



**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 4, 2023

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 the 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	5:58 pm
Tim Ryan	Town Councilor	Excused			
Bill Saums	Town Councilor	Present	In-Person	5:00 pm	5:58 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	5:58 pm
Matt Bonin	Finance Director	Present	In-Person	5:00 pm	5:58 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:00 pm	5:58 pm
Steve Masalin	Public Works Director/Town Engineer	Present	In-Person	5:00 pm	5:58 pm
Kristen Chapman	Executive Assistant to the Mayor	Present	In-Person	5:00 pm	5:58 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	5:58 pm

- III. RESIDENTS AND PROPERTY OWNERS COMMENTS – None.

- IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Minutes of September 20, 2023  
 Moved by Councilor Ingalls, seconded by Councilor Saums

VOTE: 2 – 0 Approved and so declared

- VI. FINANCE DIRECTOR'S REPORT – (See VII. Financial Reports below).

- VII. FINANCIAL REPORTS

Finance Director Matthew Bonin reviewed the following Financial Reports:

	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL (UNAUDITED)	OVER (UNDER)
REVENUES	63,510,221	63,510,221	63,514,665	4,444
EXPENDITURES				
GENERAL GOVERNMENT	28,951,902	29,645,389	28,806,858	838,531
EDUCATION NEW EXPENSE ACCOUNT	34,555,319	34,555,319	34,296,539	258,780 (41,000) 217,780

TOTAL EXPENDITURES	63,507,221	64,200,708	63,103,397	1,097,311
SURPLUS NEW BOE EXPENSE ACCOUNT			411,268 (41,000) 370,000	
			4,971,207	
FY 2022 AUDITED FUND BALANCE				
ENDING FY 2023 FUND BALANCE			5,341,475	

FUND BALANCE COMPONENTS (UNAUDITED) COMMITTED - BOE CAPITAL TRANSFER 217,780 UNASSIGNED

5,123,695 TOTAL FUND BALANCE (UNAUDITED) JUNE 30, 2023

5,341,475

Mr. Bonin noted the Unassigned Fund Balance as a Percentage of FY 2023 Expenditures was 8.12%

Mr. Bonin stated based on his conversation with the Board of Education’s new Business Manager Kenneth Knight, that he did not anticipate any more changes to the Education’s Fiscal Year 2022/2023 Budget, which was when he ran the Board of Education’s Munis Report. However, Mr. Bonin stated subsequent to running the Education’s Budget Report he found that the Board of Education added a new budgetary line that was coded as a Balance Sheet Account and not an Expenditure Account in Munis, Therefore, he stated when he ran the Education Budget Report the new budgetary line, which had about \$41,000 in expenditures did not show up on the Report. He stated the Board of Education’s Fiscal Year Surplus was actually \$258,780 - \$41,000 for a new budget surplus of \$217,780.

Councilor Saums stated the Summary Sheet (noted above) that Mr. Bonin provided was very helpful, noting that the Munis Reports were challenging to understand. He stated the good news was that they would not have to use \$1 million from the Mil Rate Stabilization Fund to balance the Fiscal Year 2022/2023 Budget. He stated the projected surplus for Fiscal Year 2022/2023 was \$370,00 and the Unassigned Fund Balance was 5,341,475 which would bring the Town’s Fund Balance up to 8.12% of their Annual Expenditure Budget. He noted that per the “*Fund Reserve Policy*” that was adopted on May 23, 2018 that the town’s goal was to bring their Unassigned Fund Balance up to 10% . He also stated the Board of Education’s \$217,780 would be appropriated to the Board of Education’s Capital Non-Recurring Account in accordance with the “*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*” that was adopted on September 28 ,

1988. However, he stated no surplus funding would be allocated to the revenue account entitled “*High School Multi-Use Artificial Turf Replacement*” Account #21070101-58259 (High School Track & Field) this year to help support the replacement of the field because the Board of Education’s Fiscal Year 2022/2023 budget surplus was below the \$250,000 threshold provided in the “*Resolution Regarding the Establishment of An Account for the Revenues Received From Leasing the Ledyard High School Multi-Use Facility*”.

