



# TOWN OF LEDYARD CONNECTICUT

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

## Town Council ~ AGENDA ~

Chairman Gary St. Vil

Regular Meeting

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Wednesday, March 25, 2026

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://ledyardct.zoom.us/j/88056200268?pwd=YD2lfHkpZQX0J4YQImVWbdcemhDpux.1>**

**Audio Only: Telephone: +1 646 558 8656; Meeting ID: 880 5620 0268; Passcode: 171095**

- 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
- IX. COMMUNICATIONS
- X. REFERRALS
- XI. FISCAL YEAR 2026/2027 BUDGET UPDATE

Fiscal Year 2026/2027 Budget Update

**Attachments:** [BUDGET PROCESS-CHARTER for 2026-2027](#)  
[Flyer-FY 26-27-Budget Process](#)

- XII. COUNCIL SUB COMMITTEE, LIAISON REPORTS
  1. Administration Committee Report Fiscal Year 2025/2026
  2. Community Relations Committee for Diversity, Equity & Inclusion – Report- Fiscal

Year 2025/2026

- 3. Finance Committee Report Fiscal Year 2025/2026
- 4. LUPPW Committee Report Fiscal Year 2025/2026
- 5. Liaison Reports

XIII. REPORT OF THE MAYOR

Mayor Report Fiscal Year 2025/2025

**Attachments:** [Mayors Report 3-11-26](#)

XIV. OLD BUSINESS

Discussion and possible action on the Town Council’s “Goals Letter”

**Attachments:** [Letter to Residents-Town Council Goals-2026-02-021DRAFT-GARY](#)

XV. NEW BUSINESS

CONSENT CALENDAR

- \*1. MOTION reappoint Mr. William Thorne ( R )3 Adios Lane, Ledyard, to the Ledyard Farmers Market Committee for a to complete a three (3) year term ending February 26, 2029.

**Attachments:** [APPOINTMENT RECOMMENDATION-FARMERS MARKET CMT MEMBERS-2026-03-02](#)

- \*2. MOTION to reappoint Mr. Gary Schneider, ( D) 101 Inchcliffe Drive, Gales Ferry, to the Permanent Municipal Building Committee for a three (3) year term ending March 26, 2029.

**Attachments:** [REAPPOINT ENDORSEMENT-PERMANENT MUNIICPAL BUILDING CMT - PMBC-2026-03-10](#)

- \*3. MOTION to approve four tax refunds in the combined total amount of \$12,562.61 each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

· Beth Dench	\$3,919.94
· Home Loan Serv for Lily Bensko	\$2,724.59
· Home Loan Serv for Nicholas Onega	\$2,696.00
· Laura Waite	\$3,222.08

**Attachments:** [Dench Tax Refund - March 2026](#)  
[Home Loan Serv-Bansko Tax Refund - March 2026](#)  
[Home Loan Serv-Onega Tax Refund - March 2026](#)  
[Waite Tax Refund - March 2026](#)

Administration Committee

- 4. MOTION to recommend the Town Council set a Public Hearing (Hybrid Format - Video Conference and In-Person) on April 8, 2026 at 6:30 p.m. to be held in Council Chambers, Town Hall Annex, 741 Colonel Ledyard Highway, Ledyard, Connecticut, to receive

comments and recommendations regarding proposed amendments to Ordinance #300-029 (rev. 2) “An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”.

**Attachments:** [ORD #300-029-ALCOHOLIC BEVERAGES TOWN FACILITES-AMEND-MAYOR EDITS-DRAFT-2026-03-02](#)

5. MOTION to adopt a proposed “Resolution Establishing An Ad Hoc Committee to Evaluate The Separation of the Planning Commission & Zoning Commission”, as presented in the draft dated March 11, 2026.

**Attachments:** [RES-AG-AD HOC CMT-EVALUATE SEPERATE PLANNING & ZONING COMMISSION-DEAFT-2026-03-11](#)

6. MOTION to appoint Ms. Sarah Bowen, (D) 80 Avery Hill Road, Ledyard to the Inland Wetland and Water Courses Commission to complete a two (2) year term ending October 31, 2027 filling a vacancy left by Mr. Persano

**Attachments:** [APPOINT APPL-BOWEN-IWWC-2026-02-04](#)  
[Sarah Bowen-Resume-2026-02-05](#)  
[INLAND WETLANDS AND WATERCOURSES COMMISSION-2026-02-05](#)

7. MOTION to appoint Ms. Julie Harty (R ) 26 Coachman Pike, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2028 filling a vacancy left by Ms. Schneider.

**Attachments:** [BEAUTIFICATION CMT-2026-03-02](#)  
[RTC Appoint Appl-Harty-Beautification Committee. 02-17-2026](#)  
[RTC Appoint Appl-Winkelman Beautification Committee-02-17-2026](#)  
[Appoint Appl-McCormack-Beautificaltin CMT-2026-02-25](#)

8. MOTION to appoint Ms. Marielle Winkelman ( R) 11 Linden Lane, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Martic

**Attachments:** [BEAUTIFICATION CMT-2026-03-02](#)  
[RTC Appoint Appl-Winkelman Beautification Committee-02-17-2026](#)  
[RTC Appoint Appl-Harty-Beautification Committee. 02-17-2026](#)  
[Appoint Appl-McCormack-Beautificaltin CMT-2026-02-25](#)

9. MOTION to appoint Mr. Anthony Saccone, Jr., (D) 29 Richard Road, Gales Ferry to the Permanent Municipal Building Committee (PMBC) to complete a three (3) year term ending March 26, 2029, filling a vacancy left by Ms. Peterson.

**Attachments:** [DTC-APPOINT APPL-SACCONE-PMBC-2026-03-08](#)

#### Finance Committee

10. MOTION to authorize the Mayor to submit a COPS Law Enforcement Technology and Equipment Grant through the 2027 Congressionally Directed Spending initiative, to purchase Body Cameras and In-Car Camera Equipment.

**Attachments:** [2027 CONGRESSIONALLY SPENDING GRANT-APPLICATION GUIDANCE](#)  
[2027 CONGRESSIONALLY SPENDING GRANT-COPS EQUIPMENT-2026-03-12 Grant](#)

11. MOTION to grant a Bid Waiver to PKF O’Conner Davies of Wethersfield, CT due to receiving fewer than three qualified bids in response to RFP #2026-03 (Auditing Services) in accordance with Ordinance #200-001 (rev.2) “An Ordinance Regarding Purchasing for the Town of Ledyard”

In addition, appoint PKF O’Conner Davies to conduct auditing services for the General Government, WPCA, and Board of Education for the fiscal year ending June 30, 2026, in accordance with Chapter III, Section 11 of the Town Charter for a fee of \$75,000.

**Attachments:** [CLA Cost Proposal for Town of Ledyard, CT.pdf](#)  
[Ledyard Dollar Cost Proposal - 2026.pdf](#)

12. MOTION to authorize the Mayor to submit 2026 Ledyard Rotary Grant Application for Summer Camp Scholarships in the amount of \$1000.00

**Attachments:** [Rotary Grant Application 2026](#)

#### XVI. 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 #:** 26-0343

**Agenda Date:** 3/25/2026

**Agenda #:**

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Fiscal Year 2026/2027 Budget Update

**Budget Information:**

Below is the link to the Town's Website where Information regarding the Fiscal Year 2026/2027 Budget can be found:

[Budget Process - FY 2026-2027 | Ledyard, CT - Official Website <https://www.ledyardct.org/777/Budget-Process---FY-2026-2027>](https://www.ledyardct.org/777/Budget-Process---FY-2026-2027)

- Mayor's Proposed Fiscal Year 2026/2027 Budget
- Board of Education Proposed Fiscal Year 2026/2027 Budget

**Key Dates:**

- Budget Work Session Dates  
All Budget Work Sessions will begin at 2:00 p.m.
  - ✓ Thursday, March 5, 2026
  - ✓ Monday March 9, 2026
  - ✓ Thursday, March 12, 2026
  - ✓ Thursday, March 12, 2026
  - ✓ Thursday, March 19, 2026
- Public Hearing Date - April; 21, 2026 @ 7:00 p.m.
- Annual Town Meeting Date - Monday May 18, 2026
- Referendum Date - Tuesday May 19, 2026
- Mayor's Proposed Fiscal Year 2026/2027 Budget
- Board of Education Proposed Fiscal Year Budget.

Meeting Agendas - Including Background Information, Minutes & Videos can be found on the Town's Meeting Portal at the link below:

[TOWN OF LEDYARD - Calendar <https://ledyardct.legistar.com/Calendar.aspx>](https://ledyardct.legistar.com/Calendar.aspx)



**BUDGET PREPARATION  
SUGGESTED SCHEDULE/GUIDE  
AND  
ANNUAL TOWN BUDGET PROCESS  
(Suggested Schedule Guide)**

**(Please Note Some Dates are Subject to Change)**

**Key:**

**Purple: Suggested Date - Not Dictated by Town Charter;**

**Green/Blue: Dictated by Town Charter.**

Reference: Town Charter Chapter VII - Pages (s) 28 – 31

**October/November (Election Year-Dec)** Town Council prepares and submits letter of Directive for Fiscal Year Budget to Mayor and Board of Education.

**(This Date is NOT dictated by Charter)**

**December** – Town Council approves Town Council Department budget to submit to Mayor's Office.

**(This Date is NOT dictated by Charter)**

**Per Town Charter**

**(1/20/2026)**

3rd Monday in January All Departments submit preliminary budget to Mayor's Office (Monday 1/19/2026 is Martin Luther King Day Holiday).

**Per Town Charter**

**(2/23/2026)**

4th Monday in February the Board of Education shall file budget estimates to Mayor's Office.

**Per Town Charter**

**(3/2/2026)**

1st Monday in March the Mayor submits budget to Town Council and files with Town Clerk's Office.

March

Finance Committee conducts Departmental Budget Work Sessions. Departments review and submits budget materials to Town Council.

**(4/8/2026)**

Town Council finalizes budget to Present to a Public Hearing.

**(This Date is NOT dictated by Charter)**

**(4/15/2026)**

Town Council files proposed budget with Town Clerk's Office for Public Hearing.

**(This Date is NOT dictated by Charter)**

**Per Town Charter On or Before Last Monday in April**

**(4/21/2026) (Tuesday)**

On OR Before the last Monday in April the Town Council conducts one or more Public Hearings on the proposed budget at the Council Chambers. (School Vacation 4/13/2026 - 4/17/2026)

4/22/2026

Town Council Votes to Finalize Budget  
(This Date is NOT dictated by Charter)

Per Town Charter

(5/4/2026)

1<sup>st</sup> Monday of May the Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

Per Town Charter

(5/18/2026)

3rd Monday in May Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day (Tuesday).

Per Town Charter

(Tuesday 5/19/2026)

Vote on Budget on voting machine

Per Town Charter

Should the Referendum does not approve the budget; the budget will be referred back to the Council, the Town Council should reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum.

In the event the second referendum does not approve a budget, the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted.

Per Town Charter

6/22/2026

On or before the **Fourth Monday in June**, the Town Council shall fix the tax rate in mils.

\*\* The budget must be presented as a Resolution



### **Attend Budget Workshop Sessions**

Listen to department presentations and follow the Town Council's review of the proposed budget.



### **Speak at the Public Hearing**

Residents can share comments before the Town Council finalizes the proposal.



### **Submit Questions or Comments**

Residents may email questions to: [council@ledyardct.org](mailto:council@ledyardct.org)



### **Attend the Annual Town Meeting**

Residents gather to discuss the proposed budget before it goes to referendum.



### **Vote in the Town-Wide Referendum**

The final decision on the town budget is made by voters.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
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**File #:** 25-2156

**Agenda Date:** 3/25/2026

**Agenda #:** 1.

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## REPORT

**Staff/Committee Report: Administration Committee Reports Fiscal Year 2025/2026**  
Administration Committee Report Fiscal Year 2025/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2157

**Agenda Date:** 3/25/2026

**Agenda #:** 2.

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## REPORT

### **Staff/Committee Report: Community Relations -DEI Reports Fiscal Year 2025/2026**

Community Relations Committee for Diversity, Equity & Inclusion - Report- Fiscal Year 2025/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
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**File #:** 25-2159

**Agenda Date:** 3/25/2026

**Agenda #:** 3.

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## REPORT

**Staff/Committee Report: Finance Committee Reports Fiscal Year 2025/2026**

Finance Committee Report Fiscal Year 2025/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2160

**Agenda Date:** 3/25/2026

**Agenda #:** 4.

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## REPORT

**Staff/Committee Report: LUPPW Committee Reports Fiscal Year 2025/2026**  
LUPPW Committee Report Fiscal Year 2025/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2161

**Agenda Date:** 3/25/2026

**Agenda #:**

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## REPORT

**Staff/Committee Report: Mayor Reports Fiscal Year 2025/2026**  
Mayor Report Fiscal Year 2025/2025

# Mayor's Report

3-11-26

Budget submitted on 3/2 per Charter. Exclusive of Healthcare and Capital:

+2.35% General Government

+3.63% Board of Education

+13.5% Healthcare expenses (Combined BoE and Gen Gov)

+0.89 mill increase to 26.67, including 1 mill from Mill Rate Stabilization Fund. We budgeted use from this non-tax fund for each of the past four years but have not required its use, primarily because revenues came in higher than projected each of those fiscal years. Some State revenues are difficult to project, while some local revenues can be too (permit revenues). Interest income is directly dependent upon the Federal Funds Rate, which may be subject to change as many as eight times per year, based on the national economic picture. For that reason, we always err on the side of caution with interest income.

This year, Healthcare is presented as a separate line as the Town has little to no control over this necessary expense. Ledyard is part of a smaller pool of 12 towns that have better than average experience ratings, but insurance is still extremely expensive.

Next year, Capital will also be presented as a separate budget for fairness and transparency. As it is this year, Capital is on a town-wide scope.

Public Works O/T expenses were impacted again with 7 crew in overnight hours on 3/4, due to flash freezing, post rain. We treated in advance but rain negated much of the treatment. PWD Masalin has updated spending chart and trajectory which I will share with the Council. We are tracking close to FY15, our most expensive winter in the last 10 fiscal years. We did get salt from the Providence port as we neared depletion, but that salt was "dirty" and we aren't inclined to purchase again (numerous scraps of tarp in the loads clogged our spreaders).

Attended meeting w/ Mohegan Tribe, adjacent communities on 3/4 working towards long-term solution for Mohegan Pequot Bridge. It is inadequate for the redevelopment of the former Norwich State Hospital as well as the influx of EB employees.

Submitted written testimony in support of SB 388- which effectively returns the Mashantucket Pequot- Mohegan Fund to its original formulation of distributing 85% of the funds received. The municipal allocation has eroded over time and eventually flipped to about 20% distributed, with the State retaining 80%. That was not the intent of the fund when it was established.





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0254

**Agenda Date:** 3/25/2026

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion and possible action on the Town Council's "*Goals Letter*"

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD CONNECTICUT

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

Chairman Gary St. Vil

## **DRAFT**

**Dear Residents of Ledyard,**

The Twenty-Eighth Town Council is committed to steady, thoughtful governance grounded in long-term planning and responsible fiscal management. While each Councilor brings different experiences and perspectives, we share a common responsibility: to ensure that Ledyard remains financially stable, well-managed, and positioned for the future.

The goals outlined below were identified by individual Councilors and reflect a broad effort to strengthen planning, improve coordination, increase transparency, and support sustainable growth. Together, they represent a roadmap for 2026 focused on practical results and sound stewardship of taxpayer resources.

## **I. Fiscal Responsibility & Long-Term Planning**

### • **Capital Improvement Process Development**

Establish a seven-member Ad Hoc Committee, including staff, committee members, and one community member with construction management experience, to develop a clear, end-to-end process for Capital Improvement Building Projects for the Town and Board of Education facilities. The objective is to create a defined process from project proposal through design, funding authorization, execution, and close-out.

### • **Annual Budget Process Review**

Establish a Charter Revision Commission to review Chapter VII (“Finance & Taxation”), Section 6 (“Annual Town Meeting”), paragraphs 3 and 4, to examine whether adjustments to the Annual Budget approval process would provide greater direct taxpayer involvement.

### • **Increase Collaboration & Reduce Expenses**

Explore opportunities for the Town and the Board of Education to collaborate in shared services, purchasing, and operational efficiencies to reduce costs and improve coordination.

### • **Grant Funding Opportunities**

Investigate and pursue at least three grant opportunities aligned with priorities identified in the Town’s Long-Term Capital Plan.

### • **Solar Farm – Revenue Generation**

Work with the Mayor’s Office to prepare and seek Requests for Proposals (RFPs) to lease the approximately 15-acre former capped landfill property at 889 Colonel Ledyard Highway for a solar energy installation to generate revenue for the Town.

## **II. Governance & Administrative Efficiency**

### • **Efficiency of Town Council Business and Meetings**

Increase the effectiveness and efficiency of Town Council meetings and improve the execution of Town business through clear procedures and disciplined agenda management.

### • **Monitoring State Legislative Developments**

Stay informed through Office of Legislative Research (OLR) reports regarding new laws and potential grant opportunities that may impact or benefit Ledyard.

### • **Council Goals Accountability**

Publish and track the Town Council’s 2026 goals and work collectively to achieve measurable progress by year-end.

## **III. Communication & Community Engagement**

### • **Improved Communication with Residents**

Facilitate informal community conversations such as Coffee Hours or Town Hall discussions to improve accessibility and strengthen communication between residents and their elected officials.

- **State Legislative Advocacy**  
Work with Ledyard’s State Delegation and other district representatives to bring attention to issues that directly affect Ledyard and advocate effectively at the State level.

