



TOWN OF LEDYARD CONNECTICUT

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

Town Council ~ AGENDA ~

Chairman S. Naomi
Rodriguez

Regular Meeting

Wednesday, August 14, 2024

7:00 PM

Town Hall Council Chambers

In-Person: Council Chambers Town Hall Annex

Remote: Information noted below:

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

<https://us06web.zoom.us/j/83542659979?pwd=9SOwSpoafANwAw9mfjzqvAY1nmrvDB.1>

Audio Only: Telephone: +1 646 558 8656; Meeting ID: 835 4265 9979; Passcode: 294749

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

MOTION to approve the following Town Council Minutes :

- Special Meeting Minutes of July 24, 2024
- Regular Meeting Minutes of July 24, 2024

Attachments: [TC-MIN-2024-07-24Executive Session](#)
[TC-MIN-2024-07-24](#)

- IX. COMMUNICATIONS

Communications Listing For August 14, 2024

Attachments: [C-LIST-2024-08-14](#)
[Action Letter WPCA-MTG-2024-07-23](#)
[Mayor out of Town ltr 7-24-24](#)
[Military Highway Proposed 320 Apartment Complex-Farquhar email-2024-07-24](#)
[Military Highway Proposed 320 Apartment Complex-Schneider email-2024-07-24](#)
[Proposed Quarry Development -Mount Decatur Property-Hire Experts-Anderson- email-2024-07-24](#)
[Proposed Quarry Development -Mount Decatur Property-Hire Experts-Snowberger- email-2024-07-24](#)
[IWWC Third Application-Quarry-Planning & Zonign Public Hearing-Rqst IWWC 3rd Review--Robers-Pierson--email-2024-07-31](#)
[IWWC Application-Quarry Request Experts-k-Jones-email-2024-08-01](#)
[IWWC Application-Quarry Request ExpertsWilkinson-email-2024-08-02 #1](#)
[IWWC Application-Quarry Request ExpertsWilkinson-email-2024-08-02 #2](#)
[IWWC Third Application-Quarry-Required Review-Porazzi-email-2024-08-0](#)
[IWWC Third Application-Quarry-Retention Experts-Robers-Pierson-email-2024-08-01](#)
[IWWC Quarry Application- Request third Applicaiton & Public Hearing-Anderson email-2024-08-03](#)
[No STEAP Grant Applicaiton Schedule-2024-08-05](#)
[Inland Wetland & Water Courses Application- Hiring of Experts-email thread-Roberts-Pierson-Burdick-2024-08-7](#)
[Edwards-Rodriguez email thread-2024-08-13 - Many Concerns](#)
[Board of Education email-2024-08-13- Revenues-Impact Aid & ASTE Funding- Response to LTC Ltr 2024-07-25](#)
[Proposed Quarry Development -Mount Decatur Property-Status to Hire Experts- Roberts-Pierson-- email-2024-08-13](#)
[Prides Corner Farm Noise-Rodriguez Resly to Johnson email-2024-08-12](#)
[ACTION LTR-TOWN COUMCIL MTG-2024-07-24](#)
[ACTION LTR-TOWN COUMCIL-SP-MTG-CONTRACTS-2024-07-24](#)
[APPT-LTR-KENT-PARKS-RECREATION& SENIOR CITZENS-2024-07-24](#)
[Impact Aid & ASTE Aditonal Funding FY 23-24-LTC ltr to Board of Education](#)
[Edwards-Rodriguez email thread-2024-08-13 - Many Concerns](#)
[Garcia-Irizarry email-2024-08-13-Board of Education Mtg-2024-08-13](#)
[Proposed Quarry Development -Mount Decatur Property-Status to Hire Experts- Roberts-Pierson-- email-2024-08-13](#)

- X. REFERALS
 - XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS
 - 1. Administration Committee
 - 2. Community Relations Committee for Diversity, Equity, & Inclusion
 - 3. Finance Committee
 - 4. Land Use/Planning/Public Works Committee
 - 5. Liaison Reports
- XII. REPORT OF THE MAYOR:**
- XIII. OLD BUSINESS
 - XIV. NEW BUSINESS

Administration Committee

1. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on September 11, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following:
 - Proposed “An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard” as presented in the draft dated May 14, 2024.
 - Proposed amendments to Ordinance #100-011 “An Ordinance Establishing A Youth & Social Services Board For the Town of Ledyard” as presented in the draft dated June 4, 2024.

Attachments: [ORD#100-011 \(rev 2\) An Ordinance Establishing a Youth & Social Services Board 6.4.2024](#)
[ORD-GOLD STAR FAMILY TAX RELIEF-DRAFT-2024-05-14 Ordinance](#)

Finance Committee

2. MOTION to add Courville’s Garage to the Fiscal Year 2024-2025 Standing Bid Waiver List.
3. MOTION to transfer additional revenues received for Fiscal Year 2023/2024 as follows:
 - Agri-Science (ASTE) \$39,502 to Account #22570101 (BOE ASTE CNR) to be used in accordance with Agri-Science Plan.
 - Federal Impact Aid \$304,635 to Account #22570101 (BOE CNR Reserve Fund) to be used for the following in accordance with the Board of Education’s Fiscal Year 2024/2025 Capital Improvement Plan (CIP):

- ü \$210,000 Ledyard High School Existing Elevator Replacement
- ü \$40,000 Ledyard High School Tennis Court Resurfacing
- ü \$50,000 Juliet W. Long School Playground.

Attachments: [Board of Education email-2024-08-13- Revenues-Impact Aid & ASTE Funding- Response to LTC Ltr 2024-07-25](#)
[Impact Aid & ASTE Additional Funding FY 23-24-LTC ltr to Board of Education.pdf](#)
[Board of Education -Transfer -Additional Revenue -ASTE Funding & Impact Aid-ltr-2024-07-15 .pdf](#)

4. MOTION to grant a bid waiver to Vision Government Solutions in the amount of \$257,000 for Revaluation Services. due to receiving fewer than the required three bids in response to Bid 2024-04 (Revaluation) in accordance with Ordinance #200-001 (rev 1) "An Ordinance for Purchasing".

Attachments: [Vision Government Services Ledyard CT Proposal.pdf](#)
[2024-04_Ledyard2025-Municipal Valuation Response.pdf](#)
[BID OPENING SHEET - 05302024 - 2024-04 REVALUATION.pdf](#)

5. MOTION to approve appropriations from the receipt of sales of vehicles through GovDeals in the total amount of \$7,250 to the following capital accounts:
- \$2,575 to Public Works Small Trucks (21040101-57313);
 - \$3,610 to Pooled Vehicles (21040101-57315);
 - \$1,065 to Building Upgrade Reserve (21040111-58240).
 -

6. MOTION to approve purchase of a new Elgin Pelican sweeper through the Sourcewell lease/purchase provider over a term of five (5) years at \$66,467.49 per year.

Attachments: [Elgin Pelican Sweeper Proposal.pdf](#)
[Sourcewell NCL Government Capital Lease Proposal.pdf](#)

7. MOTION to authorize the town to proceed with the engineering design of sewer mains along Fairway/Colby Drives (\$108,000) and Route 117 (\$137,500), respectively, per Weston & Sampson Engineers, Inc. Bid No. 2021-03 Amendments 3 and 4.

In addition, transfer and appropriate ARPA and/or other funding in the total amount of \$245,500 for said purpose. Source of ARPA funding transfer and other funding to be determined.

Attachments: [Ledyard Sewer - Fairway 7-25-24.pdf](#)
[Ledyard Sewer - Route 117 7-25-24.pdf](#)
[Weston & Sampson Engineering-Multi-Use Pathway](#)

8. MOTION to approve the following Salary Adjustments effective July 1, 2024:
- \$80,217 Account #1010101-51602 (Administrative Assistant)
 - \$56,952 Account #1010201-51607 (Executive Assistant)

In addition, authorize retroactive payments in the total amount of \$2,692; and appropriate \$20,000 from #Account 10110107-56100 (Undesignated) to the respective accounts.

9. MOTION to appropriate \$3,000 to Account #10114301-51610 (Land Use Supervisors) in connection with \$3,000 received from fines assessed in accordance with Ordinance #300-012 (rev.2) “An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard”.

Attachments: [ORD 300-012 \(Rev-2\) Concerning Blight and Public Nuisance 202311271147370451](#)

General Business

XV. ADJOURNMENT

DISCLAIMER:

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

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0712

Agenda Date: 8/14/2024

Agenda #:

MINUTES

Minutes:

MOTION to approve the following Town Council Minutes :

- Special Meeting Minutes of July 24, 2024
- Regular Meeting Minutes of July 24, 2024



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

Chairman S. Naomi Rodriguez

MINUTES
LEDYARD TOWN COUNCIL – SPECIAL MEETING
WEDNESDAY, JULY 24, 2024; 6:30 PM

DRAFT

I. CALL TO ORDER – Chairman Rodriguez called the meeting to order at 6:30 p.m. at the Council Chambers, Town Hall Annex Building.

II. ROLL CALL –

Attendee Name	Title	Status	Location
April Brunelle	Town Councilor	Excused	
Jessica Buhle	Town Councilor	Excused	
Carmen Garcia-Irizarry	Town Councilor	Present	In-Person
Kevin Dombrowski	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Excused	
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Tim Ryan	Town Councilor	Excused	
Tony Saccone	Town Councilor	Present	In-Person
Gary St. Vil	Town Councilor	Present	In-Person

III. BUSINESS OF THE MEETING

1. MOTION to enter into executive session for the purpose of reviewing records, reports and statements with respect to collective bargaining regarding the following:

- Town of Ledyard and the Nurses Union Local 1303-182 July 1, 2023 - June 30, 2027.
- Town of Ledyard and the General Teamsters Union, Local 493 for the period of July 1, 2024 – June 30, 2027.

This action is taken without prejudice and the Town Council’s right to discuss in private, strategy and/or negotiations with respect to collective bargaining pursuant to Connecticut General Statutes Chapter 14 Section 1-200 and 1-201(b).

The executive session to include all Town Councilors present, and Mayor Allyn, III, Human Resources Director Marisa Iannella-Rodriguez; and Administrative Assistant Roxanne Maher.

Moved by Chairman Rodriguez, seconded by Council St. Vil

VOTE: 6 - 0 Approved and so declared

RESULT: APPROVED 6 - 0
 MOVER: S. Naomi Rodriguez, Chairman
 SECONDER Gary St. Vil, Town Councilor
 AYES: Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
 EXCUSED: Brunelle, Buhle, Paul

Entered into executive session at 6:31 p.m.

Public Works Director Town Engineer Steve Masalin was invited and joined the meeting at 6:44 p.m. to participate in the General Teamsters Contract

Came out of executive session at 6:58 p.m.

2. MOTION to approve the request for funds necessary to implement the proposal between Town of Ledyard and the and the Nurses Union Local 1303-182 July 1, 2023 - June 30, 2027.
Moved by Councilor Dombrowski, seconded by Councilor St. Vil
Discussion: None.

VOTE: 6 - 0 Approved and so declared

RESULT: APPROVED 6 - 0
MOVER: Kevin Dombrowski, Town Councilor
SECONDER Gary St. Vil, Town Councilor
AYES: Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED: Brunelle, Buhle Paul

3. MOTION to approve the request for funds necessary to implement the proposal between Town of Ledyard and the and the General Teamsters Union, Local 493 for the period of July 1, 2024 – June 30, 2027.
Moved by Councilor Ryan, seconded by Councilor St. Vil
Discussion: None

VOTE: 6 - 0 Approved and so declared

RESULT: APPROVED 6 - 0
MOVER: Tim Ryan, Town Councilor
SECONDER Gary St. Vil, Town Councilor
AYES: Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED: Brunelle, Buhle, Paul

IV. ADJOURNMENT

Councilor Garcia-Irizarry moved to adjourn, seconded by Councilor St. Vil.
VOTE: 6 - 0 Approved and so declared. The meeting adjourned at 7:00 p.m.

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

I, S. Naomi Rodriguez, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and correct copy of
the minutes of the Special Town Council Meeting held on July 24, 2024

S. Naomi Rodriguez, Chairman



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

Chairman S. Naomi Rodriguez

MINUTES
LEDYARD TOWN COUNCIL – REGULAR MEETING
WEDNESDAY, JULY 24, 2024; 7:00 PM
HYBRID FORMAT
VIDEO CONFERENCE VIA ZOOM

DRAFT

- I. CALL TO ORDER – Chairman Rodriguez called the meeting to order at 7:06 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Rodriguez welcomed all to the Hybrid Meeting. She stated for the members of the Town Council and the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. PLEDGE OF ALLEGIANCE

- III. ROLL CALL –

Attendee Name	Title	Status	Location
April Brunelle	Town Councilor	Excused	
Jessica Buhle	Town Councilor	Excused	
Carmen Garcia-Irizarry	Town Councilor	Present	In-Person
Kevin Dombrowski	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Excused	
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Tim Ryan	Town Councilor	Present	In-Person
Tony Saccone	Town Councilor	Present	In-Person
Gary St. Vil	Town Councilor	Present	In-Person

- IV. INFORMATIONAL ITEMS/PRESENTATIONS – None.

- V. RESIDENTS AND PROPERTY OWNERS

Mr. Eric Treaster, 10 Huntington Way, Ledyard, stated that he recently learned about an Application for a five-story 320-unit Apartment Complex for the property that was previously called *Sweet Hill Farm* on Military Highway, Gales Ferry. He provided the pictures below of the Triton Square Apartments which was a five-story high 304-unit Apartment Complex in Groton, located behind the Super 8 Motel that was across the street from the Super Stop & Shop grocery store, noting that it can be seen from Interstate-95.



Mr. Treaster went on to note last September, 2023, the Planning & Zoning Commission updated Ledyard’s Zoning Regulations, which included a replacement for the Multi-Family Regulations to allow an unlimited density that was based on the Health Code and a height that was 65-feet high (six stories). He stated when he saw the Triton Square Apartments being constructed in Groton, he took a closer look at Ledyard’s new Regulations, noting that a

development such as the Triton Square Apartment Complex would be allowed in both Ledyard Center and Gales Ferry without the Planning & Zoning Commission holding a Public Hearing. He stated he understands that many were fans of Affordable Housing and that they wanted as much housing as possible. However, he stated the Plan of Conservation & Development (POCD) which the Planning & Zoning Commission adopted, repeatedly used the following words throughout the document: *“protect the character of Ledyard”* and *“the Planning & Zoning Regulations should be changed to better protect the character of Ledyard”*. Mr. Treaster stated it was his opinion that a development such as the Triton Square Apartment Complex being allowed by right in Gales Ferry was not consistent with the character of Ledyard or Gales Ferry. He stated he was not anti-development, however, he stated that he would like to see the Apartment Complex Application in Gales Ferry be three stories (35 feet high) which was the same height as a single family home. He stated Ledyard has had a 35 foot high limit since they originally adopted their Zoning Regulations in 1963, noting that they had several new apartment complexes that were attractive and reasonable. He stated it was his opinion that Ledyard did not need this monstrosity in the Gales Ferry Village or Ledyard Center.

Mr. Treaster went on to state the reason he did not pay too much attention to the Gales Ferry Apartment Complex Application in the past was because a complex of this magnitude required both water and sewer, noting that Ledyard did not have the sewer capacity to support such a development. He stated the 16-inch water line on Route 12 would provide enough water to the 320-unit-five story Apartment Complex, if it were located on Military Highway (Sweet Hill Farm) in Gales Ferry. However, he went on to explain the Application that was currently in-front of the Inland Wetlands and Watercourses Commission (IWWC) included a \$1.1 million Self-Contained State-of-the-Art Sewer Treatment Plant; noting that it would be approved. He stated once the IWWC Application was approved that it would then go before the Planning & Zoning Commission, and he noted in his opinion that the 320-unit-five story Apartment Complex would be approved, by right, without a Public Hearing.

Mr. Treaster continued by addressing the construction to extend the Ledyard Center Sewer Line, that was currently under way, stating that it would provide at least 70,000 gallons of sewage per day, and would support a 400-unit Apartment Complex, like the Triton Square Apartment Complex, if one were to be proposed. He stated it was his opinion that these buildings were not consistent with the character of Ledyard. He stated he submitted proposed Zoning Regulations that would reduce the height regulations to 35-feet and spread the buildings out to provide more green-space. He stated a Public Hearing regarding his proposed Zoning Regulation change was scheduled for August 8, 2024.

Mr. Treaster stated that he previously requested a Moratorium on New Multi-Family Applications in the Gales Ferry District until the Zoning Regulations that he proposed could be reviewed. He also suggested that another possibility was for the Town Council, as the Legislative Body, to place the following question on the November 5, 2024 Presidential Ballot *“Should the Town of Ledyard acquire the 19-acre Sweet Hill Farm for a Public Park?”*. Mr. Treaster stated should the Town Council make a decision to include the question he proposed on the November 5, 2024 ballot that the odds of the Planning & Zoning Commission placing a Moratorium on New Multi-Family Applications in the Gales Ferry District until after November 5, 2024 was possible.

Mr. Treaster asked the Town Council to amend tonight’s Agenda to discuss the possibility to acquire the 19-acre Sweet Hill Farm property for fair-market value to be used for the following: Park; the Town Fair; Community Center, Large Scale Outdoor Public Events, future Development of the Town; etc. He stated there were many justifiable uses for the property, noting that it was only fair to the residents for the Town Council to have that discussion this evening.

Chairman Rodriguez noted that a couple of residents wrote letters providing comments regarding the development of the 19-acre Sweet Hill Farm property that were similar to Mr. Treaster’s comments this evening. She stated the Town Council had no authority over the Planning & Zoning Commission or the Inland Wetlands and Watercourses Commission. She questioned the legality to place Moratorium on New Multi-Family Applications in the Gales Ferry District on the privately owned Sweet Hill Farm, located on Military Highway. Mr. Treaster stated privately owned property had nothing to do with a Moratorium.

Councilor Dombrowski stated by State Statute the Town Council had no authority with regard to the Planning & Zoning Commission. Mr. Treaster stated the Town Council appointed the members to the Planning & Zoning Commission. Councilor Dombrowski stated by the State Statute the Town Council can only appoint the members of the Planning & Zoning Commission. Mr. Treaster stated that the Town Council does have the right to place a question on the November 5, 2024 ballot.

Chairman Rodriguez questioned the legality of placing a question on the November 5, 2024 ballot to acquire property that was privately-owned; and not currently for sale. She also questioned if the property was for sale, how much money that they would be talking about to purchase the property. She stated all these questions would need to be answered, stating that she did not see how the Town Council could move forward on Mr. Treaster's suggestion.

Mr. Treaster stated the Town would be obligated to pay fair-market value for the property. He stated if the townspeople approved his suggested question: "*Should the Town of Ledyard acquire the 19 acre Sweet Hill Farm for a Public Park?*" the town would be authorized to acquire the property. He went on to state that because the property would be used for a *Public Purpose*, such as a park, that per State Statute the town could acquire the property under *Eminent Domain*. Chairman Rodriguez and the Mayor stated that they would not use *Eminent Domain*. Mr. Treaster stated nevertheless the question "*Should the Town of Ledyard acquire the 19 acres Sweet Hill Farm for a Public Park?*" was worth discussing on the record. Chairman Rodriguez stated that she would not go in the direction Mr. Treaster has suggested; and she thanked him for his comments.

Ms. Jennifer Zeronza, 18 Bluff Road West, Gales Ferry, addressed the proposed Quarry in Gales Ferry/Ledyard by Gales Ferry Intermodal (GFI). She noted that 15-years ago she purchased property in Gales Ferry as a second home. She stated her family has spent a decade and a half of summers, holidays, weekends, and every chance they get making family memories in Gales Ferry. She stated they were in a new phase of their life where they were ready to move to Ledyard permanently. However, she stated the proposed Quarry Development by Gales Ferry Intermodal (GFI) was holding them back. She stated that Ledyard's website describes the town as follows:

"A suburban community with a quiet rural nature of southeastern Connecticut, abundant single-family residences separated by numerous red maple swamps, and rocky rugged uplands characterizes the settlement of Ledyard. Ledyard offers space for ample residential areas for families to live and grow. The community emphasizes our historical heritage and traditional New England themes".

Ms. Zeronza stated that Ledyard, as described on its website, was the town they have seen and experienced, noting that she helped to lead a historic walk through the village. She stated it was the town where they chat with their neighbors as they walk to the Library, or get ice cream at Sweet Hill Farm. She stated neighbors help each other plow driveways in the winter and share garden vegetables and fresh caught fish in the summer. She stated in stock opposition to this idealist existence they were now threatened with aggressive and destructive development at the Cashman Property (former Dow-Styrenics Property). She stated in response that she has spent two years learning Ledyard's Planning & Zoning Regulations, as well as organizing, communicating and testifying to prevent the utter destruction of land, history, and our way of life, just upriver from her home. She stated that she has stood up at Public Hearings before and would do so again, noting that she was present this evening to remind the governing body of the town that individual taxpayers drive the economy too, noting that they were customers of local stores, gas stations, restaurants, gyms, and ice cream stands. She stated for 15-years her family happily paid Ledyard taxes, to support a school system that they never used. She stated every day her family asked themselves whether they should invest in a renovation of their home in Ledyard, should they buy a larger home in Ledyard, or should they move to another town, as they consider both the proposed use of the Cashman Property, as well as the massive Apartment Complex that was being discussed at the Sweet Hill Farm Property. She rhetorically questioned whether her family should take their tax dollars and consumer spending and go somewhere else, stating that she hoped not; and that she hoped her family could live in Ledyard permanently. She stated that she would be happy to serve on a Commission that could find reasonable and acceptable solutions to increase the tax base of Ledyard. She stated until then that she would stand up again, and again, in an effort to protect and to remain part of the community they love. She stated the

leadership of this town had an important decision to make as to whether they would strike an appropriate balance between necessary business revenues and protection of its citizens; or would they bend to aggressive corporations and developers who seek to destroy their community in the name of profit. She stated they love this community and this town. Please protect it. Thank you.

Chairman Rodriguez thanked Ms. Zeronza for her comments, and she explained the Applications have to follow the land use processes. She stated as she mentioned earlier this evening, per State Statute the Town Council does not have any authority and cannot get involved with Applications that were before the Inland Wetlands and Watercourses Commission (IWWC) or the Planning & Zoning Commission.

Ms. Zeronza stated that although she understood that there were processes in place; that she also knew that folks talk, noting that it was important, as the governing body, that the Town Council consider the impact the proposed developments were having on folks who wanted to move to Ledyard, to spend their money here, and to be part of this community.

Councilor Dombrowski stated the Town Council has seen all of the correspondence that has come into the office; and that they hear and empathize with all of the residents' concerns regarding both of the proposed developments (Cashman Property and Sweet Hill Farm Property). However, he stated they must recognize that members of the Town Council cannot have any influence over any zoning matters. He also explained that members of the Town Council cannot stand up in front of the Planning & Zoning Commission to state their opinion. He explained in accordance with State Statute, the Town Council usurped their authority to have no involvement whatsoever in zoning matters in 1973 when they established Zoning Commission per Ordinance. He went on to explain the City of Norwich was the only municipality in the entire State of Connecticut that had authority over zoning matters, because they were still the Zoning Commission, noting that there was a special state statute governing the City of Norwich.

Councilor St. Vil stated that he wanted to amplify the sentiment of Chairman Rodriguez and Councilor Dombrowski, noting that State Statute defined what the Town Council could do or say regarding zoning and wetland matters. He explained the State Statutes allowed a *Due Process* for every Application that comes before the Inland Wetlands & Watercourses Commission and the Planning & Zoning Commission. He stated as a resident of the town that citizens could present a recommendation to the Planning & Zoning Commission and Inland Wetlands & Watercourses Commission to modify/change the Regulations. He stated changing the Regulations was not an easy task noting that it required public hearings and input from all stakeholders. He stated that he was shocked that anyone would recommend the Town Council amend their Agenda this evening because there was an Application before a Land Use Regulatory Commission that they did not agree with, noting that it would now be *subjective*. He stated that prior to being elected to the Town Council that he served on both the Inland Wetlands & Watercourses Commission and the Planning & Zoning Commission, noting it was a tough job. He stated both Commissions had a lot of smart people, who dedicate a lot of time to make sure the right decisions were made.

Ms. Zeronza stated that she respected the process and structure. However, she stated as a townspeople who was not involved in the government, that she did not have a lot of trust in the process. She stated that she was seeing a lot of high-powered Attorneys, who had many years of experience being deeply involved. Therefore, she stated as a resident she wanted everyone in town government to understand how the citizens feel, how the proposed developments were going to impact the town's economy, and that she was going to stand up to make sure their voices, as citizens, was being heard.

Mr. Carlo Porazzi, 30 Chapman Lane, Gales Ferry, stated that he wanted to comment on the following correspondence that was included in the Communications List on tonight's agenda as follows:

- Residents' request for the town to hire an expert across the board for a couple of complex matters that were alluded to this evening - Mr. Porazzi stated that he supported these requests.

- Ms. Ribe’s email dated July 22, 2024 requesting the Town Council establish a temporary Committee to hold workshops to provide a high level overview of how our town government worked - Mr. Porazzi stated Ms. Ribe called out some important points, noting that he found Ms. Ribe’s email enlightening and that he supported her suggestion. He stated that he understood that Community Outreach Programs have been tried before, however, he asked that they continue that conversation because it was important for all to get educated. He stated that ignorance was not an excuse, but at the same time, residents who were interested in local government needed to learn more. He went on to note that during a Planning & Zoning Commission meeting he heard the following comments:
 - A resident commented that he did not know where any of them were twelve-years ago when some of the Rules and Regulations were being changed - Mr. Porazzi stated he thought the comment was insensitive, noting that they were probably raising their kids and working 50-hours a week, cutting the grass, and paying their taxes; and so, the town’s business was lower on the rung. He stated this was not an excuse, and that they should be more involved.
 - An Attorney stated that he was outraged that the laypeople were upset about the Rules and Regulations - Mr. Porazzi again stated that they could all use some education, and that they would like to work with them, to understand their position, and to understand how they could go about changing the Rules and Regulations in the best manner possible, without putting the Town Council and others on the spot.

Councilor Garcia-Irizarry addressed Ms. Ribe’s email dated July 22, 2024 requesting the Town Council establish a temporary Committee to hold workshops to provide a high level overview of how our town government worked. She stated after the Planning & Zoning Commission’s July 11, 2024 meeting, which was eventful, that she and Ms. Ribe had a conversation about the many things that go on in town, and that residents were not familiar with how the town worked. Councilor Garcia-Irizarry stated until she became a member of the Town Council that she did not know how a lot of things worked. She also noted during their conversation that Councilor Ryan mentioned the New London Academy; and that she noted that Groton also had something similar to educate their residents on how local government worked. Councilor Garcia-Irizarry stated in addition to holding meetings (Work Shops) to educate residents on local government that it would also be helpful to have this type of information written down in a place where it was accessible to all residents.

Councilor Ryan addressed Mr. Porazzi comment regarding legal professionals attending meetings and he questioned whether Mr. Porazzi was referring to the Planning & Zoning Commission, or Town Council meetings, because he did not recall legal professionals attending the Town Council’s meetings. Mr. Porazzi stated that he has been to quite a few meetings and may have used the incorrect terminology, noting it was not a Town Council meeting.

Councilor Dombrowski stated although he was not against holding workshops to educate residents about how local government worked, that they have done programs in the past. He noted former Mayor/Town Councilor Mary McGrattan facilitated several initiatives to educate the community on how their local government worked, noting that they were well done by many town departments, however, no one showed up. Chairman Rodriguez stated the last Community Relations Committee offered workshops noting that the town departments provided great presentations. However, as Councilor Dombrowski stated, no one showed up. Councilor Dombrowski stated that perhaps they need to find a way to better advertise the workshops for residents to learn about how local government worked.

Mr. Porazzi stated because the town has received more complex Applications that they may be drawing people out of the woodwork. Therefore, he stated that perhaps residents would be more receptive to attending the workshops to learn about how local government worked. He stated should the town provide another Program for residents to learn about their local government that he would be willing to promote the workshops, stating that perhaps they would be able to increase the attendance because of the things that were being proposed for the town.

Councilor Ryan stated that he previously lived in New London and that he served on their Planning & Zoning Commission. He stated the best way to learn about how local government worked was for residents to attend meetings, learn about the background, regulations, policies, etc., and get involved. He stated all of the information was out there for public consumption, noting that all of the town's elected officials, volunteers, and staff should be willing to answer any questions, in terms of directing them to references, and how they could learn about something. He also noted that residents could email the Town Council or a particular Commission and that they could point residents in the right direction. He stated the Town Council would love to see more people involved and engaged. He stated having the support of the entire community was what mattered, noting that they did not want to make decisions in a vacuum.

Councilor Dombrowski stated before becoming a member of the Town Council that he served on the Zoning Commission for ten-years. He noted that Mr. Treaster also served on the Zoning Commission and that they worked together on the Zoning Regulations. He stated the Zoning Commission and Planning Commission were combined in 2012; and that the Zoning Regulations were changed in 2022. Therefore, he stated that the current Zoning Regulations were not the same as what he and Mr. Treaster left them at, for good, or for worse, he did not know.

Ms. Lee Ann Anderson, 78 Military Highway, Gales Ferry, stated that she echoed some of Mr. Treaster's comments this evening, as well as many of the emails and letters the Town Council received regarding the proposed development for the 19-acre parcel located at 19, 29, & 39 Military Highway, Gales Ferry (Sweet Hill Farm). Ms. Anderson stated that one of their objectives was to keep the character and quality of life in Ledyard and Gales Ferry from overdevelopment that would be detrimental to our town and our children. She stated as some may know the Application to build a five-story 320-unit Apartment Complex for the property that was previously called *Sweet Hill Farm* on Military Highway, Gales Ferry was pending before the Inland Wetland and Watercourses Commission (IWWC). She stated it was expected that this Application would be approved by the IWWC; and that the Application would then be submitted to the Planning & Zoning Commission. She stated the existing Zoning Regulations would allow for the proposed development. She stated the massive 320-unit Apartment Complex would be larger than the 14-acre Triton Square Apartments located behind the Super 8 Motel in Groton, that Mr. Treaster spoke about. She stated the Apartment Complex would not be in character with the Gales Ferry Village or Ledyard Center Village, noting that it would be in conflict with the approved Plan of Conservation and Development (POCD). She stated the high density, massive development would have unintended consequences. She stated the massive and concentrated population would stress the town's police department, schools, and the safety of our roads for walking and driving. She stated the building owners would be paying taxes, not the renters, noting the cost to educate a Ledyard Student was approximately \$17,000 a year. She stated if there were a conservative 200 students living in the Apartment Complex that the town would see an added expense of \$3.4 million a year to support the school budget. She stated the 320-unit Apartment Complex would be wrong for our town, however, she stated the 19-acre parcel would be perfect for a park, ideal for hosting the Regatta, which has been there in previous years, the Ledyard Fair, or other significant outdoor public events, a youth center, sports fields, community and civic activities. Ms. Anderson noted that under Connecticut State Statute Chapter 152; Section 9-369 the town had the right to place any question on the ballot. She urged the Town Council to amend their Agenda this evening to discuss the merits of including a question on the November 5, 2024 Presidential Ballot to determine whether Ledyard Residents would support the town acquiring the 19-acre parcel as a Public Park for future generations. She stated placing the question directly on the ballot would do no harm and it would not be necessary to justify the expenditure for bonding (borrow money) to purchase the property for a Park. She stated that she would be willing to help prepare the question for the ballot. She stated because there was a statutory lead time requirement to place a question on the ballot, the Town Council should make a decision as soon as possible, by amending their Agenda to discuss the matter this evening. She stated if the Town Council was in-favor of asking the question on the November 5, 2024 Ballot that it would help to justify the Planning & Zoning placing a Moratorium on receiving Multi-Family Applications in the Gales Ferry Design District until after November 5, 2024.

Mr. Mike Cherry, 5 Whippoorwill Drive, Gales Ferry, attending remotely, stated he understood Mr. Porazzi's position, noting that he was the resident who asked where they were twelve-years ago. Mr. Cherry stated twelve-years ago when Ledyard was rewriting their Zoning Regulations that he was the Chairman of the Planning Commission, he was the Chairman of the Water Pollution Control Authority (WPCA), he was a member of the Economic Development Commission (EDC), he was working 50+ hours a week, and that he felt guilty because he was not contributing to his town. He stated because there were things that he did not like; that he decided the only way to change things was to become part of the process. He stated at a couple of Planning & Zoning Commission meetings that he pointed out that the town had vacancies on their Commissions, noting that they were not looking for people who had an ax to grind or an agenda. However, he stated they were looking for residents who had open minds that could volunteer to sit on their town's Commissions and represent the rest of their residents. He addressed the following comments that were made this evening:

- A Moratorium on Multi -Family Applications – Mr. Cherry explained that a Moratorium would not help with the two developments that residents were commenting on this evening, because they already had Active Land Use Applications in-process, therefore, he stated a Moratorium would not stop those.
- Purchase the 19-acres located at 19, 29, & 39 Military Highway, Gales Ferry (Sweet Hill Farm) – Mr. Cherry stated the property was purchased from a private party by a private firm. The private firm that purchased the property has greatly invested in the property. He stated that he did not know whether the town could purchase the property at a price where the owner would recover everything that he spent.
- Ms. Ribe's email dated July 22, 2024 requesting the Town Council establish a temporary Committee to hold workshops to provide a high level overview of how our town government worked – Mr. Cherry stated he met with Ms. Ribe and that he also saw Councilor Ryan's comments. Mr. Cherry stated that he thought the town was long-overdue for residents to come and learn about how Ledyard became Ledyard, what gave them the authority to act, and where their Boards and Commissions get their authority from. However, he stated that he would echo Councilor Dombrowski's comments, noting that when the Planning & Zoning Commission met with their Consultant in 2012 to help with the Plan of Conservation (POCD) and the Zoning Regulations, that only the Commission Members attended the Workshops and Public Hearings, noting that no one from the public/residents attended. Therefore, he stated that he challenged the Community Relations Committee to figure out how to get residents to show up when they hold these Workshops, etc. He stated the only time a large interest occurred was when it was going to happen in someone's backyard, and then they get people involved. He stated that he would be happy to help anyway he could; however, he stated the ship has sailed on a lot of things.

Mr. Dave Schroeder, 290 Whalehead Road, Gales Ferry, stated that he was present to also ask the Town Council to amend their Agenda this evening to talk about acquiring the 19-acre parcel located at 19, 29, & 39 Military Highway, Gales Ferry (Sweet Hill Farm). He stated it was his understanding that because the Application to construct the 320-unit Apartment Complex was not before the Planning & Zoning Commission that they could still talk about it; and that the Town Council had the authority to place a question on the November 5, 2024 Presidential Ballot; so the residents could have a discussion. He stated the proposed Apartment Complex was huge; and he questioned whether anyone could think of a building in town that was six-stories tall. He stated it would add two-fifths to the population of the Gales Ferry Village. He stated the construction was out of character for their little historical village, noting that it was going to look like they were in Groton. He stated the people who live in Ledyard and Gales Ferry had rights and he questioned how they had gotten to the point where a project such as this one was being allowed in town, or in that particular location. He stated that he hoped the Town Council would have the willingness to talk about placing a question on the November 5, 2024 Ballot to have a discussion regarding acquiring the 19-acre parcel and the Application for the Apartment Complex, noting that people were upset about the proposed development.

Chairman Rodriguez explained because the Application for the 320-unit Apartment Complex was before the Inland Wetland and Watercourses Commission (IWWC) the process has begun; and by State Statute the Town Council cannot get involved, noting that they have to follow the law, and trust the process.

Mr. Dave Schroeder stated that Mr. Treaster seemed to believe that there was an angle that could allow them to place a question on the ballot. Chairman Rodriguez stated that they had to follow the law. Councilor Dombrowski explained in accordance with State Statute and Power Initiative that the only question they could place on a referendum ballot were things that were under the Town Council's jurisdiction, such as ordinances, etc. He went on to explain that because Zoning and Wetlands was governed by State Statute the Town Council had no authority. He stated asking a Question would be purely Advisory. Mr. Treaster stated that all the residents were requesting was that they ask a Question.

Ms. Deborah Edwards, 30 Bluff Road West, Gales Ferry, attending remotely, stated in response to a request proposed by several residents that the Administration Committee included a discussion to establish an Ethics Code and Ethics Commission on their June 12, 2024 Agenda. She stated during the meeting the Committee briefly reviewed a template that had been provided by the State, as well as some work that had been done by previous Town Councils. She stated the Minutes from the June 12, 2024, meeting noted that the Committee would continue their discussion at their July 24, 2024 meeting. However, she stated that she attended the Administration Committee's meeting earlier this evening which was posted as a Special Meeting/Work Session, and that no public comments were allowed, and the Agenda did not include an item regarding the Ethics Commission. Therefore, she questioned the reason the Ethic's Commission was not included on tonight's Administration Committee agenda. She stated during their Committee's Report later this evening that she hoped Councilor Garcia-Irizarry could explain: (1) The reason the proposal to establish an Ethics Commission was dropped in 2009, 2010, 2018, 2019, (2) The reason it was not included on the Administration Committee's Agenda tonight, and (3) Provide a status report regarding their work on the Ethics Commission.

Ms. Edwards continued by asking for an update regarding the Cartway Property on Route 12, Gales Ferry. She stated during his Monthly Report to the Planning & Zoning Commission the Blight Enforcement Officer noted that he had conversations with the Representative of the Cartway Property Owner and the Mayor, however, she stated there was no other detail.

Chairman Rodriguez asked Administration Committee Chairman Councilor Garcia-Irizarry to address Ms. Edward's question regarding the Committee's work on the Ethics Commission during her Committee Report later this evening. She continued by asking Mayor Allyn, III, whether he could respond to Ms. Edward's question regarding the Cartway Property.

Mayor Allyn, III, stated the town had a conversation with the Cartway Property Owner and he noted that a couple of Real Estate Brokers called to inquire about the availability of utilities, etc., noting that public water was available in that area. However, he stated to his knowledge the privately owned property was not listed for sale.

Councilor Dombrowski stated the Cartway Property was not listed on the June, 2024 Blight Report, noting that the Land Use/Planning/Public Works Committee did not meet in July, 2024. Mayor Allyn stated that he would look into the most recent Blight Report relative to the Cartway Property.

Ms. Anne Roberts-Pierson, 4 Anderson Drive, Gales Ferry, thanked the Town Council for their service to the town, noting that she wanted to address the following this evening:

- Ethics Code – Ethics Commission – Ms. Roberts-Pierson noted that she was also interested in the status of the Administration Committee's work regarding the Ethics Commission and that she would wait for their Committee Report later this evening.
- Town Council Draft Minutes – June 12, 2024 Meeting – Ms. Roberts-Pierson submitted the following corrections:
 - Ms. Roberts-Pierson's first name is spelled with an *e* "Anne"
 - The date in Ms. Roberts-Pierson's comments should be June 12, "2024" ; not "2025"
- Land Use Department Revolving Door – Ms. Roberts-Pierson noted since Spring, 2024 the Land Use Office has had the disappearance of the following three employees:
 - Director Juliet Hodge was terminated by the Mayor at the end of April, 2024.

- Office Assistant Makenna Perry - Ms. Roberts-Pierson noted that she did not file a Freedom of Information Act Request (FOIA) regarding Ms. Perry departure, therefore, she did not know whether she was fired or if she left of her own volition.
- Office Assistant Yasmin Gonzalez – Ms. Roberts-Pierson stated Ms. Gonzalez was hired to replace Ms. Perry, noting that she met Ms. Gonzalez in the Land Use Office about one week before the June 4, 2024 Inland Wetland and Watercourses Commission’s meeting at which Ms. Gonzalez was introduced to the Commission. Ms. Roberts-Pierson noted through her Freedom of Information Act Request (FOIA) it was revealed that Ms. Gonzalez was terminated on June 6, 2024.
- Office Assistant Anna Wynn – Ms. Roberts-Pierson stated they now have another replacement, Anna Wynn who was introduced shortly thereafter.

Ms. Roberts-Pierson stated that she finds all of this quite disturbing, noting that they have two of the largest Planning & Zoning Applications in the history of the Town of Ledyard that were in-process, or soon to be in-process for the foreseeable future; or at least to the end of the year. Ms. Roberts-Pierson stated that she has had repeated interactions concerning technical problems regarding the transparency of documents appearing on the website. She stated that she and the Land Use Director-Town Planner have gone back and forth for three weeks running, even as recently as yesterday, with regard to the posting of documents on the website. She stated that it was her opinion that there were on-going hiccups in transparency. She stated unless something remarkable happened that she did not have confidence that there was enough competent staff in the Land Use Department, commenting that she did not know if staff-in-training was sufficient; and that she doubted that she was the only citizen that was beginning to feel this way.

Ms. Roberts-Pierson continued by stating that she wanted to bring to the Town Council’s attention her July 16, 2024 letter to the Land Use Director-Town Planner in which she copied (cc’d) the Town Council, noting her letter was included in the Town Council’s Correspondence List on tonight’s Agenda. She stated her letter was regarding the Gales Ferry Intermodal (GFI) Quarry Application. She stated because they were short on time this evening, that she would not go into detail. However, she stated in her three-page report she requested experts be hired for the town at the expense of the Application, in order that the Planning & Zoning Commission might have the tools and expertise with which to deliberate and approve or denied the GFI massive; possibility up-to a decade, of activities in the town.

Ms. Roberts-Pierson concluded by stating that she echoed the comments provided by the following residents this evening: Mr. Treaster, Mr. Porazzi. Mr. Schroeder, Ms. Zeronsa, and Ms. Anderson about the power of the Town Council to amend tonight’s Agenda to discuss acquiring the Sweet Hill Farm Property, located at 19, 29, & 39 Military Highway, Gales Ferry, due to the very complex, very inappropriate housing complex that was proposed. She stated to clarify, that the only thing that has happened with the 320-unit Apartment Complex Inland Wetland and Watercourses Application was that it was *Accepted* by the Inland Wetland and Watercourses Commission at their July 2, 2024 meeting. She went on to note that what was most disturbing at the July 2, 2024 meeting, was that in receiving the Application the IWWC did not immediately state that a Public Hearing was necessary, noting that it was within their power to do so. She stated the IWWC simply said “*Oh, yes, we will accept the Application tonight*”. Ms. Roberts-Pierson stated the Application came-in, without seemingly a thought that a Public Hearing was needed. She stated that she guessed that the IWWC Commission felt that they were expert enough to make a determination on such a project. She stated within 14-days the Citizens of Ledyard put together a Petition which required a Public Hearing. She stated if the citizen had not submitted the Petition that a Public Hearing was not going to happen. She stated certainly a project of this magnitude needed as many eyes on the prize, as possible. She stated the ramifications of such an Application was an existential threat to the Town of Ledyard and to life as they know it. She stated this Application was on-going at the same time as the potential Quarry (Cashman Property- former Dow Chemical/Styrenics property). She stated that she found it interesting that they would be tearing down an mountain and the housing application would rise up. She stated that she thought that the Town Council had the power to amend the Agenda this evening because the Inland Wetland and Watercourses Application has only been received, noting that nothing has happened; it was just sitting, and not in-play. She stated the Application has just been received, that was it.

Chairman Rodriguez responded to Ms. Roberts-Pierson’s comments as follows:

- Town Council June 12, 2024 Minutes – Chairman Rodriguez stated that the Town Council would amend their June 12, 2024 Minutes to include Ms. Roberts-Pierson’s two typographical corrections.
- Ms. Roberts-Pierson’s July 15, 2024 letter – Chairman Rodriguez stated the Town Council did receive Ms. Roberts-Pierson’s July 15, 2024 letter along with all the residents’ letters and emails regarding the Gales Ferry Intermodal (GFI) Quarry Application and the 320-unit Apartment Complex, and that they have read all of them.

- Land Use Office Assistant Staff – Chairman Rodriguez stated that former Land Use Assistant Ms. Makenna Perry was currently working for the Ledyard Police Department.

Chairman Rodriguez asked Mayor Allyn, III, whether he wanted to add anything.

Mayor Allyn, III, asked Ms. Roberts-Pierson how many people in her lifetime has she hired and fired, noting that he was curious to know her qualifications for hiring and firing employees. He stated Ms. Roberts-Pierson has talked about the competence, or lack of competence of the Land Use Department, in her CAPITALIZED EMAILS, which he brought with him this evening. He stated during Ms. Roberts-Pierson’s comments this evening he pulled up the Planning & Zoning Commission’s Agenda using the same link Ms. Roberts-Pierson received, stated that he was also included on the distribution of the Agenda. He stated all the attachments (links) Ms. Roberts-Pierson talked about were included on the Agenda. Ms. Roberts-Pierson noted that the attachments did not appear until this morning. Mayor Allyn stated that the attachments were available, and he thanked Ms. Roberts-Pierson.

Chairman Rodriguez thanked all of the residents for their comments this evening, noting that the Town Council had to move on with the business of the meeting.

Ms. Roberts-Pierson stated the level of condescension that was happening here at the Town Council, the Mayor, the Inland Wetland and Watercourses Commission, and the Planning & Zoning Commission meetings was outrageous. Mayor Allyn thanked Ms. Roberts-Pierson, and he noted that he would share Ms. Roberts-Pierson’s emails and their level of condescension.

Councilor Dombrowski called a Point of Order.

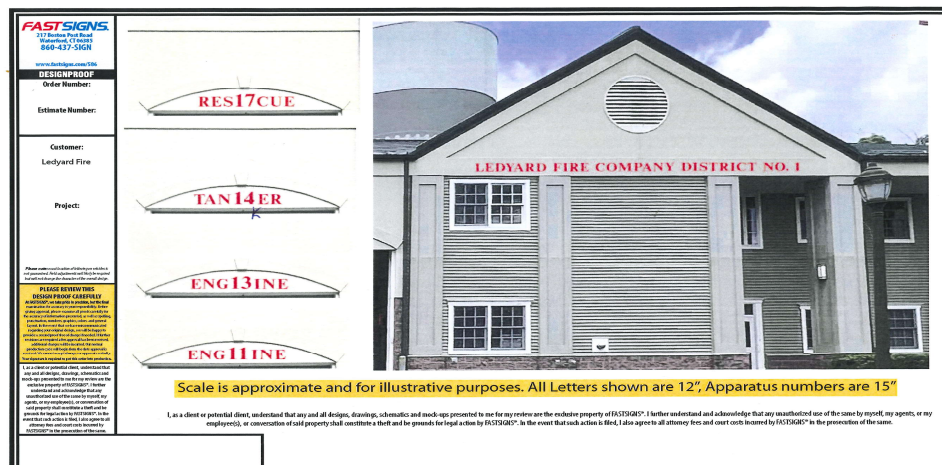
Ms. Roberts-Pierson, and other residents left the meeting at 7:59 p.m.

IV. COMMITTEE COMMISSION AND BOARD REPORTS – None.

VI. COMMENTS OF TOWN COUNCILORS

Chairman Rodriguez stated that the Ledyard Town Council strongly condemns the assassination attempt on former President Trump that occurred on July 15, 2024 at a Pennsylvania campaign rally. She stated political violence, and violence of any sort, was contrary to our democracy. She stated that violence was never a solution and should be unequivocally denounced by all. She stated that they were relieved that the former president was recovering from the injury to his ear, and that their thoughts and prayers were with him and for the health and wellbeing of anyone injured, especially for the family of Mr. Corey Comperatore who was a former Fire Chief, that was fatally wounded while protecting his family from the bullets – He is a True Hero!

Chairman Rodriguez continued by reporting that the Ledyard Fire Department would be putting lettering on the Emergency Services Building located on Fairway Drive, that says “Ledyard Fire Company District No. 1”. She noted although the Emergency Services Building was a town owned building, the Fire Department would pay for the cost. She stated in response to her request that Fire Marshal Jim Mann sent a picture of the sample, noting that both she and Mayor Allyn agreed that it was professional looking. She stated Tony Sabilia from FastSigns in Waterford would do the work. She noted that Fire Marshal Mann stated that putting the Fire Department’s name on the building would give the volunteer members pride.



Chairman Rodriguez went on to state that sadly in his July 4, 2024 email Board of Education Chairman Alex Rode resigned citing health reasons. She stated as a retired teacher and retired US Naval Aviator Mr. Rode had the background and skills that made him a consummate leader. She stated during his time on the Board of Education Mr. Rode prioritized the needs of the students to ensure that critical resources were made available to meet targeted interventions in literacy and numeracy. She thanked Mr. Rode for his service to the town, noting that they would keep him in their thoughts for improved health and hope that he would be able to return to things he loved to do soon.

Chairman Rodriguz continued to state the Town Council welcomed Board of Education Chairman Anthony Favry, who was elected by his peers to fill Mr. Rode's vacancy. She stated that Mr. Favry comes into the role of Chairman with nine years of experience in serving on the Board of Education and in previously serving as its Chairman from 2016 – 2023. She stated that the Town Council looks forward to once again working with Chairman Favry.

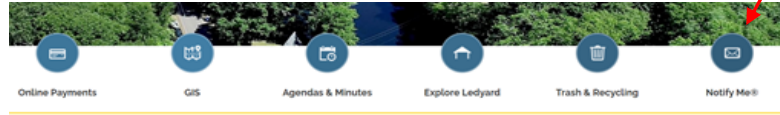
Councilor Ryan echoed Chairman Rodriguez's comments regarding the changes in the Board of Education. He stated that he wished Mr. Rode the best in his health, and he congratulated Mr. Favry for providing a steady hand for the Board of Education thru the remainder of Mr. Rode's term.

Councilor Saccone addressed the comments from all of the residents who spoke this evening. He stated that he has been a volunteer in town for over 25-years; and he explained that it was extremely difficult to join town committees; or to run and be elected to serve on the Town Council. He stated the only way residents may be able to make the changes/adjustments they were seeking was for them to step-up and volunteer to serve on town committees; or run to be elected to the Town Council and do the work that was needed for the town. He stated that he appreciated the residents comments' tonight.

Councilor Garcia-Irizarry announced the following: (1) PILOT Food Waste Composting Program – Councilor Garcia-Irizarry stated earlier this month Ledyard implemented a six-month Food Waste Compost Collection PILOT Program through Blue Earth Compost, located in Hartford. She stated Blue Earth Compost Starter Kits were available and could be picked-up at the Transfer Station. She noted the Starter Kit included a 6-gallon compost pails and 25-compostable bags. She explained that residents would need to bring their Food Waste to the Transfer Station to dispose of in the Collection Carts stating that Blue Earth Compost would then pick-up the Food Waste on weekly basis. She noted that the Starter Kits were being given for free to 100 residents on a first-come, first-serve basis. She stated that she hoped to provide information and Starter Kits to residents at a Farmers Market his summer; (2) Committee to Provide Government Transparency Regarding Town Processes – Councilor Garcia-Irizarry addressed Ms. Ribe's email dated July 22, 2024 in which she requested the Town Council establish a temporary Committee to hold workshops to provide a high level overview of how our town government worked. She stated that she supported Ms. Ribe's idea, however, she stated that she would also like the town to find ways to better communicate with residents and advertise things. She noted as an example that she and many others on the Town Council posted the Budget Referendum on social media and everywhere they could; and they also told everyone about the May 21, 2024 Referendum. However, she stated when the Referendum results were posted on social media sites, including the Ledyard/Gales Ferry Community Forum that many residents posted comments that they did not know about the Budget Referendum. She stated that she found it frustrating that residents stated that they did not know about the Budget Referendum because she repeatedly posted the date of the Referendum. She stated that she hoped the Town could find some ways to advertise this type of information to inform residents that would not come at a high cost.

Chairman Rodriguez stated every year there were social media comments/posts that the Town had to do a better job to get the word out about the Budget Referendum; and that no one knew about it. However, she stated that there was always one social media poster that stated where the Annual Budget Referendum was advertised, noting that there were seven different places where the Budget Referendum was posted. She stated that they would continue to fight the good fight to get the word out.

Chairman Rodriguez concluded by stating the Town Council welcomed residents' comments on these subjects or any other issues; and she encouraged residents to become involved in their local government, suggesting that residents visit the town's website at WWW.LEDYARDCT.ORG and click on the "*Agendas and Minutes*" tab to watch the meeting videos, learn about the decisions that were being made in their community, and to become an informed and active participant in their local government. She urged residents to sign up for *Notify Me* which was available on the front page of the website by clicking on the *Notify Me* tab and to also select *Alert Center, Calendar, and News Flash*. She also stated that residents should look for the two new Digital Message Signs that were located on Route 12, and soon to be on the Town Green in Ledyard Center.



