



TOWN OF LEDYARD

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Finance Committee

Meeting Minutes

Chairman

Kevin J. Dombrowski

Regular Meeting - Hybrid Format

Wednesday, July 20, 2022

5:00 PM

Town Hall Annex Building

REMOTE MEETING INFORMATION

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

[https://us06web.zoom.us/j/89669753191?](https://us06web.zoom.us/j/89669753191?pwd=UWR6alRZZFkraDJVUXdaTDloemFoQT09)

[pwd=UWR6alRZZFkraDJVUXdaTDloemFoQT09](https://us06web.zoom.us/j/89669753191?pwd=UWR6alRZZFkraDJVUXdaTDloemFoQT09)

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 896 6975 319; Passcode: 397178

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. Room.

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

Present: Councilor Bill Saums
Councilor Andra Ingalls
Councilor Tim Ryan

In addition, the following were in attendance:

Fred Allyn, III Mayor
Ian Stammel Assistant Finance Director
Scott Johnson, Jr. Director Parks & Recreation
Vincent Godino Chairman Historic District Commission
Eric Treaste Resident
Roxanne Maher Administrative Assistant

III. RESIDENTS COMMENTS

Mr. Eric Treaster, 10 Huntington Way, Ledyard, noted he was present this evening because he was interested in Item #4 on tonight's Agenda regarding the proposed lease of .75-acre +/- parcel on Bush Pond relative to the transfer arrangements, deed restrictions, structures on the property as shown in the aerial photographs, and whether there would be any loss in property tax revenue. However, he stated he would wait to hear the discussion regarding the property later this evening.

IV. INFORMATIONAL ITEMS

Councilor Saums reported that the following documentation was received:

1. Reconciliation of the American Rescue Plan Act (ARPA) Funds (attached to Old Business Item #1)
2. *The Day* Reporter Erica Moser /Councilor Saums e-mail thread dated 6/20/2022 - 7/20/2022 re: American Rescue Plan Act (ARPA) Funds

V. APPROVAL OF MINUTES

MOTION to approve the Finance Committee Regular Meeting Minutes of June 15, 2022

Moved by Councilor Ingalls, seconded by Councilor Ryan

VOTE: 3 - 0 Approved and so declared

VI. FINANCE DIRECTORS REPORT

Assistant Finance Director Ian Stammel reported on the following: (1) Fiscal Year 2022/2023 Tax Collection - The tax collection for the Fiscal Year 2022/2023 began on July 1, 2022. To- date about \$5 million has been collected; (2) American Rescue Plan Act Funding (ARPA) - Office of Management & Policy (OPM) notified the town that the second trench of ARPA Funding would be disbursed to municipalities soon.

VII. FINANCIAL REPORTS

Assistant Finance Director Ian Stammel reviewed the Financial Reports noting the following:

❖ ***Revenue Report dated June 30, 2022***

- ***Taxes*** - Tax Collections on the Report do not include the \$70,000 that was collected during the month of June. Mr. Stammel noted the final year-end revenue report would be available in September, noting that some reconciliations on expenses such as health insurance still needed to be completed.

❖ ***Expenditure Report dated June 30, 2022***

Board of Education Expenditures - Councilor Ryan noted the Expenditure Report produced by the Munis Financial system does not include the Board of Education expenses

6/30/2022 - Revenue Summary Report

6/30/2022 - Expenditure Summary Report

VII. OLD BUSINESS

1. 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.

Councilor Saums stated he would like to review the ARPA Projects List at a Town Council meeting. He stated although they have discussed each of the ARPA Projects through the course of the year; that he would like to provide a brief explanation of each project for the record, noting that *The Day* Newspaper Reporter Erica Moser had questions regarding the ARPA Projects.

Councilor Saums addressed the importance to get the ARPA Funded Projects underway, and he expressed concern regarding the project(s) costs coming in higher than initially estimated due to inflation; and he commented on the Gales Ferry Sidewalk Project as follows:

- ***Gales Ferry Sidewalk Project*** - Councilor Saums noted to-date he was not aware of a plan or details regarding the location of the sidewalks. He suggested the Gales Ferry Sidewalk Project be forwarded to the Land Use/Planning/Public Works Committee so they could get the process started, noting that the ARPA Funding had to be expended by December, 2026.

Mayor Allyn, III, stated \$15,000 was allocated to conduct a Route 12 Corridor Study, noting that the last study was done in 2008. He stated a more recent study would be required to apply/qualify for the Small Town Economic Assistance Program (STEAP) Grant funding. He stated the Route 12 Corridor Study would be helpful in plotting out the location of the sidewalks and connectivity. Councilor Saums suggested the 2008 Route12 Corridor Study could be helpful in preparation for the Gales Ferry Sidewalk discussions.

- ***Linda C. Davis Food Pantry Roof*** - Mayor Allyn, III, stated the town obtained three quotes for Food Pantry Roof. He noted the low quote was substantially lower than the budgeted amount.
- ***Emergency Operations Center (EOC) Dispatch Consoles*** - Mayor Allyn stated \$75,000 was budgeted to replace the dispatch consoles in the EOC. He stated the project was

moving along well and that he expected the cost to be about \$55,000.

Mayor Allyn addressed concerns regarding inflation, noting that he was hopeful that some other projects may come in under budget as well, which would help balance out the projects that come in over budget.

- ***Skid Mounted Feed Pump Wastewater Treatment Plant*** - Assistant Finance Director Ian Stammel noted Waste Water Supervisor Steve Banks indicated that the \$175,000 budget for the project would come in \$10,000 - \$20,000 over the budgeted amount.

