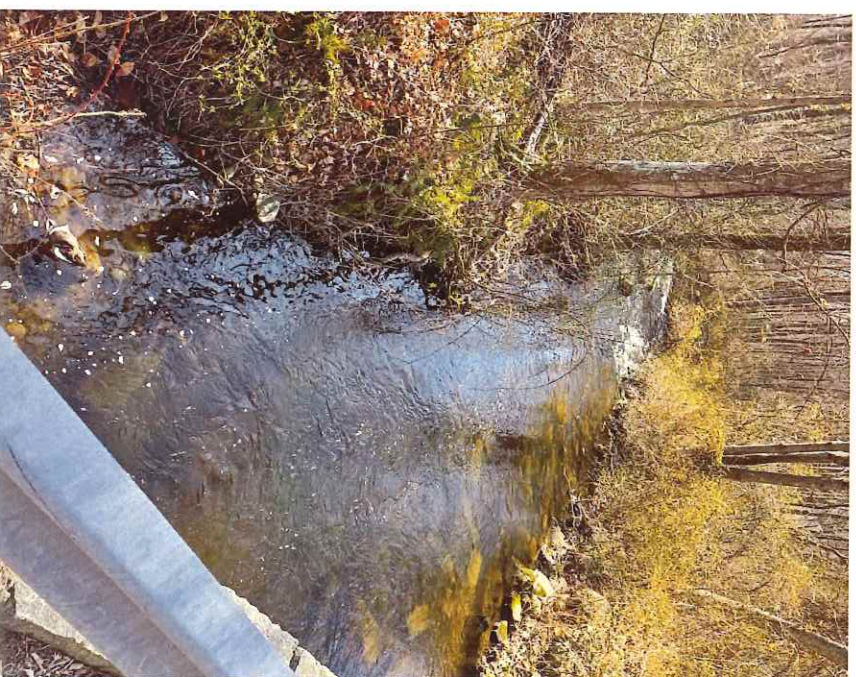
- Prepare preliminary designs of repairs or replacement structures and meet with the Town and DEEP Dam Safety staff to review the results of the modeling and the preliminary design plans for the dams and culverts
- **Incorporate** comments from the Town/stakeholders and prepare final plans.



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# PERMITTING

- Prepare permit applications for each structure identifying the wetland impacts associated with each
- Submit applications for the Dam repair projects to the CT DEEP and the bridge projects will be submitted to the Town Land use Commissions for their review.

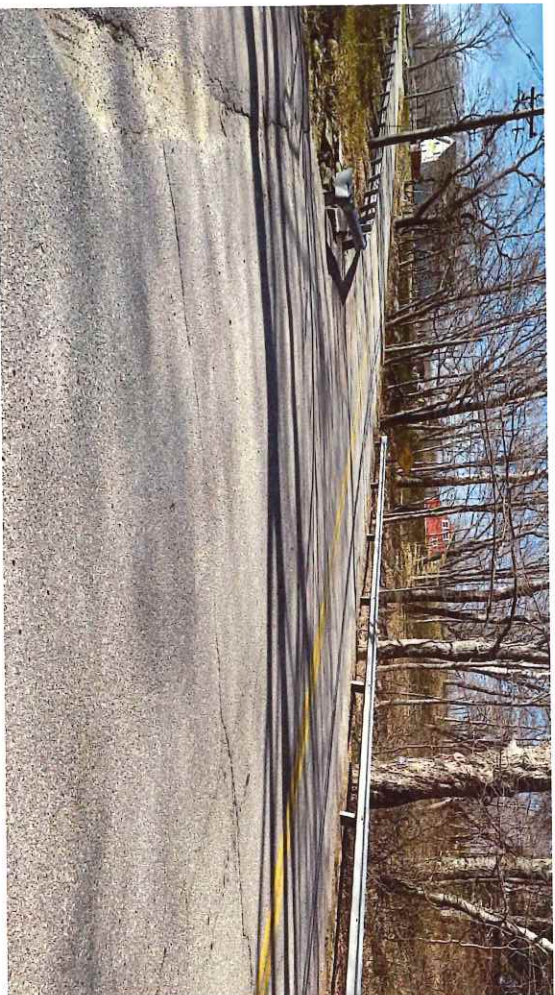


Alford environmental and planning

# CONSTRUCTION PLANS & SPECIFICATIONS



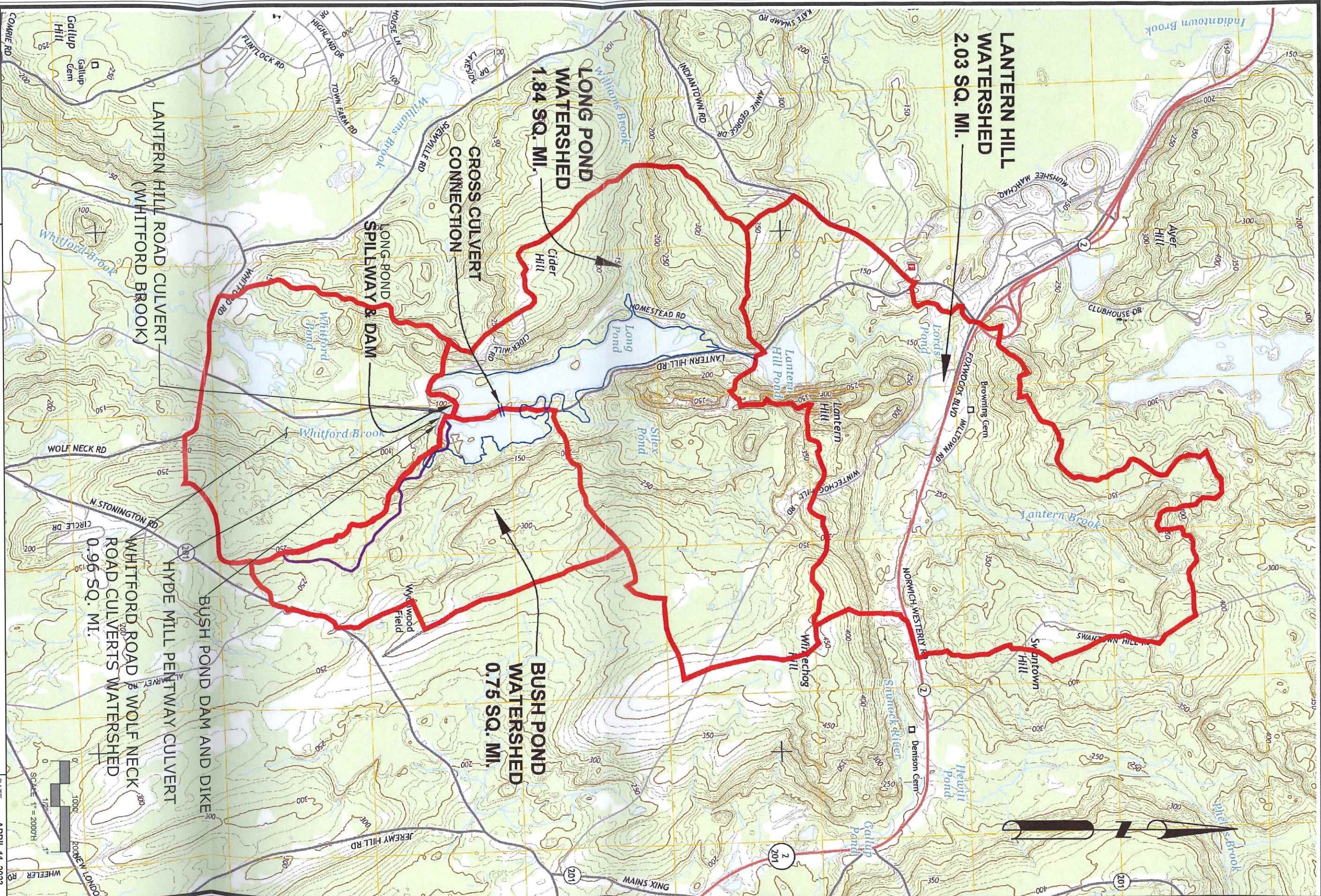
- **Modify** plans to incorporate the review comments and construction details
- **Prepare** and incorporate technical specifications for the work into bid documents