Councilor Saums went on to comment on the following Revenue and Expenditures noting that some came in higher than projected and some came in lower than expected:

	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL (UNAUDITED)	OVER (UNDER)
<b>REVENUE HIGHLIGHTS</b>				
BUILDING FEES	132,000	132,000	233,016	101,016
MUNICIPAL REVENUE SHARING	-	-	291,322	291,322
PUBLIC HEALTH NURSING FEES	800,000	800,000	539,462	(260,538)
INTEREST ON DEPOSITS	80,000	80,000	576,150	496,150
TRANSFERS IN	1,200,000	1,200,000	210,517	(989,483)
<b>EXPENDITURE HIGHLIGHTS</b>				
EMPLOYEE EXPENSES	10,517,247	10,517,247	9,826,514	690,733
POLICE/DISPATCH/ACO	3,336,650	3,347,167	3,786,832	(439,665)
PUBLIC HEALTH NURSING FEES	842,641	842,641	654,966	187,675
PUBLIC WORKS	2,996,893	3,021,893	2,869,290	152,603
EDUCATION	34,555,319	34,555,319	34,296,539	258,780
DEBT SERVICE	4,754,660	4,754,660	4,476,232	278,428

Councilor Saums specifically noted that the Debt Service Account had a surplus of \$278,428 and he explained that this was because the former Finance Director used a different assumption for the interest and spending.

Councilor Saums went on to note that the Budget Review Committee has been working to find something meaningful the town could do to reduce expenses. He stated because the town’s Finance Committees and Administrations have spent many years working to reduce expenses the Committee has not been able to finding anything. However, he stated the Committee to Review the Budget Process began to look at their Debt Service as an area for potential savings. He stated although Ledyard was among the lowest in the State for total debt, that their current debt service expense was \$4.4 million a year, explaining this was to pay down the cost of their Capital Projects along with the Interest

Costs Associated with Borrowing (bonding ) the money. He stated the only way to reduce their debt services and to eliminate the need to borrow (bond) funding was to set-aside funding each year for large improvement projects (roof replacement projects, etc.) as they were currently doing for the replacement of large pieces of equipment such as emergency services apparatus like fire trucks and public works equipment. However, he stated to implement a long-term facilities improvement plan would require the town to put more money in their Capital Non-Recurring Account each year, which would cost the taxpayers more in the short-term to save money in the long-term.

Mayor Allyn stated the town underspent the budget by about one half of one percent of the Town's \$64 million dollar budget, noting that they were very close to hitting the mark.

Councilor Ingalls requested clarification regarding the following:

***Revenues:***

- Account #1011402-42006 (Property Tax for the Elderly) \$85,000 – Councilor Ingalls questioned how this Revenue was reported.

Finance Director Matthew Bonin explained in years past the town received Grant Funding from the State for the local tax relief the town gave to the elderly who met the qualifications to receive some tax relief. However, he stated in more recent years, including Fiscal Year 2022/2023, the State has not provided funding to the town; and therefore, no revenue came into that account.

Councilor Saums stated the Town adopted Ordinance #96 “*An Ordinance To Provide Property Tax Relief For Certain Homeowners Age Sixty-Five Or Over Or Permanently And Totally Disabled*” on October 26, 2005 to provide a property tax abatement for residential property of certain homeowners age sixty-five or over or permanently and totally disabled under the provisions of the Connecticut State Statutes 12-129n. However, he stated because the town found that the program was not going to be sustainable that on December 11, 2019 they amended the Ordinance to be consistent with the annual income limit set by the State of Connecticut. He stated with the 2019 Ordinance Renumbering Project the Ordinance was now #200-005 and he explained around January of each year the Town Council voted to adjust Appendix A “*Qualifying Income Schedule*” to be consistent with the State’s program.