VII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of June 12, 2024 as amended to include the following typographical corrections provided by Ms. Anne Roberts-Pierson:

- Ms. Roberts-Pierson's first name is spelled with an *e* "Anne"
- The date in Ms. Roberts-Pierson's comments should be June 12, "2024" ; not "2025"

Moved by Councilor Ryan, seconded by Councilor Dombrowski

VOTE: 6 – 0 – Approved and so declared

IX. COMMUNICATIONS

Chairman Rodriguez stated a Communications List has been provided on the meeting portal for tonight's meeting, and she noted referrals were listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Garcia-Irizarry stated the Administration Committee cancelled their July 10, 2024 meeting and scheduled a Special Meeting/Work Session that was held earlier this evening to specifically address: (1) Scheduling a Public Hearing regarding the following Ordinances: (a) "*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*"; and (b) Proposed amendments to Ordinance #100-0111 "*An Ordinance Establishing Social Services Board For the Town of Ledyard*"; and (2) Discussed proposed amendments to Ordinance #100-015 "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*" and received comments from invited guests of the PMBC and Board of Education.

Councilor Garcia-Irizarry continued by addressing Ms. Edwards' question regarding the status of drafting an "*Ordinance to Create an Ethics Commission*". She explained that due to time constraints, that tonight's Special Meeting/Work Session was scheduled to focus on proposed amendments to Ordinance #100-015 "*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*". She went on to state that she has been working to research creating a Municipal Ethics Commission noting that she and Human Resources Director Marisa Iannella-Rodriguez attended a Connecticut Conference of Municipal (CCM) Webinar on July 10, 2024 regarding Ethics Commissions. She stated the Administration Committee would invite Ms. Iannella-Rodriguez to attend one of their meetings to share the information that she had on the topic. She stated drafting an "*Ordinance to Create an Ethics Commission*" was a work-in-progress, noting that it was going to take some time. She stated although this item was not included on tonight's Administration Committee's Special Agenda that they have been actively working on it.

Community Relations Committee

Chairman Rodriguez noted that Councilor Brunelle was not present this evening; and no report was provided.

Finance Committee

Councilor Saccone stated the Finance Committee met on July 17, 2024 and they have four items on tonight's Agenda. He also noted that the Finance Committee's August 7, 2024 meeting, would be moved to August 14, 2024.

Land Use/Planning/Public Works Committee

Councilor St. Vil stated the LUPPW Committee did not meet in July. He stated their next meeting was scheduled for Monday, August 5, 2024.

Retirement Board

Chairman Rodriguez stated the Retirement Board's July 16, 2024 meeting was cancelled.

Farmers Market Committee

Chairman Rodriguez stated the Farmers Market Committee cancelled their July meeting.

Historic District Commission

Councilor Ryan stated the Historic District Commission met on July 15, 2024, noting that they had a short Agenda. He stated the Commission discussed potential projects they might have that were over and above their current Capital Plan. Councilor Ryan stated that he advised the Commission that if they had any projects that could be contracted in relatively quick order that they would be good projects to present to the Finance Committee for potential inclusion on the American Rescue Plan Act (ARPA) List, in case the town needed to consume ARPA Funds, that might be left from other project underruns. He stated that he was working with Historic District Commission Chairman Earl (Ty) Lamb to get a list of potential projects along with an Order of Magnitude Quotes, so that the projects could be considered. He explained if the town did not have contracts in-place by the end of this calendar year (December 31, 2024) that the town would be required to return any unobligated ARPA Funding to the Federal Treasury. He concluded by noting the Commission's August 15, 2024 meeting would be cancelled.

Ledyard Center Fire Department

Councilor Saccone stated three new members joined the Ledyard Center Fire Department last month. He noted that the new members were Ledyard residents; which was good for the Department because they would be staying in-town. He explained the reason he mentioned that the new members were Ledyard residents, was because the Gales Ferry Fire Department often has members who were active duty members from the subbase, which was super. However, he stated the Gales Ferry Fire Department often loses their Navy volunteers when they were transferred to other assignments.

Gales Ferry Fire Department

Councilor Saccone reported the following: (1) Ladder Truck Emergency Repairs – Councilor Saccone stated the Gales Ferry Fire Department had to have a major repair on their ladder truck; (2) Building Generator – Councilor Saccone stated that unfortunately the Fire Station generator, which was used to heat and cool the building was out of service and they may not be able to repair it.

Inland Wetland and Watercourses Commission

Councilor St. Vil stated the IWWC met on July 2, 2024 and addressed the following: (1) 18- Lot Stoddards Wharf Drive Subdivision Application – Councilor St. Vil noted this was a fairly complex Legal Application, noting that the IWWC Commission dispositioned that discussion and accepted the Application; (2) Military Highway Application – Councilor St. Vil stated the Town Council heard from residents earlier this evening about the 320-unit Apartment Complex Application.

Planning & Zoning Commission

Councilor St. Vil stated the Planning & Zoning Commission met on July 11, 2024 and he stated the Military Highway 320-unit Apartment Complex was also a point of discussion during their Public Comment portion of the meeting.

Councilor St. Vil went on to state that what he has been seeing was similar to what the Town Council saw this evening, which was significant public commentary on Open Applications. He stated that he appreciated the comments from the Commission, and Commissioner Beth Ribe's recommendation to educate the community on the Land Use Commission's processes.

Councilor St. Vil continued to note that they need to recognize that the staffing of the Land Use Office was finite, explaining that because they had 4 people that it may take a little time for staff to answer all the residents' questions. He stated they had people asking a lot of questions coupled with some very complex Applications, explaining that once an Application was accepted/received that the clock started. He stated our resources were going to get overwhelmed by the community, and therefore, he questioned how the town could support the Land Use Department. He stated part of the answer was education for the residents, and he questioned whether the Mayor and/or the Town Council could provide some ideas on how the town government could support executing the functions that they were trying to perform.

Mayor Allyn, III, stated understanding that the Land Use Department currently had two substantial Applications pending; noting that there would probably be more in the not too distant future; that in between directing all of the emails received, Land Use Director/Town Planner Elizabeth Burdick has been communicating with Professional Engineering Firms to perform the overviews on behalf of the Town, and at the expense of the Applicants. He stated these Applications were complex, as mentioned this evening, noting that Ledyard has probably not seen Applications of this size since the Fox Run Apartments on Flintlock Road. He stated that Ms. Burdick was making a wise decision in seeking the services of Professional Engineering Firms, and that the Applicants were supporting this approach as well.

Agricultural Commission

Councilor Dombroski stated the Agricultural Commission met on July 16, 2024; however, he unfortunately was unable to attend their meeting.

Water Pollution Control Authority

Councilor Dombrowski stated the WPCA met on July 23, 2024; however, he unfortunately was unable to attend their meeting.

Library Commission

Councilor Garcia-Irizarry stated at the Library Commission's June 17, 2024 meeting the following was reported: (1) Received a \$3,333 Traveling Toys Grant that would be used to start a toy game collection that patrons would be able to check-out; (2) Received a \$2,000 Ledyard Rotary Grant that would be used for the new Children's Wonder Book Collection; (3) Library had Summer Reading Programs for both Children and Adults.

Councilor Garcia-Irizarry went on to report that the Commission did not meet in July, noting that their next meeting was scheduled for August 19, 2024.

Board of Education

Councilor Garcia-Irizarry stated the Board of Education met on July 23, 2024 and addressed the following: (1) Mr. Rode Vacancy – The Board unanimously approved to elect Ms. Kate DiPalma-Herb to fill Mr. Rode's vacancy, who unfortunately had to step down because of health reasons, as Chairman Rodriguez mentioned earlier this evening; (2) Assistant Principal Position - Juliet W. Long School and Gales Ferry School – The Board received 73 Applications for the position; (3) Strategic Plan – The Board adopted a new Five-Year Strategic Plan; and (4) Lunch Debt – Ledyard Public School had \$18,000 outstanding that has not been paid for student lunches.

XI. MAYOR'S REPORT

Mayor Allyn, III, apologized to the Town Council for his lack of decorum earlier this evening. He continued by reporting on the following: (1) Zoning Regulations and High Density Housing - Mayor Allyn stated that studies were commissioned in 1972, 1977, 1985, & 2007 noting that all of the studies called for higher density housing in downtown Gales Ferry and in Ledyard Center. He stated this information was also in the town's Plan of Conservation & Development (POCD, noting that this information was nothing new. He stated the Zoning Regulations were recently revised in 2022, noting that during this process residents had the opportunity to be present and to have their voice heard, if they had concerns about the Zoning Regulations that were proposed by Ledyard's previous Town Planner. However, he stated

only about three residents attended the Public Hearing; (2) Habitat for Humanity Preliminary Site Plan– Colby Drive - Mayor Allyn stated he met with Habitat for Humanity, noting that their Site Plan called for 40-units of workforce housing on Colby Drive. Habitat for Humanity would be applying for a grant sometime in March, 2025; (3) Economic Development – Mayor Allyn stated he attended the Town of Ledyard Economic Development Commission (EDC) meeting and the following week he attended the SeCTer Board (Southeastern Connecticut Enterprise Region) meeting that was held in Groton. He stated a lot of towns were facing the same issues as Ledyard, which was housing growth. He stated both Market and Affordable Housing Growth was desperately needed. He stated at the Town Council’s January 10, 2024 meeting he reported that members of the Department of Defense (DOD) flew up from Washington D.C. to specifically meet with Ledyard, Groton, and New London, as the surrounding communities to Electric Boat (EB). He stated after meeting with Electric Boat, the first question the Department of Defense (DOD) Members asked each of the surrounding towns was “*What are you doing for housing needs for the workforce that was needed for Electric Boat?*” Mayor Allyn stated “*Yes, there were housing proposals in town; and Yes, they were desperately needed*”. He stated either Ledyard grows; or they go away. He stated although he believed this was a positive, that he did not want to step into the realm of the Planning & Zoning Commission, because they had their own processes that they had to follow; (4) Shared Bridges with the Town of Stonington – Mayor Allyn stated on July 15, 2024 he met with Stonington to discuss the following two bridges that were shared by both Ledyard and Stonington: (a) Lantern Hill Road Bridge which was already in the State Local Bridge Program, and the replacement of the bridge was moving along; and (b) Wolf Neck Road Bridge which was narrow and in shocking condition. Mayor Allyn stated that Stonington would be developing a proposal to replace the bridge. He explained when neighboring towns share a bridge that was on the town line, they shared the cost 50/50. He stated upon the receipt of Stonington’s Wolf Neck Bridge Proposal that he would bring it to the Town Council; (5) Solid Waste Committee July 16, 2024 Meeting – Mayor Allyn stated he Chaired the Solid Waste Committee Meeting at the Southeastern Council of Governments (SCCOG). He explained the only change the Legislators made this year was to increase the weight load of the trucks hauling trash out of state from 80,000 pounds 100,000 pounds, meaning that Connecticut could haul trash out of state faster. He stated that this was not a solution, noting that SCCOG would approve the Solid Waste Committee’s reprioritized request in September to move forward to their Legislators; (6) 42 Laurel Leaf Drive - Habitat for Humanity Open House – July 23, 2024 – Mayor Allyn stated he attended the Open House, noting that 42 Laurel Leaf Drive was gifted to Habitat for Humanity. He stated the Town Council held a Public Hearing on June 28, 2023 to assist Habitat for Humanity with obtaining their Application to obtain some support from the Neighborhood Assistance Act Program; and he noted that Habitat for Humanity did an amazing renovation to the house; stating that the home was now ready for its new happy owners; (7) Bond Sale July 23, 2024 - Mayor Allyn stated Ledyard’s \$5.5 million General Obligation Bonds went on the Market yesterday to fund the School Roofs, Solar Installations and Heating Ventilation and Air Conditioning (HVAC) Projects. He stated the Bid Opening (interest rates were being offered) for their Bonds would be held on July 30, 2024; (8) Ledyard Sewer Line Extension Project – Mayor Allyn stated the project was moving along well, noting that they were almost to the Gallup Hill intersection; (9) Gales Ferry Corridor Study – Mayor Allyn stated the Request for Qualifications/Request for Proposals/ (RFQ/RFP) for the Gales Ferry Corridor Study has been posted, noting that the Bid Opening was scheduled for August 15, 2024. He stated 3 or 4 firms have inquired about the project; (10) Road Work – Mayor Allyn stated paving work for the following roads have been completed this summer: Garden Drive subdivision off of Whalehead Road, Goulart Road, Vinegar Hill Road, Matthewson Mill Road, and a portion of Gallup Hill Road. He stated that there were a couple more roads that would be done during this paving season. He stated Ledyard’s Road Surface Rating (RSR) was 86.5 noting that they had previously discussed maintaining an RSR of about 83. However, he stated that Ledyard exceeded their initial target rating, complements of what Public Works Director/Town Engineer Steve Masalin has been able to do with their roads, and because of the mild winters they have had during the past couple of years; (11) GovDeals Surplus Equipment – Mayor Allyn stated the Town continues to sell surplus equipment on the GovDeals website. He stated that he was still handling this for the Board of Education, and that he would like to move this work to the Board of Education. He stated it was important for the town to move equipment that was no longer in service to put funding back into those capital accounts.

Questions to the Mayor

Councilor St. Vil noted the Mayor's meeting with the Department of Defense (DOD) in which they discussed the impact of Electric Boat's expansion of employment and he questioned whether the Federal Government offered any financial support. Mayor Allyn stated although the members of the Department of Defense(DOD) did not offer any real solutions, they hinted that there could be monies available. He stated each town was given the opportunity to talk about what was going on in their communities. He stated there was some major development going on in New London and in Groton, noting that Triton Square Apartments which Mr. Treaster mentioned earlier this evening (VI. Residents Comments) was one of the developments that was discussed. He stated that this would be a good opportunity to follow up on, and he thanked Councilor St. Vil for his question.

Councilor Dombrowski stated the City of Newport News, Virginia, was recently awarded a \$54 million contract to provide housing for Navy Personnel.

Councilor St. Vil suggested that perhaps Ledyard could receive some financial support for infrastructure such as water and sewer to a greater extent than what was currently being done with the American Rescue Plan Act (ARPA) Funding. He stated more infrastructure would support the development in areas that were currently zoned as multi-family districts.

Mayor Allyn stated that during their discussions with the State, that Senator Cathy Osten brought up running a sewer line from Groton through Gales Ferry and tying in across the Preston bridge to Norwich. He stated this was being considered by the State for funding, noting that it has not gone across the finish line yet. However, he stated that there were some other proposals that would spend private money to extend sewer lines, noting that they were hopeful about those proposals as well.

Councilor Garcia-Irizarry noted the Permanent Municipal Building Committee's Minutes from their July 1, and July 17, 2024 meetings included pictures showing the progress of the school roof projects. Mayor Allyn stated the school roof projects were progressing and that he thought that they would be in good shape to be completed ahead of the start of 2024/2025 School Year.

XII. OLD BUSINESS – None.

XI. NEW BUSINESS

Chairman Rodriguez asked whether anyone wanted to amend the Agenda this evening. Hearing none, she stated that they would proceed with the business on the Agenda.

General Items

1. Discussion regarding the Pfizer Stewardship Permit Application Renewal Permit No. DEEP/SWF/CS-072-021 Solid Waste Land Disposal Facility; dated December 6, 2021.

Mayor Allyn, III, provided some background stating in the 1950's Pfizer, Inc., acquired 220 acres of land at 215 Stoddards Wharf Road, which was a Kettle Hole that was a result of the Glacial Scrub. He stated during the 1960's Pfizer, Inc., used the property as a landfill for the substantial dumping of materials, which included more than 1 million gallons of commercial grade solvent; and other materials such as mycelium, which was a byproduct of penicillin, which was an antibiotic used for bacterial infections. He stated the Kettle Hole was capped and was no longer being used, noting that it has been grassed over and it can be seen in aerial photographs, noting that the property was being mowed and maintained by Pfizer, Inc. He stated that there was a retention basin closer to Stoddards Wharf Road and monitoring wells that Pfizer, Inc., also maintains. He stated the closest monitoring well to the athletic fields was 1,095 feet away from the edge of the mowed grass, and testing showed that there was little to no organic compounds in the soil. He stated the Plume from the Disposal Site was moving very slowly, to not at all.

Mayor Allyn continued by reporting that the Department of Energy and Environmental Protection (DEEP) moved the Pfizer, Inc., Landfill located at 215 Stoddards Wharf Road from its Capped Monitoring Program to a Stewardship Program over a decade ago, and that it was renewed in 2023. He noted that he forwarded to the Town Council the following email communications between himself, and the Department of Energy and Environmental Protection (DEEP) Ms. Tiziana Shea, noting that Ms. Shea responded in a very timely manner.

From: Shea, Tiziana <Tiziana.Shea@ct.gov>
Sent: Wednesday, July 24, 2024 3:16 PM
To: Fred Allyn, III <mayor@ledyardct.org>
Cc: Avery, Normandy L <Normandy.Avery@ct.gov>
Subject: RE: Pfizer landfill in Stewardship Program, 215 Stoddard's Wharf Rd, Ledyard

Good afternoon, Mayor Allen,

Thank you for reaching out. My apologies for the short delay in getting back to you.

Your assessment is fair. I don't believe we noted any significant concerns during our recent review of the Pfizer Landfill Stewardship Permit (SP) renewal. The Pfizer Landfill has been covered under a Stewardship Permit for over a decade and was recently [renewed in 2023](#). The Stewardship Permit at the Pfizer Landfill serves as a means to capture long term obligations set in place for activities like groundwater monitoring and maintenance of an engineered control (in this place the landfill cap) where waste remains in place. The school areas you reference are some distance to the landfill, the area is generally served by public water, except for to the south, the landfill is capped and monitored which helps to lessen concerns for atmospheric deposition or migration of contaminants, groundwater quality is monitored, and the topography and groundwater flow around the landfill may be helpful as well.

If you have additional questions or would like to discuss further, please don't hesitate to reach out. Thank you and have a wonderful afternoon.

*Tiziana
Tiziana Shea
Supervising Environmental Analyst
Remediation Division – Eastern District
Bureau of Water Protection & Land Reuse
Connecticut Department of Energy & Environmental Protection
79 Elm Street, Hartford, CT 06106-5127
P: (860) 424.3215 I E: Tiziana.Shea@ct.gov*



*Conserving, improving, and protecting our natural resources and environment;
Ensuring a clean, affordable, reliable, and sustainable energy supply.*

 | portal.ct.gov/DEEP

From: Fred Allyn, III <mayor@ledyardct.org>
Sent: Tuesday, July 23, 2024 8:48 AM
To: Shea, Tiziana <Tiziana.Shea@ct.gov>
Subject: Pfizer landfill in Stewardship Program, 215 Stoddard's Wharf Rd, Ledyard
Good morning Tiziana,

I'm contacting you today regarding the Pfizer landfill at 215 Stoddard's Wharf Rd, Ledyard. It's identified as Program REM ID #457. Concerns have been raised by the Board of Education as downgradient from the former landfill are three schools and

athletic fields, the latter being the closest to the Pfizer parcel. I reviewed the Stewardship program update report from Pfizer, dated 12/6/2021 and it shows the monitoring wells downgradient appear to have little to no impact. Here is a snippet from that report:

Page 4.1 states the following: “Constituents of Concern (COC’s) were mostly absent in the two downgradient monitoring locations (MW-4 and MW-105S). The recent 10 years of groundwater data sufficiently documents the stability of the plume impacted groundwater at the Facility and demonstrates that the plume is not migrating downgradient. Based on the stability of the plume and that the downgradient monitoring locations continue to show little if any impact and are compliant with the Remediation Standard Regulations tabulated numeric criteria, groundwater at the Facility will be monitored...on an every other year basis...”

MW-105S is the monitoring well closest to the athletic fields. It appears that the plume is not generally moving towards the river (and thus not the schools or athletic fields). If the plume was moving towards the schools and athletic fields, I don’t believe CT DEEP would have allowed Pfizer to change posture on this (moving to post-closure monitoring and stewardship). For this reason, I also do not believe this poses a risk to users of the fields, though I will seek your opinion so I can share with the Board of Education.

Thank you and don’t hesitate to call if it’s easier. My direct line is below in my signature and email is fine too.

Best,

Fred

Fred B. Allyn III



Mayor, Town of Ledyard, CT
741 Colonel Ledyard Hwy.
Ledyard, CT 06339
Tel (860) 464-3221
www.ledyardct.org

Mayor Allyn noted the Reports referred to the emails were included in tonight’s Agenda packet. He explained the underground geological/rock formations tends to direct things down Stoddards Wharf Road. He stated because the Board of Education raised the Pfizer, Inc. Landfill as a possible concern that he wanted to make people aware of this information regarding the 215 Stoddards Wharf Property.

Chairman Rodriguez asked Mayor Allyn to forward all of this information to Superintendent Hartling and the Board of Education. Mayor Allyn stated that he had already shared the information with Mr. Hartling and the Board of Education.

Superintendent Jason Hartling attending remotely, stated that he appreciated Mayor Allyn following up with the Department of Energy and Environmental Protection (DEEP) regarding the Pfizer, Inc. Landfill property located at 215 Stoddards Wharf Road, relative to the concerns regarding its proximity to the athletic fields; and for sharing the information with the Board of Education, so that they could make sure all was okay for their kids.

Chairman Rodriguez noted in Board of Education Chairman Favry’s July 18, 2024 email he mentioned the ground water. However, she stated both the Middle School and Gales Ferry School were on the Groton Utilities public water system, therefore, she noted there were no issues regarding the water to the buildings. Superintendent Hartling provided clarification, noting in Mr. Favry’s July 18, 2024 email he stated that there was no concern relative to the water to the buildings, which Mayor Allyn had previously shared with him.

Councilor Dombrowski stated the Board of Education’s concern was regarding any potential runoff from the Pfizer, Inc., property onto the Board of Education property, potentially endangering the students. Superintendent Hartling stated Councilor Dombrowski’s assessment of the Board of Education’s concerns was fair. However, he stated there were other conversations that the Board of Education Members were brought into, which precipitated him reaching out the Mayor; and the Mayor looking into the matter and obtaining answers from the Department of Energy and Environmental Protection (DEEP). He thanked Mayor Allyn for obtaining the information that he provided this evening.

Chairman Rodriguez stated her only concern was with the soil at the Middle School athletic fields. Mayor Allyn stated that the Connecticut Department of Energy & Environmental Protection (DEEP) was extremely conservative. Therefore, he noted if there were any factors that would leave the DEEP to believe there was a cause for concern that the DEEP would have not allowed them to be in the Steward Program, explaining that DEEP would have required the 215 Stoddards Wharf Road property to be in a Remediation Program.

RESULT: DISCUSSED

Administration Committee

2. MOTION to reappoint Ms. Loretta Kent (U) 1363 Baldwin Hill Road, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, to complete a three (3) year term ending June 28, 2027.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Dombrowski

Discussion: None.

VOTE: 6 – 0 Approved and so declared

RESULT:	APPROVED 6 - 0
MOVER:	Carmen Garcia-Irizarry, Town Councilor
SECONDER:	Kevin Dombrowski, Town Councilor
AYES:	Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED:	Brunelle, Buhle, Paul

Finance Committee

3. MOTION to grant a Bid Waiver to Oak Hill Controls from Bethlehem, PA, a sole source provider, in the amount of \$29,535 to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility.

In addition, transfer and appropriate ARPA funding in the amount of \$29,535 for said purpose. Source of ARPA funding transfer to be determined.

Moved by Councilor Ryan, seconded by Councilor Saccone

Discussion: Councilor Saccone explained the Rotary Drum Thickener Panel (RDT) separated the solids from the liquids at the Wastewater Treatment Facility. He stated the Water Pollution Control Authority’s (WPCA) annual budget included \$25,000 to dispose of the solids each year. He stated should the antiquated Rotary Drum Thickener Panel (RDT) fail, that it could take months to rebuild the equipment because the parts were no longer available. He also stated that during the time it would take to repair the Rotary Drum Thickener Panel (RDT) that it could cost the WPCA \$250,000 to dispose of the solids and the water. He also explained that the touch screen that operated the Rotary Drum Thickener Panel (RDT) was also outdated and that parts were no longer available to repair the panel screen should it breakdown.

Councilor St. Vil questioned whether the rebuilding of the Rotary Drum Thickener Panel (RDT) would increase the system’s capacity. Councilor Saccone stated that it would not increase the system’s capacity.

Mayor Allyn explained that the only way the Wastewater Treatment Facility could increase its capacity was by eliminating groundwater infiltration, or by reducing the in-flow.

Councilor Dombrowski stated that they had equipment that was at the end of its life and at the end of support, without having a way to replace it. He stated that they should have been talking about replacing it a few years ago.

VOTE: 6 – 0 Approved and so declared

RESULT:	APPROVED 6 - 0
MOVER:	Tim Ryan, Town Councilor
SECONDER	Tony Saccone, Town Councilor
AYES:	Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED:	Brunelle, Buhle, Paul

4. MOTION to approve the following adjustments to American Rescue Plan Act (ARPA) Projects List:

- Add - Rebuilding the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility at a cost of \$29,535.
- Remove – Electric Vehicle Charging Stations \$20,000.
- Reduce – Youth Mental Health Clinicians by \$9,535.

Moved by Councilor Ryan, seconded by Councilor Saccone
Discussion: Councilor Ryan addressed the three projects as follows:

- Add Rebuilding the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility at a cost of \$29,535.
Councilor Ryan stated that they just talked about rebuilding the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility (see Item #3 above).
- Remove – Electric Vehicle Charging Stations \$20,000.
Councilor Ryan stated the town was not able to find a willing host to locate the Electric Vehicle (EV) Charging Stations in Ledyard. Therefore, he stated they would be releasing the \$20,000 that was allocated for the Electric Charging Stations to be used toward other initiatives.

Mayor Allyn, III, explained that it was going to be challenging to place the town’s Electric Vehicle (EV) Charging Station equipment on someone else’s property through a lease type of arrangement. However, he stated EV Charging Stations were starting to happen organically, noting that he would not be surprised to see EV Charging Stations in the parking lot of Job Lot in Gales Ferry in the near future. He stated the only space they had in Ledyard Center to install an EV Charging Station was in-front of Town Hall in the parallel parking areas on Route 117. However, he stated because it would be in the Department of Transportation (DOT) right-of-way that the Town would need to obtain an Encroachment Permit and a lease. He also explained that Eversource recently pulled back the incentives to install the EV Charging Stations in the State of Connecticut.

- Reduce – Youth Mental Health Clinicians by \$9,535.
Councilor Ryan stated that initially \$190,000 was allocated from the ARPA Funding to support Youth Mental Health Clinicians. However, he stated because only \$40,000 had been obligated to provide services to-date; and because the projected spending was not going to reach the \$190,000 allocation, that the Finance Committee initially discussed reallocating \$100,000 to other initiatives. However, he stated during their discussion it was suggested that perhaps they could redirect the ARPA Funding to pay for Clinician services where needed at the elementary schools. Therefore, he stated the Finance

Committee agreed to recommend the Town Council reduce the ARPA allocation for the Youth Mental Health Clinicians by just the amount of the balance (\$20,000 EV Charging Station + \$9533 - Youth Mental Health Clinicians = \$29,535) needed to pay to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility.

Mayor Allyn stated at the Finance Committee’s July 17, 2024 that Councilor Buhle indicated that there was a need for Mental Health Clinicians at their elementary schools. He explained that because the State did not provide Child and Family Services funding this year that he and Superintendent Jason Hartling agreed that this was a good place to use the remaining ARPA funds that were initially allocated for Youth Mental Health Clinicians.

Councilor Saccone provided clarification explaining that the Youth Mental Health Clinician services would be covered through 2026; and that an additional 10% would be set-a-side in case additional funds were needed. Mayor Allyn noted that they would have to have contracts in-place by December 31, 2024.

VOTE: 6 – 0 Approved and so declared

RESULT:	APPROVED 6 - 0
MOVER:	Tim Ryan, Town Councilor
SECONDER	Tony Saccone, Town Councilor
AYES:	Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED:	Brunelle, Buhle, Paul

- MOTION to grant a Bid Waiver MSS Electronics, Inc., White Plains, New York in the amount of \$22,710 to upgrade electronic lock system at the Emergency Services Building on Fairway Drive to be paid from Account # 21020501-57300 (Ledyard Fire Company – New Equipment).

Moved by Councilor Ryan, seconded by Councilor Saccone

Discussion: Fire Marshal Jim Mann, attending remotely, explained a couple of years ago they began to have problems with the automatic locking system at the Emergency Services Building on Fairway Drive. He stated in looking at the system, MIS Director Justin Dube was able to get it working for them, however, he noted because of the age of the software that Mr. Dube’s assessment was that the locking system needed to be replaced. Mr. Mann stated he contacted the locking system manufacturer who indicated that the software was a 1996 generation, which was before the Emergency Services Building was constructed. He went on to explain that the current locking system manufacturer was now only installing cloud based systems. Mr. Mann stated because of the monthly per-lock cost to maintain the cloud-based locking system he contacted other vendors. He stated one vendor was not available to install a system at this time, and another vendor, MSS Electronics, Inc., was available to install a system that was not a cloud-based locking system for \$22,710. Mr. Mann stated this system was far less expensive than the cloud-based locking systems, noting that they may have to update the software about every 5-6 years. Therefore, he stated because this was the best deal, he was requesting a Bid Waiver.

VOTE: 6 – 0 Approved and so declared

RESULT:	APPROVED 6 - 0
MOVER:	Tim Ryan, Town Councilor
SECONDER	Tony Saccone, Town Councilor
AYES:	Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED:	Brunelle, Buhle, Paul

- MOTION to adopt a proposed “*Municipal Certification of Resolution Authorizing the Town of Ledyard To Opt-In to the Small Town Economic Assistance Program*” as presented in the draft dated July 9, 2024.

DRAFT: 7/9/2024

Res. 003-2024/Jul. 24

MUNICIPAL CERTIFICATION OF RESOLUTION
AUTHORIZING THE TOWN OF LEDYARD TO OPT-IN
SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

I, Patricia A. Riley, Town Clerk of the Town of Ledyard, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at the Ledyard Town Council of said municipality at their Meeting held on July 24, 2024.

RESOLVED, that Mayor Frederic B. Allyn, III, is hereby authorized to submit this Resolution as a written notice to Office of Policy and Management (OPM) to express the Town of Ledyard’s interest to exercise its Opt-In provision to be eligible to submit grant requests under the Small Town Economic Assistance Program (STEAP).

BE IT FURTHER RESOLVED, that the Opt-In Provision under the Small Town Economic Assistance Program (STEAP) shall be for the four-year period following the submission of such notice to the Office of Policy and Management (OPM) and may be extended for an additional four-year period in accordance with the same procedure.

Adopted by the Town Council on: July 24, 2024

S. Naomi Rodriguez, Chairman

I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that Mayor Frederic B. Allyn, III is the Mayor of the Town of Ledyard, and has been since May 7, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Ledyard this _____ day of _____, 2024.

(seal)

Patricia A. Riley, Town Clerk
Town of Ledyard

Moved by Councilor Ryan, seconded by Councilor Saccone
Discussion: Mayor Allyn, III, explained to be eligible to apply for Small Town Economic Assistance Grants (STEAP) that every four years the town had to adopt a Resolution to “Opt-In”. He stated currently there was no STEAP Grant Funding available, noting that Governor Lamont has not yet chosen to offer STEAP Grants this year. However, he stated by adopting the proposed Resolution to Opt-In that Ledyard would be readily able to apply for STEAP Grants should they become available during the next four years.

Chairman Rodriguez stated that it was best to be prepared, and therefore, it was prudent to adopt the “*Municipal Certification of Resolution Authorizing the Town of Ledyard To Opt-In to the Small Town Economic Assistance Program*”.

VOTE: 6 – 0 Approved and so declared

RESULT:	APPROVED 6 - 0
MOVER:	Tim Ryan, Town Councilor
SECONDER	Tony Saccone, Town Councilor
AYES:	Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED:	Brunelle, Buhle, Paul

XV. ADJOURNMENT

Councilor Garcia-Irizarry moved to adjourn, seconded by Councilor Saccone.

VOTE: 6 - 0 Approved and so declared. The meeting adjourned at 8:55 p.m.

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

I, S. Naomi Rodriguez, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and
correct copy of the minutes of the Regular Town Council
Meeting held on July 24, 2024.

S. Naomi Rodriguez, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0713

Agenda Date: 8/14/2024

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

Communications Listing For August 14, 2024

Correspondence List:

(type text here)

COMMUNICATIONS LISTING FOR AUGUST 14, 2024

INCOMING CORRESPONDENCE

1. Water Pollution Control Authority ltr dated 7/25/2024 re: WPCA Actions Mtg 7/23/2024
2. Mayor ltr dated 7/24/2024 re: Out of Town 7/28/2024- 8/3/2024
3. Ms. Farquer email dated 7/24/2024 re: Land Use Application 320- Unit Apartment Complex Military Highway
4. Mr. Schneider email dated 7/24/2024 re: Land Use Application 320- Unit Apartment Complex Military Highway
5. Ms. Anderson email dated 7/24/2024 re: Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12 Hire Experts
6. Mr. Snowberger email dated 7/24/2024 re: Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12 Hire Experts
7. Ms. Roberts-Pierson email dated 7/31/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12 – Planning & Zoning Public Hearing 9/11/2024
8. Ms. K. Jones email dated 8/1/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12- Request Town Hire Experts at Applicants Expense.
9. Ms. Wilkinson email #1 dated 8/2/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12- Request Town Hire Experts at Applicants Expense.
10. Ms. Wilkinson email #2 dated 8/2/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12- Request Town Hire Archaeology Study at Applicants Expense.
11. MR Porazzi email dated 8/1/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12- Application Modifications Need Review
12. Ms. Roberts-Pierson email dated 8/1/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12 – Request Experts that have been hired be shared
13. Ms. Anderson dated 8/3/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12 – Request New Application be Submitted
14. Office of Policy & Management (OPM) email dated 8/1/2024 re: No STEAP Grant Application Schedule Available. Towns will be notified when Application Period is Open
15. Ms. Roberts-Pierson – Town Planner email thread dated 8/7/2024 re: Inland Wetland & Water Courses 3rd Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12 – Process to hire Experts
16. Ms. Edwards-Rodriguez email thread dated 8/13/2024 re: Many Concerns
17. Board of Education email dated 8/13/2024 re: Response to Chairman Rodriguez ltr dated 7/15/2024 – Use of Additional Revenues Fiscal Ye 2023/2024 ASTE & Impact Aid
18. Ms. Roberts-Pierson email dated 8/13/2024 re: Application Quarry- Mount Decatur (former Dow-Styrenics Property) Route 12 -Status of Hiring Experts
19. Ms. Johnson email dated 8/13/2024 re: Noise at Prides Corner Farm- Request Town adopt Noise Ordinance

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 7/25/2024 re: Action ltr. Town Council Regular Meeting of July 24, 2024.

2. Admin Asst ltr to Mayor dated 7/25/2024 re: Action ltr. Town Council Special Executive Meeting of July 24, 2024 – Contracts -Nurses & General Teamsters
3. LTC ltr to Kent dated 7/25/2024 re: Reappointed to Parks, Recreation & Senior Citizens Commission
4. LTC ltr to Board of Education dated 7/30/2024 re: Response to Superintendent’s ltr (7/15/2024) – Appropriation of Additional Fiscal Year 2023/2024 Impact Aide Funding & ASTE Funding – Request Spending Plan
5. Rodriguez email thread to Edwards dated 8/13/2024 re: Thank you for email re: Many Concerns
6. Garcia-Irizarry email to Board of Education dated 8/13/2024 re: Board of Education Meeting 8/13/2024 Additional Funding Fiscal Year 2023/2024 Impact Aid-ASTE Funding & Juliet W. Long School Playground
7. Rodriguez email dated 8/13/2024 re: Response to Ms. Johnson email dated 8/13/2024 re: Noise at Prides Corner Farm

NOTICE OF AGENDAS

1. Permanent Municipal Building Cmt Agenda 8/5/2024 – Cancelled
2. Permanent Municipal Building Cmt Sp. Agenda 8/12/2024
3. Housing Authority Agenda 8/5/2024
4. Ledyard Beautification Cmt Agenda 8/6/2024
5. Economic Development Commission Agenda 8/6/2024
6. Inland Wetland & Water Courses Commission Agenda 8/6/2024
7. Farmers Market Committee Agenda 8/1/2024 – Cancelled
8. Farmers Market Committee Sp. Agenda 8/12/2024
9. Planning & Zoning Commission Agenda 8/8/2024
10. Conservation Commission Agenda 8/13//2024
11. LUPPW Cmt Agenda 8/5/2024
12. Finance Cmt Agenda 8/7/2024- Cancelled
13. Finance Cmt Sp. Agenda 8/14/2024
14. Admin Cmt Agenda 8/14/2024 Cancelled
15. Town Council Sp. Agenda 8/14/2024
16. Town Council Agenda 8/14/2024

MINUTES

17. Permanent Municipal Building Cmt Minutes 7/ 16/2024
18. Housing Authority Minutes 7/1/2024
19. Ledyard Beautification Cmt Minutes 7/2/2024
20. Economic Development Commission Minutes 7/2/2024
21. Inland Wetland & Water Courses Commission Minutes /2/2024
22. Farmers Market Committee Minutes 6/6/2024
23. Planning & Zoning Commission Minutes 7/11/2024
24. Conservation Commission Minutes 7/9//2024
25. LUPPW Cmt Minutes 6/3/2024
26. Finance Cmt Minutes 7/17/2024
27. Town Council Sp. Minutes 7/24/2024 (Executive Session)
28. Town Council Minutes 7/24/2024

REFERRALS

Land Use/Planning/Public Works Committee

1. Ms. Johnson email dated 8/13/2024 re: Noise at Prides Corner Farm- Request Town adopt Noise Ordinance



TOWN OF LEDYARD
CONNECTICUT
WATER POLLUTION CONTROL AUTHORITY

Chairman Ed Lynch

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

July 25, 2024

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

Dear Mayor Allyn:

At its Regular Meeting held on July 23, 2024, the WPCA took the following actions. Please feel free to contact Chairman Lynch should you have any questions regarding this meeting.

- Motion to APPROVE payment to Groton Utilities invoice #0024130, dated June 30, 2024, in the amount of \$125.93, for materials.
- Motion to APPROVE payment to Groton Utilities invoice #0024132, dated June 30, 2024, in the amount of \$194.94, for lead inventory.
- Motion to APPROVE payment to Ti-Sales invoice # INV0172919, dated July 12, 2024, in the amount of \$2,800.00, for Neptune R900 RF Endpoint Wall Mount V4 (20 meters).

Respectfully submitted,

Christina Hostetler
 Town Hall Assistant

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



TOWN OF LEDYARD CONNECTICUT OFFICE OF THE MAYOR

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
PH (860) 464-3222
FAX (860) 464-1126

Date: July 24, 2024

To: Naomi Rodriguez, Ledyard Town Council Chairman
Chief John Rich
Chief Dispatcher, Paula Smith

Subject: Mayor out of State

This memo is to notify you that I will be out of the state beginning on the evening of Sunday, July 28, 2024 and returning to CT the afternoon of Saturday August 3, 2024.

In accordance with the Town of Ledyard Charter, Chapter III, Section 2 the Town Council Chairman shall be the Acting Mayor. Contact Chairman Rodriguez at (860) 910-9918 or Naomir@Ledyardct.org

I will have both cell and email communications during this time.

Sincerely,

Fred B. Allyn III
Mayor

Roxanne Maher

From: Shaun Farquhar <shaunfarquhar@comcast.net>
Sent: Wednesday, July 24, 2024 5:12 PM
To: Town Council Group
Subject: Sweet Hill Farm Property

Some people who received this message don't often get email from shaunfarquhar@comcast.net. [Learn why this is important](#)

Good evening,

My name is Shaun Farquhar, my husband, Don and I reside at 66 Inchcliffe Drive. We are also members of the Gales Ferry District. One of our objectives is to help protect the character of Ledyard and Gales Ferry Village and the quality of life from over-development that will be detrimental to our town and our children.

As some of you know, an application is pending before the Wetlands Commission for a five-story 320-unit apartment complex on the 19-acre parcel at 19, 29, and 39 Military Highway, also known as the Sweet Hill Farm.

The application is expected to be approved by the Wetlands Commission in September. The application will then be submitted to the Planning and Zoning Commission. The existing zoning regulations will allow the proposed 19-acre, 320-unit, five-story apartment complex by right, without a public hearing. This massive complex would be larger than the 14-acre 304-unit Triton Square four and five-story apartment complex being finished just west of the Super 8 motel on Rt 12 in Groton.

The complex would not be in character with Ledyard or the Gales Ferry Village. It would conflict with the approved Ledyard Plan of Conservation and Development. Such a high-density massive development will have unintended consequences, such as a need for school expansion, more teachers, increased school bus transportation costs, and more police and social services. It is wrong for our town.

However, the 19-acre property would be perfect for a park. It would be ideal for hosting the annual Regatta Races, possibly the Ledyard Town Fair, and other significant outdoor public events. It would also be perfect for a Ledyard Youth Center, sports fields, a community pool, and civic activities.

Under Chapter 152 §9-369 of the Connecticut General Statutes, you have the right to place any question you wish on a ballot. I urge that you amend the agenda this evening and discuss the merits of putting the question on the November 5 ballot to determine if Ledyard residents would support the town acquiring the 19-acre parcel as a public park for future generations. Placing the question directly on the ballot would do no harm and would be necessary to justify the expenditure and bonding required to purchase the property. We are willing to help prepare the question for the ballot.

Because there are statutory lead time requirements for placing questions on the ballot, you should make the decision this evening. By amending the agenda and discussing this

matter this evening, and if you are in favor of asking the question on the November 7 ballot, your decision would help to justify a moratorium by the Planning and Zoning Commission on receiving multifamily applications in the Gales Ferry Development District until after November 5.

Please - as a minimum - amend your agenda and discuss the idea this evening. It is important.

Thank you for considering this proposal. It is a significant opportunity that will otherwise be lost.

Respectfully,

Shaun and Don Farquhar

Sent from my iPhone

Roxanne Maher

From: GARY SCHNEIDER <garyjonschneider@comcast.net>
Sent: Wednesday, July 24, 2024 4:57 PM
To: Roxanne Maher
Subject: Sweet Hill

My name is Gary Schneider, and I reside at 101 Inchcliffe Drive, Gales Ferry. I am also a member of the Gales Ferry District. One of our objectives is to help protect the character of Ledyard and Gales Ferry Village and the quality of life from over-development that will be detrimental to our town and our children.

As some of you know, an application is pending before the Wetlands Commission for a five-story 320-unit apartment complex on the 19-acre parcel at 19, 29, and 39 Military Highway, also known as the Sweet Hill Farm.

The application is expected to be approved by the Wetlands Commission in September. The application will then be submitted to the Planning and Zoning Commission. The existing zoning regulations will allow the proposed 19-acre, 320-unit, five-story apartment complex by right, without a public hearing. This massive complex would be larger than the 14-acre 304-unit Triton Square four and five-story apartment complex being finished just west of the Super 8 motel on Rt 12 in Groton. The complex would not be in character with Ledyard or the Gales Ferry Village. It would conflict with the approved Ledyard Plan of Conservation and Development. Such a high-density massive development will have unintended consequences, such as a need for school expansion, more teachers, increased school bus transportation costs, and more police and social services. It is wrong for our town.

However, the 19-acre property would be perfect for a park. It would be ideal for hosting the annual Regatta Races, possibly the Ledyard Town Fair, and other significant outdoor public events. It would also be perfect for a Ledyard Youth Center, sports fields, a community pool, and civic activities.

Under Chapter 152 §9-369 of the Connecticut General Statutes, you have the right to place any question you wish on a ballot. I urge that you amend the agenda this evening and discuss the merits of putting the question on the November 5 ballot to determine if Ledyard residents would support the town acquiring the 19-acre parcel as a public park for future generations. Placing the question directly on the ballot would do no harm and would be necessary to justify the expenditure and bonding required to purchase the property. We are willing to help prepare the question for the ballot.

Because there are statutory lead time requirements for placing questions on the ballot, you should make the decision this evening. By amending the agenda and discussing this matter this evening, and if you are in favor of asking the question on the November 7 ballot, your decision would help to justify a moratorium by the Planning and Zoning Commission on receiving multifamily applications in the Gales Ferry Development District until after November 5.

Please - as a minimum - amend your agenda and discuss the idea this evening. It is important.

Thank you for considering this proposal. It is a significant opportunity that will otherwise be lost.

Regards,

Roxanne Maher

From: Lee Ann Anderson <anderson.redtop@gmail.com>
Sent: Wednesday, July 24, 2024 4:46 PM
To: Town Council Group
Subject: Fwd: Request for experts at the expense of the owner of GFI application

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

----- Forwarded message -----

From: Lee Ann Anderson <anderson.redtop@gmail.com>
Date: Wed, Jul 24, 2024, 4:45 PM
Subject: Request for experts at the expense of the owner of GFI application
To: <Planner@ledyardct.org>

Dear Ms. Burdick,

I am very concerned about a quarry being proposed in Gales Ferry/Ledyard by Gales Ferry Intermodal. Please respectfully receive this, my request, for you to hire at the expense of the applicant, an expert in the field of acoustics, storm water runoff, river ecology, and carcinogenic dust for the Town of Ledyard to aid the Ledyard P&Z in their deliberations regarding approving or denying this application.

Respectfully,
Lee Ann Anderson
78 Military Hwy.
Gales Ferry, CT

Roxanne Maher

From: Dwight Snowberger <dwight.snowberger@gmail.com>
Sent: Thursday, July 25, 2024 11:26 AM
To: Elizabeth Burdick
Cc: Town Council Group
Subject: GFI Quarry Proposal Concern

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

Dear Ms. Burdick,

I am VERY concerned about a quarry being proposed in Gales Ferry/Ledyard by GFI. Please respectfully receive this, my request, for you to hire AT THE EXPENSE OF THE APPLICANT, an expert in the field of Blasting, Environmental Health and Safety, Acoustics, Stormwater Runoff, River Ecology, Traffic, Carcinogenic Dust, Real Estate Pricing and Historical Impact including both military historical and Native American significance for the Town of Ledyard to aid the Ledyard P&Z in their deliberations regarding approving or denying this application.

I personally feel that Mt Decatur is such a visible defining feature in the heart of Gales Ferry from either a north or south approach on route 12 that significant destruction of this landscape will forever negatively scar the natural character and charm of this community. Beyond this the categories listed above will be significantly impacted and thus require expert input in order to fully inform the council prior to their decision.

Yours sincerely,
Dwight Snowberger
16 Robinhood Drive
Gales Ferry, CT 06335

Roxanne Maher

From: Anne Roberts-Pierson <ar-pierson@att.net>
Sent: Wednesday, July 31, 2024 9:10 PM
To: Elizabeth Burdick
Cc: Town Council Group
Subject: GFI 3rd quarry application & IWWC

You don't often get email from ar-pierson@att.net. [Learn why this is important](#)

Dear Liz,

Could you please share this email with the Chairman of the IWWC, Justin DeBrodt and Chairman of the P/Z, Tony Capon. Thank you.

The next scheduled mtg of the Ledyard IWWC is next week on August 6, 2024.

At their mtg on June 4, 2024 I inquired of the IWWC if they intended to review the 3rd resubmission of the GFI quarry application as they had approved the first quarry application submission in summer 2023. They said they could not answer my question as a 3rd resubmission had not yet appeared anywhere. (The 2nd resubmission was filed and withdrawn so quickly that I do not think the IWWC was even aware that it had arrived and disappeared already when I spoke to them on June 4).

The 3rd resubmission has now appeared and was received by P/Z at their regular mtg of July 11, 2024. As well, a public hearing date was set by P/Z at that time and scheduled to begin on September 12, 2024.

So I ask again: Will the IWWC be requiring GFI to submit a new 3rd resubmission application to them, the IWWC ? Will the IWWC also require an IWWC public hearing as well?

Being that this quarry application keeps getting bigger and bigger and changes keep being made, and seeing as it is likely the most complex application Ledyard has ever seen, literally an existential threat to our community, I think it imperative that the Inland Wetlands and Watercourses Commission requires GFI to present them, the IWWC, with the latest rendition of their application, so that they too can deliberate over its contents and determine if said contents meet the IWWC regulations.

IWWC's approval of the first quarry application in summer 2023 cannot simply be overlaid onto this third quarry application before P/Z. This application is NOT the quarry application of summer 2023, it is new. Therefore, it should require IWWC review.

I urge IWWC to require GFI to submit a new IWWC quarry application ASAP and hold an IWWC public hearing as well.

Thank you.

Yours sincerely,
Anne Roberts-Pierson
4 Anderson Drive
Gales Ferry, CT 06335

Roxanne Maher

From: Krystal Jones <kjones9091@gmail.com>
Sent: Thursday, August 1, 2024 2:55 PM
To: Elizabeth Burdick
Cc: Town Council Group
Subject: concerned about Mount Decatur/Quarry

Some people who received this message don't often get email from kjones9091@gmail.com. [Learn why this is important](#)

Dear Ms. Burdick,

I am very concerned about a quarry being proposed in Gales Ferry/Ledyard by GFI. Please respectfully receive this, my request, for you to hire AT THE EXPENSE OF THE APPLICANT, an expert in the field of blasting, environmental health and safety including deforestation, traffic, and river ecology, for the Town of Ledyard to aid the Ledyard P&Z in their deliberations regarding approving or denying this application.

Yours sincerely,

Krystal Jones

15 Ledgewood Drive, Gales Ferry

Roxanne Maher

From: LYNN WILKINSON <lynnwilkinson57@comcast.net>
Sent: Friday, August 2, 2024 7:08 AM
To: Elizabeth Burdick
Cc: Town Council Group
Subject: GFI Proposal

Some people who received this message don't often get email from lynnwilkinson57@comcast.net. [Learn why this is important](#)

Dear Ms. Burdick,

I am extremely concerned about the quarry being proposed by GFI for Gales Ferry/Ledyard. As I live within a mile of the site, I believe my family's health would be at risk due to air and noise pollution.

As someone who uses the Thames River for recreation, I believe there would be adverse impact on the ecology. Several once - endangered bird species seem to be thriving, and I frequently see people fishing and swimming in the coves ; I feel that a multi year quarrying operation would be detrimental to the environment, and therefore to our quality of life.

The increase in heavy truck traffic on our already congested roads is also a concern. As many have noted before, Route 12 may be designated a " state highway ", but it is also a two lane road running through residential and school zones .

I respectfully request that you hire, at the expense of the applicant ,independent experts in Environmental Health and Safety, Acoustics, River Ecology, Traffic, and Carcinogenic Dust to aid the Ledyard P&Z in deciding whether or not to approve this application.

Sincerely,
Lynn Wilkinson
57 Terry Road
Gales Ferry

Roxanne Maher

From: LYNN WILKINSON <lynnwilkinson57@comcast.net>
Sent: Friday, August 2, 2024 9:19 AM
To: Elizabeth Burdick
Cc: Town Council Group
Subject: GFI Proposal (Part 2)

Some people who received this message don't often get email from lynnwilkinson57@comcast.net. [Learn why this is important](#)

Dear Ms. Burdick,

In addition to the concerns in my previous email, I would also request that the town hire, at the expense of the applicant, an archeological expert. I realize that GFI had an archeological survey done already, but if I recall correctly, the report stated that a wider area of investigation would give a more accurate picture of Colonial/Native activity. Given the importance Ledyard places on its history, and our connection with the Mashantucket Pequots and Mohegans, I think conserving any sites or artifacts should be prioritized before more activity - whatever form it eventually takes - is conducted in the area.

Respectfully,

Lynn Wilkinson

57 Terry Road, Gales Ferry

Roxanne Maher

From: Carlo M Porazzi <porazzicm@gmail.com>
Sent: Thursday, August 1, 2024 2:43 PM
To: Elizabeth Burdick
Cc: Town Council Group; Alex Samalot
Subject: PZ#24-8SUP & PZ#24-9CAM & IWWC

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

Ms. Burdick,

I hope this email finds you well.