**IV. Sustainability & Community Initiatives**

- **Composting Program Expansion**  
Expand the Town’s Food Waste Composting Program by increasing accessibility to compost bins at key locations.
- **Green & Clean Initiatives**  
Support initiatives that conserve public spaces, improve recycling programs, increase energy efficiency (including LED lighting in public buildings), encourage responsible development, and address brownfield sites.
- **Sustainable CT Certification**  
Continue working with the Sustainable CT Ad Hoc Committee to achieve Sustainable CT certification by implementing initiatives that promote efficiency, economic vitality, and environmental responsibility.
- **Access to Primary Care – Community Awareness Initiative**  
Support ongoing volunteer efforts aimed at increasing awareness of access to primary care services.

Residents interested in learning more about these community-driven initiatives may contact the Town Council Office at (860) 464-3203 or [towncouncil@ledyardct.org](mailto:towncouncil@ledyardct.org).

*(This initiative reflects community engagement efforts and does not represent a municipal program or expenditure.)*

The Town Council encourages residents to remain informed and engaged in local government. Strong communities are built through participation, respectful dialogue, and responsible decision-making.

We remain focused on long-term planning, fiscal discipline, and maintaining the stability that makes Ledyard a strong place to live and work. We look forward to working together throughout 2026 to advance these priorities.

Respectfully submitted,  
Chairman Gary St. Vil

Councilor Bill Barnes

Ty Lamb

April Brunelle

Adrienne Pard

Jessica Buhle

Timothy Ryan

Carmen Garcia-Irizarry

James Thompson



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**File #:** 26-0303

**Agenda Date:** 3/25/2026

**Agenda #:** \*1.

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## APPOINTMENT

### **Motion/Request:**

### **Background:**

Mr. Thorne is interested in continuing to serve on the Farmers Market Cmt and his reappointment has been endorsed by both the Farmers Market Committee and his respective party

### **Administrative Notes:**

(type text here)

### **Nominating Committee Recommendation:**

(type text here)

### **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  
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(860) 464-3203  
FAX (860) 464-1485  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

February 6, 2026

Mrs. Pamela Ball, Chairman  
Ledyard Farmers' Market Committee  
674 Shewville Road  
Ledyard, Connecticut 06339

Dear Mrs. Ball:

A Member of the Ledyard Farmers' Market Committee are 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 to the Town Council Office.

**Ledyard Farmers' Market Committee**

**3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Committee Recommendation	Town Committee Endorsement	Attendance
Mr. William Thorne 3 Adios Lane Ledyard, CT 06339	R	2/26/2026	(Y) N	Y N	{ X } Excellent { } Good { } Fair { } Poor

Committee Comments: Mr. Thorne is a huge help to the market as both the Treasurer and an "action" member. He helps set up and take down markets, repairs things, helps vendors load and unload, and more. We would need to find 2 volunteers to do all he does.

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

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(860) 464-3203  
FAX (860) 464-1485  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

February 6, 2026

Mr. Josphe Gush, Chairman  
Republican Nominating Committee  
57 Town Farm Road  
Ledyard, Connecticut 06339

Dear Mr. Gush:

A Member of the Ledyard Farmers' Market Committee 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 to the Town Council Office.

### Ledyard Farmers' Market Committee

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Committee Recommendation	Town Commit Endorsement	Attendance
Mr. William Thorne 3 Adios Lane Ledyard, CT 06339	R	2/26/2026	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments: Yes, the RTC and it's Nominating Committee for RTC endorse William Thorne for re-appointment to the Farmer's Market Committee.

Respectfully,

*Joe Gush*  
*Nominating Chairman*

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0309

**Agenda Date:** 3/25/2026

**Agenda #:** \*2.

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## APPOINTMENT

### **Motion/Request:**

MOTION to reappoint Mr. Gary Schneider, ( D) 101 Inchcliffe Drive, Gales Ferry, to the Permanent Municipal Building Committee for a three (3) year term ending March 26, 2029.

### **Background:**

Mr. Schneider is interested in continuing to serve on the Permanent Municipal Building Committee and the PMBC and his respective parties have endorsed his reappointment.

### **Administrative Notes:**

### **Nominating Committee Recommendation:**

### **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  
FAX (860) 464-1485  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

January 22, 2026

Mr. Joseph Gush, Chairman  
Permanent Municipal Building Committee  
57 Town Farm Road  
Ledyard, Connecticut 06339

Dear Mr. Gush:

A Member of the Permanent Municipal Building Committee are 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 member's block and kindly return to the Town Council Office. .

### Permanent Municipal Building Committee

### 3 Year Term

Member's Name	Party Affilia	Term Expirat	Commission Recommendation	Town Commit Endorsement	Attendance
Mr. Gary Schneider 101 Inchcliffe Drive Gales Ferry, CT 06335	D	3/26/2026	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

**Strongly recommend Gary Schneider - He currently is the Vice Chair for the PMBC**

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



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
FAX (860) 464-1485  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Gary St. Vil

January 22, 2026

Mr. Craig Breverman, Chairman  
Democratic Nominating Committee  
13 Phillip Lane  
Ledyard, Connecticut 06339

Dear Mr. Breverman:

A Member of the Permanent Municipal Building Committee are 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 member's block and kindly return to the Town Council Office. .

**Permanent Municipal Building Committee**

**3 Year Term**

Member's Name	Party Affiliation	Term Expirat	Commission Recommendation	Town Commit Endorsement	Attendance
Mr. Gary Schneider 101 Inchcliffe Drive Gales Ferry, CT 06335	D	3/26/2026	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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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

This reappointment is approved

*Craig M. Breverman*

Craig M. Breverman 02/06/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 26-0312

**Agenda Date:** 3/25/2026

**Agenda #:** \*3.

## TAX REFUND

**Motion/Request:**

MOTION to approve four tax refunds in the combined total amount of \$12,562.61 each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

- Beth Dench \$3,919.94
- Home Loan Serv for Lily Bensko \$2,724.59
- Home Loan Serv for Nicholas Onega \$2,696.00
- Laura Waite \$3,222.08

**Background:**

In accordance with policies established for the Tax Collection Department, refunds to taxpayers exceeding \$2,400.00 are to be approved by the Town Council.

All four tax refunds are due to double payment.

**Finance Director Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

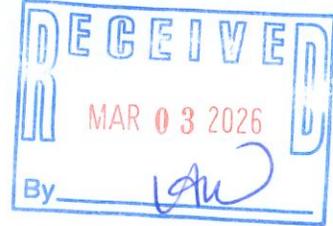
**Application for Refund of Taxes Paid**

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

Amount of Refund  
**\$3,919.94**

**Date: February 12, 2026**

<i>Beth Dench</i>
<i>67 Stratford Rd</i>
<i>Seekonk, MA 02771</i>



**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

*Beth A. Dench*

**Print Name of Applicant/Agent**

*Beth A. Dench*

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

*2/23/26*

**Date Signed**

*[Signature]*

**Tax Collector's Signature**

*3/4/2026*

**Date**

**Do Not Write Below This Box -- Office Use Only**

Date of Payment: *1/7/2026*  
Grand List Year: *2024*  
Grand List Number: *94000*  
Payment Type: *Check*  
 *Received by mail/email*

Tax Type: *MV PP RE SMV*  
Reason: *Three installments received*  
Property Owner: *Beth Dench A-TR*  
Property Location: *3 Bluebird Dr*  
 *Hand delivered in the office*

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Gary St. Vil

**Application for Refund of Taxes Paid**

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

Amount of Refund  
**\$2,724.59**

**Date: February 19, 2026**

<i>Home Loan Serv</i>
<i>P O Box 7899</i>
<i>Boise, ID 83707-1899</i>



**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

*Oralia Ruiz*  
 \_\_\_\_\_  
**Print Name of Applicant/Agent**

*[Signature]*  
 \_\_\_\_\_  
**Signature of Applicant/Agent**  
 (Title of agent, where applicable)

*02/26/2026.*  
 \_\_\_\_\_  
**Date Signed**

*[Signature]*  
 \_\_\_\_\_  
**Tax Collector's Signature**

*3/4/2026*  
 \_\_\_\_\_  
**Date**

**Do Not Write Below This Box -- Office Use Only**

Date of Payment: <i>12/23/2025</i>	Tax Type: <i>MV PP <u>RE</u> SMV</i>
Grand List Year: <i>2024</i>	Reason: <i>Three installments received</i>
Grand List Number: <i>136270</i>	Property Owner: <i>Lily Bensko</i>
Payment Type: <i>Check</i>	Property Location: <i>8 Powder Horn Ln</i>
<input checked="" type="checkbox"/> <i>Received by mail/email</i>	<input type="checkbox"/> <i>Hand delivered in the office</i>
<i>Envelope 3 refunds</i>	

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Gary St. Vil

# Application for Refund of Taxes Paid

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

Amount of Refund  
**\$2,696.00**

**Date: February 19, 2026**

<i>Home Loan Serv</i>
<i>P O Box 7899</i>
<i>Boise, ID 83707-1899</i>



**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

*Oralia Ruiz*

Print Name of Applicant/Agent

*[Signature]*

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

*02/26/2026.*

Date Signed

*[Signature]*

Tax Collector's Signature

*3/4/2026*

Date

**Do Not Write Below This Box -- Office Use Only**

Date of Payment: <i>12/23/2025</i>	Tax Type: <i>MV PP RE SMV</i>
Grand List Year: <i>2024</i>	Reason: <i>Three installments received</i>
Grand List Number: <i>24960</i>	Property Owner: <i>Nicholas Onega</i>
Payment Type: <i>Check</i>	Property Location: <i>146 Gallup Hill Rd</i>
<input checked="" type="checkbox"/> <i>Received by mail/email</i>	<input type="checkbox"/> <i>Hand delivered in the office</i>
<i>Envelope 3 refunds</i>	

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Gary St. Vil

# Application for Refund of Taxes Paid

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

Amount of Refund  
**\$3,222.08**

**Date: February 12, 2026**

<i>Laura Waite</i>
<i>23 Terry Rd</i>
<i>Gales Ferry, CT 06335</i>



**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

*Laura Waite*  
\_\_\_\_\_  
Print Name of Applicant/Agent

*Laura M. Waite*  
\_\_\_\_\_  
Signature of Applicant/Agent  
(Title of agent, where applicable)

*3/3/26*  
\_\_\_\_\_  
Date Signed

*[Signature]*  
\_\_\_\_\_  
Tax Collector's Signature

*3/4/2026*  
\_\_\_\_\_  
Date

**Do Not Write Below This Box -- Office Use Only**

Date of Payment: <i>1/18/2026</i>	Tax Type: <i>MV PP <u>RE</u> SMV</i>
Grand List Year: <i>2024</i>	Reason: <i>Three installments received</i>
Grand List Number: <i>105860</i>	Property Owner: <i>Robert + Laura Waite</i>
Payment Type: <i>Web payment</i>	Property Location: <i>23 Terry Rd</i>
<input type="checkbox"/> <i>Received by mail/email</i>	<input checked="" type="checkbox"/> <i>Hand delivered in the office</i>

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Gary St. Vil

# Application for Refund of Taxes Paid

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

Amount of Refund  
**\$2,724.59**

**Date: February 19, 2026**

<i>Home Loan Serv</i>
<i>P O Box 7899</i>
<i>Boise, ID 83707-1899</i>



**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

*Oralia Ruiz*

**Print Name of Applicant/Agent**

*[Signature]*

**Signature of Applicant/Agent**

(Title of agent, where applicable)

*02/26/2026.*

**Date Signed**

*[Signature]*

**Tax Collector's Signature**

*3/4/2026*

**Date**

**Do Not Write Below This Box -- Office Use Only**

Date of Payment: *12/23/2025*

Grand List Year: *2024*

Grand List Number: *136270*

Payment Type: *Check*

*Received by mail/email*

*Envelope 3 refunds*

Tax Type: *MV PP RE SMV*

Reason: *Three installments received*

Property Owner: *Lily Bensko*

Property Location: *8 Powder Horn Ln*

*Hand delivered in the office*

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Gary St. Vil

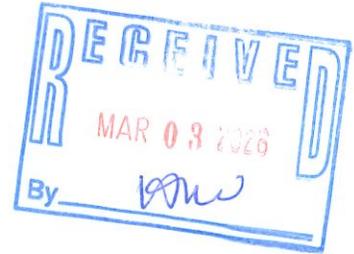
# Application for Refund of Taxes Paid

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

Amount of Refund  
**\$2,696.00**

**Date: February 19, 2026**

<i>Home Loan Serv</i>
<i>P O Box 7899</i>
<i>Boise, ID 83707-1899</i>



**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

*Oralia Ruiz*

Print Name of Applicant/Agent

*[Signature]*

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

*02/26/2026*

Date Signed

*[Signature]*

Tax Collector's Signature

*3/4/2026*

Date

**Do Not Write Below This Box -- Office Use Only**

Date of Payment: <i>12/23/2025</i> Grand List Year: <i>2024</i> Grand List Number: <i>24960</i> Payment Type: <i>Check</i> <input checked="" type="checkbox"/> <i>Received by mail/email</i> <i>Envelope 3 refunds</i>	Tax Type: <i>MV PP RE SMV</i> Reason: <i>Three installments received</i> Property Owner: <i>Nicholas Onega</i> Property Location: <i>146 Gallup Hill Rd</i> <input type="checkbox"/> <i>Hand delivered in the office</i>
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**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Gary St. Vil

# Application for Refund of Taxes Paid

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

Amount of Refund  
**\$3,222.08**

**Date: February 12, 2026**

<i>Laura Waite</i>
<i>23 Terry Rd</i>
<i>Gales Ferry, CT 06335</i>



**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

Laura Waite  
Print Name of Applicant/Agent

Laura M. Waite  
Signature of Applicant/Agent  
(Title of agent, where applicable)

3/3/26  
Date Signed

[Signature]  
Tax Collector's Signature

3/4/2026  
Date

**Do Not Write Below This Box -- Office Use Only**

Date of Payment: <i>1/18/2026</i>	Tax Type: <i>MV PP <u>RE</u> SMV</i>
Grand List Year: <i>2024</i>	Reason: <i>Three installments received</i>
Grand List Number: <i>105860</i>	Property Owner: <i>Robert + Laura Waite</i>
Payment Type: <i>Web payment</i>	Property Location: <i>23 Terry Rd</i>
<input type="checkbox"/> <i>Received by mail/email</i>	<input checked="" type="checkbox"/> <i>Hand delivered in the office</i>

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Gary St. Vil



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0326

**Agenda Date:** 3/25/2026

**Agenda #:** 4.

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## POLICY-PROCEDURE

### **Motion/Request:**

MOTION to recommend the Town Council set a Public Hearing (Hybrid Format - Video Conference and In-Person) on April 8, 2026 at 6:30 p.m. to be held in Council Chambers, Town Hall Annex, 741 Colonel Ledyard Highway, Ledyard, Connecticut, to receive comments and recommendations regarding proposed amendments to Ordinance #300-029 (rev. 2) *“An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”*.

### **Background:**

In accordance with the Town Charter; Chapter III; Section 5

#### Section 5. Public Hearing On, Publication Of, And Passage Of Ordinances

Unless otherwise required by State statutes, at least one public hearing, notice of which shall be given at least five (5) days in advance by publication on the Town Website and by posting a notice in a public place, shall be held by the Town Council before any ordinance shall be passed.

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

(type text here)

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

(type text here)

### **Body:**

(type text here)

AN ORDINANCE  
REGARDING CONTROL OF ALCOHOLIC BEVERAGES AT  
TOWN OF LEDYARD FACILITIES

Be it ordained by the Town Council of the Town of Ledyard Be it ordained by the Town Council of the Town of Ledyard: *“An Ordinance Regarding Control of Alcoholic Beverages at Town of Ledyard Facilities”* is hereby enacted.

Section 1. Purpose

To control the use, consumption, possession, sale or purchase of alcoholic liquor, as defined in C.G.S. § 30-1, at any Town facility, Town property or any school property under the Board of Education in the Town of Ledyard.

Section 2. Definitions

In accordance with C.G.S. § 30-1 as amended the following terms shall mean:

- a. Alcohol: the product of distillation of any fermented liquid, rectified either once or more often, whatever may be the origin thereof, and includes synthetic ethyl alcohol which is considered non-potable.
- b. Alcoholic liquor or alcoholic beverage: includes alcohol, beer, spirits and wine; and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer and capable of being consumed by a human being for beverage purposes. Any liquid or solid containing more than one of the four varieties so defined is considered as belonging to that variety which has the higher percentage of alcohol, according to the following order: Alcohol, spirits, wine and beer. The provisions of this ordinance shall not apply to any liquid or solid containing less than one-half of one per cent of alcohol by volume.
- c. Beer: means any beverage obtained by the alcoholic fermentation of an infusion or decoction of barley, malt and hops in drinking water.
- d. Wine: means any alcoholic beverage obtained by the fermentation of the natural sugar content of fruits, such as grapes or apples or other agricultural products, containing sugar, including fortified wines such as port, sherry and champagne.
- e. Minor: Any person under twenty-one (21) years of age.
- f. Person: Natural person including partners but shall not include corporations, limited liability companies, joint stock companies or other associations of natural persons.
- g. Ledyard Town Facility: “Town Facility” includes the following: town hall, municipal buildings, municipal school buildings, stadiums, any public playgrounds, public parks, any fire stations or clubhouses therein, police headquarters facility or on any public grounds and/or other places owned leased, maintained, operated and /or funded directly or indirectly by the Town of Ledyard.
- h. ***Ledyard Farmers Market: Ledyard Farmers Market or “LFM” refers to the Ledyard Farmers Market Commission and activities carried out in the normal course of operating the Farmers Market.***

- i. *LFM Vendor: refers to any vendor accepted to the market, particularly for those vendors approved to sell alcoholic beverages made in the state of CT. The beverages may include, but are not limited to wines, ciders, meads, beer, and spirits.*

Section 3. Consumption of Alcoholic Beverages in Public Buildings, Parks, etc.

