



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Finance Committee

### ~ AGENDA ~

Chairman  
Kevin J. Dombrowski

Regular Meeting - Hybrid Format

Wednesday, November 2, 2022

5:00 PM

Council Chambers - Town Hall Annex  
Building

In -Person: Council Chambers-Town Hall Annex Building

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

**<https://us06web.zoom.us/j/81832965069?pwd=enRTZC9SRkE3NjhQSnh3dDIBSGV1dz09>**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 818 3296 5069; passcode: 506897**

- I. CALL TO ORDER
- II. ROLL CALL
- III. CITIZENS COMMENTS
- IV. INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

Regular Finance Committee Meeting Minutes of October 19, 2022

**Attachments:** [FIN-MIN-2022-10-19.pdf](#)

- VI. FINANCE DIRECTOR'S REPORT
- VII. FINANCIAL REPORTS
- VIII. OLD BUSINESS

- 1. MOTION to authorize the Permanent Municipal Building Committee (PMBC) to set the bid rate for the Gales Ferry School and Juliet W. Long School roofing projects at \$50.00 per square foot to account for inflation.

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

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

**Attachments:** [Senator Osten -Scheduled meeting State DAS-School Roof Projecats-Saums e-mail -2022-10-03.pdf](#)  
[Board of Education Roof Proejcts - Saums e-mail -Senator Osten-2022-09-17.pdf](#)  
[RES-ROOF BOE - SCHOOL FACILITES -2022-01-12-SIGNED.docx](#)  
[Projects for May-2022- Bonding.pdf](#)  
[Board of Education ASTE Projects - Roof Projects- Increase Funding-Superintendnet of Schools ltr-2-22-09-02pdf.pdf](#)

2. Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Attachments:** [ARPA funding - accounts owners and general ledger assignment \(2\).xlsx](#)  
[ARPA funding - accounts owners and general ledger assignment \(2\).pdf](#)

3. Discussion and possible action to prepare a draft Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget.

**Attachments:** [Budget letter of directive FY 23-24-DRAFT-2022-10-19.pdf](#)  
[BUDGET PROCESS-CHARTER for 2022-2023-DRAFT.pdf](#)

4. Any other Old Business proper to come before the Committee.

## IX. NEW BUSINESS

1. MOTION to approve a supplemental appropriation of \$25,000 to account 10140107-56306 (Tree Removal) to provide adequate funding for ongoing removal of hazard trees in the Town rights-of-way.
2. Motion to approve two tax refunds in the combined total amount of \$33,831.45 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures

**Attachments:** [REFUND STUDENT TRANSP OF AMERICA #1](#)  
[REFUND STUDENT TRANSPORT OF AMERICA #2](#)

3. Any other New Business proper to come before the Committee.

MOTION to recommend the Town Council authorize the Mayor to sign an

“Indemnification and Hold Harmless Agreement” between Heather L. Flack, Executor of the Estate of the late Jesse R. Wilcox, Jr., and the Ledyard Historic District Commission for the removal of a mounted mill water turbine located at 1009 Shewville Road, Ledyard, as presented in the draft dated October 31, 2022.

**Attachments:** [Idemnification & Hold Harmless Agreement- Histoic Mil Water Turbine-2022-10-31.pdf](#)

4. MOTION to restate the “Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing” as contained in the draft dated November 2, 2022.

**Attachments:** [003-2022-Nov 09 RES- RESTATED CDBG - Kings Coner Manor Senior Housing-LEGAL SIZE.pdf](#)  
[Ledyard 2020 Award Letter - Kings Corner Manor Housing-FINAL.pdf](#)

#### X. ADJOURNMENT

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



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-689

**Agenda Date:** 11/2/2022

**Agenda #:**

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## MINUTES

### **Minutes:**

Regular Finance Committee Meeting Minutes of October 19, 2022



**TOWN OF LEDYARD**  
**CONNECTICUT**  
**TOWN COUNCIL**  
**HYBRID FORMAT**

741 Colonel Ledyard Highway  
Ledyard, CT 06339

860 464-3203  
Roxanne Maher

Chairman Kevin J. Dombrowski

**MINUTES**  
**FINANCE COMMITTEE**  
**REGULAR MEETING**

Wednesday, October 19, 2022 5:00 PM Annex Meeting Room - Video Conference

**DRAFT**

- I. **CALL TO ORDER** - The Meeting was called to order by Councilor Saums at 5:00 p.m. at the Council Chambers Town Hall Annex Building.

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

- II. **ROLL CALL**

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Town Councilor	Present	In-Person	5:00 pm	6:02 pm
Tim Ryan	Town Councilor	Present	In-Person	5:00 pm	6:02 pm
Bill Saums	Town Councilor	Present	In-Person	5:00 pm	6:02 pm
Mary McGrattan	Town Councilor	Present	Remote	5:00 pm	6:02 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:00 pm	6:02 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	6:02 pm
Matthew Bonin	Finance Director	Present	In-Person	5:00 pm	6:02 pm
Jim Mann	Director of Emergency Management	Present	Remote	5:00 pm	5:42 pm
Steve Holyfield	Administrator of Emergency Services	Present	Remote	5:00 pm	5:42 pm
Steve Masalin	Public Works Director/Town Engineer	Present	In-Person	5:00 pm	6:02 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	6:02 pm

- III. **RESIDENTS' COMMENTS** – None.

- IV. **INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES** –

MOTION to approve the Regular Meeting Minutes of October 5, 2022  
Moved by Councilor Ingalls, seconded by Councilor Ryan

VOTE: 3 – 0 Approved and so declared

- VI. **FINANCE DIRECTOR'S REPORT** – Finance Director Matthew Bonin reported on the following: (1) Annual Audit Fiscal Year Ending June 30, 2022 – Mr. Bonin stated the Annual Audit work was underway, noting that CliftonLarsonAllen LLP completed their work on-site at the Town Hall this week. He explained as part of the annual close out

that he would be coming to the Finance Committee to approve transfer to address the accounts that were over expended during the year to make all of the account whole; (2) Fiscal Assistant Position – Mr. Bonin stated the new Fiscal Assistant Katie Freeman was doing well, noting that during the time the position was vacant some work was not done and that they were working to catch up; (3) Higher Interest Accounts – Mr. Bonin stated he and Treasurer Ian Stammel have been working with Dime Bank to maximize the town’s investment interest earnings. He explained that the Town had a savings account with Dime Bank for which the Bank would match the State of Connecticut Short Term Investment Fund (STIF) interest earnings plus 10 basis points. He stated this Account was currently earning 3.1%; and therefore, they were transferring some of the cash into that account. Mayor Allyn credited Mr. Bonin in yielding the higher interest earnings on the funding the town had at Dime Bank. He stated Mr. Bonin met with the Bank Vice-President, who later issued a letter in which he agreed for Ledyard to transfer some of their cash to the higher interest earning Account. Mayor Allyn stated based on the level of funding Ledyard had in that particular Account that their interest earnings would increase from \$9,600 annually to about \$300,000 annually, they hoped.

The Finance Committee thanked Mr. Bonin for working with the Bank and for his oversight to transfer the town’s funds to a higher earning interest rate Account.

VII. FINANCIAL REPORTS – None.

VIII. OLD BUSINESS

1. No Action to revisit the

MOTION to recommend the Town Council authorize the Permanent Municipal Building Committee (PMBC) to increase the bid amount for the Gales Ferry School and Juliet W. Long School roofing projects to \$50.00 per square foot to account for inflation.

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

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

**RESULT: NO ACTION**

**Next Meeting: 11/2/2022 5:00 p.m.**

2. Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Finance Director Matthew Bonin, Mayor Allyn, III and the Finance Committee reviewed the status and progress of the ARPA Projects as noted below:

American Rescue Plan Act Funding							
Total Allocation		4,327,093.49					
Request Title	Dept. Head / Owner	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended	ARPA Funds Remaining	Status
Sewer Line Extension Phase I	Ian Stammel & Steve Banks	Town Council Action	04/27/22	1,200,000.00		1,200,000.00	Underway
Sewer Line Extension Phase III	Ian Stammel & Steve Banks	Budget Referendum	05/17/22	950,000.00		950,000.00	Not Started
Funding for youth mental health clinicians	Kate Sikorski	Budget Referendum	05/17/22	190,000.00		190,000.00	Not Started Position is posted
Skid Mounted Sewer Pumps	Ian Stammel & Steve Banks	Town Council Action	04/27/22	175,000.00	7,515.50	167,484.50	In Progress
Ledyard Up/Down Sawmill	Vin Godino & Christina & Kristen	Budget Referendum	05/17/22	125,000.00		125,000.00	Not Started
Road Restoration Fund	Steve Masalin	Budget Referendum	05/17/22	114,885.00	88,546.85	26,338.15	In Progress
Housing Rehab Grant - additional funding	Juliet Hodge (Local Program)	Town Council Action	12/08/21	100,000.00		100,000.00	In Progress
Town Hall HVAC system replacement	Steve Masalin	Town Council Action	04/13/22	80,000.00	35,101.00	44,899.00	In Progress
Town Green Upgrade Project	Steve Masalin	Town Council Action	02/09/22	75,000.00	49,361.42	25,638.58	In Progress
Replace Dispatch Stations (2) in EOC	James Mann	Budget Referendum	05/17/22	75,000.00	60,486.98	14,513.02	Completed

Request Title	Dept. Head / Owner	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended	ARPA Funds Remaining	Status
<b>Playscape Replacement at 13 Winthrop, Gales Ferry</b>	<b>Scott Johnston</b>	<b>Budget Referendum</b>	<b>05/17/22</b>	<b>60,000.00</b>	<b>27,296.00</b>	<b>32,704.00</b>	<b>In Progress</b>
<b>Concrete Floor - Pole Barn</b>	<b>Steve Masalin</b>	<b>Town Council Action</b>	<b>12/08/21</b>	<b>55,000.00</b>		<b>55,000.00</b>	<b>Underway</b>
Erickson Park Enhancements	Scott Johnston	Budget Referendum	05/17/22	55,000.00		55,000.00	Not Started
Police Radio Interoperability	John Rich	Budget Referendum	05/17/22	46,125.00		46,125.00	Not Started
<b>Ledge Light Health District - support COVID initiatives</b>	<b>Matt Bonin</b>	<b>Town Council Action</b>	<b>01/26/22</b>	<b>43,270.00</b>	<b>43,270.00</b>	<b>-</b>	<b>Completed</b>
Nathan Lester House repairs	Vin Godino & Christina & Kristen	Budget Referendum	05/17/22	40,000.00		40,000.00	Not Started
Add Sidewalks in Gales Ferry	(\$15,000 for Study to map out sidewalk plan)	Budget Referendum	05/17/22	35,000.00		35,000.00	Not Started
<b>LED Sign Panel, Gales Ferry</b>	<b>Kristen Chapman</b>	<b>Budget Referendum</b>	<b>05/17/22</b>	<b>35,000.00</b>		<b>35,000.00</b>	<b>Underway</b>
LED Sign Panel, Ledyard Center	Kristen Chapman	Budget Referendum	05/17/22	35,000.00		35,000.00	Not Started
Sidewalk Infill in Ledyard Center	Steve Masalin	Budget Referendum	05/17/22	35,000.00		35,000.00	Not Started
<b>Replace Food Pantry Roof</b>	<b>Kristen Chapman</b>	<b>Budget Referendum</b>	<b>05/17/22</b>	<b>25,000.00</b>	<b>8,700.00</b>	<b>16,300.00</b>	<b>Completed</b>
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Steve Masalin	Budget Referendum	05/17/22	23,000.00		23,000.00	Not Started
Electric Vehicle charging stations	Kristen Chapman	Budget Referendum	05/17/22	20,000.00		20,000.00	Not Started
Vinyl Re-siding of Food Pantry	Kristen Chapman	Budget Referendum	05/17/22	17,500.00		17,500.00	Not Started
<b>TVCCA - Commissary project</b>	<b>Matt Bonin</b>	<b>Town Council Action</b>	<b>12/08/21</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>-</b>	<b>Completed</b>
Gales Ferry Corridor Study	Juliet Hodge	Budget Referendum	05/17/22	15,000.00		15,000.00	Not Started
Solar Charging Stations	Kristen Chapman	Budget Referendum	05/17/22	12,000.00		12,000.00	Not Started



Request Title	Dept. Head / Owner	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended	ARPA Funds Remaining	Status
Added ClearGov Modules	Regina Brulotte	Budget Referendum	05/17/22	10,500.00		10,500.00	Completed
Homeless Hospitality Center of New London	Matt Bonin	Budget Referendum	05/17/22	10,000.00	10,000.00	-	Completed
Parks and Rec Summer Scholarships	Kristen Chapman	Budget Referendum	05/17/22	10,000.00	2,087.50	7,912.50	In Progress
Replace Firehouse software	Steve Holyfield	Budget Referendum	05/17/22	8,000.00		8,000.00	In Progress
Automated Doors - Senior Center	Steve Masalin	Budget Referendum	05/17/22	5,000.00		5,000.00	Not Started
Replace brackets on streetlight poles	Steve Masalin	Town Council Action	04/27/22	2,520.00	2,476.84	43.16	Purchased-Not Installed
Install WI-FI in Food Pantry	Regina Brulotte	Budget Referendum	05/17/22	2,500.00	2,640.76	(140.76)	In-Progress
Balance of funding for Owl Pro	Regina Brulotte	Town Council Action	12/08/21	831.00	831.00	-	Completed
Concrete Floor - Pole Barn (additional funding)	Steve Masalin	Town Council Action	10/12/22	45,000.00		45,000.00	In-Progress
TOTALS		Total Allocated		3,746,131.00			
		Total Expended			353,313.85		
		Balance Available		580,962.49			

**Key:**

- **In-Progress** – Work was currently being done.
- **Underway** – Preparing for project (obtaining cost estimates, working to solicit bids, etc.).
- **Completed** – Project complete, and funds have been expended.

The Group discussed ARPA Projects that came in under budget to-date, such as the Linda C. Davis Food Pantry Roof. The also discussed the importance to redirect the unused funds to projects that may come-in over the estimated budget costs, and/or to redirect the unused funds to projects that were not funded such as Phase II & III of the Ledyard Center Sewer Extension Project.

Finance Director Matthew Bonin stated of the ARPA Projects that have been completed to-date that there was an excess of \$31,000 funds that could be reappropriated.

The Group noted that the ARPA funding had to be obligated by 2024 and fully expended by 2026.

**RESULT: DISCUSSED**

**Next Meeting: 11/2/2022 5:00 p.m.**

VIII. NEW BUSINESS

1. MOTION to recommend the Town Council to grant a bid waiver in the amount of \$34,000 to Yale New Haven Health for firefighter physicals.