I write to you today on the matter of the GFI application referenced in the title. The applicant's attorney in his third submission letter dated July 8, 2024 states in reference point #9 that the application received approval from the IWWC on July 11, 2023. Therefore the applicant's attorney believes that this step is no longer required with the current submission. I disagree on the following points:

- 1) The previous two applications were withdrawn. Each one being submitted as a new modified version of the previous. As such, each application should be treated as a new submission requiring the same steps and procedures as a new application with regulatory implications
- 2) Each new version of the application submitted has been modified to cater to some of the deficiencies the townspeople have called out. Therefore, each previous application is NOT the same as before and should be treated as a new submission
- 3) I was informed by your office earlier this year that any exhibits/artifacts/communications submitted for the previous applications and public hearings **WOULD NOT BE CARRIED** over for

this new submission. In my opinion, if the attorney seeks a waiver of the IWWC review under the process of previous approval in order to carry this application forward then the same weight should be given to the submissions from before. Nevertheless, your office should find by reviewing the current application versus the previous that enough changes/modifications have been made that they should require the IWWC review again.

Thank you for your time.

Respectfully submitted,
Carlo Porazzi
30 Chapman Lane
Gales Ferry, CT. 06335

Roxanne Maher

From: Anne Roberts-Pierson <ar-pierson@att.net>
Sent: Thursday, August 1, 2024 12:27 PM
To: Elizabeth Burdick
Cc: Alex Samalot; Anna Wynn; Town Council Group
Subject: 3rd quarry applic. Experts for Town of Ledyard ?

You don't often get email from ar-pierson@att.net. [Learn why this is important](#)

Dear Liz,

There are now many letters of concern from Ledyard residents on record (see exhibits attached to July 11, 2024 P/Z agenda where you are placing these) requesting that the Town of Ledyard seek out and retain experts in various technical fields, paid for by the applicant (GFI), regarding the 3rd P/Z quarry application submission by GFI.

Can you share with me, who can share with them, whether or not this retention of experts for the Town of Ledyard has taken place ?

If so, which areas of technical expertise are we talking about?,

If not, why not ?

Thank you.

Yours sincerely,
Anne Roberts-Pierson
4 Anderson Drive
Gales Ferry, CT 06335

Roxanne Maher

From: Lee Ann Anderson <anderson.redtop@gmail.com>
Sent: Saturday, August 3, 2024 4:31 PM
To: Elizabeth Burdick
Cc: Town Council Group
Subject: Request GFI new submission IWWC

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

Dear Ms. Burdick,

I respectfully ask that IWWC require GFI to submit a new IWWC quarry application ASAP and hold an IWWC public hearing as well. Thank you for your time in this matter.

Respectfully,
Lee Ann Anderson
78 Military Hwy,
Gales Ferry, CT 06335

Roxanne Maher

From: Fred Allyn, III
Sent: Monday, August 5, 2024 10:31 AM
To: Roxanne Maher
Subject: FW: Small Town Economic Assistance Program (STEAP)

Importance: High

Rox,

This is good for correspondence. Just a reminder.

Fred B. Allyn III



Mayor, Town of Ledyard, CT
741 Colonel Ledyard Hwy.
Ledyard, CT 06339
Tel (860) 464-3221
www.ledyardct.org

NOTICE* Effective June 11, 2018
Town Hall hours are 7:30AM-4:45PM Mon-Thurs
CLOSED FRIDAYS

From: Heft, Martin <Martin.Heft@ct.gov>
Sent: Thursday, August 1, 2024 2:25 PM
Subject: Small Town Economic Assistance Program (STEAP)
Importance: High

Please be reminded that there is not a set schedule for the Small Town Economic Assistance Program (STEAP). Municipalities will be notified when the application process is open for the intake of new applications. You may review [STEAP_Home \(ct.gov\)](http://STEAP_Home(ct.gov)) for updates, past guideline information as well as Opt-in provisions. Each STEAP round has its own guidelines, priorities and requirements.

Municipalities are encouraged to actively close out any past projects and move forward with any existing awarded projects with their [administering agency](#).



MARTIN L. HEFT

**Undersecretary, Intergovernmental Policy and Planning
Division**

Policy and Management

Phone: 860.418.6355 Mobile: 959.282.6239

Martin.Heft@ct.gov

Roxanne Maher

From: Anne Roberts-Pierson <ar-pierson@att.net>
Sent: Wednesday, August 7, 2024 9:06 PM
To: Elizabeth Burdick
Cc: Town Council Group; Alex Samalot; Anna Wynn
Subject: Re: 3rd quarry application: Experts for Town of Ledyard ?

You don't often get email from ar-pierson@att.net. [Learn why this is important](#)

Thank you Liz. I hope this "process of considering" is a speedy one and the retention of experts paid for by the applicant is imminent based on the land use regulation time table for processing land use applications.

I very much look forward to hearing, and soon I hope, about any progress related to retention of experts for the Town.

Yours sincerely,
Anne RP

On Wednesday, August 7, 2024 at 07:59:44 AM EDT, Elizabeth Burdick <planner@ledyardct.org> wrote:

Good morning, Anne, Thank you for your email. The Town is still in the process of considering the extent of and/or proposals for various independent reviews requested by the public to date for Application #24-8SUP24-9CAM of GFI, LLC at 1737 & 1761 Rte. 12. I will advise further as more info is available.

Regards,

Liz Burdick

Director of Land Use & Planning

Town of Ledyard

741 Colonel Ledyard Highway, Ledyard, CT 06339

Telephone: (860) 464-3215 ~ Email: planner@ledyardct.org

TOWN HALL HOURS: MON-THURS, 7:30AM – 4:45PM

From: Anne Roberts-Pierson <ar-pierson@att.net>
Sent: Tuesday, August 6, 2024 9:08 PM
To: Elizabeth Burdick <planner@ledyardct.org>
Cc: Town Council Group <TownCouncil@ledyardct.org>; Alex Samalot <zoning.official@ledyardct.org>; Anna

Wynn <land.use.asst@ledyardct.org>

Subject: 3rd quarry application: Experts for Town of Ledyard ?

Dear Liz,

I was hoping to get this question answered tonight at IWWC mtg during public comment as you were present there and it could have saved you some time but as IWWC Chairman didn't seem to want you to answer the question that I asked in public comment, here it is again, verbatim to when you first received it on August 1, 2024.

Hope I/we can get an answer about this in a timely manner.

There are now many letters of concern from Ledyard residents on record (see exhibits attached to July 11, 2024 P/Z agenda where you are placing these) requesting that the Town of Ledyard seek out and retain experts in various technical fields, paid for by the applicant (GFI), regarding the 3rd P/Z quarry application submission by GFI.

Can you share with me, who can share with them, whether or not this retention of experts for the Town of Ledyard has taken place ?

If so, which areas of technical expertise are we talking about?,

If not, why not ?

Thank you.

Yours sincerely,

Anne Roberts-Pierson

4 Anderson Drive

Gales Ferry, CT 06335

Roxanne Maher

From: Naomi Rodriguez
Sent: Tuesday, August 13, 2024 10:28 PM
To: Deborah K; Town Council Group
Cc: Roxanne Maher; Fred Allyn, III
Subject: Re: Too many concerns
Attachments: Ledyard TC Letter 8.12.24.docx

Hello Ms. Edwards,

I have read your letter in its entirety and thank you for it. The Town Council appreciates letters from residents. I will have your letter put on the communications list for the August 14, 2024 Town Council meeting. Again, thank you for your letter.

Respectfully,

Naomi Rodriguez, Chairman
Ledyard Town Council

From: Deborah K <whistldyxc@gmail.com>
Sent: Tuesday, August 13, 2024 6:11 PM
To: Town Council Group <TownCouncil@ledyardct.org>
Subject: Too many concerns

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Good afternoon Chairwoman Rodriguez and Council Members,
I have attached a letter of several concerns I have regarding activities taking place in our town. I know some may be out of your purview, but it is important for you to get a full picture of how so many of us are feeling in Gales Ferry and what we are talking about to one another. Thank you for reading the attached.

Regards,
Deborah Edwards
30 Bluff Road West

Roxanne Maher

From: Deborah K <whistldyxc@gmail.com>
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Subject: Too many concerns
Attachments: Ledyard TC Letter 8.12.24.docx

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Deborah Edwards
30 Bluff Road West

From: Deborah Edwards

Gales Ferry

August 12, 2024

To: Town Council Group

towncouncil@ledyardct.org

Subject: Too many concerns

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- **Mayor** I will begin by saying I was shocked at the outburst of Mayor Allyn to a citizen during public comments at the July 24th meeting of the Town Council. I was further disappointed he refused to collect himself when Chairwoman Rodriguez requested order, blatantly telling her no. His actions were an embarrassment, completely unacceptable for the role he plays as Ledyard's leader. I'm pleased to hear he apologized to the Chair (at end of the meeting), and I hope he also issued an apology to the resident. If his actions bear any resemblance to his reasons for firing our previous Planner, I strongly urge that be pointed out to him.
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 - Can’t talk about it – an application is submitted.
 - Can’t talk about it – an application is expected.
 - Can’t talk about it – there is no application before us.
 - Can’t talk about it – fear of litigation.
 - Can’t talk about it – lawsuit is pending.
 - Can’t talk about it – settlement agreements.

We (literally) can’t hear about what’s going on in our town and you won’t talk about what’s going on. So.... frustration ensues and decorum gets lost.

Thank you in advance for consideration of these concerns. Please feel free to share with any parties who may be interested. I have intended it to be part of the public record.

Roxanne Maher

From: Anthony Favry <afavry@ledyard.net>
Sent: Tuesday, August 13, 2024 10:04 PM
To: Roxanne Maher
Cc: Jason S. Hartling; Naomi Rodriguez; Town Council Group; BOE@ledyard.net
Subject: Re: Fiscal Year 2023/2024 ASTE & Impact Aid Revenues
Attachments: image001.jpg

Good Evening Chairman Rodriguez,

In response to your letter, the Board of Education is requesting to utilize Impact Aid funding for:

- (1) Ledyard High School Elevator: ~\$210K
- (2) GHS Recommissioning: ~\$73,300
- (3) Remainder of what is left (approx. \$22K) to go towards the GFS/JWL playground, on top of the previous allocation in the Town's approved Capital Plan.

With respect to the ASTE funds requested, the Board of Education intends to utilize those funds for:

- (1) Ag Classroom multimedia equipment and interactive projector replacements: ~\$27K
- (2) Update to the lightening system in the classrooms to LED: ~\$12,500

We look forward to your response coming out of your Town Council meeting tomorrow evening.

Thank You,

Anthony Favry
Chairman, Ledyard Board of Education

On Tue, Jul 30, 2024 at 2:58 PM Roxanne Maher <council@ledyardct.org> wrote:



Good Afternoon Mr. Hartling:

In response to your letter dated July 15, 2024 regarding the

additional ASTE & Impact Aid revenues received for Fiscal Year 2023/2024

please see a attached letter from Chairman Rodriguez.

Thank you,

Roxanne

Roxanne M. Maher



Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday – Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS

Roxanne Maher

From: Anne Roberts-Pierson <ar-pierson@att.net>
Sent: Tuesday, August 13, 2024 3:46 PM
To: Elizabeth Burdick
Cc: Town Council Group; Alex Samalot; Anna Wynn
Subject: Retention of experts for third GFI quarry application ?

Greetings Liz...

Just reaching out to see where this week might find us regarding retention of experts for the Town of Ledyard, paid for by the applicant, GFI, for review of the 3rd quarry application.

- Will any experts be retained for the Town of Ledyard ?
- Has any progress been made in the actual hiring of any experts ?
- If so, what area of expertise might these experts excel in ?

Thanks for any progress report whatsoever.

Yours sincerely,
Anne Roberts-Pierson
4 Anderson Drive
Gales Ferry, CT 06335

Roxanne Maher

From: Naomi Rodriguez
Sent: Tuesday, August 13, 2024 12:04 PM
To: sailrsu@aol.com
Cc: Roxanne Maher
Subject: Letter - Noise Ordinance

Hello Ms. Johnston,

I have read your letter and I thank you for writing to the Town Council. We truly appreciate to hear from town residents. Regarding your letter referencing a Noise Ordinance, I have forwarded your letter to the Land Use/Planning/Public Works Committee so they can discuss this matter. It will be on their agenda for the September 9, 2024 meeting at 6:00 pm in the Town Hall Annex Council Chambers. I do hope you would attend, if you so choose. Please do not hesitate to contact me if you have any questions. Again, thank you for your letter and your time on this matter.

Respectfully,

Naomi Rodriguez, Chairman
Ledyard Town Council



Chairman S. Naomi Rodriguez

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

July 25, 2024

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

Dear Mayor Allyn:

At its Regular Meeting held on July 24, 2024 the Town Council took the following actions:

- Reappointed Ms. Loretta Kent (U) 1363 Baldwin Hill Road, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, to complete a three (3) year term ending June 28, 2027.
- Approved the following adjustments to American Rescue Plan Act (ARPA) Projects List:
 - ✓ Add - Rebuilding the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility at a cost of \$29,535.
 - ✓ Remove – Electric Vehicle Charging Stations \$20,000.
 - ✓ Reduce – Youth Mental Health Clinicians by \$9,535.
- Granted a Bid Waiver to Oak Hill Controls from Bethlehem, PA, a sole source provider, in the amount of \$29,535 to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility.

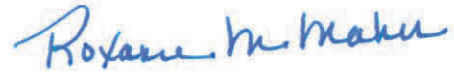
In addition, approved to transfer and appropriate ARPA funding in the amount of \$29,535 for said purpose. Source of ARPA funding transfer to be determined.

- Granted a Bid Waiver MSS Electronics, Inc, White Plains, New York in the amount of \$22,710 to upgrade electronic lock system at the Emergency Services Building on Fairway Drive to be paid from Account # 21020501-57300 (Ledyard Fire Company – New Equipment)
- Adopted a proposed “*Municipal Certification of Resolution Authorizing the Town of Ledyard To Opt-In to the Small Town Economic Assistance Program*” as presented in the draft dated July 9, 2024.

- Discussed the Pfizer Stewardship Permit Application Renewal Permit No. DEEP/SWF/CS-072-021 Solid Waste Land Disposal Facility at 215 Stoddards Wharf Road; dated December 6, 2021; and an email dated July 24, 2024 from the Department of Energy & Environmental Protection (DEEP) in which it was noted that the Pfizer Landfill has been covered under a Stewardship Permit for over a decade and was recently renewed in 2023.

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

Respectfully submitted,



Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

cc: Director of Finance
Treasurer
Board of Education
Director of Emergency Services
Waste Water Supervisor
Water Pollution Control Authority



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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Chairman S. Naomi Rodriguez

July 25, 2024

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

Dear Mayor Allyn:

At its Special Meeting held on July 24, 2024 the Town Council took the following actions:

- Entered into executive session for the purpose of reviewing records, reports and statements with respect to collective bargaining regarding the following:
 - ✓ Town of Ledyard and the Nurses Union Local 1303-182 July 1, 2023 - June 30, 2027.
 - ✓ Town of Ledyard and the General Teamsters Union, Local 493 for the period of July 1, 2024 – June 30, 2027.

This action was taken without prejudice and the Town Council’s right to discuss in private, strategy and/or negotiations with respect to collective bargaining pursuant to Connecticut General Statutes Chapter 14 Section 1-200 and 1-201(b).

The executive session included all Town Councilors present, Mayor Allyn, III, Human Resources Director Marisa Iannella-Rodriguez, and Administrative Assistant Roxanne Maher.

Public Works Director/Town Engineer Steve Masalin joined the Executive Session for the General Teamsters Contract.

- Approved the request for funds necessary to implement the proposal between Town of Ledyard and the Nurses Union Local 1303-182 July 1, 2023 - June 30, 2027.
- Approved the request for funds necessary to implement the proposal between Town of Ledyard and the General Teamsters Union, Local 493 for the period of July 1, 2024 – June 30, 2027.

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

Respectfully submitted,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

cc: Director of Finance, Treasurer, Human Resources Director, Administrator of Nursing, Public Works Director /Town Engineer



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

July 25, 2024

Ms. Loretta Kent
1363 Baldwin Hill Road
Gales Ferry, Connecticut 06335

Dear Ms. Kent:

CONGRATULATIONS! The Town Council, at its meeting on July 24, 2024 reappointed you as a regular member of the Parks, Recreation & Senior Citizens Commission, to complete a three (3) term ending June 28, 2027.

The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Parks, Recreation & Senior Citizens Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Parks, Recreation & Senior Citizens Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

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

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Parks, Recreation & Senior Citizens Commission



TOWN OF LEDYARD CONNECTICUT

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

Chairman S. Naomi Rodriguez

July 30, 2024

Superintendent Jason Hartling
Ledyard Public Schools
4 Blonders Boulevard
Ledyard, Connecticut 06339

Dear Superintendent Hartling:

As you are aware, at their July 17, 2024 meeting the Finance Committee briefly discussed your letter dated July 15, 2024 in which you requested the additional revenues received for Fiscal Year 2023/2024 from the Agricultural Science Technology Education (ASTE) Grant Program and Federal Impact Aid Grant Program be passed through to the Board of Education's Capital Non Recurring Accounts.

The Finance Committee plans to further discuss your request at their August 14, 2024 meeting. At this time, it is requested that a Plan be provided prior to the meeting on how the Agricultural Science Technology Education Program (ASTE) intends to use the additional \$39,502 grant funding.

Also, the transfer of the additional \$304,635 Federal Impact Aid received will be considered upon a written commitment from the Board of Education that these funds would be used to facilitate the following important projects that were included in the Board of Education's Fiscal Year 2024/2025 Capital Plan request:

- \$210,000 Ledyard High School Existing Elevator Replacement
- \$40,000 Ledyard High School Tennis Court Resurfacing
- \$50,000 Juliet W. Long School Playground
- OR-
- \$300,000 Ledyard High School Fire Alarm System Upgrades

Should the Board of Education find that they have other priorities, the Town Council respectfully asks for a Plan outlining those capital projects be provided. Our concerted efforts are essential as we work together to develop Plans and determine the best use of all revenues received to maintain our facilities that best serve our students, while also being mindful to minimize current and future impacts on our taxpayers.

Please do not hesitate to contact me should you have any questions, or I can be of any assistance regarding this request.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Board of Education
Town Council
Mayor Allyn, III
Finance Director
Treasurer

Attachments

Roxanne Maher

From: Naomi Rodriguez
Sent: Tuesday, August 13, 2024 10:28 PM
To: Deborah K; Town Council Group
Cc: Roxanne Maher; Fred Allyn, III
Subject: Re: Too many concerns
Attachments: Ledyard TC Letter 8.12.24.docx

Hello Ms. Edwards,

I have read your letter in its entirety and thank you for it. The Town Council appreciates letters from residents. I will have your letter put on the communications list for the August 14, 2024 Town Council meeting. Again, thank you for your letter.

Respectfully,

Naomi Rodriguez, Chairman
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- **Moratoriums 3.9 of Zoning Regulations** (regarding Moratoriums) is blank. Moratoriums were in place for Cannabis establishments and STRs, while regulations were created or updated under the previous Planner. It can be done. When asked, our current Planner voiced it takes time/work to draft and then have the Commission hear/approve. Numerous residents were requesting a moratorium on certain types of applications months ago, it could have been done by now. (An unintended benefit of a moratorium may have temporarily reduced the Land Use/Planning office workload, while they dealt with office relocation and staffing issues.)
- **Meetings** I opened with a comment about decorum (or lack of), and I’ll close with one as well. Through attendance at many various meetings over the past 2 years I have heard:

 - Can’t talk about it – an application is submitted.
 - Can’t talk about it – an application is expected.
 - Can’t talk about it – there is no application before us.
 - Can’t talk about it – fear of litigation.
 - Can’t talk about it – lawsuit is pending.
 - Can’t talk about it – settlement agreements.

We (literally) can’t hear about what’s going on in our town and you won’t talk about what’s going on. So.... frustration ensues and decorum gets lost.

Thank you in advance for consideration of these concerns. Please feel free to share with any parties who may be interested. I have intended it to be part of the public record.

Roxanne Maher

From: Carmen Garcia Irizarry
Sent: Tuesday, August 13, 2024 10:05 PM
To: boe@ledyard.net; Jay Hartling; Anthony Favry
Cc: Naomi Rodriguez; Roxanne Maher; Town Council Group
Subject: BOE Regular Meeting of August 14th, 2024

Dear BOE members and Mr Hartling,

I would like to add some information relevant to the discussion carried out during tonight's meeting regarding the use of Impact funds and the letter that Chairman Rodriguez sent to the BOE. I would also like to correct some of the information that was mentioned during the meeting that was not accurate.

As I mentioned during my Town Council Liaison report, the letter that Chairman Rodriguez sent to the BOE resulted from the discussion that was had at the last TC Finance committee meeting regarding the transfer of the Federal Impact Aid to the BOE CNR Reserve fund. Members of the committee discussed that they wanted to get information from the BOE about what the funds would be used for before voting on the motion. While the letter that Chairman Rodriguez sent was not discussed at the last TC meeting, it was sent to the rest of the TC and the Mayor. This letter is included in the Agenda of tomorrow's (Wednesday, August 14th) Finance committee meeting and there's a motion included in the Agenda stating the following:

MOTION to transfer additional revenues received for Fiscal Year 2023/2024 as follows: · Agri-Science (ASTE) \$39,502 to Account #22570101 (BOE ASTE CNR) to be used in accordance with Agri-Science Plan.

· Federal Impact Aid \$304,635 to Account #22570101 (BOE CNR Reserve Fund) to be used for the following in accordance with the Board of Education's Fiscal Year

Page 1 of 4

Finance Committee ~ AGENDA ~ August 14, 2024

2024/2025 Capital Improvement Plan (CIP):

ü \$210,000 Ledyard High School Existing Elevator Replacement

ü \$40,000 Ledyard High School Tennis Court Resurfacing

ü \$50,000 Juliet W. Long School Playground.

Here is the link to the

Agenda: <https://ledyardct.legistar.com/View.ashx?M=A&ID=1224530&GUID=6178D264-BF07-42D8-B9F5-917E699E09CA>

I would also like to clarify that the Town Council never cut funding for the JWL playground. During today's meeting, it was mentioned that the TC cut the funding and that's not accurate. On the contrary, the Town Council restored the funding that the BOE requested. The original budget that the Mayor submitted to the Town Council had cut the amount for the playground from \$70,000 to \$50,000. The Town Council restored the \$20,000 that was cut by the Mayor's budget to get to the final amount of \$70,000.

I would recommend that a member of the BOE Finance committee attends the TC Finance committee meeting to express your concerns and provide details regarding the motion that the BOE approved tonight.

I will be back in CT on August 16th, but if I can be of any assistance regarding questions that you might have please don't hesitate to contact me.

I hope you all have a great rest of the week.

Regards,
Carmen

Sent from my iPad

Roxanne Maher

From: Anne Roberts-Pierson <ar-pierson@att.net>
Sent: Tuesday, August 13, 2024 3:46 PM
To: Elizabeth Burdick
Cc: Town Council Group; Alex Samalot; Anna Wynn
Subject: Retention of experts for third GFI quarry application ?

Greetings Liz...

Just reaching out to see where this week might find us regarding retention of experts for the Town of Ledyard, paid for by the applicant, GFI, for review of the 3rd quarry application.

- Will any experts be retained for the Town of Ledyard ?
- Has any progress been made in the actual hiring of any experts ?
- If so, what area of expertise might these experts excel in ?

Thanks for any progress report whatsoever.

Yours sincerely,
Anne Roberts-Pierson
4 Anderson Drive
Gales Ferry, CT 06335



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0539

Agenda Date: 8/14/2024

Agenda #: 1.

REPORT
ADMINISTRATION COMMITTEE

Fiscal Year 2024/202 Report:
Administration Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0540

Agenda Date: 8/14/2024

Agenda #: 2.

REPORT
COMMUNITY RELATIONS COMMITTEE

Fiscal Year 2024/2025 Report:

Community Relations Committee for Diversity, Equity, & Inclusion

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0541

Agenda Date: 8/14/2024

Agenda #: 3.

REPORT
FINANCE COMMITTEE

Fiscal Year 2024/2025 Report:
Finance Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0542

Agenda Date: 7/24/2024

Agenda #: 4.

REPORT
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Fiscal Year 2024/2025 Report:
Land Use/Planning/Public Works Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0561

Agenda Date: 8/14/2024

Agenda #: XII.

REPORT

REPORT OF THE MAYOR:

REPORT OF THE MAYOR

Mayor Report Fiscal Year 2024/2025:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0472

Agenda Date: 8/14/2024

Agenda #: 1.

ORDINANCE

Motion/Request:

MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on September 11, 2024 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following:

- Proposed “*An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard*” as presented in the draft dated May 14, 2024.
- Proposed amendments to Ordinance #100-011 “*An Ordinance Establishing ~~A Youth & Social Services Board For the Town of Ledyard~~*” as presented in the draft dated June 4, 2024.

Background:

In accordance with Chapter III; Section 5 of the Town Charter that “.....one public hearing shall be held by the Town Council before any ordinance shall be passed. This motion was only to set the Public Hearing date.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

AN ORDINANCE
ESTABLISHING A ~~YOUTH &~~ SOCIAL SERVICES BOARD
FOR THE TOWN OF LEDYARD

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

Section 1. Authority

Pursuant to ~~Chapter 164, Section 10-19m of~~ the General Statutes of the State of Connecticut, and Chapter IV, Section 9 of the Charter of the Town of Ledyard, there is hereby established a ~~Youth and~~ Social Services Board for the Town of Ledyard.

Section 2. Purpose

The Board shall be responsible for providing outreach and ~~community education,~~ *program direction in the delivery of human services* to meet the needs of ~~youth,~~ families and individuals in the Town of Ledyard.

Section 3. Duties

The Board will be responsible for receiving and reviewing ~~Youth and~~ Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the ~~Youth and~~ Social Services Program. The Board shall distribute ~~Youth and~~ Social Services Program materials to the community and work to identify ~~youth,~~ families and individuals in need.

Section 4. Fiscal Responsibilities

The Board shall annually review the ~~Youth and~~ Social Services Program budget and make recommendations as necessary prior to submission to the Mayor's Office.

The Board shall make recommendations and promote fundraising efforts for Social Service Programs.

Section 5. ~~Youth and~~ Social Services Board Membership

The ~~Youth and~~ Social Services Board shall be composed of not less than seven (7) members appointed by the Mayor, who *shall be electors of the Town of Ledyard*. ~~Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth-serving agency, a youth currently under the age of twenty one (21) and a Community at large member.~~

The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the ~~Youth and~~ Social Services Board. Special meetings may be called by a majority of the members of the Board.

Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the ~~Youth and~~ Social Services Board.

In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter members ~~shall commence to serve their terms immediately upon appointment and~~ shall serve until their successor has qualified or they have been reappointed or removed by the Mayor.

Any member of the 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 Board. The vacancy shall be filled as herein before provided. Additionally, the Board may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Board to notify the Mayor when a member has not properly performed his/her duties.

Section 6. *Implementation*

Within two weeks after the adoption date of this ordinance, all current members of the Youth & Social Services Board for the Town of Ledyard shall indicate to the chairman their desire to serve on the Social Services Board.

The chairman shall thereafter report to the Mayor the desires of their members. In addition, the chairman shall make recommendations to the Mayor regarding present members to serve on the Social Services Board.

The Mayor shall appoint members to the Social Services Board no later than the 90 days from the effective date of the Ordinance.

Section 7. 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 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended and Adopted by the Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revision: *Ordinance #47 “An Ordinance Establishing Youth Services for the Town of Ledyard”* Adopted: April 17, 1990; Amended and Adopted: on February 14, 2001; Effective: February 15, 2001. Amended and Renumbered on September 25, 2019; Effective: October 23, 2019. ***Amended and Renamed on XXX; Effective: XXX***

History:

The Twenty-fourth Town Council (2017-2019) Ordinance Update Initiative: Renumbered *Ordinance #47 “Amendment to Ordinance #47 An Ordinance Establishing Youth Services for the Town of Ledyard”* to Ordinance #100-011.

2019: Removed from Ordinance “*An Ordinance Amending*” per Town Attorney, the History paragraphs indicates that the Ordinance was “amended”. Section 4 “*Youth Advisory Committee*” added language regarding attendance and filling vacancies to be consistent with ordinances establishing committees. Added Section 5 “*Severability*” to be consistent with Town Ordinance format. Added Section 6 “*Effective Date*” to be consistent with Town Ordinance format.

2020: Title: Added “*& Social Services*”.

Section 1 Authority: Removed “an amendment to ordinance #47- Per Town Attorney this language was not needed, as the “History” paragraphs indicates that the document was amended.

Section 2 Purpose: Removed “This agency shall be responsible for providing opportunities and programs for positive youth development as well as evaluating, planning, coordinating, and implementing services for youth referred to it by schools, police, juvenile courts, local

youth serving agencies, parents and self-referrals by youth” and replaced it with the following: *“This Board shall be responsible for providing outreach and community education to meet the needs of youth, families and individuals in the Town of Ledyard.”*

Section 3 Duties: Removed: “The Youth Services of the Town of Ledyard shall be responsible for establishing the overall policy and program direction of youth services. This agency of the Town of Ledyard may provide, but shall not be limited to the delivery of, the following services: individual and family counseling; parent training and group therapy; crisis intervention; drug and alcohol awareness and prevention programs; dial-a-teen job placement; court advocacy; information and referral; and outreach programs to insure participation and planning by the entire community for the development of youth services. Such services shall be designed to meet the needs of youth by collaborating with other systems and agencies such as the justice system and schools as well as by the provision of opportunities for positive youth development”. Replaced it with *“This Board will be responsible for receiving and reviewing Youth and Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the Youth and Social Services Program. The Board shall distribute Youth and Social Services Program materials to the community and work to identify youth, families and individuals in need.”*

Added New Section 4 “Fiscal responsibilities”. Former Section 4 became Section 5. Updated Section Title deleting “Advisory” and adding *“and Social Services Membership”*. Removed “As part of Youth Services, a youth advisory” and replaced it with *“The Youth and Social Services Board shall be”*. Removed; “shall be”. Changed Term from two (2) year to *“three (3) year”*. Added; *“all be Ledyard electors, and”*. Removed “public health nursing agency and”. Added *“and a community-at-large member”*. Removed: “and provided further that one-third of the total membership shall consist of members who earn less than 50 percent of their wages or livelihood by delivering services to youths and their families, and who manifest an interest in youth services”. Added: *“The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the Youth and Social Services Board. Special meetings may be called by a majority of the members of the Board. Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the Youth and Social Services Board.”*

The word “Department” was replaced with *“Program”* throughout the document.

The word “Committee” was replaced with *“Board”* throughout the document to be consistent with the Town Charter.

2024: Ordinance #100-011 “An Ordinance Establishing a Youth & Social Services Board for the Town of Ledyard” amended to remove ~~and Youth~~ throughout the document.

Section 1: “authority” Removed Chapter 164, Section 10-19m of. and updated Chapter IV, Section 9.

Section 2: “Purpose” Paragraph 1 Removed community education.; Also added program direction in the delivery of human services.

Section 4: “Fiscal Responsibilities” Paragraph 2 added The Board shall make recommendations and promote fundraising efforts for Social Service Programs.

Section 5: “Social Services Board Membership”

Paragraph 1 Replaced Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth serving agency, a youth currently under the age of twenty one (21) and a Community-at-large member. with shall be electors of the Town of Ledyard.

Paragraph 4 Added the following language: In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter members; Also removed shall commence to serve their terms immediately upon appointment and.

Section 6: “Implementation” Added paragraphs 1-3.

AN ORDINANCE
PROVIDING TAX RELIEF FOR GOLD STAR FAMILIES
IN THE TOWN OF LEDYARD

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

Section 1: Authority

Pursuant to the authority of P.A. 17-65 enacted on October 1, 2017 “*An Act Concerning Municipal Option Property Tax Exemption for Gold Star Parents and Spouses*” there is hereby established “*An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard*”.

Section 2: Purpose

To provide an exemption from property tax for property that is owned by a parent whose child was killed in action, or by the surviving spouse of a person who was killed in action, while performing active military duty with the Armed Forces, as such term is defined in Subsection (a) of Section 27-103 of the Connecticut General Statutes, as amended.

Section 3: Eligibility for Exemption

To be eligible any parent or surviving spouse of a service member killed in action while performing active military duty the following conditions must be met:

- (a) Application: Completed application shall be filed with the office of the Tax Assessor.
- (b) Residency: Persons qualified for a benefit under this Ordinance is a parent or surviving spouse who own real property located in the Town of Ledyard, or who are liable for the payment of taxes thereon under Section 12-48 of the General Statutes, and occupy the property as his or her principal residence at least 183 days of each year; and the time the application is made, and at all times during which the parent or surviving spouse is receiving an exemption pursuant to this Ordinance, the parent or surviving spouse shall be living in the Town of Ledyard.
- (c) Qualifying Income: The parent's or surviving spouse's total adjusted gross income, as determined for purposes of the federal income tax, plus any other income not included in such adjusted gross income, shall not exceed the sum of the maximum qualifying income for individuals if unmarried, or jointly with spouse if married, as set forth in Section 12-81I of the Connecticut General Statutes.
- (d) Surviving Spouses: The surviving spouse must have been legally married to the person who was killed in action at the time of such person's death, in accordance with Title 46b; Chapter 815E, of the Connecticut General Statutes, as amended.

- (e) Parents: If both parents of any such child killed in action while performing active military duty with the Armed Forces are domiciled together, only one such parent shall be entitled to the exemption from property tax provided for under this section.

If both parents of any such child killed in action while performing active military service with the Armed Forces are not domiciled together, both parents shall be eligible to receive the exemption provided for under this section.

Section 4: Amount of Exemption; Certified List

- (1) The exemption of property shall be in an amount of up-to \$20,000, or 10% of the assessed value of the property owned by the surviving spouse or the parent(s) of a child who was killed in action.
- (2) The exemption provided under this Ordinance shall be in addition to any exemption to which an eligible parent or surviving spouse may be entitled under Section 12-81 of the Connecticut General Statutes, as amended.

No such eligible parent(s) or surviving spouse entitled to exemption under Section 12-81 or 12-8 lg of the Connecticut General Statutes and this section shall receive more than one such exemption.

- (3) The Assessor shall annually make a certified list of all such parents or surviving spouses who are found to be entitled to an exemption, which list shall be filed in the office of the Town Clerk in the Town of Ledyard.

Section 5: Application Procedure and Requirements.

- (1) Any parent whose child was killed in action or the surviving spouse of a person who was killed in action (the "applicant") submitting a claim for an exemption of property tax under this Ordinance shall submit an application, on a form prepared by the Tax Assessor, to the Tax Assessor's Office not later than October 1st (the "application").

The application shall include a copy of the two recorded affidavits described in Subsection 2(a)(b) of this Section, and the applicant's federal income tax return, or in the event such a return is not filed, such evidence related to income, as may be required by the Tax Assessor, for the entire calendar year ending immediately prior to the October 1st in which the application for exemption is made.

- (2) The applicant shall also file with the office of the Town Clerk at least two affidavits, in such form as approved by the Tax Assessor, of two (2) different disinterested persons stating the following:

- (a) The deceased child or spouse was killed in action while performing active duty with the Armed Forces, as defined in Section 27-103(a) of the Connecticut General Statutes; and
 - (b) That the applicant is the parent or surviving spouse of the person who was killed in action.
- (4) The affidavits shall be recorded in full in the office of the Town Clerk, free of charge, and such recording shall list the name of such parent or surviving spouse claiming the exemption.

No exemption shall be granted unless the affidavits have been recorded in the office of the Town Clerk; and until the application has been deemed complete by the Assessor's Office.

Section 6: Renewal and Termination of Exemption, Penalties.

- (1) The applicant shall be required to reapply for this exemption on a biennial basis. The failure of the applicant to reapply for this exemption on a biennial basis shall result in the termination of the applicant's exemption.
- (2) When an exemption has been granted, the applicant shall, in the assessment year immediately following the date of approval, be presumed qualified for such exemption.
- (3) On a biennial basis, during the year immediately following the approval of an applicant's exemption, the Tax Assessor may, by August 1st, notify each parent or surviving spouse presumed to be qualified for such exemption in writing, and if any applicant has income in excess of the maximum allowed under Section 3(b) this Ordinance, such applicant shall notify the Assessor on or before the next October 1st and shall be denied the exemption for the assessment year immediately following and for any subsequent year until such applicant has reapplied and again qualified for such exemption.

The failure of the Assessor's Office to send such notice by August 1st shall waive the requirements of this Section for that assessment year, and the applicants presumed to be qualified for the exemption shall continue to receive an exemption for such assessment year.

- (4) Any notice under this section shall be deemed effective if it was mailed by regular mail to the applicant's last known address on file in the office of the Tax Collector.
- (5) If at any time it is determined that the applicant has obtained the exemption set forth in this Ordinance improperly, or was based on any misrepresentation or fraud, then upon discovery of such fact by the office of the Tax Assessor, the exemption shall be terminated immediately and the applicant shall make payment to the Town of Ledyard in the full amount of the property tax loss related to such exemption improperly taken within 30- days of such written demand from the Town of Ledyard.

Section 7. 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 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Adopted by the Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

History: The State of Connecticut adopted Public Act #17-65 “*An Act Concerning a Municipal Option Property Tax Exemption for Gold Star Parents and Spouses*” in 2017. To provide families who lost a child or spouse in the line of duty with some tax relief the Town Council adopted the “*An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard*” on: _____

AN ORDINANCE
ESTABLISHING A ~~YOUTH &~~ SOCIAL SERVICES BOARD
FOR THE TOWN OF LEDYARD

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

Section 1. Authority

Pursuant to ~~Chapter 164, Section 10-19m of~~ the General Statutes of the State of Connecticut, and Chapter IV, Section 9 of the Charter of the Town of Ledyard, there is hereby established a ~~Youth and~~ Social Services Board for the Town of Ledyard.

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Amended and Adopted by the Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved / Disapproved on: _____

Fred B. Allyn, III., Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revision: *Ordinance #47 “An Ordinance Establishing Youth Services for the Town of Ledyard”* Adopted: April 17, 1990; Amended and Adopted: on February 14, 2001; Effective: February 15, 2001. Amended and Renumbered on September 25, 2019; Effective: October 23, 2019. *Amended and Renamed on XXX; Effective: XXX*

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youth serving agencies, parents and self-referrals by youth” and replaced it with the following: *“This Board shall be responsible for providing outreach and community education to meet the needs of youth, families and individuals in the Town of Ledyard.”*

Section 3 Duties: Removed: “The Youth Services of the Town of Ledyard shall be responsible for establishing the overall policy and program direction of youth services. This agency of the Town of Ledyard may provide, but shall not be limited to the delivery of, the following services: individual and family counseling; parent training and group therapy; crisis intervention; drug and alcohol awareness and prevention programs; dial-a-teen job placement; court advocacy; information and referral; and outreach programs to insure participation and planning by the entire community for the development of youth services. Such services shall be designed to meet the needs of youth by collaborating with other systems and agencies such as the justice system and schools as well as by the provision of opportunities for positive youth development”. Replaced it with *“This Board will be responsible for receiving and reviewing Youth and Social Services Program reports to identify issues and trends and make recommendations. The Board shall perform community outreach and seek potential partnerships for the Youth and Social Services Program. The Board shall distribute Youth and Social Services Program materials to the community and work to identify youth, families and individuals in need.”*

Added New Section 4 “Fiscal responsibilities”. Former Section 4 became Section 5. Updated Section Title deleting “Advisory” and adding *“and Social Services Membership”*. Removed “As part of Youth Services, a youth advisory” and replaced it with *“The Youth and Social Services Board shall be”*. Removed; “shall be”. Changed Term from two (2) year to *“three (3) year”*. Added; *“all be Ledyard electors, and”*. Removed “public health nursing agency and”. Added *“and a community-at-large member”*. Removed: “and provided further that one-third of the total membership shall consist of members who earn less than 50 percent of their wages or livelihood by delivering services to youths and their families, and who manifest an interest in youth services”. Added: *“The Board shall annually elect a Chairman and Recording Secretary from its membership. Regular meetings shall be held per the by-laws of the Youth and Social Services Board. Special meetings may be called by a majority of the members of the Board. Membership on any other Board, Commission, or Committee of the Town of Ledyard shall not preclude membership on the Youth and Social Services Board.”*

The word “Department” was replaced with *“Program”* throughout the document.

The word “Committee” was replaced with *“Board”* throughout the document to be consistent with the Town Charter.

2024: Ordinance #100-011 “An Ordinance Establishing a Youth & Social Services Board for the Town of Ledyard” amended to remove ~~and Youth~~ throughout the document.

Section 1: “authority” Removed Chapter 164, Section 10-19m of. and updated Chapter IV, Section 9.

Section 2: “Purpose” Paragraph 1 Removed community education.; Also added program direction in the delivery of human services.

Section 4: “Fiscal Responsibilities” Paragraph 2 added The Board shall make recommendations and promote fundraising efforts for Social Service Programs.

Section 5: “Social Services Board Membership”

Paragraph 1 Replaced Said appointees shall all be Ledyard electors, and include at least one representative from the school system, police, a private youth serving agency, a youth currently under the age of twenty one (21) and a Community-at-large member. with shall be electors of the Town of Ledyard.

Paragraph 4 Added the following language: In making the original appointments under this ordinance, the Mayor shall designate (3) member to serve for three (3) years; 2 members to serve for two (2) years members; two (2) members to serve for one (1) year. Thereafter members; Also removed shall commence to serve their terms immediately upon appointment and.

Section 6: “Implementation” Added paragraphs 1-3.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0699

Agenda Date: 8/14/2024

Agenda #: 2.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to add Courville's Garage to the Fiscal Year 2024-2025 Standing Bid Waiver List.

Background:

GFFC used Bulldog Fire Apparatus in previous years for fire truck repairs, largely due to the familiarity with the apparatus and the existing confidence in that company's lead mechanic with the TOL apparatus. The lead mechanic now works for Courville's Garage and adding Courville's to the standing bid waiver list in May was missed.

GFFC recently incurred repairs and maintenance to Ladder 25 that exceeded normal competitive bid guidelines including annual preventative maintenance, and EGR cooler repair and a brake system repair.

Department Comment/Recommendation:

The existing confidence in the Courville's mechanic's ability to repair and familiarity with the apparatus is important to maintain and often saves billable labor hours. In the past, service to our town fire trucks has shifted between local vendors based upon that vendor's level of service and in order to ensure confidence in the staff members repairing our town fire apparatus.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

I support this request. Courville's is also nearby in Montville and are a respected heavy truck repair facility.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0645

Agenda Date: 8/14/2024

Agenda #: 3.

AGENDA ITEM
FINANCIAL BUSINESS REQUEST (FBR)

Subject:

MOTION to transfer additional revenues received for Fiscal Year 2023/2024 as follows:

- Agri-Science (ASTE) \$39,502 to Account #22570101 (BOE ASTE CNR) to be used in accordance with Agri-Science Plan.
- Federal Impact Aid \$304,635 to Account #22570101 (BOE CNR Reserve Fund) to be used for the following in accordance with the Board of Education's Fiscal Year 2024/2025 Capital Improvement Plan (CIP):
 - ✓ \$210,000 Ledyard High School Existing Elevator Replacement
 - ✓ \$40,000 Ledyard High School Tennis Court Resurfacing
 - ✓ \$50,000 Juliet W. Long School Playground.

Background :

After the Town Council's June 12, 2024 action to appropriate \$129,698 to Account #22570101-58261 (BOE CNR Ag-Science additional ASTE Funding was received in the amount of \$39,502

Also, for Fiscal Year 2023/2024 the Impact Aid Revenue received was \$304,635 higher than the amount that was included in the budget.

Therefore, the Board of Education has requested these additional revenues be transferred to their Capital Accounts as noted above.(please see attached letter 7/15/2024.

Roxanne Maher

From: Anthony Favry <afavry@ledyard.net>
Sent: Tuesday, August 13, 2024 10:04 PM
To: Roxanne Maher
Cc: Jason S. Hartling; Naomi Rodriguez; Town Council Group; BOE@ledyard.net
Subject: Re: Fiscal Year 2023/2024 ASTE & Impact Aid Revenues
Attachments: image001.jpg

Good Evening Chairman Rodriguez,

In response to your letter, the Board of Education is requesting to utilize Impact Aid funding for:

- (1) Ledyard High School Elevator: ~\$210K
- (2) GHS Recommissioning: ~\$73,300
- (3) Remainder of what is left (approx. \$22K) to go towards the GFS/JWL playground, on top of the previous allocation in the Town's approved Capital Plan.

With respect to the ASTE funds requested, the Board of Education intends to utilize those funds for:

- (1) Ag Classroom multimedia equipment and interactive projector replacements: ~\$27K
- (2) Update to the lightening system in the classrooms to LED: ~\$12,500

We look forward to your response coming out of your Town Council meeting tomorrow evening.

Thank You,

Anthony Favry
Chairman, Ledyard Board of Education

On Tue, Jul 30, 2024 at 2:58 PM Roxanne Maher <council@ledyardct.org> wrote:



Good Afternoon Mr. Hartling:

In response to your letter dated July 15, 2024 regarding the

additional ASTE & Impact Aid revenues received for Fiscal Year 2023/2024

please see a attached letter from Chairman Rodriguez.

Thank you,

Roxanne

Roxanne M. Maher



Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday - Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS



TOWN OF LEDYARD CONNECTICUT

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

Chairman S. Naomi Rodriguez

July 30, 2024

Superintendent Jason Hartling
Ledyard Public Schools
4 Blonders Boulevard
Ledyard, Connecticut 06339

Dear Superintendent Hartling:

As you are aware, at their July 17, 2024 meeting the Finance Committee briefly discussed your letter dated July 15, 2024 in which you requested the additional revenues received for Fiscal Year 2023/2024 from the Agricultural Science Technology Education (ASTE) Grant Program and Federal Impact Aid Grant Program be passed through to the Board of Education's Capital Non Recurring Accounts.

The Finance Committee plans to further discuss your request at their August 14, 2024 meeting. At this time, it is requested that a Plan be provided prior to the meeting on how the Agricultural Science Technology Education Program (ASTE) intends to use the additional \$39,502 grant funding.

Also, the transfer of the additional \$304,635 Federal Impact Aid received will be considered upon a written commitment from the Board of Education that these funds would be used to facilitate the following important projects that were included in the Board of Education's Fiscal Year 2024/2025 Capital Plan request:

- \$210,000 Ledyard High School Existing Elevator Replacement
- \$40,000 Ledyard High School Tennis Court Resurfacing
- \$50,000 Juliet W. Long School Playground
- OR-
- \$300,000 Ledyard High School Fire Alarm System Upgrades

Should the Board of Education find that they have other priorities, the Town Council respectfully asks for a Plan outlining those capital projects be provided. Our concerted efforts are essential as we work together to develop Plans and determine the best use of all revenues received to maintain our facilities that best serve our students, while also being mindful to minimize current and future impacts on our taxpayers.

Please do not hesitate to contact me should you have any questions, or I can be of any assistance regarding this request.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Board of Education
Town Council
Mayor Allyn, III
Finance Director
Treasurer

Attachments



Ledyard Public Schools

Administrative Offices

July 15, 2024

Ms. Naomi Rodriguez Chair,
Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Chairwoman Rodriguez:

The Ledyard Board of Education (BOE) has reviewed and approved the following requests and official communication to the Ledyard Town Council (TC). In both instances the received revenue in these areas is higher than previously budgeted. ASTE was an unexpected final payment that took place after TC had already made an adjustment. Impact Aid revenue was impacted by the Federal Government's allocations in their annual appropriations along with the number of claims.

The BOE respectfully requests your review and subsequent action:

1. Transfer the additional revenue received from the current Fiscal Year ASTE Revenue (\$39,502) to BOE ASTE CNR Account #22570101 58261.
2. Transfer Impact Aid revenue received (\$304,635) in excess of the budgeted amount to the BOE CNR reserve fund Account #22570101-58250

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education Leadership and Superintendent are available as needed.

Sincerely,


Jason S. Hartling
Superintendent of Schools

Cc: Anthony Favry, Chair, Ledyard Board of Education
Anthony Saccone, Chair, Ledyard Town Council Finance Committee
Fred Allyn III, Mayor

Encl: ASTE Revenue and TC Request
Impact Aid Revenue and TC Request



File #: 24-0580

Agenda Date: 8/14/2024

Agenda #: 4.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to grant a bid waiver to Vision Government Solutions in the amount of \$257,000 for Revaluation Services. due to receiving fewer than the required three bids in response to Bid 2024-04 (Revaluation) in accordance with Ordinance #200-001 (rev 1) "An Ordinance for Purchasing".

Background:

On May 30, 2024 the town conducted a did opening for bid #2024-04 RFP (Revaluation Services). Only two bids were received - noted below:

1. Municipal Valuation bid \$298,200
2. Vison Government Solutions bid \$257,000

It was determined that both bidders were deemed to be qualified.

Department Comment/Recommendation:

The Assessor is recommending low bidder be selected. It should also be noted that based on property inspections done recently, the town expects to realize approximately \$10,000 in savings off the low bid price noted above as these properties will not require site inspections by the vendor.

Finance Director Comment/Recommendation:

The Revaluation Account within the CNR Fund (210) has a current balance of \$156,554. Additional funding will need to be appropriated from another source to fully fund the revaluation.

Mayor Comment/Recommendation:

I support this bid waiver request. Per State Statute 12-62, municipalities are required to conduct revaluations every 5 years with full inspections every 10 years. Due to a procedural change by the legislature, we will be required to conduct a full inspection in 2025 and a statistical revaluation again in 2029 (as opposed to 2030).



VISION
GOVERNMENT SOLUTIONS

RESPONSE TO THE REQUEST FOR PROPOSALS FOR:

Ledyard, Connecticut

Bid #2024-04 Ledyard, Connecticut Proposals
for FY2025 Revaluation Services

Due: May 30th, 2024 by 2:00pm

Prepared by:

Patrick Donovan of Vision Government Solutions, Inc.

1 Cabot Rd, Hudson, MA 01749

Phone: 800.628.1013 ext. 3644 | Fax: 508.351.3798

Email: pdonovan@vgsi.com | www.vgsi.com

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- A. INTRODUCTION
 - Transmittal Letter
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 - Resumes



May 30th, 2024

Assessor's Office
Town of Ledyard
741 Colonel Ledyard Hwy
Ledyard, CT 06339

Dear Assessor:

The following is submitted in response to your Request for Proposals for FY2025 Revaluation Services in Ledyard, Connecticut. We have been in the Revaluation and Municipal software business for over 40 years, and we have both the personnel and financial resources to complete your project within your required timetable.

We will also provide a well-planned and strong Public Relations Program throughout the project. We will work hard to make sure that the Town's taxpayers are kept up-to-date and properly educated on the process. We have enclosed some sample PR documents that can be posted on the web and used during public meetings as the project progresses.

We plan to use and support your existing *Appraisal Vision* CAMA software as part of the project. Because our appraisal staff are highly trained in using *Appraisal Vision*, we expect to be able to complete the project dramatically faster and more effectively than any other option.

Vision has a high degree of experience with the Connecticut real estate market, having completed 25 Revaluations over the last two years. We plan to work alongside the Town staff in order to help you complete your Revaluation project. We are proposing Stephan Bourque as your Project Manager. Stephan brings over 30 years of appraisal experience and will provide a detail-oriented project.

Vision has a reputation for providing outstanding services and client support. In fact, more than fifty percent of our clients have been clients for twenty-plus years. We will be there for the Town of Ledyard throughout the duration of the project, and beyond.

We look forward to meeting with you to further discuss our proposal and can be available at your convenience.

The Primary Contact for this Proposal is:

Patrick Donovan
Director of Appraisal Sales
Vision Government Solutions, Inc.
T. 800-628-1013 ext. 3644
F. 508-351-3798
E. pdonovan@vgsi.com

This offer is good for 90 days.

Sincerely,



Sara Santos
Chief Financial Officer

PROPOSAL FORM FOR 2025 REVALUATION

THE REVALUATION OF ALL REAL PROPERTY
(TAXABLE AND EXEMPT), LOCATED WITHIN
THE CORPORATE LIMITS OF THE TOWN OF LEDYARD, CONNECTICUT,
EFFECTIVE OCTOBER 1, 2020.