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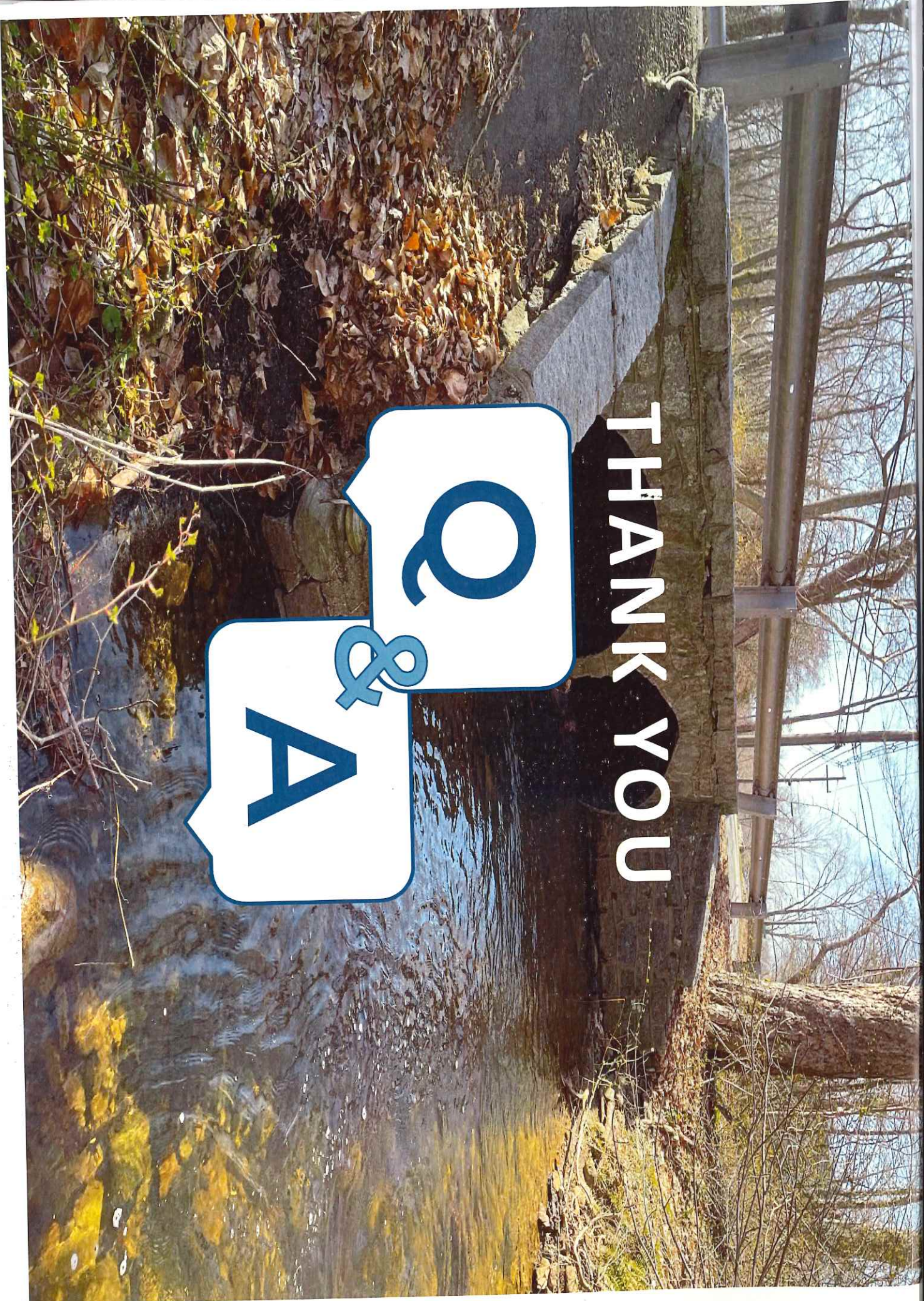






**WHITFORD BROOK WATERSHED MAP**  
**WHITFORD BROOK WATERSHED INFRASTRUCTURE IMPROVEMENTS**  
 LEDYARD, CONNECTICUT  
 PROJECT PHASE: FOR CONSTRUCTION

DATE	APRIL 11, 2023	
SCALE	1"=2000'	
PROJ. NO.	12174.00011	
DESIGNED	DRAWN	CHECKED
MCB	EAH	
DRAWING NAME:		
<b>FIG. 1</b>		



THANK YOU

Q & A



87 Holmes Road  
Newington, CT 06111

May 8, 2023

Phone: (860) 667-9624  
Fax: (860) 665-1551

Mr. Steven Masalin, P.E., Public Works Director  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Re: Engineering Services – Whitford Brook Watershed Infrastructure Improvements  
2023-07 - Our Reference No. 23016

Dear Mr. Masalin:

**Wengell, McDonnell and Costello Inc. (WMC)** respectfully requests the Town's consideration of this revised Fee Proposal for the referenced watershed infrastructure improvement project. The following is our proposed Project Approach and Fee Proposal:

### **Project Approach**

WMC proposes the following methodology and approach to the evaluation of alternatives and the design of the watershed infrastructure improvements:

#### **Phase I – H&H Modeling and Alternatives Evaluation**

WMC proposes to use the HEC-HMS – USACE Hydrologic Engineering Center-Hydrologic Modeling System for modeling of the watershed and evaluating alternatives.