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Administrator of Emergency Services Steve Holyfield provided some background stating that at the Town Council's September 14, 2022 meeting a Bid Waiver for the same dollar amount was approved for Physicians One to perform their firefighter physicals. He stated at that time he was still working with Physicians One on the details of the Memorandum of Understanding. However, he stated on September 29, 2022 he received correspondence from Physicians One stating that the vendor would no longer offer appointment style firefighter physicals, as proposed in their own Bid Proposal, and would only be offering clinic style exams. He also explained in response to Requests for Proposals - RFP #2023-003 (Firefighter Physical Exams) that no other bids offered the appointment style physicals for the firefighters. He went on to state in subsequent discussions with Yale New Haven Health, that they were willing and able to provide appointments for the firefighters physical exams at their Pequot Health Center Occupational Health Facility.

Mr. Holyfield continued to explain that Yale New Heaven Health (YNHH) pricing was similar to that of Physicians One, ranging from \$350-\$500 per physical depending on the examination components clinically required. He stated the clinic style of exams that Physicians One proposed in their September 29, 2022 email continued to be an undesired arrangement, explaining that it was challenging to try to get 10-12 volunteer firefighters together for the clinic style physical exams. He stated Yale New Haven Health would be able to provide appointments, however, he stated that they do not offer weekend appointments, which was their main drawback.

VOTE: 3 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 3 – 0**

**MOVER:** Andra Ingalls, Town Councilor

**SECONDER:** Tim Ryan, Town Councilor

**AYES:** Ingalls, Ryan, Saums

2. MOTION to recommend the Town Council approve a proposed “*Authorizing Resolution of the of the Ledyard Town -Council State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security*” as contained in the draft dated October 3, 2022.

DRAFT: 10/3/2022

**Res: 006-2022/xxx**

AUTHORIZING RESOLUTION  
OF THE LEDYARD TOWN COUNCIL  
STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND  
PUBLIC PROTECTION, DIVISION OF EMERGENCY MANAGEMENT AND  
HOMELAND SECURITY

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on October 26, 2022 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

\*\*\*\*\*

RESOLVED, that the Town of Ledyard may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Fred B. Allyn, III as Mayor of the Town of Ledyard is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

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

—

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

\*\*\*\*\*

The undersigned further certifies that Fred B. Allyn, III now holds the office of Mayor and that he has held that office since May 1, 2017.

IN WITNESS WHEREOF: The undersigned has executed this certificate this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

(SEAL)

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

Moved by Councilor Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums explained that each year the Town was required to approve the “*Authorizing Resolution of the of the Ledyard Town Council - State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security*” to be eligible to receive grant funding to purchase emergency management equipment and other grants.

Mayor Allyn, III, noted the “*FFY 2022 State Homeland Security Grant Program Region 4 Memorandum of Agreement*” stated that the towns that make up Region 4 would share their equipment with other towns that were in their Region. He stated this was a great program, noting that there was no cost to the town.

Mayor Allyn went on to note that Ledyard belongs to DEMIS Region 4, which included all of Eastern Connecticut. He stated Region 4 was scheduled to receive \$343,000 in Federal Funding to purchase various equipment for their Region. He stated at the September 8, 2022 DEMIS Annual Meeting that the Region agreed to purchase a second Utility Terrain Vehicle (UTV) to be positioned in Voluntown. He noted the first UTV that was purchased a few years ago was positioned Putnam. In addition, he stated the Region agreed to purchase large towable generators, light boards, command tents that have heating and cooling, etc. He stated the assets purchased with the federal funding would be available to all towns in Region 4. He stated the equipment would be housed in towns throughout the Region 4 District and that each town would be responsible to maintain the equipment housed in their town. He stated should a piece of equipment be needed in another area that the town that housed the equipment would be responsible to bring it to the town that was in-need of the equipment, due to an emergency situation.

VOTE: 3 – 0 Approved and so declared

<b>RESULT: RECOMMEND TO APPROVE 3 – 0</b>	
<b>MOVER:</b>	Tim Ryan, Town Councilor
<b>SECONDER:</b>	Andra Ingalls, Town Councilor
<b>AYES:</b>	Ingalls, Ryan, Saums

3. Revisions to the Heavy Equipment capital plan.

Public Works Director/Town Engineer Steve Masalin explained with the change of demands on the Highway Department, and the increase in capital costs for the different types of equipment, which require life-cycle maintenance costs, that the Public Works

Department has realigned its plan for their in-house heavy equipment fleet. He stated this change has been alluded to in the last two budgets.

Mr. Masalin presented and reviewed the Public Works Department's Heavy Equipment Capital Plan as noted below:

Capital Account # 21040101-57311											
FY 22	Equipment	ID #	Model Year	Age	Original Cost	Mis. Inc	Out Years	Act/Est Cost	Projected Appropriation	Projected Balance	Reserve \$135,562
2023	Loader	16-LD	2018	5	\$35,484	\$15,000	0	\$35,484	\$85,000	\$235,562	\$200,077
2023	Multi-Use Tractor	xx-LD	2023	0	\$31,692		0	\$31,692		\$200,077	\$168,385
2023	Sweeper	30-LD	2000	23	\$132,995	\$50,690	0			\$219,075	\$219,075
2023	CB Cleaner	33-LD	2002	21	\$159,270	\$60,000	0			\$279,075	\$279,075
2023	Wheeled Excavator	xx-LD	2023	0	\$275,862		0	\$275,862		\$279,075	\$3,213
2024									\$85,000	\$88,213	\$88,213
2025	Mower (arm)	32-LD	2012	13	\$110,000		2	\$114,444	\$85,000	\$173,213	\$58,769
2026									\$90,000	\$148,769	\$148,769
2027	Chipper	62-LD	1997	30	\$18,563	\$2,000	4	\$114,866	\$90,000	\$240,769	\$125,903
2028									\$90,000	\$215,903	\$215,903
2029									\$90,000	\$305,903	\$305,903
2030	Back Hoe	34-LD	2005	25	\$82,896	\$10,000	7	\$171,962	\$95,000	\$410,903	\$238,942
2031									\$95,000	\$333,942	\$333,942
2032	Mower	32-LD	2012	20	\$117,881	\$2,000	9	\$241,795	\$95,000	\$430,942	\$189,146
2032	Skid steer		2017	15			9	\$101,583		\$189,146	\$87,564
2033	Loader	16-LD	2018	15	\$176,040	\$25,000	10	\$298,654	\$95,000	\$207,564	(\$91,090)
2034									\$95,000	\$3,910	\$3,910
2035									\$100,000	\$103,910	\$103,910
2036	Roller		2006	30	\$27,365	\$2,000	13	\$64,397	\$100,000	\$205,910	\$141,513
2037									\$100,000	\$241,513	\$241,513
2038									\$100,000	\$341,513	\$341,513
2039									\$100,000	\$441,513	\$441,513
2040									\$105,000	\$546,513	\$546,513
2041									\$105,000	\$651,513	\$651,513
2042	Mini Excavator		2017	25	\$103,454	\$10,000	19	\$218,522	\$105,000	\$766,513	\$547,991

FY 22	Equipment	ID #	Model Year	Age	Original Cost	Mis. Inc	Out Years	Act/Est Cost	Projected Appropriation	Projected Balance	Reserve \$135,562
2043	Sweeper	30-LD	2023	20	\$275,862	\$25,000	20	\$409,916	\$105,000	\$677,991	would rent instead of purchase
2044	Wheeled Excavator	xx-LD	2024	20	\$260,000	\$20,000	21	\$394,073	\$105,000	\$393,075	(\$999)

Mr. Masalin went on to explain that sweeping and catch basin cleaning were seasonal services and were on the lower end of the cost-benefit scale for maintaining the required equipment in-house. He stated going forward that sweeping and catch basin services could be accomplished/acquired either through contracting out the work or through the rental of equipment with Public Works doing the work. He stated the catch basin cleaner and the sweeper were 20 and 22 years old, and although these pieces of equipment were still in fairly good working order that they would need some costly refurbishment work relatively soon, if not have to be replaced. Therefore, he stated they have decided to liquidate them through GovDeals while there was still significant residual value. He went on to note that he was disappointed that the bids to-date were not reaching the \$25,000 reserve value they had hoped to receive thru GovDeals, and as he has noted in the miscellaneous column of the spreadsheet. He stated if they do not receive acceptable bids that they would look at other ways to find a better value. He stated the on June 8, 2022 the Town Council adopted a “Resolution Regarding Revenues Received From Beverage Container Surcharges”. He stated the funding received from the “Bottle Bill” (Public Act No. 21-58 - An Act Concerning Solid Waste Management”) required the funding be used for specific uses, which included the purchase of a streetsweeper. However, he stated going forward they would be using a rental unit rather than purchasing a new streetsweeper, and therefore, he would be removing the streetsweeper from the spreadsheet.

Mr. Masalin went on to explain liquidating the sweeper and catch basin cleaner were key to the purchase of a rubber-tired excavator. He stated adding the rubber-tired excavator to their inventory would provide more flexibility explaining that the tractor /excavator/backhoe, which was currently their multiuse machine, was not as nimble as rubber-tired machine in the way it operated. He stated they have rented a rubber-tire excavator unit the last two years to handle specific needs, and he explained that they have a number of tasks where this type of unit would be used more consistently.

Mr. Masalin stated the Age Factor column would be adjusted as some pieces of equipment may stay in the fleet longer than the projected lifecycle. He also stated the Cost Estimate numbers would be adjusted as the actual cost numbers come in. He stated in the Replacement Costs column that he factored in a 2% inflation rate to today’s present value. However, he stated as the Replacement Plan evolved that adjustments would be made.

Councilor Saums questioned the reason the town would rent the equipment and operate it ourselves, rather than hire a company to do the job for them. Mr. Masalin stated for the streetsweeper the town would rent the equipment and operate it ourselves; however,

he stated for the catch basin cleaning that they would hire a company to do work. He stated in addition to off-loading capital and maintenance costs that would come with owning these pieces of equipment, that they would also be increasing their efficiency to do the things they do best in-house. He also stated that these moves would not alter the required long-term appropriations plan to the Capital Fund for the heavy equipment lifecycle needs.

Councilor Rodriguez questioned whether the state funding received from the “Bottle Bill” (Public Act No. 21-58) could be used to rent a streetsweeper rather than purchasing a streetsweeper.

Finance Director Matthew Bonin stated that he would look into Councilor Rodriguez’s question regarding the renting of a streetsweeper.

Mr. Masalin stated in preparation for the upcoming Fiscal Year 2023/2024 Budget that he wanted to present the Public Works Heavy Equipment Capital Plan to the Finance Committee, noting that it would also be presented during the budget process.

<b>RESULT: DISCUSSED</b>	<b>Remove from Agenda</b>
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- MOTION to recommend the Town Council approve a proposed “*Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” as contained in the draft dated October 3, 2022.

DRAFT: 10/3/2022

**Res: 003-2022/XXX**

AUTHORIZING RESOLUTION  
OF THE LEDYARD TOWN COUNCIL  
STATE OF CONNECTICUT DEPARTMENT OF  
ENERGY AND ENVIRONMENTAL PROTECTION  
UPGRADES TO THE WHITFORD BROOK BRIDGE AND BUSH POND DAM

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, located at 741 Colonel Ledyard Highway, Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on October 26, 2022 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

\*\*\*\*\*

BE IT RESOLVED, that the Town of Ledyard may enter into with and deliver to the State of Connecticut Department of Energy and Environmental Protection any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, as Mayor of the Town of Ledyard, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard to enter into a Personal Service Agreement/Grant Contract under the State of Connecticut Department of Energy and Environmental Protection to receive a \$3,000,000 grant for upgrades to the Whitford Brook Bridge and Bush Pond Dam; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, Mayor, is hereby authorized to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

\*\*\*\*\*  
The undersigned further certifies that Frederic B. Allyn III, now holds the office of Mayor and that he has held that office since May 1, 2017 and will continue in his capacity as Chief Executive Officer until December 5, 2023.

IN WITNESS WHEREOF: The undersigned has executed this certificate this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

(SEAL)

Patricia A. Riley, Town Clerk

Moved by Councilor Ingalls, seconded by Councilor Ryan  
Discussion: Councilor Saums stated the Lantern Hill Road Bridge over Whitford Brook, which was on the State Bridge List as being in Stonington, goes between the towns of Stonington and Ledyard. He stated the infrastructure report indicated that the bridge was poorly rated, and the condition of the Bridge has been a concern for some time.

Councilor Saums went on to state a few years ago, during the process to replace the bridge, that Stonington backed out of the Agreement to share the cost 50/50. However, he stated during the interim the towns (Stonington & Ledyard) made some temporary repairs to the bridge.

Mayor Allyn, III, stated State Senator Cathy Osten has secured a \$3,000,000 Grant from the State of Connecticut Department of Energy and Environmental Protection's Bond funding to replace the Whitford Brook Bridge and for upgrades to the Bush Pond Dam.

Mayor Allyn went on to explain because the \$3,000,000 State funding would be for both the Bridge replacement and to replace/reconstruct the Colonel Era Stone Dams on Bush Pond that there would not be enough State funding to pay for the full cost to replace the Bridge. Therefore, he stated Ledyard and Stonington would each share the remaining \$300,000 cost of the Bridge Replacement (\$150,000 for each town). He stated the new Bridge would have a 100-year service cycle. He stated the Lantern Hill Valley Association would address the earthen dam on Long Pond.

Mayor Allyn continued to explain the Regional Storm Resiliency Study identified the



following areas: (1) Colonel Era Stone Dames on Bush Pond; (2) Whitford Bridge; and (3) Lantern Hill Road Bridge, which the Mashantucket Pequot Tribal Nation replaced after the storm that occurred in 2010 washed the bridge out.

Mayor Allyn went on to state that Public Works Director/Town Engineer Steve Masalin has been working to update the DEEP Permit and would reapply to the Department of Transportation (DOT) for the Whitford Brook Bridge Replacement. He stated to accept the State of Connecticut Department of Energy and Environmental Protection \$3,000,000 Grant Funding the proposed Resolution had to be adopted and they had to provide a Certificate of Insurance.

Public Works Director/Town Engineer Steve Masalin explained the Bridge Replacement Project was already designed and shovel ready. However, he stated because the previous DEEP Permit for the replacement of the Bridge had expired the Towns were working to update the DEEP Permit and would reapply to the Department of Transportation (DOT) for the Whitford Brook Bridge Replacement. He also noted that the Engineering Firm would be attending the Inland Wetland and Water Courses Commission's November 1, 2022 meeting to re-acquire the local permit.

VOTE: 3 – 0 Approved and so declared

<b>RESULT: RECOMMEND TO APPROVE 3 – 0</b>
<b>MOVER:</b> Andra Ingalls, Town Councilor
<b>SECONDER:</b> Tim Ryan, Town Councilor
<b>AYES:</b> Ingalls, Ryan, Saums

5. Draft Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget.

Councilor Saums explained to begin the Annual Budget process for Fiscal Year 2023/2024 that the Town Council needed to provide a *Budget Letter of Directive* to the Mayor and the Board of Education. He stated a very rough draft letter was provided to begin the discussion this evening, noting that there were some numbers in the draft letter that he would ask Finance Director Matthew Bonin to assist the Finance Committee with updating.