The undersigned Proposer affirms and declares:

1. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the REQUEST FOR PROPOSALS on the subject project.
2. That should this PROPOSAL be accepted in writing by the Chief Executive Officer of the Town of Ledyard, Connecticut, said Proposer will furnish the services for which this PROPOSAL is submitted at the price bid and in compliance with the provisions of said CONTRACT.
3. That this PROPOSAL is accompanied by surety in the form and amount indicated below:

<u> X </u>	Bid Proposal Bond	Amount \$ <u>25,700</u>
<u> </u>	Certified Check	Amount \$ <u> </u>

4. That the Proposer or his or her representative has visited the Town of Ledyard; is familiar with its geography, general character of houses and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR'S records; verified the parcel counts, and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the Town which would influence this bid proposal.
5. That all items, documents and information required to accompany this PROPOSAL of the aforesaid CONTRACT are enclosed herewith.
6. That the Proposer proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid CONTRACT for the following amount:

Proposal Requirement	\$ <u>257,000</u>
----------------------	-------------------

7. Proposed scheduled prices for aforementioned proposals are valid for no less than Sixty (60) days.

8. That the Proposer understands and accepts that, although the proposed price is a major factor for consideration, the Town reserves the right to award the contract to other than the low-cost Proposer after an analysis of the additional factors outlined in the aforesaid CONTRACT.

FIRM NAME OF
PROPOSER: Vision Government Solutions. Inc.

BY:
SIGNATURE: 

TYPE NAME: Sara Santos

TITLE: Chief Financial Officer

AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Vision Government Solutions, Inc.
1 Cabot Road, Suite 100

Hudson, MA 01749

OWNER:

(Name, legal status and address) Town of Ledyard, CT
741 Colonel Ledyard Hwy
Ledyard, CT 06339

BOND AMOUNT: Ten percent (10%) of the enclosed bid

PROJECT:

(Name, location or address, and Project number, if any)
Bid #2024-04 Ledyard, Connecticut Proposals for FY2025 Revaluation Services

SURETY:

(Name, legal status and principal place of business)
Philadelphia Indemnity Insurance Company

One Bala Plaza, Suite 100

Bala Cynwyd, PA 19004

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

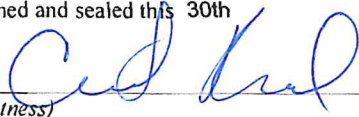
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.


The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of May, 2024


(Witness)


(Witness)

Vision Government Solutions, Inc.

(Principal)  *(Seal)*

(Title)
Philadelphia Indemnity Insurance Company

(Surety)  *(Seal)*

(Title) Darlene E. Beshaw, Attorney-In-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Joseph B. Battaini; Darlene F. Beshaw; Laurie A. Penniman Anastas OF THE CITY OF WORCESTER, STATE OF MASSACHUSETTS**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5TH DAY OF MARCH, 2021.

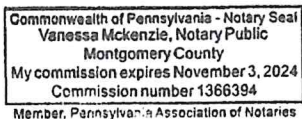


(Seal)

John Glomb, President & CEO
Philadelphia Indemnity Insurance Company

On this 5th day of March, 2021 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

Notary Public:



residing at:

Bala Cynwyd, PA

My commission expires:

November 3, 2024

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5th day March, 2021 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 30th day of May, 2024



Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

TOWN OF LEDYARD, CT

EXCEPTIONS & CLARIFICATIONS

1. **On-Site Inspections:** Vision will make an initial visit to all improved properties utilizing existing data from the Town. Vision will measure the exterior of improvements and attempt to perform an interior inspection following the RFP specifications. We will make a careful inspection of the complete interior inspected properties, excluding those wherein the owner refuses permission to inspect, unoccupied buildings, structures that are unsafe, inhabitants that appear dangerous or threatening, no response to the Callback letter or any other reason which the Assessor and company agree makes the property inaccessible.

It is understood that there are properties that are inaccessible or that have been inspected over the past 5 years that may not need to be on-site inspected. **As a cost savings to the town**, removal of the on-site inspection process on an improved residential parcel and replacing it with a Data Mailer process, **would be a savings of \$20 per residential improved parcel.**

2. **Optional Imaging services:** Images can be provided at a cost of **\$3** per image. This price includes image capturing and associated data entry services.
3. **Exterior Review:** We will perform a field review of all properties; at which time we will check the existing property characteristics and apply the appropriate valuation methodology on each property.
4. **Software/Hardware:** With the town already on our Vision CAMA version 8, we have not included any software, hardware, or equipment within our proposal.
5. **Office Space:** It is understood that the town will be providing office space for the vendor during the project. Vision will staff this office as needed throughout the project. We plan to utilize our data entry team located in our corporate office to do the majority of the data entry into the CAMA system and to schedule appointments with taxpayers.
6. **Web Hosting:** We plan to utilize our public Web Hosting software as part of our Public Relations program throughout the revaluation project.
7. **Contract:** Vision has reviewed the sample contract terms & conditions and respectfully requests to use the Connecticut-specific Vision appraisal agreements as the basis for contracting. These agreements reflect the unique requirements of the scope of a mass appraisal project in Connecticut and have been previously executed by many Connecticut Towns and Cities in prior projects. Should that not be acceptable to the Town, we would request to further discuss the following terms: Section 3.3.3 (Penalties, Termination, and Hold Harmless Agreement) and the insertion of a mutual limitation of liability clause.

8. **Board of Assessment Appeals:** Vision will provide a 2-hour training session to the Board. The Town will review all Board of Assessment Appeal requests as a result of the 2025 Revaluation and will require a Vision Senior Appraiser to support only those requests requiring a value decision. The process will be a combined effort of both the Town and Vision in an endeavor to handle all appeal requests effectively and expeditiously. Both staff will work together to resolve any outstanding valuation issues. Any assistance by Vision personnel to Board of Assessment Appeals is included in our bid cost.
9. **Litigation:** Any Litigation days, Litigation preparation, Narrative Report preparation or any days spent outside of assisting with BOA will be billed at the rate of **One Thousand Two Hundred Dollars (\$1,200) per Diem.**

PROJECT COST BREAKDOWN

Project Task	Description	Price
100	Project Supervision	\$ 12,016.07
200	Residential Valuation	\$ 6,648.42
201	Residential Measure & List	\$ 103,740.79
202	Residential Field Review	\$ 25,893.30
203	Crew Chief	\$ 11,057.58
300	Commercial Valuation	\$ 5,367.63
301	Commercial Measure & List	\$ 5,196.23
302	Commercial Field Review	\$ 2,197.01
304	Permits	\$ 2,592.50
600	Residential Hearings	\$ 7,351.67
601	Commercial Hearings	\$ 302.09
800	Data Entry	\$ 22,998.19
802	Data Entry Printing	\$ 4,653.76
900	Project Finalization & Support	\$ 3,784.07
1100	Letters/Mailings	\$ 15,377.68
9901	Associated Project Expenses	\$ 20,337.58
9902	Bonding	\$ 7,485.44
TOTAL	TOTAL	\$ 257,000.00

STATE OF CONNECTICUT

Certificate: 30

Expiration Date: March 31, 2028

BY THE SECRETARY OF THE OFFICE OF POLICY AND MANAGEMENT
Intergovernmental Policy and Planning Division

let it be known that

Vision Government Solutions, Inc.

having met the necessary requirements and regulations is hereby designated as a Certified Revaluation Company to perform

**Real Property Valuations
Personal Property Valuations**

in witness thereof, this certificate is issued by:

Jeffrey R. Beckham

Jeffrey R. Beckham
Secretary
Office of Policy and Management

Martin L. Heft

Martin L. Heft
Undersecretary
Intergovernmental Policy and Planning Division

CONTRACT SPECIFICATIONS FOR REVALUATION SERVICES

1 DEFINITIONS

- 1.1 ASSESSOR:** The word “ASSESSOR” shall mean the duly appointed Assessor of Ledyard, Connecticut.
- 1.2 PROJECT:** The word “PROJECT” shall mean the revaluation of all real property within the corporate limits of Ledyard, Connecticut for assessment purposes.
- 1.3 CONTRACTOR:** The word “CONTRACTOR” shall mean the certified revaluation company who shall perform this project.
- 1.4 TOWN:** The word “TOWN” shall hereinafter mean The Town of Ledyard, Connecticut.

2 SCOPE OF PROJECT

This Project includes the revaluation of all real property within the corporate limits of Ledyard, Connecticut effective as of October 1, 2025.

CONTRACTOR shall furnish all the databases, labor, materials, supplies, and equipment and perform all work for the project in strict accordance with the hereinafter-listed specifications.

All work will be carried out and all forms, materials, and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary, Office of Policy and Management, the Connecticut General Statutes, and Regulations of Connecticut State Agencies pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR of the Town of Ledyard.

The values to be determined shall be the present true and actual value of each parcel of real property as that term is used in Title 12 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Connecticut General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

The Project will cover and include all real property in Ledyard including the following categories:

- 1. All taxable real estate, land, buildings, and improvements.
- 2. All tax-exempt real estate, land, buildings, and improvements.
- 3. All public utility real estate.

- 2.1 EFFECTIVE DATE:** The effective date of this project shall be for the October 1, 2025 Grand List and the pricing and valuation by CONTRACTOR of all land, buildings and property under this CONTRACT shall reflect the present true and actual value as of October 1, 2025.

2.2 PARCEL COUNT:

CONTRACTOR’s price for the revaluation is based upon the following anticipated parcel counts (estimated by Town as of October 1, 2020)

Residential	5700
Commercial & Industrial	130
Exempts	500
Vacant Land	600
Total Real Estate parcels	6930

2.3 Town DATA

Current Basis of Assessment	
Taxable RE Grand List as of October 1, 2023	\$1,317,808,956
Date of Last Revaluation	October 1, 2020
Estimated 2020 Population	15400
Area of the Town	38 sq. miles

3 GENERAL CONDITIONS

3.1 STATE CERTIFICATION

The CONTRACTOR must hold, from the time of submission of the proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-2c of the Connecticut General Statutes.

3.2 PERSONNEL

CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements for the Equal Employment Opportunity provisions of Federal and State governments. CONTRACTOR shall submit to the Town, written qualifications of all personnel assigned to this project.

All personnel assigned to this project shall be subject to the approval of the ASSESSOR, prior to the commencement of the individual’s duties in the Town and shall be caused to be removed from the project by CONTRACTOR upon written notification of the ASSESSOR.

3.2.1 Minimal Qualifications

3.2.1.a Project Manager or Supervisor:

The administration of this project shall be assigned by CONTRACTOR to a project manager or supervisor, who shall be certified by the State of Connecticut as a Revaluation Supervisor pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall have not less than three (3) years of practical appraisal management experience in the appraisal of commercial, industrial, apartment, and residential type properties. The project manager or supervisor shall be subject to approval by the ASSESSOR.

3.2.1.b Reviewers and Appraisers:

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular types of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR prior to the commencement of their duties on this project.

3.2.1.c Background Check:

All personnel will be subject to background checks by the Ledyard Police Department.

3.2.2 Identification

All field personnel shall have visible clip-on identification cards, which shall include an up-to-date photograph, supplied by CONTRACTOR and signed by the Town's Assessor. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by field personnel shall be registered with the Town's Police Department giving license number, make, model, year and color of all vehicles used on this Project.

3.2.3 Office Hours and Staffing:

CONTRACTOR shall maintain an office in the Ledyard Town Hall, as needed, from the commencement of work on this project through the conclusion of the public hearings. This office shall be staffed at Contractor's expense with clerical staff as needed, as well as other qualified full-time persons to ensure the successful completion of this project in accordance with the completion dates set forth in the Contract Specifications and any Addenda thereto.

3.2.4 Conflict of Interest

No resident of the Town or Town employee shall be employed by CONTRACTOR, except in a clerical capacity, without the prior approval of the ASSESSOR and the MAYOR.

3.3 PROTECTION OF THE TOWN

3.3.1 Bonding

CONTRACTOR shall, to secure the faithful performance by CONTRACTOR of the terms of this CONTRACT, furnish to the Town a Performance Surety Bond in the amount of the signed contract; which bond shall be issued by a bonding company licensed to do such business in the State of Connecticut, with a minimum Best Company rating of “A/VII.” Said bond shall be delivered to the Town prior to the commencement of actual work and shall be in a form satisfactory to and approved by the Town’s attorney. It is understood and agreed that upon completion and delivery to the Town of the revaluation and its approval by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of October 1, 2025.

3.3.2 Insurance

CONTRACTOR shall, at its own expense, provide and keep in force:

3.3.2.a Workers’ Compensation insurance in the required amount, and Employers’ Liability insurance in the following amounts:

Bodily injury by accident-	\$100,000 each accident.
Bodily injury by disease-	\$500,000 each accident and,
Bodily injury by disease-	\$100,000 each employee.

The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act and include the Voluntary Compensation endorsement.

3.3.2.b Appraiser’s Professional Liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim, subject to a \$2,000,000 aggregate.

Any deductible applicable to a claim must be noted on the Certificate of Insurance. If the policy is written on a claim made policy form, CONTRACTOR must maintain the insurance for a period of two years from the completion of the contract.

3.3.2.c During the term of the contract, CONTRACTOR shall provide Public Liability insurance for bodily injury and property damage. The Public Liability insurance shall be written on a comprehensive form and include, without limitation, coverage for premises and operations, completed operations, independent contractors, broad form

property damage, blanket contractual and personal injury. The required limits of liability are:

- \$2,000,000- General Aggregate
- \$2,000,000- Product-Completed Operations Aggregate
- \$1,000,000- Personal and Advertising Injury
- \$1,000,000- Each Occurrence
- \$ 50,000- Fire Damage/Fire
- \$ 5,000- Medical Expense/Person

3.3.2.d Automobile Liability insurance shall be written with a Comprehensive Form and include coverage for owned, hired, and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.

3.3.2.e Insurance Certification: An Insurance certificate shall be required to be filed with the Town, certifying coverage and limits of automobile, bodily injury liability, property damage liability and Worker’s Compensation.

“The Town of Ledyard shall be named as Additional Insured on the Insurance coverage named herein for the claims arising out of the COMPANY’S performance of the contract herein”.

3.3.2.f Patent/Copyright Liability: CONTRACTOR shall hold the Town harmless from any liability of any nature or kind, including costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this contract.

The Town must be named as an Additional Insured on the policy.

3.3.2.g Defense of Town: All insurance companies shall have the duty to defend the Town against liability or property damage claims arising from the conduct of CONTRACTOR and/or agents or employees.

3.3.3 Penalties

3.3.3.a Failure by CONTRACTOR to complete all work prior to the date specified herein, December 30, 2025, shall be cause for a penalty payment by CONTRACTOR, on written request, delivered by certified or registered mail of the ASSESSOR, in the amount of TWO HUNDRED DOLLARS (\$200.00) per day beyond the specified date of completion. For the purposes of this penalty only, completion of all work no later than December 30, 2025 is defined as follows:

3.3.3.a.i Completed property record cards with all pricing, review and final valuations.

3.3.3.a.ii Final Assessment notices addressed and in envelopes prepared for mailing.

3.3.3.b Penalties due under this clause shall be deducted from the contract price and will represent a fair and equitable estimate of the damages the Town will suffer if CONTRACTOR'S work is not completed by December 30, 2025. The Town shall have the right to use the funds withheld from each periodic payment to these CONTRACT SPECIFICATIONS to satisfy in whole or in part, this penalty clause. Delays occasioned by strike, explosion or acts of God or an order of court or other public authority are excepted.

3.3.3.c **Bankruptcy, Receivership, Insolvency:** If CONTRACTOR, with the result that it does not pay its debts as they become due, or if a receiver shall be appointed for its business or its assets and not voided within 60 days, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the Town shall have the right, at its option and without prejudice to its rights hereunder, to terminate the contract.

3.3.3.d **Termination:** If either party fails to fulfill in a timely and satisfactory manner their obligations under this agreement, or shall violate any of the covenants, conditions or stipulations of this agreement, which failure or violation shall continue for 30 days after written notice of said failure or violation is received by the offending party, unless the correction of such failure inherently requires a longer period of time and provided further that the applicable party is proceeding diligently to correct the failure, then the opposing party shall thereupon have the right to terminate this agreement by giving written notice to the offending party of such termination and specify the effective date thereof, at least seven (7) days before the effective date of such termination.

In the event of termination, all finished work and documentation, complete and incomplete, shall, at the option of the ASSESSOR, be delivered to them. CONTRACTOR shall be entitled to the release of the performance bond and to receive just and equitable compensation for any work performed under this agreement completed prior to the date of termination.

Notwithstanding the above, in the event of termination, neither party shall be relieved of liability by virtue of its breach of this agreement.

3.3.3. e **Hold Harmless Agreement:** CONTRACTOR shall, at all times, defend, indemnify, protect and hold harmless, the Town and its officers, agents and employees from any and all claims or demands for damage for bodily injury, including death or property damages sustained by any party, including officers, agents and employees of CONTRACTOR. Said hold harmless clause shall include, but not limited to investigation, defense and settlement or payment or judgment of any liabilities.

3.3.3. f **Severability:** In the event any part of any clause or provision of this contract or contract specifications is judicially determined to be unenforceable, it shall be deemed severable from the remainder of that clause or provision and such remainder shall be

binding upon the parties to this contract.

3.3.3. g Waiver: No action or failure to act by the Town shall constitute a waiver of any right or duty afforded it under the contract or contract specifications.

3.3.3.h Misrepresentation or Default: The Town may void this agreement if CONTRACTOR has misrepresented any offering or defaults on any contract with a Connecticut municipality. CONTRACTOR shall, also, immediately notify the Town of any claim or case formally brought against CONTRACTOR.

3.4 CHANGES AND SUBLETTING OF CONTRACT

3.4.1 Changes

Changes in these specifications or to the contract will be permitted only upon written mutual agreement of CONTRACTOR and the Town.

3.4.2 Assignment:

CONTRACTOR shall not assign, transfer or sublet the contract or any interest or part therein, without receiving prior written approval from the Town. It should be mutually agreed and understood that said consent by the Town shall in no way release CONTRACTOR from any responsibility or liability as covered in these specifications and contract.

3.5 COMPLETION DATE AND TIME SCHEDULE

Signing of Contract: Within 30 days after receipt of notice of acceptance by the Town of its bid, as possibly revised by negotiations, CONTRACTOR shall execute with the Town a contract in the form agreeable to the Town and incorporating these contract specifications.

Contractor shall commence the revaluation work not later than two (2) weeks after contract signing, and shall continue uninterruptedly in a diligent fashion to ensure completion within the schedule of completion dates hereinafter set forth below:

3.5.1 Completion Dates

3.5.2 Completion Dates

The following phases of the PROJECT must be completed in accordance with the following schedule. Failure to substantially complete the stated performance by the stated dates shall constitute a material breach of this Contract:

- 3.5.2.a** Sales Data Collection starts December 1, 2024 and shall be completed by July 1, 2025.
- 3.5.2.b** Complete and deliver to the Assessor commercial, industrial, public utility, and tax-exempt valuation by September 1, 2025 (except for current building permits).
- 3.5.2.c** Complete and deliver to the Assessor land study and values set by September 1, 2025.
- 3.5.2.d** Complete and deliver building cost manual by October 1, 2025.
- 3.5.2.e** Complete and deliver to the Assessor study of market rents, expenses and capitalization factors by October 1, 2025.
- 3.5.2.f** Deliver completed CAMA database with digital images, property record cards with all measurements, listings, sketches, pricing, and suggested values to the ASSESSOR according to the following schedule:
- 3.5.2.g** ASSESSOR completes review and final adjustments made for real property no later than November 5, 2025.
- 3.5.2.h** Assessment change notices mailed to comply with requirements of Connecticut State Statutes, Section 12-62(f) by November 15, 2025. (CONTRACTOR to pay postage)
- 3.5.2.i** Informal hearings to begin no later than November 29, 2025 and end no later than December 20, 2025.
- 3.5.2.j** Notices of results of informal hearings completed shall be completed on forms approved by the Assessor and mailed out (CONTRACTOR to pay postage), computer filed, and final property record cards printed and delivered to the ASSESSOR in alphabetical street order no later than December 30, 2025.

3.5.3 Assessment Date

The completed appraisals, upon approval of the ASSESSOR, will serve as the basis for assessments effective on the Grand List of October 1, 2025.

3.5.4 Delays:

CONTRACTOR shall not be liable for delays caused by reasons of war, strike, explosion, acts of God, or order of court or other public authority.

3.6 PAYMENT SCHEDULE

3.6.1 Periodic Payments

Payments shall be made in the following manner:

Thirty (30) days after the execution date of this contract, and at the end of each thirty (30) day period thereafter for the term of this contract, CONTRACTOR will certify in writing to the ASSESSOR the percentage of the total work completed under the contract which CONTRACTOR has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the "Stages of Completion" listed on the Payment Schedule as shown below.

The Town, upon determination by the ASSESSOR that the certification of CONTRACTOR concerning work during said period is accurate, will pay to CONTRACTOR a percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the Town for payment to CONTRACTOR at such time that he or she has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten (10%) percent of the contract price is to be paid upon the completion of work of the Board of Assessment Appeals on the October 1, 2025 Grand List in accordance with provisions of Section 3.3.3b of this contract

This contract makes provisions for a reduction of the performance bond to 10% of the contract price to ensure the defense of any appeals resulting from the revaluation work.

3.6.2 Fiscal Year Limitations:

The contract cost shall be paid in the 2024/2025 Town Fiscal Year according to the provisions of this section and subject to the appropriation of necessary funds by the Town's fiscal authority. CONTRACTOR shall incur no cost in any fiscal year in excess of that year's annual appropriation plus the balance of prior years' unexpended appropriations.

3.6.3 Project Pricing

Project Cost Breakdown

Description	Total Value
Project Supervision	
Residential Valuation	
Residential Measure & List	
Residential Field Review	
Commercial Valuation	
Commercial Measure & List	
Commercial Field Review	
Data Entry	
Data Entry Printing	
Project Finalization & Support	
Associated Project Expenses	
Bonding	
TOTAL	

Fiscal Year 2025 Revaluation: \$ _____

Optional Services

Digital Images
 (price per image, including data entry into the CAMA system) \$ _____

4 RESPONSIBILITIES OF CONTRACTOR

4.1 GOOD FAITH

CONTRACTOR shall, in good faith use, its best efforts to assist the ASSESSOR in determining the present true and actual valuations of all real property situated in the Town, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein.

4.2 PUBLIC RELATIONS

The parties of this revaluation project recognize that a good public relations program is required in order to ensure that the public of the Town may be informed, in advance as to the purpose, benefits and procedures of the revaluation program.

CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases shall be approved by the ASSESSOR prior to release.

4.3 CONDUCT OF COMPANY EMPLOYEES

As a condition of this contract, CONTRACTOR'S employees shall, always, treat the residents, employees and taxpayers of the Town with respect and courtesy; CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision. A suitable dress code for all employees will also be implemented.

4.4 RECORDS

4.4.1 General Provisions

CONTRACTOR shall provide all record cards, street cards, owner cards, supplies, equipment, forms, literature, notices and papers to be used in this project at no additional cost to the Town.

4.4.2 Records are Town Property

The original or a copy of all records and computations, including machine readable databases, made by CONTRACTOR in connection with any appraisal of property in the Town shall, at all times, be the property of the Town and, upon completion of the project or termination of this contract by the Town, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

4.4.2.a Assessor's Maps:

4.4.2.b Land Value Maps;

- 4.4.2.c Materials and Wages, Cost Investigations and Schedules;
- 4.4.2.d Data Collection Forms, Listing Cards, Property Record Cards with property valuations and sketches;
- 4.4.2.e Capitalization Rate Data;
- 4.4.2.f Sales Data;
- 4.4.2.g Depreciation Tables;
- 4.4.2.h Computations of land and/or building values;
- 4.4.2.i All letters of memoranda to individuals or groups explaining methods used for appraisals;
- 4.4.2.j Operating statement of income properties;
- 4.4.2.k Duplicated notice of valuation changes;
- 4.4.2.l Database of all property records, CAMA system, and integration with administrative system.
- 4.4.2.m In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the Contractor shall be available by contractor for public inspection in the Assessor's office and shall be available thereafter, all in accordance with Section 12-62 (c) of the Connecticut General Statutes.

4.4.3 ASSESSOR'S Records

CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR'S office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the ASSESSOR'S records shall be taken outside the corporate limits of the Town without prior written permission of the ASSESSOR.

The ASSESSOR will permit CONTRACTOR to copy all residential building sketches from existing field cards, together with the outside dimensions of all auxiliary buildings such as garages, barns, sheds, and swimming pools. CONTRACTOR will be permitted to copy and sketch all commercial and industrial properties, which are presently outlined on existing ASSESSOR's field cards.

4.4.4 Property Record Cards (Street Cards)

CONTRACTOR shall complete and file by Map order, Property Record Cards, commonly referred to as "Street Cards" or "Field Cards". These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and 70% assessment value will be shown. A computer-generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards. The "Street Cards" or "Field Cards" will contain a digitized photo of each house.

4.5 ASSESSMENT NOTICES

At the close of the PROJECT, a notice shall be sent, at CONTRACTOR'S expense by first class mail, to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared on a form approved by the ASSESSOR. CONTRACTOR will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of his property, including the way an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the ASSESSOR in accordance with Connecticut General Statutes.

At that same time, the CONTRACTOR should be prepared to make data available via the internet so that taxpayers can log in and review properties online.

4.6 INFORMAL PUBLIC HEARINGS

At a time mutually agreeable to the ASSESSOR and CONTRACTOR and following completion of all review work by the ASSESSOR and CONTRACTOR, CONTRACTOR shall hold public hearings so that owners of property or their legal representative(s) may appear at specified times to discuss, with qualified members of CONTRACTOR'S staff, the valuations of their property. CONTRACTOR'S personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR's discretion, may be held on weeknights and Saturdays.

CONTRACTOR, in conjunction with recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide enough personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and an adjustment shall be made where warranted. The public hearings shall be completed by December 20, 2025.

CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

CONTRACTOR shall be responsible for sending notice, by First Class mail at CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking review of valuation. Such notice shall include the original valuation determined by CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement that no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's rights to appeal the valuation, including the way an appeal may be filed with the Board of Assessment Appeals.

4.7 BOARD OF ASSESSMENT APPEALS

CONTRACTOR shall have a qualified member or members, approved by the ASSESSOR, of its staff, available for attendance at any deliberations of the Board of Assessment Appeals held after the completion of the revaluation, Sundays excluded, but such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals on the October 1, 2025 Grand List or for one complete calendar year beyond completion of the revaluation, whichever comes first, to assist in the settlement of complaints and to explain the valuations made.

4.8 LITIGATION

In the event of appeal to the courts, CONTRACTOR shall furnish a competent witness or witnesses, approved by the ASSESSOR, to defend the valuations of the properties appraised. It is understood that CONTRACTOR shall furnish said witness or witnesses on any court action instituted on the October 1, 2025 Grand List assessments, CONTRACTOR shall be compensated at a per Diem rate of \$_____. CONTRACTOR shall provide supporting data, including written appraisal if deemed necessary by the ASSESSOR, for any said court appeals. CONTRACTOR shall also comply with any request by the Town to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described herein. CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than CONTRACTOR.

4.9 INFORMATION

4.9.1 Information to Town

CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the project for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the October 1, 2025 Grand List, without any additional cost to the Town.

5 BUILDING COST SCHEDULES

5.1 General

CONTRACTOR shall prepare for usage in the project as hereinafter specified, building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the Town for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by CONTRACTOR.

5.2 Types of Cost Schedules

5.2.1 Residential

Residential cost schedules shall include schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached, detached, and basement garages, and finished basements and schedules for other building improvements usually found on residential property including, but not limited to, in-ground swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs.

5.2.2 Commercial

Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications.

5.2.3 Industrial and Special Structures

Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis and shall contain all the additions and deductions for construction components from base specifications.

5.2.4 Farm

Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

Cost schedules for the afore-mentioned must be supported by a recognized valuation publication company such as Marshall and Swift, Means, etc.

5.3 Depreciation Schedules

Depreciation schedules or methods to be used in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

5.4 Schedule for Town

CONTRACTOR shall supply and leave for the Town not less than three (3) copies of all the above required building cost schedules and depreciation schedules for the Town's usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules.

6 APPRAISAL SPECIFICATIONS

6.1 Appraisal of Land

CONTRACTOR shall appraise all land within the Town: including residential, vacant, commercial, industrial, agricultural, special use, public utility, and tax-exempt.

6.1.1 Land Value Study

Land shall be valued based on an analysis of all sales data occurring during the two-year period prior to October 1, 2025. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources for information relative to sales of properties within the Town. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, vacancy, form of ownership, non-conforming uses, and zoning variances.

Non-conforming uses and zoning variances shall be considered in establishing values. A brief description of each lot or parcel of land, together with the valuation computations, shall be entered on the field record card.

6.1.2 Land Value Inspection

CONTRACTOR will make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values.

6.1.3 Land Value Unit

CONTRACTOR shall prepare land unit values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of CONTRACTOR and ASSESSOR most accurately reflects the market for the appraised land.

6.1.4 Land Value Map

CONTRACTOR shall delineate the land value units on all streets and acreage in the Town on a suitable map to be provided by the Town. The land value map shall be returned to the Town prior to the completion of the PROJECT.

6.1.5 Neighborhood Delineation

After consideration of the environmental, economic and social characteristics of the Town, CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the Town. Each neighborhood unit will, in CONTRACTOR'S opinion, exhibit homogenous characteristics. Each neighborhood unit will be assigned a separate identification code, which will be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

6.2 APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

6.2.1 Physical Inspections

Interior Inspections

CONTRACTOR to perform on-site inspections of all improved Taxable and Exempt Real properties. Data mailers may be used on properties that are inaccessible or have been inspected in the last 5 years in lieu of physical inspection. Data mailers must be approved by the ASSESSOR prior to distribution. All costs associated with Data mailers and data entry into the TOWN'S CAMA system will be the responsibility of the CONTRACTOR.

The data collector shall have each interior inspection dated and verified by having an adult owner or resident of each building or dwelling unit sign the data collection form.

When entrance to a building for an inspection is refused, the data collector shall make note of the fact and within two (2) working days, notify the ASSESSOR of the fact in writing, giving the facts as to the time of the visit and if possible, the name of the party refusing entrance and other pertinent information. The ASSESSOR shall review the situation, and if he/she shall be unable to gain the cooperation of the party involved, he/she shall so notify the CONTRACTOR, and they shall proceed to estimate the value of the building on the basis of facts ascertainable without entry and make adequate notations as to the lack of cooperation, and the manner of arriving at value, conspicuously on the property record card.

The data collection form shall indicate the initials of the data collector and the date(s) of the inspection(s) and attempts, if multiple. The field card must also have the initials of the person whom completed the data entry as well.

All inspections shall be conducted in a courteous, dignified, respectful and careful manner to minimize any disturbance to the use and occupancy of such structures.

Call Backs

The CONTRACTOR shall make an initial inspection and one (1) call back attempt on properties that require an onsite inspection. The date at which the call back was made shall be duly noted on the data collection form by the data collector making such a call back.

If after the two visits, contact was not established with a property owner, a notification letter approved by the ASSESSOR, shall be mailed by the CONTRACTOR, informing the property owner of the revaluation process and the fact that the representatives of the CONTRACTOR were not able to make contact, and requesting that within a prescribed time limit the property owner contact the CONTRACTOR, by telephone or mail, for alternative arrangements for the inspection of the property.

6.2.2 Exterior Field Review

6.2.2a All properties shall be reviewed in the field by CONTRACTOR's personnel qualified as reviewers as previously prescribed in these specifications.

The properties shall be reviewed for classification, final value, and to assure that they are correlated to comparable properties. The ASSESSOR shall be notified of the dates of review and be entitled to accompany the reviewers during this phase of the revaluation.

6.2.2b Field Recording: Physical data and characteristics of the land parcel shall be observed in the field and recorded.

6.2.3 Pricing and Valuations

Pricing and valuations of all land and buildings must reflect the present true and actual value as of October 1, 2025 and shall be done from and in accordance with the previously approved manuals and schedules.

The final valuation shall be the true and actual value of the structures plus the true and actual value of the land. In arriving at the true and actual value of the structures, replacement cost new less depreciation from all causes may be considered along with other factors affecting the value of the property, all of which shall be noted on the property record card.

6.3 APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

6.3.1 General

All commercial, industrial, public utility and special purpose buildings shall be classified, priced and reviewed in the same manner as residential properties, as set forth previously in these specifications.

6.3.2 Income Approach

Income and expense data gathered by the Town shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules shall become property of the Town. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 1-200 et seq. (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, CONTRACTOR will establish market or economic rent and expenses for income producing properties. CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, CONTRACTOR

shall perform the income approach using both actual and economic income and expenses CONTRACTOR shall be responsible for entering all income data into the CAMA system.

6.3.3 Review

All final reviews and inspections shall be made in the same manner and for the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of the type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

6.4 CONTROL AND QUALITY CHECKS

6.4.1 Field Checks

The ASSESSOR shall spot check in the field, properties picked at random by him/her with or without the appropriate CONTRACTOR'S supervisor.

6.4.2 Building Permits

The CONTRACTOR shall be responsible for all building permit data collection on properties which were issued building permits between July 1, 2023 and July 1, 2025.

6.4.3 Sales Analysis

Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analyses by the ASSESSOR shall also be performed.

6.4.5 Performance Based Revaluation Standards: All fair market values that are developed by the CONTRACTOR must meet the Performance Based Testing Standards developed by the State of Connecticut Office of Policy and Management in accordance with Section 12-62i of the Connecticut General Statutes.

7 RESPONSIBILITIES OF THE TOWN

7.1 Nature of Service

It is clearly understood and agreed that the service rendered by CONTRACTOR are assistance to the ASSESSOR and all decisions as to proper valuation shall rest with the ASSESSOR.

7.2 Cooperation

The Town, and its employees will cooperate with and render all reasonable assistance to CONTRACTOR and its employees.

7.3 Items Furnished by the Town

The Town shall furnish the following:

7.3.1 Maps

The Town shall furnish one (1) set of the most up-to-date Town Tax Maps that are currently available showing streets, and property lines and boundaries.

7.3.2 Land Dimensions

The Town will make available lot sizes and total acreage to CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.

7.3.3 Zoning

The Town will provide current Town zoning regulations and zoning maps.

7.3.4 Existing Property Record Cards

The Town will make available the present street cards.

7.3.5 Property Transfers

The Town shall notify CONTRACTOR, on a regular basis, of property splits and transfers occurring after the initial creation of the revaluation database by CONTRACTOR. CONTRACTOR shall the revaluation database as necessary.

7.3.6 Signing of Communications

The Town shall sign, by the ASSESSOR or Assessor's designee, communications to be mailed at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property.

7.3.7 Mailing Address

The Town shall make available through the ASSESSOR'S or Tax Collector's Office the current mailing address and other relative data that exists on the administrative program for all property owners.

7.3.8 Office Space

The Town shall furnish to CONTRACTOR enough office space to carry out the terms of this contract. The Town shall provide installation of a telephone line and CONTRACTOR shall be responsible for all monthly charges on such lines for the duration of the project.

7.3.9 Media

The Town shall have information above available on computer disk for the purposes of creating a legal file on CONTRACTOR's computers during the initial stages of revaluation.

7.3.10 Obligation to Keep Current

The Town shall continuously and currently update the information specified above.

7.3.11 Sales Information

The Town shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

8 TRAINING:

- 8.1 Personnel:** The Assessor shall determine the individuals and the amount of training each individual shall receive. If more than one person is receiving training at the same time, the training time shall be calculated as if one person is receiving training.
- 8.2 Location:** All training shall take place on the Town's computer hardware within the Town, unless both the Town and CONTRACTOR agree to an alternate training site or computer hardware.
- 8.3 Documentation:** CONTRACTOR will provide a detailed user manual for the CAMA software and Grand List production interface.

9 TRANSMITTALS OF DELIVERABLES TO THE ASSESSOR

9.1 Records

Regular periodic delivery of appraisals and other information required under this agreement, as completed and in accordance to a schedule hereinabove set forth or agreeable to the ASSESSOR shall be made to the ASSESSOR for his review. All appraisals of buildings either complete or under construction, shall be completed as of October 1, 2025. All completed and/or corrected records shall be turned over to the ASSESSOR as of December 30, 2025. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2025.

This information and/or appraisals and records shall not be made public until after the informal public hearings, except to the extent public access may be compulsory under provisions of applicable law.

It is understood and agreed that the Revaluation of properties covered by this contact shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Standards and Certification of Revaluation (Connecticut General Statutes sec. 12-62I-1 to 12-62I-7), shall be acceptable to the ASSESSOR and shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, Contractor shall meet with said ASSESSOR to discuss the progress and various other details of the project.

APPROACHES TO VALUE

VISION will employ a market adjusted cost approach which it has successfully utilized in over 300 communities throughout New England. It is a system that is very effective for estimating market value.

Land valuation will be accomplished through an analysis of vacant sales, as well as a land residual analysis, which is accomplished by deducting improvement values and extracting land values from improved sales. This analysis results in a base land curve. In each community, neighborhoods will be established that represent similar value patterns and neighborhood factors will be established. Each neighborhood, street by street, will also be rated for desirability which provides a second factor that may be applied to the base square foot schedule to account for differences in location. In addition, condition factors will be applied to account for negative or positive influences on value such as topography, view, irregular lot shape, waterfront and other factors.

Overall property values, including improvement value, will be verified by the sales ratio analysis, segregated by the pertinent value related factors of each property. This analysis will be stratified within various categories including style of property, segmented by size and age, by lot size and location factors. This analysis enables the Senior Appraisers to fine-tune the final tables for each property to create a mirror image of market sales activity within the Municipality.

For commercial/industrial properties, all three approaches to value will be employed. For commercial/industrial properties that are basically non-income-producing, the secondary approach will be the market approach, utilizing the square foot values derived from the sales analysis for the particular use type of the property. Square foot values will be segregated by type, including industrial, warehouse, retail, etc. and will provide reasonable ranges for per square foot sale prices of building areas. Land value, once determined, will be added to building value for an estimate of total value. For all income producing commercial property, the income approach, utilizing a direct capitalization approach, will be employed.

The replacement cost approach to value will be employed for both residential and commercial and industrial properties as follows:

Information derived from our cost analysis will provide the basis for determining the cost pricing schedules used in the valuation of residential and commercial\industrial properties.

Subsequent to the determination of replacement cost pricing schedules and the establishment of land values, VISION will analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence. A report of this study of sales of improved properties will be made to the Assessors, listing the comparison subjects and detailing the schedules of adjustments to be made prior to valuation production.

Approaches to Value, *continued*

Physical and functional depreciation and economic obsolescence will be computed to be the difference between the selling price of the total property and the sum of the estimated replacement cost new of the improvement plus the estimated land value.

Provided that a sufficient number of sales are available, guidelines in the form of tables based upon the condition, desirability and usefulness of a building relative to its actual age will be developed. After approval by the Assessors, these tables will be used to estimate the depreciation of comparable subject properties.

All of these tables are then applied to each parcel in the Municipality. Each property is then reviewed in the field by an appraiser. During this review, the appraiser rechecks the physical data and then ensures that the value is consistent with the sales activity within the immediate area. This value then becomes the final proposed value and once accepted by the Municipality becomes the final assessed value.

QUALITY CONTROL

Vision Government Solutions Quality Assurance Program

Following is a brief sample description of Vision's Data Quality Assurance Program. This program's overall goals are to:

1. Identify factors that affect quality.
2. Determine the frequency and importance of these factors.
3. Integrate this measurement process into production to provide immediate feedback.
4. Assist Managers in problem solving/error reduction.
5. Implement corrective action and evaluate results through control limits.
6. Provide on-going job awareness and identify quality work.

Property Description

An accurate description of the property is the most fundamentally important part of an appraisal. A City or Town can have the most sophisticated appraisal system in operation; but, if the data for the subject property is not accurate, the value will not be acceptable. An accurate property description provides the foundation for a solid revaluation.

Random Sampling

Through constant random sampling and immediate feedback and analysis, our Project Managers have the tools to monitor the job and implement corrective action; or to recognize an employee who is producing quality work. The results of this program will be reviewed with our Assessors throughout the project.

Quality Assurance Program General Outline

Project Set-Up

Each employee is provided with a complete set of instructions and guidelines for the job, including:

1. Any minor variations from standard methods.
2. Any problem areas to look for.
3. Any specific items that the Assessor will be concerned about.

These instructions should be reviewed with the Assessor as well so that the Assessors are aware of, and are agreeable to, the tasks being performed before the job begins.

Control Limits:

Control limits will be established for each project independently to meet the needs of the project scope of services. Quality control criteria will be established by the Project Manager prior to data collection commencement.

If the Data Collector produces an error rate equal to or above the established control limits, the Crew Chief must then increase the next sample size according to the appropriate "Sample Size Increase" table. This next sample must still be from the current "population" of Data Collection Forms. The Crew Chief will check each additional card only for the error that is above the control limits.

Drive-By Field Check:

Throughout the data collection phase of the project, the Crew Chief will drive by a percentage of the weekly measures for each Data Collector. If any of the error categories are above the established control limits, the Crew Chief will check the rest of the work only for that category.

New Data Collectors:

If any Data Collectors join the project after the start-up, the Crew Chief will use the same procedure as he/she used in the project startup. Specifically, the Crew Chief will check all of the first day's production and a percentage of Weeks One through Four. After week Four, the Crew Chief will review at the same rate as the other data collectors.

**PROPOSED PROJECT SCHEDULE
LEDYARD, CONNECTICUT**

Task	Start	Completed
Execution of Contract	06/01/2024	12/01/2024
Project Start-Up	07/01/2024	
Public Relations	On-going	
Quality Control	On-going	
Data Collection	08/01/2025	07/01/2025
Preliminary Land and Building Study	04/01/2025	09/01/2025
Data Entry	On-going	
Neighborhood Delineation	04/15/2025	06/01/2025
Field Review	06/01/2025	09/01/2025
Market Rents, Expenses and Cap Rate analysis	06/01/2025	10/01/2025
Deeds through October 1 st data entered by Assessor	10/03/2025	
Complete Final Market/Income/Cost analysis	10/03/2025	10/10/2025
Proposed Values to Assessor	10/13/2025	
Assessor's Review of Proposed Values	10/13/2025	11/05/2025
Print and Mail Notices	11/15/2025	
Informal Hearings	11/29/2025	12/20/2025
Hearing Review/Adjustment	12/01/2025	12/30/2025
Project Completion	12/30/2025	

***VISION GOVERNMENT SOLUTIONS INC.
CORPORATE PROFILE***

COMPANY

Since 1975, Vision Government Solutions, Inc. has been providing quality Appraisal Services and CAMA Software to assessing departments located throughout the United States. During this time, our company has grown to be the largest New England based provider of revaluation services and software and we now enjoy a reputation that is unmatched in our industry. Our appraisal staff is comprised of professionals that have significant industry experience. Our Senior Appraisal personnel average over 20 years of experience, yet all remain committed to continuing their appraisal education and adopting new and innovative appraisal techniques. We complement our strong employee experience by providing technologically advanced CAMA software and we support this software with a well-staffed and fully trained group of programmers, help desk specialists and appraisal experts. Our software is currently installed in over 425 assessing jurisdictions located throughout the United States and the District of Columbia with installations that range from 500 parcels to more than 1,000,000.

INNOVATION

Vision has observed our customer's changing needs and we have re-engineered our business practices and our software technology in order to meet these new requirements. Our company culture fosters innovation at all levels. Our current staff includes a diverse group of appraisal and information systems personnel dedicated to maximizing productivity through the use of technology. Our technology can support any size assessing department using smart client technology on a web centric architecture.

COMMITMENT

Our Corporate goal continues to be the refinement of the assessment administration process through the use of new technology and innovative management techniques. We have been successful in the past and we will continue to spend the necessary resources on research and development in the information systems field, as well as for the education of our employees to maintain our leadership role in the Appraisal and Assessing field throughout the United States.

SERVICES

At Vision, we combine the talents of experienced revaluation professionals, technical programmers and data conversion specialists on all new software implementations. By having our appraisal and technical people work with your staff, your decision makers gain a better understanding of the project and can make more informed decisions resulting in a higher level of satisfaction. Should your jurisdiction require assistance beyond the usual staff training, our appraisers can do anything from technical training, modeling training to completing a full revaluation. If you are looking to manage risk when switching CAMA software, Vision can supply the people that can speak to both the appraisers and the technical personnel.

Highlights of Advantages and Benefits of Vision Government Solutions

- Vision Government Solutions is a leading provider of revaluation services and parcel-based software to Assessment Departments throughout New England, providing quality services for over 40 years. To complement our revaluation services, we also provide strong Public Relations programs that we tailor to the needs of the community and have a MAI on staff for Expert Defense of Values.
- 445 Assessing offices clients, including over 107 in Connecticut.
- Vision has a New England staff of over 130 people.
- The most robust and customized Public Relations program, designed to ensure transparency, accountability, and positive taxpayer experience throughout the revaluation.
- Strong Quality Control Program through the Data Collection and Field Review phase to ensure proper property characteristics and uniformity of valuation methodology.

It is our perspective that Vision ranks higher than any other valuation services provider. Here's why:

1. The Highest Levels of Regional Experience:

Vision conducts more valuation projects in the State of Connecticut than any other vendor. In fact, we have completed over 25 Connecticut revaluation projects in the last two years and over 100 Connecticut projects in the last 10 years. Taken together, this means that Vision has more experience producing accurate, equitable values for our communities than any other vendor and that our level of service, professionalism, and quality in managing community relations is unparalleled.

2. The Most Experienced Staff and Robust Organization:

Vision's New England appraisal team consists of more than 65 full-time staff members, which uniquely enables us to provide certainty in our ability to complete the project on time and without delay. Because Vision has such a large full-time staff, we are able to provide the requisite level of staffing redundancy required to ensure a revaluation project like Ledyard has full surety of completion. In addition, Vision can provide the offsite resources required for project elements such as printing, mailing, and Public Relations campaigns, providing our staff with the flexibility and resources required to ensure on-time delivery.

It is also critically important to recognize the value of Vision’s full-time appraisal teams. In contrast to smaller firms that must staff up quickly for specific projects, Vision is able to provide in-depth training, mentorship, and long-term career paths to our team members that ensure the highest levels of expertise, experience, professionalism, quality, and customer service. This is especially important when it comes to providing a positive experience for the public and to ensuring the highest level of quality in the statistical analysis on the project. This shines through in the experience of our proposed Project Manager Stephan Bourque. Stephan brings over 30 years of appraisal experience and will provide a detail-oriented project.

3. Customer Longevity and Satisfaction:

Vision customers consistently report the highest levels of satisfaction with our teams’ data quality, service, professionalism, analysis, and valuation accuracy. In fact, more than fifty percent of our clients have been with Vision for twenty-plus years. Vision has been in the Revaluation and Municipal software business for over 40 years and has both the personnel and financial resources to support Ledyard through the duration of the project, and beyond.

In addition, as part of our revaluation package we will provide a strong and well-planned Public Relations Program in order to keep the community’s taxpayers updated and educated on the process. We have enclosed sample PR documents that can be posted on the web and used during public meetings as the project progresses. This is critical to ensuring the engagement and satisfaction of the broader community.

4. The Value of Integration with the existing Ledyard CAMA Software:

We plan to use and support Ledyard’s existing *Appraisal Vision*® CAMA software. Vision’s Appraisal Teams exclusively use our *Appraisal Vision*® CAMA software to conduct every revaluation. **There is no other vendor in Connecticut with the level of experience on *Appraisal Vision*®, the software to be utilized for the project.** This is critical to the success of the project, as incorrect data entry changes to the CAMA database, inconsistent tables and mass updates can lead to massive data quality errors, causing project timeline delay, costly re-work, and significant public relations issues. In fact, there are many recent examples of communities using untrained mass appraisal vendors, who have incurred additional cost fixing data quality errors on the back end of the project. At Vision, we put in place quality control procedures to eliminate these costly errors.

Because our appraisal staff are highly trained in using *Appraisal Vision*, we expect to be able to complete the project dramatically faster and more effectively than any other option.