HMS is used to generate flow hydrographs, based on drainage area, soil types, and land use. For predicting runoff for specific flood events, such as the 1% annual chance (100-year), rainfall input is taken as the 100-year 24-hour rainfall depth, or some multiplier of that value, at the centroid of the drainage area in question. Rainfall data will be taken from Atlas 14 data, and will use the second quadrant 50% distribution curve to divide the total rainfall into discrete 30-minute sub-totals. Geographic information systems (GIS) software and data is key to obtaining data leading to defining sub-basin variable values.

The total drainage area is broken into sub-areas, as appropriate, for areas draining to the ponds, or areas draining to separate branches of the stream system. Separate inputs for each variable are defined for each sub-basin.

Stream reaches between sub-basins are included in an HMS model, and the time for a hydrograph to travel the length of the stream segment is calculated using one of the several routing options available.



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Specific to the Lantern Road project, the HMS model would terminate with alternative dam spillway configurations, and the model would be run for a number of simulations until the spillway configurations, as well as the interconnection between Bush and Long Pond, that perform most favorably could be selected.

Once the pond spillways sizing is fixed, discharge hydrographs from each pond can be transferred to a HEC-RAS model that will be used to select the appropriate bridge or culvert replacement structures at each downstream location.

As noted, alternative dam/spillway/watershed alternatives will be explored, and if technically feasible, preliminary cost opinions of the alternatives will be prepared. Additionally, permissibility of the alternatives will be evaluated, as well as any environmental concerns, such as species of special concern and a decision matrix can be prepared.

The model documentation and alternatives will be summarized in a report to the Town for consideration, following which (or at any time the Town desires) public/stakeholder input can be solicited.

Finally, an overall plan can be selected for implementation.

## **Phase II – Design of Improvements**

Based upon the approach selected at the culmination of Phase I, design of improvements can be initiated. These improvements are assumed to be required as follows:

### **Dams**

Bush Pond Dam & Dike including Hyde Mill Pentway

Long Pond Dam including incorporation of the proposed fish ladder

### **Culverts/Bridges**

Connection between Long Pond and Bush Pond as an optional “add alternate”

Culvert downstream of Long Pond Dam on Lantern Hill

In general, the following tasks are anticipated for each project:



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- A. Borings, Topographic Survey, and Wetlands Mapping
- i. Test Borings - Schedule and conduct test borings to determine foundation conditions for construction of the dam, spillway and downstream culverts. WMC will coordinate such with the Town prior to bringing boring equipment on site.
  - ii. Survey - Perform a T-2 topographic survey to a contour interval of one foot of the dams, culverts and surrounding area. It is not apparent that the ponds can be readily drawn down, and WMC anticipates that the survey may require the services of a diver. To the extent possible, boundary information and roadway lines shall be included on the plan and any areas of boundary concern shall be brought to the attention of the Town.
  - iii. Wetland Mapping - Within the survey limits, WMC will delineate both Federal and State wetland limits as well as ordinary high-water levels. The wetland limits will be field surveyed and plotted on the project survey. An accompanying Soil Scientist's Report will also be prepared to support future permit applications.
- B. Semi-Final and Final Design - WMC shall provide engineering design services which shall include, at a minimum, collection of necessary data and meeting with representatives of the Town. Design shall include:
- i. Hydrology and Hydraulics - WMC will review available existing information on the hydraulic conditions of the dams and spillways and utilizing the model prepared in Phase I utilizing the HEC-HMS computer program, WMC will design the improvements. For each individual project, WMC will prepare a summary brief of the hydrologic and hydraulic investigations to facilitate DEEP review of the design.
  - ii. Design Plans - Based upon the above compilation of data and facts, WMC shall prepare semi-final design (70%) and final design plans. Copies of the design will be provided to the Town for review and revised, as needed, based on comments received.
- C. Preliminary Cost Estimate - Following completion of semi final and final design, cost estimates shall be prepared which shall include all design elements which were identified during the design process and discussed with Town staff. This shall also include an outline of necessary technical specifications and the identification of permits necessary to conduct the proposed work.
- D. Permitting - Prepare the following documentation and permit applications for approval:
- Local Wetland Permits (not required for dam projects which are governed by DEEP
  - DEEP Dam Construction Permit Application - WMC will prepare for approval an application for a Dam Construction Permit, including the necessary attachments and supporting documentation.
  - DEEP Flood Management Certification for those projects requiring this certification
  - U.S. Army Corps of Engineers (ACOE) Preconstruction Notification (PCN) permit - WMC will prepare for approval an application for an ACOE PCN permit, including the necessary attachments and supporting documentation.
  - Engineering Design Report - WMC will prepare an engineering design report summarizing the hydrologic and hydraulic investigations, structural analyses and other relevant engineering information required for the DEEP Dam Construction Permit.



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Environmental Report - An environmental report, evaluating existing site conditions and proposed project impacts to such, will be prepared to support the permit applications.

DEEP Fisheries Coordination - WMC will submit preliminary design plans to DEEP Fisheries for initial review and address any comments as needed.

NDDB Coordination - It appears that the dams and culverts are within areas identified by the Natural Diversity Data Base as areas of potential concern. WMC will submit preliminary design plans to the DEEP NDDB for initial review and address any comments as needed.

SHPO Coordination - WMC will submit preliminary design plans to the State Historic Preservation Office for initial review and address any comments as needed.

THPO Coordination - WMC will submit preliminary design plans to the Tribal Historic Preservation Offices for initial review and address any comments as needed.

Invasive Plant Species Control Plan - For the purposes of U.S. Army Corps of Engineers permitting, WMC will prepare an invasive plant species control plan.

Planting Plan - Not included. If a planting plan is later required, the preparation of such would be an additional service.

Mitigation Plan - Not included. If mitigation is later required, the preparation of such plan would be an additional service.

Historical and Archaeological Report - Not included. If a historical and archaeological report is later required, the preparation of such would be an additional service.