The Finance Committee briefly discussed the draft Letter of Directive. Councilor Saums asked the Committee to provide suggestions to him in preparation for their November 2, 2022 meeting.

<b>RESULT: CONTINUED</b>	<b>Next Meeting: 11/2/2022 5:00 p.m.</b>
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6. Any other New Business proper to come before the Committee. – None.

IX. ADJOURNMENT

VOTE: Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Ryan.  
3 - 0 Approved and so declared, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

William D. Saums  
Committee Chairman  
Finance Committee



**File #:** 22-418

**Agenda Date:** 11/2/2022

**Agenda #:** 1.

## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to authorize the Permanent Municipal Building Committee (PMBC) to set the bid rate for the Gales Ferry School and Juliet W. Long School roofing projects at \$50.00 per square foot to account for inflation.

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

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

### **Background:**

Per the attached “*Resolution Appropriating \$6,725,000 For Various School Improvement Projects; and Authorizing the Issue of Bonds and Notes in the Same Amount to Finance Said Appropriation*” **The Permanent Municipal Building Committee shall be the School Building Committee for the project. The Town Council is authorized to determine the scope and particulars of the project. The Town Council may reduce or modify the scope of the project, and the entire appropriation may be spent on the project as so reduced or modified.**

This motion would authorize the Permanent Municipal Building Committee (PMBC) to find savings in other areas of the School Projects authorized in the Bond Resolution noted above and attached to this LF to accommodate the increase costs of the Juliet W. Long School Roof and the Gales Ferry School Roof due to inflation costs; as well as the reduced grant reimbursement from the State for the Gales Ferry School.

Should the Permanent Municipal Building Committee (PMBC) find that they need to modify the scope of the school projects, such as eliminate a project, the PMBC would require Town Council approval.

**Town-wide Referendum 2/22/2022:** The Townspeople approved to Bond \$6,725,000 for various school improvement projects, including replacement of the roofs at the Central Office, ***Gales Ferry School, and Juliet W. Long School***; installation of solar equipment at Gales Ferry School and Juliet W. Long School. (See attached Bond Resolution Appropriating \$6,275,000 for Various School Improvement Projects; and Authorizing

the Issue of Bonds and Notes in the Same to Finance Said Appropriation).

In a letter dated September 2, 2022 the Board of Education indicated that the State has requested the Town Council take the following:

- Authorize the Project Funding be increased for the reroofing of the Gales Ferry School and Juliet W. Long School be increased from \$35.000 per foot to \$50.000
- Acknowledge that the town is aware that the State will only provide a reimbursement rate of 75%.

Because of inflation the State was requiring the Town Council to authorize increasing the bid cost from \$35.00 per foot to \$50.00 per foot.

In addition, because the Gales Ferry School was not 20 years old the reimbursement rate would be reduced by 20%. (see attached Superintendent of School letter dated 9/2/2022)

**Department Comment/Recommendation:**

(type text here)

**Finance Director Comment/Recommendation:**

Additional time is needed to review the information as presented by the Board of Education in the letter dated September 2, 2022.

**Mayor Comment/Recommendation:**

I support the adjustment to the project fund allocation targets for the roofs. Inflationary pressures continue to drive costs higher. Preference is to complete Central Office roof ASAP to see what competitive price we can get before moving to schools as we may be able to reassign unspent dollars from Central Office Roof project to school roofs / HVAC.

**Meeting Action Detail:**

**Finance Committee Meeting 10/5/2022**

File #: [22418 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280) Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Action: **No Action**

Discussion: Councilor Saums stated the Finance Committee had forwarded this Motion to the Town Council's September 28, 2022 Meeting with the hope that they would have received the requested information from State before

the Meeting. However, he stated because the State had not yet responded, the Town Council took no action.

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

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

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

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

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

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

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

**Action:** [No Action](#)

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**Town Council Meeting 9/28/2022**

File #: [22418](#)

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Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Action: No Action

(see attached e-mail dated 9/28/2022 Saums to Senator Osten)

Refer back to Finance Committee Meeting 10/5/2022

Councilor Saums stated he and Finance Director Matthew Bonin have been trying to obtain written confirmation from the State regarding their requests for the Town Council to take these actions. He noted the Finance Committee forwarded this item to the Town Council with the caveat that if the requested information from the State was not received before tonight's meeting that they would ask the Town Council not to act on the item. Therefore, he stated because they have not received the requested information from the State, that he would like to have the Finance Committee revisit this item at their October 5, 2022 with the hope that they would receive the requested information from the State by next week.

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### **Finance Cmt Meeting 9/21/2022**

File #: [22418](#)

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Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Mover: Ryan ~~Se~~conder: Ingalls

Result:

Agenda note:

Action: Recommend to Approve

Moved by Councilor Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background noting that based on the Board of Education's letter dated September 2, 2022 the Finance Committee discussed a request for the Town Council take the following actions:

- Authorize the Project Funding be increased from \$35.000 per square foot to \$50.000 per square foot for the reroofing of the Gales Ferry School and Juliet W. Long School; and

- Acknowledge that the town is aware that the State will only provide a Grant reimbursement rate of 75% of the cost of the Gales Ferry School Roof Project.

Councilor Saums stated because more information was needed the Finance Committee did not act on the Board of Education's request at their September 7, 2022 meeting. He stated during the past week that both he and Finance Director Matthew Bonin have reached out to Mr. Robert Ficeto at the State Board of Education to obtain the State's documentation that was mandating the Town Council take a formal action to increase the bid amount for the roof projects from \$38.00 to \$50.000 per square foot; and that they acknowledge the State was now only going to provide grant funding for the Gales Ferry School roof in the amount of 75% of the cost, explaining that according to the State's records, the Gales Ferry School Project was not accepted by the Board of Education until 2006; although the School was completed and opened to students in 1999. Therefore, he stated the grant funding would be reduced because the State's records indicated that the roof did not meet the 20-year replacement lifecycle requirement for the normal grant reimbursement (65% of 100% of the project cost).

Councilor Saums went on to state at the February 22, 2022 Town-wide Referendum the townspeople approved to Bond \$6,725,000 for various school improvement projects, which included the school(s) roof projects. Therefore, he stated the town believed that they would have enough money for the roof projects even with inflation.

Councilor Saums stated although a number of e-mails have been exchanged that little information by way of documentation from the State has been received. He went on to state in an e-mail received today (9/21/2022) Mr. Ficeto's noted the Town Council's action needed to include the following three things:

- (1) The name of school where the project was taking place;
- (2) The type of work (i.e.: oil tank replacement, roof replacement, asbestos abatement);
- (3) The dollar amount.

Councilor Saums stated he continued to have concerns about the need to take these actions because the town has not seen any documentation from the State in which they have mandated the Town Council take additional actions. He suggested the Finance Committee forward this action to the Town Council pending confirmation from the State that they have requested the Legislative Body take additional actions. He stated if Ledyard has not received confirmation from the State before the Town Council's September 28, 2022 meeting, then the Town Council would not act on the Motion.

Superintendent of Schools Jason Hartling stated Board of Education Director of Facilities and Grounds Wayne Donaldson was on vacation this week. He provided an overview of the preparation process to submit a proposed project to the State, noting that they meet with State Officials to discuss nuances and guidelines. He stated during a Pre-Submittal Conference Mr. Donaldson had with State Officials that the State shared the State's Mandates. Therefore, he stated it was a verbal request, and therefore, they did not have the State's required Mandates in writing. He stated that he fully supported trying to get something in writing from the State; and that he appreciated Mr. Bonin and Councilor Saums hard work to try to get documentation from the State.

Councilor Ryan requested clarification on the grant reimbursement for the school(s) roof projects.

Superintendent Hartling explained Ledyard's State Grant Reimbursement Rate for the School Roof Projects was 65% of the total project cost, which was based on the *State's Needs Profile for Ledyard*. However, he explained, what the State was now saying, was because the records show that the Ledyard Board of Education did not accept the Gales Ferry School Project until 2006; even though it was completed and opened to students in 1999; that Gales Ferry School roof did not meet the 20-year replacement lifecycle requirement for the normal 65% grant

reimbursement of the full 100% project cost. Therefore, the grant reimbursement rate for the Gale Ferry School roof was now going to be 65% on 75% of the total project cost. He stated all the other roof projects would receive a grant reimbursement rate of 65% of the total 100% cost of the project.

Councilor Ryan expressed concern that the Ledyard Board of Education did not accept the Gales Ferry School Project until 2006 when it was completed in 1999. Mr. Hartling noted that he was not with Ledyard 20-years ago; therefore, he could not speak to what occurred. However, he stated the only rationale he could apply to the delay in the Board of Education formally accepting the completion of the Gales Ferry School project was that in 2006 Ledyard must have gone back to the State for another Grant Program and the State told them that they could not apply for another grant until they closed out the open project that was still on the State's Books.

Councilor Ryan questioned the reason the State would require the Town to take a formal action stating that they would increase the bid amount from \$34.00 to \$50.00 per square foot for the roof replacement projects. Mr. Hartling explained that the State does not want the School District to present a project, only to come back and say that they needed more money for the project. He noted the State was looking to make sure the project cost was a realistic, accurate placeholder number. He stated before the Board of Education could solicit bids for the School Roof Projects that they had to have the State's approval.

Councilor Saums stated because the Gales Ferry School actually met the 20-year lifecycle replacement, noting that the roof has been leaking for some time and it needed to be replaced, that the thought was that they would move forward with the project and continue to work with our State Legislators to obtain the 65% grant reimbursement on the full 100% cost of the roof replacement project.

Councilor Ingalls addressed closing out the Gales Ferry School Project when it was completed in 1999 and she questioned whether the Board of Education needed to received something from the State before the Board of Education could vote to close the project. Mr. Hartling explained there were multiple stages in closing out a school construction project. He stated the marker the State used was for Boards of Education to vote to accept and close out the project. He noted as an example of the process that the Board of Education has voted to accept and close out the Middle School and Gallup Hill School(s) Consolidation/ Improvement Projects. He stated once the Ledyard Board of Education forwarded their action to the State, there were a number of steps the State would take to close out the project for grant reimbursement, which included many years of waiting for the State to conduct their Audit of the project.

Councilor Ingalls questioned how the town received the grant funding for the Gales Ferry School Project if the project was not closed out at the time it was completed in 1999. Mr. Hartling provided an overview of how construction projects receive the State Grant Funding. He explained that the State provides some grant funding as they worked through the construction process. However, he stated the State holds back a certain percentage of the grant funding until the State has completed their Audit of the project. He noted as an example for the Middle School and Gallup Hill School(s) Consolidation/Improvement Projects the State would be holding back 11% of the grant funding, noting that this funding would not be released to the Town until the State has completed their Project Audit. He concluded by stating that the date the State was using for Gales Ferry School Project Completion was the date the Board of Education accepted the project, which was in 2006.

***The Finance Committee agreed to forward this action to the Town Council pending confirmation from the State that they have requested the Legislative Body take these actions.***

VOTE: 3 - 0 Approved and so declared



**Finance Cmt Meeting 9/7/2022**

File #: 22418

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ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>

Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Mover: ~~Se~~conder:

Result:

Agenda note:

Action: Continued

Councilor Saums stated in a letter dated September 2, 2022 the Board of Education indicated that the State has requested the Town Council take the following actions:

- Authorize the Project Funding for the reroofing of the Gales Ferry School and Juliet W. Long School be increased from \$35.000 per foot to \$50.000;
- Acknowledge that the town is aware that the State will only provide a reimbursement rate of 75%.

Councilor Saums noted the State has requested the above actions because of inflation. He stated based on the Board of Education's letter the State was requiring the Town Council to authorize increasing the bid cost from \$35.00 per foot to \$50.00 per foot.

Councilor Saums went on to note that the Board of Education also indication that because the Gales Ferry School was not 20 years old the reimbursement rate would be reduced by 20%.

Councilor Saums stated when the Town Council received the Board of Education's letter on September 6, 2022 he contacted Finance Director Matthew Bonin to discuss the State's request. He stated Mr. Bonin provided the spreadsheet regarding the May, 2022 Bonding as attached.

It was noted at the town-side referendum held on February 22, 2022, the townspeople approved to Bond \$6,725,000 for various school improvement projects, including replacement of the roofs at the Central Office, **Gales Ferry School, and Juliet W. Long School**; installation of solar equipment at Gales Ferry School and Juliet W. Long School "*Resolution Appropriating \$6,275,000 for Various School Improvement Projects; and Authorizing the Issue of Bonds and Notes in the Same to Finance Said Appropriation*".

Councilor Saums stated based on the spreadsheet the original request for the schools' roof projects totaled \$3.42 million, the new request was for \$4.499 million. However, the *Authorizing Resolution* bonded \$6.75 million. Therefore, it appeared that the town had enough money bonded for the reroofing

project and he asked Board of Education Director of Grounds and Facilities Wayne Donaldson whether he could provide clarification regarding the State's request.

Board of Education Director of Grounds and Facilities Wayne Donaldson explained the original Town Council Resolution had the lower amount. Therefore, he noted the State was requiring a new Resolution or a supplemental Resolution to provide additional funding for the projects; otherwise, the State would only act on the original amount in the Resolution for the Grant reimbursement.

Superintendent of Schools Jason Hartling explained that the State was looking for the Town Council to vote to approve the new bid requirements that the State was putting forward was acceptable. He stated whether that dollar amount was covered in the current bonding was something that Finance Director Matthew Bonin could answer. He stated this was a technical approval piece at the Town Council level to satisfy the State and their process.

Mr. Donaldson also noted that according to the State's records, the Gales Ferry School roof was not accepted by the Board of Education until 2006. He stated although the School opened in 1999 that the State's records indicate that the roof does not meet the 20-year limit. Therefore, he explained the State would reduce the reimbursement by 20%; and that the State was looking for the Town Council to acknowledge this 20% reduction in the grant reimbursement to the town.

Mr. Hartling stated although the Gales Ferry School Project was completed in 1999 that the Board of Education does not have anything to counter the State's record that the Gales Ferry School project was not accepted until 2006. He stated the Gales Ferry School roof absolutely needed to be replaced, noting that it was failing and causing damage. He suggested the matter be addressed as follows:

- Town Council accept the State's record.
- Town meet with their Legislators to request that they support the additional reimbursement to the town.

Councilor Saums stated the Gales Ferry roof that has been leaking for years and he agreed that it had to be replaced and that the town should go after the remaining funding through their Legislators. He stated more work was needed on this request and that they would continue this discussion at their September 21, 2022 meeting.

Mr. Hartling addressed the urgency for the State to approve these roof projects so that the Board of Education could solicit bids for the work. He noted the number of qualified bidders for all construction projects were limited. Therefore, he stated they would like to solicit bids as soon as possible for the upcoming summer construction season. Mayor Allyn, III addressed soliciting bids too early and he questioned the ability for contractors to hold their prices to the summer construction season. He stated that he was comfortable with the Finance Committee addressing their request at their September 21, 2022 meeting.