VISION CURRENT COMMITTED LIST

<u>TOWN</u>	<u>PROJECT TYPE</u>	<u>FISCAL YEAR</u>
Bethlehem, CT	Update	2023
Bloomfield, CT	Reval/Data Collection	2024
Bolton, CT	Update	2023
Branford, CT	Reval	2024
Brookfield, CT	Data Collection	2024
Brooklyn, CT	Partial Reval	2024
Burlington, CT	Update	2023
Canterbury, CT	Partial Reval	2024
Canton, CT	Hybrid Reval	2023
Chaplin, CT	Partial Reval	2023
East Granby, CT	Update	2023
Essex, CT	Reval	2023
Hampton, CT	Partial Reval	2023
Harwinton, CT	Update	2023
Kent, CT	Update	2023
Lebanon, CT	Partial Reval	2023
Litchfield, CT	Update	2023
Lyme, CT	Update	2023
Madison, CT	Reval	2023
Monroe, CT	Reval	2024
New Fairfield, CT	Reval	2024
New Hartford, CT	Update	2023
New London, CT	Partial Reval	2023
Norwich, CT	Update	2023
Norwalk, CT	Reval (No C&I)	2023
Old Saybrook, CT	Update	2023
Pomfret, CT	Partial Reval	2024
Putnam, CT	Partial Reval	2024
Sharon, CT	Update	2023
Somers, CT	Update	2025
Tolland, CT	Data Collection	2024
Union, CT	Partial Reval	2023
Wallingford, CT	Update	2024
West Haven, CT	Update	2024
Wilton, CT	Data Mailer Reval	2023
Windham, CT	Partial Reval (Residential)	2023
Windsor, CT	Partial Update	2023
Attleboro, MA	Interim	2025
Auburn, MA	Update	2025

Boxford, MA	Update	2024
Chelsea, MA	Interim	2024
Clinton, MA	Update	2024
Coventry, CT	Data Collection	2024
Dartmouth, MA	Data Collection	2023-2024
Dracut, MA	Update	2025
Dudley, MA	Data Collection	2023-2027
Framingham, MA	Update	2024
Foxboro, MA	Update	2025
Ipswich, MA	Interims + Update	2025-2027
Lexington, MA	Data Collection/Valuation	2024
Lowell, MA	Interim	2024
Ludlow, MA	Update	2025-2027
Lunenburg, MA	Update	2024
Mansfield, MA	Data Collection	2023-2025
Marion, MA	Update	2024
Marlborough, MA	Update	2024
Mattapoissett, MA	Update	2024
North Attleboro, MA	Data Collection	2022-2023
Northbridge, MA	Interims + Update	2025-2027
Norwell, MA	Update	2024
Norwood, MA	Update	2024
Paxton, MA	Interim	2024-2026
Petersham, MA	Update	2025
Phillipston, MA	Update	2025
Princeton, MA	Update	2024
Rehoboth, MA	Update	2025
Sharon, MA	Data Collection	2022-2024
Somerville, MA	Interims + Update	2024-2026
Southbridge, MA	Update	2025
Sutton, MA	Update	2025
Templeton, MA	Reval	2025
Tewksbury, MA	Update	2025
Westminster, MA	Data Collection	2022-2023
Watertown, MA	Update	2025
Westminster, MA	Update/Data Collection	2024
Westwood, MA	Update	2024
Worcester, MA	Update	2023
Bar Harbor, ME	Reval	2026
Casco, ME	Reval	2024
Kennebunk, ME	Statistical Update	2025
Concord, NH	Reval	2026
Hooksett, NH	Update	2023

Rockland, ME	Reval	2025
Saco, ME	Data Collection	2024
Standish, ME	Reval	2024
Wells, ME	Partial Reval	2023
Yarmouth, ME	Reval	2024
Bedford, NH	Update	2023
Claremont, NH	Data Collection	2023
Claremont, NH	Update	2023
Hooksett, NH	Update	2023
Lebanon, NH	Update	2025
Nashua, NH	Statistical Update	2024
Portsmouth, NH	Update	2024
Seabrook, NH	Update/Data Collection	2025
Clarion County, PA	Reval	2024
Huntingdon County, PA	Data Collection	2022
Perry County, PA	Reval	2025
Schuylkill County, PA	Reval	2025
Tioga County, PA	Reval	2023
Warren County, PA	Reval	2025
Cranston, RI	Reval	2023
Cumberland, RI	Reval	2022
Exeter, RI	Update	2023
Foster, RI	Update	2024
Lincoln, RI	Update	2024
Little Compton, RI	Update	2024
Middletown, RI	Update	2023
New Shoreham, RI	Update	2023
North Kingstown, RI	Update	2024
Pawtucket, RI	Update	2023
Providence, RI	Update	2024
South Kingstown, RI	Update	2024
Warwick, RI	Update	2022
Westerly, RI	Update	2024
Bridgewater, VT	Data Quality/Update	2023-2024
Killington, VT	Reval	2025

Revised 04/09/2024

COMPLETED REVALUATION/UPDATES

MASSACHUSETTS

Abington
Acton
Alford
Amesbury
Amherst
Aquinnah
Ashburnham
Athol
Attleboro
Auburn
Avon
Barnstable
Barre
Berkley
Berlin
Blackstone
Blandford
Boxford
Bridgewater
Chelmsford
Chelsea
Chicopee
Clinton
Concord
Dedham
Dighton
Dracut
Dudley
Eastham
Easthampton
Easton
Edgartown
Essex
Foxborough
Gardner
Georgetown
Gloucester
Goshen
Gosnold
Groton
Hadley
Hanover
Harvard
Hingham
Holden
Holland
Hubbardston
Kingston
Lakeville
Leominster
Lexington
Longmeadow
Lowell
Lunenburg
Mansfield

Marion
Marlborough
Marshfield
Mashpee
Mattapoisett
Medford
Middleborough
Millbury
Nantucket
Newbury
Newburyport
Norfolk
North Attleborough
North Reading
Northbridge
Norwell
Norwood
Oak Bluffs
Oakham
Otis
Orange
Oxford
Paxton
Pelham
Petersham
Phillipston
Plympton
Quincy
Randolph
Rehoboth
Revere
Rockport
Rowley
Rutland
Sharon
Shutesbury
Somerville
Southbridge
South Hadley
Southwick
Spencer
Sterling
Stockbridge
Sturbridge
Sutton
Swansea
Taunton
Templeton
Tewksbury
Tisbury
Topsfield
Walpole
Wareham
Wayland
West Boylston
West Springfield

West Tisbury
Westminster
Weston
Westwood
Wilbraham
Wilmington
Woburn
Worcester
Yarmouth

MAINE

Arundel
Augusta
Bar Harbor
Bath
Berwick
Biddeford
Boothbay
Brewer
Camden
Cornish
Cumberland
Eliot
Ellsworth
Falmouth
Freeport
Gardiner
Gorham
Harpswell
Kennebunk
Kennebunkport
Kittery
Monmouth
Mount Desert
North Yarmouth
Ogunquit
Old Orchard Beach
Orono
Raymond
Rockland
Rockport
Sabattus
Sanford
Scarborough
Skowhegan
South Portland
South Thomaston
Standish
Topsham
Waterville
Wells
West Bath
Westbrook
Winslow
Winthrop
York

VERMONT

Bridgewater
Castleton
Colchester
Hartford
Newport
Pittsford
West Rutland
Williston

NEW HAMPSHIRE

Acworth
Amherst
Ashland
Bedford
Belmont
Bethlehem
Bow
Candia
Charlestown
Chester
Chesterfield
Claremont
Concord
Deerfield
Derry
Dover
Dunbarton
Durham
Epping
Exeter
Fitzwilliam
Fremont
Goffstown
Gorham
Greenland
Hampton
Hampton Falls
Henniker
Hinsdale
Hollis
Hooksett
Jaffrey
Kingston
Laconia
Lebanon
Lincoln
Littleton
Lyme
Lyndeborough
Manchester
Meredith
Milford
Moultonborough
Nashua

Newbury
New Durham
New London
New Market
Northampton
Ossipee
Pelham
Pembroke
Portsmouth
Raymond
Rindge
Rye
Salem
Sanbornton
Sandown
Seabrook
Strafford
Sunapee
Swanzey
Tilton
Troy
Warner
Wilton
Wolfeboro

CONNECTICUT

Ansonia
Andover
Ashford
Barkhamsted
Berlin
Bethlehem
Bolton
Branford
Bridgeport
Bridgewater
Bristol
Brookfield
Brooklyn
Burlington
Canaan
Canterbury
Canton
Chaplin
Chester
Clinton
Colchester
Colebrook
Columbia
Coventry
Cromwell
Danbury
Deep River
Eastford

East Granby
East Haddam
East Lyme
East Windsor
Ellington
Enfield
Essex
Fairfield
Franklin
Glastonbury
Goshen
Granby
Griswold
Groton
Haddam
Hamden
Hampton
Harwinton
Kent
Lebanon
Ledyard
Litchfield
Lyme
Madison
Manchester
Mansfield
Marlborough
Middlefield
Middlebury
Milford
Montville
Naugatuck
NECCOG
New Britain
New Canaan
New Fairfield
New Hartford
New Haven
New London
New Milford
Newtown
Norfolk
North Branford
North Stonington
Norwalk
Norwich
Old Lyme
Old Saybrook
Orange
Oxford
Plainfield
Pomfret
Putnam
Preston
Redding

Roxbury
Salem
Scotland
Seymour
Sharon
Somers
Southbury
Southington
South Windsor
Sprague
Stafford
Stamford
Stonington
Strafford
Stratford
Sterling
Suffield
Thompson
Tolland
Torrington
Trumbull
Union
Voluntown
Wallingford
Warren
Waterford
Watertown
West Haven
Westbrook
Weston
Westport
Wethersfield
Willington
Wilton
Winchester
Windham
Windsor
Windsor Locks
Wolcott
Woodbridge
Woodstock

Johnston
Lincoln
Little Compton
Middletown
Narragansett
Newport
New Shoreham
North Kingstown
North Smithfield
North Providence
Pawtucket
Portsmouth
Providence
Richmond
Smithfield
South Kingstown
Tiverton
Warwick
Westerly
Woonsocket

RHODE ISLAND

Barrington
Burrillville
Central Falls
Charlestown
Cranston
Cumberland
East Providence
Exeter
Foster
Glocester
Hopkinton
Jamestown

RECENTLY COMPLETED CONNECTICUT REVALUATIONS (6+ Year)

2018

Bethlehem 2018
Bolton 2018
Burlington 2018
Chaplin 2018
East Granby 2018
Eastford 2018
Essex 2018
Hampton 2018
Kent 2018
Lebanon 2018
Litchfield 2018
Lyme 2018
Madison 2018
New Hartford 2018
New London 2018
Norwich 2018
Old Saybrook 2018
Sharon 2018
Suffield 2018
Union 2018
Watertown 2018
Willington 2018
Windham (Res only) 2018

2019

Bloomfield 2019
Coventry 2019
Mansfield 2019
Monroe 2019
Old Lyme 2019
Thompson 2019

2020

Brooklyn 2020
Canterbury 2020
Clinton 2020
Colebrook 2020
Deep River 2020
East Hampton 2020
Ledyard 2020
Marlborough 2020
New Milford 2020
Oxford 2020
Pomfret 2020
Seymour 2020
Somers 2020
Southington 2020
Stafford 2020
Wallingford 2020
West Haven 2020
Westport 2020

2021

Andover 2021
Brookfield 2021
Colchester 2021
East Lyme (Niantic) 2021
Enfield 2021
Griswold 2021
Lisbon 2021
Manchester 2021
Middlebury 2021
Milford 2021
New Haven 2021
Salem 2021
West Hartford 2021
Wolcott 2021
Woodstock 2021

2022

Bridgewater 2022
East Haddam 2022
East Windsor 2022
Glastonbury 2022
Granby 2022
Newtown 2022
Plainfield 2022
Preston 2022
Redding 2022
Southbury 2022
South Windsor 2022
Sprague 2022

2022 (continued)

Sterling 2022
Stonington 2022
Waterford 2022

2023

Barkhamsted CT
Bethlehem CT
Bolton CT
Burlington CT
Canton CT
Chaplin CT
East Granby CT
Essex CT
Hampton CT
Kent CT
Lebanon CT
Litchfield CT
Lyme CT
Madison CT
New London CT
Norwalk CT
Norwich CT
Old Saybrook CT
Sharon CT
Windham CT

INSTALLED CAMA CLIENT LIST

Andover	CT	John	Chaponis	860-742-7305 ext.5
Ansonia	CT	Dayna	Casubolo	203-736-5950
Barkhamsted	CT	Carmen	Smith	860-379-3600
Berlin	CT	Joe	Ferraro	860-828-7067
Bethlehem	CT	Elizabeth	Paul	203-266-7510 ext. 204
Bloomfield	CT	Todd	Helems	860-769-3532
Bolton	CT	Helen	Totz	860-649-8066 ext. 6100
Branford	CT	Barbara	Neal	203-488-2039
Bridgeport	CT	Ron	Keilty	203-394-6968
Bridgewater	CT	Denise	Pinter	860-355-9379
Bristol	CT	Tom	DeNoto	860-584-6245
Brookfield	CT	Tammie	Fiske	203-775-7302
Brooklyn	CT	Maryann	Szela	860-774-5611 x21
Burlington	CT	Beth	Paul	860-673-3901 ext. 3
Canaan	CT	Hazel	McGuire	860-824-0707 ext. 14
Canterbury	CT	Lynn	Byberg	860-546-6035
Chaplin	CT	Chandler	Rose	860- 455-0073 ext. 314
Clinton	CT	Donna	Sempey	860-664-1119 or 860-669-9269
Colchester	CT	John	Chaponis	860-742-7305 x5
Colebrook	CT	Cory	Iacino	860-379-3738 ext 206
Cornwall	CT	Barbara	Bigos	860-672-2703
Coventry	CT	Mike	D'Amicol	860-742-4067 x123
Danbury	CT	Robert	Zarbock	203-797-4556
Deep River	CT	Robin	O'Loughlin	860-526-6029 ext. 232
East Granby	CT	Mary Ellen	Brown	860-653-2852
East Haddam	CT	Loreta	Zdanys, CCMAII	860-873-5026
East Hampton	CT	Debbie	Copp	860-267-2510 x3325
East Hartford	CT	Brian	Smith	860-291-7268
East Lyme (Niantic)	CT	Diane	Vitagliano	860-739-6931 ext. 1107
Enfield	CT	Della	Froment	860-253-6339
Essex	CT	Jessica	Sypher	860-767-4340 ext. 123
Fairfield	CT	Ross	Murray	203-256-3110
Glastonbury	CT	Nicole	Lintereur	860-652-7604
Goshen	CT	Lucy	Hussman	860-491-2115 ext. 230
Granby	CT	Sue	Altieri	860-844-5312
Griswold	CT	Rosalyn	Dupuis	860-376-7060 x2106
Haddam	CT	Tammy	Anderson	860-345-8531 ext. 226
Hamden	CT	Tom	Molloy	203-287-7120
Hampton	CT	Kathy	Thornton	860-455-9132 ext. 5
Harwinton	CT	Michele	DeSilva	860-485-0898
Kent	CT	Patricia	Braislin	860-927-3160

Lebanon	CT	Emma	Sousa	860-642-6141
Ledyard	CT	Adrianna	Hedwall	860-464-3237
Lisbon	CT	Angel	Johnstone	860-376-5115
Litchfield	CT	Kathy	Brown	860-567-7559
Lyme	CT	Deborah	Yeomans	860-434-8092
Madison	CT	Orietta	Nucolo	203-245-5651
Manchester	CT	John	Rainaldi	860-647-3011
Mansfield	CT	Rochelle	Lambert	860-429-3311
Marlborough	CT	Marie	Hall	860-295-6201 ext. 213
Middlebury	CT	Chris	Kelsey	203-758-1447
Middlefield	CT	Christine	Barta	860-349-7111 ext. 16
Middletown	CT	Damon	Braasch	860-638-4930 ext. 0
Milford	CT	Marcus	Irrek	203-701-4420
Monroe	CT	Justin	Feldman	203-452-2800 ext. 1010
Morris	CT	Betsy	Quist	860-567-6096
Naugatuck	CT	Carol Ann	Tyler	203-720-7016
New Britain	CT	Michael	Konik	860-826-3326
New Fairfield	CT	Rich	Seman	203-312-5625
New Hartford	CT	Cory	Iacino	860-379-5235
New Haven	CT	Alex	Pullen	203-946-4800
New London	CT	Rochelle	Lambert	860-437-6317
New Milford	CT	Brian	Lastra	860-355-6070 x1 then x5
Newtown	CT	Joyce	Alegi	203-270-4241
Norfolk	CT	Cory	Iacino	860-542-5287
North Branford	CT	David	Ambrose	203-484-6013
Norwalk	CT	William	Ford	203-854-7941
Norwich	CT	Donna	Ralston	860-823-3722
Old Lyme	CT	Melinda	Kronfeld	860-434-1605 ext. 218
Old Saybrook	CT	Norm	Wood	860-395-3137
Orange	CT	Mark	Branchesi	203-891-4700 ext. 4722
Oxford	CT	Dan	Kenny	203-888-2543 ext. 3021
Plainfield	CT	Mary Ellen	Hall	860-230-3008
Pomfret	CT	Tina	Corriveau	860-974-1674
Preston	CT	Mildred	Peringer	860-889-2529 ext. 115
Putnam	CT	Angela	Sanchez	860-963-6802
Redding	CT	John	Ford	203-938-5001
Salem	CT	Michael	Kapinos	860-859-3873 ext. 130
Salisbury	CT	Kayla	Johnson	860-435-5176
Seymour	CT	Joseph	Kusiak	203-881-5013
Sharon	CT	Patricia	Braislin	860-364-0205
Somers	CT	Walter	Topliff	860-763-8203
South Windsor	CT	Mary	Huda	860-644-2511 ext. 213
Southbury	CT	Darcel	Peters	203-262-0674
Southington	CT	Jennifer	Lineaweaver, CCMA II	860-535-5098
Sprague	CT	Michael	Kapinos	860-822-3002
Stafford	CT	Tami	Rossi	860-684-1786

Stamford	CT	Greg	Stackpole	203-977-4018
Stonington	CT	Marsha	Standish	860-535-5005
Stratford	CT	Melinda	Fonda	203-385-4025
Thompson	CT	Paul	Hopkins	860-923-2259
Tolland	CT	Jason	Lawrence	860-871-3655
Trumbull	CT	Mark	Devestern	203-452-5015
Union	CT	Mary	Huda	860-684-5705
Wallingford	CT	Shelby	Jackson, III	203-294-2001
Waterford	CT	Paige	Walton	860-444-5822
West Hartford	CT	Joe	Dakers	860-561-7416
West Haven	CT	Ann Marie	Gradoia	203-937-3513 ext. 1
Westbrook	CT	Pam	Fogarty	860-399-3016 ext. 122
Westport	CT	Paul	Friia	203-341-1135
Willington	CT	Walter	Topliff	860-487-3122
Wilton	CT	Sarah	Scacco	203-563-0121
Winchester	CT	Rhonda	Roy	860-379-5461
Windham	CT	Chandler	Rose	860-465-3026
Windsor	CT	Lawrence	LaBarbera	860-285-1819
Wolcott	CT	Pamela	Deziel	203-879-8100 ext. 111
Woodbridge	CT	Betsy	Quist	203-389-3417
Woodstock	CT	Emily	Carlone	860-928-6929 ext. 326
Washington	DC	William	Nelson	202-442-6784
Pasco County	FL	Gary	Joiner	352-521-4433
Putnam County	FL	Tim	Parker	386-329-0300
Sumter County	FL	Shauna	Jordan	352-569-6791
Taylor County	FL	Bruce	Ratliff	850-838-3511
Abington	MA	Jolanta	Briffett	781-982-2107
Acton	MA	Brian	McMullen	978-264-9622
Agawam	MA	Carolyn	Reed	413-726-9704
Amesbury	MA	Jason	DiScipio	978-388-8102
Amherst	MA	David	Burgess	413-259-3024
Aquinnah	MA	Angela	Cywinski	508-645-2306
Ashburnham	MA	Board of	Assessors	978-827-4100
Athol	MA	Lisa	Aldrich	978-249-3880
Attleboro	MA	Julie	Hobson	508-223-2222 ext. 3135
Auburn	MA	Seth	Woolard	508-832-7740 ext 1234
Avon	MA	Paul	Sullivan	508-588-0414 ext. 1027
Barnstable	MA	Edward	O'Neil	508-862-4020
Barre	MA	Eileen	White	978-355-2504 ext 103
Berlin	MA	Molly	Reed	978-838-2256
Blackstone	MA	Patricia	Salamone	508-883-1500 ext. 121
Boxford	MA	Kristin	Hanlon	978-887-6000 ext. 142
Boylston	MA	Paul	O'Connor	508-869-6543
Cambridge	MA	Gayle	Willett	617-349-4343
Chelmsford	MA	Frank	Reen	978-244-3317
Chelsea	MA	Jim	Sullivan	617-466-4012

Chicopee	MA	Laura	McCarthy	413-594-1430
Clinton	MA	David	Baird	978-365-4117
Concord	MA	Lane	Partridge	978-318-3075
Dartmouth	MA	Richard	Gonsalves	508-910-1809
Dedham	MA	Richard	Henderson	781-751-9130
Dracut	MA	Karen	Golden	978-453-2451
Dudley	MA	Lisa	Berg	508-949-8006
Duxbury	MA	Steve	Dunn	781-934-1100 ext. 5430
East Brookfield	MA	Donna	Wentzell	508-867-6769 ext. 302
East Longmeadow	MA	Diane	Bishop MAA	413-525-5400 ext. 1601
Easthampton	MA	Lori	Stewart	413-529-1401
Easton	MA	Robbie	Alford	508-230-0520
Edgartown	MA	Jo Ann	Resendes	508-627-6141
Foxborough	MA	Hannelore	Simonds	508-543-1215
Gardner	MA	Celia	Jornet	978-632-1900 x8034
Georgetown	MA	Thomas	Berube	978-337-0492
Gloucester	MA	Nancy	Papows	978-281-9715
Gosnold	MA	Pat	Decosta	508-990-7408
Grafton	MA	Mary	Oliver	508-839-5335 ext. 1151
Granby	MA	Keri-Ann	Wenzel	413-467-7196
Groton	MA	Megan	Foster	978-448-1127
Hadley	MA	Dan	Zdonek	413-586-6320
Hampden	MA	Jane	Ferrentino	413-566-2151 ext.106
Hanover	MA	Elaine	Boidi	781-826-6401
Harvard	MA	Carol	Dearborn	978-456-4100 ext. 315
Hingham	MA	Erin	Walsh	781-804-2458
Hinsdale	MA	David	Zagorski	413-655-2300 ext. 315
Holden	MA	Rosemary	Scully	508-210-5516
Holland	MA	JoAnne	Higgins	413-245-7108 ext. 106
Hubbardston	MA	George	Bourgault	508-331-1153
Hudson	MA	JoAnne	McIntyre	978-568-9620
Kingston	MA	Meredith	Rafiki	781-585-0509
Lakeville	MA	Harald	Scheid	508-947-4428
Lawrence	MA	Alex	Vega	978-620-3192
Leominster	MA	William	Connor	978-534-7500
Lexington	MA	Rob	Lent	781-862-0500 ext. 84578
Longmeadow	MA	Jessica	Guerra	413-565-4115
Lowell	MA	Sue	Lemay	978-970-4212
Mansfield	MA	Dan	Brogie	508-851-6431
Marion	MA	Linda	Dessert	508-748-3518
Marlborough	MA	Patricia	Mespelli	508-460-3779
Mattapoissett	MA	Kathy	Costello	508-758-4106 ext. 3
Medford	MA	Ellen	Brideau	781-393-2435
Middleborough	MA	Ross	Lawrence	508-946-2410
Millbury	MA	Lee	Keomani	508-865-4732
Millis	MA	Teri	Gonsalves	508-376-7049 ext. 115

Monson	MA	Maryann	Wilkinson	413 267 4120
Nantucket	MA	Robert	Raney	508-228-7200 ext 7037
New Salem	MA	Wayne	Hachey	978-544-2731
Newburyport	MA	Jill	Brennan	978-465-4403
Newton	MA	Jim	Shaugnessy	617-796-1160
Norfolk	MA	Don	Clarke	508-528-1120
North Attleborough	MA	Sheila	Scaduto	508-699-0117
Northbridge	MA	Robert	Fitzgerald	508-234-2740
North Brookfield	MA	Priscilla	Johnson	508-867-0209
Norwell	MA	Pam	David	781-659-8014
Norwood	MA	Timothy	McDonough	781-762-1240 ext.141
Oakham	MA	Priscilla	Johnson	508-882-5549 ext. 302
Orange	MA	Norman	Bartlett	978-544-1108
Otis	MA	Lyn	Minery	413-269-0100
Oxford	MA	Christopher	Pupka	508-987-6036
Palmer	MA	Rob	Leroux	413-283-2607
Paxton	MA	Kathleen	Stanley	508-799-7231 ext. 16
Pelham	MA	Lori	Turati	413-253-0734
Petersham	MA	Kelly	Garlock	978-724-6658
Phillipston	MA	Sue	Byrne	978-249-1732
Plainville	MA	Maureen	Clarke	508-695-3010 ext. 14
Princeton	MA	Kathy	Stanley	978-464-2104
Quincy	MA	Colleen	Healy	617-376-1172
Randolph	MA	Christine	Lacerda	781-961-0906
Rehoboth	MA	Linda	Greaves	508-252-3352
Rochester	MA	Jana	Cavanaugh	508-763-5250
Rockport	MA	Diane	Lashua	978-546-2011
Rowley	MA	Sean	McFadden	978-948-2021
Russell	MA	Ted	Gloss	413-862-6214
Rutland	MA	Daymian	Bartek	508-886-4101
Sharon	MA	Jeffrey	Funk	781-784-1500 ext. 1150
Shrewsbury	MA	Chris	Reidy	508-841-8353
Shutesbury	MA	Kevin	Rudden	413-259-3790
Somerville	MA	Frank	Golden	978-921-6004
South Hadley	MA	Melissa	Couture	413-538-5027 ext. 105
Southampton	MA	Martha	Leamy	413-527-4741
Southbridge	MA	Wilfrid	Cournoyer	508-764-5404
Southwick	MA	Sue	Gore	413-569-0565
Spencer	MA	Linda	LeBlanc	508-885-7500 ext. 121
Sterling	MA	Debbie	Dreyer	978-422-8111 ext. 2313
Stockbridge	MA	Mike	Blay	413-298-4174 ext. 107
Stow	MA	Kristen	Fox	978-897-4597
Sturbridge	MA	Ann	Murphy	508-347-2503
Sutton	MA	Joyce	Sardagnola	508-865-8722
Swansea	MA	Thomas	Welch	508-324-6703
Taunton	MA	Lisa	Labelle	508-821-1011
Templeton	MA	Luanne	Royer	978-894-2760
Tewksbury	MA	Joanne	Foley	978-640-4330

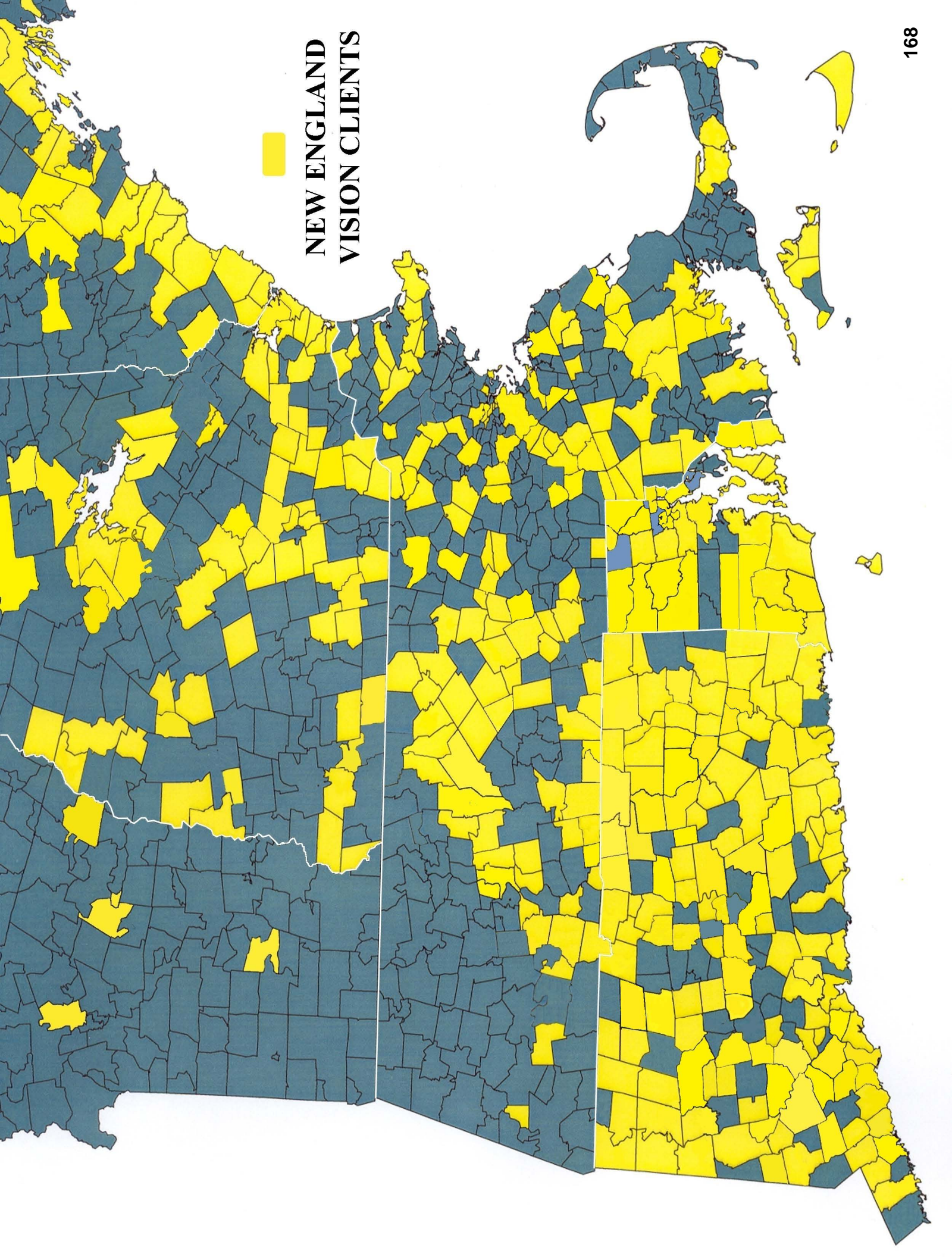
Tisbury	MA	Ann Marie	Cywinski	508-696-4207
Wales	MA	Beverly	Poirier	413-245-7571 x 103
Walpole	MA	Dennis	Flis	508-660-7314
Ware	MA	Kate	Winkler	413-967-9648 x179
Wareham	MA	Jacqui	Nichols	508-291-3100 ext. 3169
Wayland	MA	Bruce	Morgan	508-358-3658
West Boylston	MA	Myra	Fortugo	774-261-4040
West Brookfield	MA	Elisabeth	DiMaio	508-867-1421 ext. 303
Westhampton	MA	David	Zagorski	413-203-3082
West Springfield	MA	Alex	Villar	413-263-3052
Westfield	MA	Robin	Johnson	413-572-6203
Westminster	MA	Robin	Holm	978-874-7401
Weston	MA	Eric	Josephson	781-786-5055
Westwood	MA	John	Curran	781-320-1003
Wilbraham	MA	David	Zagorski	413-596-2817 x209
Wilmington	MA	Karen	Rassias	978-658-3675
Winthrop	MA	Stephen	Roche	617-846-2716 ext. 1055
Woburn	MA	Andrew	Creen	781-897-5830
Worcester	MA	John	Valade	508-799-1024
Wrentham	MA	Ann	MacCarthy	508-384-5400
Yarmouth	MA	Andy	Machado	508-398-2231 ext. 1225
Arundel	ME	Beth	Newcombe	207-985-4201
Augusta	ME	Lisa	Morin	207-626-2320
Baldwin	ME	Ben	Thompson	207-699-2475
Bar Harbor	ME	Steve	Weed	207-288-3320
Bath	ME	Brenda	Cummings	207-443-8336
Berwick	ME	Paul	McKenney	603-534-2118
Biddeford	ME	Nick	Desjardins	207-284-9003
Boothbay Harbor	ME	Robert	Duplisea	207-633-3671
Brewer	ME	Mary	Stuart	207-989-7560
Brunswick	ME	Taylor	Burns	207-725-6650
Camden	ME	Kerry	Leichtman	207-236-3353 press 6
Casco	ME	David	Morton	207-627-4515 ext. 201
Cornish	ME	Katherine	Blake	207-625-4324
Cumberland	ME	John	Brushwein	207-829-2204
Eliot	ME	Martine	Painchaud	207-439-1813 ext. 111
Ellsworth	ME	Larry	Gardner, CMA	207-667-8674
Falmouth	ME	Jennifer	Phinney	207-699-5219
Freeport	ME	Robert	Konczal	207-865-4743 ext. 140
Fryeburg	ME	Katie	Haley	207-935-2805
Gardiner	ME	Curt	Lebel	207-582-6892 ext. 1107
Gorham	ME	Mike	D'Arcangelo	207-222-1600 ext. 1601
Harpswell	ME	Debbie	Turner	207-833-5771 ext. 114
Kennebunk	ME	Daniel	Robinson	207-985-2102 ext. 1310
Kennebunkport	ME	Werner	Gilliam	207-967-0402 ext. 102
Kittery	ME	Paul	McKenney	207-439-0452 ext. 306
Monmouth	ME	Laurie	Walker	207-933-2206 ext. 2

Mount Desert	ME	Kyle	Avila	207-276-5531 ext. 1
North Yarmouth	ME	Renee	Lachapelle	207-829-3705 ext. 209
Ogunquit	ME	Barbara	Kinsman	207-646-5140 opt 8 then 2
Old Orchard Beach	ME	George	Greene	207-934-5714 ext. 1535
Orono	ME	Mike	Noble	207-899-6911
Raymond	ME	Kaela	Gonzalez	207-655-4742 ext.133
Richmond	ME	Laurisa	Loon	207-737-4305 ext.208
Rockland	ME	Dawn	Overlock	207-594-0303
Rockport	ME	Kerry	Leichtman	207-236-6758
Sabattus	ME	Donna	Hayes	207-375-4331
Saco	ME	Kate	Kern	207-282-1611
Sanford	ME	George	Greene	207-646-6081
Scarborough	ME	Nicholas	Cloutier	207-730-4061
Skowhegan	ME	Leisa	Emery (Porter)	207-474-6903 ext. 119
South Portland	ME	Jim	Thomas	207-767-7604
South Thomaston	ME	Kevin	McCormick	207-596-6584
Standish	ME	Joseph	Merry	207-642-4572
Topsham	ME	Justin	Hennessy	207-725-1722
Waterville	ME	Paul	Castonguay	207-680-4200 ext. 4220
Wells	ME	Keeley-Anne	Lambert	207-646-6081
West Bath	ME	Robert	Morris	207-443-4342
Westbrook	ME	Jim	Thomas	207-854-0638 ext. 3
Windham	ME	Elisa	Trepanier	207-894-5900 ext.6512
Winslow	ME	Judy	Mathiau	207-872-2776 ext. 5205
Winthrop	ME	Linda	Huff	207-377-7206
Yarmouth	ME	Dawn	Madden	207-846-9036
York	ME	Rick	Mace	207-363-1005 ext. 1
Bloomington	MN	Matthew	Gersemehl	952-563-8708
Hennepin	MN	Jim	Atchison, CAE	612-348-4567
Acworth	NH	Kathi	Bradt	603-835-6879
Amherst	NH	Michele	Crowley	603-673-6041 ext. 202
Bedford	NH	Bill	Ingalls	603-792-1316
Belmont	NH	Jeanne	Beaudin	603-267-8300 ext. 124
Berlin	NH	Lise	Barrette	603-752-5245
Bethlehem	NH	Claudia	Brown	603-869-3351
Bow	NH	Monica	Hurley	603-228-1187 ext. 115
Bridgewater	NH	Terry	Murphy	603-744-5055
Candia	NH	Linda	Chandonnet	603-483-5985
Charlestown	NH	Kelly	Wright	603-826-4400
Chesterfield	NH	Board of	Selectmen	603-363-4624
Claremont	NH	Bob	McCarthy	603-542-7004 x2
Concord	NH	Kathy	Temchack	603-225-8550
Derry	NH	Mark	Jesionowski	603-432-6104 ext. 5499
Dover	NH	Donna	Langley	603-516-6014
Dunbarton	NH	Line	Comeau	603-774-3541 ext. 102
Durham	NH	Jim	Rice	603-868-8064
Epping	NH	Joyce	Blanchard	603-679-5441 ext. 20

Exeter	NH	Janet	Whitten	603-778-0591 ext. 110
Fremont	NH	Heidi	Carlson	603-895-9035 ext. 10
Goffstown	NH	Scott	Bartlett	603-497-8990 ext. 113
Grantham	NH	Melissa	White	603-863-6021 ext. 301
Greenland	NH	Matt	Scruton	603-431-7111 ext. 100
Hampton	NH	Beth	Frongillo	603-929-5837
Henniker	NH	Helga	Winn	603 428 3221 ext. 2
Hinsdale	NH	Kathryn	Lynch	603-336-5727 ext. 17
Hollis	NH	Connie	Cain	603-465-2209 ext. 105
Hooksett	NH	Jon	Duhamel	603-268-0003
Jaffrey	NH	Erlene	Lemire	603-532-7445 ext. 102
Keene	NH	Dan	Langille	603-352-2125
Laconia	NH	Deb	Derrick	603-527-1268
Lincoln	NH	Johnna	Hart	603-745-8971
Littleton	NH	Amy	Hatfield	603-444-3996 ext. 12
Londonderry	NH	Ashley	Dumont	603-432-1100 x190
Lyme	NH	Diana	Calder	603-795-4639
Manchester	NH	Bob	Gagne	603-624-6520 ext. 6795
Meredith	NH	Jim	Commerford	603-677-4226
Milford	NH	Marti	Noel	603-249-0615 ext. 240
New Durham	NH	Scott	Kinmond	603-859-2091
Newington	NH	Susan	Henderson	603-436-7640
Newmarket	NH	Steve	Fournier	603-659-3073 ext. 1313
North Hampton	NH	Mike	Pelletier	603-964-8087
Pelham	NH	Susan	Snide	603-508-3080
Pembroke	NH	Elaine	Wesson	603-485-4747 ext. 213
Plaistow	NH	Lori	Sadewicz	603-382-5200 ext. 230
Portsmouth	NH	Rosann	Maurice-Lentz	603-610-7212
Raymond	NH	Donna	Giberson	603-895-4735 ext. 102
Rindge	NH	David	DuVernay	603-899-5181 ext. 113
Rochester	NH	Jonathan	Rice	603-332-5109
Rye	NH	Kristin	Hanlon	978-887-6000 ext. 142
Salem	NH	Chris	Ruel	603-890-2018
Sandown	NH	Lynn	Blaisdell	603-887-8392
Seabrook	NH	Angela	Silva	603-474-2966
Strafford	NH	Linda	Pape	603-664-2192 ext. 5
Troy	NH	Joe	Byk	603-831-3228
Wilton	NH	Todd	Haywood	603-496-7293
Windham	NH	Jennifer	Zins	603-434-7530 ext. 3006
Carmel	NY	Glenn	Droese	845-628-1500
New York City	NY	Howard	Wong	212-291-2572
Bradford County	PA	Donna	Roof	570-265-1714 ext. 2827
Crawford County	PA	Joe	Galbo	814-333-7305
Greene County	PA	Mary Ann (Lou)	Lewis	724-852-5241
Schuylkill County	PA	Kent	Hatter	570-628-1167
Tioga County	PA	Joshua	Zeyn	570-723-8149
Warren County	PA	Brian	Bull	814-728-3423

Burrillville	RI	Jennifer	Mooney	401-568-4300 ext. 126
Charlestown	RI	Ken	Swain	401-364-1233
Cranston	RI	Mark	Capuano	401-780-3188
Cumberland	RI	Ken	Malette	401-728-2400 ext. 149
East Providence	RI	Sarah	Frew	401-435-7500 ext. 11060
Exeter	RI	Kerri	Petrarca	401-294-5734
Foster	RI	Kaitlyn	Boyer	(401) 392-9206
Glocester	RI	Jessica	Parker	(401) 568-6206 x213
Hopkinton	RI	Liz	Monty	401-377-7780
Jamestown	RI	Christine	Brochu	401-423-9802
Johnston	RI	Kim	Gallonio	401-553-8824
Lincoln	RI	Brenda	Keeble	401-333-8448
Little Compton	RI	Denise	Cosgrove	401-635-4509
Middletown	RI	George	Durgin	401-847-7300
New Shoreham	RI	Joan	Wholey	4014663217
North Kingstown	RI	Deb	Garneau	401-268-1530
Pawtucket	RI	Robert	Burns	401-728-0500 ext. 218
Portsmouth	RI	Matt	Helfand	401-683-1536
Providence	RI	Elyse	Pare	401-680-5229 ext. 5495
Richmond	RI	Elizabeth	Fournier	401-539-9000 ext. 7
Smithfield	RI	Chris	Celeste	401 233-1000 x 6
South Kingstown	RI	Mark	Capuano	401-789-9331 ext 1222
Warwick	RI	Neal	Dupuis	401-738-2000 ext. 4
Westerly	RI	Dave	Thompson	401-348-2544
Woonsocket	RI	John	Pagliarni	401-767-9280
Albemarle County	V A	Peter	Lynch	434 296 5856
Charlottesville City	VA	Jeffrey	Davis	434-970-3136
Chesapeake City	VA	Greg	Daniels, CAE	757-382-6756
Covington City	VA	Cathy	Kimberlin	540-965-6352
Culpeper County	VA	William "Jason"	Kilby	540-727-3411
Essex County	VA	Tom	Blackwell	804-443-4737
Gloucester County	VA	Dan	Thomas	804-693-1323
Halifax County	VA	Brenda	Powell	434-476-3185
Hanover County	VA	Richard	Paul	804-365-6027
Harrisonburg City	VA	Lisa	Neunlist	540-432-7795
Henrico County	VA	Jason	Hughes	804-501-5346
Henry County	VA	Linda	Love	276-634-4611
King George County	VA	Regina	Puckett	540-775-8338
King William County	VA	Karena	Funkhouser	804-769-4941
Manassas City	VA	Doug	Waldron	703-257-8298
Martinsville City	VA	Ruth	Easley	276-403-5130
New Kent County	VA	Cindie	Reddington	(804) 966-9610
Northampton County	VA	Charlene	Gray	757-678-0440 ext. 506
Poquoson City	VA	Stephenie	Love	757-868-3080
Portsmouth City	VA	Dorthy	Morgan	757-393-8631 x2161
Powhatan County	VA	Jamie	Timberlake	804-598-5616
Prince George County	VA	Brian	Gordineer	804-722-8639

Rockingham County	VA	Matt	Armstrong	540-564-3145
Salem City	VA	Justin	Kuzmich	540-378-0175
Shenandoah	VA	Kathy	Block	540-459-6174
Staunton City	VA	Charley	Haney	540-332-3827
Suffolk City	VA	Billy	Butt	757-514-7479
Waynesboro	VA	Mary	Honbarrier	(540) 942-6722
Williamsburg City	VA	Derek	Green	757-220-6185
York County	VA	Maria	Kattman	757-890-3720
Bridgewater	VT	Spencer	Potter	(802) 672-3334
Colchester	VT	Robert	Vickery	802-264-5671
Hartford	VT	Joe	Turner	(802) 478-1109
Killington	VT	Chet	Hagenbarth	802-422-3241
Newport City	VT	Spencer	Potter	802-334-6992
Pittsford	VT	Lisa	Wright	(802) 483-6500 ext 15
Sheffield	VT	William	St. Peter	802-626-8862
Stratton	VT	Candie	Bernard	802-896-6184
West Rutland	VT	Lisa	Wright	802-438-2263
Waukesha City	WI	Paul	Klauck	262-524-3510
<i>Revised 05/06/2024</i>				



**NEW ENGLAND
VISION CLIENTS**

***Vision Government Solutions
Public Relations Program***

Over recent years, Vision Government Solutions has witnessed an increased need for a comprehensive Public Relations Program. As federal and state governments cut back on all programs, Municipal Governments struggle to maintain basic services and real estate taxes are scrutinized.

As all assessing professionals know, revaluations and updates are a means of equalizing the tax base by bringing all property to a uniform percentage of current value. To property owners, the word "revaluation" has become synonymous with "tax increase." When a revaluation is announced, the taxpayers are anxious and wary. A solid Public Relations Program educates and informs property owners about a revaluation, how it's implemented and how their property taxes fit into the equation. With educated, informed and active taxpayers, a Public Relations Program is required to create a positive image of the tax assessing process.

Vision Government Solutions Public Relations Program begins when a project is awarded. The Vision Government Solutions Project Manager and the Sales Staff work with the Assessor throughout the project. The Assessor is a key component in that Assessors have knowledge of both the political situation and the potential receptiveness of the property owners. Assessors generally know which special interest groups to target for added attention, have information on current municipal services, and are aware of which local media will enable the best and most exposure.

Vision Government Solutions provides standard information to the client for use in explaining the process. This information includes:

- Company history and experience.
- Initial explanation of the project, its time schedule, breakdown on each phase, and where the property owner can become involved.
- Project update notices on where the project is during each phase (not usually necessary for updates).
- Notification and explanation of the Hearings Process and how homeowners can prepare for them.
- Explanation of the Appeals Process, should property owners still disagree with the new values after hearings.
- Sample letters and articles from other Municipalities positive press experience.

1. **Initial Set-up:**

- Assessing the needs via discussion and negotiation prior to signing a contract.
- Conduct Media Research: What papers, radio stations, etc. are in the area, their circulation, the political climate of each publication, etc.

2. **Media Releases:**

- Hold background meeting with local press by phone or in person.
- Press Release announcing the award of the impending revaluation, follow-up with press.
- Press Release announcing the start of the project, the actual steps and time frame involved, follow-up with press.
- Street listing Press Release every month for the duration of Data Collection Phase of project, follow-up with press.
- Press Release announcement of hearings; what to expect and how to prepare, follow-up with press.
- Press release on the results of the revaluation, follow-up with press.
- Generic Question & Answer Brochures.

3. **Media Status Meetings:**

- Client meetings
- Monitor local press

4. **Group Presentations:**

- Business/Commercial Groups, i.e. Kiwanis, Rotary.
- Political Groups; e.g. Selectmen, Aldermen, Finance Boards, et al.
- Preparation of materials and follow-up debriefing memos.

5. **Specialty Items:** Priced outside of the contract.

- Municipality Specific Question & Answer Brochures
- Municipality Specific Revaluation Slide Show

Public Relations via the Internet

Whether or not the Town decides to publish assessing data on the web, a PR web page can be set up and customized for the Town to help the citizens better understand the revaluation process. Some sample screens are shown below.

Frequently asked questions can be added to address typical taxpayer concerns.

Taxpayer Revaluation Information

Welcome

Welcome to the Vision Appraisal Technology Taxpayer Information Site. We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you navigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel the need to contest your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

Our goal in educating the taxpaying public is to help us better serve our Municipal clients. Our corporate focus is to assist Cities and Towns with the very important and necessary task of equalizing property values. Municipalities use these values to equitably distribute the tax burden amongst all taxpayers, helping the Municipalities collect much needed revenue that funds many important municipal services. Educating taxpayers can help them to be more understanding of the overall process while also helping their own Municipalities to better fulfill their responsibilities to be fair and equitable to all. We hope that this page allows you to better understand what can appear to be a complicated and confusing process.

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Taxpayer Assistance

- [Frequently Asked Questions](#)
- [Is my assessment correct?](#)
- [Preparing for a Hearing](#)

LINKS

- [Vision Home Page](#)
- [Online Property Database](#)
- [MA Dept. of Revenue](#)
- [Rhode Island Dept. of Tax](#)
- [MA Assoc. of Assessing Officers](#)
- [CT Assoc. of Assessing Officers](#)
- [RI Assoc. of Assessing Officers](#)
- [NH Assoc. of Assessing Officers](#)
- [ME Assoc. of Assessing Officers](#)
- [VT Assessors & Listers Assoc.](#)

Helpful Videos

- [Goals of a Revaluation](#)
- [Types of Revaluations](#)

The web site can feature a section that helps taxpayers evaluate whether their assessment is correct by bringing them through a series of questions.

Taxpayer Revaluation Information

Is My Assessment Correct?

The following 4 questions and accompanying information can help you to decide if your assessment is correct.

Please note: If you are concerned that your taxes are going to double because your property value has doubled, that is usually not the case. Since everyone else's property value is also rising, the tax rate usually drops somewhat proportionally to the amount of total increase to a City or Town's total value.

1) Can I sell my property for that amount?

The first thing that you should do is ask yourself if you could sell the property for approximately that amount. (Please note that assessments in Connecticut reflect 70% of market value.)

2) Does the Assessing department have the correct information on my property?

You can review the information that the Assessing Department has collected on your property to make sure the data is accurate. Some towns allow access to property information on the internet. You can check if your City or Town makes the information available in the [Vision Appraisal Online Database](#). If the

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- [NH Assoc. of Assessing Officers](#)
- [ME Assoc. of Assessing Officers](#)
- [VT Assessors & Listers Assoc.](#)

Helpful Videos

- [Goals of a Revaluation](#)
- [Types of Revaluations](#)
- [How is Land Valued](#)
- [How are Buildings Valued](#)
- [How does a Property's Condition Affect Value](#)
- [What is an Assessed Value?](#)

An actual representation of previous assessed values to current sales price can be a great way to explain why assessments have risen to their current level.

Danbury, CT Revaluation Information

Welcome

Welcome to the Vision Appraisal Technology Taxpayer Information Site. We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you navigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel the need to contest your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

Our goal in educating the taxpaying public is to help us better serve our Municipal clients. Our corporate focus is to assist Cities and Towns with the very important and necessary task of equalizing property values. Municipalities use these values to equitably distribute the tax burden amongst all taxpayers, helping the Municipalities collect much needed revenue that funds many important municipal services. Educating taxpayers can help them to be more understanding of the overall process while also helping their own Municipalities to better fulfill their responsibilities to be fair and equitable to all. We hope that this page allows you to better understand what can appear to be a complicated and confusing process.

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Taxpayer Assistance
[Overview of Market Conditions](#)
[Frequently Asked Questions](#)
[Is my assessment correct?](#)
[Preparing for a Hearing](#)

LINKS
[Vision Home Page](#)
[Online Property Database](#)
[MA Dept of Revenue](#)
[Rhode Island Dept of Tax](#)
[MA Assoc. of Assessing Officers](#)
[CT Assoc. of Assessing Officers](#)
[RI Assoc. of Assessing Officers](#)
[NH Assoc. of Assessing Officers](#)
[ME Assoc. of Assessing Officers](#)
[VT Assessors & Listers Assoc.](#)

Helpful Videos
[Goals of a Revaluation](#)

We can even offer videos that explain how a revaluation is performed.

Taxpayer Revaluation Information

Goals of a Revaluation



Launch in external player

Click below to view a copy of the chart referred to in this Video.

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Helpful Videos
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[Types of Revaluations](#)
[How is Land Valued](#)
[How are Buildings Valued](#)
[How does a Property's Condition Affect Value](#)
[How to Appeal a Valuation](#)

We have found that providing explanations via the web helps tremendously with our PR efforts. We have also been able to measure this need. We have tracked more than 2,000,000 unique hits annually to our Taxpayer Revaluation Information Web Site since December 2005.



Connecticut Certified Vision Staff

Last Name	First Name	Land/Residential	Commercial/Industrial	Personal Property	Supervisor	Expiration Date	Certificate Number
Anders-Mackie	Yoshimi	L/R				2025	930
Bourque	Stephan	L/R	C/I		S	2024	956
Downs	William	L/R				2027	984
Fields	Gary	L/R	C/I		S	2027	196
Glover	William	L/R	C/I		S	2025	885
Hutwelker	Robert	L/R				2024	10001
Landrie	Brandy	L/R	C/I		S	2027	947
Mackie	David	L/R				2025	732
Moody	MaryKate	L/R				2024	10002
Perry	June	L/R	C		S	2028	347
Robinson	Susan	L/R	C/I		S	2026	840
Schmucki	Sandra	L/R	C/I			2028	957
Stabile	Elizabeth	L/R				2026	980
Tarello	John	L/R	C/I		S	2028	446
Whalen	Stephen	L/R				2025	329
Williams	James	L/R	C/I	P	S	2026	757

STEPHAN BOURQUE

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

2018-Present - Project Manager

Mass Residential and Commercial real estate valuation. Manage of day-to-day appraisal assignments. Plan and organize of revaluation projects. Perform sales inspections, field review, permit fieldwork, and informal hearings. Review project status and periodic valuation progress with assessor. Provide final valuation and documentation at close of project.

2013 – Present, Staff Appraiser / Licensed Residential Appraiser

Mass Residential and Commercial real estate valuation, field review of property record cards, and taxpayer hearings, meeting with residential and commercial property owners demonstrating how current values were arrived at utilizing the sales comparison approach and the income approach to value.

CERTIFIED REVALUATION COMPANY, INC - NORTH PROVIDENCE, RI

2008 – 2013, Staff Appraiser / Licensed Residential Appraiser

Train and Supervise Data Collectors, Conduct Residential Valuation / Field Review, Conduct Commercial Field Review, Measure & List Residential and Commercial properties, Inspect & List Tangible Personal Property accounts, Conduct Informal Hearings.

APPRAISALONE COMPANY

1998, Owner / Staff Appraiser / Licensed Residential Appraiser

Conduct Independent Fee Appraisals of Residential Property

NATIONAL APPRAISAL COMPANY

1986 – 1998, Office Manager / Staff Appraiser / Licensed Residential Appraiser

Conduct Independent Fee Appraisals of Residential Property, Conduct Office Management Duties.

EDUCATION

Eastern CT State University

BS in Business Administration

Quinebaug Valley College

AS in Business Administration

Appraisal Courses

Introduction to Appraising Residential Real Estate
Applied Residential Property Valuation
Advanced Fundamentals of Appraising Residential Real Property
Residential Construction Technology
Scope of Work Analysis
Cost Approach Analysis
Income Approach Analysis
Introduction to Title Examination
FHA and the Appraisal Process
Construction Details and Trends

Fannie Mae Property and Appraisal
General Appraiser Sales Comparison Approach
Appraiser Review of Residential Properties
2014-2015 USPAP Update
Appraisal Math & Statistics
Residential Appraiser Site Valuation and Cost Approach
NAR Code of Ethics Course
2016-2017 USPAP Update
2018-2019 USPAP Update

CERTIFICATIONS

State of Rhode Island Licensed Residential Appraiser Since 1992-License #LRA.0A00142

State of Connecticut Certification #956 expires 4/30/24

- Land/Residential**
- Commercial/Industrial**
- Supervisor**

YOSHIMI ANDERS-MACKIE

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

2018 – Present - Project Manager

Assist the District Manager in all aspects of the appraisal operations for individual town and cities in Rhode Island, Massachusetts, and Connecticut including management of field personnel and staff appraisers, project planning and scheduling, performing sales analysis and field review, adjust and set residential valuation tables, complete building permits, conduct hearings, meet with state regulatory finance personnel, training of field personnel, and completing final valuation.

2014 – 2018 - Senior Staff Appraiser

Review and set values for all residential properties for revaluation purposes. Assist the project manager and district manager in reviewing and analyzing sales, field inspections, building permits, and personnel training. Also meet with state regulatory personnel to ensure compliance with state requirements.

2008 – 2014 - Staff Appraiser

Perform residential revaluation duties including sales analysis, field inspections, data collection in RI, MA and CT of 1 to 5 unit dwellings, vacant land, mobile homes, and condos and assist in the training of field personnel in the data collection process.

APPRAISER/OWNER - MACKIE APPRAISAL SERVICE, INC.

1997 – 2008 - Appraiser/Owner

Full time state certified real estate appraiser in Rhode Island, Connecticut, and Massachusetts including all single, multi, condo, land, FHA, drive-by, foreclosures, rehab, new construction, field and desk reviews for lending purposes on both local and national levels.

FLEET MORTGAGE

1992 – 1997 - Residential Staff Appraiser

Staff Appraiser and reviewer including all 1 to 4 unit properties, condo, FHA, RIHMFC, rehab, and new home construction. Quarterly production quota surpassed every quarter ranking top in department standards and performance.

EASTLAND BANK

1991 – 1992 - Small Commercial Appraiser/Reviewer/Office Manager

Assistant to Chief Commercial Appraiser. Responsible for all bank reporting and audit, compliance checks, review of commercial narrative reports, field inspections, billing, and customer service.