- E. Public Meeting(s) - WMC will assist the Town in advertising and conducting public meeting(s). It is anticipated that at least one meeting per project will be required.
- F. Develop Bid Package/Bid Phase Services - Following review and discussion of prior submittals, WMC will prepare Construction and Bid Documents. Bid Phase services will include a site walk, responses to questions by prospective bidders, attendance and preparation of minutes of the bid opening and Bid Tabulation.
- G. Project Meetings, Administration & Miscellaneous - WMC will attend miscellaneous projects meetings and perform administrative and miscellaneous project related task as may be required by the Town and the DEEP.

### Deliverables for Each Project

- Hydrology and Hydraulics Report including watershed modeling and alternatives
- Survey
- Test Boring Logs
- Federal/State Soil Scientist's Report
- Environmental Report
- Design (100%) Plans
- Final Construction Plans
- Technical Specifications
- Environmental Permit Applications
- Design Summary Report
- Bid Package



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### Fee Proposal

Since there are many variables in terms of watershed alternatives, environmental impacts, structure types, permit requirements, etc. WMC proposes to complete the project on an hourly rate basis with not-to-exceed upset limits for each individual task/project.

As noted above, we recommend that the project be divided into two phases or stages. The first phase would include the hydrological and hydraulic evaluation including hydraulic model preparation and evaluation of watershed alternatives. Once through this initial phase, and the alternative(s) are chosen, then the scope of work could be revisited, better defined and lump sum or hourly rate fees could be finalized for each project.

**WMC's proposed fee for Phase 1 is \$53,000. This Phase of the project can be completed within 180 days of a notice to proceed.**

**For Phase II**, all project design fees presented below include detailed survey, borings, wetlands delineation and environmental reports as may be required by the DEEP or the Army Corps of Engineers for permitting. The fees are for complete design (plans, specifications and bid documents) and permitting of each project, such that they are "shovel ready". The following fees are proposed:

#### Dams

Bush Pond Dam & Dike/Hyde Mill Pentway Culvert	\$168,000
Long Pond Dam including fishway incorporation	\$113,000

#### Culverts/Bridges

Culvert downstream of Long Pond Dam on Lantern Hill	\$ 75,000
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<b>Total Estimated Base Project Design Budget</b>	<b>\$356,000</b>
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<b>Add Alternate - Connection between Long Pond and Bush Pond</b>	<b>\$ 69,000</b>
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Relative to time schedules, each project, including design, permitting and rights-of-ways would take approximately one year and they could be designed concurrently.

We would like to thank the Town for considering our firm for this exciting project and should you have comments or questions concerning the Proposal, please contact us at your convenience.

Sincerely,

**Wengell, McDonnell & Costello**

A handwritten signature in blue ink, appearing to read 'S. McDonnell', is written over the typed name.

Stephen R. McDonnell, P.E.

2023

**FEE SCHEDULE**

Fees are computed based on employee time records. Time is posted weekly and billed periodically or monthly depending upon the specific assignment. There is no separate charge for mileage to a project site or meeting however travel time for the employee(s) will be charged, portal to portal, and invoiced. Mileage will be charged for travel within the project area.

All invoices are due and payable upon receipt

**BASIC RATE SCHEDULE**

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$225.00
Senior Project Manager	\$175.00
Project Manager	\$165.00
Senior Hydraulics Engineer	\$165.00
Senior Project Engineer	\$155.00
Project Engineer	\$140.00
Engineer	\$120.00
Construction Coordinator	\$160.00
Chief Construction Inspector	\$150.00
Construction Inspector	\$120.00
CADD Operator	\$ 95.00
Licensed Survey Chief	\$145.00
Survey Instrument Person	\$ 75.00
Technician	\$ 75.00
Clerical	\$ 65.00

**DIRECT COSTS and MATERIALS**

Reproduction	As Incurred
Mileage	\$ 0.58/mile
Postage	As-Incurred
Laboratory and other Special Services	Cost + 10%

**Legal Proceedings:** Deposition and testimony will be invoiced at the above noted basic rate schedule times 1.25.



April 27, 2023 (Revised May 11, 2023)

Mr. Steve Masalin, PE, Public Works Director  
Town of Ledyard, Mayor's Office  
741 Colonel Highway  
Ledyard, CT 06339

**Re: Proposal – Whitford Brook Watershed Infrastructure Improvements  
Ledyard, Connecticut  
SLR #141.12174.P0011**

Dear Steve,

In accordance with your request, SLR International Corporation (SLR) is pleased to submit herein our proposal to assist you in preparing surveys, hydrologic analyses, design plans, permit applications, and construction-phase services for the repair/reconstruction of Long Pond Dam, Bush Pond Dam, Bush Pond Dike, Lantern Hill Road culvert, and the Hyde Mill Pentway culvert. These dams and culverts are located close together on Whitford Brook, which generally demarcates the boundary between the town of Ledyard and the town of North Stonington. This revised proposal includes an Add Alternate for the design of a new culvert/bridge to convey water under Lantern Hill Road between Long Pond and Bush Pond.

We understand that the project will include a significant hydrologic analysis to determine flows throughout the watershed beginning at Wolf Neck Road in Stonington and continuing upstream to Lantern Hill Pond.

The following scope of services is for the Whitford Brook watershed infrastructure improvements.

## **SCOPE OF SERVICES**

### **Task 1.0 – Kickoff, Coordination, and Public Meetings**

Throughout the course of this project, the project manager will coordinate project tasks; perform project-related managerial tasks; receive and execute directions from the Town of Ledyard (Town) and project partners; schedule work; maintain project records, technical data, drawings, reports, and financial records; and coordinate with the Town and project partners. The following specific tasks are proposed:

- 1.1 Kickoff Meeting – Project team members will attend an initial kickoff meeting with the Town and project partners.

- 1.2 Coordination Meetings – Project team members will attend project coordination meetings with the Town, project partners, and other interested parties during this phase of the design and permitting phases of work.
- 1.3 Public Meetings – Project team members will participate in up to three public meetings to present the progress of the project to the public and solicit their comments.
- 1.4 Conference Calls – Project team members will participate in conference calls throughout this phase and the design and permitting phases of work as needed and/or requested by Town staff.