It shall be unlawful for any person to have in their possession, or to consume any alcoholic beverage in a town facility.

Section 4 Exceptions -Authorization and Permit Required

At the discretion of the Body who has Administrative Control of a town facility, the consumption of beer and wine may be permitted, as defined in C.G.S. § 30-1, as amended, during any public or private function, festival or celebration being conducted within a town facility pursuant to written authorization from the body who has Administrative Control of the property and upon written permit issued by the Chief of Police or their designee, authorizing the sale, service or distribution of alcoholic liquor at or in connection with such function, festival or celebration as follows:

Name of Facility	Location	Administrative Control Authorization & Address
Any Parks & Recreation Area <ul style="list-style-type: none"> <li>• DeMuria Pavilion/Colonel Ledyard Park</li> <li>• Perry Pavilion/Highlands Lake</li> <li>• <i>Ledyard Town Green/Pole Barn / Holdridge Pavilion</i></li> <li>• Picnic areas along with picnic area at Erickson Park</li> <li>• Gales Ferry Community Center</li> <li>• Donahue Property</li> <li>• Sawmill Park/Picnic Aera</li> </ul>	Various  21 Blonder Boulevard, Ledyard  639 Shewville Road. Ledyard  728 Colonel Ledyard Highway, Ledyard  114 Military Highway. Gales Ferry  18 Hurlbutt Road, Gales Ferry  13 Winthrop Road, Gales Ferry  172 Iron Street, Ledyard	Parks & Recreation Director or Designee  12 Van Tassel Drive, Gales Ferry
Nathan Lester House & Garden	153 Vinegar Hill Road, Gales Ferry	Historic District Commission or his/her designee  741 Colonel Ledyard Highway, Ledyard (Town Hall)
Senior Citizens Center	12 Van Tassel Drive, Gales Ferry	Parks & Recreation Director or Designee  12 Van Tassel Drive, Gales Ferry or Senior Citizens Commission 12 Van Tassel Drive, Gales Ferry

Section 5. Authorization and Permit Procedure

- a. Authorization

Written authorization from the Body or their designee who has Administrative Control of the town facility for which the Authorization was being sought must be obtained at least thirty (30) days prior to the start of the event.

*Authorization will allow vendors at the Ledyard Farmers Market to sell alcoholic beverages including, but not limited to wines, ciders, meads, beer, and spirits in closed containers for the Market Season.*

*Authorization will permit the offering for sale, glass or ceramic containers (filled with product or empty) and items at the Ledyard Farmers Market.*

b. Permit

Temporary Liquor Permit Application Forms and Instructions are available on line at <https://elicense.ct.gov/>, the Town Clerk's Office and the Police Department.

Written authorization from the Body who has Administrative Control of the town facility must be provided with the Application when obtaining local signatures, as required on the State of Connecticut Application for Temporary Liquor Permit Form.

Completed application and authorization of the Administrative Control Body shall be submitted to the Ledyard Police Department at least twenty (20) days prior to the start of the public or private function, festival or celebration being conducted within a town facility.

Written approval or denial of the Permit should be issued to the Applicant within seven days of receipt of the Permit Application and a copy of the approved or denied Permit Application shall be forwarded to the Body who has Administrative Control of the town facility for which the Temporary Liquor Permit was sought.

Section 6. Professional Catered Events/ Licenses and Insurance Required

a. Caterer Liquor Permit

For events at which professional catering services are provided, the caterer shall provide proof that a "caterer liquor permit" has been obtained in accordance with C.G.S. § 30-37J.

b. Insurance

The Caterer shall procure and shall pay all premiums for comprehensive general liability insurance coverage for the town facility for which they are serving food, beverages and alcoholic beverages, in the amount of no less than \$2 million and shall provide certificates of such insurance indicating coverage is in effect.

Additionally, the Caterer shall list the Town of Ledyard as an additional insured on all forms of insurance.

The caterer shall also provide proof of liquor liability coverage as part of the application.

Section 7. Serving Alcoholic beverages to Minors

It shall be unlawful for any person to sell or serve beer, wine or other alcoholic beverages to any person under the age of 21 at any public or private function, festival or celebration being conducted within a town facility.

In accordance with CGS § 30-86, a person may be fined, imprisoned up to 18 months, or both, for giving alcohol to someone under 21 years of age.

Section 8. Violations

- a. In addition to State imposed fines any person violating this Ordinance shall be fined not more than \$100.00 for each offense.
- b. Any person violating this Ordinance shall also be subject to immediate removal from the area, park or district and be subject to denial of future entry into such town facility.

Section 9. Severability.

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 10. Effective Date

This Ordinance shall take effect on the twenty-first (21st) day after publication in accordance with Chapter III, Section 5 of the Charter of the Town of Ledyard.

Amended and Adopted by the Town Council on: \_\_\_\_\_

\_\_\_\_\_  
Gary St. Vil, Chairman

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III., Mayor

Published on: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

Effective Date:

\*\*\*\*\*  
Revision: Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor in Parks & Recreation Areas, School Property and the Historic District" Adopted: April 9, 1986; Effective: May 27, 1986; Renumbered and Adopted: 9/25/2019; **Rewritten (Rev. 1) and Adopted September 9, 2020..**

History: The Twenty-fourth Town Council (2017- 2019) Ordinance #34 "An Ordinance Regarding Control of Alcoholic Liquor at Parks & Recreation Areas, School Property and the Historic District" was renumbered to Ordinance #300-029

2020: The Ordinance was totally rewritten to allow for the consumption of beer and wine at additional town owned facilities and town-owned properties; as listed in Table. Also, the following documentation requirements were added to the Ordinance (1) Authorization from the Body who has Administrative Control of the facility/property, and (2) Written permit from the Chief of Police. The Ordinance added provisions for catered events requiring the caterer to provide proof of liquor license and insurance.

**2026: Ordinance amended to allow vendors at the Farmers Market to sell spirits. It was also amended to allow glass and ceramic containers and items at the market as prohibiting these containers and items would not allow vendors to sell pickles, candles, sauces, wines, meads, ciders, spirits, sodas or other non-alcoholic beverages, relishes, jams, jellies, flowers, seasonings, or pottery. Authorization was extended for the entire Market Season**



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0172

**Agenda Date:** 3/25/2026

**Agenda #:** 5.

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## RESOLUTION

**Motion/Request:**

MOTION to adopt a proposed “*Resolution Establishing An Ad Hoc Committee to Evaluate The Separation of the Planning Commission & Zoning Commission*”, as presented in the draft dated March 11, 2026.

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**Body:**

(type text here)

Res: 002-2026/XXXX

RESOLUTION  
ESTABLISHING AN AD HOC COMMITTEE  
TO EVALUATE THE SEPARATION OF THE  
PLANNING COMMISSION & ZONING COMMISSION

WHEREAS: the Town of Ledyard currently operates under a Combined Planning and Zoning Commission pursuant to Connecticut General Statutes § 8-4a; and in accordance with Ordinance #300-005 “*An Ordinance Providing For A Combined Planning And Zoning Commission for the Town of Ledyard*”; and Chapter IV, Section 3, of the Town Charter;

WHEREAS: residents have expressed concern that the combined Planning and Zoning Commission has faced an increase in the volume of applications and the complexity of land-use issues; and therefore, has requested the establishment of an Ad Hoc Committee to evaluate separating the roles into a Planning Commission; and into a Zoning Commission;

NOW, THEREFORE, BE IT RESOLVED: that there is hereby established “*An Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*” to be composed of five (5) members appointed by the Ledyard Town Council.

Those members shall, as much as possible, be representative as follows:

- One Members of the Community-at-Large with Planning experience
- One members of the Community-at-Large with Zoning experience
- One member from the Planning and Zoning Commission
- One member from the Community-at-Large
- One member from the Town Council

In addition, request the Mayor assign a member from the Land Use Department Staff, either the Zoning Enforcement Officer; or Director of Planning to support the Ad Hoc Committee.

The Committee shall hold its Organizational Meeting no later than 30 days after its appointment and shall elect a Chairman, and Recording Secretary.

BE IT FURTHER RESOLVED, that Committee Members shall serve for a six (6) month term. Any vacancies on said committee shall be filled by the appointment of the Ledyard Town Council with priority given to maintaining as much as possible the structure above; and the attendance of fifty percent of the appointed members shall constitute a quorum.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee is authorized:

- Study the feasibility, benefits, and costs of separating the Planning and Zoning Commission into two separate entities.
- Evaluate whether separating the roles would increase efficiency; improve public transparency, and reduce the potential for conflicts of interest; by the Planning

Commission focusing on long-term development/master plan; and a Zoning Commission focusing on site plans and regulations;

- Review, among other things: staffing impacts, budgetary implications, changes to local ordinances required, and potential improvements to the permitting timeline.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee shall provide a report of their recommendations to the Town Council upon completion of their assignment, no later than six months from its Organizational Meeting.

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

\_\_\_\_\_  
Gary St. Vil Chairman

DRAFT



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0305

**Agenda Date:** 3/25/2026

**Agenda #:** 6.

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## APPOINTMENT

### **Motion/Request:**

### **Background:**

Ms. Bowen has a B.A. in American Studies from the University of Connecticut; and a M.A. in History and Archaeology from the University of Rhode Island in 2020.

Ms. Bowen recently moved to Ledyard, and volunteered at an event for the local animal control, and she was looking for more opportunities to be involved.

Ms. Bowen is an Education and Outreach Manager at the Society for American Archaeology.  
(Please see attached Appointment Application & Resume)

### **Administrative Notes:**

Ms. Bowen also submitted Appointment Applications to serve on the following:

- Conservation Commission (Mayor Appointment)
- WPCA (No Vacancies)

### **Nominating Committee Recommendation:**

2/6/2026: The DTC endorsed Ms. Bowen's Application to serve on the IWWC.

### **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.

**Application Form****Profile**

Sarah

First Name

J

Middle  
Initial

Bowen

Last Name

sjoy710@gmail.com

Email Address

80 Avery Hill Rd

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Mobile: (860) 581-3333

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

Inland Wetland And Water Courses Commission: Submitted

**Education & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

Town boards and commissions are vital to every community, and it is important to me as a resident of the town to ensure our community has the support it needs to flourish.

**Community Involvement**

Having only recently moved to Ledyard, I have only had a chance to volunteer once to assist with an event for the local animal control, but I am looking for more opportunities to be involved.

**Educational Background**

I received my B.A. in American Studies from the University of Connecticut but primarily attended the Avery Point campus in Groton. I received my M.A. in History and Archaeology from the University of Rhode Island in 2020. My education has allowed me a unique perspective on American history, politics, and human behavior that I feel can be applied in a variety of ways on a town committee.

The Society for American  
Archaeology

Employer

Education and Outreach  
Manager

Job Title

[Bowen\\_Resume.docx](#)

Upload a Resume

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**Party Affiliation****Party Affiliation \***

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Democrat

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**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

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**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Sarah Joy Bowen

# Sarah J. Bowen

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860-581-3333 | Sarahbowen710@gmail.com

## Education

### **M.A. | JUNE 2020 | UNIVERSITY OF RHODE ISLAND**

- Major: History
- Related coursework: Anthropology

### **B.A. | JUNE 2017 | UNIVERSITY OF CONNECTICUT**

- Major: American Studies
- Related coursework: History, Anthropology, Maritime Studies, Political Science

## Experience

### **MANAGER, EDUCATION & OUTREACH | SOCIETY FOR AMERICAN ARCHAEOLOGY | AUGUST 2023 - PRESENT**

- Manages the SAA's Online Seminar Series which includes contacting instructors, reviewing outlines, submitting research to the RPA for Continuing Education Credits, and advertising initiatives.
- Coordinates educational outreach efforts and events to students and the public via social media, in-person events, and ensures the most up to date resources are available on the organization's website.
- Assists with Annual Meeting coordination, including registration, event set up, and various event logistics.

### **LABORATORY TECHNICIAN | THE PUBLIC ARCHAEOLOGY LABORATORY INC. | APRIL 2021- AUGUST 2023**

- Responsible for processing, identifying, and cataloging archaeological artifacts.
- Managed archival processes including digital project closeout, hard copy files, site forms, photographs, and objects.

### **RESEARCH ASSISTANT | UNIVERSITY OF RHODE ISLAND | JANUARY 2020 – MAY 2020**

- Conducted archival research on the Indigenous community of Block Island.
- Conducted and transcribed oral history interviews with members of the local Native American communities.

### **OPERATIONS MANAGER | THE NEW BEDFORD FISHING HERITAGE CENTER | FEBRUARY 2018 – DECEMBER 2019**

- Managed day-to-day museum operations, volunteers, the gift shop, museum membership, and the museum's collections.
- Documented all membership data, tracked all fees and donations, and oversaw the annual appeal.
- Responsible for the collections database and helped to found the museum's Collection Committee.
- Aided in grant funded research for exhibits and edited/transcribed oral history interviews now housed in the Library of Congress.
- Helped to manage the Center's Facebook and Instagram pages.

## Internships

### **PUBLIC ARCHAEOLOGY LABORATORY INC. | SEPTEMBER 2019 – DECEMBER 2019**

- Re-curated and cataloged a pre-contact archaeological collection from 1985.

### **THE MASHANTUCKET PEQUOT MUSEUM | JUNE 2016 – AUGUST 2016**

- Participated in the museum's Battlefield Field School.
- Floated and sorted soil samples.
- Cataloged and organized artifacts.

### **THE CONNECITCUT RIVER MUSEUM | JANUARY 2016 – MAY 2016**

- Digitized and cataloged the museum's photograph and slide collection.
- Assisted with rotating exhibit set up and breakdown.

## Skills & Abilities

- Management
- Advertising
- iMIS
- Research & Writing
- PastPerfect Museum Software
- Microsoft Access Databases
- Collections & Archive Management
- Audio Transcription
- Microsoft Excel
- Data Entry
- 10+ Years of Customer Service and Working with the Public
- PADI Open Water SCUBA Certified
- Artifact Analysis
- Data Entry

**INLAND WETLANDS AND WATERCOURSES COMMISSION**

	<b>Name</b>	<b>Term Expiration</b>
D	Marelli, Michael 4 Lee Brook Drive Ledyard, Connecticut 06339	10/31/2027
U	DeBrodt, Justin (Chairman) 5 Erins Way Ledyard, Connecticut 06339	10/31/2027
R	Pealer, Dan 48 Highland Drive Ledyard, Connecticut 06339	10/31/2026
D	<b>Vacant (Thompson, James)</b>	10/31/2026
U	Ribe, Beth E. 129 Rose Hill Road Ledyard, Connecticut 06339	10/31/2026

Alternate Members

D	<b>Vacant (Thompson, James)</b>	10/31/2026
U	Graham, Robert 72ALong Pond-South Ledyard, Connecticut 06339	10/31/2026
	<b>Vacant (St. Vil, Gary)</b>	10/31/2027
	<b>Vacant (Persano, John)</b>	10/31/2027

Town Council Appointment      2 Year Term      5 Reg Members      4 Alt Members



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0306

**Agenda Date:** 3/25/2026

**Agenda #:** 7.

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## APPOINTMENT

### **Motion/Request:**

### **Background:**

Ms. Harty enjoys gardening and would like to be involved in her community. (please see attached Appointment Application).

### **Administrative Notes:**

Currently there are two vacancies on the Beautification Committee. (see attached Roster).

The following three (3) Appointment Applications have been submitted to fill the (2) two Vacancies.

- Ms. Julie Harty (R ) 26 Coachman Pike
- Ms. Marielle Winkelman ( R) 11 Linden Lane
- Ms. Phyllis McCormack (I) 31 Tanager Lane

### **Nominating Committee Recommendation:**

2/17/2026: The RTC endorsed Ms. Harty's Application to serve on the Ledyard Beautification Committee.

### **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.

**LEDYARD BEAUTIFICATION COMMITTEE**

	<b>Name</b>	<b>Term Expiration</b>
D	Yvonne Walsh 38 Fairway Drive Ledyard, Connecticut 06339	10/26/2026
R	Christiansen, Carol 29 Quakertown Road Ledyard, Connecticut 06339	10/26/2028
D	Barber, Mechelle 20 Quakertown Meadows Ledyard, Connecticut 06339	10/26/2028
R	<b>Martic, Sarah</b> 59R Long Pond Road, South Ledyard, Connecticut 06339	10/26/2026
U	Eastbourne, Jennifer 4 Glenwoods Court Gales Ferry, Connecticut 06335	10/26/2027
U	Hawes, Lauren 8 Warbler Way Ledyard, Connecticut 06339	10/26/2026
	<b>Vacant (Schneider, Carol Ann)</b> <b>Did not want to be reappointed</b> <b>Will continue until Appointments</b> <b>Have been made.</b>	10/26/2028
D	Hagerty, Michelle 6 Greystone Court Ledyard, Connecticut 06339	10/26/2027
D	Kohrs, Kathrine 19 Winthrop Road Gales Ferry, Connecticut 06335	10/26/2027

Appointed by Town Council

3 Year Term

9 Members

# Application Form

## Profile

Julie \_\_\_\_\_ S \_\_\_\_\_ Harty \_\_\_\_\_  
 First Name Middle Initial Last Name

hartyjulie@yahoo.com \_\_\_\_\_  
 Email Address

26 coachman pike \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Home Address

Ledyard \_\_\_\_\_ CT \_\_\_\_\_ 06339 \_\_\_\_\_  
 City State Postal Code

Home: (413) 204-8538 \_\_\_\_\_  
 Primary Phone Alternate Phone

## Which Boards would you like to apply for?

Ledyard Beautification Committee: Submitted

## Education & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board or commission?

I enjoy gardening. Nice to be party of community.