1989 – 1991 - Residential Staff Appraiser

State Certified Residential Appraiser. Completed appraisals for all 1-4 unit properties, FHA, RIHMFC, condo, equity inspections, builder checks, RIHMFC spot inspections, quality control inspections, reviews, foreclosures, and investor reporting. HUD approved residential appraiser.

1986 – 1989 - Mortgage Loan Processor

Responsible for processing all residential mortgage loan applications, including credit checks, flood certifications, appraisal ordering, customer service, closing documentation preparation, bookkeeping, IRA service representative, check reconciliation, and money transfers. Meritorious advancements and bonuses received every year of service. Received recognition and full sponsorship for bank paid appraisal education and licensing.

EDUCATION

Appraisal Institute - Rhode Island, Connecticut, Massachusetts

Society of Real Estate Appraisers

Community College of Rhode Island (business admin)

US Navy Nuclear Power Training School

US Navy Great Lakes Steam Propulsion School

Rhode Island and National Board of Realtors

McKissock, Inc.

Massachusetts Board of Real Estate Appraisers

CERTIFICATIONS

RI CRA.0A00204

CT RCR.0001454

CT OPM Certificate No. 930

WILLIAM DOWNS

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

2020 – Present - Staff Appraiser

Valuation of residential and commercial properties. Data collection, qualification and review of recent sales. Field review of properties for data quality. Adjustments to values based on recent sales and value added construction permits. Informal hearings with property owners to discuss property value.

2014 – 2019 - Crew Chief

Primary responsibilities include being the day to day liaison with the client, overseeing the data collection efforts within assigned projects, training, scheduling and monitoring data collection personnel, quality control, record keeping, complex data collection assignments, sales qualifications, permit reconciliation, field review and informal hearings

CERTIFIED REVALUATION COMPANY, INC. - NORTH PRIDENCE, RI

THYSSENKRUPP INDUSTRY SERVICES - TAUNTON MA,

2008 – 2011, Operations Manager

Manage warehousing and fleet operations, Specializing in Commercial Construction.

NEW ENGLAND HEARTH AND PATIO - BARRINGTON, RI

2003 – 2008, Distribution Manager

Managed Warehousing, Distribution, Maintenance, and Customer Service Functions.

AFC CABLE SYSTEMS - NEW BEDFORD, MA

1985 – 2003, Distribution Manager

Managed Distribution center, Warehouse Manager, Dispatcher / Customer Service.

EDUCATION

UMass Amherst, Business Management – Bachelors of Science

Vision Government Solutions – 80 hours in house training

CERTIFICATIONS

Connecticut Land/Residential Revaluation

Maine Certified Assessor – 12/31/2021

DAVID MACKIE

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

2019 – Present, Senior Staff Appraiser

2000 – 2019, Staff Appraiser

Responsibilities include the valuation of residential property through the field review process. Projects include Portsmouth, Middletown, Newport RI, Old Lyme, East Lyme, CT and Branford CT and Nantucket MA, North Attleboro, MA and Lakeville, MA.

1998 – 2000, Crew Chief

Responsibilities include the supervision of data collectors, quality control and coordination of the data collection process with the Assessor's Office and the public. Projects worked include Portsmouth, RI and Old Lyme, CT.

1994 – 1998, Data Collector

Responsibilities include accurately locating, identifying, and measuring the exterior dimensions of assigned properties. Making a thorough inspection of the interior of the property and accurately recording all pertinent data used in the valuation of the property. Projects worked on include North Providence and Cranston, Rhode Island; New Market, New Hampshire.

C.L.T., DAYTON, OHIO

1993 - 1994, Data Collector/Field Inspector

Position consisted of collecting and recording data from public records, performing filed inspections of residential properties, conducting personal interviews of property owners, and reporting and analyzing collected data.

EDUCATION

University of Southern Maine, Gorham, Maine

B.S. Industrial Technology concentration in Manufacturing Business Management

Graduated: Cum Laude

Keesler Air Force Base, Mississippi

Concentrated course of study in electronics radar and computer equipment repair and maintenance.

Dean Junior College

Associates of Science in Business Administration

Rhode Island Association of Realtors:

Appraising Single Unit Condominiums

Confronting Environmental Issues

Direct Sales Approach

Income Approach

Residential Appraisal Certification

Basics of Appraising

Cost Approach

Standards and Ethics

ANTHONY DAVEY

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INS, HUDSON, MA

6/2022-Present, Commercial Project Manager

Responsible for the valuation of all real property for the municipality; assume principal responsibility for revaluing property ; keep abreast of changes in state laws affecting property abatements and exemptions; prepare necessary information to inform the public about these programs and appear before groups and organizations ; compile data and prepare information for meetings with the Board of Assessors and Department of Revenue; analyze real estate market conditions and events to determine trends and changes in the market. Attend professional meetings, training programs and seminars in order to stay abreast of changes or trends in the field and to remain familiar with state laws.

NORTHEAST REVALUATION GROUP, INC

10/2020 - 6/2022, Commercial Project Manager

Responsible for the valuation of all real property for the municipality; assume principal responsibility for revaluing property ; keep abreast of changes in state laws affecting property abatements and exemptions; prepare necessary information to inform the public about these programs and appear before groups and organizations ; compile data and prepare information for meetings with the Board of Assessors and Department of Revenue; analyze real estate market conditions and events to determine trends and changes in the market. Attend professional meetings, training programs and seminars in order to stay abreast of changes or trends in the field and to remain familiar with state laws.

TOWN OF EAST GREENWICH, EAST GREENWICH, RI

11/2017 - 10/2020, Tax Assessor

Responsible for and assessing real and personal property, as well as motor vehicles for purposes of taxation in accordance with Rhode Island General Law and local ordinances. Supervise and assign work to a staff of 1. Present the Town's opinion of value during assessment appeals to the Board of Assessment Review. Prepare defense of the Town's values during any litigation. Work closely with multiple departments in an effort to streamline and update municipal functions. Creates the tax roll and delivers the certification to the Rhode Island Division of Municipal Affairs.

CITY OF WARWICK, WARWICK, RI

11/2014 – 11/2017, Deputy Tax Assessor

Responsible for and assessing real and personal property for purposes of taxation in accordance with Rhode Island General Law and local ordinances. Supervise and assign work to a staff of 12. Present the City's opinion of value during assessment appeals to the Board of Assessment Review. Prepare defense of the City's values during any litigation. Work closely with multiple departments in an effort to streamline and update municipal functions. Assist in the preparation of creating the tax roll and delivering the certification to the Rhode Island Division of Municipal Affairs.

VISION GOVERNMENT SOLUTIONS, INC., NORTHBORO, MA

2005 – 2014, Commercial Staff Appraiser

Responsible for analysis and valuation of commercial/industrial properties and supervision of support staff. Projects included: Quincy, MA, New Haven, CT, Bridgeport, CT, Newport, RI.

TOWN OF CHARLESTOWN, RI

2002 - 2005, Revaluation Assistant to Assessor

Duties included assisting in the conversion to new Vision software (V6.2). On-site listing of properties, including new construction and permits sales verifications, digital imaging of properties, data entry.

COLE-LAYER-TRUMBLE CO, TOLLAND, CT

2000 – 2002, Data Collector

Participated in various municipal revaluations throughout Rhode Island, Massachusetts, and Connecticut. Duties included listing of properties including new construction and permits, assist in the review process, conduct informal hearings, perform digital imaging of properties.

SPECIAL QUALIFICATIONS

State of Connecticut – Certified Land/Residential in accordance with Section 2-2B of the Connecticut State Statutes (Certification Number 855).

DOUG WOODMANSEE

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

December 2020–Present, Data Collector

Responsibilities include accurately locating, identifying and measuring the exterior dimensions of assigned properties. Making a thorough inspection of the interior of each property and accurately recording all pertinent data used in the valuation of the property.

EDUCATION

Vision Government Solutions 80-hour in-house training

RYAN WHISTON

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

January 2021 - Present, Data Collector

Responsibilities include accurately locating, identifying and measuring the exterior dimensions of assigned properties. Making a thorough inspection of the interior of each property and accurately recording all pertinent data used in the valuation of the property.

EDUCATION

Vision Government Solutions 80-hour in-house training

Quinebaug Valley Community College – August 2006 – May 2009

JACOB PANTELEAKOS

PROFESSIONAL EXPERIENCE

VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

December 2019 - Present, Data Collector

Responsibilities include accurately locating, identifying and measuring the exterior dimensions of assigned properties. Making a thorough inspection of the interior of each property and accurately recording all pertinent data used in the valuation of the property. Gained experience in: Pomfret, CT, Clinton, CT

EDUCATION

Vision Government Solutions 80 hour in-house training

Additional work experience

Account Executive

VOLARE MANAGEMENT GROUP - Providence, RI

July 2019 to Present

Volare Management group consists of a strong team environment with 10-12-hour shifts, in marketing and sales for business to business.

- Trained new hires in the way of the business and ran team presentations daily.

Customer Service Supervisor

BIG Y WORLD CLASS MARKET - Danielson, CT

August 2015 to Present

Customer service supervisor. Which includes working with the public in customer service, solving conflict and confrontation with both customers and employees, supervising approximately 15 employees at a given time, responsible for counting and securing amounts up to and over \$10,000.

Education

Quinnebaug Valley Community College

2016-Present

Plainfield High School

2012-2016

JOHN MICHAEL TARELLO, MAI, ASA, MBA

PROFESSIONAL EXPERIENCE

2016 – Present, Vice President Appraisal Operations

Primary Responsibilities: Organization and oversight of all appraisal personnel and projects within the Company. Coordinate the efforts of district personnel in the completion of all types of appraisal projects throughout Northeast. Develop and implement innovative new appraisal policies and procedures aimed at increasing productivity, accuracy and streamlining the appraisal process. Utilizing new technologies, create product enhancements in response to future appraisal client needs. Coordinate with information systems personnel in the ongoing development of Vision software.

1997 – 2015, District Manager

To oversee and manage appraisal operations for Eastern and Northern New England. Supervise and review appraisers, programmers and support staff in the completion of revaluation projects. Provide individual consulting services and expert testimony for court defense of real estate values. Designed software models for the New York City Assessors Office with over 1.1 Million parcels and managed the software conversion and implementation for Henrico County VA. containing over 110,000 parcels. Managed a staff of 30± clerical and professional employees.

1992 – 1996, Director of Fee Appraisal Division

Developed a Fee Appraisal Division within the company. Designed and implemented various narrative appraisal and income analysis products. Managed a staff of 20± clerical and professional employees.

1990 – 1992, Commercial Senior Appraiser

Primary Responsibilities: Coordinated all aspects of an assigned appraisal project. Completed projects throughout New England, including appraisal assignments and project management in the following towns and cities: Worcester, Auburn, Medford, Revere, Somerville, Chelsea, Massachusetts; Nashua, Seabrook, New Hampshire and New Haven Connecticut.

1987 – 1990, Staff Appraiser

Appraisal assignments throughout New England and New Jersey.

CAMERON BISHOP FINANCIAL SERVICES, STONEHAM, MA

1986 – 1987, Fee Appraiser

QUALITY CONSTRUCTION, INC., LOWELL, MA

1985 – 1986, Builder

EDUCATION

University of Massachusetts, Amherst, Massachusetts

Bachelor of Science (BS): Hotel and Restaurant Management, with a concentration in accounting and finance

Western New England University, Springfield, Massachusetts

Master of Business Administration (MBA): With a concentration in Management Information Systems

Appraisal Institute

Real Estate Appraisal Principles; Residential Valuation; Standards of Professional Practice & Procedures Part A, B & C; Capitalization Theory & Techniques, Part A & B; Case Studies in Real Estate Valuation; Report Writing & Valuation Analysis; Commercial Demonstration Report Seminar; Seminars in Contaminated Properties

International Association of Assessing Officers

Course 302: Mass Appraisal of Income Producing Property; Course 3: Development and Writing of Narrative Appraisal Report

SPECIAL QUALIFICATIONS

Appraisal Institute: Designated Member Appraisal Institute (MAI) #12106 and Past Committee Member of the Technology Committee

Appraisal Institute Massachusetts, Rhode Island Chapter: Past President, Vice President, Treasurer, Secretary, Board of Director, Regional Representative, Chairman of Seminar Committee, the Associates Committee, the News Letter Committee and the Technology Committee

American Society of Appraisers: Accredited Senior Appraiser (ASA), Designated in Real Property/Urban

Massachusetts Board of Real Estate Appraisers: Designated General Appraiser (MRA)

Massachusetts Appellate Tax Board: Qualified as Expert Appraisal Witness

New Hampshire Department of Revenue Administration: Certified as Real Estate Appraiser Supervisor

New Hampshire Board of Tax and Land Appeals: Qualified as Expert Appraisal Witness

Connecticut Office of Policy and Management: Certified as Revaluation Appraiser Supervisor

Vermont Department of Taxes: Certified as Revaluation Project Supervisor

Virginia Department of Taxation: Certified Professional Assessor

Ujenzi Trust: Treasurer and Board of Director

State of Maine: Certified Maine Assessor (CMA)

State of Massachusetts: Certified General Appraiser #660

State of New Hampshire: Certified General Appraiser #154

State of Rhode Island: Certified General Appraiser #A00325G

State of Maine: Certified General Appraiser

State of Connecticut: Certified General Appraiser

State of Virginia: Certified General Appraiser #4001017831



Response to Request for Proposal

Bid #2024-04
Reappraisal and Revaluation for the October 2025 Grand List

Ledyard, Connecticut
May 30, 2024

Municipal Valuation Services, LLC

23 SHERMAN STREET, FAIRFIELD CT 06824

TEL: (203) 292-5500 FAX: (203) 259-9501

ORIGINAL

May 29, 2024

Ms. Adrianna Hedwall, CCMA II
Town of Ledyard
Tax Assessor
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339



RE: Bid #2024-04 - Revaluation Services of the October 1, 2025 Grand List for the Town of Ledyard

Dear Adrianna,

Thank you for the opportunity to bid on your Request for Proposal. We are a Connecticut-based revaluation company founded in Fairfield, built on the expertise of four MAI-designated appraisers with a combined experience of over 90 years in the local real estate market. Our firm is staffed entirely with Connecticut residents. In addition to our unmatched revaluation expertise, working with Munival provides an opportunity to support the local economy. To ensure superior quality and service, our principals work closely with Assessors, and remain fully involved in all projects.

We are pleased to submit our bid to perform the services as outlined in the enclosed specifications.

For further information and clarification and to whom all official notices or correspondence shall be sent:

Michael Fazio, MAI
Christopher Kerin, MAI
Phone: (203) 292-5500
Fax: (203) 295-9501
Email: mike@kfvfg.com
Email: chris@kfvfg.com

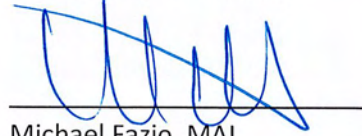
The proposed bid amount is valid for 60 days from the date of bid opening.

An Affirmative Action Employer, Municipal Valuation Services, LLC (Munival) maintains an active Affirmative Action plan. We are also recognized by the State of Connecticut as a Small Business Enterprise (SBE).

In addition to meeting all testing requirements of the Office of Policy and Management, our work will conform to the Uniform Standards of Professional Appraisal Practices (USPAP). It will meet the high standards and stringent ethics of the Appraisal Institute.

With our unmatched background and experience appraising residential and commercial properties in Connecticut, we believe we are the best choice to partner with the Ledyard Assessor's Office. We look forward to continuing our relationship with you. Please contact me for further information or clarification.

Respectfully Submitted,



Michael Fazio, MAI

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Bid Proposal Form

PROPOSAL FORM FOR 2025 REVALUATION

THE REVALUATION OF ALL REAL PROPERTY
(TAXABLE AND EXEMPT), LOCATED WITHIN
THE CORPORATE LIMITS OF THE TOWN OF LEDYARD, CONNECTICUT,
EFFECTIVE OCTOBER 1, 2020.

The undersigned Proposer affirms and declares:

- 1. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the REQUEST FOR PROPOSALS on the subject project.
- 2. That should this PROPOSAL be accepted in writing by the Chief Executive Officer of the Town of Ledyard, Connecticut, said Proposer will furnish the services for which this PROPOSAL is submitted at the price bid and in compliance with the provisions of said CONTRACT.
- 3. That this PROPOSAL is accompanied by surety in the form and amount indicated below:

<u> X </u>	Bid Proposal Bond	Amount \$ <u>\$29,820.00</u>
<u> </u>	Certified Check	Amount \$ <u> </u>

- 4. That the Proposer or his or her representative has visited the Town of Ledyard; is familiar with its geography, general character of houses and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR’S records; verified the parcel counts, and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the Town which would influence this bid proposal.
- 5. That all items, documents and information required to accompany this PROPOSAL of the aforesaid CONTRACT are enclosed herewith.
- 6. That the Proposer proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid CONTRACT for the following amount:

Proposal Requirement	\$ <u>\$298,200.00</u>
----------------------	------------------------
- 7. Proposed scheduled prices for aforementioned proposals are valid for no less than Sixty (60) days.



8. That the Proposer understands and accepts that, although the proposed price is a major factor for consideration, the Town reserves the right to award the contract to other than the low-cost Proposer after an analysis of the additional factors outlined in the aforesaid CONTRACT.

FIRM NAME OF
PROPOSER: Municipal Valuation Services, LLC

BY:
SIGNATURE: 

TYPE NAME: Michael Fazio, MAI

TITLE: Duly Authorized



Schedule and Project Cost Breakdown & Photo Option

LEDYARD 2025 - PROJECT COST BREAKDOWN

Project Supervision	5%	\$14,910
Residential Valuation	10%	\$29,820
Residential Measure & List	40%	\$119,280
Residential Field Review	5%	\$14,910
Commercial Valuation	10%	\$29,820
Commercial Measure & List	5%	\$14,910
Commercial Field Review	5%	\$14,910
Data Entry	10%	\$29,820
Data Entry Printing	4%	\$11,928
Project Finalization & Support	3%	\$8,946
Associated Project Expenses	3%	\$8,946
Fiscal Year 2025 Revaluation:	100%	\$298,200

Optional Services:

Digital Images
 (price per image, including data entry into the CAMA system) \$3.00



Project Understanding

Our response to the Request for Proposal for Reappraisal and Revaluation is to perform a revaluation and reappraisal of all real property within the Town of Ledyard as of October 1, 2025 pursuant to the requirements of Section 12-62 of the Connecticut General Statute. Our work will meet all the certification requirements of the Assessor, in order to comply with section 12-63 of the Connecticut State Statutes.

We will work with the Ledyard Assessor’s office to increase public awareness, understanding, and support of the revaluation process by aiding with press and other media, public meetings, and direct communications. This program will begin before the commencement of data collection and continue for the duration of the project.

Our response to the RFP includes a revaluation for properties located within the corporate limits of the Town of Ledyard. Onsite inspections will be performed for A). all residential & commercial properties located within the Town B). all properties that have sold between October 1, 2023 and October 1, 2025, and C). all properties with open building permit/s that were issued between July 1, 2023 and July 1, 2025.

As per RFP, Section 6.2.1 we will distribute a data mailer to all inaccessible properties or those properties that have been inspected in the last five (5) years in lieu of a physical inspection. The data mailers will include all fields that affect value and will be subject to the prior approval of the Assessor. All returned mailers will be logged, and the mailer results entered into the CAMA system. We understand that we may be required to field inspect those properties where returned mailers cited errors requiring verification or are requesting an inspection on returned mailers.

For those properties we are inspecting, we will make an initial attempt by knocking on the door to gain interior access for inspection. If allowed entrance, we will have each interior inspection verified by an adult by signing the field card. If unable to gain access to the interior, we will leave an inspection notification hanger on the door and perform an exterior inspection of the property. We will make a total of one (1) callback attempt and note the date on the data collection form accordingly. If after two (2) visit attempts, contact is not established, a notification letter approved by the Assessor will be mailed informing the owner of our need for an inspection. All attempts to gain entry will be noted on the field card in the “visit history” section, indicating the outcome of each attempt. We will notify the Assessor of all properties where entry was refused, or access was prohibited due to signposting.

Also, if the town selects the option all properties we are required to visit will be photographed at street level unless the property owner refuses, or the physical access is blocked by a gate, fence, or any other obstruction. All images will be uploaded to the CAMA system. However, no pictures will be taken for the properties marked as "private property and/or no trespassing".

Our team of qualified personnel will be visiting all properties to conduct a thorough review. During this process, we will classify the properties, determine their final value, and ensure that their value is consistent with that of comparable properties. We will inform the assessor of the reviewing schedule and they are welcome to accompany our reviewers during this phase of the revaluation.



All mailings, sorting, and data entry will be completed by Munival.

A value estimate will be developed for each parcel within the Town, and the final assessed value will reflect 70% of the fair market value as of October 1, 2025.

Valuation for residential properties will be based on the market approach, utilizing both a comparative sales analysis and statistical modeling. The validity of all sales for the two (2) years preceding the date of valuation will be analyzed. Available MLS listings will be reviewed to determine the physical condition at the time of the sale. We will pay close attention to grade and condition of properties throughout the town.

A cost analysis will be completed by estimating the current replacement cost of the existing structure, deducting all accrued depreciation, and adding the estimated land value. Cost schedules will be developed based on labor and material costs in Ledyard during the year preceding the valuation date.

For commercial properties, income capitalization will be the primary approach to value. This approach is developed based on the property’s potential net operating income, capitalized into value based on prevailing rates of return. The actual income and expense information collected by the Town, along with market data, will form the basis of the income analysis. Capitalization rates will be derived from sales and income data and reconciled with prevailing capitalization rates within the market. Prevailing rates for each respective property type will be developed considering quality, location, and other risk factors. Once approved by the Assessor, these cap rates will form the basis of the income valuation using both the actual and economic income and expense data.

Land valuation will be based on market sales and/or a land residual analysis. The land values will be reviewed with the Assessor, who will have the final decision confirming all land values and methods.

We will complete the neighborhood delineation with the assistance and approval of the Assessor. This delineation will provide the basis to select comparable sales for the market approach. Factors considered in this analysis include zoning, natural boundaries, and economic conditions.

We will work with Ledyard to prepare and mail (at our expense) all assessment notices in conformity with the Connecticut General Statutes. An electronic copy arranged in alphabetical order will be provided to the Assessor in either Word or .pdf format. We will conduct all informal public hearings which, at the discretion of the Assessor, may include some weeknights and/or Saturdays. After the hearings, we will mail all notices reflecting the results of the informal hearings. All notices shall be subject to the prior approval of the Assessor.



Munival Experience

Company Overview

Munival is built on a foundation of valuation experience, and local market expertise. Our three principals, Chris Kerin, Mike Fazio, and David Herbst are MAI appraisers, with over 80 years of combined appraisal experience in the Connecticut market. Since 2010 we have successfully completed over 45 revaluations within Connecticut.

The principals are directly involved in the entire revaluation process, including completing all valuation work, collaborating with the Assessor, and attending informal hearings. We are also available for expert testimony in support of our valuations, and have participated in hundreds of pre-trial conferences, and dozens of trials.

Valuation Expertise

Munival combines the mass appraisal experience of a leading revaluation company, with the litigation expertise of Connecticut-certified, MAI-designated, appraisers. Our general valuation expertise includes a wide range of property types, including single family residential, multi-family, mill buildings, manufacturing, warehouse, big box retail, shopping centers, corporate and multi-tenant office, and senior housing.

Our recent revaluation experience includes the Connecticut municipalities of New Canaan (2023), Berlin (2022), Middletown (2022), New Britain (2022), Stamford (2022), East Hartford (2021), Easton (2021), Westbrook (2021), Fairfield (2020) and North Branford (2020) and we are currently contracted to complete Old Lyme (2024). Through our revaluation experience, along with our experience providing Top 10 valuations for revaluations, and litigation support for large commercial properties throughout the state, we are well positioned to provide accurate and defensible valuations for Ledyard’s large tax-payers.

Our relevant specialized commercial appraisal experience includes new construction Class A apartment properties, senior housing (assisted living, CCRCs, and skilled nursing), big box retail, large manufacturing/warehouse, and hospitality properties.

Company Resources

In addition to our three principals, we have assembled an elite team of data collectors, project managers, data entry personnel, customer service representatives, and analysts. Our team ensures that projects have remained on schedule, and we have a track record of good communication, both with our municipal clients, and the public.

Our firm has significant experience performing revaluations on Vision CAMA software. We are an authorized user of the Vision 8.0 CAMA system, with full access to training and support.

We have unmatched access to local and regional market data. We maintain a proprietary internal database of commercial sales, leases, capitalization rates, and expenses, with over 12,000 entries, giving us unique



insight into the regional commercial real estate markets. We subscribe to CoStar, a commercial database reporting current lease offerings, completed leases, sale offerings, and confirmed sales. CoStar also enables us to analyze local market data such as vacancy, rental rate, and absorption rates across all property types, isolating for property characteristics such as physical characteristics and location. In addition, we are members of the Connecticut Multiple Listing Service, with access to current residential listings and closed sales.

Litigation Support Services

In addition to providing revaluation services, Chris Kerin, Mike Fazio, and David Herbst also serve Connecticut municipalities through their fee appraisal company, Kerin & Fazio, LLC. Kerin & Fazio specializes in commercial real estate appraisal and provides litigation support and expert testimony to a wide range of municipal clients. This experience enables us to assist the Town with tax appeals and BAA questions once the revaluation is completed and the Grand List is signed. Our firm is unique in this ability and experience; no other revaluation company provides this service.

In the last five years we have been involved in hundreds of pre-trial conferences in Connecticut Superior Courts for both our revaluation and litigation support municipal clients.

Christopher Kerin was the expert witness for West Hartford in the case, “Walgreen Eastern Company, Inc. v. City of West Hartford”. The Superior Court ruled accepted Chris’s valuation, which was based on the Highest & Best Use as a retail pharmacy. The decision was appealed to the Connecticut Supreme Court, which upheld the lower court’s ruling in a July 2018 decision. The case has wide-ranging impact, with more than a dozen pending Walgreens tax appeal cases in Connecticut.

In the Summer of 2017, the New Britain Superior Court accepted David Herbst’s valuation in the case, “Anthony J. Spadaccini and Sole, LLC vs. City of Norwalk”, and ruled that the plaintiffs had failed to prove aggrievement. The subject property was a retail gasoline station and convenience store. David’s valuation was based primarily on the Income Approach utilizing the net operating income from the going concern. The case is significant in affirming that the income approach based on the going-concern income can be an appropriate methodology for tax assessment purposes.



Recent Litigation Support Clients

Beacon Falls	Hartford	Seymour
Berlin	Kent	Shelton
Bloomfield	Meriden	Simsbury
Branford	Middlebury	Southbury
Cromwell	Milford	Southington
Danbury	Naugatuck	Stamford
Darien	New Britain	Stratford
East Hampton	New Canaan	Thomaston
East Hartford	New Haven	Trumbull
East Haven	New Milford	Wallingford
East Windsor	Norwalk	Waterbury
Fairfield	Oxford	West Hartford
Greenwich	Redding	Westport
Groton	Ridgefield	Woodbury

In January 2010, the Bridgeport Superior Court upheld the Bridgeport Assessor’s valuation of a 136-slip marina after Michael Fazio’s appraisal and testimony (Frank Gulia, Jr. Trustee v. City of Bridgeport). Judge Aronson found Mike’s analysis, based on the unit of comparison of price per slip, credible, and ruled that the plaintiff did not prove aggrievement.

Chris, Mike, and David are partners in both Municipal Valuation Services, LLC and Kerin & Fazio, LLC. In the last five years we have been involved in hundreds of pre-trial conferences in Connecticut Superior Courts.



Revaluation Assignments Completed

Municipal Valuation Services, LLC has specialized in municipal revaluation services for 20 years. The following table summarizes our revaluation assignments since 2003.

Municipality	Contact	Phone	# of Parcels	Scope of Services	Grand List Year
Avon	Harry DerAsadourian	860-409-4335	7,385	Update Revaluation	2023
East Windsor	Helen Totz	860-623-8878	5,030	Update Revaluation	2023
New Canaan	Sebastian Caldarella	203-594-3005	7,471	Full Revaluation with Data Mailers	2023
Berlin	Joseph Ferraro	860-828-7167	9,802	Statistical Revaluation	2022
Bristol	Thomas DeNoto	860-584-6240	21,365	Hybrid inhouse with Data Mailers	2022
Guilford	Jennifer Bernardo	203-453-8010	10,924	Full Revaluation with Data Mailers	2022
Middletown	Damon Braasch	860-638-4930	15,991	Full Revaluation with Data Mailers	2022
New Britain	Mike Konik	860-826-3323	17,378	Full Revaluation with Data Mailers	2022
Simsbury	Francine Beland	860-658-3278	300	Commerical Real Estate Properties Only	2022
Stamford	Gregory Stackpole	203-977-4018	35,071	Full Revaluation	2022
Winchester	Jill Healey	860-379-5461	5,656	Full Revaluation with Data Mailers	2022
Beacon Falls	June Chadderton	203-723-5253	2,697	Full Revaluation with Data Mailers	2021
East Hartford	Brian Smith Sr.	203-291-7260	16,367	Statistical Revaluation	2021
Easton	Rachel Maciulewski	203-268-6291 x150	3,528	Statistical revaluation	2021
Meriden	Melinda Fonda	203-630-4065	19,547	Full Revaluation with Data Mailers	2021
Shelton	William Gaffney	203-924-1555 x1500	16,055	Full Revaluation with Data Mailers	2021
Trumbull	Mark DeVestern	203-452-5014	12,989	Full Revaluation with Data Mailers	2021
Westbrook	Wendy Leone	860-399-3016 x1122	4,523	Full Revaluation with Data Mailers	2021
West Hartford	Joseph Dakers	860-561-7416	1,269	Commerical Real Estate Properties Only	2021
Bridgeport	Bill Gaffney	203-394-6968	35,940	Full Revaluation with Data Mailers	2020
Fairfield	Ross Murray	203-256-3110	21,624	Update Revaluation	2020
Hamden	Sue Gruen (Town Attorne	203-287-7055	19,549	Full Revaluation	2020
North Branford	Dave Ambrose	203-484-6013	5,662	Update Revaluation	2020
Stratford	Donna Otlowski	203-385-4025	19,865	Full Revaluation	2019
Torrington	Tom DiStasio	860-489-2222	14,719	Full Revaluation	2019
Barkhamstead	Carmen Smith	860-379-3600	2,129	Full Revaluation	2018
Naugatuck	Carol Ann Tyler	203-720-7016	11,257	Full Revaluation	2018
New Canaan	S. Caldarella	203-594-3005	7,394	Update Revaluation	2018
Ansonia	Marsha Benno	203-736-6950	5,934	Update Revaluation	2017
Bristol	Tom DeNoto	860-584-6240	16,367	Full Revaluation	2017
Danbury	David St. Hilaire	203-797-4652	27,600	Update Revaluation	2017
New Britain	Mike Konik	860-826-3323	17,454	Full Revaluation	2017
Simsbury	Dave Gardner	860-658-3251	9,398	Update Revaluation	2017
Southbury	Mike Moriarty	203-262-0674	10	Top 10 Commercial	2017
Stamford	Greg Stackpole	203-977-4018	37,875	Update Revaluation	2017
New Haven	Alex Pullen	203-946-7122	27,612	Full Revaluation	2016
Shelton	Bill Gaffney	203-924-1555	15,300	Full Revaluation	2016
East Hartford	Brian Smith	860-291-7260	16,367	Full Revaluation	2016
East Hampton	Terry Dinnean	860-267-2510	6,159	Full Revaluation	2015
Southington	Brian Lastra	860-276-6205	15,687	Update Revaluation	2015
Trumbull	Mark DeVestern	203-452-5016	13,013	Full Revaluation	2015
Torrington	Tom DiStasio	860-489-2222	14,680	Update Revaluation	2014



Recent Revaluation Assignments Completed

Municipal Valuation Services, LLC has broad experience across the State of Connecticut in Revaluation assignments. Since 2010, we have successfully completed over 40 Revaluations within Connecticut.

The following table summarizes the Revaluation assignments completed within the previous five years.

Municipality	Contact	Phone	# of Parcels	Scope of Services	Grand List Year
Avon	Harry DerAsadourian	860-409-4335	7,385	Update Revaluation	2023
East Windsor	Helen Totz	860-623-8878	5,030	Update Revaluation	2023
New Canaan	Sebastian Caldarella	203-594-3005	7,471	Full Revaluation with Data Mailers	2023
Berlin	Joseph Ferraro	860-828-7167	9,802	Statistical Revaluation	2022
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Guilford	Jennifer Bernardo	203-453-8010	10,924	Full Revaluation with Data Mailers	2022
Middletown	Damon Braasch	860-638-4930	15,991	Full Revaluation with Data Mailers	2022
New Britain	Mike Konik	860-826-3323	17,378	Full Revaluation with Data Mailers	2022
Simsbury	Francine Beland	860-658-3278	300	Commerical Real Estate Properties Only	2022
Stamford	Gregory Stackpole	203-977-4018	35,071	Full Revaluation	2022
Winchester	Jill Healey	860-379-5461	5,656	Full Revaluation with Data Mailers	2022
Beacon Falls	June Chadderton	203-723-5253	2,697	Full Revaluation with Data Mailers	2021
East Hartford	Brian Smith Sr.	203-291-7260	16,367	Statistical Revaluation	2021
Easton	Rachel Maciulewski	203-268-6291 x150	3,528	Statistical revaluation with Data Mailers	2021
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Shelton	William Gaffney	203-924-1555 x1500	16,055	Full Revaluation with Data Mailers	2021
Trumbull	Mark DeVestern	203-452-5014	12,989	Full Revaluation with Data Mailers	2021
Westbrook	Wendy Leone	860-399-3016 x1122	4,523	Full Revaluation with Data Mailers	2021
West Hartford	Joseph Dakers	860-561-7416	1,269	Commerical Real Estate Properties Only	2021
Bridgeport	Bill Gaffney	203-394-6968	35,940	Full Revaluation with Data Mailers	2020
Fairfield	Ross Murray	203-256-3110	21,624	Update Revaluation	2020
Hamden	Sue Gruen (Town Attorney)	203-287-7055	19,549	Full Revaluation	2020
North Branford	Dave Ambrose	203-484-6013	5,662	Update Revaluation	2020
Stratford	Donna Otowski	203-385-4025	19,865	Full Revaluation	2019
Torrington	Tom DiStasio	860-489-2222	14,719	Full Revaluation	2019



Revaluation Assignments Currently Under Contract

The following table summarizes revaluation assignments currently under contract.

Municipality	Contact	Phone	# of Parcels	Scope of Services	Grand List Year
North Branford	D. Ambrose	203-484-6013	5,807	Update Revaluation	2024
Old Lyme	M. Kronfeld	860-434-1605 x218	5,643	Full Revaluation	2024
Oxford	P. Mudgett	203-828-6609	250	Commerical Real Estate Properties Only	2024
Thompson	P. Hopkins	860-923-2259	5,504	Update Revaluation	2024
Willington	K. Fishman	860-487-3106	2,528	Update Revaluation	2024
Ellington	J. Rainaldi	860-870-3109	6,305	Update Revaluation	2025
Southington	T. Babon	860-276-6205	17,446	Full Revaluation	2025

The North Branford contract is for an updated revaluation with data mailers. Data collection is to be started in the late Spring of 2024. We expect an on-schedule completion per the contract.

The Old Lyme contract is for a full revaluation including full measure and list of all properties and data mailers. Data collection began in February of 2024. We anticipate an on-schedule completion per the contract.

The Oxford contract is for a complete reappraisal and revaluation of 250 (+/-) commercial real estate properties only. It includes physical inspections of five (5) specific properties selected by the Assessor. We anticipate an on-schedule completion per the contract.

The Thompson contract is for an updated revaluation. Data collection will begin in the late Spring of 2024 and we expect an on-schedule completion per the contract.

The Willington contract is for an updated revaluation with data mailers. Data collection began in the Spring of 2024 and we expect an on-schedule completion per the contract.

The Ellington contract is for an updated revaluation. Data collection will begin in the late Spring of 2025 and we expect an on-schedule completion per the contract.

The Southington contract is for a full revaluation including full measure and list of all properties and data mailers. Data collection is expected to be started in mid-2024. We expect an on-schedule completion per the contract.



Revaluation Assignments Using Vision CAMA

Our firm has significant experience performing revaluations on Vision CAMA software. Since 2010, we have completed over 30 revaluations utilizing Vision CAMA software Version 6 through 8. We are an authorized user of the Vision 8.0 CAMA system, with full access to training and support.

Municipality	Version	Grand List Year
East Windsor	Version 8.0	2023
Berlin	Version 8.0	2022
Bristol	Version 8.0	2022
New Britain	Version 8.0	2022
Simsbury	Version 8.0	2022
Stamford	Version 8.0	2022
Winchester	Version 8.0	2022
East Hartford	Version 8.0	2021
Trumbull	Version 6.5	2021
Westbrook	Version 8.0	2021
West Hartford	Version 8.0	2021
Bridgeport	Version 8.0	2020
Fairfield	Version 8.0	2020
Hamden	Version 8.0	2020
North Branford	Version 8.0	2020
Stratford	Version 8.0	2019
Naugatuck	Version 6.5	2018
Barkhamstead	Version 6.5	2018
Ansonia	Version 6.5	2017
Bristol	Version 6.5	2017
Danbury	Version 6.5	2017
New Britain	Version 6.5	2017
Stamford	Version 6.5	2017
New Haven	Version 6.5	2016
East Hartford	Version 6.5	2016
East Hampton	Version 6.5	2015
Southington	Version 6.4	2015
Trumbull	Version 6.5	2015
Berlin	Version 6.4	2012
Bristol	Version 6.5	2012
East Hartford		2011
Trumbull		2011
Fairfield		2010
East Hampton		2010
Westport		2005

CAMA Statement

It is understood that the revaluation will be completed on the Town’s existing CAMA system, which is currently *Appraisal Vision*® CAMA Software V8.



Munival Staff Plan

Our supervisors are among the highest regarded senior appraisers, and we specialize solely in the Connecticut market. We are the only revaluation company with four (4) MAI-designated appraisers who will have a hand in all valuations. Chris Kerin, MAI, Mike Fazio, MAI, David Herbst, MAI, and Vincent O’Brien, MAI have combined valuation experience of over 90 years in Connecticut.

The following personnel will be assigned to the Ledyard revaluation project.

<p>Michael Fazio, MAI Project Supervisor Residential Valuation</p>	<p>Experience</p> <p>Mike is a Certified General Appraiser in Connecticut, with the MAI designation, and is a licensed Municipal Revaluation Supervisor in the State of Connecticut. He has 35 years of experience appraising residential and complex commercial properties. Mike holds a Master’s and Bachelor’s Degree in Finance from Sacred Heart University. In addition to valuation, Mike has an expertise in GIS (ESRI software), and is proficient with Oracle/SQL databases, eQuality 2.18.1 and Vision 6.5 and 8.0 CAMA systems.</p> <p>Project Responsibilities</p> <p>Mike is the project supervisor for all residential valuation and field review. He personally completes the residential mass valuation, attends informal hearings, and is a primary contract during the revaluation process.</p>
<p>Christopher Kerin, MAI Project Supervisor Commercial Valuation</p>	<p>Experience</p> <p>Chris is a Certified General Appraiser in Connecticut, with the MAI designation, and is a licensed Municipal Revaluation Supervisor. Chris has 30 years of experience appraising residential and commercial properties in Connecticut. He holds a Bachelor’s Degree in Finance with a concentration in Real Estate and Urban Economic Studies from the University of Connecticut.</p> <p>Project Responsibilities</p> <p>Chris is the project supervisor for all commercial valuation. He personally completes the commercial mass valuation, attends informal hearings, and participates in pre-trial conferences. With his valuation expertise, Chris is able to articulate the valuation methodology during the informal hearing process which has historically resulted in a reduction in commercial tax appeals experienced by the municipality.</p>



<p>David Herbst, MAI Commercial Valuation</p>	<p>Experience</p> <p>David is a valuation expert specializing in complex commercial properties that are not well suited for a mass valuation process. A graduate of the University of Michigan, with a Bachelor’s degree in Economics, he is a Connecticut Certified General Appraiser in Connecticut, with the MAI designation. David is certified to perform Commercial/Industrial municipal revaluations.</p> <p>Project Responsibilities</p> <p>David is responsible for the valuation of hospitality properties, golf courses, and senior housing, and participates in informal hearings and pre-trial conferences.</p>
<p>Vincent O’Brien, MAI Commercial Valuation Hearing Officer</p>	<p>Vincent will be available to conduct market analysis & informal hearings. He is a Practicing Affiliate of the Appraisal Institute and has experience in the commercial appraisal field. A graduate of the University of Connecticut, Vincent holds a Bachelor’s degree in Business Management with a concentration in Entrepreneurship. He has earned his Certified General Real Estate Appraiser license and has earned the MAI designation. Vincent is certified to perform Commercial/Industrial municipal revaluations.</p>
<p>Joseph Ferrao, CCMA II Data Collection Crew Chief Quality Control</p>	<p>Experience</p> <p>Joe is a Certified Connecticut Municipal Assessor II and has over 30 years of experience in the tax assessment field. He started working with revaluation companies in 1982 and started as an Assessor in 1989. He was the past President of the New Haven County Association of Assessing Officers and CT Association of Assessing Officers (CAAO) and the past Chairman of the CAAO Ethics Committee.</p> <p>Project Responsibilities</p> <p>Joe will be responsible for assisting personnel in the field and monitoring completed field work for quality control prior to data entry. He is also available to perform inspections of complex commercial and/or new complex building permits.</p>



<p>Lexus Sierras Project Administrator Data Entry Customer Service</p>	<p>Lexus has over six years of revaluation experience including data collection, data entry and informal hearings.</p> <p>Project Responsibilities</p> <p>Lexus will be responsible for assisting with tracking assignment progress, managing field and data entry personnel, and is a primary contact for day-to-day operations during the revaluation. She is available to assist taxpayers and Assessors with their customer service needs. She is a point of contact to answer taxpayer phone calls and emails and to schedule informal hearings.</p>
<p>Tama Careathers Project Administrator Billing Customer Service</p>	<p>Tama has worked with Munival since 2006 and will serve as a Project administrator. She is responsible for managing personnel for production and creating all mailings including data-mailers and notices. She is responsible for all project billing and also serves as a point of contact for municipal clients and the public. She is available to assist taxpayers and Assessors with their customer service needs. She is a point of contact to answer taxpayer phone calls and emails and is available to schedule informal hearings.</p>
<p>Ian Desjardins Data Collection Photographs Hearing Officer</p>	<p>Ian is a licensed Certified Professional Home Inspector and Resource Economics graduate from the University of Connecticut. He has experience in the field including data collection & photos. He will be available throughout the revaluation process as needed.</p>
<p>Harold Deschenes Data Collection Data Entry Hearing Officer</p>	<p>Harold has over four years of revaluation experience including data collection, photos, data entry, and residential informal hearings. He will be available throughout the revaluation process as needed.</p>
<p>Ryan Brighindi Hearing Officer</p>	<p>Ryan will be available to conduct market analysis & informal hearings. He is a Practicing Affiliate of the Appraisal Institute and has earned his Certified General Real Estate Appraiser license. A graduate of the University of Connecticut, Ryan holds a Bachelor’s degree in Business.</p>
<p>Mary Kate Fox Customer Service</p>	<p>Mary Kate is available to assist taxpayers with their customer service needs. She is a point of contact to answer taxpayer phone calls and emails and to schedule informal hearings.</p>
<p>Alana Machida Customer Service Data Entry</p>	<p>Alana’s revaluation experience includes data entry, sorting, and photo upload. She is available to assist taxpayers with their customer service needs. She is a point of contact to answer taxpayer phone calls and emails and to schedule informal hearings.</p>



Michael Fazio, MAI - Outline of Qualifications, Education, and Experience

Biographical Data

A graduate of Sacred Heart University, Mike holds a Bachelor’s degree in Finance, and a Master in Business Administration degree, respectively. Michael has earned the Appraisal Institute's distinguished MAI membership designation, indicating an advanced level of expertise in the valuation of commercial, industrial, and other property types.

Professional Affiliations

Appraisal Institute - MAI Designation, Certificate No. 10216
 Member - Greenwich Board of Realtors
 Certified General Real Estate Appraiser, State of Connecticut # RCG.194

Education and Training

Graduate Sacred Heart University, Connecticut, MBA, Graduate Sacred Heart University, Connecticut, B.S. Finance, New York University, NYC, Investment Banking Certificate

Completed numerous courses and seminars offered by the Appraisal Institute, University of Colorado, University of Houston, Arizona State University, as well as other real estate institutions, including the following:

- Appraisal of Local Retail Properties
- Online Scope of Work: Expanding Your Range of Services
- Introduction to International Valuation Standards
- Appraising Convenience Stores
- Eminent Domain and Condemnation
- Operating Income Statements
- Analyzing Commercial Lease Clauses
- Real Estate Principles and Practices
- Real Estate Basic Valuation
- Capitalization Theory & Techniques Part A
- Capitalization Theory & Techniques Part B
- Standards and Professional Practices
- Case Studies in Real Estate Valuation
- Significant Cases in CT Assessment Practice
- Online Valuation of Detrimental Conditions in Real Estate
- Business Practices and Ethics
- Professional’s Guide to Uniform Residential Appraisal Report
- Mass Valuation Income Approach
- USPAP and the Real World: Changes for 2006
- Report Writing
- Comprehensive Exam
- Construction Overview
- Appraisal of Leased Fee Estates
- Demonstration Report Writing Seminar
- Advanced Report Writing Workshop
- Eminent Domain Valuation



Representative Property Types

Office, retail centers, industrial, multi-family, single-family residential/subdivisions, commercial land, nursing homes, assisted living facilities, condominium developments, easements, golf courses, marinas, auto dealerships, and hospitality

Expert Witness Background

Qualified as expert witness in Federal and State Courts

Recent Employment

1983 –2003: Independent Fee Appraiser
President of Fazio & Associates, Inc., Bridgeport, CT
2004-present: Partner of Kerin & Fazio, LLC, Fairfield, CT

Connecticut Appraisal & Revaluation Licenses





Christopher Kerin, MAI, CCIM - Outline of Qualifications, Education, and Experience

Biographical Data

A graduate of the University of Connecticut, Chris holds a degree in Finance with a concentration in Real Estate and Urban Economic Studies. He has earned the Appraisal Institute's distinguished MAI membership designation, indicating an advanced level of expertise in the valuation of commercial, industrial, and other property types. Chris is one of only 4% of commercial professionals to have earned the elite CCIM designation. CCIM's are nationally recognized as experts in all phases of the real estate investment process. As an MAI, CCIM, licensed real estate broker and appraiser, Chris has the experience, market knowledge and negotiation skills that are critical for advising clients on important real estate investment decisions.

Professional Affiliations

- Appraisal Institute – MAI Designation, Certificate No. 10693
- CCIM Institute – CCIM Designation, Certificate No. 8949
- Member – International Council of Shopping Centers
- Member – Real Estate Finance Association, Fairfield County
- Member - National Association of Realtors
- Connecticut Office of Policy and Management – Certified to Perform Revaluation Functions for Land/Residential/Commercial/Industrial/Supervisor - Certificate No. 790
- Connecticut Certified General Appraiser No. 329
- Connecticut Broker License No. 750623
- New York Certified General Appraiser No.46000050400

Education and Training

University of Connecticut, B.S. Degree, Business Administration, May, 1989, Finance, Real Estate and Urban Economic Studies, Cum Laude

Completed numerous courses and seminars offered by the Appraisal Institute, CCIM Institute, National Association of Realtors, University of Connecticut, Wharton School of the University of Pennsylvania, as well as other real estate institutions, including the following:

- Pension Fund Investment in Real Estate
- Debt Workout, Transactions and Re-Positioning of Distressed Assets
- Hotel Valuations
- Analyzing Commercial Lease Clauses
- Environmental Risk and Real Estate
- Commercial Brokerage Techniques
- Affordable Housing Valuation
- Valuing Local Retail Properties
- Separating Real & Personal Property from Intangible Business Assets
- Appraisal of Nursing Facilities
- GIS Applications for Real Estate Appraisal
- Case Studies in Real Estate Valuation
- Tax-Deferred 1031 Property Exchange
- The Appraiser as an Expert Witness



- Valuing Commercial Green Buildings
- Eminent Domain and Condemnation Appraising
- Marketing Commercial Property
- Principals of Income Property Appraisal
- Standards of Professional Practice
- Valuing Residential Green Buildings
- CT Real Estate Appraisal Law
- Ethics in Real Estate
- Real Estate Finance
- Principles of Real Estate

Expert Witness Background

Qualified as expert real estate witness in Federal Court and in State Courts in Fairfield, Hartford, Litchfield, and New Haven Counties.

Teaching Experience

Course instructor for the Connecticut Bar Association, New Haven County Bar Association, Connecticut Association of Assessing Officers, Northeast Regional Association of Assessing Officers, and other local organizations.

Employment

- 2004 - Present: Member of Kerin & Fazio LLC, Fairfield, CT
- 2006 - Present: Member of Municipal Valuation Services, LLC, Fairfield, CT
- 1999 - 2004: President of Kerin Commercial Real Estate, Newtown, CT
- 1999 - 2001: Executive Vice President, Wilson Commercial Real Estate, Wilton, CT
- 1995 - 1999: Executive Vice President, New England Land Company, Greenwich, CT
- 1989 - 1995: Leshner-Glending & Company, Inc., Ridgefield, CT
- 1985 - 1987: Coldwell Banker Commercial Real Estate, Stamford, CT



Reference of Working Experience

Individuals, attorneys, corporations, municipalities and State Agencies, including: U.S. Department of the Interior, Federal Aviation Administration, CT Department of Transportation, CT Department of Public Works, Connecticut Light and Power Company, Nature Conservancy, Trust for Public Land, Chase Bank, Webster Bank, IBM Corporation, Exxon/Mobil Corporation, Marriott Corporation, Stop & Shop Supermarket, Prudential, Skanska (U.S.A.), Inc., Stamford Hospital, Burger King, Pizza Hut, W & M Properties, A.D. Phelps, Inc., etc.

Connecticut Appraisal & Revaluation Licenses





David J. Herbst, MAI - Outline of Qualifications, Education, and Experience

Biographical Data

David has a diverse real estate background that includes commercial leasing and sales, construction management, and appraisal. A graduate of the University of Michigan, David holds a Bachelor’s degree in Economics. He has earned the Appraisal Institute's distinguished MAI membership designation, indicating an advanced level of expertise in the valuation of commercial, industrial, and other property types.