### **Task 2.0 – Data Collection**

- 2.1 Existing Data Collection and Review – Collect and review available data and resource information on file with project stakeholders, the Town, state agencies, and other sources. This information may include bridge and dam inspection reports, past studies, watershed history, information regarding abutting property owners, threatened or endangered species, existing archaeological or historical reports, mapping of the project area, aerial photographs, natural resource information, geologic data and mapping, hydrologic data and analysis, fisheries data, United States Geological Survey (USGS) gauging station data, and sediment data.
- 2.2 Sensitive Species Review – A review of the Connecticut Department of Energy & Environmental Protection (DEEP) Natural Diversity Data Base for endangered species in the area. This scope of services assumes that the proposed project will not require CEPA or NEPA study. If this is not the case and an additional level of effort is required, an amendment will be provided for these services.
- 2.3 Sensitive Historical/Archaeological Resources – As the project will require several permits, coordination with the Connecticut State Historic Preservation Office will be undertaken to determine potential project impacts to sensitive historical or archaeological sites. For this proposal, it is assumed that each entity will issue a finding of no significant impact to historical/archaeological resources and that no additional coordination, surveys, or mitigation will be required. If review by any of these entities determines that an additional level of effort is required, an amendment will be provided for these services.

### **Task 3.0 – Survey**

- 3.1 Perform a topographic survey and limited Class D boundary survey to establish the property boundaries in the vicinity of the dams, dike, and culverts. The culvert between Long Pond and Bush Pond will also be surveyed to provide input data for the hydrologic modeling. The surveying will include topography of the dams and dike, including the upstream embankment below the waterline, downstream channel, location of wetland flags, and the spillway. The watercourse channel upstream and downstream of the two culverts will be surveyed as well as the geometry

of the road over the culverts. Channel cross sections will be surveyed in the vicinity of the two culverts for modeling purposes.

- 3.2 Develop electronic base mapping of existing conditions at the dam site using *AutoCAD* at a scale of 1" = 10' or 1" = 20'.

#### **Task 4.0 – Hydrologic Modeling**

- 4.1 A detailed hydrologic model will be prepared of the entire Whitford Brook watershed upstream of the parallel crossings at Wolf Neck Road (Bridge #137002 and #137003). The Hydrologic Engineering Center – *Hydrologic Modeling System* (HEC-HMS) will be used to determine design flows at Long Pond Dam, Bush Pond Dam and dike, Hyde Mill Pentway culvert, and Lantern Hill Road culvert/bridge located on Whitford Brook 420' downstream of Long Pond Dam. Our Hydrologic Model will be used to model various storm events including the 50-year, 100-year, and 500-year storm events. The rainfall amounts for these storms will be obtained from the NOAA Atlas 14. An additional model will use the rainfall total from the March 2010 storm that hit southeast Connecticut. Additionally, we will use the model to investigate redirecting the flood flows from Long Pond Dam to a new emergency spillway at Bush Pond Dam. This will include sizing the new Bush Pond Dam spillway with a slightly higher elevation than the existing spillway at Long Pond Dam, thereby maintaining the normal water surface elevation in Long Pond and Bush Pond.

#### **Task 5.0 – Geotechnical Engineering**

- 5.1 Conduct a subsurface exploration program at both bridge crossings and the two dams and dike to establish subgrade conditions. The principal objective at the two culvert/bridges is to provide soils data necessary for bridge foundation and pavement design, including soil type and consistency, frost susceptibility characteristics, and ledge and/or groundwater depth. Borings at the dams will determine water elevations in the dam embankment and the subsurface soil conditions needed to perform a stability analysis and design work. The program will include the following:
  - 5.2 A boring program to undertake up to ten Type B drilled borings. Two borings will be drilled at each of the following locations – the Lantern Hill Road bridge, the Hyde Mill Pentway culvert, Long Pond Dam, and Bush Pond Dam and dike.
  - 5.3 Contact local utility providers and request available mapping of existing facilities in the vicinity of the proposed drilling. Utilities will be depicted on the survey base map based on best available information. Retain the services of a private utility locator to clear boring locations of underground utilities.
  - 5.4 Prepare a bid package for obtaining quotes from soil boring contractors.

- 5.5 Stake out the boring locations and observe the soil borings.
- 5.6 Coordination of the services of the boring contractor to execute the program. Borings drilled on dams will be grouted upon completion so as not to create a preferential seepage path.
- 5.7 Collect semicontinuous split-spoon samples from the borings extending to bedrock or firm grade.
- 5.8 Laboratory testing of the samples for grain size in order to establish frost susceptibility.
- 5.9 If bedrock is encountered, coring to a depth of 5 feet and establish rock quality designation (RQD).
- 5.10 Geotechnical analyses and recommendations for bridge support, pavements, and subgrade drainage.
- 5.11 Geotechnical analyses and recommendations for design of spillway structures and stability of the dam.
- 5.12 Prepare a geotechnical report summarizing the results of the subsurface exploration, lab testing, and design recommendations.

Note: The cost of the soil boring contractor is included in our fee.

#### **Task 6.0 – Preliminary Engineering**

- 6.1 Delineation of Wetland Resources – A wetland scientist will identify, characterize, and flag resource areas subject to the provisions of the local and state wetland regulations and Section 404 of the Clean Water Act. Delineate the limit of federal and state-regulated wetlands within 200 feet of the five structures to be repaired and the cross culvert between the two ponds. Wetlands will be delineated using the methodology provided in the U.S. Army Corps of Engineers (USACE) *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region*. Resource area boundary flags will be surveyed using a handheld Global Positioning System (GPS) with submeter accuracy, and the resource flags will be incorporated into the design plans.
- 6.2 Wetland Delineation Technical Memorandum – Following wetland delineation, our wetland scientists will prepare a technical memorandum describing the identified wetland resource areas within the project site. This memorandum will include a detailed description of the characteristics of each identified resource area, a brief qualitative assessment of wetland functions, and representative photographs. The purpose of this report is to support the project permitting process.

6.3 Ecological Characterization – A wildlife biologist will conduct a field-based assessment of the area surrounding the structures to be repaired to identify important physical and biological habitat characteristics. Prior to the field investigation, existing project materials provided by the Town and publicly available data sources will be reviewed to develop a preliminary assessment of the site's ecological communities. This landscape analysis will be used to guide a ground-based ecological characterization consisting of a single field visit to evaluate the project site's physical and biological habitat characteristics. The field survey will consist of a survey throughout the project area with an emphasis on areas identified during the landscape analysis with the greatest potential to support wildlife habitat.

Detailed field notes and photographs of the site's habitats will be taken as appropriate. Following the completion of the field survey, we will prepare a brief technical memorandum presenting the results of the analysis and ecological characterization. The report will include an introduction, brief descriptions of the methodology and results, and a discussion.

6.4 Sensitive Historical/Archaeological Resources – As the project will require several permits, coordination with the Connecticut State Historic Preservation Office will be undertaken to determine potential project impacts to sensitive historical or archaeological sites. For this proposal, it is assumed that each entity will issue a finding of no significant impact to historical/archaeological resources and that no additional coordination, surveys, or mitigation will be required. If review by any of these entities determines that an additional level of effort is required, an amendment will be provided for these services.