## Community Involvement

## Educational Background

Mohegan \_\_\_\_\_ Onboarding administrator \_\_\_\_\_  
 Employer Job Title

Upload a Resume \_\_\_\_\_

## Party Affiliation

### Party Affiliation \*

Republican

---

**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Julie Harty

Committee Comments: Yes, the RTC and it's Nominating Committee for RTC endorse Julie Harty for appointment to the Ledyard Beautification Committee.

Respectfully,

Joe Gush  
Nominating Chairman

**Application Form****Profile**

Marielle

First Name

Winkelman

Last Name

Middle  
Initial

mariellewinkelman@icloud.com

Email Address

11 linden lane

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Mobile: 8605145308

Primary Phone

Home: 8605145308

Alternate Phone

**Which Boards would you like to apply for?**

Ledyard Beautification Committee: Submitted

**Education & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

I am a ledyard resident and would like to be part of something meaningful to help our town.

**Community Involvement**

I am part of the Norwich Chamber volunteer committee where I serve multiple times a year to help them with the manufacturing and healthcare expos. I also work for a local community bank and volunteer at local events and non-profits throughout the year.

**Educational Background**

BS in Business Admin/Finance

Chelsea Groton Bank

Employer

Regional Sales and Service  
Manager

Job Title

Upload a Resume

**Party Affiliation**

**Party Affiliation \***

---

Republican

---

**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Marielle Winkelman

Committee Comments: Yes, the RTC and it's Nominating Committee for RTC endorse Marielle Winkelman for re-appointment to the Ledyard Beautification Committee.

Respectfully,

Joe Gush  
Nominating Chairman

**Application Form****Profile**

Phyllis

First Name

M

Middle  
Initial

McCormack

Last Name

phyllismccormack@hotmail.com

Email Address

31 Tanager Lane

Home Address

Suite or Apt

Gales Ferry

City

CT

State

06336

Postal Code

Home: (860) 608-7377

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

Ledyard Beautification Committee: Submitted

**Education & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

I enjoy the beauty of our town and would like to participate in maintaining it as well as improving it.

**Community Involvement**

I am recently widowed and retired and have not participated in many community endeavors. I am a past member of a Lions club and have had involvement in fund raising activities such as pancake breakfasts and a golf tournament. I have pass in membership as an EMT at the Mohegan Fire Company.

**Educational Background**

I am a registered nurse and still work per diem I have a Bachelor's degree in nursing

Lawrence Memorial Hospital

Employer

Staff Nurse

Job Title

Upload a Resume

**Party Affiliation**

**Party Affiliation \***

---

Independent

---

**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Phyllis McCormack



**File #:** 26-0307

**Agenda Date:** 3/25/2026

**Agenda #:** 8.

APPOINTMENT

**Motion/Request:**

MOTION to appoint Ms. Marielle Winkelman ( R ) 11 Linden Lane, Ledyard, to the Ledyard Beautification Committee to complete a three (3) year term ending October 26, 2026 filling a vacancy left by Ms. Martic.

**Background:**

Ms. Winkelman has a BS in Business Administration/Finance and is employed at a local Community Bank.

Ms. Winkelman has been an active serving the Norwich Chamber Volunteer Committee helping with the manufacturing and healthcare expos several times a year. She also volunteers at local events and non-profits throughout the year through her employer

Ms. Winkelman would like to be involved in her community. (please see attached Appointment Application).

**Administrative Notes:**

Currently there are two vacancies on the Beautification Committee. (see attached Roster).

The following three (3) Appointment Applications have been submitted to fill the (2) two Vacancies.

- Ms. Julie Harty ( R ) 26 Coachman Pike
- Ms. Marielle Winkelman ( R ) 11 Linden Lane
- Ms. Phyllis McCormack (I) 31 Tanager Lane

**Nominating Committee Recommendation:**

2/17/2026: The RTC endorsed Ms. Winkelman’s Application to serve on the Ledyard Beautification Committee.

**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.

**LEDYARD BEAUTIFICATION COMMITTEE**

	<b>Name</b>	<b>Term Expiration</b>
D	Yvonne Walsh 38 Fairway Drive Ledyard, Connecticut 06339	10/26/2026
R	Christiansen, Carol 29 Quakertown Road Ledyard, Connecticut 06339	10/26/2028
D	Barber, Mechelle 20 Quakertown Meadows Ledyard, Connecticut 06339	10/26/2028
R	<b>Martic, Sarah</b> 59R Long Pond Road, South Ledyard, Connecticut 06339	10/26/2026
U	Eastbourne, Jennifer 4 Glenwoods Court Gales Ferry, Connecticut 06335	10/26/2027
U	Hawes, Lauren 8 Warbler Way Ledyard, Connecticut 06339	10/26/2026
	<b>Vacant (Schneider, Carol Ann)</b> <b>Did not want to be reappointed</b> <b>Will continue until Appointments</b> <b>Have been made.</b>	10/26/2028
D	Hagerty, Michelle 6 Greystone Court Ledyard, Connecticut 06339	10/26/2027
D	Kohrs, Kathrine 19 Winthrop Road Gales Ferry, Connecticut 06335	10/26/2027

Appointed by Town Council

3 Year Term

9 Members

**Application Form****Profile**

Marielle

First Name

Winkelman

Last Name

Middle  
Initial

mariellewinkelman@icloud.com

Email Address

11 linden lane

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Mobile: 8605145308

Primary Phone

Home: 8605145308

Alternate Phone

**Which Boards would you like to apply for?**

Ledyard Beautification Committee: Submitted

**Education & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

I am a ledyard resident and would like to be part of something meaningful to help our town.

**Community Involvement**

I am part of the Norwich Chamber volunteer committee where I serve multiple times a year to help them with the manufacturing and healthcare expos. I also work for a local community bank and volunteer at local events and non-profits throughout the year.

**Educational Background**

BS in Business Admin/Finance

Chelsea Groton Bank

Employer

Regional Sales and Service  
Manager

Job Title

Upload a Resume

**Party Affiliation**

**Party Affiliation \***

---

Republican

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**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Marielle Winkelman

Committee Comments: Yes, the RTC and it's Nominating Committee for RTC endorse Marielle Winkelman for re-appointment to the Ledyard Beautification Committee.

Respectfully,

Joe Gush  
Nominating Chairman

# Application Form

## Profile

Julie \_\_\_\_\_ S \_\_\_\_\_ Harty \_\_\_\_\_  
 First Name Middle Initial Last Name

hartyjulie@yahoo.com \_\_\_\_\_  
 Email Address

26 coachman pike \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Home Address

Ledyard \_\_\_\_\_ CT \_\_\_\_\_ 06339 \_\_\_\_\_  
 City State Postal Code

Home: (413) 204-8538 \_\_\_\_\_  
 Primary Phone Alternate Phone

## Which Boards would you like to apply for?

Ledyard Beautification Committee: Submitted

## Education & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board or commission?

I enjoy gardening. Nice to be party of community.

## Community Involvement

## Educational Background

Mohegan \_\_\_\_\_ Onboarding administrator \_\_\_\_\_  
 Employer Job Title

Upload a Resume \_\_\_\_\_

## Party Affiliation

### Party Affiliation \*

Republican

---

**Disclaimer & FOIA Information**

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**Please Agree with the Following Statement**

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**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Julie Harty

Committee Comments: Yes, the RTC and it's Nominating Committee for RTC endorse Julie Harty for appointment to the Ledyard Beautification Committee.

Respectfully,

Joe Gush  
Nominating Chairman

**Application Form****Profile**

Phyllis

First Name

M

Middle  
Initial

McCormack

Last Name

phyllismccormack@hotmail.com

Email Address

31 Tanager Lane

Home Address

Suite or Apt

Gales Ferry

City

CT

State

06336

Postal Code

Home: (860) 608-7377

Primary Phone

Alternate Phone

**Which Boards would you like to apply for?**

Ledyard Beautification Committee: Submitted

**Education & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

I enjoy the beauty of our town and would like to participate in maintaining it as well as improving it.

**Community Involvement**

I am recently widowed and retired and have not participated in many community endeavors. I am a past member of a Lions club and have had involvement in fund raising activities such as pancake breakfasts and a golf tournament. I have pass in membership as an EMT at the Mohegan Fire Company.

**Educational Background**

I am a registered nurse and still work per diem I have a Bachelor's degree in nursing

Lawrence Memorial Hospital

Employer

Staff Nurse

Job Title

Upload a Resume

**Party Affiliation**

**Party Affiliation \***

---

Independent

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**Disclaimer & FOIA Information**

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**Please Agree with the Following Statement**

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**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

I Agree

**Signature (type full name below)**

---

Phyllis McCormack



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0365

**Agenda Date:** 3/25/2026

**Agenda #:** 9.

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## APPOINTMENT

### **Motion/Request:**

MOTION to appoint Mr. Anthony Saccone, Jr., (D) 29 Richard Road, Gales Ferry to the Permanent Municipal Building Committee (PMBC) to complete a three (3) year term ending March 26, 2029, filling a vacancy left by Ms. Peterson.

### **Background:**

(type text here)

### **Administrative Notes:**

(type text here)

### **Nominating Committee Recommendation:**

(type text here)

### **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.

**Application Form****Profile**

Tony \_\_\_\_\_ Saccone, St. \_\_\_\_\_  
 First Name Middle Initial Last Name

tony.saccone@gffc.org \_\_\_\_\_  
 Email Address

29 Richard Road \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Home Address

Gales Ferry \_\_\_\_\_ CT \_\_\_\_\_ 06335 \_\_\_\_\_  
 City State Postal Code

Home: (860) 625-6239 \_\_\_\_\_ Mobile: (860) 625-6239 \_\_\_\_\_  
 Primary Phone Alternate Phone

**Which Boards would you like to apply for?**

Permanent Municipal Building Committee: Submitted

**Education & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

As a former Board of Education Assistant Facilities Manager, I understand the important to plan for facilities maintenance and upgrades

**Community Involvement**

Gales Ferry Fire Chie 16 years Town Council Member 1 Term

**Educational Background**

Associates Degree in Fire Science

Mashantucket Pequot Fire Department \_\_\_\_\_ Fire Chief \_\_\_\_\_  
 Employer Job Title

Upload a Resume

**Party Affiliation****Party Affiliation \***

Democrat

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**Disclaimer & FOIA Information**

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**Please Agree with the Following Statement**

---

**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

---

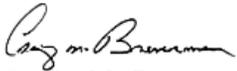
I Agree

**Signature (type full name below)**

---

Tonu Saccone

This application is approved by the Ledyard DTC Nominating Committee



Craig M. Breverman 3/8/2026



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 26-0387

**Agenda Date:** 3/25/2026

**Agenda #:** 10.

## GRANT REQUEST

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

MOTION to authorize the Mayor to submit a *COPS Law Enforcement Technology and Equipment Grant* through the 2027 Congressionally Directed Spending initiative, to purchase Body Cameras and In-Car Camera Equipment.

**Background:**

Although the Police Department has requested funding in the Capital Plan the Town is seeking financial assistance to minimize the impact on its taxpayers by submitting an Application for a *COPS Law Enforcement Technology and Equipment Grant* through the 2027 Congressionally Directed Spending initiative.

This Grant Program does not require a local funding match.

The Grant Application Deadline is April 6, 2026 @ 11:59 p.m.

**Department Comments/Recommendation:**

(Type text here)

**Finance Director Comments/Recommendation:**

(Type text here)

**Mayor Comments/Recommendation:**

(Type text here)

**Please Complete the Grant Request Form Below:**

TOWN OF LEDYARD  
GENERAL GOVERNMENT  
GRANT APPLICATION POLICY AND PROCESS

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

follow this policy and process.

Grants, for these purposes include:

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

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

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

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

Linda C Davis

\_\_\_\_\_  
Linda C. Davis, Chairman

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

History: Paragraph 5 added the following: *“When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).”*

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

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

**GRANT REQUEST FORM**

Requestor John Rich, Police Chief

Date March 12, 2026

Dept/Commission/Board

Police Department/ In-Car Video & Body Camera Equipment

Name of Grant *COPS Law Enforcement Technology and Equipment Grant*

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

Federal Grant through US Senator Richard Blumenthal & US Senator Chris Murphy’s Offices

Reason for Applying for this Grant

Amount of Town Match -0-

Source of Town Match N/A

In-Kind Match - Explain

N/a

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

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

ATTACHMENT 1

Code of Federal Regulations: 2 CFR

§200.318 General procurement standards.

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

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

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and

agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

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

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

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

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

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

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

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

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

(i) The actual cost of materials; and

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

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

must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

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

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

#### §200.319 Competition.

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

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

(2) Requiring unnecessary experience and excessive bonding;

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

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

(5) Organizational conflicts of interest;

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

(7) Any arbitrary action in the procurement process.

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

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

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

avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

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

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

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

§200.320 Methods of procurement to be followed.

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

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

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

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

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

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

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

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

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

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

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define

the items or services in order for the bidder to properly respond;

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

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

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

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

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

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

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

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

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

(e) [Reserved]

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

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

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

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

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

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

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

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

(b) Affirmative steps must include:

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

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

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

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

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

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

§200.322 Procurement of recovered materials.

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

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

§200.323 Contract cost and price.

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

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in

which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

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

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

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

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

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

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

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

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

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

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

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

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

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### §200.325 Bonding requirements.

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

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

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

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

#### §200.326 Contract provisions.

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

# Office of U.S. Senator Richard Blumenthal & Office of U.S. Senator Christopher Murphy

## *FY 2027 CONGRESSIONALLY DIRECTED SPENDING APPLICATION GUIDANCE*

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## BACKGROUND

All requests for Congressionally Directed Spending (CDS) projects must comply with the requirements of [Rule XLIV](#) of the Standing Rules of the Senate, which governs CDS. This includes requiring Senators who submit CDS requests to certify that neither they nor their immediate family members have any financial interest in the CDS item(s) being requested.

Additionally, the Committee will continue using the following reforms for CDS requests that were instituted in the 117th Congress:

- Funding for CDS items shall not exceed one percent of discretionary spending.
- For-profit entities are ineligible for CDS items, and Senators must certify that none of the entities for which they have requested CDS is a for-profit entity.
- Senators who submit CDS requests must publish those requests on their websites along with a letter to the Committee certifying that neither they nor their immediate family members have any financial interest in the CDS item(s) being requested. The Committee will provide a link to each Senator’s disclosure on the Committee’s website.
- The Committee will require the Government Accountability Office to audit a sample of enacted CDS items and report its findings to Congress.

In addition to these broad reforms, any CDS requests must satisfy all the requirements stipulated by our offices and the Senate Appropriations Committee. Successful applicants will also have to meet the requirements of the relevant federal agency from which their funds are awarded. If your award is included in one of the FY 2027 appropriations bills, you will be barred from expending funds before completing required agency paperwork. CDS funding cannot be used to reimburse previously incurred expenses.

Each organization must submit an application for funding to our offices; we have a joint application that goes to both offices. That application will ask you to discuss your project in detail and provide opportunities to highlight community support. You will also need to lay out the project budget and, depending on the program, come up with matching funds. Please be sure to include direct points of contact who are authorized to sign for the grant and who can answer time-sensitive questions. Not all applications will be selected for funding.

## FREQUENTLY ASKED QUESTIONS

If you have additional questions about your project’s eligibility, please contact our offices for assistance at [Appropriations\\_requests@blumenthal.senate.gov](mailto:Appropriations_requests@blumenthal.senate.gov) and [Appropriations\\_requests@murphy.senate.gov](mailto:Appropriations_requests@murphy.senate.gov).

## GENERAL QUESTIONS

### **What are Congressionally Directed Spending (CDS) requests?**

CDS is defined in [Senate Rule XLIV](#):

- Included primarily at the request of a Senator. This means that if an item is included in the president's annual budget request, it is not a CDS request;
- Provides a specific funding amount to a specific entity or location other than through a formula-driven or competitive award; and,
- The purpose of the project must meet the objective of a federal program under existing law.

Generally speaking, this is a funding request for a specific project in a specific location.

### **Are Congressionally Directed Spending (CDS) requests publicly disclosed?**

Yes. All requests for CDS submitted by our offices to the Senate Appropriations Committee for consideration will be publicly listed on both Senator Murphy's and Senator Blumenthal's website. Please note, these public disclosures are not a full list of awards. The final appropriation bills will include basic information on awarded projects including the recipient's name, project purpose, project location (City, County, State), and the award amount.

### **Will all applications be submitted to the Senate Appropriations Committee for consideration?**

For Fiscal Year 2026, the Committee instituted a maximum number of CDS requests a Senator may submit to certain subcommittees and/or accounts for consideration. Our offices are still waiting for FY2027 guidance, but Senators Murphy and Blumenthal will try to submit as many eligible projects as possible within any limits. If you submit multiple projects, please rank them by order of priority.

### **Are for-profits eligible?**

No. For-profits are not eligible for any CDS awards.

## HOW TO SUBMIT A CONGRESSIONALLY DIRECTED SPENDING REQUEST

### **How do I submit a Congressionally Directed Spending (CDS) Request?**

You can submit a CDS request using the applications linked [on Senator Murphy's](#) or [Senator Blumenthal's](#) websites. The applications go to both offices, so you only need to apply once. The

websites also include information on deadlines and other requirements. As a reminder, CDS requests are different than programmatic requests. Please ensure you are submitting the appropriate application.