Mayor Allyn, III, provided some background explaining when the town initially adopted the Elderly Tax Relief Programs, it provided a higher income threshold than the State’s program. However, he stated after several years, the town anticipated the Elderly Tax Relief Programs going to cost the taxpayers about \$350,000 a year, and that amount would continue to increase noting that they found the program was not going to be sustainable. Therefore, he stated that on December 11, 2019 they amended the Ordinance to be consistent with the annual

income limit set by the State of Connecticut. However, he noted that the State was not providing their support to the town.

- Account #1011029-55246 (Risk Management) – Councilor Ingalls questioned the reason this account was only expended by 1.1%.
- Account #10110209-55249 (Cyber Coverage) - Councilor Ingalls questioned the reason this account was only expended by 0%.  
Finance Director Matthew Bonin explained that the town was not able to retain the Cyber Security Coverage during the 202/2023. However, he stated they now have the coverage. Mayor Allyn, III, explained that they had to meet a number of requirements to obtain the Cyber Security Coverage. He noted the National Guard and others assisted the town to meet the testing requirements, etc. He stated the Cyber Security companies want to limit their exposure, when they issue the Cyber Security Policies.

## IX. NEW BUSINESS

1. Discuss adding a new Administrative Assistant position to support the Public Works Director/Town Engineer.

Councilor Saums stated Public Works Director-Town Engineer Steve Masalin was preparing for his eventual retirement. He noted in reviewing the list of the Public Works Director-Town Engineer's responsibilities, which included administrative work, and the seven-page job description, that they needed to discuss what they were going to do. He stated the Public Works Department had a Superintendent who did many things and a Public Works Director/Town Engineer who does the rest.

Councilor Saums stated based on all the years that he has been involved in town government, that he knew that Mr. Masalin puts in far more than the normal 35 – 40 hours per week. Therefore, he stated the Mr. Masalin was suggesting the town consider adding an administrative position to pick-up some of the administrative duties and in an effort to attract a candidate for the Public Works Director position. He commented that Mr. Masalin must love his job, noting all the work, detail and tracking he does regarding budget expenses, equipment replacement schedule, winter operations - snow plowing and salt use, the administration of the MS4 work, etc.

Public Works Director-Town Engineer Steve Masalin explained the purpose of tonight's discussion was to engage in a conversation about the value of adding an administrative assistant well enough in advance of the transition to a new Public Works Director. He stated he met with Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez to talk about the duties of the position. He stated they discussed looking at existing staff and what duties they could accommodate, noting that there were many tasks that could be covered by an administrative assistant for efficiency and for the continuity of operations. He stated for many years these functions have been undertaken by the Public Works Director and more recently some of these duties have been assumed by the Highway Superintendent; however, he stated that this would not imply that this has been, or would continue to be a suitable arrangement. He

stated in addition to the tasks that have been directly associated with the Director's job, that he also assumed a fuller burden of specific duties that were formerly handled by the Service Manager, noting that the position that was eliminated several years ago.

Mr. Masalin went on to state that during his discussion Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez that the bigger hole that emerged was the technical work, which included the management of the capital planning, and other projects/initiatives, etc. He stated that he has developed spreadsheets to track this type of data, however, he explained that it would take some time, even for someone that knew Microsoft Excel, to untangle the data noting that perhaps they would want to redo the spreadsheets in a simpler way. He stated that he had a Professional Engineer (PE) License, and he stated the town should have someone on-staff that had a PE License, noting that the person would not have to be the Public Works Director. He stated for a brief time the town had a Town Engineer on staff; and he stated in addition to that individual having a PE License that they were also able to absorb some of the work that he would have otherwise had to undertake in the area of Plan Reviews. He went on to explain that there were a number of other things that he has outsourced to a Consulting Engineer which included work such as MS4 Administration - CLA Engineers, and he stated that perhaps they could bring the MS4 Administration work back to being done in-house for a potential cost savings. However, he stated they would need to determine what would reasonably be expected of the next Public Works Director, and what the individual would be willing to undertake.