6.5 Existing Conditions Hydraulic Modeling – Utilize base mapping prepared in Task 3.0 above to develop an existing conditions hydraulic model using the USACE's Hydraulic Engineering Center – *River Analysis System* (HEC-RAS) software. Input the peak flows computed from the HEC-HMS analysis and calibrate the model's roughness coefficients based upon the field investigation. The HEC-RAS model will be prepared for a short distance upstream and downstream of the two culverts.

6.6 Proposed Conditions Hydraulic Modeling – Develop a bridge replacement alternative to the extent necessary to model proposed conditions and evaluate potential changes in velocity and water surface elevation. Modeling will assess predicted water depths, velocities, shear, and water surface elevations.

6.7 Sediment, Bed, and Bank Stability Assessment – Following characterization of channel bed material through grain-size analysis and pebble counts, utilize the results of proposed conditions HEC-RAS output to evaluate shear stress and develop a comparison table to compare against the resistance and competency of the existing and anticipated postconstruction bed material.

- 6.8 Bridge Scour Analysis – The proposed bridge footings will be evaluated for their susceptibility to scour, and countermeasures will be designed, if necessary. Scour will be evaluated using the proposed hydraulic modeling and will be performed following the guidelines set forth in the current Federal Highway Administration (FHWA) Document HEC-18 "Evaluating Scour at Bridges."
- 6.9 Preliminary Engineering Report – The findings of the previous assessments (geomorphic, hydrologic, and hydraulic) will be documented in a report for submittal and review.

#### **Task 7.0 – Preliminary Design – Dams**

- 7.1 Develop conceptual designs and cross sections for the proposed dam, including a brief letter report describing a preliminary engineering opinion of probable construction costs as well as the potential environmental impacts.
- 7.2 Develop a set of preliminary design plans (30% completion). The plans will depict proposed improvements, site access, water control methodologies, and sediment and erosion controls. The design will be developed based on hydrologic and hydraulic information developed in the tasks above.
- 7.3 Prepare a stability analysis based on the soil borings and geometry of the dam.
- 7.4 Prepare a preliminary design report detailing the design basis for the proposed improvements to the two existing dams and the dike.
- 7.5 Submit two copies of the preliminary design plans for your review.
- 7.6 Meet with the engineers from the DEEP Dam Safety Unit to review the preliminary plans.

#### **Task 8.0 – Final Design (100% Design) and Permit Applications – Dams**

- 8.1 Revise the project plans based on comments from the DEEP. Final design plans will be prepared at a scale of 1" = 10' or 1" = 20'. Plans will include a sediment and erosion control plan in accordance with the *Connecticut Guidelines for Soil and Sediment Control*. The final plans will include typical construction details, cross sections, and dewatering methods as necessary.
- 8.2 Provide an engineer's opinion of probable construction costs.
- 8.3 Prepare an application to DEEP for a Dam Safety Repair and Alteration Permit. This will also include the following:

- 8.3.1 Sequence of construction
- 8.3.2 Water Handling Plan
- 8.3.3 Operation and Maintenance Plan
- 8.3.4 Emergency Action Plan During Construction
  
- 8.4 Submit two sets of the draft final drawings, cost opinions, and regulatory permit applications to you for final review and comment. SLR will revise the project plans and permit applications based on comments from the Town and the stakeholders.
  
- 8.5 Contact USACE to identify the level of permit application appropriate for the proposed dam repair work. At this time, it is assumed that the project will fall into the Category I Nationwide Permit, and no application to USACE will be required. Only the Category I Nationwide Permit is included in this proposal. If a Category II or individual permit is necessary, we will perform this work on an hourly basis or for an agreed-upon lump sum fee.
  
- 8.6 Submit the plans to the Ledyard and North Stonington Inland Wetland Agencies for informational purposes only. Dam construction projects that are regulated by DEEP are exempt from local inland wetland jurisdiction.
  
- 8.7 Revise plans if requested by the regulatory agencies and coordinate with them to obtain final approval.

**Task 9.0 – Preliminary Design – Bridges (Two Locations)**

- 9.1 Prepare a Bridge Type Study memorandum that will evaluate two cost-effective bridge structure alternatives with options for parapets and railing systems.
  - 9.1.1 Prepare a brief memorandum summarizing the project alternatives, impacts, and costs. Embedded within the report will be a structure type study evaluating the design alternatives. The memorandum shall include the following:
    - 9.1.1.1 Schematic plan, elevation, and typical section for each alternative, including railing and parapet treatments
    - 9.1.1.2 Construction cost opinions for each alternative studied
    - 9.1.1.3 Summary of project requirements and impacts for each alternative to address construction cost, constructability, impacts to utilities/necessary relocations, rights-of-way needs, maintenance requirements, regulatory permit requirements, and public concerns
    - 9.1.1.4 Recommendation for a preferred alternative

- 9.2 Submit memorandum for review and comment. Meet with Town staff to discuss the report and recommendations and solicit design direction.
- 9.3 Develop preliminary design plans to include the following:
  - 9.3.1 Roadway general plan and profile indicating localized storm drainage improvements, potential utility relocations, and treatment of properties along the right-of-way, including anticipated taking requirements
  - 9.3.2 Water handling plan
  - 9.3.3 Traffic detour plan
  - 9.3.4 Typical roadway cross section and critical cross sections
  - 9.3.5 Preparation preliminary plan, cross section, and elevation for the proposed bridge
- 9.4 Prepare quantity and construction cost opinion.
- 9.5 Provide a list of property impacts.
- 9.6 Submit the above information to the Town for review and comment.
- 9.7 Prepare written responses to design review comments prior to proceeding with final design.

**Task 10.0 – Final Design – Bridges (Two Locations)**

- 10.1 Based upon the approved Preliminary Design and agreed revisions, incorporate the review comments and prepare final design (90% Completion) plans and specifications to include the following:
  - 10.1.1 Roadway plan and profile indicating storm drainage improvements and roadside barriers and utility plans indicating municipal relocation, construction details, and details for treatment of affected properties within the work areas. Incorporate utility relocation plans prepared by private utilities.
  - 10.1.2 Pavement marking and signage plans
  - 10.1.3 Maintenance and protection of traffic plans or detour plans
  - 10.1.4 Sedimentation and erosion control plans
  - 10.1.5 Structure plans for the bridge, including structure layout plan, elevation, typical cross section, foundation plans, and structure details
  - 10.1.6 Boring logs
  - 10.1.7 Details for stream bank/channel restoration and scour countermeasure
  - 10.1.8 Title Sheet and Miscellaneous Details



- 10.2 Perform structural calculations and load rating analysis in support of the bridge design. The load rating analysis shall be performed using *AASHTOWare Bridge Rating Software* and shall be in accordance with the latest Connecticut Department of Transportation (CTDOT) *Bridge Load Rating Manual* using the Load and Resistance Factor Rating (LRFR) methods.
- 10.3 Prepare final quantity estimate, cost opinion, and calendar day chart.
- 10.4 Submit 90% Completion plans, estimate, and calculations for review.
- 10.5 Meet with Town staff to discuss the final design. Respond to review comments in writing.
- 10.6 Incorporate final review comments and prepare final plans.
- 10.7 Submit final plans for review.