Finance Director Matthew Bonin questioned the origin of the Board of Education's roof projects numbers that were provided in their September 2, 2022 letter. Mr. Donaldson stated he obtained a cost estimate in the amount of \$35.00 per square foot was provided by the contractor who put the new roofs on the Town Hall and the Annex Building this summer. He stated in developing his numbers that he increased the dollar amount to \$48.00 per square foot because he knew the Board of Education's roof

projects were going to be a year out.

**RESULT: CONTINUED**  
**Meeting: 09/21/2022 5:00 p.m.**

**Next**

## Roxanne Maher

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**From:** William Saums  
**Sent:** Monday, October 03, 2022 3:01 PM  
**To:** Andra Ingalls (aningalls@yahoo.com); Timothy Ryan; Fred Allyn, III; Matthew Bonin; Jason S. Hartling (JHartling@Ledyard.net); Donaldson Wayne (wdonaldson@ledyard.net)  
**Cc:** Roxanne Maher  
**Subject:** Update on school roofs

All:

As you know, I emailed Cathy Osten about the situation with lack of direction from the state regarding the school roofs.

I saw her on Saturday, and she told me she has a meeting with DAS this week and will follow up.

She also asked if Mr. Ficeto still works for the state, since they've had so much turnover. I've not received an email rejection, so I doubt that, but it would be worthwhile to attempt to reach your contacts by phone again so we can take action on the motion this Wednesday. We need the following:

1. Confirmation of the two statements in my email to Mr. Ficeto last week, or a clear explanation of what he requires.
2. Rewriting the motions and resolutions in response to the comments Mr. Ficeto made to Wayne and Matt previously.
3. Redrafting the motions and resolutions to address Wayne's concerns.

I'd like to move this item off our agenda and on to the Council so the schools can get on the construction calendar sooner rather than later.

Thank you,

-Bill Saums  
(O) 1-860-572-7181  
(M) 1-401-225-5362

## Roxanne Maher

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**From:** William Saums  
**Sent:** Wednesday, September 28, 2022 3:27 PM  
**To:** Osten, Cathy (Osten@senatedems.ct.gov)  
**Cc:** Roxanne Maher; Jason S. Hartling (JHartling@Ledyard.net); Fred Allyn, III; Kevin J. Dombrowski; Matthew Bonin; Donaldson Wayne (wdonaldson@ledyard.net)  
**Subject:** FW: Resolutions required by the State of Connecticut  
**Attachments:** sample resolutions.pdf

Hi Cathy,

I hope you are doing well. Ledyard and I need your help.

I sent the email below to Mr. Ficeto a week ago, with no response. Prior to that our new finance director Matt Bonin pursued the State regarding a vague requirement that the Town pass a resolution increasing the estimate per square foot bid amounts in order to spend the money we have already bonded for to replace our 22 year old leaking roofs on two of our school buildings. Phone call after phone call from our finance director has not been returned.

Finally, Matt was given Mr. Ficeto's email address. Mr. Ficeto's responses were unhelpful, yet he was critical of how our original ordinance authorizing the bonding for these projects months ago were written, and he did not answer Mr. Bonin's question.

The Town Council cannot in good conscience attempt to write a resolution based on what was said to the BOE facilities director in a phone conversation without some form of written evidence supporting the State's 'requirement'. Yet, it is our loss if we take no action.

At a minimum, I would like Mr. Ficeto, or someone at the State level to confirm the two statements highlighted below so that we can proceed with our work.

Can you provide some support in order for us to receive a response from Mr. Ficeto and get him to answer my questions, and provide some clear direction regarding what he requires?

Thank you.

Sincerely,

-Bill

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**From:** William Saums  
**Sent:** Sunday, September 25, 2022 7:46 AM  
**To:** Donaldson Wayne (wdonaldson@ledyard.net) <wdonaldson@ledyard.net>  
**Cc:** Matthew Bonin (finance.director@ledyardct.org) <finance.director@ledyardct.org>; Jason S. Hartling (JHartling@Ledyard.net) <JHartling@Ledyard.net>; Roxanne Maher (council@ledyardct.org) <council@ledyardct.org>; Frederic B. Allyn, III (mayor@ledyardct.org) <mayor@ledyardct.org>  
**Subject:** FW: Resolutions

Wayne,

As mentioned, this is what I sent the State. Matt Bonin finally got this person's email after a week of calling. And he has not been helpful.

-Bill

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**From:** William Saums

**Sent:** Wednesday, September 21, 2022 10:28 AM

**To:** [robert.ficeto@ct.gov](mailto:robert.ficeto@ct.gov)

**Cc:** Matthew Bonin ([finance.director@ledyardct.org](mailto:finance.director@ledyardct.org)) <[finance.director@ledyardct.org](mailto:finance.director@ledyardct.org)>; Jason S. Hartling ([JHartling@Ledyard.net](mailto:JHartling@Ledyard.net)) <[JHartling@Ledyard.net](mailto:JHartling@Ledyard.net)>; Frederic B. Allyn, III ([mayor@ledyardct.org](mailto:mayor@ledyardct.org)) <[mayor@ledyardct.org](mailto:mayor@ledyardct.org)>; Dombrowski, Kevin ([kjdom@ledyardct.org](mailto:kjdom@ledyardct.org)) <[kjdom@ledyardct.org](mailto:kjdom@ledyardct.org)>; Roxanne Maher ([council@ledyardct.org](mailto:council@ledyardct.org)) <[council@ledyardct.org](mailto:council@ledyardct.org)>

**Subject:** FW: Resolutions

Dear Mr. Ficeto,

Thank you for replying to our Finance Chair Matt Bonin yesterday with your response below.

I'm the finance chair for the Ledyard Town Council. The Town Council received word that the Board of Education was notified by the State of Connecticut of required changes to our project proposals for the Gales Ferry School roofing project and the Juliet W. Long roofing project. We understand that the State is requiring the Town Council to authorize an increased bid of \$50.00 per square foot for both projects. In addition, The State has determined that the construction of Gales Ferry School was not accepted until 2006, and therefore will receive reimbursement on only 75% of the total approved project cost. Both changes require Town Council approval/acknowledgement.

I'm looking for supporting documentation in the form of written notice from the State regarding these specific requirements. As Mr. Bonin noted in his email to you below, we believe that the Town, by a referendum vote, has already authorized proper funding for this project. That said, the Town Council is prepared to authorize the additional request as stated above but would like some formal documentation from the State because if the dollar amounts do exceed what was bonded, we may be required to go back to the voters for additional funding.

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

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

The finance committee meets tonight and intends to take action on this matter promptly, and we appreciate your attention to this matter.

Thank you.

Sincerely,

William D. Saums  
Ledyard Town Council  
Finance Committee Chair

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**From:** Ficeto, Robert <[Robert.Ficeto@ct.gov](mailto:Robert.Ficeto@ct.gov)>

**Sent:** Tuesday, September 20, 2022 12:15 PM

**To:** Matthew Bonin <[finance.director@ledyardct.org](mailto:finance.director@ledyardct.org)>

**Subject:** FW: Resolutions

What was sent in detail to wayne. Everything needed is listed. thanks

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**From:** Ficeto, Robert

**Sent:** Monday, September 12, 2022 6:24 AM

**To:** Wayne Donaldson <[wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net)>

**Cc:** Gelineau, Angela <[Angela.Gelineau@ct.gov](mailto:Angela.Gelineau@ct.gov)>

**Subject:** RE: Resolutions

Funding Resolution

The dates of each funding resolution needs to be listed. The signed minutes of the meetings allocating said amounts need to be uploaded in the respective application section as well. If there was a town meeting include the signed minutes. If there was a referendum, the voting tally must be uploaded sign by town clerk and the actual language as appeared on the voting machine must be uploaded. Make sure that the total amounts satisfy the local share requirement as per state statue.

I have also included the sample language for the initial resolutions for application . thanks

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**From:** Wayne Donaldson <[wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net)>

**Sent:** Friday, September 9, 2022 9:38 AM

**To:** Ficeto, Robert <[Robert.Ficeto@ct.gov](mailto:Robert.Ficeto@ct.gov)>

**Subject:** Resolutions

You don't often get email from [wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net).

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Bob attached is the resolution for the additional funds and for the acknowledgement of the reduced funding for the Gales Ferry Roof. I will just change the name and dollar amounts for the other two projects for the additional funding. I am going away on the 13th so if you can look these over and suggest or make any needed adjustments I would appreciate it as the town meeting is occurring while I am away.

Wayne Donaldson  
Director of Facilities  
Ledyard Public Schools  
[wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net)  
(860) 464-9255

May 2022 Borrowing - BANS		Total	Grants		5%	Total to	
		Request	Estimate	Bond	Contingency	Auth	
Education	Central Office: Roof Replacement	312,675	96,038	216,637	incl	312,675	See the School Roof Estimates file
Education	GFS: Solar	767,079	471,216	295,863	incl	767,079	See the School Roof Estimates file
Education	GFS: Roof Replacement	2,439,600	1,498,646	940,954	incl	2,439,600	See the School Roof Estimates file
Education	JWL: Solar	1,009,136	619,912	389,224	incl	1,009,136	See the School Roof Estimates file
Education	JWL: Roof Replacement	1,369,505	841,287	528,218	incl	1,369,505	See the School Roof Estimates file
Education	GFS: Building Management System upgrade	115,000	*	115,000	5,750	120,750	See BT Lindsay Bid for BMS GFS (project is in progress)
Education	JWL: HVAC upgrade	400,000	*	400,000	20,000	420,000	Estimate from B.T. Lindsay & Co. for Mitsubishi ductless system, electrical work, and CO control system.
Education	JWL: electrical upgrade	190,000	118,066	71,934	9,500	199,500	Based on verbal estimates from several electricians, per Wayne. Need upgrade to accommodate HVAC upgrade.
		6,602,995	3,645,165	2,957,830		6,638,245	
	Issuance Costs						
	BANs 5/2022	30,000				28,663	
	Bond 5/2023	60,000				57,325	
						6,724,233	REQUIRES REFERENDUM
Town	Library Roof Replacement	130,000	*	130,000	6,500	136,500	Estimate from Public Works - awaiting more exact numbers from regional purchasing group's bid solicitations
Town	Town Hall Roof Replacement	115,000	*	115,000	5,750	120,750	Estimate from Public Works - awaiting more exact numbers from regional purchasing group's bid solicitations
Town	Town Hall Annex Roof Replacement	50,000	*	50,000	2,500	52,500	Estimate from Public Works - awaiting more exact numbers from regional purchasing group's bid solicitations
		295,000		295,000		309,750	
	Issuance Costs						
	BANs 5/2022	30,000				1,337	
	Bond 5/2023	60,000				2,675	
						313,762	REQUIRES TOWN MEETING
	* Not eligible for state grants						
	Current Tax Levy	40,200,819		Schools	96%	6,638,245	
	5% of tax levy	2,010,041		Town	4%	309,750	
						6,947,995	





# Ledyard Public Schools

Administrative Offices

September 2, 2022

Mr. Kevin Dombrowski  
Chair, Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairman Dombrowski:

The Ledyard Board of Education (BOE) has reviewed and approved several actions for request and communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent actions where applicable.

1. Notification to TC that the Gales Ferry Classroom Renovation Project has been completed for the opening of school. The classrooms are beautiful and the students and teachers appreciate your continued support. While not requiring any formal action nor impacting the overall budget, there was a slight overage on painting that was covered from the original flooring budget. The Permanent Municipal Building Committee (PMBC) is also aware.
2. Attached is a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The \$146,558 spending plan was developed by the program team in coordination with district administration. The request is to utilize remaining funds from the last Fiscal Year (2022) ASTE Revenue. It is further requested that per previous TC action that any remaining funds from FY 2022 ASTE be transferred to the appropriate CNR account designated for our Agricultural Science Program.
3. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Gales Ferry roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft. In addition, The State has determined that the construction of GFS was not accepted until 2006, and therefore will receive reimbursement on only 75% of the total approved project cost. Both of these changes require TC approval/acknowledgement. Further details and cost breakdowns are provided in an enclosed attachment #2.
4. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Juliet W. Long roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft.. As in item 3 above, further details and cost breakdowns are provided in an enclosed attachment #2.

Mr. Dombrowski, Chair  
Ledyard Town Council

It is important to note that while item 3 and 4 above result in additional cost burden to the town, our overall project cost may be mitigated by the Inflation Reduction Act. The act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. Additionally, the approved HVAC system at JWL may also be eligible for State grants scheduled for release this fall.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education, Superintendent and our Director of Facilities are available.

Sincerely,



Jason S. Hartling  
Superintendent of Schools

Cc: Anthony R. Favry, Chair, Ledyard Board of Education  
William Saums, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

ASTE Spring 2022 Wish List					Attachment #1
Item	Description	Educational Value to Students/Purpose	Estimate	Actual Price	Vendor
<b>Kidding Panels</b>	Behlen Country Gray 8'x4' Kidding Panel	To allow for additional pasture space for the livestock.	<a href="#">\$3,585.00</a>		Shagbark
<b>Kidding &amp; Lambing Supplies</b>	Lambing jug panels and birthing supplies	To provide adequate lambing and kidding space requirements to promote successful birthing	<a href="#">\$1,790.00</a>		Premier 1
<b>Boat Canoe Trailer</b>	6 place canoe/kayak trailer	To store and transport our departmental canoes	<a href="#">\$5,000.00</a>		My Sports Boat
<b>Reptile &amp; Bird Cages</b>	Custom reptile & bird cages	To house reptiles and birds with appropriate heating, ventilation and space	<a href="#">\$45,000.00</a>		Will vary
<b>Fiberglass Step Ladder</b>	10 foot fiberglass step ladder	To have students safely grab equipment and materials from the overhead storage	<a href="#">\$250.00</a>		Home Depot
<b>Greenhouse Supplies</b>	Propagation mats, fertilizer, soil, vermiculite	To start seeds for student sales. To teach students how to make their own soil	<a href="#">\$3,252.00</a>		<a href="#">890</a> and <a href="#">2362</a>
<b>FFA Supplies</b>	FFA Jackets, Certificates, Manuals	To provide students with FFA jackets to borrow at FFA events, provide certificates for awards and FFA manuals for curricular activities.	<a href="#">\$1,000.00</a>		National FFA
<b>AgSci Student Bathrooms</b>	Additional Lockers for Students	We need additionl units for our female students.	<a href="#">\$6,600.00</a>		C & A Distributors Inc.
<b>Calf Hutch</b>	Calf hutch with inside hay rack	To provide appropriate housing for small ruminants	<a href="#">\$1,700.00</a>		Farmer Boy
<b>Veterinary Supplies</b>	Lift table, catherers, blood pressure monitor, exam lights	To create a replica of a veterinary hospital with a variety of veterinary tools and equipment	<a href="#">\$15,000.00</a>		Patterson Veterinary
<b>FFA Official Dress</b>	Official Dress, Slacks, Skirts, Shirts	To provide FFA Official Dress for students to borrow to attend FFA events	<a href="#">\$1,155.00</a>		Amazon
<b>Small Animal Supplies</b>	Rabbit supplies	To provide the rabbits with necessary supplies and enrichment	<a href="#">\$1,148.00</a>		Amazon
<b>Hydroponics Supplies</b>	FloraGro, Starter Plugs	Provides students with appropriate equipment and supplies to sustain the current hydroponics systems in the aquaponics greenhouse	<a href="#">\$1,648.00</a>		Farm Tek
<b>Fish Tank Display</b>	Fish tank and display materials and supplies	To create a professional fish tank exhibit in the AgSci office	<a href="#">\$9,400.00</a>		Wet Pets Emporium
<b>Water Garden Supplies</b>	Regenerative blower, pumps, digital temp controls	This equipment will be used to run the water garden and aquaculture lab	<a href="#">\$2,880.00</a>		Pentair
<b>Aquarium Supplies</b>	Filters	Provides our students with the opportunity to upgrade and maintain the current aquaculture filtration equipment.	<a href="#">\$758.00</a>		Amazon
<b>Livestock Supplies</b>	Variety of enrichment for the livestock	To provide the livestock with mental and physical stimulation	<a href="#">\$2,750.00</a>		Amazon
<b>Ag Mechanics Supplies</b>	Variety of deck screws and nails	To construct construction projects	<a href="#">\$375.00</a>		Home Depot
<b>Ag Mechanics Tools</b>	Variety of tools and supplies	To provide students with additional tools to work in smaller groups	<a href="#">\$3,200.00</a>		Amazon