Professional Affiliations

Appraisal Institute – MAI Designation, Certificate #497388
 Certified General Real Estate Appraiser, State of Connecticut # RCG.1252
 Certified General Real Estate Appraiser, State of New York # 46000050523

Education and Training

Graduate, University of Michigan, Ann Arbor, MI – Earned BA in Economics
 Completed courses and seminars offered by the University of Michigan, the Appraisal Institute, as well as other real estate institutions, including the following:

- Appraisal I
- Real Estate Economics
- International Finance
- General Appraiser Income Approach II
- Advanced Applications
- Tenant Credit Analysis
- Separating Real Property, Personal Property, and Intangible Business Assets
- Analyzing Distressed Real Estate
- Appraisal of Medical Office Buildings
- Appraisal II
- Money & Banking
- International Trade Theory
- Real Estate Finance and Statistics
- Market Analysis and Highest & Best Use
- Advanced Income Capitalization
- Advanced Sales Comparison and Cost Approach
- Report Writing and Valuation Analysis
- Appraising Convenience Stores

Representative Property Types

Office, retail centers, industrial, multi-family, single-family residential/subdivisions, commercial land, nursing homes, assisted living facilities, condominium developments, easements, golf courses, marinas, auto dealerships, and hospitality



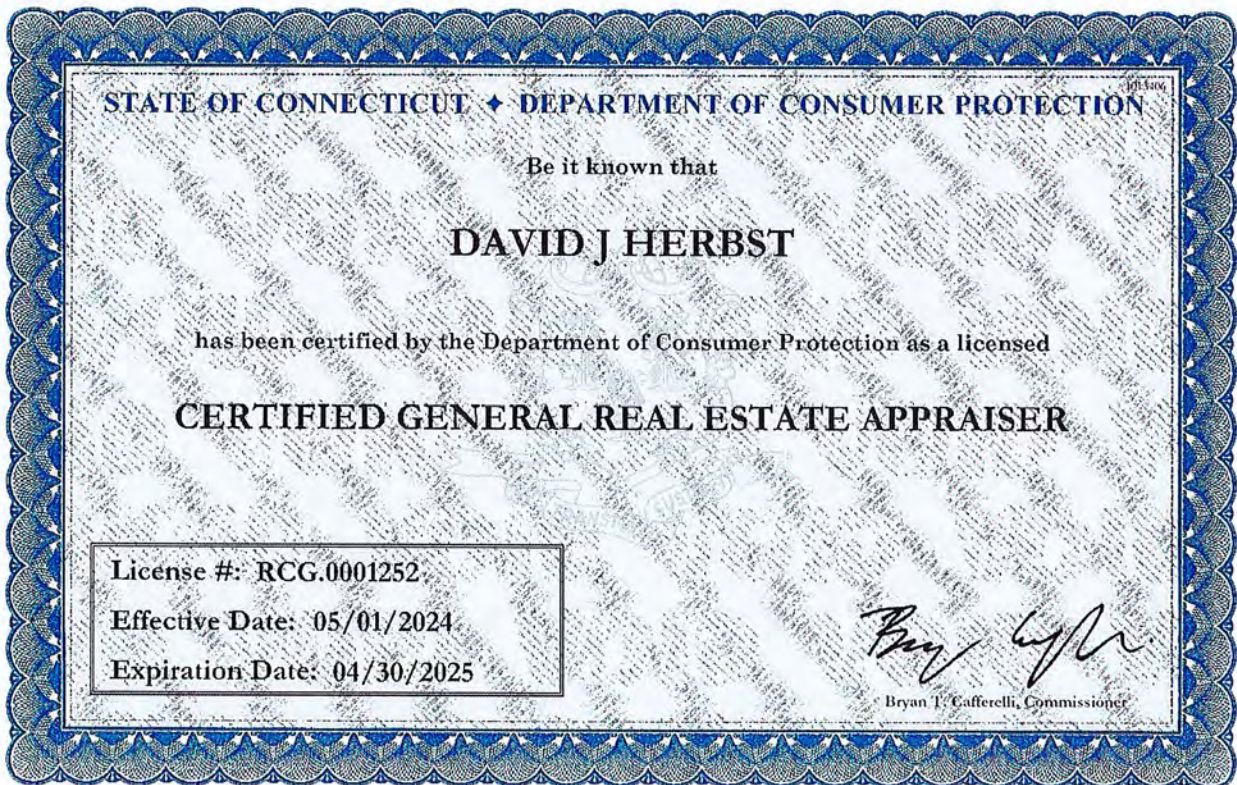
Expert Witness Background

Qualified as expert witness in Fairfield County and New Britain Superior Courts

Recent Employment

- 1/1/2014-present: Partner of Kerin & Fazio, LLC, Fairfield, CT
- 1/2007-12/13/2013: Commercial Appraiser - Kerin & Fazio, LLC, Fairfield, CT
- 9/2005-12/2006: Commercial Real Estate Agent / Appraiser – John D. Hastings, Inc. Ledyard, CT

Connecticut Appraisal & Revaluation Licenses





Vincent O’Brien, MAI - Outline of Qualifications, Education, and Experience

Biographical Data

Vincent has experience in the commercial appraisal field. A graduate of the University of Connecticut, Vincent holds a Bachelor’s degree in Business Management with a concentration in Entrepreneurship. He has earned his Certified General Real Estate Appraiser license and has earned the Appraisal Institute's distinguished MAI membership designation, indicating an advanced level of expertise in the valuation of commercial, industrial, and other property types.

Professional Affiliations

Appraisal Institute – MAI Designation, Certificate #572319

General Real Estate Appraiser, State of Connecticut #RCG.1476

Connecticut Office of Policy and Management – Certified to Perform Revaluation Functions for Commercial/Industrial Valuations – Certificate No. 10040

Education and Training

Graduate, University of Connecticut, Storrs, CT – Earned BS in Business Management, Entrepreneurship
 Completed courses and seminars offered by the University of Connecticut and the Appraisal Institute, including the following:

- Basic Appraisal Principles
- General Appraiser Income Approach I
- General Appraiser Sales Approach
- Appraisal Law
- Real Estate Investments
- Site Valuation & Cost Approach
- Advanced Income Capitalization Approach
- Basic Appraisal Procedures
- General Appraiser Income Approach II
- USPAP
- Real Estate Finance
- Market Analysis and Highest & Best Use
- Report Writing and Case Studies
- Real Estate Finance Statistics and Valuation Modeling
- Business Practices & Ethics
- Advanced Market Analysis and Highest and Best Use
- Advanced Concepts & Case Studies
- Uniform Standards for Federal Land Acquisitions: Practical Applications
- Quantitative Analysis
- Appraisal of Medical Office Buildings
- Subdivision Valuation
- Small Hotel/Motel Valuation

Representative Property Types

Office, retail centers, industrial, multifamily, single-family residential/subdivisions, commercial land, nursing homes, assisted living facilities, condominium developments, easements, farms, golf courses, marinas, auto dealerships, and hospitality.



Recent Employment

6/2013-7/2017: Provisional Real Estate Appraiser - Kerin & Fazio, LLC, Fairfield, CT

7/2017-Present: General Real Estate Appraiser - Kerin & Fazio, LLC, Fairfield, CT

Connecticut License





Work Plan

Revaluation Project Timeline

December 2024-October 2025

- Public information program to start and is ongoing throughout the project completion
- Commercial Data Collection and Data Entry
 - Perform onsite inspections of all commercial & Industrial properties as per RFP including sales, listings, and building permits and input data into the CAMA and Commercial Valuation Spreadsheet
 - Income & Expense Statements provided by property owners and input into a Commercial Valuation Spreadsheet
 - If option selected by town, take a new street-level photo of all such properties as per RFP & attach it into the CAMA database
- Residential Data Collection and Data Entry
 - Perform onsite field inspections of all residential properties as per RFP including, sales, listings, and building permits and input data into the CAMA.
 - Mail out Data Mailers in a format approved by the Assessor as per 'RFP .
 - Sort returned Data Mailers into three categories: no change, change without inspection, inspection
 - Review Data Mailer results with the Assessor
 - Field inspect properties as needed based on returned data mailer
 - Make corrections to the CAMA as needed.
 - If option selected by town, take a new street-level photo of all such properties as per RFP & attach into the CAMA database
- Market Data Research and Analysis
 - Review Korpacz market survey reporting current overall capitalization rates
 - Review CoStar market rent and vacancy rates for retail and office properties
 - Develop market income and expense tables (market rents, vacancy, operating expenses, and capitalization rates)
 - Review with the Assessor
- Sales Research and Verification
 - Study all sales occurring during the two-year period prior to revaluation and all current listing
 - Perform field inspections of residential sales (land and improved) and listings as per RFP
 - Investigate sales with MLS, owners, realtors, banks, and other available sources

April 2025 – August 2025

- Commercial Valuation Analysis
 - Apply market rents, vacancy, operating expenses, and capitalization rates to each income-producing property in the Commercial Valuation Spreadsheet
 - Field review income approach values
 - Review income values with the Assessor
 - Input income tables into CAMA and value every income-producing property
 - Update building cost tables in the CAMA (Marshall Valuation Service and sales extraction
 - Develop land tables in the CAMA (vacant land sales and extraction from sales and income values)
 - Arrive at cost values
 - Correlate cost values and income values in the CAMA
 - Field review of commercial values



- Residential Valuation Analysis
 - Review the Land Value Map and neighborhood delineations with the Assessor
 - Input land tables into CAMA
 - Review land influence factors on individual parcels for items such as wetlands, topography and zoning non-conformity
 - Field review land values
 - Review land values with the Assessor
 - Study new construction in Town to identify local building construction costs new.
 - Extract depreciated building values from recent sales of improved residential properties
 - Review Marshall Valuation Service for cost trends and current residential construction
 - Review building cost tables with the Assessor (new construction in Town, sales extraction, and Marshall Valuation Service)
 - Update building cost tables in the CAMA
 - Review depreciation tables with the Assessor and update in the CAMA
 - Value all residential property in the CAMA, run statistics, review outliers, and discuss with the Assessor
 - Field review final residential values
 - Review final residential values with the Assessor

August 2025 – September 2025

- Commercial Valuation
 - Watch for new residential sales and adjust model (if necessary)
 - Watch for new commercial sales and adjust the CAMA model (if necessary)
 - Prepare valuation summary sheets for special purpose or regional properties (nursing homes, assisted living, hotels, large office, or retail properties, etc.)
 - Available to meet with top taxpayers before informal hearings to explain valuation methodology and gain consensus on value (at the Assessor’s discretion)

September 2025 – December 2025

- Suggested Values to Assessor
- Assessment Notices mailed on form approved by Assessor (Municipal to pay postage)
- Conduct informal hearings, meet with owners, answer questions, note concern
- Review value changes with the Assessor
- Hearing Notices Mailed (Municipal to pay postage)
- Finalize residential values
- Prepare Revaluation Manual for the Assessor outlining process
- Consult with the town on any court appeals, attend pretrial conferences (Town Hall or Superior Court)
- Repeat residential valuation, statistical analysis, and review as necessary to improve valuation model
- Submission of final Performance Testing Standards



Major Project Delivery Milestones

Task	Start Date	Finish Date
Sales Data Collection to take place from	December 1, 2024	July 1, 2025
Complete and deliver to the Assessor commercial, industrial, public utility, and tax-exempt valuation by (except for current building permits).		September 1, 2025
Complete and deliver to the Assessor land study and values set by		September 1, 2025
Complete and deliver building cost manual by		October 1, 2025
Complete and deliver to the Assessor study of market rents, expenses and capitalization factors by		October 1, 2025
Deliver completed CAMA database with digital images, property record cards with all measurements, listings, sketches, pricing, and suggested values to the ASSESSOR according to the following schedule:		
ASSESSOR completes review and final adjustments made for real property no later than		November 5, 2025
Assessment change notices mailed to comply with requirements of Connecticut State Statutes, Section 12-62(f) by (Munival to pay postage)		November 15, 2025
Informal hearings to take place from	November 29, 2025	December 20, 2025
Notices of results of informal hearings shall be completed on forms approved by the Assessor and mailed out (Munival to pay postage), computer filed, and final property record cards printed and delivered to the ASSESSOR in alphabetical street order no later than		December 30, 2025



Quality Control & Status Reports

At Munival, we aim to maintain an effective quality control system to ensure the most accurate data collection and data entry. We always meet with the Assessor before field inspections to discuss their data collection criteria and mutually agree upon the factors that contribute to the value. This helps us ensure that the correct information is collected from the very beginning of the project.

During the data collection process, we will create and email a data collection status update spreadsheet to the Assessor as necessary. This spreadsheet will contain all the active areas where our data collection team is currently working and the areas that have been completed to date. We also have a separate tab that indicates all the parcels that have been noted as refusals.

To confirm that the data collection is being performed according to the scope of work, our project coordinator will spot-check data collection in the field, and a percentage of properties will be selected randomly for confirmation. If any discrepancies are found, we will verify them, make corrections where necessary, and retrain the responsible data collector regarding the error. We also encourage the Assessor to review and select random properties for consistent valuation.

Before being forwarded to our data entry personnel, all data collection fieldwork is reviewed for internal review, quality control, and verification of work performed. We will verify all data entry for accuracy, including re-entry, spot checks, and error reports.

Our qualified reviewers will ensure that the properties are correlated to comparable properties besides reviewing classifications and final values. In addition to providing the Assessor with review dates, we welcome the Assessor to accompany our reviewers during this phase of the revaluation. We will also create a monthly status report for the Assessor, detailing the steps in the revaluation process, along with the numerical and percentage completed. We will tailor the report to meet the needs of the Assessor's office.



Data Mailers

To ensure public confidence, taxpayers must also play an active and important role in monitoring the quality of the data to be used as the basis of this revaluation. As per RFP, Section 6.2.1 we will distribute a data mailer to all inaccessible properties or those properties that have been inspected in the last five (5) years. The data mailers will include all fields that affect value and will also include a cover letter that explains the purpose of the mailer and the option to request an inspection. The format and content of the data mailer, as well as the cover letter, shall all be subject to approval by the Assessor.

All returned mailers will be sorted into three categories: no change; change without inspection and inspection. They will all be logged and entered into the CAMA system. Any replies citing errors in data will be responded to and all actual errors will be corrected. Taxpayers are asked to provide contact information on the front of the data verification letter they receive. We will have an inspector call the taxpayer (if necessary, to make noted corrections) and conduct a phone interview, which may result in our team arranging to inspect the property physically or remotely by video conference software or by the taxpayer sending in photographic proof.

We also check every property that has sold or that has been for sale on the MLS and compare the information that is reported to the MLS service to what is reported on the field card. This helps find properties that have undergone renovation without pulling permits for the work, capturing the new upgrades to the property for valuation purposes. In our experience with other towns, this has found millions of dollars of otherwise unreported property upgrades



TOWN/CITY OF XXXX
OFFICE OF THE ASSESSOR
October 1, 20xx Revaluation

Data Verification Letter

PROPERTY OWNER
123 ANY STREET

ANY TOWN, CT xxxxx

You may return the form by *Mail* to:
Municipal Valuation Services, LLC
23 Sherman Street, Fairfield, CT 06824.

Fax form back to (203) 259-9501
OR
Respond by email to:
xxxxReval@munival.com

If you respond by email, please reference your **parcel ID number**, and state the necessary corrections in the body of the email or include a copy of **both sides** of the form as an **attachment**.

REVALUATION 2024 DATA VERIFICATION FORM

UID: 12345
Location of Property: 123 ANY STREET
Building No: 1

The Town/City of xxxxx is in the process of data verification for the state mandated Revaluation for the October 1, 20xx, Grand List. As part of the process, Municipal Valuation Services, the firm contracted to assist in the Revaluation, has compiled information about the property listed above from existing Town/City records. Please note that if an interior inspection occurred during the initial data collection process, the details listed below may reflect the information gathered at the time of the inspection. **The Town/City of xxxxx is requesting that you review the information listed below and make any necessary corrections on the form, sign the form, and return within 10 business days of receipt.**

Changes **CANNOT** be made over the telephone as a signed form is required for our records.

If there are no corrections, please check off the box at the bottom of this form and return it **within 10 business days**.
If you wish to request a full physical interior inspection, please check off the corresponding box at the bottom of this form.

- Building Style: _____ Central Air: _____
- Year Built: _____ Total Rooms: _____
- Roof Cover: _____ Kitchen/s: _____
- Exterior Wall: _____ Bedrooms: _____
- Interior Wall: _____ Bathrooms: _____
- Interior Floor: _____ Finished Basement/Lower Level (See Reverse): _____
- Heat Fuel: _____ Garage: _____
- Heat Type: _____ Pool: _____
- No. of Fireplaces: _____ In-Law Apartment: _____
- Generator: _____ Outbuildings: _____

Additional Information: _____

NO CORRECTIONS

Request a **full physical interior inspection**.
Please be sure to include the necessary contact information

Signature _____ Date: _____ Phone: _____ Email: _____
If the form is not returned, it will be considered a refusal to provide information for the 20xx revaluation.



Property Characteristics Explanations

- Building Style:** General description of the design of the home (e.g., ranch, split level, cape, etc.) A Conventional is a house that is at least 2 stories and does not fit the description of Colonial, Dutch Colonial, Tudor or Victorian. Old Style would be a house that is less than 2 stories in height and does not fit into the style of Ranch, Raised Ranch, Cape, Split Level, Contemporary or Bungalow. If the structure contains more than one living unit, it will be classified as a multi-family.
- Year Built:** The year the primary portion of the house was constructed
- Roof Cover:** Predominant type of roof material used on the roof (asphalt shingle, slate, wood shingle, etc.)
- Exterior Wall:** Predominant type of siding on exterior walls (wood, brick, vinyl, etc.)
- Interior Wall:** Predominant wall covering materials for finished areas
- Interior Floor:** Predominant floor covering materials for finished areas
- Heat Fuel:** Typical choices include gas, oil, electric, geothermal, solar, etc.
- Heat Type:** References the primary central heat source for the home
- Fireplaces (Gas or Wood):** Indicates yes or no. Indicate type and any permanently blocked openings, if applicable.
- Central Air:** Central Air, it indicates yes, no, or partial
- Total Rooms:** Includes all rooms in dwelling except for bathrooms
- *Bedrooms:** Rooms designed as bedrooms, with at least one (1) window. For homes built after 1950, bedrooms should include direct access to a common hallway and a closet.
- **Bathrooms:** A bathroom is considered a full bath if it has 3 or more fixtures (tub or shower stall, sink and toilet). Three fixture baths with a shower stall only (no tub), are still considered a full bathroom. A bathroom with only 2 fixtures, typically a sink and toilet, is considered a half bath. The number of bathrooms indicated is for all living units in the dwelling. For example, a house with 1 full bath and 2 half bathrooms would look like 1:2 baths.
- ***Finished Basement/Finished Lower Level:** A basement is considered finished if three of the following four items exist: Finished walls such as sheetrock or paneling, etc., finished flooring such as carpet or linoleum, finished ceilings, Heat. Please make any additional comments on the data verification form. **Finished basement indicated by "yes" does not mean that the entire basement area is finished. To verify square footage, please visit <https://qis.vqsi.com/xxxxxx/> to access a copy of your property card.**
- Garage Type:** The garage types are as follows:
 - **Detached:** Garage not attached to main dwelling.
 - **Attached:** Garage attached to main dwelling.
 - **Basement Garage/Under:** Garage located under the main dwelling.
- In-Law Apartment:** A small, self-contained dwelling, typically with its own entrance, cooking, and bathing facilities, that shares the site of a larger, single-unit dwelling.
- Additional Information:** Add Additional Information in this space that you want considered.

DO NOT call or visit the Assessor's office to make changes to this form.
 Please contact Munival directly at (203) 292-5500 with any questions.



Revaluation Methodology

Sales comparison, income capitalization and cost are the three approaches to value. For each property, we will use the appropriate appraisal method, as listed below:

- Vacant Land – Comparable Sales Approach (and Land Residual Analysis)
- Improved Residential – Cost Approach / Comparable Sales Approach
- Improved Commercial – Cost Approach / Comparable Sales Approach / Income Approach
- Improved Industrial – Cost Approach / Comparable Sales Approach / Income Approach
- Condominium- Comparable Sales Approach
- Special Purpose and Exempt Property – Cost Approach / Comparable Sales Approach

Cost Approach

We will determine land values by examining comparable land sales or the land residual analysis. If sufficient comparables within the Town do not exist, we will examine sales from comparable regional locations outside Ledyard. Replacement cost estimates for the buildings and site improvements are based on Marshall Valuation Service, or a comparable cost service employed by the Town. Where available, trended historic costs for recently constructed properties are utilized as additional indications of replacement cost new. We will apply deductions for accrued depreciation, and/or additions for developer’s profit based on our physical inspection of the property and market factors.

Sales Comparison Approach

We will examine recent property transfers with improvements similar to the property in question. We compare and adjust these properties to the subject property and give consideration to such value-influencing variables including time, location, physical characteristics of the site and improvements, financing, and conditions of sale.

Since some properties compete outside Ledyard, we will consider and develop sales of properties throughout the state. In addition, we prepare a sales book to help ensure accurate valuations, and to provide support during the informal public hearings.



Income Capitalization Approach

The Income Approach is the primary methodology applicable to commercial, multi-family, and industrial properties. This approach is developed through direct capitalization, where an overall capitalization rate is applied to stabilized net operating income. The basis for the analysis is the Income and Expense (I & E) data provided by property owners to the Town of Ledyard, the Kerin & Fazio proprietary databases, CoStar, Conn-Comp, and MLS. The properties are identified by property type, location, and physical characteristics. Net operating income is developed by developing market rent, vacancy, and operating expenses. Consideration is given to the actual reported income and expenses, reconciled with comparable market data. Capitalization rates are developed by using comparable sales data, the band-of-investment technique, debt-coverage formula, and investor surveys. We will apply tax loads based on consultation with the Assessor.

A going-concern analysis is developed for trade related properties such as hotels, skilled nursing facilities, assisted living facilities, and golf courses. This analysis is developed utilizing the net operating income associated with the going concern and deducting the value of personal property and intangibles to conclude a value for the real estate.

Sales Analysis

We will conduct the following tests and analyses to ensure a quality revaluation for Ledyard:

- Coefficient of Dispersion (COD) and Variance tests
- Price Related Differential Testing (PRD)
- Statistical Measures of Standard Deviation, Mean, Mode and Median
- Tracking of Listings and sales
- Verification of sales data to include conditions of sale, financing, and terms of transfer

Munival has consistently exceeded performance-based testing standards as required by all revaluation consultants. Valuation testing ranges indicated less than 15% COD, with less than 3% deviation in PRD testing.

Sales Verification Process

Comparable sales are analyzed and the terms of sale, purchase price, financing, and special conditions are verified to judge the validity of the sale. The determination of validity is a cooperative effort with the Assessor, and the revaluation supervisor. Since the physical characteristics can change after the sale, we research and analyze MLS system to verify actual characteristics at the time of sale. If there are ambiguities, information is requested from the listing or buyer’s agent. At the Assessor’s discretion, sales verification letter can be sent to verify the municipalities data.



Public Relations

We will work with the Ledyard Assessor’s office to increase public awareness, understanding, and support of the revaluation process. Our experience has shown that public relations issues arise when the public is misinformed or ignored.

At the Assessor’s discretion, we suggest leveraging the Web, social media, local media, public meetings, and direct mailings to meet public relations goals throughout the revaluation process. In addition, the data collection process provides opportunities to interact with the public, and our data collectors are trained in effective public relations strategies. In past assignments, our public relations program has included:

- Press releases and outreach through social media
- Direct mailings
- Direct contact and public meetings
- Customer service representatives

Press Releases and Social Media

We suggest a series of press releases and social media outreach to meet the following goals:

- Introduce the revaluation process
- Provide field worker locations
- Present an article explaining the valuation process and the appeal process

Direct Mailings

We would work with the Assessor to generate direct mailings to taxpayers to meet public relations goals. Mailings could coincide with field worker visits, describe the revaluation process, or provide answers to frequently asked questions (see sample brochure on the following page).

Direct Contact and Public Meetings

Direct contact is the most important public relations effort because it cultivates trust and confidence in the community. When field workers inspect a property with care, they help build community trust. Direct contact can also be conducted through local access cable or Town meetings. Our public presentations are professionally prepared and executed. We provide handouts and encourage audience participation. In these presentations, we use an inquiry approach to build support and credibility for the revaluation project.

Our project managers will attend all meetings to outline the revaluation program. They have broad, collective experience that includes course instruction for the Connecticut Bar Association, New Haven County Bar Association, Connecticut Association of Assessing Officers, Northeast Regional Association of Assessing Officers, and other local organizations. They also have organized and attended many meetings with community boards, condo associates and citizen groups concerning assessment issues and explanations of the revaluation process.



Customer Service Representatives

An additional important aspect of our public relations capabilities is our in-house customer service, with representatives available during normal business hours. Our representatives are well versed in the revaluation process and are trained to treat taxpayers with respect and courtesy.

Direct Mailings – Sample Brochure

After I receive my notice in November of 20xx, what can I do if I disagree with my new assessed value?

An assessment appeal is not a complaint about taxes or how much your assessment has changed. It is an attempt to prove that your property's estimated market value is inaccurate or unfair based on recent sales of comparable properties. Your first appeal should be with the revaluation company. At your hearing, revaluation staff will be available to explain the procedures used to value your property. If you are not satisfied with the results of that hearing, the Board of Assessment Appeals will be meeting in the Spring of 20XX to hear all appeals on the Grand List of 20XX. Your final appeal is before the courts under Section 12-117a of the General Statutes.

Does this revaluation affect my October 1, 2016 assessment and my July, 20XX tax bill?

No. As in any other non revaluation year, unless you make improvements to your property, your assessment will remain unchanged from the October 1, 20XX Grand List. The mill rate for the 20XX Grand List will be established in May of 20XX and your July 20XX tax bill will be calculated based on your current assessment.


Printed Std
US Postage
Permit No. 1333
Waterbury, CT
Permit No. 1333

Assessor's Office
123 Any Street
Any Town, CT 06000

City of XXXXXX

**QUESTIONS
AND
ANSWERS
ABOUT THE 20XX
REVALUATION**

Assessor's Office
123 Any Street
Any Town, CT 06000



THANK YOU IN ADVANCE FOR
YOUR COOPERATION.

REVALUATION SCHEDULE

Data Collection:
Through September 20xx

Assessment Notices Mailed:
November 20xx

**Informal Hearings with
Revaluation Company:**
December 20xx

Board of Assessment Appeals
March 20xx

MIL Rate Set:
May 20xx

Tax Bills Due:
July 20xx

Tel: (xxx) xxx-xxxx or
Visit www.anytownct.org



What is the purpose of this brochure?

This brochure serves to inform you that the City of Any Town will be conducting a revaluation of all property for the Grand List of October 1, 20XX.

Why is Any Town undergoing a revaluation now?


The State of Connecticut, pursuant to Section 12-62 of the General Statutes, requires that the City of Torrington conduct this revaluation for the Grand List of October 1, 20XX. The purpose of a revaluation is to eliminate any assessment inequities that may have developed since the implementation of the previous 20XX revaluation. A revaluation ensures fairness and equity in the collection of revenue for City purposes.

What exactly is a revaluation?


A revaluation is an update of all real property values as of October 1, 20XX. It consists of appraising the value of the properties, both taxable and exempt, using recent sales, building costs and income and expense information of similar properties. All residential, commercial, apartments, industrial, vacant land, churches, school buildings and all other real estate will be valued.

How does the City perform a revaluation?

The Town has contracted with Municipal Valuation Services, a Connecticut certified revaluation company, to assist in the revaluation. The firm will analyze recent sales data, review the calculated values, and meet with the public to answer questions about the methods utilized and the concluded assessments. Valuation models are developed based on market data collected since the last revaluation. These models are then statistically tested as is required by the State Statutes and the Office of Policy and Management, to verify their ability to accurately and equitably predict estimates of current market value. The Assessor's Office will be directing all activities of the revaluation consultants, and will be overseeing quality control and valuation analysis. For current information and the revaluation process updates, visit www.anytownct.org.



What is market value?



The Appraisal Institute defines market value as "the most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after a reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress." Sales such as "fire sales" and family sales are not considered to be "arms length" or market transactions.

Does the City want to inspect the interior of my property?

Only recent property sales will be inspected during the 20XX revaluation. A careful inspection and analysis of recent sales helps identify and quantify the features that motivate buyers and sellers in the Torrington real estate market.

No other property inspections are required. A complete inventory of each property in the City was undertaken during the 20XX revaluation. Since that time, data accuracy was maintained through an ongoing inspection program, which included the physical inspection of all renovated properties and new construction.

Your role as a taxpayer in Any Town is to make sure that the data we have on your property (or any property) is correct. If you desire an interior inspection, you may phone the Assessor's office to schedule an appointment.

If I recently purchased my property, how much time will this field inspection take?

The inspection time varies according to the size and complexity of your home, but in most cases will only take ten to twenty minutes.

Will these field representatives be identified?

Yes. Each representative will be properly identified. You may also call the Assessor's Office and/or the Police Department to verify a representative's identity.

How and when will my taxes be affected by this revaluation?

The revaluation will first affect your July, 20XX tax bill. The amount of your new tax bill is calculated by multiplying your new assessed value times the new mill rate. Since the new mill rate will not be established until the budgetary process has been completed in May of 20XX, it is not possible to estimate your new tax bill at this time.

When will I be notified of my new assessed value?

The revaluation company will send out assessment notices in November, 20XX.

City of Any Town

Assessor's Office
123 Any Street
Any Town, CT 06000

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx

Inspection Postcard

NOTICE
City/Town-wide Revaluation for October 1, 20xx

Dear Resident,

The General Statutes of the State of Connecticut require municipalities to perform revaluations no later than once every five years. This includes a requirement that within a ten-year cycle the municipality measure or verify the exterior dimensions of every building or structure and examine the interior of such building or structure in order to observe and record or verify the characteristics and conditions thereof, provided permission to enter such interior is granted by the property owner or an adult occupant. The City/Town of xxxxx must perform a revaluation for the October 1, 20xx Grand List, and has contracted with Municipal Valuation Services, LLC (Munival) to assist in the project.

Employees of Munival will begin to perform inspections of all property interiors and exteriors in your area shortly. The data collectors will carry photo identification from Munival and the City of Stamford as well as a letter of introduction from the Assessor's Office. A description of the employee, their vehicle, and license plate number will be on file with the Police Department and the Assessor's Office. It is suggested that property owners request identification before granting anyone permission to enter. It is important that the data collectors be allowed to inspect the interior and exterior of your property. If a tenant or someone other than the property owner occupies your property, please inform them that we will be visiting the property over the next two or three (2-3) weeks.

To ensure that the property is inspected, the property owner or adult occupant will be asked to sign a data collection form to verify the inspection. The entire process takes approximately 15 minutes. If no one is present, the data collector will record exterior information only.

Respectfully,
Municipal Valuation Services, LLC

Website: www.munival.com
 Phone: (203) 292-5500 Fax: (203) 259-9501
 Email: reval@munival.com



Munival/Kerin & Fazio Website – Frequently Asked Questions



- HOME
- VALUATION
- MUNICIPAL
- PROPERTIES
- ABOUT US
- NEWS

Frequently Asked Questions

Why is Any Town undergoing a revaluation now?

The State of Connecticut, pursuant to Section 12-62 of the General Statutes, requires that each municipality conduct a revaluation. The purpose of a revaluation is to eliminate any assessment inequities that may have developed since the implementation of the previous revaluation. A revaluation ensures fairness and equity in the collection of revenue for Municipal purposes.

What exactly is a revaluation?

A revaluation is an update of all real property values as of October 1 of the revaluation year. It consists of appraising the value of the properties, both taxable and exempt, using recent sales, building costs and income and expense information of similar properties. All residential, commercial, apartments, industrial, vacant land, churches, school buildings and all other real estate will be valued.

How does the Town perform a revaluation?

The Town has contracted with Municipal Valuation Services, a Connecticut certified revaluation company, to assist in the revaluation. The firm will analyze recent sales data, review the calculated values, and meet with the public to answer questions about the methods utilized and the concluded assessments. Valuation models are developed based on market data collected since the last revaluation. These models are then statistically tested as required by State Statutes and the Office of Policy and Management to verify their ability to accurately and equitably predict estimates of current market value. The Assessor's Office will be directing all activities of the revaluation consultants, and will be overseeing quality control and valuation analyses.

What is market value?

The Appraisal Institute defines market value as "the most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after a reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self interest, and assuming that neither is under undue duress." Sales such as foreclosures and family sales are not considered to be "arms length" or market transactions.

Will field representatives be identified?

Yes. Each representative will be properly identified. You may also call the Assessor's Office and/or the Police Department to verify a representative's identity.

How and when will my taxes be affected by this revaluation?

The revaluation will first affect your July tax bill. The amount of your new tax bill is calculated by multiplying your new assessed value times the new mill rate. Since the new mill rate will not be established until the budgetary process has been completed in May, it is not possible to estimate your new tax bill at this time.

When will I be notified of my new assessed value?

The revaluation company will send out assessment notices at the end of the year.

After I receive my notice in November, what can I do if I disagree with my new assessed value?

An assessment appeal is not a complaint about taxes or how much your assessment has changed. It is an attempt to prove that your property's estimated market value is inaccurate or unfair based on recent sales of comparable properties. Your first appeal should be with the revaluation company. At your hearing, revaluation staff will be available to explain the procedures used to value your property. If you are not satisfied with the results of that hearing, the Board of Assessment Appeals will be meeting in the Spring to hear all appeals on the Grand List. Your final appeal is before the courts under Section 12-117a of the General Statutes.

Recent News



Karin to Present at Assessor's Fall Symposium

Chris Karin will be among the presenters at the 24th Annual Fall Symposium sponsored by the Connecticut Association of Assessing Officers. He will be discussing the recent Walgreen's Supreme Court decision and its impact on ad valorem taxation.



Gorham Island Office Property Sold for \$23M

The 44,438 square foot office building in Woolport, Connecticut located at 1 Gorham Island sold recently for \$23,160,000. The transaction was recorded on June 16, 2018 with Gorham Island, LLC as the seller and Maplewood Gorham Island, LLC as the buyer.



Doice Hotel in Norwalk Sold to New York Investor

The Doice Hotel of Norwalk, Connecticut sold on June 4, 2016 for \$16,000,000. The sprawling 5 building property, resting on 68.46 acres of land in western Norwalk, was purchased by New York based Queens Plaza North, LLC.



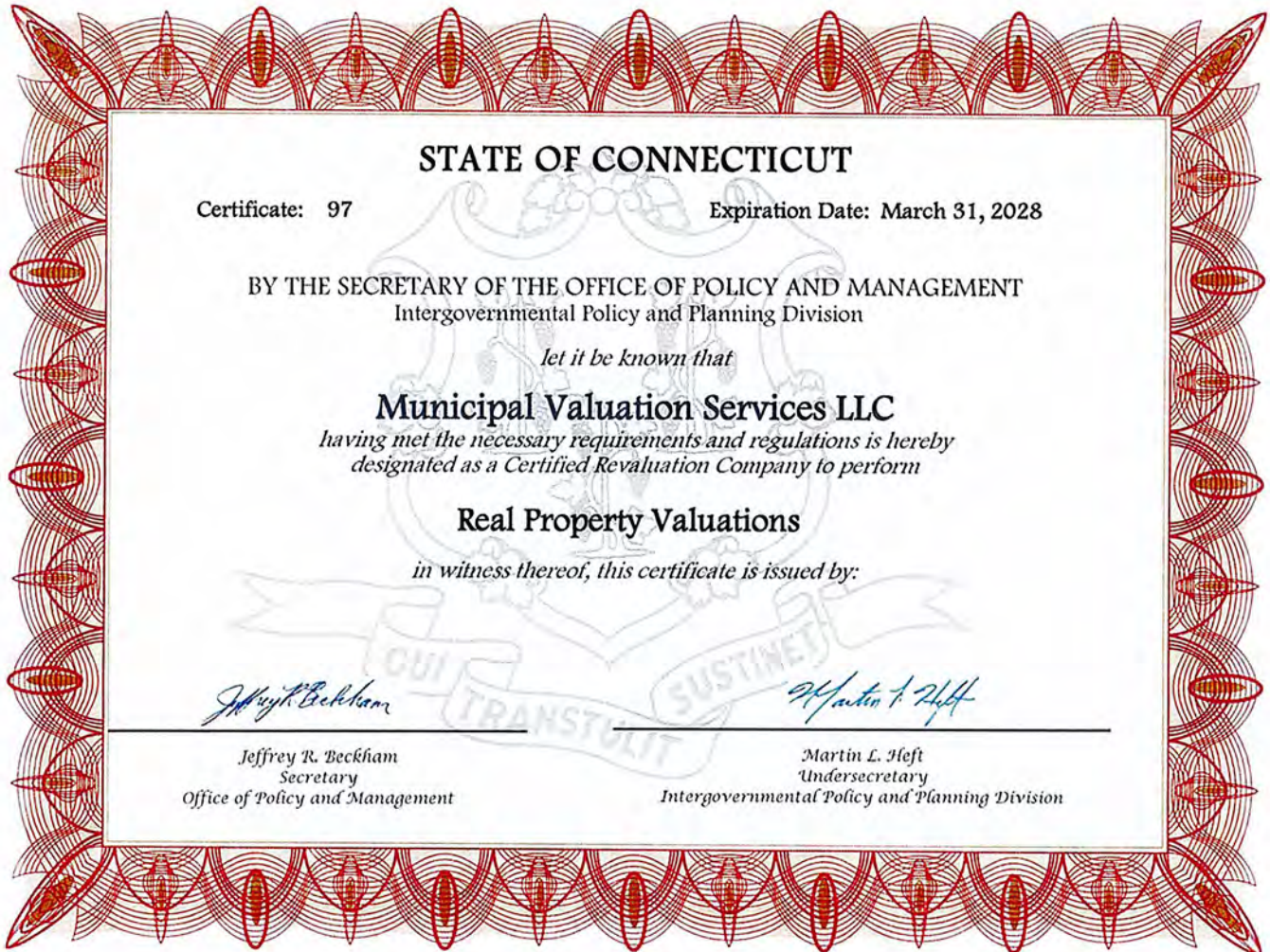
Hartford County Flex/Industrial Market Overview

The Hartford County Flex/Industrial Market is comprised of 115,070,000 square feet of inventory. As of mid 2nd Quarter 2016 the vacancy rate in Hartford County is 5.2% 40 basis points lower than the 2nd Quarter 2017 rate, and 226 basis points lower than the ten year average.

[View All Real Estate News](#)



Connecticut Revaluation Certification



Current Financial Information

Municipal Valuation Services, LLC is a privately held company and would gladly provide our financials outside of the public RFP process upon your request

Pending Lawsuits

There are currently no pending lawsuits by any government entity against Municipal Valuation Services, nor in the last five (5) years for which Munvial has rendered services.



Bid Bond

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Municipal Valuation Services, LLC
23 Sherman Street
Fairfield, CT 06824

SURETY:
(Name, legal status and principal place of business)

United States Fire Insurance Company
305 Madison Avenue
Morristown, NJ 07960
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

RFP#2024-04: Reappraisal and Revaluation in the Town of Ledyard, Effective October 1, 2025

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of May, 2024.

[Signature]
(Witness)

Municipal Valuation Services, LLC
(Principal) (Seal)

By: [Signature]
(Title)

[Signature]
(Witness)

United States Fire Insurance Company
(Surety) (Seal)

By: [Signature]
(Title) Christopher J. Como, Attorney-in-Fact

S-0054/IAS 8/10



POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

00627

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Christopher J. Como, Jane Quinn

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **Seven Million, Five Hundred Thousand Dollars (\$7,500,000).**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

- (a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;
- (b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 28th day of September, 2021.

UNITED STATES FIRE INSURANCE COMPANY



State of New Jersey }
County of Morris }

Matthew E. Lubin, President

On this 28th day of September, 2021, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.



Melissa H. D'Alessio (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 30th day of **May** 20 **24**

UNITED STATES FIRE INSURANCE COMPANY



Michael C. Fay, Senior Vice President





TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0694

Agenda Date: 8/14/2024

Agenda #: 5.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve appropriations from the receipt of sales of vehicles through GovDeals in the total amount of \$7,250 to the following capital accounts:

- \$2,575 to Public Works Small Trucks (21040101-57313);
- \$3,610 to Pooled Vehicles (21040101-57315);
- \$1,065 to Building Upgrade Reserve (21040111-58240).

Background:

The Town realized a total of \$7,250 from the sale of several surplus assets from sales on GovDeals in June and July, 2024. The Town has previously appropriated such revenues to the respective capital reserve fund to supplement/offset direct budgetary appropriations in meeting lifecycle replacement costs and other needs.

Department Comment/Recommendation:

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

Finance Director Comment/Recommendation:

Appropriations to be recorded after receipt of funds from GovDeals. As of 8/7/24, \$4,460 has been received.

Mayor Comment/Recommendation:

I support this action and fund appropriations of these residuals help the CIP in future years.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0695

Agenda Date: 8/14/2024

Agenda #: 6.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve purchase of a new Elgin Pelican sweeper through the Sourcewell lease/purchase provider over a term of five (5) years at \$66,467.49 per year.

Background:

The Town of Ledyard sold its 22-year-old sweeper in 2022 with the thought that the Department could better and more economically cover the Town's annual sweeping needs through a rental. The Town rented a sweeper to this end in 2023 and 2024, using Beverage ("Nip") Container Surcharges revenue. The results substantially failed to meet our expectations for a number of reasons. We also learned that availability of rental units of a nature needed to sweep roads has declined significantly, with no prospects of increasing.

In light of this predicament, we now feel owning a sweeper will be the best (and most economical) way to meet our needs. Additionally, the Town of Preston is coincidentally in need of replacing its sweeper, which has reached the end of its service life. This has offered the opportunity to purchase a shared unit that will easily cover the annual scope of work for each town and also be available for spot needs throughout the year. The cost share would be allocated proportionally on the basis of paved road mileage.

Though both towns have shifted to treated salt for winter operations, eliminating the accumulation of sand that used to accompany road treatment, there remains a considerable amount of debris that collects along the road edges from other sources. For the 2024 sweeping season, thirty-two (32) large dump truck loads (about 100 tons) of debris were collected off our roads. Also, annual sweeping is a requirement of the Municipal Separate Storm Sewer System (MS4) program.

I have provided cost information for a new sweeper (attached), including for a 5-year lease-purchase financing arrangement through Sourcewell (attached). The purchase of a new sweeper would explicitly meet the terms of the authorizing legislation for the funding derived "Nip" revenues. Based on the historical income derived from these revenues to date, they would cover an appreciable portion of the purchase for both towns, if they were devoted to this purpose. And there will be an adequate initial balance to cover the full first year payment when it is due.

Ledyard is working in parallel to secure an MOU with the Town of Preston that would provide approximately \$22,000 toward the annual lease payment amount of about \$66,500. In addition to annual "nip" fund revenues, funds would be drawn from account 21040101-57311 (Public Works Heavy Equipment capital reserve), which has been funded at \$85,000 annually.

Department Comment/Recommendation:

Based on the above background, I recommend the purchase of a new sweeper according to the terms of the lease/purchase provided. Also, the ultimate lifetime of the sweeper will exceed the term of the lease by about

ten (10) years.

Finance Director Comment/Recommendation:

Based on the lease parameters, the borrowing rate is approximately 4.7%.

Account 21040101-57316 “Beverage Container Surcharges” has an unencumbered, available balance of \$44,363.

Mayor Comment/Recommendation:

I support this request and the use aligns with the approved legislation, which states “uses may include... purchasing a mechanical street sweeper...” Additionally, sharing an asset like this with an adjacent community reduced overall costs for Ledyard.



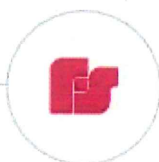
Presents a

Proposal Summary

Pelican®

Durable. Reliable. Easy-to-Use.
Three-Wheel Mechanical Sweeper.

For





Pelican

Total Price: \$285,990.00

Sidebrooms/Steering	Dual Sidebroom/Dual Steering
Fuel Type	Diesel
Auxiliary Emissions Level	Tier 4f
Domicile	Continental USA
Horsepower	Ecoinfused 74

Brooms

Sidebroom Material	Steel Bristles with Polyethylene Segments(Standard)
Sidebroom Tilt Option Right Hand	Yes (Includes Indicator)
Mainbroom Material	Strip 66 URB

Conveyance & Hopper

Conveyor Stall Alarm	Yes
Hopper Coating Systems	None (Painted Only)
Dirt Shoes	Carbide Single Row Dirt Shoes
Lower Conveyor Roller Cleanout	Yes

Dust Control & Flush Systems

Fill Hose Length	16'8"
------------------	-------





Component Protection

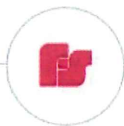
Extra Key Auxiliary Engine	1
Hydraulic Temperature Shutdown	Yes
Battery Disconnect	Yes
Hydraulic Level Shutdown	Yes
Engine Pre-Cleaner	Yes

Lighting & Compliance

Backup Alarms	Federal Signal (Standard)
LED Stop/Tail/Turn	Yes
Front Light Mounting Channel Only	Yes
LED Arrowstick	Yes

Pelican Options

Radio Options	AM/FM/CD/Bluetooth With (2) Map Lights
Left Hand Seat	Magnum Standard Seat
Mirrors	Unheated Unmotorized Mirrors
Right Hand Seat	Air Ride Mid Back Vinyl
Steel Right Hand Door w/Sliding Door Window	Yes
License Plate Holder	Yes





Manuals and Warranty

Sweeper Warranty	1 Year Parts and Labor
Sweeper: Operators Manuals	1
Sweeper: Parts Manuals	1
Sweeper: Service Manuals	1
John Deere Parts Manuals	1
John Deere Service (Tech) Manuals	1
John Deere Operators Manuals	1
Cummins Operators Manual	1

Paint & Decal

Paint Sweeper	Standard White
Elgin Logo	Red Logo
CN Wood to install 4 Whelan Flashers CN Wood PDI and training	2 Front 2 in the back





LIMITED WARRANTY

Limited Warranty. Each machine manufactured by ELGIN SWEEPER COMPANY ("ESCO" or the "Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating instructions. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

Exclusive Remedy. Should any warranted product fail during the warranty period, ESCO will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Elgin distributor's location or at other locations approved by ESCO. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

The ESCO Limited Warranty shall not apply to (and ESCO shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, brooms, oils, fluids, filters, broom wire, shoe runners, rubber deflectors and suction hoses.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended by ESCO.
5. Repairs, modifications or alterations without the express written consent of ESCO, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by ESCO may invalidate this warranty. ESCO reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make ESCO liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of ESCO. For the avoidance of doubt, ESCO shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. ESCO makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of ESCO in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

ESCO reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.

ELGIN SWEEPER COMPANY
1300 W. Bartlett Road
Elgin, Illinois 60120



11-20-2007





TERMS AND CONDITIONS

ORDERS: All orders are subject to acceptance by Elgin Sweeper, Inc. (hereafter referred to as Elgin). Orders for products not normally carried in stock or requiring special engineering or manufacturing is in every case subject to approval by Elgin's Management.

PRICES: All orders are subject to current prices in effect at the time of order acknowledgment. F.O.B. Point: Unless otherwise stated, all prices listed are F.O.B. factory. Elgin reserves the right to increase the order price set forth in this Proposal Summary at any time before delivery to Buyer to reflect any increase in Elgin's costs to manufacture or deliver the ordered product due to any factor beyond the reasonable control of Elgin. Elgin shall provide Buyer with prompt electronic notice of any such price increase. Buyer shall have five days from receipt of such notice to cancel its order, absent which Buyer shall be deemed to have consented to the price increase.

PAYMENT TERMS: The company's payment terms are due upon receipt, unless otherwise stated. However, until such time as Elgin receives full payment, Elgin shall maintain a purchase money security interest in the product.

CANCELLATION: Orders cannot be canceled except upon terms that will compensate Elgin for any loss or damage sustained. Such loss will be a minimum of 10% of the purchase price.

SHIPMENT: All proposals are based on continuous and uninterrupted delivery of the order upon completion, unless specifications distinctly state otherwise. In the event that agreement is reached for Elgin to store completed items, they will be immediately invoiced to the customer and become due and payable. Storage shall be at the risk of the customer and Elgin shall be liable only for ordinary care of the property.

STORAGE CHARGES: Elgin shall charge the customer at current rates for handling and storing customer's property (e.g. truck chassis) held for more than thirty (30) days after notification of availability for shipment. All customer's property, or third party's property, that is stored by Elgin is at the customer's or other party's risk. Elgin is not liable for any loss or damage thereto caused by fire, water, corrosion, theft, negligence, or any caused beyond its reasonable control.

PERFORMANCE: Elgin shall not be liable for failure to complete the contract in accordance with its terms if failure is due to wars, strikes, fires, floods, accidents, delays in transportation or other causes beyond its reasonable control.

EXPERIMENTAL WORK: Work performed at customer's request such as sketches, drawings, design, testing, fabrication and materials shall be charged at current rates.





SKETCHES, ENGINEERING DRAWINGS, MODELS, and all preparatory work created or furnished by Elgin, shall remain its exclusive property; and no use of same shall be made nor may ideas obtained therefrom be used except with the consent of and on terms acceptable to Elgin.

TAXES: Buyer's final cost shall include all applicable sales and use taxes, including all sales and use taxes attributable to any changes made to Buyer's initial order placed hereunder or to any changes to applicable sales and use tax laws. However, Elgin Manufacturing, Inc. shall be responsible for Federal Excise Tax(F.E.T.) unless it is separately stated on the invoice and added to the selling price. If F.E.T. is not separately stated on the invoice it has not been included in the price and Elgin will pay any F.E.T. due itself and bear the cost of the tax. Any refunds or adjustments to the F.E.T. in such cases belong to Elgin.

PRODUCT IMPROVEMENTS: Elgin reserves the right to change manufacturing specifications and procedures in accordance with its product improvement policy.

MOUNTING PRICES: Mounting prices assume normally factory installation on a truck chassis suitable for the unit purchased. Relocation of batteries, fuel tanks, mufflers, air tanks, etc. will be an additional charge, billed at the standard factory labor rate.

WARRANTY: Elgin warrants its products to be free from defects in material and workmanship for a period of 12 months, subject to the limitations and conditions set forth in its current published warranty. Other than those expressly stated herein. THERE ARE NOT OTHER WARRANTIES OF ANY KIND EXPRESS OR IMPLIED, AND SPECIFICALLY EXCLUDED BUT NOT BY WAY OF LIMITATION, ARE THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MECHANABILITY.

IT IS UNDERSTOOD AND AGREED THE ELGIN'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY THE PURCHASER AND UNDER NO CIRCUMSTANCES SHALL ELGIN BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THE PRICES STATED FOR THE EQUIPMENT IS A CONSIDERATION IN LIMITING ELGIN'S LIABILITY. NO ACTION REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION OF THE AGREEMENT MAY BE BROUGHT BY PURCHASER MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS OCCURRED.

ELGIN'S MAXIMUM LIABILITY SHALL NOT EXCEED AND BUYER'S REMEDY IS LIMITED TO EITHER (I) REPAIR OR REPLACEMENT OF THE DEFECTIVE PART OF PRODUCT, OR AT ELGIN'S OPTION (II) RETURN OF THE PRODUCT AND REFUND OF THE PURCHASE PRICE AND SUCH REMEDY SHALL BE BUYER'S ENTIRE AND EXCLUSIVE REMEDY.

CHOICE OF LAW: These Terms and Conditions shall be construed according to the laws of the State of Illinois. Failure at any time by Elgin to exercise any of its rights under this agreement shall not constitute a waiver-thereof nor prejudice Elgin's right to enforce it thereafter.





COMPLETE AGREEMENT: These terms and conditions, contain the complete and final agreement between the parties hereto and no other agreement in any way modifying any of these terms and conditions will be binding on Elgin unless in writing and agreed to by an authorized representative of Elgin. All proposed terms included in Buyer's purchase order or other standard contracting documents are expressly rejected.

I agree with the above terms and conditions:

Signed By: _____

Date: _____





May 31, 2024

Cities of Ledyard/Preston

Re: Tax Exempt Municipal Lease Proposal

Dear Sir or Madam:

Lease Servicing Center, Inc. dba NCL Government Capital ("NCL") is pleased to propose to Cities of Ledyard/Preston the following Tax Exempt Municipal Lease transaction as outlined below. Under this transaction, Cities of Ledyard/Preston would enter into a Tax Exempt Municipal Lease agreement with NCL for the purpose of acquiring Pelican Three-Wheel Mechanical Sweeper. This transaction is subject to formal review and approval by both the Lessor and Lessee.

LESSEE:	Cities of Ledyard/Preston	
LESSOR:	Lease Servicing Center, Inc. dba NCL Government Capital	
EQUIPMENT:	Pelican Three-Wheel Mechanical Sweeper	
EQUIPMENT COST:	\$289,990.00	
DOWN PAYMENT / TRADE-IN:	<u>\$0.00</u>	
AMOUNT FINANCED:	\$289,990.00	
FUNDING DATE:	March 3, 2025	
DEFERRAL DAYS:	0	
FIRST PAYMENT DUE:	March 3, 2025	
TERM:	5 Years	MAX USAGE:
ANNUAL LEASE PAYMENTS:	\$66,467.49	
ALTERNATIVE LEASE OPTIONS:	4 years	\$80,773.27
	6 years	\$57,072.77

BALLOON PAYMENT: \$0.00

PRICING: The payments outlined above are locked, provided this proposal is accepted by the Lessee and the transaction closes/funds prior to July 1, 2024. After these days, the final payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.

DOCUMENTATION FEE: \$500 paid to Lessor at closing

DOCUMENTATION: Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of Lessee.

TITLE / INSURANCE: Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

TAX STATUS: This transaction must be designated as Tax-Exempt under Section 103 of the IRS code of 1986 as amended.