**Task 11.0 – Lantern Hill Road over Long Pond Bridge Design (Add Alternate)**

- 11.1 Prepare a Bridge Type Study memorandum that will evaluate two cost-effective bridge structure alternatives with options for parapets and railing systems.
- 11.2 Prepare a brief memorandum summarizing the project alternatives, impacts, and costs. Embedded within the report will be a structure type study evaluating the design alternatives. The memorandum shall include the following:
  - 11.2.1 Schematic plan, elevation, and typical section for each alternative, including railing and parapet treatments
  - 11.2.2 Construction cost opinions for each alternative studied
  - 11.2.3 Summary of project requirements and impacts for each alternative to address construction cost, constructability, impacts to utilities/necessary relocations, rights-of-way needs, maintenance requirements, regulatory permit requirements, and public concerns
  - 11.2.4 Recommendation for a preferred alternative
- 11.3 Perform two borings per Task 5.0 above.
- 11.4 Prepare a geotechnical report summarizing the results of the subsurface exploration, lab testing, and design recommendations.
- 11.5 Submit memorandum for review and comment. Meet with Town staff to discuss the report and recommendations and solicit design direction.
- 11.6 Develop preliminary design plans to include the following:

- 11.6.1 Roadway general plan and profile indicating localized storm drainage improvements, potential utility relocations, and treatment of properties along the right-of-way, including anticipated taking requirements
- 11.6.2 Water handling plan
- 11.6.3 Traffic detour plan
- 11.6.4 Typical roadway cross section and critical cross sections
- 11.6.5 Preparation of preliminary plan, cross section, and elevation for the proposed bridge
  
- 11.7 Prepare quantity and construction cost opinion.
  
- 11.8 Provide a list of property impacts.
  
- 11.9 Submit the above information to the Town for review and comment.
  
- 11.10 Prepare written responses to design review comments prior to proceeding with final design.
  
- 11.11 Based upon the approved Preliminary Design and agreed revisions, incorporate the review comments and prepare final design (90% Completion) plans and specifications to include the following:
  - 11.11.1 Roadway plan and profile indicating storm drainage improvements and roadside barriers and utility plans indicating municipal relocation, construction details, and details for treatment of affected properties within the work areas. Incorporate utility relocation plans prepared by private utilities.
  - 11.11.2 Pavement marking and signage plans
  - 11.11.3 Maintenance and protection of traffic plans or detour plans
  - 11.11.4 Sedimentation and erosion control plans
  - 11.11.5 Structure plans for the bridge, including structure layout plan, elevation, typical cross section, foundation plans, and structure details
  - 11.11.6 Boring logs
  - 11.11.7 Details for stream bank/channel restoration and scour countermeasure
  - 11.11.8 Title Sheet and Miscellaneous Details
  
- 11.12 Perform structural calculations and load rating analysis in support of the bridge design. The load rating analysis shall be performed using *AASHTOWare Bridge Rating Software* and shall be in accordance with the latest Connecticut Department of Transportation (CTDOT) *Bridge Load Rating Manual* using the Load and Resistance Factor Rating (LRFR) methods.
  
- 11.13 Prepare final quantity estimate, cost opinion, and calendar day chart.
  
- 11.14 Submit 90% Completion plans, estimate, and calculations for review.

- 11.15 Meet with Town staff to discuss the final design. Respond to review comments in writing.
- 11.16 Incorporate final review comments and prepare final plans.
- 11.17 Submit final plans for review.

## SCHEDULE

The estimated time required to complete Tasks 1.0 through 10.0 is as follows.

Task 1.0 – Kickoff, Coordination, and Public Meetings .....	Through the project
Task 2.0 – Data Collection .....	1 month
Task 3.0 – Survey .....	2 months
Task 4.0 – Hydrologic Modeling .....	1 to 2 months
Task 5.0 – Geotechnical Engineering.....	1 month
Task 6.0 – Preliminary Engineering .....	2 months
Task 7.0 – Preliminary Design - Dams.....	2 months
Task 8.0 – Final Design and Permit Applications – Dams .....	2 months
Task 9.0 – Preliminary Design – Bridges (Two Locations) .....	3 months
Task 10.0 – Final Design – Bridges (Two Locations) .....	4 months
Task 11.0 – Lantern Hill Road over Long Pond Bridge Design (Add Alternate) .....	7 months

Note: Several of the above projects will be worked on simultaneously such as Survey and Data Collection, Hydrologic Modeling and Geotechnical Engineering, etc. However, the coordination meetings and delays arising from the interests of the various stakeholders are unknowns at this time.

## PROFESSIONAL FEES

We will perform the services listed above for the following lump sum fees plus direct expenses (i.e., printing, mileage, etc.):

Task 1.0 – Kickoff, Coordination, and Public Meetings .....	29,000
Task 2.0 – Data Collection.....	\$17,000
Task 3.0 – Survey .....	\$18,000
Task 4.0 – Hydrologic Modeling.....	\$56,000
Task 5.0 – Geotechnical Engineering .....	\$62,000
Task 6.0 – Preliminary Engineering .....	\$63,000
Task 7.0 – Preliminary Design – Dams .....	\$87,000
Task 8.0 – Final Design and Permit Applications – Dams .....	\$81,000

Task 9.0 – Preliminary Design – Bridges (Two Locations) .....	\$58,000
Task 10.0 – Final Design – Bridges (Two Locations) .....	\$63,000
Task 11.0 – Lantern Hill Road over Long Pond Bridge Design (Add Alternate) .....	\$75,000
<b>Total .....</b>	<b>\$609,000</b>

**EXCLUSIONS/LIMITATIONS**

Please note that in submitting this proposal we cannot guarantee that the proposed project will receive all necessary approvals. The following services are not included in this proposal:

1. Biological assessments or environmental impact studies, including hazardous waste assessments
2. Detailed archaeological studies
3. Design of offsite improvements
4. Preparation of specifications and bid documents
5. Construction-phase services or the preparation of "as-built" plans
6. Easement mapping, legal descriptions, or property negotiations
7. Assistance with Connecticut Diversion Permit application
8. Permit fees

Should the above items or any additional services be required, they can be provided on an hourly basis or for an agreed-upon lump sum fee.