<b>Welder</b>	Welder, welding gloves	To provide students with an additional welder and supplies	<a href="#">\$4,200.00</a>		Airgas
<b>Filter supplies</b>	Filter bags	To replace the filter bags for the Air Filters in the shop	<a href="#">\$1,147.00</a>		A.J. Astle
<b>Agricultural Mechanics Supplies</b>	A variety of band saws, flute tap, etc	To provide students with additional agricultural mechanics experiences using saws	<a href="#">\$2,395.00</a>		MSC Industrial
<b>Small Animals</b>	A variety of small animals	To ensure healthy history and age while providing students with experiences with different companion and small exotic species	<a href="#">\$750.00</a>		Various Vendors
<b>Small Animal Bedding</b>	Small animal bedding	To reduce the rising costs of animal bedding	<a href="#">\$1,500.00</a>		Flemings Feed Store
<b>Horticulture Printer</b>	Tag & Label Printer	To create on-demand printing for flower and vegetable tags	<a href="#">\$1,790.00</a>		Griffin Greenhouse
<b>Rodent Repellent Plants</b>	A variety of rodent repellent plants for the side of the barn	To help keep rodents from overtaking the barn	<a href="#">\$5,000.00</a>		Quote from Wayne
<b>Paving Barn Driveway</b>	Pavement	To reduce the loss of gravel during the winter and other soil movement	<a href="#">\$4,000.00</a>		Quote from Wayne
<b>Livestock Wash Rack</b>	Concrete and metal	To create a space to wash the livestock	<a href="#">\$1,500.00</a>		Quote from Wayne
<b>Gravel</b>	Yards of gravel	To store the trailers and prevent moisture causing rust from the wet grass. Reduce the need for mowing or weedwacking by using gravel (trailers are up near the	<a href="#">\$2,000.00</a>		Quote from Wayne
<b>Industry Certification Programs</b>	A variety of industry certification programs	To provide students with an opportunity to obtain industry certifications within our agricultural pathways	<a href="#">\$2,740.00</a>		<a href="#">iCEV, ACT, ProTrainings</a>
<b>Electrical Supplies</b>	Greenhouse	Electric supplies for the greenhouse	<a href="#">\$1,447.80</a>		Granite City
<b>Cabinets</b>	Cabinetry for Horticulture Classroom	With the updated painting and floors, the cabinets that were in the room need to be replaced, if possible. We will delete other items from the list to match this	<a href="#">11,597.10</a>		Hertz Furniture
			<b>\$146,558</b>		

Gales Ferry & Juliet Long School Roof and HVAC Projects

When applying for the state grant for the roof projects Ledyard Public Schools (LPS) was informed that due to recent inflation the State of Connecticut expects to see estimates in the range of \$50.00 per square foot. LPS original estimates were based on \$35.00, and a figure of \$38.00 was submitted for town approval to allow for escalation of costs until the project started construction the following year.

The State also stated that the Gales Ferry Roof was not 20 years old and would receive reimbursement on only 75% of the project cost. The State’s explanation was that the Board of Education did not officially accept the project until 2006 even though the school opened for students in 1999.

The State also required documentation from the town council that acknowledges that they are aware that full reimbursement for the Gales Ferry roof will be reduced by 20% based on a replacement in the summer of 2023. The States records show that the date of acceptance by the Board of Education was in 2006 well after the building was opened.

Based on this information the following chart details the cost changes the State is requesting prior to “approval of the project”:

School	Original Request	New Request	Difference	State Share	Town Share
Gales Ferry	\$1,845,000	\$2,427,000	\$582,000	\$362,818	\$219,182
Juliet Long	\$1,375,000	\$1,809,000	\$434,000	\$270,555	\$163,445
Central Office	\$200,000	\$263,000	\$63,000	\$20,267	\$42,733
total	\$3,375,000	\$4,499,000	\$1,079,000	\$653,640	\$425,360
Federal Inflation Reduction Act funding for Solar installations paid 12 months after solar installation.					(\$231,524)
Estimated increase to town share for roof and solar installation					\$198,836

Part of the recently passed Inflation Reduction Act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. As shown above this will significantly decrease the Town’s share of the cost increases on the roof portion of the project.

The JWL HVAC System may now be eligible for grants that are scheduled to be released in the late fall. The project was 100% town cost and the State reimbursement would offset some of the increased costs.

It is important to note that final bids may result in costs that are below what the State is currently requiring for our projection, which may result in an overall lower cost to the Town.



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**File #:** 22-064

**Agenda Date:** 11/2/2022

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Background:**

The Town has been slated to receive approximately \$4,327,000 from the American Rescue Plan Act.

- Local governments would receive funding in two tranches (2<sup>nd</sup> tranche May/June 2022)
- Funds must be “*obligated*” by the end of calendar year 2024, “*liquidated*” by end of calendar year 2026.

Although the federal guidelines did not require approval by the taxpayers for the use of the American Rescue Plan Act (ARPA) Funding that the Finance Committee decided to include projects that were not time-sensitive in the Capital Improvement Plan (CIP) that would be presented and voted on by the taxpayers as part of the May 17, 2022 Budget Referendum

To ensure that each project and all suggestions were given their due diligence that over the past year the Finance Committee developed a rubric to evaluate/rate each project, held an Information Forum on February 15, 2022 to receive and comments and suggestions on the proposed ARPA Projects, and received input from town departments and residents through conversations, and other sources such as social media

- ❖ Final rule defines five (5) broad eligible categories:
  - Responding to the public health emergency and the negative economic impacts of COVID-19
    - Replacement of lost revenue
    - Provide premium pay
    - Water and sewer infrastructure
    - Broadband infrastructure
  - ❖ Responding to the public health emergency and the negative economic impacts of COVID-19 (subcategories)
    - public health
    - assistance to households
    - assistance to small businesses
    - assistance to nonprofits

- aid to impacted industries
- public sector capacity
- ❖ Why not just “give the money back”?
- Funds cannot be used to reduce taxes
- Each resident would receive \$288
- Current plan supports all of the above categories, invests in the community, and generates a return on the investment.

During the ARPA Projects evaluation process the Town Council approved to allocate ARPA Funding for some projects or expenses that were safety issues or time sensitive issues that could not wait until the May Budget Referendum. He presented the List of ARPA Projects the Town Council approved funding for as follows:

Project	Location	Estimated Cost	Funds Committed	Date Approved
Sewer line extension Phase I	Ledyard Center to LHS	1,200,000	Yes	4/27/2022
Skid mounted sewer pumps	Ledyard WPCA	175,000	Yes	4/27/2022
Add funds to Housing Rehab Grant	Town wide	100,000	Yes	12/8/2021
Town Hall A/C Replacement	741 Colonel Ledyard Hwy	80,000	Yes	4/13/2022
Town Green Improvements	Ledyard Center	75,000	Yes	2/9/2022
Concrete floor	Pole Barn, lower Town Green	55,000	Yes	12/8/2021
LLHD	Town wide	43,270	Yes	1/26/2022
Thames Valley Council for Community Action	Town wide	15,000	Yes	12/8/2021
Replace brackets on lamp poles	Ledyard Center	2,520	Yes	4/27/2022
Balance of funds for OwlPro meeting camera	Town wide	831	Yes	12/8/2021

The following initiatives were presented and included as part of the Annual Fiscal Year 2022/2023 Budget process for the use of the ARPA Funding:

Project	Location	Estimated Cost
Court of Probate	Town wide	TBD
Sewer line extension Phase III	Ledyard Center	950,000
Ledyard Center sewer line extension Phase II	Ledyard Center	612,500
Sandy Hollow Guardrails	Sandy Hollow Road	225,000
Funding for youth mental health clinicians	Town wide	190,000
Ledyard Up/Down Sawmill	Ledyard	125,000

Replace 2 dispatch stations in Emergency Ops Center	Town wide	75,000
Playscape replacement	13 Winthrop, Gales Ferry	65,000
Erickson Park enhancements	Gales Ferry	55,000
Athletic Field Fence	Education	55,000
Police radio replacement	Town wide	46,125
Nathan Lester House repairs	Ledyard	40,000
LED Sign Panel, Gales Ferry	Gales Ferry	35,000
Sidewalk infill	Ledyard Center	35,000
Sidewalks	Gales Ferry	35,000

Project	Location	Estimated Cost
LED Sign Panel, Ledyard Center	Ledyard Center	35,000
Lead Abatement project	Nathan Lester House	30,000
SCCOG recovery planner	Town wide	28,399
SE Cultural Coalition	Town wide	28,399
Replace food pantry roof	Ledyard Town Green	25,000
Southeastern Council on Alcoholism and Drug Addiction	Town wide	25,000
Replace 6 doors in Town Hall	741 Colonel Ledyard Hwy	23,000
Electric Vehicle charging stations	Gales Ferry	20,000
Re-vinyl side food pantry	Ledyard Town Green	17,500
Gales Ferry Corridor Study	Gales Ferry	15,000
Solar charging station	Town Green, Bill Library GF Lib	12,000
Add ClearGov modules	Town wide	10,500
Homeless Hospitality Center of New London	Town wide	10,000
Parks and Rec Summer Scholarships	Town wide	10,000
Replace Firehouse software	Ledyard / Gales Ferry Fire Stations	8,000
Solar powered crosswalk signs	Ledyard Center	7,500
Town promotional video	Town wide	6,000
Install wi-fi in pantry	Pantry, Town Green	2,500

Since the townspeople's May 17, 2022 approval of the \$63,484,221 Fiscal Year 2022/2023 Budget Accounts have been setup for all of the approved ARPA Projects and staff has been assigned to manage and oversee each of the Projects. Due to inflation rates the costs of the projects have increased significantly since the town began the process last October-November, 2021. Therefore, the town has been working to monitor costs to determine which projects to proceed with and whether they should hold off on other projects.



**Meeting Detail Action:**

**Finance Committee Meeting 10/5/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Minutes Note:**

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

Action : No Action (Continued)

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**Finance Committee Meeting 9/21/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD)

Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Minutes Note:**

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

Action : No Action (Continued)

**Finance Cmt Meeting 9/7/2022**

File #: [22064](#)

<https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>

[ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD](#)

Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Action: No Action

#### Minutes Note:

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Councilor Ingalls to participate in their discussion.

Action: No Action (Continued)



<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YEAR</b>	<b>PER</b>
21020103	57300	G0014	0210-20-2010-20103-57300 -G0014	NEW EQUIPMENT	2022	12
21020103	57300	G0014	0210-20-2010-20103-57300 -G0014	NEW EQUIPMENT	2022	12
21020103	57300	G0014	0210-20-2010-20103-57300 -G0014	NEW EQUIPMENT	2023	2

JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING	PO/REF2	REF3	REFERENCE	AMOUNT	P
1825	06/30/2022	API	1	900575		20223495	144877	W 091522T	639.98	Y
1329	06/30/2022	API	1	902906		20223479	142720	W 080922T	3,214.40	Y
486	08/24/2022	API	1	906692		20231452	143799	W 082422T	56,632.60	Y

60,486.98

<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>	<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENT</b>
66827	091522T	147818	N	BANK OF AMERICA	Monitors fc
66462	080922T	145576	N	W.B. MASON CO INC	NEW CORN
66610	082422T	146716	N	COMMUNICATIONS PLUS LLC	Replace dis

'S  
or new communication  
IER DESK

patch stations (2)