Mr. Masalin stated that the town would need to decide how they wanted to restructure the duties and responsibilities and then provide staff to work through a transitional timeframe, to get things in-motion so that when he retired there would be staff that could carry forward the momentum that was currently in-place. He stated another Public Works Director may choose to do some things differently, stating that would be in their prerogative to do within the Leadership Structure. However, he stated that there were some things that the new Public Works Director should have access to and that they would need to decide whether the plan was working well or whether they wanted to do it differently.

Mr. Masalin stated with Councilors Saums and Ingalls choosing not to run for reelection in November, 2023 that they would be stepping off the Town Council before he would be retiring, and therefore, they would not be part of these staffing decisions, noting that the decisions would be left to the members of the Town Council who come aboard in November, 2023 and beyond. He stated he did not have a retirement date in-mind at this time, noting that that although he would be at retirement age at the end of this calendar year, that because his wife was two-years younger than him that there were certain things he needed to keep in place. He stated that January 19, 2024 would be his thirty-year anniversary working for the town; and therefore, he was in the zone of transitioning toward retirement.

Mr. Masalin went on to note during his discussion with Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez, they talked about ways to begin the transition for his retirement, which included him being accessible in some way. He stated during the time when Preston's Leadership was transitioning that he moonlighted as their Public Works Director for about one-year. He

stated when Preston brought in a new Public Works Director that he worked alongside them for a while, and that he has continued to provide some consulting, which has lessened with time. He stated Ledyard's Transfer Station crew was currently moonlighting on Saturday's to help Preston out at their Transfer Station. He noted that Ledyard and Preston have been working together in various capacities to help with Preston's staffing needs.

Councilor Saums noted the following spreadsheets that Mr. Masalin developed and has maintained were of significant value to the town; and that these were things that he thought the town would want to keep:

- Heavy Equipment Replacement Schedule
- Municipal Waste Management – Curbside Collection contract, Recycling, Representative on the Southeastern Connecticut Resource Recovery Recycling Authority (SCRRA)
- MS4 Administration – Mr. Masalin stated although this work was outsourced to CLA Engineers, that it also required the Public Works Director to work with the Consultants.
- Road Surface Management – Beta Group
- Winter Operations (overtime costs) salt needed for an event, road temperature monitor, when to plow or when to salt etc.
- Transfer Station - Mr. Masalin commented on the Transfer Station, noting that Ledyard invited Occupational Safety and Health Administration (OSHA) to perform an evaluation which identified a mound of work that needed to be done. He stated although OSHA had previously inspected the Transfer Station that a number of things that were not identified in the past, had to be changed. He stated they try to be pro-active in maintaining the Transfer Station, however, they were not perfect.
- Tree Warden – Mr. Masalin stated per state statute the Tree Warden had to be certified. He stated he went to school (several weeks) to become certified, but that the town could hire a certified Tree Warden, if the Public Works Director was not certified at the level required by state statute. He stated the town has developed relationships with Eversource and others to help them keep ahead of trees falling into the right-of-way or onto the electrical power lines.

Councilor Rodriguez requested clarification on the following:

- When Mr. Masalin worked as Preston's Public Works Director he was working in the capacity of a Consultant.

Mr. Masalin stated that he worked as a 1099 Employee, not specifically as a consultant.

- Could the Tree Warden could be a consultant.

Mr. Masalin replied "Yes" that the town could hire a Tree Warden, providing they had the proper certification. He stated municipalities were required to have a "Certified Agent"

- Would Mr. Masalin be willing to work as a Consultant for Ledyard.

Mr. Masalin replied “Yes”, noting that this was part of the discussion with Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez, noting that other Department Heads have worked as a Consultant during transition. However, he stated that he would think that the town would want to do as much as they could as he was leaving, but that he would be available to come and help out if needed.

Councilor Saums commented that the arrangement Mr. Masalin had in Preston working as their Public Works Director to help them through their Leadership Transition appeared to have worked out well. He stated that Preston now had a good Public Works Director and Mr. Masalin was receiving less calls for his help. Mr. Masalin stated the arrangement worked out well, noting that Preston benefited from his 28-years of experience, guidance, and immediate recommendations. He stated that he gave an Official Report on his findings, noting that Preston began to use treated salt, went to double yellow lines on the roads, the Beta Group was now assessing their roads, and a number of other things. Therefore, he stated when they hired the new Public Works Director Jim Corey that many of the recommendations were already in-motion.