Additionally, the House of Representatives have their own process for soliciting CDS requests (called Community Project Funding). Please let us know if you apply to a House member's office, but reach out to your Representative for their applications and guidance.

### **How much money should I request?**

It depends on your project, needs, and the account from which you are requesting funds. There is no limit to the amount of funding you can request, but larger projects are harder to fund. You should not request more funds than you need. Furthermore, you should only request the amount that can be expended in the upcoming fiscal year. You can view requests from previous years on [Senator Blumenthal's](#) and [Senator Murphy's](#) websites.

### **What if I do not know the appropriate Account or Agency for my project request?**

This guide is intended to help you understand what accounts are available and help you evaluate if your project fits within one of these programs. If you have any questions, please reach out to both of our offices for additional guidance.

### **Do I need to submit letters of support?**

The application will ask you about supporting organizations and provide an opportunity to attach letters of support. While this information isn't required, it is helpful to know about community support for your effort. Please note that the application platform limits document submissions, so we recommend consolidating letters of support into a single pdf.

## HOW TO USE CONGRESSIONALLY DIRECTED SPENDING FUNDS

### **Are there limitations on what Congressionally Directed Spending (CDS) can be used for?**

Yes. There are very specific restrictions on how federal funds can be used. Please read this guide, and the information from relevant agencies closely to understand the eligible uses and any existing limitations. Generally, funding cannot be used for debt service, recurring or routine expenses, or reimbursement of costs.

### **Can I request funding for construction? What about funding for renovation?**

The majority of accounts prohibit funding for construction and renovation, but there are some exceptions under the Economic Development Initiative within the Department of Housing and

Urban Development (HUD), the Health Resources and Services Administration (HRSA) Construction and Equipment program within the Department of Health and Human Services (HHS), as well as programs at U.S. Department of Agriculture (USDA).

## HOW TO ACCESS A CONGRESSIONALLY DIRECTED SPENDING AWARD

### **If my Congressionally Directed Spending (CDS) award is signed into law, what happens next?**

After you receive a CDS award, you will have to take additional steps in order to receive funding. Awarded project recipients will need to submit information to the relevant federal agency before the grant can be finalized. This process ensures the federal dollars are being used correctly. Federal agencies will start working with grantees shortly after a spending bill passes. The timeline for outreach varies between departments and agencies and could take several months. Please take this timeline into consideration when you submit your application.

### **If my project is in the Senate bill, does that mean I will get all the funding for the project?**

In general, projects that are included in Senate-passed bills are well positioned to ultimately receive funding. However, a Senate bill would need to be reconciled with a House bill before it can be signed into law, and there could be changes to CDS awards during that process. Then, any conferenced bill would need to pass both the House and Senate and be signed by the President.

As a reminder, even after a conferenced appropriations bill that includes your award is signed into law, you will still need to work with relevant agency to ensure your project meets all the program requirements and sign a grant agreement.

### **How long do recipients have to spend funding awarded through Congressionally Directed Spending (CDS)?**

If your CDS award is signed into law, your grant agreement with the agency will stipulate the drawdown requirements. Some agencies offer flexibility while others limit it to a fiscal year.

### **If I get a Congressionally Directed Spending (CDS) award this year does that mean I will get one in the future?**

No. Receiving CDS funds in one fiscal year is not a guarantee for CDS funding in future fiscal years. Please remember that CDS should be viewed as a one-time infusion of dollars, not a way to sustain a project or initiative. Conversely, receiving a CDS in the past does not prevent your organization from applying again in the future.

## WHAT IS THE TIMELINE FOR THE FEDERAL APPROPRIATIONS PROCESS

### **How long is the Fiscal Year?**

Fiscal Year 2027 runs from October 1, 2026, to September 30, 2027.

### **What is a Continuing Resolution?**

When Congress is not able to complete the Appropriations process for the upcoming fiscal year before it begins (i.e. before October 1), Congress can pass a Continuing Resolution (CR) in order to avoid a government shutdown. The duration of the resolution can vary. CRs provide funding over the relevant period at the previous Fiscal Year's levels (pro-rated to the length of time over which the CR extends), but they do not include CDS. This can delay the timeline for awards to become final.

### **When will I be notified about my award?**

The CDS process is long and competitive. First, Senators submit CDS requests (based on your application's eligibility) to the Senate Appropriations Committee. Then, the Senate Appropriations Committee reviews requests and finalizes a list of awards. Then, those decisions must be included in legislation and advanced through the legislative process. Senators Murphy and Blumenthal will stay in touch with applicants to keep them apprised of the process.

## AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG ADMINISTRATION AND RELATED AGENCIES

*Agricultural Research Service, Buildings and Facilities (ARS B&F)*: Applicants can request funding within ARS B&F for repairs and maintenance to existing ARS facilities. Please note, the facilities must be ARS-owned. Funding for construction of a building will not be considered.

*National Institute of Food and Agriculture, Research, and Facilities Act Program (RFAP)*: Qualifying institutions (Land Grant Universities, Non-Land-Grant Colleges of Agriculture, and other eligible entities as defined in section [7 U.S.C. 6971\(f\)\(1\)\(C\)](#)) can request funding for constructing, purchasing, updating, renovating, or modifying agricultural research buildings to conduct research in the areas of agriculture and food sciences.

Funds may be used to fund site design, purchase and installation of permanently affixed equipment for research, as well as for construction or renovation of buildings or sites for agricultural research facilities or other facilities that store agricultural research experimental samples.

CDS recipients must provide a 100% non-federal match for any RFAP award. Recipients cannot move forward without a commitment to match funding before obligation. Not more than 3% of the CDS funding shall be available to pay for administrative costs. Construction projects are subject to the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA) review, and must comply with Build America Buy America requirements. Learn more about RFAP [here](#).

*Animal and Plant Health Inspection Service (APHIS) (Salaries & Expenses)*: APHIS works with state and local agencies and other stakeholders to protect the animal and plant resources of the Nation from diseases and pests. While the entire S&E account is open for CDS requests, below are the line items within the account that are most compatible with CDS:

- Field Crop & Rangeland Ecosystems Pests
- Pest Detection
- Plant Protection Methods Development
- Specialty Crop Pests
- Tree & Wood Pests
- Wildlife Damage Management
- Wildlife Services Methods Development
- Veterinary Diagnostics
- Equine, Cervid and Small Ruminant Health

Please note that projects must meet environmental review standards (NEPA, ESA, etc.) and that some line items within this account have matching requirements. The Field Crop and Rangeland Ecosystems Pests line item requires the Federal government to pay half of the costs on federal

and state lands but 33% of the costs on private lands. Next, the cattle health line item requires a 40% state match. Finally, the Wildlife Services line item has a 50/50 cost sharing requirement. Additionally, the period of availability of APHIS CDS will be one-year funding (i.e. until the end of the fiscal year)

*Watershed and Flood Prevention Operations (WFPO):* This account funds projects that prevent erosion, floodwater, and sediment damages in certain watersheds or rivers. The program also works to further the conservation and proper utilization of water and land in authorized watersheds. There are a few requirements applicants must meet in order to apply through this account:

- WFPO applicants must have a local sponsor. Eligible local sponsors include any state, political subdivision, soil or water conservation district, flood prevention or control district, or combinations thereof; any irrigation or reservoir company or water users' association; or any Indian tribe or tribal organization.
- Each project may not exceed a watershed or sub-watershed size of 250,000 acres.
- At least 20% of the project's benefits must be directly related to agriculture.
- Projects are required to complete a four-step process including:
  - Preliminary feasibility study (PIFR)
  - Watershed Plan development
  - Implementation of Watershed Plan
  - Commencement of construction for authorized watershed conservation
- If a project is a "new start" it is eligible only for Preliminary Investigation Feasibility Report (PIFR) funding at a level of \$55,000.
- Funding cannot be requested for stages 2-4 until the PIFR is completed.
- Applicants must illustrate that they have contacted Connecticut's Natural Resources Conservation Service (NRCS) office and that their proposal meets the requirements of the program.
- Applicants should also indicate for which phase of the project funding is requested.

*Rural Development, Community Facilities grants:* This account funds grants for the purchase, construction, or improvement of rural community facilities (i.e. healthcare, public safety, community support services, etc.) or to purchase equipment, and pay other related project expenses. Funds are limited to areas under 20,000 people. Both nonprofits and government entities are eligible to apply. More information can be found in [7 CFR 3570](#).

The following eligibility criteria must be met prior to a CDS request being approved:

- The Community Facilities (CF) Grant program has a match requirement on a sliding scale based on population size. CF Grants can cover up to 75% of the total project costs. Please calculate the respective cost-share into your request.

The match requirements based on population are as follows:

- Maximum of 75% when the proposed project is located in a rural community with a population of 5,000 or fewer

- Maximum of 55% when the proposed project is located in a rural community with a population of 12,000 or fewer
- Maximum of 35% when the proposed project is located in a rural community with a population of 20,000 or fewer
- The Connecticut Rural Development office must verify your area's population size using the most recent census. In order to determine whether a project is eligible, please contact the Connecticut Rural Development office. Contact information can be found [here](#).
- The match requirements are outlined in the CF regulation: [7 CFR 3570.63\(b\)](#).
- In general, CF matching funds must come from a non-federal source. However, there are two exceptions: (1) when a Federal source states that it can be used as a match for other Federal Grants and (2) when a Federal source loses its Federal identity -- such as Community Development Block Grant (CDBG) funds that are distributed through a Governor's office (not the CDBG entitlement funding), a CF project using these funds as a part of the capital stack can be used for applicant required contribution.
- CDS requests will be considered outside of the CF state allocations. Therefore, the sole cap that will determine the maximum grant assistance is the match requirements described above. Note, the average CF CDS project size funded is approximately \$1,000,000.
- While an applicant does not need to have its match in hand at the time of submission, applicants must have their match at the time of obligation.
- Funds may not be used for the following activities:
  - To reimburse funds for projects already constructed/acquired or projects that will be completed before the passage of the bill.
  - To pay initial operating expenses or annual recurring costs, including purchases or rentals that are generally considered to be operating and maintenance expenses
  - To fund facilities to be used primarily for recreational purposes
  - To fund facilities to be used primarily for business entrepreneur purposes
- Applicants must meet environmental review requirements (i.e. NEPA).
- The total project cost, not just the Federal cost-share portion, will be subject to Build America Buy America Act (BABAA) requirements
- Applicants must complete a separate CF grant application if the proposal is chosen for a CDS award/included in the final bill.

*Rural Development, Distance Learning, and Telemedicine (DLT) grants:* This account helps improve telemedicine services and distance learning services in rural areas through the use of telecommunications, computer networks, and related advanced technologies by students, teachers, medical professionals, and rural residents.. More information on the program and eligible entities can be found in [7 CFR Part 1734 Subpart A and B](#), here is the specific section on [approved purposes](#) of the grant.

The following project and applicant eligibility criteria must be met prior to a CDS request being approved:

- There is a flat 15% match (matching funds cannot come from another Federal source).

- 
- The maximum grant size is \$1,000,000.
- Normally for-profit entities are eligible for this program, but they are not eligible for CDS requests.
- Broadband deployment is not an eligible use of funds for DLT.
- Applicants must complete a separate DLT grant application if your proposal is chosen and included in the final Appropriations bill.

In order to determine whether a project is eligible, please contact the Connecticut Rural Development office. Contact information can be found [here](#).

## COMMERCE, JUSTICE, SCIENCE AND RELATED AGENCIES

### DEPARTMENT OF COMMERCE - NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY:

- *National Institute of Standards and Technology (NIST) Scientific and Technical Research Services (STRS)—External Projects:* This account funds projects that address scientific, technological, and standards-related research and technology development, limited to equipment and equipment contracting. There must be a clear, demonstrable nexus to the research component of the project and to a NIST research program. This account cannot be used to fund new construction projects, but minor retrofits may be permitted in limited circumstances.
- *NIST Construction of Research Facilities; Extramural Construction:* This account funds the construction of non-Federal research facilities, including at research institutions and colleges and universities. However, given the significant investments necessary for construction projects, only a very limited number of projects are supported on an annual basis.

### DEPARTMENT OF COMMERCE - NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION:

- *NOAA Operations, Research, and Facilities— Special Projects:* This account funds projects related to fisheries, marine mammals, ocean and coastal issues, climate, weather, atmospheric research, data acquisition, and forecasting programs. This account cannot be used to fund construction projects.

### DEPARTMENT OF JUSTICE:

- *Byrne Discretionary:* This account provides funding for additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems with

a nexus to the criminal justice system. Applicants do not have to be government or law enforcement—nonprofits doing criminal justice-related and victim-serving work are also eligible. Even though this line can be used to fund equipment, please do not specify brand names of equipment you are considering purchasing to ensure fair and open competition.

Awarded grants will be subject to the requirements of [2 CFR Part 200](#) and the [DOJ Grants Financial Guide](#). Allowable costs are those costs consistent with the principles set out in the [2 CFR Part 200, Subpart E](#), and those permitted by the grant program’s authorizing legislation. To qualify for Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and agency requirements. This funding cannot be used for land acquisition or construction.

- *COPS Law Enforcement Technology and Equipment*: This account provides funding for the development of technologies and automated systems to assist law enforcement agencies in investigating, responding to, and preventing crime. Eligible recipients are State, local, Tribal, and territorial governments and their public agencies (for example, police and/or sheriff’s departments). Allowable activities are limited to the statutorily allowable purpose areas under the [COPS Office statute](#), including the procurement of equipment, technology, or support systems, and the development of new technologies to assist recipient entities in reorienting the emphasis of their activities from reacting to crime to preventing crime. Even though this line funds equipment, please do not specify brand names of equipment you are considering purchasing to ensure fair and open competition.

Awarded grants will be subject to the requirements of [2 CFR Part 200](#) and the [DOJ Grants Financial Guide](#), and the applicable Award Owner’s Manual. Applicants are cautioned against requests for vehicles and vessels that carry with them a high maintenance cost at the conclusion of the CDS request.

Applicants should consider the full range of potential implications of their request for legal, constitutional, and civil liberties and privacy. In addition, if applicants are looking to purchase unmanned aircraft systems, please review the [federal](#) guidance around safe and legal operation of these devices. Other technologies often carry similar privacy concerns to unmanned aircraft systems.

## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

- *Safety, Security and Mission Support*: This account funds projects focused on science education, research, and technology development related to NASA’s mission. Medical research projects and projects at NASA-owned Visitor Centers or a State’s designated Space Grant Consortium will not be funded. This account cannot fund construction but may be used for equipment, research funding, or education programs.

## U.S. ARMY CORPS OF ENGINEERS AND DEPARTMENT OF ENERGY

### U.S. ARMY CORPS OF ENGINEERS

The Senate is accepting CDS requests for a number of accounts within the Army Corps. The Senate Appropriations Committee will only consider requests for authorized projects and programs. However, please note that authorized projects or programs that have not received funding in previous years are considered “new starts” and very few new starts, if any, will be funded. Furthermore, if a program or project is in the President’s budget request, that project is not considered eligible for CDS unless the level recommended exceeds the level in the request.

Projects must execute their funding within one year of appropriations, therefore CDS eligibility is further limited by the capability of the agency to obligate the funding. This means that award amounts can change and be reduced throughout the process based on agency capability, as determined by the agency. The Army Corps of Engineers is the recipient for all CDS awards under this account.

- *Investigations:* Funding to develop feasibility studies and conduct preconstruction engineering and design to address the nation’s water infrastructure needs.
- *Construction:* Funding for construction, major rehabilitation, and related activities for water resources development projects having navigation, flood and storm damage reduction, water supply, hydroelectric, environmental restoration, etc. This account also uses funding from the Harbor Maintenance Trust Fund to cover the Federal share of the Dredged Material Disposal Facilities Program.
- *Operation & Maintenance:* Funding for operations, maintenance, and related activities at water resource projects that the Corps operates and maintains. These activities include dredging, repair, and operation of structures and other facilities, as authorized in the various river and harbor, flood control, and water resources development acts. Related activities include aquatic plant control, monitoring completed projects, removal of sunken vessels, and the collection of domestic waterborne commerce statistics.

### DEPARTMENT OF ENERGY

While the Subcommittee will consider requests in the five areas within the Department of Energy, very few requests are granted. Projects should be in line with current Department of Energy missions that focus on transformative science and technology research, development, and demonstration under the five topic areas listed below:

- Energy Efficiency and Renewable Energy
- Electricity

- Cybersecurity, Energy Security, and Emergency Response
- Nuclear Energy
- Fossil Energy and Carbon Management

The Committee will not fund projects for multiple years so the funding requested should reflect a funding amount that can complete the entire project. Successful projects will be in line with current Department of Energy missions that focus on transformative science and technology research, development, and demonstration under the five topic areas listed above. The Committee is more likely to grant requests that are not eligible for funding through tax credits or other federal incentives.

The Committee will **not** fund the following projects:

- Projects that do not follow statutory cost sharing requirements. Statutory cost sharing requirements may apply to these projects, as required by section 988 of the Energy Policy Act of 2005. In short, the amount of required cost sharing will depend on the scope and technological maturity of the project:
  - Research or development activities of a basic or fundamental nature: no minimum cost share.
  - Research or development activities of an applied nature: minimum 20% cost share.
  - Demonstration or commercial application: minimum 50% cost share.
  - Some projects may contain elements of more than one of the categories listed above. Therefore, some projects may have a blended cost share.
- Projects that require multiple years of funding.
- Construction of buildings or new facilities (no brick and mortar), even if it will have clean energy associated with it.
- Vehicle charging projects, unless the project is connected to larger clean energy sources (like a battery) or has clean energy applications beyond the charging station.
- Electrical substation replacement or routine grid upgrades that could otherwise be funded under ratepayer contracts or through existing federal incentives.
- Planning studies for a forthcoming project.
- Clean energy projects that do not show transformative or emerging technological solutions.
- Planning studies for NetZero goals.