										Total Allocation		4,327,093.49		
Request Title	Department	Dept. Head / Owner	Fund	Org	Object	Project	Munis Acct Name	Munis Budget Appropriation Setup?	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended	ARPA Funds Remaining	Status
Sewer Line Extension Phase I	WPCA	Ian Stammel & Steve Banks	510	51010103	53301	G0014	Sewer Capital - Construction Services	Yes	Town Council Action	04/27/22	1,200,000.00		1,200,000.00	Not Started
Sewer Line Extension Phase III	WPCA	Ian Stammel & Steve Banks	510	51010103	53301	G0014	Sewer Capital - Construction Services	Yes	Budget Referendum	05/17/22	950,000.00		950,000.00	Not Started
Funding for youth mental health clinicians	Youth Services	Kate Sikorski	210	21030301	51700	G0014	Counselor	Yes	Budget Referendum	05/17/22	190,000.00		190,000.00	Not Started
Skid Mounted Sewer Pumps	WPCA	Ian Stammel & Steve Banks	510	51010103	53301	G0014	Sewer Capital - Construction Services	Yes	Town Council Action	04/27/22	175,000.00	7,515.50	167,484.50	In Progress
Ledyard Up/Down Sawmill	Historic Districts	Vin Godino & Christina & Kristen	210	21010103	54500	G0014	Hist. Districts - Building Maintenance	Yes	Budget Referendum	05/17/22	125,000.00		125,000.00	Not Started
Road Restoration Fund	Public Works	Steve Masalin	210	21040107	54005	G0014	Public Works - Road Restoration	Yes	Budget Referendum	05/17/22	114,885.00	88,546.85	26,338.15	In Progress
Housing Rehab Grant - additional funding	Land Use / Planning	Juliet Hodge	212	21214300	53405	G0014	Housing - Program Expenditures	Yes	Town Council Action	12/08/21	100,000.00		100,000.00	Not Started
Town Hall HVAC system replacement	Public Works	Steve Masalin	210	21040111	58240	G0014	Public Works - Building Upgrade Reserve	Yes	Town Council Action	04/13/22	80,000.00	35,101.00	44,899.00	In Progress
Town Green Upgrade Project	Public Works	Steve Masalin	210	21014301	53342	G0014	Planning Dept - Town Green Upgrade	Yes	Town Council Action	02/09/22	75,000.00	49,361.42	25,638.58	In Progress
Replace Dispatch Stations (2) in EOC	Emergency Management	James Mann	210	21020103	57300	G0014	Dispatch - New Equipment	Yes	Budget Referendum	05/17/22	75,000.00	60,486.98	14,513.02	Completed
Playscape Replacement at 13 Winthrop, Gales Ferry	Park & Rec	Scott Johnston	203	20360101	53335	G0014	Park & Rec - Site Improvement	Yes	Budget Referendum	05/17/22	60,000.00	27,296.00	32,704.00	In Progress
Concrete Floor - Pole Barn	Public Works	Steve Masalin	210	21014301	53342	G0014	Planning Dept - Town Green Upgrade	Yes	Town Council Action	12/08/21	55,000.00		55,000.00	Not Started
Erickson Park Enhancements	Park & Rec	Scott Johnston	203	20360101	53335	G0014	Planning Dept - Town Green Upgrade	Yes	Budget Referendum	05/17/22	55,000.00		55,000.00	Not Started
Police Radio Interoperability	Police	John Rich	210	21020101	58694	G0014	Radios	Yes	Budget Referendum	05/17/22	46,125.00		46,125.00	Not Started
Ledge Light Health District - support COVID initiatives	Finance	Matt Bonin	210	21090305	53300	G0014	Misc. - Professional / Technical Services	Yes	Town Council Action	01/26/22	43,270.00	43,270.00	-	Completed
Nathan Lester House repairs	Historic Districts	Vin Godino & Christina & Kristen	210	21010103	54500	G0014	Hist. Districts - Building Maintenance	Yes	Budget Referendum	05/17/22	40,000.00		40,000.00	Not Started
Add Sidewalks in Gales Ferry	ON HOLD	ASK BILL FOR DETAILS?				G0014		No	Budget Referendum	05/17/22	35,000.00		35,000.00	Not Started
LED Sign Panel, Gales Ferry	Mayors office	Kristen Chapman	210	21010201	57351	G0014	LED Signs	Yes	Budget Referendum	05/17/22	35,000.00		35,000.00	Not Started
LED Sign Panel, Ledyard Center	Mayors Office	Kristen Chapman	210	21010201	57351	G0014	LED Signs	Yes	Budget Referendum	05/17/22	35,000.00		35,000.00	Not Started
Sidewalk Infill in Ledyard Center	Public Works	Steve Masalin	210	21040107	57352	G0014	LC Sidewalk Infill	No	Budget Referendum	05/17/22	35,000.00		35,000.00	Not Started
Replace Food Pantry Roof	Mayors office	Kristen Chapman	210	21010201	57353	G0014	Food Pantry Improvements	Yes	Budget Referendum	05/17/22	25,000.00	8,700.00	16,300.00	In Progress
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Public Works	Steve Masalin	210	21040111	57354	G0014	TH/Annex Doors/Locks	Yes	Budget Referendum	05/17/22	23,000.00		23,000.00	Not Started
Electric Vehicle charging stations	Mayors Office	Kristen Chapman	210	21010201	57355	G0014	Electric Car Charge Stations	Yes	Budget Referendum	05/17/22	20,000.00		20,000.00	Not Started
Vinyl Re-siding of Food Pantry	Mayors office	Kristen Chapman	210	21010201	57353	G0014	Food Pantry Improvements	Yes	Budget Referendum	05/17/22	17,500.00		17,500.00	Not Started
TVCCA - Commissary project	Finance	Matt Bonin	210	21090305	53300	G0014	Misc. - Professional / Technical Services	Yes	Town Council Action	12/08/21	15,000.00	15,000.00	-	Completed
Gales Ferry Corridor Study	Land Use / Planning	Juliet Hodge	210	21014301	57356	G0014	Gales Ferry Corridor Study	Yes	Budget Referendum	05/17/22	15,000.00		15,000.00	Not Started
Solar Charging Stations	Mayors office	Kristen Chapman	210	21010201	57357	G0014	Solar Charging Stations	Yes	Budget Referendum	05/17/22	12,000.00		12,000.00	Not Started
Added ClearGov Modules	MIS	Regina Brulotte	210	21012151	57410	G0014	Computer Software	Yes	Budget Referendum	05/17/22	10,500.00		10,500.00	Not Started
Homeless Hospitality Center of New London	Finance	Matt Bonin	210	21090305	53300	G0014	Misc. - Professional / Technical Services	Yes	Budget Referendum	05/17/22	10,000.00	10,000.00	-	Completed
Parks and Rec Summer Scholarships	Parks and Recreation	Kristen Chapman	208	20830301	54198	G0014	LYS Enrichment Grant	Yes	Budget Referendum	05/17/22	10,000.00	2,087.50	7,912.50	In Progress
Replace Firehouse software	AES	Steve Hollyfield	210	21020401	57410	G0014	Computer Software	Yes	Budget Referendum	05/17/22	8,000.00		8,000.00	Not Started
Automated Doors - Senior Center	Public Works	Steve Masalin	210	21030501	58235	G0014	Senior Center Facility	Yes	Budget Referendum	05/17/22	5,000.00		5,000.00	Not Started
Replace brackets on streetlight poles	Public Works	Steve Masalin	210	21040111	58244	G0014	Public Works - Building and Grounds Misc	Yes	Town Council Action	04/27/22	2,520.00	2,476.84	43.16	In Progress
Install Wi-Fi in Food Pantry	MIS	Regina Brulotte	210	21012151	57310	G0014	MIS - Replacement Equipment	Yes	Budget Referendum	05/17/22	2,500.00	2,640.76	(140.76)	Completed
Balance of funding for Owl Pro	MIS	Regina Brulotte	210	21012151	57310	G0014	MIS - Replacement Equipment	Yes	Town Council Action	12/08/21	831.00	831.00	-	Completed
Concrete Floor - Pole Barn (additional funding)	Public Works	Steve Masalin	210	21014301	53342	G0014	Planning Dept - Town Green Upgrade	Yes	Town Council Action	10/12/22	45,000.00		45,000.00	Not Started
<b>TOTALS</b>									Total Allocated		<b>3,746,131.00</b>			
									Total Expended			353,313.85		
									Balance Available		<b>580,962.49</b>			





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 22-626

**Agenda Date:** 11/2/2022

**Agenda #:** 3.

AGENDA ITEM  
CORRESPONDENCE

**Subject:**

Discussion and possible action to prepare a draft Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget.

**Background:**

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

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

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

November            Submit reservation request to High School to reserve Auditorium for  
April Public Hearing and May Annual Town Meeting

November/December    Town Council prepares and approves Town Council budget to submit to  
Mayor's Office.

3<sup>rd</sup> Monday            All Departments submit preliminary budget to Mayor's Office  
January **(1/15/2023) Per Town Charter**

4<sup>th</sup> Monday            Board of Education shall file budget estimates to Mayor's Office  
February **(2/27/2023) Per Town Charter**

1<sup>st</sup> Monday            Mayor submits budget to Town Council and files with Town Clerk's  
March                    Office.  
**(3/6/2023) Per Town Charter**

March                    Finance Committee conducts Departmental Budget Work Sessions  
Departments submits budget material to Town Council.

(3/29/2023) Town Council finalizes budget.  
(This Date is NOT dictated by Charter)

(4/06/2022) Town Council files proposed budget with Town Clerk's Office for Public Hearing.  
(This Date is NOT dictated by Charter)

On OR Before the Town Council conducts one or more Public Hearings on the proposed  
**Last Monday April** budget at the Ledyard High School, 24 Gallup Hill Road  
(4/10/2023) Per Town Charter

**APRIL 12, 2023** Town Council Votes to Finalize Budget (Special Town Council Mtg)  
(This Date is NOT dictated by Charter)

1<sup>st</sup> Monday of Town Meeting Town Council files proposed budget with Town Clerk's Office for Annual May (5/1/2023)  
Per Town Charter

3rd Monday May Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day. Should the referendum on the budget refer the budget back to the council, the Town Council should reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum. In the event the second referendum does not approve a budget, the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted.

Forth Monday On or before the **Fourth Monday in June**, the Town Council shall fix the tax  
In June (6/28/2023) mils.  
Per Town Charter

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

### Meeting Action Detail:

#### Finance Committee Meeting 10/19/2022:

File #: [22226](#) Version: 1

Type: Agenda Item - Correspondence

Title: Discussion and possible action to prepare a draft Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget.

Moved: Seconded

Action: Continued

[Minute Note:](#)

Councilor Saums explained to begin the Annual Budget process for Fiscal Year 2023/2024 that the Town Council needed to provide a *Budget Letter of Directive* to the Mayor and the Board of Education. He stated a very rough draft letter was provided to begin the discussion this evening, noting that there were some numbers in the draft letter that he would ask Finance Director Matthew Bonin to assist the Finance Committee with updating.

The Finance Committee briefly discussed the draft Letter of Directive. Councilor Saums asked the Committee to provide suggestions to him in preparation for their November 2, 2022 meeting.

Action: Continued



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

November \_\_\_\_\_, 2022

**DRAFT: 10/11/2022**

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

Chairman Anthony Favry  
Ledyard Board of Education  
4 Blonder Boulevard  
Ledyard, Connecticut 06339

Dear Mayor Allyn:

Dear Chairman Favry:

Pursuant to Chapter VII, Section 3 of the Ledyard Town Charter, the Ledyard Town Council has approved the standard format for the Fiscal Year 2023/2024 budget submittal.

As we work to prepare our budgets for the coming year, we must continue to remain mindful of the economic challenges caused by the Covid public health emergency. This recovery process has resulted in the Corona Virus Relief Funding (CRF) from the Federal Government for residents, businesses, and municipalities to come to an end. In addition, we are experiencing supply chain delays and inflation on interest rates, staples, heating fuel, and gasoline impacting the cost of living for our residents, as well as the town in working to provide necessary services to our community.

While Ledyard has been a good custodian of its taxpayers funds, and year over year, the Town Council has asked that costs be reduced as staff has become more efficient, our workforce has been reduced, and employees have worked to do more with less. We need to continue to approach the preparation of our Fiscal Year 2023/2024 budget with the objective of reducing expenses wherever we can find an opportunity.

As in years past funding from the State for the upcoming year continues to remain uncertain, and therefore, we encourage you to look for reductions where possible in areas such as contractual expenses through renegotiation, and corresponding decreases in operating budgets where contractual increases do exist. Any increase in specific line items in the budget or new expenditures should be offset with corresponding reductions in other line items. An increase in revenue for any services provided should also be considered.

In addition,

- FY2023/2024 state revenue figures are unknown at this time but are expected to remain stable compared to FY2023; except that FY24 state revenue numbers will show an increase in PILOT State Revenue of **\$630,239**.
- Educational Cost Sharing should increase **slightly by \$32,149 over FY23**.
- We do not expect to see further mill rate increases as a result of the police headquarters and school building projects, but we do expect to bond new roofs and other building improvements for several buildings, which will further increase future bonding costs.
- **The Town's required pension contribution will decrease by \$1,723.**
- Healthcare costs are expected to increase as they do every year; the first indications will arrive around mid-December.
- **Recycling revenue is now zero and disposing of both trash and recyclables will become more costly.**

With the General Government receiving its final disbursement of the \$4,327,000 American Rescue Plan Act (ARPA) funding in September, 2022; work has continued to implement and manage the projects selected for the use of the ARPA funding. In some cases, we reassessed the priority of the projects because of rising costs. The Federal ARPA funding must be expended by the end of the 2024 calendar year; and cannot be used to offset municipal operational costs or to reduce taxes for residents.

As identified in Section 5 of the Town Charter, your budget submission must include plans for dealing with any reductions in State funding that might occur after the General Government and Board of Education budget are approved at referendum. Plans will include reduction in services, use of Town surplus or an increase in tax levy. Such contingency plans shall be available at the time of the referendum. The charter requires that the Board of Education shall include any steps taken to address changing enrollment as part of the budget submission. The Board of Education is required to continue to provide its own Capital Improvement Plan with sources of revenue for each expenditure.

The budget format should include all items specified in Section 1 and Section 3 of Chapter VII of the Ledyard Town Charter (see attached). In addition, the attached information provided by the Finance Committee will aid you in your budget preparations.

The Capital Improvement Plan (CIP) should attempt to maintain the normal funding levels for long-term capital expenditures and regular capitalized item maintenance. All items should be reviewed and prioritized with regard to potential savings or increases in efficiency or services. Extending the in-service times of vehicles and equipment should be considered when justifiable. Additional reserve funds for large cost maintenance items such as roof replacements or parking lot maintenance should be identified and analyzed to determine the appropriate amount of annual funding. We recommend the Board of Education and General Government review their respective list of major maintenance items (e.g., building repairs, boiler replacement/repair, parking lot repaving) and present a plan for funding sufficient capital in the CIP to support replacement or repair/upgrade, as applicable.

While the long-term debt for Ledyard remains relatively low, the current and potential future bonded construction projects have resulted in a significant increase to the mill rate over the past few years, peaking last year. Given the mill rate increases for the three largest capital projects the Town of Ledyard has ever undertaken, we recommend the General Government and Board of Education continue to look at required staffing and reduce staffing levels where possible while maintaining the quality of town services and education to our children. We need to be mindful of the taxpayer in every financial decision that is made to ensure we are providing the quality services our residents expect and in the most cost-effective manner under the present circumstances.

In accordance with the Town Charter, if during the budget year the State does not meet the revenue anticipated by the budget that has been already passed, the Town Council may re-open the budget and put a revised budget to the voters. If the budget does not pass at referendum, the Town Council is required by the charter to reduce the current budget to eliminate the shortfall.

The Ledyard Town Charter requires that the Board of Education submit their proposed budget, in the format prescribed above, to the Mayor by February 27, 2023 (fourth Monday in February); and the Mayor submit a proposed budget to the Town Council on or before March 6, 2023 (the first Monday of March). It is anticipated that budget work sessions will be held during regular business hours. Your consent is respectfully requested for Town Hall staff to attend work sessions/meetings with the Town Council and its subcommittees as we make every effort to develop workable plans that can be implemented on July 1, 2023. If the members of the Town Council can be of any assistance to you or your staff in preparing your proposed budget, please feel free to call on us.

Sincerely,

Kevin J. Dombrowski  
Chairman  
Ledyard Town Council

cc: Finance Director  
Business Manager

## **Budget Submittal Data & Format**

The budget format should include all items specified in Section 1 and Section 3 of Chapter VII of the Ledyard Town Charter. All figures for audited years must balance to the audited financial statements.

The budget should be provided electronically in ClearGov, Microsoft Excel and Adobe Portable Document Format (PDF) as specified in the sections below. PDF documents should be original documents printed to or saved in PDF, *not* scanned copies of printed documents.

### **1.0 Budget Message (Executive Summary)**

Section I shall provide the Budget Message and should be as required by Section 3 of Chapter VII of the Ledyard Town Charter. The budget message must outline the financial policy of the Town government and describing the important features of the budget plan indicating any major changes from the current year in financial policies, regionalization efforts, expenditures, and revenues together with the reasons for such changes, and containing a clear general summary of its contents. Please make all efforts to have this executive summary read to a maximum of two (2) pages and in such a format that the general public (taxpayers) can read and comprehend.