SOURCEWELL CONTRACT: NCL has been competitively bid and awarded a contract through Sourcwell (Formerly NJPA).
#011620-NCL **NCL's Sourcwell Contract # is 011620-NCL.**

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (612) 791-0411. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Chris Canavati - (612) 791-0411
chrisc@nclgovcap.com

ACCEPTANCE

As a duly authorized agent of Cities of Ledyard/Preston, I hereby accept the proposal as outlined above and intend to close this financing with NCL, subject to final approval.

ACCEPTED:	_____	DATE:	_____
NAME:	_____	TITLE:	_____
PHONE:	_____		

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOU OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0696

Agenda Date: 8/14/2024

Agenda #: 7.

FINANCIAL BUSINESS REQUEST (FBR)

Subject:

MOTION to authorize the town to proceed with the engineering design of sewer mains along Fairway/Colby Drives (\$108,000) and Route 117 (\$137,500), respectively, per Weston & Sampson Engineers, Inc. Bid No. 2021-03 Amendments 3 and 4.

In addition, transfer and appropriate ARPA and/or other funding in the total amount of \$245,500 for said purpose. Source of ARPA funding transfer and other funding to be determined.

Background:

The Town has been pursuing a phased approach to extension of sewer service to Ledyard Center according to the following project areas: Phase 1 - force main from Bill Library to Ledyard High School, Phase 2 - force mains serving Ledyard Center (Rt 117 and Fairway/Colby Drive properties), and Phase 3 - replacement of force main from Ledyard High School to Pennywise Lane. Phases 1 and 3 have received earmarked ARPA funding, presently \$1,110,000 and \$950,000, respectively. In order to meet the ultimate goal of the sewer main extension to Ledyard Center, pricing for engineering services for Phase 2 has been sought and acquired for consideration (attached).

Because of favorable construction bid pricing, some ARPA funding allotted to Phase 1 has been available for reallocation. The total cost of the proposals for the two service areas in Phase 2 is \$245,500. The final costs for Phase 1 (in process) and Phase 3 (presently under design) are unknown but may not afford sufficient further surplus ARPA funds to fully cover this cost.

Department Comment/Recommendation:

In keeping with the overall need prompting extension of sewer service to Ledyard Center, and the expressed interest by several property owners of existing and prospective candidates for connection within Ledyard Center, I recommend that funding be appropriated for the immediate initiation of design engineering for the Phase 2 service area.

AMENDMENT NO. 3
TO
AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN

TOWN OF LEDYARD, CONNECTICUT
AND
WESTON & SAMPSON ENGINEERS, INC.
FOR

LEDYARD CENTER SEWER (BID #2021-03)

The AGREEMENT for Ledyard Center Sewer (Bid #2021-03) made on the April 22, 2021 by and between the Town of Ledyard, Connecticut acting through its Mayor, hereinafter called the OWNER, and Weston & Sampson Engineers, Inc., with offices at 712 Brook Street, Suite 103, Rocky Hill, Connecticut, hereinafter called the ENGINEER is hereby amended in accordance with the provisions of said AGREEMENT.

The engineering services in this task amendment consists of the design of a low-pressure sewer extension from Colonel Ledyard Highway, north Fairway Drive and then east along Colby Drive, as requested by the OWNER. This amendment is issued to incorporate the following changes:

ARTICLE 2 - SERVICES OF THE ENGINEER is hereby amended as follows:

Immediately following Article 2.16, add the following new subsections to the contract:

2.17. Wetland Delineation (Sewer on Fairway)

1. Wetland limits will be identified and flagged for used in determining work within the upland review area areas. Based on preliminary review, there is a small freshwater wetland area adjacent to Fairway Drive north of the fire station.
2. Specifically, the freshwater wetlands and watercourses will be delineated, and soil series will be identified for the limits identified above. The wetlands will be identified by Connecticut criteria. "Soil Taxonomy" (USDA Handbook 436, Rev 1999), NRCS Web Soil Survey and available maps will be used. Soil borings will be dug with a soil auger to a depth of 2 to 4 feet to conduct this study.
3. A field map showing approximate wetland flag locations will be prepared. A Wetlands Report will not be prepared for this project because construction disturbances will be located within the existing paved roadway.

2.18. Soil Borings (Sewer on Fairway)

1. Up to 5 days of test probes and borings shall be provided, consisting of: 25@ 10-foot deep probes, 12@ 10-foot deep split spoon samples with blow counts – along Fairway and Colby Drive.
2. One day to mark-out the proposed locations of the borings/probes for Call Before You Dig.

3. ENGINEER will be present during the subsurface exploration to record the encountered conditions. The soil boring logs will be prepared for inclusion into contract bid documents and for the use with the design.
4. Traffic control is not anticipated, but can be billed separately to the Town at the direct cost with no markup.

2.19. Surveying (Sewer on Fairway)

1. The survey will record topographic and planimetric information accessible utilities and current existing feature conditions. The existing condition survey within the limits identified above will locate the following.
2. Temporary benchmarks will be set at approximately 500 feet intervals on the site and will be included on the plan.
3. Underground utilities with surficial structures (i.e., hydrants, manholes, grates, catch basins, hand holes, valve boxes, utility poles, transformers, and risers) for water, gas, sewer, drainage, electrical, telephone within the survey limits.
4. Measured inverts and pipe sizes will be recorded for storm and sanitary structures where possible.
5. Field survey presumptions regarding the scope and fee proposed herein include:
 - a. ENGINEER reserves the right to negotiate extra work fees for effort that may be required to confirm specifics about boundary, easements, rights-of-way, elevation, or sub surface utilities that may arise from the client or client's review of the initial map produced under the initial defined scope of services.
 - b. Real-time kinetic (RTK) GPS methods will be available to establish field control.
 - c. Traffic control (if necessary) to obtain invert data will be provided by the Town of Ledyard
 - d. Water, storm, and sanitary as-built mapping will be provided by OWNER.

2.20. Sewer Route Design (Sewer on Fairway)

1. Develop plan and profile sewer design drawings along Fairway and Colby Drive from survey information. The design will extend a 4-inch HDPE low pressure sewer (LPS) along Fairway Drive and a 2.5-inch LPS along Colby Drive. Design will be prepared as a dedicated set of construction documents (plan set and technical specifications, but no front-end contract requirements) separate from the multi-use pathway project.
2. Field Visit – Conduct a field visit to inspect the condition of the existing site features, review project area and potential utility conflicts, and prepare a photo log (as needed).
3. Existing Data – Review existing data provided by the municipality and the utilities, including street line mapping, utility locations, construction and as-built plans of the roadway and existing sewer force main.
4. Preliminary Design Plans – Prepare preliminary plans to consist of:
 - a. Cover Sheet (1 sheet)
 - b. Sedimentation and Erosion Control Plan (1 sheet)
 - c. Plan and Profiles (2 sheets)

- d. Construction Detail Sheets (up to 3 sheets)
 - 5. Preliminary Design Submission – Assemble and submit all the plans and estimates generated during the Preliminary Design phase.
 - 6. Resolve Preliminary Design Comments – Attend one preliminary design review meeting to discuss and resolve questions or comments that arise. Identify permit requirements and make initial contact (as needed).
 - 7. Coordination For Property Rights – None anticipated
 - 8. Drainage Analysis – None anticipated.
 - 9. Public Information Meeting – None anticipated.
 - 10. Quantity Estimate and Cost Estimate – Prepare an estimate of the quantities of all major items of construction. Develop an estimate of probable construction cost for the project based on the estimated quantities and unit prices.
 - 11. Technical Specifications – Reuse existing technical specifications that have been incorporated into the multiuse pathway construction project. A technical specification will be prepared for the odor control system.
 - 12. Final Design for Review – Assemble and submit the drawings, estimate, and technical specifications generated during final design.
 - 13. Final Submission – Package and submit certified plans, estimate, and technical specifications to the for administrative review.
 - 14. CTDOT District Coordination – None anticipated.
- 2.21. SCWA Review (Sewer on Fairway)
- 1. Submit progress design plans to utilities for review. Schedule and facilitate up to one on-site or virtual utility meeting.
 - 2. Identify potential conflicts and proposed test pit locations, if any, to be conducted by the contractor during construction.
 - 3. Address minor comments including coordination meetings with the utility.
- 2.22. Permitting (Sewer on Fairway)
- 1. Prepare and submit local inland wetland permit and prepare demonstration material and present project at up to two in-person commission meetings to present the project. The proposed pipe alignment along Fairway Drive (under the existing paved roadway) will be within the upland review area of adjacent wetlands.
 - 2. Coordinate with CTDEEP Wildlife. Prepare and provide to CTDEEP to review endangered species within the project site. Correspondence with CTDEEP to include recommendations.
 - 3. Preparation of an Archaeological Review for the State Historical Preservation Office is not included as part of this scope.
 - 4. Town/State permitting fees will be paid for directly by the Town.

ARTICLE 4 - TIME OF PROJECT is hereby amended as follows:

Append Article 4.1 to add the following:

The ENGINEER agrees to start the work of Task 2.17 thru 2.22 within 14 calendar days of authorization and complete the work within 150 calendar days thereafter (weather permitting).

ARTICLE 5 - PAYMENTS TO THE ENGINEER is hereby amended as follows:

A. Append to Table 5.1 with the following:

Table 5.1			
TASK	DESCRIPTION	FEE TYPE	FEE
2.17	Wetland Delineation (Sewer to Fairway)	Lump Sum	\$6,000
2.18	Soil Borings (Sewer to Fairway)	Lump Sum	\$22,000
2.19	Surveying (Sewer to Fairway)	Lump Sum	\$21,000
2.20	Sewer Route Design (Sewer to Fairway)	Lump Sum	\$39,000
2.21	SCWA Utility Review (Sewer to Fairway)	Hourly	\$8,000
2.22	Permitting (Sewer to Fairway)	Hourly	\$12,000
		INCREASE OF FEE:	\$ 108,000

B. Hourly tasks will be billed at employee hourly rate with 3.3 a multiplier.

AMENDMENT NO. 3
TO
AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN

TOWN OF LEDYARD, CONNECTICUT
AND
WESTON & SAMPSON ENGINEERS, INC.
FOR

LEDYARD CENTER SEWER (BID #2021-03)

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT NO. 3
this 26th day of July, 2024.

ACCEPTED FOR:

TOWN OF LEDYARD, CT

WESTON & SAMPSON ENGINEERS, INC.

By:

By:

Signature



Signature

Printed Name

Robert Tedeschi, P.E. – Associate

Printed Name

Date

7/26/2024

Date

AMENDMENT NO. 4
TO
AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN

TOWN OF LEDYARD, CONNECTICUT
AND
WESTON & SAMPSON ENGINEERS, INC.
FOR

LEDYARD CENTER SEWER (BID #2021-03)

The AGREEMENT for Ledyard Center Sewer (Bid #2021-03) made on the April 22, 2021 by and between the Town of Ledyard, Connecticut acting through its Mayor, hereinafter called the OWNER, and Weston & Sampson Engineers, Inc., with offices at 712 Brook Street, Suite 103, Rocky Hill, Connecticut, hereinafter called the ENGINEER is hereby amended in accordance with the provisions of said AGREEMENT.

The engineering services in this task amendment consists of the design of a low-pressure sewer extension from Colonel Ledyard Highway, north along Route 117, terminating near the post office, as requested by the OWNER. This amendment is issued to incorporate the following changes:

ARTICLE 2 - SERVICES OF THE ENGINEER is hereby amended as follows:

Immediately following Article 2.22, add the following new subsections to the contract:

2.23. Soil Borings (Sewer on RT 117)

1. Up to 5 days of test probes and borings shall be provided, consisting of: 25@ 10-foot deep probes and 15@ 10-foot deep split spoon samples with blow counts – along the western edge of road in the easement of Route 117.
2. A ConnDOT encroachment permit is anticipated for this work – to be prepared by the drilling subcontractor.
3. One day to mark-out the proposed locations of the borings/probes for Call Before You Dig.
4. ENGINEER will be present during the subsurface exploration to record the encountered conditions. The soil boring logs will be prepared for inclusion into contract bid documents and for the use with the design.
5. A budget set aside of \$8,000 for traffic control (likely a ConnDOT requirement) that will be billed to the Town at the direct cost with no markup.

2.24. Surveying (Sewer on RT 117)

1. The survey will record topographic and planimetric information accessible utilities and current existing feature conditions within the project area. The existing condition survey within the limits identified above will locate the following:
 - a. Temporary benchmarks will be set at approximately 500 feet intervals on the site and will be included on the plan.

- b. Underground utilities with surficial structures (i.e., hydrants, manholes, grates, catch basins, hand holes, valve boxes, utility poles, transformers, and risers) for water, gas, sewer, drainage, electrical, telephone within the survey limits.
 - c. Measured inverts and pipe sizes will be recorded for storm and sanitary structures where possible.
2. Field survey presumptions regarding the scope and fee proposed herein include:
- a. ENGINEER reserves the right to negotiate extra work fees for effort that may be required to confirm specifics about boundary, easements, rights-of-way, elevation, or sub surface utilities that may arise from the client or client’s review of the initial map produced under the initial defined scope of services.
 - b. Real-time kinetic (RTK) GPS methods will be available to establish field control.
 - c. Traffic control (if necessary) to obtain invert data will be provided by the Town of Ledyard.
 - d. Water, storm, streetscape lighting, and sanitary as-built mapping will be provided by OWNER.

2.25. Sewer Route Design (Sewer on RT 117)

1. Develop plan and profile sewer design drawings from survey information. The design will extend:
 - a. A 4-inch HDPE low pressure sewer (LPS) along Route 117 from Colonel Ledyard Highway northerly,
 - b. A 3-inch LPS to the Town parcel driveway on the east,
 - c. A 2.5-inch LPS further north to the post office.
 - d. Note that the existing water main appears to be offroad along the east side of Route 117.
2. Design will be prepared as a dedicated set of construction documents (plan set and technical specifications, but no front-end contract requirements), separate from the multi-use pathway project.
3. Field Visit – Conduct a field visit to inspect the condition of the existing site features, review project area and potential utility conflicts, and prepare a photo log (as needed).
4. Existing Data – Review existing data provided by the municipality and the utilities, including street line mapping, utility locations, construction and as-built plans of the roadway and existing sewer force main.
5. Preliminary Design Plans – Prepare preliminary plans to consist of:
 - a. Cover Sheet (1 sheet)
 - b. Sedimentation and Erosion Control Plan (1 sheet)
 - c. Plan and Profiles (3 sheets)
 - d. Construction Detail Sheets (2 sheets)
 - e. CTDOT Standard Details (as needed)

6. Preliminary Design Submission – Assemble and submit all the plans and estimates generated during the Preliminary Design phase.
 7. Resolve Preliminary Design Comments – Attend one preliminary design review meeting to discuss and resolve questions or comments that arise. Identify permit requirements and make initial contact (as needed).
 8. Coordination For Property Rights – None anticipated.
 9. Drainage Analysis – None anticipated.
 10. Public Information Meeting – None anticipated.
 11. Quantity Estimate and Cost Estimate – Prepare an estimate of the quantities of all major items of construction. Develop an estimate of probable construction cost for the project based on the estimated quantities and unit prices.
 12. Technical Specifications – Reuse existing technical specifications that have been incorporated into the multiuse pathway construction project. A technical specification will be prepared for the odor control system.
 13. Final Design for Review – Assemble and submit the drawings, estimate, and technical specifications generated during final design.
 14. Final Submission – Package and submit certified plans, estimate, and technical specifications to the for administrative review.
- 2.26. Groton Utilities Review (Sewer on RT 117)
1. Submit progress design plans to utilities for review. Schedule and facilitate up to two on-site or virtual utility meetings.
 2. Identify potential conflicts and proposed test pit locations, if any, to be conducted by the contractor during construction.
 3. Address minor comments including coordination meetings with the utility.
- 2.27. DOT Permitting (Sewer on RT 117)
1. ConnDOT District Coordination – A future Encroachment Permit will be required by the Contractor for work to be performed within the State right of way. Early coordination with the District during design is recommended to limit future delays and design modifications by the future Contractor. Submit preliminary plans to District for review and coordination. Host up to three virtual utility coordination meetings to discuss comments.
 2. Coordinate with CTDEEP Wildlife. Prepare and provide to CTDEEP to review endangered species within the project site. Correspondence with CTDEEP to include recommendations.
 3. Preparation of an Archaeological Review for the State Historical Preservation Office is not included as part of this scope.
 4. Town/State permitting fees will be paid for directly by the Town.

ARTICLE 4 - TIME OF PROJECT is hereby amended as follows:

Append Article 4.1 to add the following:

The ENGINEER agrees to start the work of Task 2.23 thru 2.27 within 14 calendar days of authorization and complete the work within 180 calendar days thereafter (weather permitting).

ARTICLE 5 - PAYMENTS TO THE ENGINEER is hereby amended as follows:

A. Append to Table 5.1 with the following:

Table 5.1			
TASK	DESCRIPTION	FEE TYPE	FEE
2.23	Soil Borings (Sewer to RT 117)	Lump Sum	\$35,500
2.24	Surveying (Sewer to RT 117)	Lump Sum	\$22,000
2.25	Sewer Route Design (Sewer to RT 117)	Lump Sum	\$52,000
2.26	Groton Utilities Review (Sewer to RT 117)	Hourly	\$8,000
2.27	DOT Permitting (Sewer to RT 117)	Hourly	\$20,000
		INCREASE OF FEE:	\$ 137,500

B. Hourly tasks will be billed at employee hourly rate with 3.3 a multiplier.

AMENDMENT NO. 4
TO
AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN

TOWN OF LEDYARD, CONNECTICUT
AND
WESTON & SAMPSON ENGINEERS, INC.
FOR

LEDYARD CENTER SEWER (BID #2021-03)

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT NO. 4
this 26th day of July, 2024.

ACCEPTED FOR:

TOWN OF LEDYARD, CT

WESTON & SAMPSON ENGINEERS, INC.

By:

By:

Signature



Signature

Printed Name

Robert Tedeschi, P.E. – Associate

Printed Name

Date

7/26/2024

Date

August 12, 2024

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

Re: **Design Services During Construction**
Ledyard High School Multi-Use Pathway & Sidewalk Extension

Dear Mr. Masalin:

We have prepared the attached scope for additional design services during construction for the Ledyard High School Multi-Use Pathway & Sidewalk Extension project. Since we have reached our previous contractual limit for design services during construction, this proposal forecasts the effort needed for the duration of construction. As discussed, an additional lump sum fee for geotechnical investigations and engineering is also included. The fees to complete the work described herein are summarized below on the fee schedule.

We look forward to completing this additional work for the Town for the remainder of construction. Should you have any questions or comments, please do not hesitate to contact me directly at casalep@wseinc.com or 508-203-4211 or Nick DePalermo at depalermn@wseinc.com or 860-856-8966.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Nick DePalermo, PE
Project Manager



Pompeo Casale, PE, M. ASCE
Vice President

CC: Mike Joyce – Joyce.Michael@wseinc.com
Matt Jermine – Jermine.Matthew@wseinc.com
Steve Spink – SpinkS@wseinc.com

S. Masalin
August 12, 2024
Attachment

**Scope of Work
Additional Engineering Services
Ledyard High School Multi-Use Pathway & Sidewalk Extension**

PHASE V. ADDITIONAL ENGINEERING SERVICES

E. Geotechnical Services

During an initial site visit with the Contractor and Inspector at the beginning of June 2024, a discussion was held regarding the condition of the subsurface materials in the embankment where the retaining wall (site no. 4) is being proposed. The retained height of the wall above finished grade is planned to be up to about 6 feet and the wall will consist of a segmental block wall with horizontal geogrid reinforcement. Due to the unknown type and consistency of the existing roadway embankment fill, subsurface explorations and a global stability analysis of the proposed site soils are recommended.

Based on our understanding, access to the area will be provided by the General Contractor. Therefore, police details, flaggers and/or traffic controls are not anticipated and not included as part of our scope.

We propose to complete design level borings to provide information on subsurface conditions at the site. Information from the borings will be used to evaluate global slope stability based on proposed grades. We anticipate that our field work can be scheduled within approximately two weeks of receiving authorization. Our geotechnical engineering report can be submitted within approximately four weeks of completing field work. We will accelerate this schedule, if possible, based on subcontractor availability and can provide preliminary recommendations to the design team as they are developed.

SCOPE OF GEOTECHNICAL SERVICES:

Our specific scope of geotechnical engineering services will include the following items:

1. Visit the site to observe surface features exposed at the ground surface, assess site access for subsurface explorations, and mark out proposed exploration locations.
2. Engage a drilling subcontractor to explore subsurface conditions by advancing up to three (3) borings using an All-Terrain (ATV) mounted drill rig. Currently, we anticipate completing up to two borings near the top of the existing embankment and one boring near the toe of the embankment. Weston & Sampson will observe the explorations in the field, maintain logs of soil and groundwater conditions, prepare boring logs, and measure the as-drilled boring locations relative to existing site features.

For budgeting purposes, we have assumed that native soils suitable for foundation support are present within 15 feet of existing ground surface and borings will be advanced up to 25 ft or refusal, whichever is shallower. We anticipate the proposed drilling program can be completed in one (1) workday. Adjustment to the number and depth of borings could be required depending on actual conditions encountered.

Standard Penetration Tests (SPTs) will be conducted in the borings generally at two-foot intervals in fill and organic soils and five-foot intervals in underlying native materials. The boreholes will be backfilled with soil cuttings. Rock coring and the installation of groundwater monitoring wells are not included.

Since the multiuse path construction is currently in-progress, we assume access to boring locations will be provided by the General Contractor. Access to boring locations will require removal of guardrails and regrading of the existing roadway embankment. **Access to both the top and bottom of embankment slope will be required.**

S. Masalin
 August 12, 2024
 Attachment

Prior to mobilizing the drill rig to the site, our drilling subcontractor will contact Call-Before-You-Dig (CBYD) to "mark" below-grade utilities in public streets and easements in the project area. As this service is limited to participating utilities in public easements, we will need someone with knowledge of any private on-site utilities to approve proposed boring locations. The General Contractor should also "mark" any below-grade utilities within their project limits-of-work.

Drilling involves inherent risks such as potential damage to subsurface utilities. If desired, and for an additional fee, we can subcontract with a private utility locator or perform vacuum excavation to clear boring locations within the top few feet. Private utility location and vacuum excavation reduces but does not eliminate the risk associated with drilling.

3. We will retain a geotechnical testing laboratory and coordinate the submission of soil samples collected from the borings for laboratory testing. We will submit up to three (3) samples for grain size distribution analyses or Atterberg Limit testing to confirm field classifications.
4. Weston & Sampson will complete analyses related to global stability analysis. We will develop design and construction recommendations for earthwork and prepare a geotechnical report. The report will include the following items as applicable:
 - a. Descriptions of the site conditions and subsurface exploration program.
 - b. Site plan showing approximate boring locations.
 - c. Boring logs and laboratory test results.
 - d. A discussion of the subsurface conditions encountered at explorations including depth of fill, organic deposits, bearing soils, groundwater, and refusal if encountered.
 - e. A summary of the proposed grading, and other relevant information, as provided by the project design team.
 - f. A summary of the global slope stability analyses and results.

Additional Field Work Related Assumptions:

- Traffic control (e.g., flaggers, signage, etc.) and police details will not be required.
- Vacuum excavation and private utility location are not requested.
- Prevailing wage rates are required.
- Access to the site will be provided by others. Clearing, regrading, guard rail removal, permits, bonds, or other costs associated with site access are not required and have not been included.
- Location of completed borings will not be surveyed and will be approximate. Elevations will be interpolated from the topographic plan provided by the design team.
- Restoration of areas disturbed as a result of our fieldwork, including any depressions caused by the drill rig, is not included, beyond backfilling the test borings with cuttings. We assume Terra mats are not required to protect the surface from disturbance caused by the drill rig.
- Environmental characterization, environmental services, health & safety training, or drumming of spoils are not included.
- The exploration program, including the number of days of drilling, and number of laboratory samples are estimated based on our current understanding of the project and the general subsurface conditions anticipated for the site. The exploration program may need to be adjusted based on actual conditions encountered, such as shallow bedrock, or thick deposits of loose or compressible materials. We will contact you of changes to the exploration program requiring additional drilling days (if any) while driller is on site to discuss the situation with you and revise our scope, schedule, and fee estimate accordingly.
- Soil samples collected during the geotechnical subsurface exploration program will be retained for 3 months following submission of our geotechnical report. The soil samples will be discarded at this time unless the Client requests, in writing, for a longer storage period. Additional fees may apply.

S. Masalin
August 12, 2024
Attachment

Additional Design Related Assumptions:

- Construction cost estimating is not included in our scope.
- Our fee does not include attendance at meetings.

The above referenced Scope of Services for Phase V will be completed for a lump sum fee as summarized below and does not include structural design revisions based on the findings of the proposed subsurface explorations.

PHASE VI. DESIGN SERVICES DURING CONSTRUCTION

The initial hourly budget maximum of \$20,000 has been reached by Weston & Sampson for effort related to design services during construction from April through June of 2024. Moving forwards, the expectation is that design services during construction will be reduced but will still be necessary to aid in the construction of the project. Weston & Sampson has been billing an average of 20 hours/month and moving forwards we anticipate that number to drop to 12 hours/month. Weston & Sampson proposes a new hourly budget based on established billing rates up to a maximum of \$15,000, or until the total fee approaches that cap. The services that are expected are detailed below:

1. Attend bi-weekly progress meetings on site. Representative from the sewer group will not attend once the sewer force main construction is substantially completed.
2. Assist in the interpretation of project plans and specifications during the construction process.
3. Respond to Requests for Information from the contractor. Provide clarifications to the contractor regarding interpretations of plans and specifications.
4. Coordinate with the Town and issue necessary field directives to the contractor based on changes in the scope of the work or differing/unforeseen site conditions.
5. Assist the inspection team in reviewing change order proposals, analyze pay requests, and prepare/process change orders to be incorporated into the contract including requisite backup. Analyze test pit information and make any necessary changes to the proposed drainage design. Weston & Sampson will issue up to two (2) revisions of the contract documents.
6. Participate in additional site visits and meetings as requested by the Town on an as-needed basis.

The above referenced Scope of Services for Phase VI will be completed for Hourly Budget as summarized below.

FEE SCHEDULE

Additional Work Tasks	Type	Cost
PHASE V. ADDITIONAL ENGINEERING SERVICES		
E. Geotechnical Services	Lump Sum Fee	<u>\$ 15,300</u>
PHASE V – TOTAL		\$ 15,300

Additional Work Tasks	Type	Cost
PHASE VI. DESIGN SERVICES DURING CONSTRUCTION		
A. DSDC	Previous Budget	<u>\$ 20,000</u>
	New Hourly (Budget)	<u>\$ 15,000</u>
PHASE VI – NEW TOTAL		\$ 35,000

Approved by: _____
 Town of Ledyard

 Signature Date

 Printed Name and Title



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0703

Agenda Date: 8/14/2024

Agenda #: 8.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve the following Salary Adjustments effective July 1, 2024:

- \$80,217 Account #1010101-51602 (Administrative Assistant)
- \$56,952 Account #1010201-51607 (Executive Assistant)

In addition, authorize retroactive payments in the total amount of \$2,692; and appropriate \$20,000 from #Account 10110107-56100 (Undesignated) to the respective accounts.

Background:

6/30/2023 Unassigned/Undesignated Fund Balance \$5,123,700

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

These represent two salaries of a handful that will be moving ahead for adjustment. A few are severely out of date and due to this fact, we risk losing highly qualified individuals that have experience, integrity and provide both continuity and a level of care for this town. I fully support these requests.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0711

Agenda Date: 8/14/2024

Agenda #: 9.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate \$3,000 to Account #10114301-51610 (Land Use Supervisors) in connection with \$3,000 received from fines assessed in accordance with Ordinance #300-012 (rev.2) “*An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard*”.

Background:

18 Crestview Drive-Ongoing Blight Case: Notice of Citation Assessment sent 5/9/23 and Right to Hearing sent 6/20/23 for blighted MVs; sent *Notice of Assessment For Violation Of Blight Ordinance* (10/17/23) by certified and first class mail; No violation by 3/25/24 inspection; various correspondence with Town Atty and Mayor including confirmation the \$3,000.00 fine has been paid to close out the matter; working with other municipal staff to process the fine.

The Land Use Office had received complaints since at least 2021 for this address. My description of the case is at the overview level, there’s a lot more information if you need more than a summary.

Best,
Alex

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

The additional appropriation is being requested to help offset fees incurred to hire an outside building official.

Mayor Comment/Recommendation:

(type text here)

Rec'd for Record
October 12, 2023 @
12:49 P.M. *[Signature]*
Ledyard Town Clerk

Ordinance #300-012 (rev. 2)

AN ORDINANCE
CONCERNING BLIGHT AND PUBLIC NUISANCE
FOR THE TOWN OF LEDYARD

Section 1. Purpose/Declaration

It is hereby found and declared that there exist in the Town of Ledyard a number of blighted properties and that continued existence of blighted properties constitutes a continuing nuisance and contributes to the decline of our neighborhoods. Existence of blighted properties adversely affects the economic well-being of the Town of Ledyard.

Section 2. Authority

This Ordinance is enacted pursuant to the Connecticut General Statutes (C.G.S.), Section 7-148(c)(7) and Section 14-150a. This Ordinance is to be enforced as a blight ordinance, pursuant to Section 7-148(c)(7)(H)(xv), and as a nuisance ordinance, pursuant to C.G.S. Section 7-148(c)(7)(E).

Section 3. Scope of Provisions

Many of the blighted properties may be rehabilitated, reconstructed, demolished, cleaned up, groomed, maintained, returned to satisfactory condition or reused to provide decent, safe, sanitary housing or commercial facilities. Such rehabilitation, reconstruction, demolition, cleanup or reuse of the blighted and nuisance properties would eliminate, remedy and prevent adverse conditions.

This Ordinance shall apply to the maintenance of all properties now in existence or hereafter constructed, maintained, or modified but shall exclude: agricultural lands as defined in Section 22-3(b) of the Connecticut General Statutes, land preserved in its natural state through conservation easements, or areas designated as inland wetlands and watercourses.

Section 4. Definitions

For the purpose of this Ordinance, the following words, terms and phrases shall have the following meanings, unless the context indicates otherwise:

- A. Legal Occupancy - Occupancy in accordance with state building, state fire, local zoning, or all other pertinent codes and Connecticut General Statutes.
- B. New Owner Or New Occupant - Per PA 12-146(3)(b), "new owner" means any person or entity who has taken title to a property, and "new occupant" means any person who has taken occupancy of a property, within thirty days of the notice, of violation and reasonable opportunity to remediate required by C.G.S. 7-148 (c) (7)(h)(xv).
- C. Dilapidated - Any building or structure or part thereof that would not qualify for a Certificate of Occupancy or which is deemed an unsafe structure as defined in the Connecticut State Building Code, or any dwelling or unit which is designated as unfit or unsafe for human habitation as defined by the Connecticut Health Code.
- D. Abandoned Motor Vehicle or Marine Vessel - Any motor vehicle or marine vessel which has the appearance that the owner has relinquished control without the intent of reclaiming it including but not limited to, a vehicle or marine vessel with no marker plates, or one which is unregistered, damaged, vandalized, dismantled, partially dismantled, inoperative or in such condition as to be unusable as a motor vehicle.

- E. Abandoned Property - Any real property on which there is a vacant structure and on which (1) real property taxes have been delinquent for one year or more and orders have been issued by the Fire Marshal, Building and Zoning Official or Health District and there has been no compliance with these orders within the prescribed time given by such official or within 90 days, whichever is longer, (2) the owner has declared in writing to the Building and Zoning Official that the property is abandoned or (3) there has been a determination by the Zoning Official, in accordance with this Ordinance, that the vacant structure contributes to blight.
- F. Blighted Property - Any building, structure or parcel of land in or on which at least one of the following conditions exists:
1. It is dilapidated as documented by the Building and Zoning Official.
 2. It is being used for or used as storage or harbor for illegal activity as documented by the Police Department, including criminal activities per investigations, arrest warrant applications and actual arrest convictions.
 3. It is a fire hazard as determined by the Fire Marshal or as documented by the Fire Department.
 4. The condition of the building, structure or parcel of land constitutes an unsafe structure as defined by the Connecticut Building Code and poses a serious or immediate danger to the safety, health or general welfare of the community as documented by the Building and Zoning Official or by the Health District.
 5. It is not being adequately maintained, as determined by the following factors:
 - a. missing or boarded windows or doors, collapsing or missing walls, roof or floors,
 - b. seriously damaged or missing siding, or the building is otherwise dilapidated,
 - c. a structurally faulty foundation, fire damage, or physical hazards,
 - d. rodent harborage and infestation, improper storage of garbage, trash, rubbish, discarded household appliance or furniture, tires, discarded motor vehicle parts,
 - e. an overgrown plot of grass, customarily tended or mowed, adjacent to and/or part of a residence, business, commercial entity, or estate, wherein the grass has not been mowed and has grown to at least nine inches in length,
 - f. peeling or chipping paint exceeding thirty-three percent (33%) of the structure's total exposed surface area.
 6. Any unregistered, abandoned or inoperable motor vehicle or marine vessel located on a parcel of land for a period exceeding 30 days.

Exceptions:

- a. Vehicles or marine vessels under cover. One unregistered motor vehicle or marine vessel being offered for sale by the owner or tenant provided said motor vehicle or vessel does not remain on the same property for a period exceeding 60 days.
- b. Motor vehicles located on a property of a business enterprise lawfully licensed by the Town of Ledyard and Connecticut Department of Motor Vehicles.
- c. Any motor vehicle, which is in operable condition specifically adapted or designated for operation on drag strips or raceways.

- d. Any inoperable or unregistered motor vehicle or marine vessel being actively restored to operating condition provided:
 - i. Only two such vehicles or vessels shall be allowed at one time on the property in question.
 - ii. Parts used in the restoration must be stored in the vehicle or marine vessel or in a structure.
 - iii. Such motor vehicles or marine vessels shall be covered and secured with a cover or tarp, provided the tarp is securely attached whenever work is not being done on them.
 - iv. The brush and growth under and around the motor vehicle(s) or marine vessel(s) shall be controlled and mowed.
7. It creates substantial and unreasonable interference with the reasonable and lawful use and enjoyment of other space within the neighborhood as documented by neighborhood complaints, which complaints have been independently substantiated.
8. Its inadequate maintenance or dilapidated condition has led to the cancellation of insurance on proximate properties.
9. Its inadequate maintenance or dilapidated condition has materially contributed to a decline or diminution in property values on proximate properties.
10. It is adjacent to a sidewalk, for which the property's owner, agent, tenant or responsible person is responsible for maintaining safe conditions for the use of the public pursuant to ordinances and regulations of the Town of Ledyard, and its sidewalk is in any way obstructed by or littered with any substance, including trees, bushes, overgrowth, leaves, gravel, dirt, rubbish, garbage, bulky waste or trash, which would in any way impede or imperil public travel upon said sidewalk or render it unsafe.
11. It attracts or harbors rodents, insects, vermin or disease-carrying animals.
- G. Building and Zoning Official - Building Official as defined in C.G.S., Section 29-260.
- H. Citation Hearing Committee - The Mayor shall appoint one or more Citation Hearing Officer(s), as defined in and pursuant to C.G.S., Section 7-152c to serve on the Citation Hearing Committee.
- I. Enforcement Officer - The Enforcement Officer(s) are those authorized by the Mayor to take such enforcement actions and to issue citations as specified in this Ordinance.
- J. Exempt Property - Any property acquired by the Town of Ledyard through foreclosure, eminent domain, or by a deed in lieu of foreclosure would be exempt from the provisions of this Ordinance only during the first six (6) months following the date of the foreclosure, and any building or structure undergoing remodeling being diligently conducted and pursued under an active building permit would only be exempt during such remodeling period.
- K. Inoperable Motor Vehicle or Marine Vessel - Any motor vehicle or marine vessel that is incapable of performing the function for which it was designed by virtue of missing parts or broken or severely damaged components.
- L. Marine Vessel - A ship, boat or other craft used in water navigation

- M. Motor Vehicle - Any device propelled by any power other than human power that is or was capable for the conveyance, drawing or other transportation of person or property and is suitable for operation on a highway. Excepted are agricultural tractors or farm implements.
- N. Neighborhood - An area of the Town of Ledyard comprised of premises or parcels of land any part of which is within a radius of 800 feet of any part of another parcel or lot within the Town of Ledyard.
- O. Public View - Visible from any public right of way or neighboring property.
- P. Sidewalk - Any public way adjacent to streets, highways and those public rights of ways used for vehicular traffic that are used for pedestrian traffic.
- Q. Under Cover - Completely enclosed in a garage or other building serving the same purpose of a garage.
- R. Unregistered Motor Vehicle or Marine Vessel - Any motor vehicle or marine vessel that in its present condition is able to be registered but does not have a valid registration.
- S. Vacant - A period of sixty (60) days or longer during which a building subject to this Ordinance is not legally occupied. Vacant status in and of itself does not constitute a blighted building.

Section 5. Designation of Blighted Property

- A. The Enforcement Officer(s) shall be responsible for determining whether a property which comes to the attention of the Town, whether through written complaint or through the normal operations of the Town, is blighted according to the definitions in this Ordinance.
- B. The Enforcement Officer(s) shall investigate and document conditions of blight, if any, and file a written report with the Mayor or his/her designee. The Enforcement Officer's report shall state whether or not the property is a blighted property within the meaning of this Ordinance. Such report shall be kept by the Town and may be available to the property owner upon request.

Section 6. Property Owner Notification

1. Whenever the Town of Ledyard identifies a blighted premises, written notice of the violation shall be given to the owner and/or the occupant of the property, by posting a notice of the violation in a conspicuous location at the blighted premises, and delivering a copy of the notice of the violation to an owner, either by hand delivery or by mail. Said notice shall specify that the owner or occupant has seven days, from the date notice was posted and mailed, to remediate the blighted conditions, or the Town will take enforcement action. In the case of an unidentified owner or one whose address is unknown, the Enforcement Officer shall publish a notice in in a local newspaper stating the property is cited for blight and, if applicable, whether the property has been determined to be abandoned.

The notice shall contain the following information:

- a. The address of the affected property.
- b. The exact nature of the violation.
- c. The time allowed for corrective action shall be in accordance with CGS 7-148.
- d. The penalty for continued violation of this Ordinance.
- e. The availability of a hearing procedure before the Blight Appeals Committee pursuant to CGS 7-152c; and
- f. The penalty for violation of this ordinance shall be \$100 for each day that a violation continues.

2. Prior to the expiration of the seven-day period specified in subsection 6-1 of this section, the property owner may request additional time for remediation. The Enforcement Officer may determine an alternate timetable of a reasonable length of time, if warranted. Such timetable will be in writing and must be signed by both the Enforcement Officer and the property owner. Failure to comply with the agreed upon timetable will make the property owner liable for retroactive fines and penalties as designated in Section 8 subsections (A) and (B).
3. After the expiration of the seven-day period specified in subsection 6-1 of this section and without the alternate timetable specified in subsection (B) above, the Town of Ledyard, through its designated agents, may enter blighted premises during reasonable hours for the purposes of remediating blighted conditions, provided neither the Town of Ledyard, nor its designated agents, enter any dwelling house or structure on such property. Costs associated with the remediation of blight may be recovered by the Town in accordance with C.G.S. Section 49-73(b).

Section 7. Creation or Continuation of Blighted Property Prohibited

No person, firm or corporation, no owner, agent, tenant, operator, possessor of real property, and no other person responsible for the care, maintenance and/or condition of real property, shall cause or allow any blighted property, as defined in Section 4 of this Ordinance, to be created or continued.

Section 8. Enforcement: Criminal Violations And Civil Penalties

- A. Criminal Violations: Pursuant to C.G.S. 7-148 (c) (7) (H) (xv), any person or entity who, after written notice and a reasonable opportunity to remediate blighted conditions as specified in Section 6-1 of this Ordinance, willfully violates Section 7 of this Ordinance, may be fined by the State of Connecticut not more than two hundred and fifty dollars (\$250.00) for each day for which it can be shown, based upon an actual inspection of the property on each such day, the blighted conditions continued to exist after written notice to the owner or occupant, as provided in Section 6-1. This section is designated as a violation pursuant to C.G.S. 53a-27.
 1. No person or entity shall be found guilty of a violation pursuant to Section 8(A) and a civil penalty pursuant to Section 8(B) of this Ordinance for the same occurrence.
 2. Any person who is a new owner or occupant shall, upon request, be granted a thirty-day extension of the notice and opportunity to remediate, provided pursuant to Section 6-1 prior to imposition of a fine; if the blight is remediated during said extension, the case shall be dismissed.
- B. Civil Penalties: Any person or entity who fails to comply with Section 7 of this ordinance, and, thereafter, fails to remediate the blighted conditions within five days of the notice provided pursuant to Section 6-1 may be assessed a civil penalty for each building, structure or parcel of land in violation of this Ordinance. The amount of the civil penalty shall be one hundred dollars (\$100.00) per day. Each day a building, structure or parcel of land remains in violation of this Ordinance shall constitute grounds for the assessment of a separate civil penalty. The issuing officer shall deliver written notice of the civil penalty, either by hand delivery or by mail, to the owner or occupant responsible for the blighted premises. Said notice will include the nature of the violation and the penalty being assessed.
 1. Penalties assessed pursuant to subsection (B) of this section shall be enforceable by citation pursuant to C.G.S. Section 7-152c.
 2. Persons or entities assessed a penalty pursuant to subsection (B) of this section shall remit fines for said violation within ten (10) days of the mailing of notice thereof. The fine imposed shall be payable to the Town of Ledyard. Uncontested payments received pursuant to this subsection shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of the person or entity making the payment.

Section 9. Civil Penalty Citation Hearing Procedure

- A. Notification of right to hearing - At the time that the civil penalty is assessed, the property owner shall be notified in writing of the availability of a hearing before the Citation Hearing Officer to contest the determination of blight and/or the assessed penalty. Specifically, the property owner will be notified:
1. that the owner may request a hearing to contest the determination of blight and/or the assessed penalty,
 2. that the owner must provide a written request for such a hearing within ten days of the date of notification,
 3. that if the property owner does not demand such a hearing, an assessment and judgment shall be entered against the property owner
 4. that the judgment may be issued without further notice.
- B. Rights of the Respondent
1. Admission of Liability - If the property owner who is sent notice pursuant to subsection (A) above wishes to admit liability for any alleged violation, the owner may, without requesting a hearing, pay the full amount of the fines, penalties, costs or fees admitted to in person or by mail in accordance with Section 8 (A) (2) above and remediate the blighted property. Payment shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of the property owner making the payment.
 2. Constructive Admission of Liability - Any person or entity who fails to deliver or mail written demand for a hearing within ten days of the date of the first notice provided for in subsection A above shall be deemed to have admitted liability, and the Blight Enforcement Officer shall certify the property owner's failure to respond to the Citation Hearing Board. The Citation Hearing Board shall thereupon enter and assess the fines, penalties, costs or fees provided for in this ordinance including per diem penalties retroactive to the original date of expected remediation as specified in Section 6-1-and shall follow the procedures set forth in Section 9 (C) of this ordinance.
 3. Right to Hearing - Any person or entity who requests a hearing shall be given written notice of the date, time and place for the hearing. The hearing shall be held not less than fifteen days, nor more than thirty days, from the date of the mailing of notice, provided, the Citation Hearing Board may grant, upon good cause shown, any reasonable request by any interested party for continuance.
- C. Formal Hearing Procedure - The Citation Hearing Officer shall preside over a hearing which shall be held in the manner outlined in Connecticut General Statutes, Section 7-152c. The Citation Hearing Officer shall render the decision in writing and file it within five days with the Enforcement Officer, the Mayor, and send it by certified mail, return receipt requested, to the property owner or other responsible person and to all parties in the proceedings. The Citation Hearing Officer may decide one of the following:
1. Dismissal: If the Citation Hearing Officer determines that the respondent is not liable, the Citation Hearing Officer shall dismiss the matter, and enter the determination in writing.
 2. Finding of Liability: Assessment: If the Citation Hearing Officer determines that the respondent is liable for the violation, the Citation Hearing Officer shall enter and assess the fines, penalties, costs or fees against the respondent, as provided by the Section 8 (A) including per diem penalties retroactive to the expected date of remediation as set forth in Section 6-1.

D. Notice of Assessment; Effect

1. Assessments must be paid to the Town of Ledyard within 10 days of receipt of the Citation Hearing Officer's determination.
2. Not less than thirty days, but not more than twelve months, after the mailing, as set forth in subsection (D) (1) above, the Citation Hearing Officer shall file a certified copy of the notice of assessment with the clerk of a Superior Court designated by the Chief Court Administrator (as of the date of adoption hereof, the New London judicial district civil courthouse), together with the appropriate entry fee. The certified copy of the notice of assessment shall constitute a record of assessment. Within the twelve-month period, assessments against the same person may be accrued and filed as one record of assessment.
 - a. Entry of judgment: The court clerk shall enter judgment in the amount of the record of assessment, and court costs, allowed by the General Statutes, in favor of the Town pursuant to C.G.S. 7152(c).
 - b. Effect of judgment; levy of execution permitted: Notwithstanding any provision of the General Statutes, the Citation Hearing Officer's assessment, when so entered as a judgment, shall have effect of a civil monetary judgment, and a levy of execution on the judgment may issue without further notice, to the respondent.

- E. A decision of the Citation Hearing Officer may be appealed to Superior Court in accordance with the provisions of C.G.S., Section 7-152c(g).

Section 10. Failure to Respond to Citation

- A. If the property owner, agent, tenant or responsible person fails to respond to the citation of blight or is unwilling or unable to rehabilitate, demolish, groom, or maintain the blighted property according to the provisions of this Ordinance, the Town may:
1. Take the necessary steps to acquire blighted properties, which have been certified by the Building and Zoning Official to be abandoned pursuant to the Urban Homestead Act of the Connecticut General Statutes.
 2. Take the necessary steps to acquire and rehabilitate the blighted premises in accordance with the Town of Ledyard Plan of Conservation and Development.
 3. Take the necessary steps to acquire blighted properties using other state or federal means as they may be available.

Section 11. Removal of Abandoned, Inoperable or Unregistered Motor Vehicles

For all properties declared blighted properties within the meaning of this Ordinance as a result of the presence of an abandoned, inoperable or unregistered motor vehicle, which blighted condition has remained in effect for thirty (30) days or which motor vehicle has remained abandoned, inoperable or unregistered on site for thirty (30) days after:

1. Notice by hand delivery or by certified mail, return receipt requested, to the last known address of the owner of the property on which such motor vehicle remains, or the owner of the abandoned motor vehicle, if different from the owner of the property requesting the removal of such motor vehicle; and
2. Notice in a newspaper having a general circulation in the Town of Ledyard.

The Chief of Police may provide for the removal and storage of said motor vehicle or parts thereof. The costs of the removal and storage of said motor vehicle or parts thereof and the costs of notices shall be borne by the owner of the property from which the motor vehicle or parts thereof are removed or, if the owner of the property is not the owner of the abandoned motor vehicle, by the owner of the abandoned motor vehicle.

Any motor vehicle that is removed pursuant to this Ordinance may not be returned to the same property unless it has been made operable and has been registered.

If the costs of the removal and storage of the motor vehicle remain unpaid for a period of thirty (30) days, the Chief of Police may order the motor vehicle or parts thereof sold at public auction and no such public auction shall occur without being sent, certified mail, return receipt requested, to the owner of the property involved or, if the owner of the property is different from the owner of the motor vehicle, the motor vehicle is to be auctioned and the proceeds of the auction applied to the cost of removal and storage. Notice of the auction shall be published in a newspaper having circulation in the Town of Ledyard at least ten (10) days prior to said auction date. The proceeds of such sale will be used by the Chief of Police to defray the costs of removal, storage and notice. If there should be any money left over after the payment of said costs, the excess proceeds shall be turned over to the owner of the property involved, or if the owner of the property is different from the owner of the abandoned motor vehicle, or if neither property is known, said funds shall be deposited in the General Fund of the municipality.

Any person aggrieved by a notice requesting the removal of a motor vehicle or by the removal of same may, within 15 days of receipt of notice, appeal said ruling to the Citation Hearing Officer. Said appeal shall be heard and appeals may be taken from any such hearing in accordance with the procedures as set forth in the C.G.S., Section 7152c.

Section 12. Collection of Fines Imposed and Costs Incurred

- A. All fines imposed for violation of this Ordinance shall be payable to the Town of Ledyard and deposited in the General Fund.
- B. Upon petition of the property owner, the Town Council may waive and release the penalties and liens (excluding motor vehicle violations) if:
 - 1. The Town of Ledyard acquires the property; or
 - 2. At the time of the sale of the blighted property, in the Town Council's opinion, the buyer has the financial ability and intention and has indicated in writing to the Town Council his, her, or its intent to immediately rehabilitate the blighted property. Failure to rehabilitate the blighted property, within the agreed upon timeframe will result in reinstatement of the previous penalties and liens as well as accrual of additional penalties and liens from the date of the waiver.
- C. Pursuant to C.G.S., Section 7-148aa, any unpaid fine imposed pursuant to this Ordinance shall constitute a lien upon the real estate against which the fine was imposed from the date of such fine. In addition, pursuant to C.G.S. 49-73, any expenses incurred by the Town pursuant to this Ordinance shall be subject to a lien. Said lien may be foreclosed upon and enforced in the same manner as property tax liens. The Town of Ledyard Tax Collector is hereby empowered to place a lien on the land records in the manner as specified by Connecticut General Statutes provided a copy of said lien is mailed by first class mail to the owner as set forth on the most recent tax assessment list.

Section 13. Municipal Abatement

In any action to enforce this Ordinance or to enforce any violation hereof, including the failure to pay a fine or penalty, the Town of Ledyard may recover its costs, any and all fines provided for herein, equitable and legal relief, along with any reasonable attorney fees and its witness fees and such other relief as permitted by law.

Section 14. Administrative Responsibility

The Enforcement Officer(s) may prescribe administrative procedures necessary for the purpose of effectuating this Ordinance, which procedure shall be approved by the Town Council.

Section 15. 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 16. Violation

A violation of this Ordinance is a public nuisance.

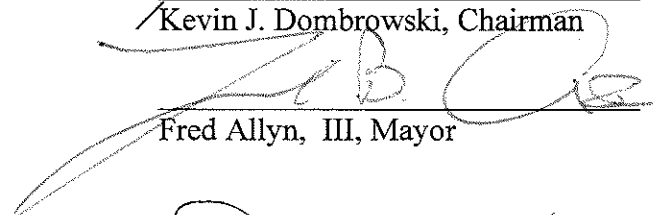
Section 17. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and by the Ledyard Town Council on: October 11, 2023


Kevin J. Dombrowski, Chairman

Approved / Disapproved on: 10/12/23


Fred Allyn, III, Mayor

Published on: October 18, 2023

Effective Date: November 8, 2023


Patricia A. Riley, Town Clerk

Revision: Ordinance #130 “*Town of Ledyard Blight Ordinance*” Adopted March 12, 2013; Ordinance #300-012 “*Town of Ledyard Blight Ordinance*” Renumbered September 25, 2019; Ordinance #300-012 (rev.1) “*Town of Ledyard Blight Ordinance*” Amended and Adopted October 23, 2019.

History: The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #130 “*Town of Ledyard Blight Ordinance*” to Ordinance #300-012. No changes were made to the Ordinance (Town Council September 25, 2019 meeting). to Ordinance #300-012 (rev.1) . No changes were made to the Ordinance (Town Council September 25, 2019 meeting).

2013: Ordinance #130 “*Town of Ledyard Blight Ordinance*” was adopted after several years of work and debate. The intent of the Ordinance is to protect property values by providing the town with another tool to deal with problem properties in town, such as foreclosed properties/bank owned properties that have not been maintained for years. The Ordinance provides the town with a tool to request the bank mow the grass, trim the hedges, etc., because the neighbors are affected by the unmaintained property. The Ordinance also enabled the Town to request certain commercial and industrial properties be cleaned up and be maintained. The intent of the Ordinance is not intended to cause conflict between neighbors.

2019: The “*An Ordinance Concerning Blight and Public Nuisance for the Town of Ledyard*” was a complete rewrite of the Town of “*Ledyard Blight Ordinance*”, to more clearly define the intent.

2023: Minor edits were made to correct Section references and in Section 9 B(2) correct from “...and the Citation Hearing Board” to “..... **Blight Enforcement Officer**” .