## FINANCIAL SERVICES AND GENERAL GOVERNMENT

### SMALL BUSINESS ADMINISTRATION (SBA)

- *Administrative Provision:* This account will fund initiatives related to small business development and entrepreneurship. This includes projects in support of small businesses, including but not limited to entrepreneur training, counseling, and research. SBA CDS

funding cannot be used to provide seed capital for small businesses nor can it be used by the CDS recipient to make grants/loans. Further, CDS funding cannot be used for construction and acquisition of facilities.

## NATIONAL ARCHIVES AND RECORD ADMINISTRATION (NARA)

- *National Historical Publications and Records Commission:* This account will fund projects that help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records. This includes initiatives like record digitization, programming, and online availability of records. NARA has very specific eligibility guidelines, please review them [here](#).

## GENERAL SERVICES ADMINISTRATION

- *Federal Buildings Fund, Construction and Acquisition:* The Federal Buildings Fund (FBF) finances the activities of the Public Buildings Service, which provides space and services for Federal agencies in a relationship similar to that of landlord and tenant. Congress makes funds available through a process of placing limitations on obligations from the FBF as a way of allocating funds for various FBF activities. The Construction and Acquisition program funds the site, design, construction, management, and inspection costs of new Federal facilities. Construction projects typically include federal courthouses, federal buildings, or land ports-of-entry. Eligible projects do not include state or county facilities, DOD facilities, VA facilities, or transportation infrastructure facilities.
- *Federal Buildings Fund, Repairs and Alterations:* This program funds repairs and alterations to federal facilities. Repairs projects must be federally-owned properties in need of repair or alteration and are typically federal buildings or federal courthouses. Eligible projects do not include state or county facilities, DOD facilities, VA facilities, or transportation infrastructure facilities.

## OFFICE OF NATIONAL DRUG CONTROL POLICY

- *Prevention Grants:* This program funds drug prevention programs, not specific treatment programs. This would include data-driven, evidence-based prevention interventions with established measurable objectives; and a comprehensive mix of strategies. Also, Drug-Free Communities -funded coalitions recently trained by CDC to implement Adverse Childhood Experiences (ACEs) as part of their substance use prevention efforts are encouraged. Among other things, allowable expenses include building rent and equipment. Unallowable expenses include, but are not limited to, property purchases, and construction or renovation costs.

## HOMELAND SECURITY

The Senate is accepting CDS requests for two Federal Emergency Management Agency (FEMA) accounts. A description of the two accounts is below.

In addition, for any projects that receive CDS funding through the Homeland Security account, the appropriate state administrative agency (SAA) must submit an application to FEMA, and that entity will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the SAA affirming that it believes the project is eligible. In Connecticut, the SAA is the Division of Emergency Management and Homeland Security in Connecticut (DEMHS). All applicants are encouraged to consult with DEMHS in advance of submitting their CDS application. Additionally, a letter from DEMHS confirming your project's eligibility is required at the time of application. All FEMA CDS awards have a 75/25% cost share.

- *Pre-Disaster Mitigation (PDM) Projects*: This account provides funding to states, local communities, tribes and territories to complete hazard mitigation projects, reducing the risks they face from disasters and natural hazards. Requested projects must meet the eligibility requirements of the PDM program, including the non-federal cost-share requirement, benefit-cost ratio, hazard mitigation plan, and environmental and historic preservation requirements. Full requirements can be found in the Fiscal Year 2024 [PDM Notice of Funding Opportunity](#).
- *Emergency Operations Center Grant Program*: This account provides funding for construction or renovation of an Emergency Operations Center (EOC). Requested projects must meet the eligibility requirements of the EOC grant program, including the non-federal cost-share requirement and environmental and historic preservation requirements. Full requirements can be found in the Fiscal Year 2024 [Notice of Funding Opportunity](#).

## INTERIOR, ENVIRONMENT, AND RELATED AGENCIES

### ENVIRONMENTAL PROTECTION AGENCY

- *State and Tribal Assistance Grants, Clean Water and Drinking Water State Revolving Funds*: This program funds water infrastructure grants to support local wastewater and drinking water infrastructure projects. This includes construction of, and modifications to, municipal sewage treatment plants and drinking water treatment plants. Privately-owned projects are not eligible. Projects included in Connecticut's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan (IUP) are most likely to be receive funding, but the Committee may consider projects that are eligible for funding under State Revolving Loan Fund (SRF) guidelines, but are not on the state IUP list.

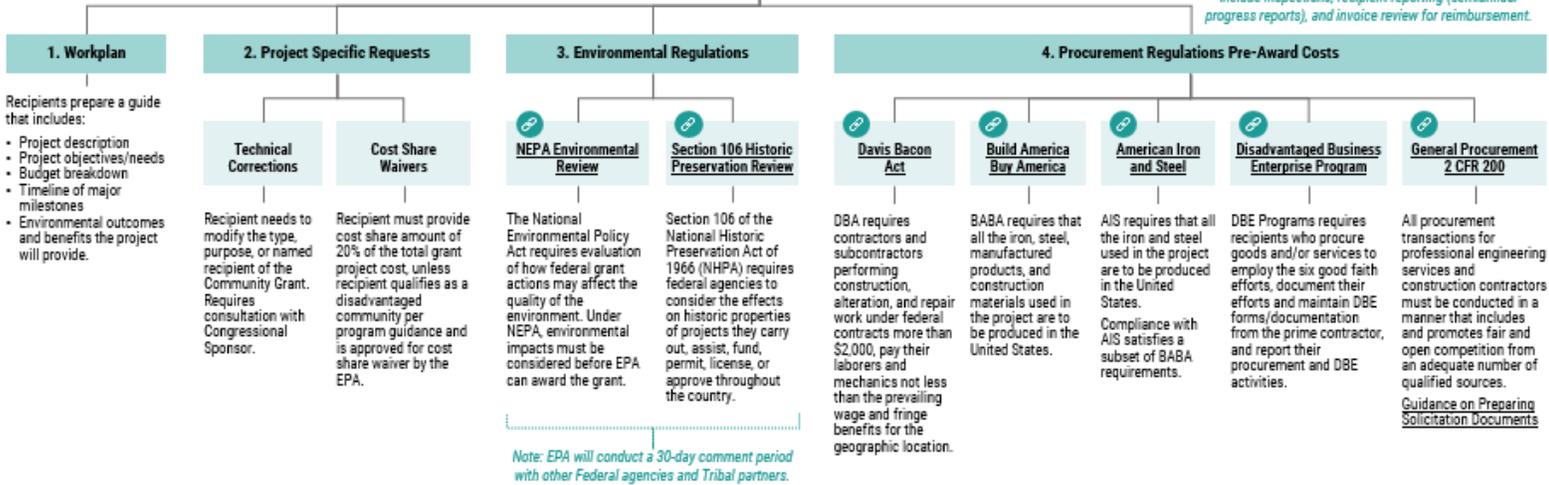
This program has a 20% cost share requirement and a project cannot use other federal funds to satisfy the match. For example, a \$1 million dollar project could receive a maximum of \$800,000 CDS award, and the grantee is responsible for allocating the remaining \$200,000. In almost all cases, other federal funds cannot be used to meet this 20% cost share requirement. Please note that only the non-federal portion of assistance provided by a State Revolving Loan Fund can be applied towards a project’s matching requirement.

Potential applicants should be aware of the detailed process that must be followed before EPA can award SRF funding. Please see below for a graphic detailing that process.



### Pre-Award Project Requirements

*Note: Procurement regulations will remain active post award. Other post award grant management activities include inspections, recipient reporting (semiannual progress reports), and invoice review for reimbursement.*



<b>Projects generally NOT eligible for SRF funding</b>	
<b>Clean Water / Wastewater</b>	<b>Drinking Water</b>
Land, except for projects described in the subsequent table	Dams or rehabilitation of dams
Operations and maintenance costs	Operations and maintenance costs

Non-municipal point source control	Water rights, except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA’s DWSRF Class Deviation for Water Rights 2019
Flood Control Projects, unless the project is otherwise managing, reducing, treating, or recapturing storm water	Reservoirs, except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located
Ambient water quality monitoring	Laboratory fees for monitoring
Acid drainage correction	Projects needed mainly for fire protection
Privately owned sewer pipes	Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance
	Projects for systems in significant noncompliance, unless funding will ensure compliance
	Projects primarily intended to serve future growth

<b>Generally eligible projects for SRF funding</b> <i>Please note: this is not an exhaustive list</i>	
<b>Clean Water / Wastewater</b>	<b>Drinking Water</b>
Wastewater treatment plants, including sludge handling facilities.	Facilitate compliance with national drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e. PFAS).
Collector Sewers - Small sewers that convey wastewater from residences, commercial establishments, and industrial sites.	Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.

<p>Interceptor Sewers - Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.</p>	<p>Install or upgrade treatment facilities.</p>
<p>Sewer Pipes – Rehabilitation is only eligible if the pipes are publicly owned.</p>	<p>Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system.</p>
<p>Outfall Sewer - A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters.</p>	<p>Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe, or improve water pressure to safe levels.</p>
<p>Storm Water Management – Measures to manage, reduce, treat, or recapture storm water or subsurface drainage water (storm sewers, green infrastructure, etc).</p>	<p>Projects to consolidate water supplies – for example, when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons</p>
<p>Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control.</p>	<p>Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection.</p>
<p>Infiltration/Inflow Correction - Construction activities that prevent surface water or groundwater from entering the sewer system.</p>	<p>Project planning, design and other related costs.</p>
<p>Water Security - Installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer treatment technologies, and more secure storage of on-site treatment.</p>	
<p>Septic Tanks - Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks.</p>	
<p>Land - The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or Tribal projects, and land integral to the treatment process. Municipal purchase of land and/or conservation easements for source water protection are also eligible.</p>	

Water Reuse - Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water.	
Capital Nonpoint Source Pollution Control Projects – e.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.	

### INDIAN HEALTH SERVICE

- *Sanitation Facilities Construction, Sanitation Facilities Construction*: Projects must be included on the Indian Health Services’ (IHS) Sanitation Deficiency System (SDS) list to qualify for funding. In exceptional circumstances, the Committee may consider projects that are eligible for funding under the criteria for the Sanitation Facilities Construction Program but are not on the SDS list.

### NATIONAL PARK SERVICE

- *Historic Preservation Fund (HPF)*: The Historic Preservation Fund (HPF), established to help fund the programs engendered by the National Historic Preservation Act (Public Law 89665; 54 USC 300301 et seq.), was designed to preserve historical and archaeological sites in the United States of America. All HPF applicants must meet standards set by the Secretary of the Interior and comply with the [audit requirements](#), and each successful CDS recipient must complete an application through grants.gov. The Committee will accept CDS requests for non-formula funded activities within HPF that meet the qualifications of HPF programs. Please note that acquisitions of collections or historic properties are not eligible under the HPF. We anticipate the majority of projects will be funded within the [Save America’s Treasures \(SAT\) program](#). The maximum project amount is \$500,000, and SAT projects require a 1:1 match with non-federal cash and/or in-kind contributions Please note, all projects are required to be listed as an historic place on the National Register of Historic Places or as a National Historic Landmark. For SAT projects, the listing may be at the national, state, or local level. In addition, a project is eligible if it has received a prior HPF award.

### U.S. FOREST SERVICE

- *State and Private Forestry, Forest Resource Information and Analysis*: This program provides technical and financial assistance grants to non-federal forest landowners, including state, tribal and local governments. Activities within this account include forest health management, cooperative fire protection, wood innovation, and urban and

community forestry. Requests must meet USFS eligibility requirements for the appropriate grant program. Project requests should be part of the state's Forest Action Plan, or contribute to meeting the goals of the Forest Action Plan.

## OTHER PROJECTS

- *Projects on Agency Lists*: This includes funding for various public lands projects that are not in the President's Fiscal Year 2027 budget. Only requests for projects that are not included in the President's Budget or for funding levels that are above the amounts provided in the President's Budget will be eligible. The Committee will have a strong preference for projects included on agency submitted priority lists.
- *LWCF: Great American Outdoors Act, Land and Water Conservation Fund*: Pursuant to the Great American Outdoors Act of 2020 and the Consolidated Appropriations Act, 2022, prioritized project lists will accompany the President's budget request in five LWCF accounts. This requirement is delivered in two separate lists:
  1. a list of projects proposed for funding in the President's Budget; and
  2. a supplemental list of projects that are ready but unfunded. There will be a high bar for considering any projects not present on the current year's lists. The grantee for federal acquisition is the federal agency that will eventually manage the land (BLM, FWS, NPS, or USFS), or in the case of the Forest Legacy Program, it is the state.
- *LMCON: Land Management Agency Construction*: The four land management agencies (BLM, FWS, NPS, and USFS) receive annual appropriations for new construction and other capital improvement projects and typically include a short list of specific projects in the President's budget request. There will be a high bar for considering any projects not present on the current year's lists. Note that the Grantee is the federal agency.

The Committee may also consider CDS requests within these accounts, but only on a case-by-case basis.

- *Land Management Agencies, Local Projects and Research*: In order for requests to be considered within this category, they must be relevant to the specified mission area within the bureaus listed below and contribute to responsible stewardship of land, wildlife, and recreation resources or contribute to priority research areas that inform stewardship of those resources. Proposed projects should contribute to local, state, and federal efforts to benefit species, habitat, and/or enhanced stewardship of land and water resources. Project funding is not intended to primarily fund annual operations and maintenance of existing programs at the state, federal, or local level.
  - BLM, Management of Land and Resources, Land Management Priorities – project requests may be considered for activities related to wildlife and aquatic habitat management.

- NPS, National Recreation and Preservation, Statutory and Contractual Aid – project requests may be considered for activities relating to operating, managing, and preserving resources, including as authorized by law.
  - FWS, Resource Management, Stewardship Priorities – project requests may be considered for fish and aquatic conservation, habitat conservation, recovery, and restoration activities.
  - USGS, Surveys Investigations and Research, Special Initiatives – project requests may be considered for high priority and core science research, and ecosystem and water resources related activities.
- *BIA, Operation of Indian Programs, Special Initiatives*: BIA provides direct services and funding for compacts and contracts for Tribes to provide programs for a wide range of activities. Requests for CDS projects for individual tribes will not be considered but requests from other eligible entities that honor the commitment to invest in Tribal communities, create economic opportunities, foster cultural heritage, promote efficient and effective Tribal governance, and conserve natural resources are allowed.
  - *EPA, Science and Technology, Research*: National Priorities: Project requests may be considered for high priority lines of research related to environmental quality and human health.
  - *EPA, State and Tribal Assistance Grants, STAG Infrastructure Grants*: Requests will only be considered for projects related to existing funding categories and activities within the STAG account that will result in improvements in environmental quality and/or human health.

## LABOR, HEALTH AND HUMAN SERVICES, EDUCATION AND RELATED AGENCIES

### DEPARTMENT OF LABOR

- *Employment and Training Administration—Training and Employment Services*: This account funds projects that meet the employment and training needs of workers. Generally, these projects should include direct services as defined in the Workforce Innovation and Opportunity Act (WIOA) (generally in [20 CFR § 678.430](#), [20 CFR § 680.200](#), and [20 CFR § 680.900](#)), including career services, training services (including work-based training), supportive services, and other permissible services. CDS requests must include a detailed budget that clearly describes how the funds will be used for specific activities to achieve the project's goals. Funding may be used for the purchase of equipment, but generally only if it is an incidental part of the larger project. A similar standard applies to curriculum development, which should be incidental to the project's emphasis on direct services to individuals. If a large portion of the CDS funding will be used for equipment or curriculum development, please provide a detailed justification for

how such costs relate to meeting the employment and training needs of workers. CDS projects will be expected to have measurable outcomes and demonstrate a linkage with the state or local workforce investment system. CDS cannot be used for construction, renovation, the purchase of land or buildings, or for Sub-granting.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

- *Health Resources and Services Administration—Construction and Equipment*: supports the cost of construction, renovation, or capital equipment purchase for facilities that provide mental health, or substance abuse services, training of health professionals, or medical research. Examples of eligible facilities include hospitals; health centers and clinics; skilled nursing facilities; mental health centers; facilities for schools of medicine, nursing, or other health professions; and medical research laboratories. In addition to construction and renovation, funding can be used to acquire capital equipment, such as lab equipment, x-ray machines, or telehealth and information technology, including electronic health records systems.

Equipment-only grants—that is, grants not involving construction—are permissible. Generally, any equipment having a useful life of more than one year and a unit cost of at least \$5,000 will be eligible as capital equipment. Equipment with lower costs may also be eligible, provided that it is treated as an item of capital expense under the recipient institution’s pre-existing, written accounting policies. Equipment expenses for health information systems and electronic medical records systems are permitted expenditures.

Funding cannot be used to acquire land or purchase existing buildings, or to pay salaries or other operating costs. Funding cannot be used to pay for previously incurred costs. The costs of expendable supplies such as pharmaceuticals, lab chemicals, or office paper are not eligible. Sub-granting to other organizations or agencies is not permitted.

Funding can be used for architectural and engineering costs associated with an eligible construction project, but cannot be used for general feasibility studies or planning and design.