Please provide the budget message in PDF Format.

### **2.0 Grand List**

Section II shall provide historical, current, and projected Grand List figures for fiscal years 2018/2019 through 2023/2024.

Please provide the Grand List in Microsoft Excel format.

### **3.0 Revenue and Expense Summary**

Section III shall provide historical, current, and budget year Revenue and Expense Summary figures for fiscal years 2018/2019 through 2023/2024. All figures must balance to the data provided in the Revenue and Expense details sections of the budget. All figures for audited years must balance to the audited financial statements.

Historical data shall include budgeted, amended and actual revenue and expense summaries. Budgeted figures shall be the amounts included in the fiscal year's approved budget. Amended expense figures shall include the budgeted figures plus or any carry over from the previous year which was applied to the spending plan. Actual figures shall provide actual fiscal year revenue and expense figures.

Current fiscal year data shall include budgeted, amended, received or expended as of December 31, 2022. Separately the Mayor's recommendations for the amounts to be appropriated should be included for the fiscal year 2023/2024 for all line items (other than Board of Education line items).

Amended budget figures shall be the sum of the adopted budget figures plus any transfers and additional appropriations as of December 31, 2022.

Fiscal Years 2018/2019 through 2023/2024 shall be presented in ClearGov.

#### **4.0 Revenue Detail**

Section IV shall provide historical, current, and budget year Revenue Detail figures for fiscal years 2018/2019 through 2023/2024. All figures for audited years must balance to the audited financial statements.

Historical data shall include budgeted, amended and actual revenue detail. Budgeted figures shall be the amounts included in the fiscal years approved budget. Amended revenue figures should equal budgeted. Actual figures shall provide actual fiscal year revenue and expense figures.

Current fiscal year data shall include budgeted, amended, and received as of December 31, 2022, Department projected, and Mayor projected for fiscal year 2022/2023. Budgeted figures shall be the amounts included in the fiscal years approved budget. Amended revenue figures should equal budgeted. Revenue shall be those monies received as of December 31, 2022.

Budget year data Revenue Detail figures shall include both the department and Mayor's projected revenue.

Fiscal Years 2018/2019 through 2023/2024 shall be presented in ClearGov.

#### **5.0 Revenue Narratives**

Section V shall provide a narrative description for each revenue line item shown in Section IV stating the source of the estimated revenue figure (i.e. Estimate, State Data, etc.), the date of the revenue estimate (i.e. state publication date, date of estimate, etc.), and a revenue narrative providing the person or persons responsible for the estimate and any other relevant information.

Revenue Narratives will be provided in ClearGov.

#### **6.0 Expense Detail**

Section VI shall provide historical, current, and budget year Expense Detail figures for Fiscal Years 2018/2019 through 2023/2024. All figures for audited years must balance to the audited financial statements.

Historical data shall include amended and actual expense detail. Amended budget figures shall be the amounts included in the fiscal year's approved budget plus transfers and additional appropriations. Actual figures shall provide actual fiscal year expense figures.

Current fiscal year data shall include budgeted, amended, received, or expended as of December 31, 2022.

Budget year data expense detail figures shall include both the department and Mayor's requested expenses.



Fiscal Years 2018/2019 through 2023/2024 shall be presented in ClearGov.

## **7.0 Expense Narratives**

Section VII shall provide a brief narrative description for each expense line item shown in Section IV stating the source of the estimated expense figure and an expense narrative providing the person or persons responsible for the estimate and any other relevant information.

Expense Narratives will be provided in ClearGov.

## **8.0 Salaries**

Section VIII shall provide current and budget year salary detail figures for Fiscal Years 2022/2023 and 2023/2024 using the salary spreadsheet provided by the finance department.

A line shall exist for each employee and shall be identified by an Employee ID which means the same account number may exist for several line items. If an employee is shared between departments then there should be an entry for each department.

This information shall be derived from Munis.

## **9.0 Health Insurance**

Section IX shall provide details on employee health insurance and payments made in lieu of health insurance. A line shall exist for each employee and shall be identified by an Employee ID.

The union the employee belongs to shall be identified as well as the benefit description None, Single, Single + 1, or Family.

Any and all payments made to retired employees shall also be detailed in this section.

Please provide the Health Insurance information in Microsoft Excel format and upload it into ClearGov. Please provide any additional health insurance backup data in PDF Format.

## **10.0 Capital and Non-Recurring Detail**

Section X shall contain a program of proposed capital and road projects in accordance with Chapter VII of the Town Charter. This program should be accompanied by plans or layouts, costs and details associated with the proposal. In addition, the road proposal should be in such a format defining each project, its separate costs, and the planned schedule of accomplishment. Allocations from funds such as LoCIP should be

specifically identified so that the total funds required for tax levy can be clearly determined.

Please provide the Capital and Non-Recurring detail in ClearGov.

Please upload all Capital and Non-Recurring backup data in PDF or Excel format to ClearGov. Photos should also be included in the pdf file if available.

### **11.0 Local Capital Improvement Program (LoCIP) and Other Grant Funding for Capital Projects**

Please provide LoCIP and any other grant funding received in FY 2021/2022, the current year and the FY 2023/2024 year in Excel format. Please provide any additional LoCIP backup data in PDF Format.

### **12.0 Capital Reserve Funds**

Section XII shall provide an accounting of all capital reserve funds including:

1. Balance as of December 31, 2022.
2. Revenue from grants and contributions from the general fund for FY 2021/2023.
3. Departments' requested funding for FY 2023/2024.
4. Mayor's projected funding for FY 2023/2024.
5. Departments actual and five-year projected payments or expenses for FY 2019/2020 through FY 2024/2025.
6. Mayor's actual and five year projected payments or expenses for FY 2019/2020 through FY 2024/2025.

Please upload the Reserve Funds in Excel to ClearGov. Please provide any additional Reserve Funds backup data in PDF Format.

### **13.0 Long Term Capital Improvement Plan**

In accordance with the Charter, Section XIII each department or agency shall submit a Six Year Projected Budget for capital improvements that includes the current fiscal year and the next five years. In addition to the current year, please provide: (1) analysis of town expenditures for capital and operating expenses for the previous five years; and (2) estimates of revenues and expenditures for capital and operating expenses for the subsequent five years.

Please provide Long Term Capital Improvement Plan data in PDF Format.

## **14.0 Long Term Debt Service**

Section XIV shall provide an accounting of all long term debt service including:

1. Issue Date
2. Years Financed
3. Maturity Date
4. Interest Rate
5. Balance as of June 30, 2022
6. Projected Balance as of June 30, 2023
7. Monthly Principal and Interest
8. Other Monthly costs if any
9. Principal due at Maturity
10. Interest due at Maturity
11. Other due at Maturity

Please upload the Long Term Debt Service in Excel to ClearGov. Please provide any additional Long Term Debt Service backup data in PDF Format.

## **16.0 Library Budget – Fund 0202**

Section XVI shall provide the data required in Section 3 through Section 9 for Fund 0202.

Data shall be uploaded in Excel to ClearGov with PDF documents as required.

## **17.0 Other Liabilities**

Section XVII shall provide details on all other town liabilities such as sick time, comp time, state grant reimbursements owed, etc. as of June 30, 2022.

Data shall be shall be uploaded in Excel to ClearGov.

## **18.0 Fund Balances**

Section XVIII shall provide all fund balances, current, projected and encumbered. All projected revenue and encumbered expenses shall be detailed.

**NOTE THIS IS A TENTATIVE SCHEDULE OUTLINE. THE DATES HAVE NOT BEEN ACTUALLY BEEN SET YET.**

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

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

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

November Submit reservation request to High School to reserve Auditorium for April Public Hearing and May Annual Town Meeting

December Town Council prepares and approves Town Council budget to submit to Mayor's Office.

3<sup>rd</sup> Monday All Departments submit preliminary budget to Mayor's Office  
January (1/15/2023) Per Town Charter

4<sup>th</sup> Monday Board of Education shall file budget estimates to Mayor's Office  
February (2/27/2023) Per Town Charter

1<sup>st</sup> Monday Mayor submits budget to Town Council and files with Town Clerk's  
March Office.  
(3/6/2023) Per Town Charter

March Finance Committee conducts Departmental Budget Work Sessions  
Departments submits budget material to Town Council.

(3/29/2023) Town Council finalizes budget.  
(This Date is NOT dictated by Charter)

(4/06/2022) Town Council files proposed budget with Town Clerk's Office for Public  
Hearing.  
(This Date is NOT dictated by Charter)

On OR Before the Town Council conducts one or more Public Hearings on the proposed  
Last Monday April budget at the Ledyard High School, 24 Gallup Hill Road  
(4/10/2023) Per Town Charter

**APRIL 12, 2023** Town Council Votes to Finalize Budget (**Special Town Council Mtg**)  
(This Date is NOT dictated by Charter)

1<sup>st</sup> Monday of  
May (5/1/2023)  
Per Town Charter

Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

3rd Monday May  
(5/15/2023)  
(Tuesday 5/16/2023)  
Per Town Charter

Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day. Should the referendum on the budget refer the budget back to the council, the Town Council should reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum. In the event the second referendum does not approve a budget, the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted.

Forth Monday  
In June (6/28/2023)  
Per Town Charter

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

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

DRAFT



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-093

**Agenda Date:** 11/2/2022

**Agenda #:** 4.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Any other Old Business proper to come before the Committee.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 22-647

**Agenda Date:** 11/2/2022

**Agenda #:** 1.

## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to approve a supplemental appropriation of \$25,000 to account 10140107-56306 (Tree Removal) to provide adequate funding for ongoing removal of hazard trees in the Town rights-of-way.

### **Background:**

In 2018 the region was struck with a significant gypsy moth infestation, which resulted in a substantial kill of oak trees in particular. The eventual impact of this extended into 2020 and is still being seen. The impact of this to our trees was augmented by the spread into our area in 2019 of the Emerald Ash Borer that dramatically affected our ash trees. The progressive effects of this continue to unfold.

As a result, substantial funding beyond the traditional \$4,000 annual budget amount have been required to tackle the needed removals in our rights-of-way. The following details this:

	<u>Supplemental Appropriation</u>	<u>Budget Transfer</u>	<u>Total Additional</u>
FY19	\$25,000	\$ 3,400	\$28,400
FY20		\$49,000	\$49,000
FY21		\$11,400	\$11,400
FY22	\$25,000	\$ 6,400	\$31,400

This amounts to an average additional annual funding need of more than \$30,000. The need for removal of hazard trees persists and we have assembled a list so far of more than twenty (20) trees that need to come down in our road rights-of-way. We have spent \$760 on spontaneous needs related to storm damage, leaving \$3,240 in the account, which is wholly inadequate to meet the present need, full identification of which remains ongoing.

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

Not knowing where the public works budget at large is headed at this stage of the fiscal year, and yet recognizing the immediate need for tree removal, I request a supplemental appropriation of \$25,000, as was granted in FYs 2019 and 2022.

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

Tree removal expenses have averaged in excess of \$34,000 over the last four years. Given past history and future needs identified by the Public Works Director, a significant increase in the appropriation for Tree Removal appears necessary in the next budget cycle.

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

I concur with the request. Further, I recommend budgeting \$35,000 for FY23 to reflect a more accurate line item need.





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-686

**Agenda Date:** 11/2/2022

**Agenda #:** 2.

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## TAX REFUND

**Motion/Request:**

Motion to approve two tax refunds in the combined total amount of \$33,831.45 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures

**Background:**

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

**Finance Director Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

Double payments on school bus taxes. I support the motion for refund of the overpayments.

# Application for Refund of Taxes Paid

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

Amount of Refund  
\$ 18,111.05

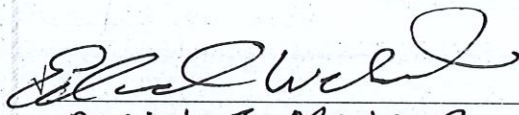
*Student Transportation of America*  
*c/o Ed Welch*  
*1350 Baldwin Hill Rd*  
*Gales Ferry, CT 06335*

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

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

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

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

  
\_\_\_\_\_  
ASSISTANT MANAGER

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

✓ 9/20/2022  
\_\_\_\_\_

Date Signed



Tax Collector's Signature

9/29/22

Date

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

Date of Payment: 7/21/2021

Grand List Year: 2020

Grand List Number: 230287, 230288,  
230289, 230290, 230291, 230292, 230293,  
230294, 230295, 230296 & 230297

Payment Type: Check

Tax Type: MV PP RE SMV

Reason: double payment

Property Owner: Student Transportation of America

Property Location: 1350 Baldwin Hill Rd Gales Ferry

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

Kevin J. Dombrowski

## STATEMENT OF ACCOUNT CONDITION



Tax Collector  
 TOWN OF LEDYARD  
 741 Colonel Ledyard Hwy  
 Ledyard, CT 06339  
 Phone: 860-464-3232 or 464-3233  
 Monday - Thursday, 7:30a.m.-4:15p.n

WELLS FARGO EQUIPMENT FIN INC  
 800 WALNUT ST  
 ATTN: SHAYNE VANDER ESCH  
 DES MOINES, IA 50309-3605

9/13/2022

Note: State Law requires that interest be charged and collected on all past due property taxes/ installments, at a rate of 1 1/2% per month (18%yr) from due date. Payments must be applied to oldest outstanding interest, tax and lien in order. Minimum interest is 2.00 for each overdue installment.

ADDITIONAL INTEREST IS DUE IF NOT PAID BY: 9/13/2022

Make checks payable to: LEDYARD TAX COLLECTOR

List #	Year	Type	Property Desc	Amt Due	Interest	Fees	Liens	Bond	Total
230287	2020	MOTOR VEHICLE	IC CO 2016 AB31950 4DRBUC8P6GB226859	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230288	2020	MOTOR VEHICLE	IC CO 2016 AB29378 4DRBUC8P0GB226856	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230289	2020	MOTOR VEHICLE	IC CO 2016 AB32018 4DRBUC8P1GB226851	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230290	2020	MOTOR VEHICLE	IC CO 2016 AB32022 4DRBUC8P7GB226854	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230291	2020	MOTOR VEHICLE	IC CO 2016 AB31953 4DRBUC8P9GB226855	-1,673.95	0.00	0.00	0.00	0.00	-1,673.95
230292	2020	MOTOR VEHICLE	IC CO 2016 AB29379 4DRBUC8P4GB226861	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230293	2020	MOTOR VEHICLE	IC CO 2016 AB32024 4DRBUC8P4GB226858	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230294	2020	MOTOR VEHICLE	IC CO 2016 AB31954 4DRBUC8P2GB226857	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230295	2020	MOTOR VEHICLE	IC CO 2016 AB32021 4DRBUC8P5GB226853	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230296	2020	MOTOR VEHICLE	IC CO 2016 AB32023 4DRBUC8P3GB226852	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230297	2020	MOTOR VEHICLE	IC CO 2016 AB32038 4DRBUC8P2GB226860	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
				-18,111.05	0.00	0.00	0.00	0.00	-18,111.05

Please return Original Bill(s) or this statement with your payment.