RESULT: CONTINUE

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

None.

IX. NEW BUSINESS

1. Discussion regarding the authorization of American Rescue Plan Act funding in the amount of \$190,000 to hire a part-time licensed clinician.

Councilor Saums noted that Youth Service Coordinator Kate Sikorsky-Maynard was continuing to compile information regarding licensed clinicians.

RESULT: NO ACTION

2. MOTION to grant a bid waiver to James K. Grant Associates in the amount of \$20,000 for the Structural and Condition Assessment of the Up-Down Sawmill due to receiving fewer than three bids as a result of RFP 2022-14 in accordance with Ordinance #200-001 (rev.1) "An Ordinance Regarding Purchasing for the Town of Ledyard"

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Mr. Vincent Godino, 1906 Center Groton Road, Ledyard, Historic District Commission Chairman, explained the Commission applied for and received a \$20,000 Grant to conduct the Structural and Condition Assessment of the Up-Down Sawmill. He stated because only two bids were received the Commission was requesting a bid waiver to move forward with the Study. He stated James K. Grant Associates was the low bidder and was very qualified.

Councilor Saums stated the Structural Condition Assessment work would include the water tank, the penstock, and the foundation. Mr. Godino noted that the areas Councilor Saums' mentioned were of concern, and he explained that the Structural Condition Assessment would be comprehensive, noting that other areas of the Up-Down Sawmill may also be identified. He stated the Assessment would also prioritize the most important repairs and provide rough cost estimates for the repairs. He stated the Assessment work would enable the Historic District Commission to develop a plan and to seek grant funding to help off-set the costs of the repairs.

Councilor Ingalls questioned the significant discrepancy between the two bids received, noting the low bid was \$20,00 and the second bid was \$30,000. Mr. Godino stated the low bidder James K. Grant Associates has performed many of these types of Structural Condition Assessments; and therefore, he believed that because of their experience they were able to more accurately bid the work based on the scope of the project. He went on to explain the State List only had about eight companies that do this type of work. He stated although they sent requests to all of the companies on the State List they only received two bids. He stated some companies may not have submitted a proposal because they were too far away, noting one was in New York.

Councilor Ryan asked which Capital Account the Structural Condition Assessment work would be paid from, noting the Historic District Commission had two Capital Accounts (1) Nathan Lester House; and (2) Sawmill. Mr. Godino stated the Structural Condition Assessment work would be paid from the Sawmill Capital Account. Councilor Ryan stated after they pay for the Assessment work that the Historic District Commission would have \$105,000 to pay for the recommended restoration work.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Andra Ingalls

SECONDER: Tim Ryan

AYE: 3 Saums, Ingalls and Ryan

3. MOTION to approve additional appropriations from the receipt of supplemental FEMA reimbursement funding for storm Isaias in the total amount of \$5,149.69 as follows:

- \$1,000.00 to Fire Marshal Telephone Account #10120301-55330; and
- \$4,149.69 to Public Works Small Truck CNR Account 21040101-57313.

Moved by Council Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums stated the town previously applied for and received FEMA Funding for expenses related to Tropical Storm Isaias that occurred on August 4, 2020. He went on to state the town has received an additional \$5,149 for their expenses related to the storm; therefore, this action would appropriate the additional funding to the accounts noted in the motion above.

Councilor Ingalls questioned the reason FEMA increased/adjusted the allocation for Storm Isaias. Mayor Allyn, III, explained because the federal funding that was allocated for Storm Isaias was underspent they asked municipalities to review their expenses that would qualify for reimbursement. He stated Director of Emergency Management Jim Mann and Public Works Director Steve Masalin worked together to submitted the requested information to FEMA and the town received an additional \$5,149.69. He stated the information requested was very specific, such as the GPS coordinates of the locations and model chain saws that was used to cut wood on the specific roads, etc.

Councilor Ingalls stated Ledyard was fortunate in that they had really good Department Heads, noting that they were willing to do the extra work for the town to receive extra funding.

VOTE: 3 - 0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Tim Ryan

SECONDER: Andra Ingalls

AYE: 3 Saums, Ingalls and Ryan

4. MOTION to authorize the Mayor to engage professional services to conduct a survey and draft a legal description of the .75-acre +/- parcel on Bush Pond in preparation to enter into a 99-year lease for \$1.00 with Robert and Betsy Graham.

In addition, appropriate up-to \$5,000 from Account # 21090305-58920 (Acquisition of Open Space) to pay for the survey, the legal description and other administrative services associated to the proposed leasing of the parcel.

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Mayor Allyn, III, stated Bob and Betsy Graham purchased a piece of land on the twenty-three-acre Bush Pond which was parallel to Long Pond. He provided an overview of the property as shown in Attachment *LHBA-Bush Pond Aerial* below and he noted the following:

- Two structures were condemned (south end of map).
- The third structure was a detached garage.
- The fourth structure located on the point was the only habitable cottage.
- The property also included two or three cottages further north on the parcel, which were in good condition, and would remain in place.

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Andra Ingalls

SECONDER: Tim Ryan

AYE: 3 Saums, Ingalls and Ryan

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

None.

X. ADJOURNMENT

Councilor Saums moved the meeting be adjourned, seconded by Councilor Ryan.

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

William D. Saums
Committee Chairman
Committee

Finance

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town. The Final approved Minutes will be on file in the Town Clerk's Office.