- *Health Resources and Services Administration—Rural Health*: supports projects to improve health care in rural areas. Examples of eligible activities include medical, dental, or mental health care services; health promotion and education; chronic disease management; telehealth services; and improvements to emergency medical services. Grant funds can be used for services only in areas that meet the Health Resources and Service Administration’s definition of rural. For lists of eligible areas and further information regarding that definition see [here](#). If the project address is different than the legal entity’s address, please make sure to specify that in your application. Sub-granting to other organizations or agencies is not permitted.

- *Substance Abuse and Mental Health Services Administration—Health Surveillance and Program Support*: applications within this program must fall under one of the following categories. Funding cannot be used for construction, but funds can be used to do limited renovation that is necessary to complete a project. Please note, funding cannot go towards needle exchange programs or promoting legalization of illegal drugs or substances. Sub-granting to other organizations or agencies is not permitted
  - *Mental Health*: supports programs that promote the prevention or treatment of mental health disorders, including rehabilitation, outreach, and other support services.
  - *Substance Abuse Treatment*: supports programs that improve access, reduce barriers, and promote high quality, effective treatment and recovery services.
  - *Substance Abuse Prevention*: supports programs that prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse, and underage alcohol and tobacco use.
  
- *Administration for Children and Families— Child Abuse Prevention*: supports programs that improve the prevention, assessment, identification, and treatment of child abuse and neglect through research, model service improvement, information dissemination, and technical assistance. This funding must be targeted towards abused and/or neglected children and families. Cannot be used for construction or renovation of facilities. Sub-granting to other organizations or agencies is not permitted.
  
- *Administration for Children and Families— Social Services Research and Demonstration*: supports programs that help families gain financial self-sufficiency in order to reduce poverty and promote the healthy development and greater well-being of children and families. Projects can serve a diverse population including: low-income individuals, children, youth, families, individuals with developmental disabilities, and Native Americans. Cannot be used for construction or renovation of facilities. Sub-granting to other organizations or agencies is not permitted.
  
- *Administration for Community Living—Aging and Disability Services Programs*: supports programs that improve the ability of older adults and individuals of all ages with disabilities to live independently and participate fully in their communities through improving access to or the quality of, education, training, support services, and independent living services. This account cannot be used for construction or renovation of facilities nor for the provision of medical care. Sub-granting to other organizations or agencies is not permitted.

## DEPARTMENT OF EDUCATION

- *Innovation and Improvement—Fund for the Improvement of Education*: supports programs that fund a wide variety of early, elementary and secondary education projects, including instructional services, afterschool centers, curricula development, teacher training,

acquisition of books and computers, arts education, social and emotional learning activities, full-service community schools, and early childhood education. In general, the focus of elementary and secondary education requests should be providing early childhood or K-12 educational services. In addition, requests to provide and improve special education services at the elementary and secondary levels are also eligible under this heading. These CDS may include early intervention services for infants and toddlers, transition services, and postsecondary education services.

Eligible grantees are state education agencies, school districts, colleges and universities, and other public and private nonprofit entities. Generally, awards are provided to the applicable school district and not directly to the individual school. Daycare and childcare projects that do not include educational services are also not eligible under this account.

CDS cannot be used for construction or renovation of school buildings, except in the case of minor remodeling required as part of technology upgrades.

If your project is workforce related, please review the Department of Labor guidance, projects that correlate with the Workforce Innovation and Opportunity Act should be submitted under Labor but projects that align with Career and Technical Education (CTE) could fit under Education.

- *Fund for the Improvement of Postsecondary Education (FIPSE)*: supports programs that fund projects primarily focused on improving access to, or the quality of, postsecondary education. This can include a range of activities as authorized and specified in section 741(a) of the Higher Education Act (i.e. the FIPSE authorization). Grantees are usually colleges and universities, but may include other public and private nonprofit organizations. This includes Projects used to hire and train faculty, establish and improve degree programs, improve teacher preparation programs, develop and improve curricula, upgrade technology, equipment, and telecommunications, provide student support, and implement university partnerships with school districts.

If a significant portion of grant funds are expected to be used for the purchase of equipment make sure to note that and include a justification for that use of funds. CDS funding cannot be used for construction or renovation of facilities, except in the case of minor remodeling required as part of technology upgrades

If your project is workforce related, please review the Department of Labor guidance, projects that correlate with the Workforce Innovation and Opportunity Act should be submitted under Labor but projects that align with Career and Technical Education (CTE) could fit under Education,

## TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT, AND RELATED AGENCIES

In Fiscal Year 2027, there are seven Department of Transportation (DOT) accounts eligible for CDS and one Housing and Urban Development (HUD) account.

### DEPARTMENT OF TRANSPORTATION

- *Transportation Planning, Research, and Development (TPR&D)*: this account funds transportation research projects eligible under [title 23](#) or [title 49](#) of the United States Code. Planning for specific local highway, transit, or rail projects that are eligible under other accounts (namely, the Highway Improvement Program, Transit Infrastructure Grants, or Consolidated Rail Infrastructure and Safety Improvement) should not be submitted under this account.
- *Airport Improvement Program (AIP)*: this account funds airport capital projects eligible under [chapter 471 of title 49](#) of the United States Code. AIP CDS cannot go to for-profit entities and follow the existing AIP statute, meaning federal cost-share requirements apply to eligible applicants. For large and medium primary hub airports, CDS can cover 75% of eligible costs (or 80% for noise program implementation). For small primary, reliever, and general aviation airports, CDS can cover a range of 90-95% of eligible costs, based on statutory requirements.
- *Highway Infrastructure Program*: this account funds highway capital projects eligible [under title 23 of the United States Code](#). This includes highway and bridge construction projects, planning, environmental review, design, and right-of-way acquisition. Operational expenses are not eligible.

The project recipient for this program can only be the State Department of Transportation (the Connecticut Department of Transportation [CTDOT]), individual towns and other such entities cannot directly receive grants.

Projects on the [Connecticut Statewide Transportation Improvement Program \(STIP\)](#) will be the most competitive. Please provide the STIP ID number for the project as it appears in the STIP. If a project is not on the Connecticut STIP, the CTDOT must provide the Senate with a letter of support confirming that:

1. the project is eligible for funding under title 23, U. S. Code;
2. CTDOT is willing to carry out the project if funding is enacted; and
3. CT DOT will include the project on the STIP once funding for the project is enacted.

- *Transit Infrastructure Grants*: this account funds transit capital projects eligible under [chapter 53 of title 49](#), United States Code. This includes funding projects addressing targeted capital, operating, and state of good repair needs for public transportation providers and services across America.

The project recipient for this program can only be federally-recognized transit agency, other entities cannot directly receive grants. All applicants are encouraged to consult with the appropriate local transit agency in advance of submitting their CDS application.

Projects on the [Connecticut Statewide Transportation Improvement Program \(STIP\)](#) will be the most competitive. Please provide the STIP ID number for the project as it appears in the STIP. If a project is not on the Connecticut STIP, the appropriate transit agency must provide a letter confirming that:

1. the project is eligible for funding under chapter 53 of title 49, U. S. Code;
2. the transit agency is willing to carry out the project if funding is enacted; and
3. the transit agency will ensure the project is included on the STIP once funding for the project is enacted.

- *Consolidated Rail Infrastructure and Safety Improvement Grants*: this account funds rail capital projects eligible under [section 22907 of title 49](#), United States Code. This includes funding projects that improve the safety, efficiency, and reliability of intercity passenger and freight rail.

The project recipient for this program can only be CTDOT, the State rail agency, or other relevant state agency, other entities cannot directly receive grants.

Projects on the [state rail plan](#) will be the most competitive. If a project is not on the state rail plan, the State rail agency or CTDOT must provide a letter confirming that:

1. the project is eligible for funding under section 22907 of title 49, U. S. Code;
2. the State rail agency or CTDOT is willing to carry out the project if funding is enacted; and
3. such agency will ensure the project is included on the state rail plan once funding for the project is enacted.

- *Port Infrastructure Development Program (PIDP) Grants*: this account funds port infrastructure projects eligible under [section 54301 of title 49, United States Code](#). All applicants must specifically note which authority in section 54301 the project falls under.

Additionally, the current National Defense Authorization Act includes a provision that prohibits the Department of Transportation from funding “a grant to purchase fully automated cargo handling equipment that is remotely operated or remotely monitored with or without the exercise of human intervention or control, if the Secretary of

Transportation determines such equipment would result in a net loss of jobs within a port or port terminal.” If your project includes such equipment, you must provide information describing any job changes that will result from the project, including supporting evidence demonstrating that the project will not directly result in a net loss of jobs or degradation of job quality.

## DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

*Community Development Fund within the Economic Development Initiatives (EDI)*: supports projects eligible under section [5305 of chapter 69 of title 42 of United States Code](#), as well as for affordable housing construction. For more information on types of eligible activities, applicants should review HUD’s resources on the Community Development Block Grants (CDBG) program [here](#). While there is a range of eligible activities, projects that address affordable housing, community services, and economic development are more likely to be successful. Please note, reimbursements of previously incurred expenses are not allowed.

Examples of eligible EDI projects include, but are not limited to:

- Acquisition of real property;
- Construction, rehabilitation, and improvements to affordable housing;
- Blight removal or remediation; and
- Construction, rehabilitation, and improvements of public facilities (except buildings for general conduct of government), such as neighborhood centers, parks, and shelter for persons having special needs such as survivors of domestic violence and the homeless, except for buildings for the general conduct of government.

EDIs are subject to other federal requirements including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, Build America Buy America (BABA) Preferences, the National Environmental Policy Act (NEPA), HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all appropriate federal environmental and historic preservation laws, regulations, and Executive Orders. Your organization must be able to comply with these requirements. The environmental review must be completed by a “Responsible Entity,” which is a state, unit of general local government, Indian tribe, or Alaska Native Village. To review HUD’s current implementation of the EDI program and the applicable federal requirements, [click here](#).

Applicants should identify which of the three National Objectives of the broader CDBG program the EDI project and its activities meets and include relevant data or a description indicating how it meets such National Objective(s). The three CDBG program National Objectives are:

1. benefit low- and moderate-income (LMI) persons or communities;
2. prevent or eliminate slums or blight; or

3. address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

If your projects meet the LMI National Objective, please review this [HUD resource](#) and use the “[Map Application](#)” tool to provide the necessary data points demonstrating the LMI benefit.

## Roxanne Maher

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**From:** McBride, Erin (Murphy) <Erin\_McBride@murphy.senate.gov>  
**Sent:** Thursday, March 12, 2026 12:54 PM  
**Subject:** Congressionally Directed Spending (CDS) Applications - Now Open!  
**Attachments:** fy27\_blumenthal\_murphy\_cds\_application\_guidance\_finalpdf.pdf

Good afternoon,

I hope you are doing well!

Today at 5:30 PM, our office is hosting the second of two informational webinars on Congressionally Directed Spending (CDS). If you are interested in applying for CDS or have any questions, we recommend [attending](#) and RSVPing [here](#).

### **Congressionally Directed Spending (CDS):**

CDS applications for FY27 are now open. You can access the application [here](#). A guide for Congressionally Directed Spending can be found [here](#). **The deadline to apply for CDS is Monday, April 6, 2026, by 11:59 PM.**

If you have questions about CDS, please email [appropriations\\_requests@murphy.senate.gov](mailto:appropriations_requests@murphy.senate.gov) - we are here to help you through this process however we can.

### **Programmatic Funding Requests:**

Only fill out the forms below if you are requesting money for a federal program. **Do NOT use these forms if you are requesting funding specifically for an organization or town; instead, use the CDS form.**

To submit an FY27 **non-defense** appropriations request, please complete our [FY27 Appropriations Request Application](#). **Non-defense requests are due by 11:59 PM on April 6, 2026.**

To submit an FY27 **defense** appropriations request, please complete our [FY27 Defense Appropriations Request Application](#). **Defense requests are due by 11:59 PM on April 6, 2026.** While you may submit a defense request before the FY27 President's Budget Request is released, we ask that you resubmit with updated information after the Budget is released – and email [bowen\\_peard@murphy.senate.gov](mailto:bowen_peard@murphy.senate.gov) to confirm these updates.

To find an example request form for all agencies EXCEPT the Department of Defense, [click here](#). To find an example programmatic appropriations request for the Department of Defense, [click here](#).

Best,

Erin

**Erin E. McBride** – *she/her/hers*  
**Senior Outreach Assistant**  
Office of U.S. Senator Chris Murphy  
120 Huyshope Avenue, Suite 401  
Hartford, CT 06106  
Phone: [\(860\) 549-8463](tel:(860)549-8463)





# CT FY25 CDS Application for Commerce, Justice, & NASA (CAD/RMS

Dispatch)

### Name & Contact Info

Jessica Buhle  
Mobile: 708-307-6572  
jbuh@ledyardct.org

### Mailing Address

65 Pheasant Run Dr  
Gales Ferry CT 06335

### Permanent Address

65 Pheasant Run Dr  
Gales Ferry CT 06335

*\* indicates a required field.*

## Section 1. Funding Request

### 1. Name of Proposal \*

Please name your project using the following convention: "[NAME OF ORGANIZATION] for [USE OF FUNDS]." For example, "Town of Stratford for Renovations to Senior Housing Facility"; "New Haven Food Pantry for Staffing Needs"; or "Stamford Hospital for HVAC Upgrades"

*No answer.*

### 2. Submitting Organization (the legal entity that would receive the grant) \*

*No answer.*

### 3. Location in Connecticut \*

*No answer.*

### 4. Congressionally Directed Spending Funding Request (in dollars) \*

*No answer.*

### 5. Total Cost of Project (in dollars) \*

*No answer.*

### 6. If you cannot receive the entire award, is there an amount of funding that would still enable you to move forward with your project? If so, please provide that minimum amount below (in dollars). \*

*No answer.*

### 7. Please provide a five sentence description of how you will use federal funds. \*

*No answer.*

### 8. Priority Ranking of Proposal \*

NOTE: if you are only submitting one request, please enter 1.

*No answer.*

### 9. Was this request submitted to another member of the Connecticut Delegation? \*

*No answer.*

#### 9.1 Please select the member:

*No answer.*

**10. Is your organization a for profit entity? \***

NOTE: for-profits are not eligible for congressionally directed spending

*No answer.*

**11. Please provide your organization's Employer Identification Number (EIN). \***

*No answer.*

## **Section 2. Contact Information**

NOTE: if awarded funds, the primary point of contact listed must be able to act as the organization's liaison with the federal agency administering your award. The individual listed should have responsibilities for overseeing and executing grants.

---

**1. Name of Organization \***

*No answer.*

**2. Primary Point of Contact Name \***

*No answer.*

**3. Primary Point of Contact Title \***

*No answer.*

**4. Address Line One \***

*No answer.*

**5. Address Line Two \***

*No answer.*

**6. City \***

*No answer.*

**7. State \***

*No answer.*

**8. Zip \***

*No answer.*

**9. Primary Point of Contact Phone Number \***

*No answer.*

**10. Primary Point of Contact Email \***

*No answer.*

**Head of Organization/Department/Agency**

**11. Name \***

*No answer.*

**12. Title \***

*No answer.*

**13.Address Line One \***

*No answer.*

**14.Address Line Two**

*No answer.*

**15.City \***

*No answer.*

**16.State \***

*No answer.*

**17.Zip \***

*No answer.*

**18.Head of Organization/Department/Agency Phone Number \***

*No answer.*

**19.Head of Organization/Department/Agency Email \***

*No answer.*

**Section 3. Project Details and Need**

---

- 1. Please identify which account your project fits within. NOTE: there are additional questions that you must complete specific to your account in the following section. \***

Community Oriented Policing Services (COPS) Law Enforcement Technology

- 2. Problem/Issue Statement \***

Using up to 250 words, please describe the problem or issue that you are trying to address through this request. If possible, describe how the problem could not be addressed without this federal funding.

*No answer.*

- 3. Description of Proposal for Use of Federal Funds \***

Using up to 250 words, please describe the services, products, research, or work that will be provided through this funding. Please use non-technical language where possible.

*No answer.*

- 4. Description of Impact to Connecticut \***

Briefly describe how your project will benefit Connecticut. If possible, include metrics such as jobs created, jobs maintained, areas protected, etc.

*No answer.*

- 5. Supporting and/or Partnering Organizations or Entities \***

Please list any organizations that support this project. NOTE: for projects submitted under the Byrne Discretionary and COPS Law Enforcement Technology Accounts, please specify any community-based organizations that support this project.

*No answer.*

**6. Budget Breakdown \***

Please include a specific breakdown of how the requested funding will be used (provide specific amounts for salaries, materials, equipment, etc. to the best of your ability). Please make sure to confirm that everything listed is an allowable expense under the selected account.

*No answer.*

**7. Timeline \***

Please include an anticipated timeline for project progress and, if relevant, completion date for the project or program.

*No answer.*

**8. Does your project have a website? If so, please provide:**

*No answer.*

**Section 4. Additional Questions for Department of Commerce, NASA, and NOAA**

NOTE: if you selected NIST STRS, NIST Construction of Research Facilities, NOAA ORF, or NASA SSMS in Section 2, please complete the required additional questions in the below section. Failure to complete the required additional questions may result in problems processing your application.

- 
1. If you selected National Institute of Standards and Technology (NIST) Scientific and Technical Research Services (STRS) External Projects, your project must address standards-related research and technology development.

NOTE: projects that require construction are not eligible. Does your project meet these requirements?

*No answer.*

2. If you selected NIST Construction of Research Facilities, your project must be for construction projects for non-federal research facilities at research institutions and colleges and universities. Does your project meet these requirements?

*No answer.*

3. If you selected National Oceanic and Atmospheric Administration (NOAA) Operations, Research, and Facilities (ORF) Special Projects, your project must address fisheries, marine mammals, ocean, climate, weather, or atmospheric research and programs.