# Application for Refund of Taxes Paid

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

Amount of Refund  
\$ 15,720.40

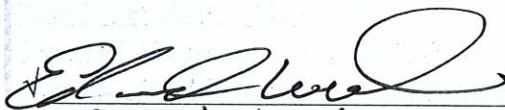
*Student Transportation of America*  
*c/o Ed Welch*  
*1350 Baldwin Hill Rd*  
*Gales Ferry, CT 06335*


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

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

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

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

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

  
Tax Collector's Signature

✓ 9/26/2022  
Date Signed

9/29/2022  
Date

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

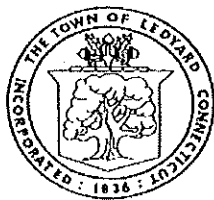
Date of Payment: 7/21/2022      Tax Type: MV   PP   RE   SMV  
Grand List Year: 2021      Reason: double payment  
Grand List Number: 230284, 230285,      Property Owner: *Student Transportation of America*  
230286, 230287, 230288, 230289, 230290,      Property Location: *1350 Baldwin Hill Rd Gales Ferry*  
230292, 230293 & 230294  
Payment Type: *Check*

**ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, it was voted to refund property taxes amounting to \$\_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Kevin J. Dombrowski

## STATEMENT OF ACCOUNT CONDITION



Tax Collector  
 TOWN OF LEDYARD  
 741 Colonel Ledyard Hwy  
 Ledyard, CT 06339  
 Phone: 860-464-3232 or 464-3233  
 Monday - Thursday, 7:30a.m.-4:15p.n

WELLS FARGO EQUIPMENT FIN INC  
 800 WALNUT STREET  
 ATTN: SHAYNE VANDER ESCH  
 DES MOINES, IA 50309

9/13/2022

Note: State Law requires that interest be charged and collected on all past due property taxes/ installments, at a rate of 1 1/2% per month (18%yr) from due date. Payments must be applied to oldest outstanding interest, tax and lien in order. Minimum interest is 2.00 for each overdue installment.

ADDITIONAL INTEREST IS DUE IF NOT PAID BY: 9/13/2022

Make checks payable to: LEDYARD TAX COLLECTOR

List #	Year	Type	Property Desc	Amt Due	Interest	Fees	Liens	Bond	Total
230284	2021	MOTOR VEHICLE	IC CO 2016 AB31953 4DRBUC8P9GB226855	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230285	2021	MOTOR VEHICLE	IC CO 2016 AB31950 4DRBUC8P6GB226859	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230286	2021	MOTOR VEHICLE	IC CO 2016 AB29379 4DRBUC8P4GB226861	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230287	2021	MOTOR VEHICLE	IC CO 2016 AB32038 4DRBUC8P2GB226860	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230288	2021	MOTOR VEHICLE	IC CO 2016 AB32023 4DRBUC8P3GB226852	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230289	2021	MOTOR VEHICLE	IC CO 2016 AB31954 4DRBUC8P2GB226857	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230290	2021	MOTOR VEHICLE	IC CO 2016 AB32021 4DRBUC8P5GB226853	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230292	2021	MOTOR VEHICLE	IC CO 2016 AB32022 4DRBUC8P7GB226854	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230293	2021	MOTOR VEHICLE	IC CO 2016 AB29378 4DRBUC8P0GB226856	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230294	2021	MOTOR VEHICLE	IC CO 2016 AB32018 4DRBUC8P1GB226851	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
				<u>-15,720.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-15,720.40</u>

Please return Original Bill(s) or this statement with your payment.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-279

**Agenda Date:** 11/2/2022

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Any other New Business proper to come before the Committee.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

**File #:** 22-721

**Agenda Date:** 11/9/2022

**Agenda #:**

## GRANT REQUEST

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

MOTION to recommend the Town Council authorize the Mayor to sign an “*Indemnification and Hold Harmless Agreement*” between Heather L. Flack, Executor of the Estate of the late Jesse R. Wilcox, Jr., and the Ledyard Historic District Commission for the removal of a mounted mill water turbine located at 1009 Shewville Road, Ledyard, as presented in the draft dated October 31, 2022.

**Background:**

The Historic District Commission has the opportunity to acquire a mounted mill water turbine from the Estate of Mr. Jesse R. Wilcox, Jr., of 1009 Shewville Road, Ledyard, for only the cost to remove the equipment and relocate it to one of the Historic Commission’s properties. (Please see attached Agreement).

The Historic District Commission has obtained a quote from Stonewall Construction in the amount of \$1000.00 to perform the relocation of the mounted mill water turbine. Funds for this relocation project provided from Saw Mill Maintenance Account #10110103-54501.

**Department Comments/Recommendation:**

(Type text here)

**Finance Director Comments/Recommendation:**

(Type text here)

**Mayor Comments/Recommendation:**

(Type text here)

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

TOWN OF LEDYARD  
GENERAL GOVERNMENT  
GRANT APPLICATION POLICY AND PROCESS

The Ledyard Town Council will approve all grant applications submitted by the Town to any governmental

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

Grants, for these purposes include:

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

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

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

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

*Linda C Davis*

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

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

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

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

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

**GRANT REQUEST FORM**

Requestor	Historic District Commission	Date	11/2/2022
Dept/Commission/Board	Historic District Commission		



Name of Grant N/A

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

Private Donation - Mounted Water Mill Turbine

Reason for Applying for this Grant

Amount of Town Match \$1000.00 for Removal and Relocation (Stonewall Construction)

Source of Town Match Saw Mill Maintenance Budget 101101013-54501

In-Kind Match - Explain

N/A

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

---

Signed Name

Printed Name

Date

---

**ATTACHMENT 1**

**Code of Federal Regulations: 2 CFR**

§200.318 General procurement standards.

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

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

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an

organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

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

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

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

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

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

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

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

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

(i) The actual cost of materials; and

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

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no

positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

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

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

#### §200.319 Competition.

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

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

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

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

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product

or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

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

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

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

§200.320 Methods of procurement to be followed.

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

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

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

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

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

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

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

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

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

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

must be publicly advertised;

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

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

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

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

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

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

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

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

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

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

(e) [Reserved]

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

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

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

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in

response to a written request from the non-Federal entity; or

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

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

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

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

(b) Affirmative steps must include:

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

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

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

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

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

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

§200.322 Procurement of recovered materials.

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

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

§200.323 Contract cost and price.

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

point, the non-Federal entity must make independent estimates before receiving bids or proposals.

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

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

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

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

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

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

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

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

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

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

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

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

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to

be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

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

#### §200.325 Bonding requirements.

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

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

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

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

#### §200.326 Contract provisions.

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



**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

THIS AGREEMENT is made this 31 day of October, 2022, between the Heather L. Flack, Executor of the Estate of Jesse R. Wilcox, Jr., late of 1009 Shewville Road, Ledyard, Connecticut (hereinafter referred to as the "Owner"), and the Ledyard Historic District Commission with its principal place of business located at 741 Colonel Ledyard Highway, Ledyard, Connecticut (hereinafter referred to as the "Contractor") for the removal of the mounted mill water turbine located at 1009 Shewville Road, Ledyard, Connecticut (hereinafter referred to as the "Property").

WHEREAS, the Owner desires the removal of the mounted mill water turbine located on the Property (hereinafter referred to as the "Work") and the Contractor is willing to remove said turbine in exchange for the turbine.

THEREFORE, IT IS AGREED AS FOLLOWS:

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Owner's consultants and agents and employees of any of them from and against claims, damages, losses and expenses including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself) including loss of use resulting therefore, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

This agreement shall be binding on all parties hereby, jointly and severally. The parties understand and agree that if it is necessary for the Owner to take legal action against the Contractor to enforce any part of this agreement that the Contractor agrees to pay all reasonable attorney fees and court costs.

This Contract shall be governed by the law of the State of Connecticut.

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all other prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 31 day of October, 2022.

Owner  
Estate of Jesse R. Wilcox, Jr.

  
\_\_\_\_\_  
Heather L. Flack, Executor

Contractor  
Ledyard Historic District Commission

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It's  
Duly authorized



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-723

**Agenda Date:** 11/9/2022

**Agenda #:** 4.

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## RESOLUITON

### **Motion/Request:**

### **Background:**

The Town received the State Department of Housing Award Letter dated October 11, 2022.

The Grant Amount was increased from \$1,500,000 to \$1,608,827.

To accept the additional funding the Town Council was required to restate the “*Certified Resolution of Application- Small Cities Program - Kings Corner Manor, Senior Housing*” to reflect the actual award amount.

The Grant amount increased by \$108,827. (Please see attached Award Letter 10/11/2022)

### Additional Background Information:

In accordance with the Community Development Block Program (CBDG) that a Public Hearing was held on March 11, 2020 to obtain public comment regarding the Town’s interest in submitting a Grant Application to obtain a \$1.5 million to make improvements the Kings Corner Manor Senior Housing Facility such as energy efficient doors, windows, heating and cooling systems, along with handicap accessible showers, etc. He stated at their subsequent meeting Town Council adopted the “*Certified Resolution of Application- Small Cities Program - Kings Corner Manor, Senior Housing*”.

Because it had been a year since the Resolution was adopted that the State has requested the Town restate the Resolution as part of the Grant Application to make the much needed improvements to the Kings Corner Manor Senior Housing Facility.

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

(type text here)

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

(type text here)

### **Body:**

(type text here)



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3230  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

**DRAFT: 11/2/2022**

**Res: 300-2022/Nov 9**

The below is a certified a true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on March 11, 2020; and was restated by the Ledyard Town Council on June 9, 2021; which has not been rescinded or modified in any way whatsoever, with the exception of an increase in the grant amount from \$1,500,000 to \$1,608,827 (Modified Award Letter dated 10/11/2022). The Town Council restated the “*Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” at its Meeting on \_\_\_\_\_.

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

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### **CERTIFIED RESOLUTION OF APPLICANT SMALL CITIES PROGRAM KINGS CORNER MANOR, SENIOR HOUSING**

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Ledyard make application to the State for \$1,608,827 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement, therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE LEDYARD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Ledyard in an amount not to exceed \$1,608,827 is hereby approved, and that the Mayor of the Town of Ledyard is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Ledyard.

Adopted by the Ledyard Town Council on March 11, 2020

Restated by the Ledyard Town Council on: June 9, 2021

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

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

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History:

2022: The Town Council adopted the *Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” on March 11, 2020. As part of the Grant Application Process the Resolution needed to be restated (June 9, 2021). In response to the Modified Award Letter dated October 11, 2022 the Town Council restated the *Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” to increase the grant amount from \$1,500.000 to \$1,608,827.

2021: The Town Council adopted the *Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” on March 11, 2020. As part of the Grant Application Process the Resolution needed to be restated (June 9, 2021).

DRAFT



Ned Lamont  
Governor

STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING



Seila Mosquera-Bruno  
Commissioner

October 11, 2022

Fred B. Allyn, II  
Mayor  
Town of Ledyard  
Ledyard Town Hall  
74 Colonel Ledyard Highway  
Ledyard, CT 06339

Subject: **AWARD LETTER - Small Cities Grant #SC2007201A  
\$1,608,827.00 for Town of Ledyard/King's Corner Manor-Ledyard**

Dear Mayor Allyn:

**Congratulations!** Consistent with Governor Lamont’s commitment to promote housing and economic opportunities for low and moderate-income residents throughout the state, the Town of Ledyard’s application for Community Development Block Grant (CDBG) Small Cities funding has been approved. Grant funding is in the amount of **One Million Six Hundred Eight Thousand Eight Hundred Twenty Seven Dollars (\$1,608,827.00)** for a King's Corner Manor-Ledyard.

This letter serves to outline certain basic provisions and conditions of this funding award. **This letter is not a contract by the State of Connecticut.** The State shall not be bound until an Assistance Agreement (the “Contract”) has been fully executed in accordance with all applicable local, state, and federal laws. Notwithstanding any other provisions of this letter, the Department of Housing (DOH) may elect to withdraw this award of funds if the municipality has made any material misrepresentation of the project data supporting this funding request in the application or in any supplemental materials or information it has furnished. DOH may also withdraw this award if the municipality abandons or terminates the project, or if it makes any change in the scope of the project or the project financing plan.

Enclosed please find the Contract and the other documents that must be executed to accept this grant. Please print, sign, date, and return one copy of all documents within thirty (30) days of the date of this letter:

1. Project Schedule (Revised/Updated) – **Appendix I**
2. Financing Plan & Budget - **Appendix II**
3. Local Assurances - **Appendix III**
4. Opinion of Counsel
5. Project Expenditures Account Agreement (for PEAA account)
6. Authorized Signatures Form
7. Applicant/Recipient Disclosure/Update Form
8. Updated Resolution that has not been rescinded or modified within 30 days of contract signing.
9. Direct Deposit (ACH) Accounts and Instructions (new grantees must submit this form to the Office of State Comptroller as noted on the bottom of the

Mayor Fred B. Allyn, II  
Ledyard/Grant#SC2007201A

form. Grantees with existing Small Cities ACH Accounts do not need a new account but must ensure that all funds are deposited into an award year specific PEAA Account from the ACH account.

The Project Schedule that was submitted with your application must be revised to reflect the currently anticipated start date and expenditure rate for this grant. The “budget period” on the Project Schedule and Financing Plan & Budget must be listed as 5/1/2021 to 4/30/2023.

As conditions of the grant award, please send the following documents to DOH:

1. Contract Documents Compliance Certification (All Projects)  
Complete and sign the certification form and label as Exhibit 4.5H
2. Architect’s or Engineer’s License (As Applicable)  
Label as Exhibit 4.5P6
3. Architect’s or Engineer’s Liability Insurance (As Applicable)  
Label as Exhibit 4.5P7
4. Submit the Pre–Construction Meeting Form that you use for your projects. Signature lines for owner, contractor, and town representative (project manager) must be included on the form. Label as Exhibit 4.7L
5. Provide a sample landlord-tenant agreement indicating the 5-year minimum Fair Market Rents (FMR) affordability period (for housing rehab programs) or sample Deed Restriction/Restrictive Covenant (for Public Housing Modernization projects)
6. Subrecipient Agreement between the Town/City and the subrecipient that will administer any portion of the proposed project, if applicable
7. Architectural & Technical Services (ATS) Review Notes – DOH will provide additional comments
8. Temporary Relocation Plan that recognizes COVID-19 and social distancing.
9. Firm commitment letter from Eversource for the leveraged funds.

Please return the above documents (excluding the ACH account form) and any questions or concerns about the award to:

**Lilia Kieltyka**  
**Department of Housing**  
**[lilia.kieltyka@ct.gov](mailto:lilia.kieltyka@ct.gov)**

Thank you for your participation in the Small Cities Program.

Yours in Housing & Community Development,

Seila Mosquera-Bruno  
Commissioner

cc: Kent Lewis,SC2007201A

Enclosures