We would be honored by an opportunity to work with the Town of Ledyard to develop this project. If we can provide you with any additional information, please do not hesitate to contact either of the undersigned (thart@slrconsulting.com, 203.206.9838; kpatel@slrconsulting.com, 203.278.1764).

Sincerely,

**SLR International Corporation**



Edward A. Hart, PE  
Principal Civil Engineer  
Associate Manager of Engineering



Kishor Patel, PE  
Principal Structural Engineer

Enclosure

12174.p0011.m1123.prop.docx

## 2023 US PREFERRED RATE SCHEDULE

<u>PROFESSIONAL SERVICES</u>	<u>Hourly Rate</u>
Senior Advisor	\$300
Senior Principal	\$250
Principal 2	\$230
Principal 1	\$215
Senior 2	\$205
Senior 1	\$200
Associate 2	\$190
Associate 1	\$185
Project 2	\$170
Project 1	\$165
Staff 2	\$145
Staff 1	\$140
Chief Inspector	\$180
Senior Inspector	\$155
Inspector	\$135
Senior Draftsperson/Technician	\$130
Draftsperson/Technician	\$115
Party Chief	\$135
Survey Crew Member	\$105
Administrative 2	\$95
Administrative 1	\$90

Note: Time will be billed to the nearest ¼ hour

**REIMBURSABLE EXPENSES**

	<u>Rate</u>
Bond Prints	\$ 2.00 Each
Large Bond Prints	\$ 3.00 Each
Fixed Line Mylars	\$75.00 Each
Color Plots/Mylars	\$30.00 Each
Large Color Plots/Mylars	\$45.00 Each
Photocopies – 8½ x 11	\$ 0.12 Per Copy
Photocopies – 11 x 17	\$ 0.24 Per Copy
Color Copies – 8½ x 11	\$ 1.25 Per Copy
Color Copies – 11 x 17	\$ 2.25 Per Copy
Binding 0-200 pages	\$ 6.00 Per Bound Copy
201 or more pages	\$ 7.50 Per Bound Copy
Board Mounting	\$25.00 Each
Each FedEx – \$0-\$25	\$25.00 Per FedEx
FedEx – Over \$25	Cost Per FedEx
Mileage	IRS Rate Per Mile

**OTHER DIRECT CHARGES**

	<u>Rate</u>
Subcontractors, vendors, and other expenses	Actual cost + 15%
Administrative charge	3% of labor charges
Expert witness testimony services (court and mediation)	50% labor surcharge



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 23-1624

**Agenda Date:** 5/24/2023

**Agenda #:** 5.

## APPOINTMENT

### **Motion/Request:**

MOTION to appoint CliftonLarsonAllen LLP to conduct auditing services for the General Government, WPCA, and Schools for the fiscal year ending June 30, 2023, in accordance with Chapter III, Section 11 of the Town Charter.

### **Background:**

In accordance with Chapter III, Section 11 of the Town Charter: *“The Town Council shall annually designate an independent public accountant or firm of independent public accountants to audit the books and accounts of the Town in accordance with the provisions of the General Statutes”*.

In accordance CGS 7-396 and 4-232 the Office of Management and Policy (OPM) must be notified of the Municipalities Appointed Auditor 30 days (May 31<sup>st</sup>) before the end of the Fiscal Year.

Per the attached results of RFP #2022-09 (Auditing Services), CliftonLarsonAllen LLP was the sole bidder. . The bid is for auditing services for FY 2022 and FY 2023 with two one-year options subject to satisfactory negotiation of terms.

CliftonLarsonAllen LLP is a national firm that performs annual audits for a multitude of Connecticut towns and cities. Most of the CliftonLarsonAllen staff in Connecticut came over with the firms acquisition of Blum Shapiro at the end of 2020

### **\$66,800 Breakdown:**

#### **Year 2 FYE 2023**

General Government: \$28,700

Board of Education: \$14,920

WPCA: \$9,225

State Single Audit: \$7,685

Federal Single Audit: \$7,685

**TOTAL:** \$68,465

**Finance Director's Notes:**

(type text here)

**Mayor Comments/Recommendation:**

**Meeting Action Detail:**

**Finance Committee Meeting 05/17/2023:**

File #: [23-1624](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to appoint CliftonLarsonAllen LLP to conduct auditing services for the General Government, WPCA, and Schools for the fiscal year ending June 30, 2023, in accordance with Chapter III, Section 11 of the Town Charter

Moved: Ingalls                      Seconded: Ryan

Action: Recommend to Approve

**Minute Note:**

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Councilor Ryan stated last year the town solicited Requests for Proposals (RFP#2022-09) for the Annual Audit. He stated because the town only received two bids a bid waiver was granted to CliftonLarsonAllen LLP last year. He stated although the contract was for two year (FY 2022 and FY 2023) with two one-year options, that in accordance with Chapter III, Section 11 of the Town Charter: *"The Town Council shall annually designate an independent public accountant or firm of independent public accountants to audit the books and accounts of the Town in accordance with the provisions of the General Statutes"*. Therefore, Councilor Ryan stated that the appointment of the CliftonLarsonAllen LLP for the second year of the contract was an Administrative Action.

Finance Director Matthew Bonin noted that in accordance CGS 7-396 and 4-232 the Office of Management and Policy (OPM) must be notified of the Municipalities Appointed Auditor 30 days (May 31<sup>st</sup>) before the end of the Fiscal Year.

Councilor Ryan noted that the cost breakdown for each of the entities for the Annual Audit work was as follows:

**Year 2 FYE 2023**

- General Government: \$28,700
- Board of Education: \$14,920
- WPCA: \$9,225
- State Single Audit: \$7,685



- Federal Singe Audit: \$7,685  
**TOTAL: \$68,465**

Councilor Ryan questioned the reason the Board of Education's cost was less than the General Government's cost, noting that the education budget was far greater and had more line items than the town's budget.

Finance Director Matthew Bonin explained that although the education budget was greater than the town budget that it was audited as one line in the budget. He also explained that the Auditor determined the breakout costs for each of the audited entities.

VOTE: 2 - 0 Approved and so declared

**Action:** Recommend to Approve



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-505

**Agenda Date:** 5/24/2023

**Agenda #:** 6.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discuss Work Session Items as time permits.