NOTE: projects that require construction are not eligible. Does your project meet these requirements?

*No answer.*

4. If you selected National Aeronautics and Space Administration (NASA) Security and Mission Support (SSMS), your project must focus on science education, research, and technology related to NASA's mission. Does your project meet these requirements?

NOTE: projects that require construction, medical research, or that are located in NASA-owned visitor's centers or state's designated Space Grant Consortium are not eligible.

*No answer.*

**Section 5. Additional Questions for Department of Justice**

NOTE: if you selected Department of Justice in Section 2, there are additional questions you need to complete in this section. Providing detailed justifications for these questions is vital to our application review process.

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1. If you selected State and Local Law Enforcement, Byrne Discretionary, funding can be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice systems.  
Please describe the focus of your project.

*No answer.*

2. If you selected State and Local Law Enforcement Assistance, Byrne Discretionary, funding cannot be used for land acquisition or construction. Does your project require land acquisition or construction?

*No answer.*

3. If you selected State and Local Law Enforcement Assistance, Byrne Discretionary, awarded grants will be subject to the requirements of Subpart E of 2 CFR Part 200 and the DOJ Grants Financial Guide. Allowable costs are those costs consistent with the principles set out Subpart E of 2 CFR Part 200 and those permitted by the grant program's authorizing legislation. Please describe how your project will comply with these requirements.

*No answer.*

4. If you selected COPS Law Enforcement Technology, funding can be used for projects to develop and purchase technologies and automated systems to assist law enforcement agencies in investigating, responding to, and preventing crime.  
NOTE: COPS funding cannot be use for labor or planning costs. Please describe the focus of your project.

*No answer.*

5. If you selected COPS Law Enforcement Technology, you must be a state, local, tribal, or territorial governments and their public agencies, e.g., police and/or sheriff's departments. Are you an eligible recipient?

*No answer.*

6. If you selected COPS Law Enforcement Technology, project activities are limited to the statutorily allowable purpose areas under the COPS Office Statute (34 U.S. Code § 10381). This includes the procurement of equipment, technology, or support systems, and the development of new technologies to assist recipient entities in reorienting the emphasis of their activities from reacting to crime to preventing crime. Please describe how your project will meet the COPS Office Statute.

*No answer.*

7. If you selected COPS Law Enforcement Technology, does your project include a request for vehicles or vessels that carry with them a high maintenance cost at the conclusion of the grant?

*No answer.*

8. If you selected COPS Law Enforcement Technology, any project that involves generating, acquiring, or using technology or data recipients should consider the full range of potential legal, constitutional, and civil liberties and privacy implications.  
For example, agencies who purchase unmanned aircraft systems must be aware of the Federal requirements and best practices for their effective and safe operation that is respectful of civil liberties and maximize the safety of citizens. Other technologies often carry similar privacy concerns to unmanned aircraft systems. How will you address these concerns? Providing a detailed justification to this question is vital to our application review process.

*No answer.*

9. Any projects awarded funding through the DOJ COPS Law Enforcement Technology account will be subject to Subpart E of 2 CFR Part 200, the DOJ Financial Guide and the applicable Award Owners Manual.

Please explain how your project will comply with these requirements.

*No answer.*

## Section 6. Affirmations and Acknowledgements

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- Submission of a request that meets the requirements of this form, as well as any subsequent requirements, does not guarantee the support of Senators Blumenthal or Murphy or the award of federal funding.
- This request and any information submitted in support of it may be made public in part or in its entirety.
- The requesting entity will comply with any request presented to it by the Government Accountability Office, the Office of the Inspector General of a Federal agency, Congress, and any other Federal entity performing an audit, investigation, or oversight function.
- Any support or funding award associated with this request does not guarantee support or funding in future fiscal years.

1. I affirm and acknowledge the above statements \*

*No answer.*



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0354

**Agenda Date:** 3/25/2026

**Agenda #:** 11.

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## APPOINTMENT

### **Motion/Request:**

MOTION to grant a Bid Waiver to PKF O’Conner Davies of Wethersfield, CT due to receiving fewer than three qualified bids in response to RFP #2026-03 (Auditing Services) in accordance with Ordinance #200-001 (rev.2) “*An Ordinance Regarding Purchasing for the Town of Ledyard*”

In addition, appoint PKF O’Conner Davies to conduct auditing services for the General Government, WPCA, and Board of Education for the fiscal year ending June 30, 2026, in accordance with Chapter III, Section 11 of the Town Charter for a fee of \$75,000.

### **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.

The Town solicited Requests for Proposal in the form of RFP # 2026-03 (Auditing Services) for FY 2026, FY 2027 and FY 2028.

Only two bids were received in response to the RFP.

In accordance with Ordinance #200-001 (rev 2) “*Purchasing Ordinance*” For good and services exceeding \$15,000, a minimum of three (3) proposals are required through an open and advertised competitive bid process for construction projects, equipment, supplies, and professional services other than legal services.

Because only two responses were received, a Bid Waiver is being requested

### **Finance Director’s Notes:**

The lowest qualified bidder as a highly qualified firm well known in CT.

### **Mayor Comments/Recommendation:**

### **Meeting Action Detail:**



**FEE** Proposal to provide professional audit services to:

## Town of Ledyard, Connecticut

**This is a firm and irrevocable offer for the period covered.**

Proposal Subject and Number	Audit Services Bid #2026-03
Proposing Firm Name	CliftonLarsonAllen LLP (CLA)
Name, Address and Telephone of Primary Contact	Stephen Gross, CPA, MSA, Principal 29 South Main Street, 4th Floor West Hartford, CT 06107 401-330-2752
Date of the Proposal	March 5, 2026

**[CLAconnect.com](https://www.claconnect.com)**

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAglobal.com/disclaimer](https://www.claglobal.com/disclaimer).  
Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



# Your Investment

Having upfront conversations builds relationships.

The value we can provide your organization goes beyond meeting your compliance needs. We can help you discover opportunities to enhance your performance and achieve your strategic goals. Our insights and strategies are tailored to your specific situation and represent a return on your investment.

Based on our understanding of your requirements, we propose the following fees:



CliftonLarsonAllen LLP  
CLAconnect.com

## APPENDIX D FIXED FEES

**Firm’s Name:** CliftonLarsonAllen LLP (CLA)

**Location of office staffing the audit:**  
29 South Main St., 4<sup>th</sup> Floor  
West Hartford, CT 06107

**Number of Municipal professional audit staff:**

With more than 700 professionals dedicated to our state and local government practice, CLA has one of the largest governmental audit and consulting practices in the country and brings extensive experience providing a variety of such services to state and local government entities. Our state and local government team serves more than 3,700 governmental engagements across the country, including numerous cities, counties, municipalities, state and state agencies, and school boards.

**Number of Municipal audit staff to be assigned:**

Based on previous work we performed for the Town, we anticipate four state and local government professionals will staff the Town’s engagement.

**FIXED FEES**

	FYE <u>06/30/26</u>	FYE <u>06/30/27</u>	FYE <u>06/30/28</u>
<u>General Government</u>			
Financial Audit	\$ 24,600	\$ 25,400	\$ 26,200
<u>Board of Education</u>			
Financial Audit	18,500	19,200	19,700
CSDE Agreed Upon Procedures	6,900	7,200	7,400
Water and Sewer Funds	10,000	10,300	10,700
Federal Single Audit	8,500	8,700	9,000
State Single Audit	8,500	8,700	9,000
<b>Total</b>	<b><u>\$ 77,000</u></b>	<b><u>\$ 79,500</u></b>	<b><u>\$ 82,000</u></b>



Total hours included in total fees and hourly rate used for each level for services outside the specified scope:

	<u>No. of Hours</u>	<u>Hourly Rate</u>
Partner	30	\$ 350
Manager	120	\$ 250
Senior	125	\$ 150
Staff	134	\$ 125
Support	10	\$ 100

Signature of Official: 

Name (typed): Stephen Gross, CPA, MSA

Title: Principal

Firm: CliftonLarsonAllen LLP (CLA)

Date: March 5, 2026

Our fee quote is designed with an understanding that:

- Town personnel will provide documents and information requested in a timely fashion.
- The operations of your organization do not change significantly and do not include any future acquisitions or significant changes in your business operations.
- There are no significant changes to the scope, including no significant changes in auditing, accounting, or reporting requirements.

The 5% technology and client support fee supports our continuous investment in technology and innovation to enhance your experience and protect your data. This fee is included in the fee quote above.

### Fee increase

Our fees are based on professional standards and regulations currently in effect and barring any changes in the nature or requirements of the engagement, our annual fees will increase in accordance with the increases in our payroll and overhead costs. In addition, costs could increase due to substantial changes in your office locations, asset size and/or operational structure. If fee increases are expected outside of the ranges provided above, we would discuss with management prior to the completion of the work.

## No surprises

Our clients don't like fee surprises. Neither do we. If changes or complexities occur — or any “out-of-scope” work is required — we'll discuss a revised fee proposal with you first.

It's not our policy or practice to bill our clients every time we receive a phone call or email. We're invested in our relationships and strongly encourage intentional and frequent communication. Contact us year-round as changes or questions arise.

**Our last word on fees: we're committed to serving you and creating a long-standing relationship. If fees are a deciding factor in your selection of a professional services firm, give us a call and let's discuss.**

***Transparent:*** Clear, authentic communication and market-based fees.



DOLLAR COST PROPOSAL FOR  
**Professional Auditing Services**

For the Years Ending June 30, 2026 - 2028

PRESENTED TO

**Town of Ledyard, CT**

March 5, 2026

SUBMITTED BY

PKF O'Connor Davies

100 Great Meadow Road, Suite 207

Wethersfield, CT 06109

Joseph Centofanti, CPA, CFE, FCPA, CFF, CGFM

Partner

860-419-3402

[jcentofanti@pkfod.com](mailto:jcentofanti@pkfod.com)

**KNOW  
GREATER  
VALUE<sup>®</sup>**

**Request for Proposal # 2026-03  
Auditing Services  
Appendix D  
Fixed Fees**

Firm's Name:	<u>PKF O'Connor Davies, LLP</u>
Location of office staffing audit:	<u>Wethersfield, CT</u>
Number of Municipal professional audit staff	<u>15 local/ 60 firmwide</u>
Number of municipal audit staff to be assigned:	<u>4</u>

**Fixed Fees**

	<u>FYE</u>		
	<u>2026</u>	<u>2027</u>	<u>2028</u>
<u>General Government</u>			
Financial Audit	\$ 29,000	\$ 30,000	\$ 31,100
<u>Board of Education</u>			
Financial Audit	19,100	19,800	20,500
CSDE Agreed Upon Procedures	7,800	8,100	8,400
Water and Sewer Funds	6,600	6,800	7,000
Federal Single Audit	7,500	7,800	8,100
State Single Audit	<u>5,000</u>	<u>5,200</u>	<u>5,400</u>
Total	<u>\$ 75,000</u>	<u>\$ 77,700</u>	<u>\$ 80,500</u>

Total hours included in total fees and hourly rate used for each level for services outside the specified scope:

	<u>No. of Hours</u>	<u>Hourly Rate</u>
Partner	30	\$ 300
Manager	65	250
Senior	175	200
Staff	195	150
Support	<u>10</u>	-
Total	<u>475</u>	

*Joseph Centofanti*

Signature of Official	_____
Name (typed)	<u>Joseph Centofanti</u>
Title	<u>Partner</u>
Firm	<u>PKF O'Connor Davies, LLP</u>
Date	<u>March 5, 2026</u>

### **Engagement Fees**

We are as committed to delivering our services at a fair and reasonable cost as we are to providing you with exceptional talent, attention and responsiveness. The extensive training programs and review processes we've developed help us maintain our outstanding record of performance.

Joseph Centofanti, partner of PKF O'Connor Davies, is authorized to represent the Firm, empowered to submit the bid, and authorized to sign a contract with the Town.

### **Total All-Inclusive Maximum Price and Fixed Fees by Category**

Our fees are all inclusive and we encourage regular communication and the opportunity to deal with issues as they arise.

### **Manner of Payment**

Our fees will be billed as work progresses on a monthly basis and are payable on presentation. We would expect all invoices for services to be paid within 30 days of receipt.

Our fee is quoted with the understanding that the accounts and records will be properly and currently maintained and in balance prior to commencement of our year-end audit. This includes trial balances of all individual funds, bank reconciliations, balancing of subsidiary records with general ledger control accounts, adequate detail of receivables, payables, etc. and other account analysis. Should any unusual circumstances, originating from the Town or its personnel require an excessive amount of time on our part, we would consult with you regarding any possible additional charge for the time involved prior to commencing the work.

Should any professional pronouncements issued by the GASB, the AICPA, the Federal or State governments, or should the number of major funds increases or should the number of Federal or State programs that are required to be tested increase significantly affect the audit hours (such as the impact of the various coronavirus related grants requirements), we would discuss possible fee changes with you prior to commencing the work.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 26-0366

**Agenda Date:** 3/25/2026

**Agenda #:** 12.

## GRANT REQUEST

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

MOTION to authorize the Mayor to submit 2026 Ledyard Rotary Grant Application for Summer Camp Scholarships in the amount of \$1000.00

**Background:**

As in years past we are submitting a grant application to support Ledyard Social Service clients with Ledyard Parks and Rec Summer Camp Scholarships. We hope to help about 10 children participate this summer.

**Department Comments/Recommendation:**

(Type text here)

**Finance Director Comments/Recommendation:**

(Type text here)

**Mayor Comments/Recommendation:**

(Type text here)

**Please Complete the Grant Request Form Below:**

TOWN OF LEDYARD  
GENERAL GOVERNMENT  
GRANT APPLICATION POLICY AND PROCESS

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

Grants, for these purposes include:

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

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

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

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

*Linda C Davis*

\_\_\_\_\_  
Linda C. Davis, Chairman

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

History: Paragraph 5 added the following: *“When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).”*

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

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

**GRANT REQUEST FORM**

Requestor Social Services Board Date 01/20/2026

Dept/Commission/Board Social Services Board

Name of Grant 2026 Rotary Grant

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

N/A

Reason for Applying for this Grant

To assist Ledyard Social Services clients with full and partial scholarships to attend Ledyard Parks & Recreation Summer Camp.

Amount of Town Match                      N/A

Source of Town Match                      N/A

In-Kind Match - Explain

N/A

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

\_\_\_\_\_     Jessica Michaud         03/11/2026      
Signed Name                                      Printed Name                                      Date

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**ATTACHMENT 1**

**Code of Federal Regulations: 2 CFR**

§200.318 General procurement standards.

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

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

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

which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

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

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

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

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

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

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

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

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

(i) The actual cost of materials; and

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

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

efficient methods and effective cost controls.

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

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

#### §200.319 Competition.

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

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

(2) Requiring unnecessary experience and excessive bonding;

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

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

(5) Organizational conflicts of interest;

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

(7) Any arbitrary action in the procurement process.

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

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

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

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

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

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

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

§200.320 Methods of procurement to be followed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(e) [Reserved]

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

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

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

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

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

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

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

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

(b) Affirmative steps must include:

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

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

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

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

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

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

§200.322 Procurement of recovered materials.

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

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

§200.323 Contract cost and price.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### §200.325 Bonding requirements.

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

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

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

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

#### §200.326 Contract provisions.

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

Organization Name: Ledyard Social Services Board

Organization Address: 741 Colonel Ledyard Highway, Ledyard, CT, 06339

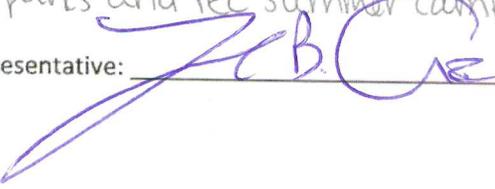
Contact Name: Mikayla Bozym Phone Number: 860-765-9984

Email Address: mikayla.bozym@gmail.com

Purpose of Grant and Amount Requested (maximum is \$1,000) \$ Ledyard Social Services  
is requesting a grant in the amount of \$1,000.00 for the  
Social Services Enrichment Grant Fund. The fund is used to  
assist Ledyard social services clients with full and partial  
Scholarships for Ledyard Parks + Recreation Summer Camp  
and other recreational activities

Describe how grant will be used, what impact it will have in the community, how many people will be served, and geographic area to be served. (Attach a maximum of one additional page, if necessary.)

The Enrichment grant serves Ledyard and Gales Ferry youth and is  
funded solely by community donations + grants. These funds are used  
to assist Ledyard social services clients with full + partial scholarships  
to attend Ledyard parks and rec summer camp

Signature of Authorized Representative:  Title: MAYOR

Date: 3/17/26

The application must be submitted with the following attachments:

- 1. Organization Mission Statement
- 2. List of Board of Directors or equivalent governing body
- 3. Letter of Determination from IRS certifying tax-exempt 501(c)(3) status
- 4. If request over \$500, include budget or itemization

The application with the required attachments must be **postmarked by May 15** and mailed to:  
Ledyard Rotary Foundation, Inc., 12 VanTassel Dr., Gales Ferry, CT 06335

Or it may be emailed with attachments to: Sam Kilpatrick President, Ledyard Rotary Foundation at  
skilpatrick@groton.k12.ct.us

## **Town of Ledyard- Social Services**

### **Mission Statement:**

The Mission of the Ledyard Social Services Board is to provide outreach and community education to meet the needs of families and individuals in the Town of Ledyard. They aim to support residents through various social services, including health and human services, low-income programs, and government benefits.

### **Social Services Board:**

Mikayla Bozym-Chairman

Jacqueline Kapusta

Patricia Marcek

Maria Nott

Heather Shipley

Colleen Lauer

Stephanie Bacon