Mayor Allyn, III, stated as Mr. Masalin stated they met yesterday, and that Director of Human Resources Marisa Rodriguez was already working to draft a job description, which would work its way through the approval process. He stated they think that some of the administrative work could be handled in-house by existing staff for some period of time. However, he stated during their discussion it became clear that everything Mr. Masalin was currently doing, outside of his regular duties, could not be absorbed by existing staff.

Councilor Ingalls stated that Public Works Director/Steve Masalin has always thought well ahead, noting that this was evident in the plans that he has brought to the Finance Committee, noting that he was thorough, and he weighed options, etc. She stated that it was refreshing to have the level of analysis that Mr. Masalin has presented to the Finance Committee over the years. She stated the information Mr. Masalin provided to the Finance Committee was always very helpful and that she was impressed with his work. She stated when Mr. Masalin came to the Finance Committee that she was confident that the plan was a sound analysis and reasonable path forward for the town. She thanked Mr. Masalin for his work.

Mr. Masalin thanked Councilor Ingalls for her comments. He stated many of initiatives were progressively added to the role of the Public Works Director position bit-by-bit over the years. He stated the last big piece was the Facilities Plan, explaining that the town now had a similar Capital Improvement Plan (CIP) like the Emergency Apparatus Replacement Schedule or the Public Works Heavy equipment Replacement Plan, for the for the maintenance of their Municipal Facilities. He stated this has been a team effort noting that these things would not have happened without the support of the Leadership and the funding.

Councilor Saums thanked Mr. Masalin for his invaluable experience. Mr. Masalin stated that he would be retiring to Ledyard, and therefore, he would also like to see the programs that have been put in-place for the betterment of the community to continue going forward.

**RESULT: DISCUSSED**

2. MOTION to recommend the Town Council approve appropriations from the receipt of sales of vehicles and equipment through GovDeals in the total amount of \$23,820.61 as follows:

- \$415.00 to Sawmill CNR Account #20810201-54202-24202
- \$13,351.00 to the Police Vehicles CNR Account #21020101-57510
- \$885.00 to the Public Works Light Equipment CNR Account #21040101-57314
- \$1,609.00 to the Board of Education CNR Account #21070101-58250; and
- \$7,560.61 to the Board of Education Ag-Science CNR Account #21070101-58261

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated the Town has moved away from using the former sealed Bid Process to sell surplus equipment to the GovDeals.com on-line auction site. He stated since using GovDeals.com that the town has received much more interest from buyers from all over the country and more money for the sale of items. He stated this motion would allocate the funding from each piece of equipment sold to their respective accounts to be used toward the future replaced of equipment.

Mayor Allyn, III, stated one gentleman drove up from Coastal, North Carolina to pick-up the two out-board engines (Board of Education Agri-Science). He stated he thought that they would have received more many for the 1990's out-board engines. However, he stated that the Public Works Department provided a lot of information regarding the items they were selling, where the Board of Education just lists the items.

It was noted that to-date the town received \$14,843.50 from the from GovDeals relative to the sale of these items. Upon receipt of the remaining \$8,977.11 from GovDeals that the funds would be appropriated to their respective accounts.

VOTE: 2 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 2 – 0**

**MOVER:** Andra Ingalls, Town Councilor

**SECONDER:** Tim Ryan, Town Councilor

**AYES:** Ingalls, Saums

**EXCUSED:** Ryan

3. MOTION to recommend the Town Council authorize overspending Account #10110209-55245 (Insurance Deductible) through June 30, 2024.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated that the town's insurance deductibles have come in higher than the amount budgeted, noting that they have had a number of claims this year.

Mayor's Executive Assistant Kristen Chapman stated that the town typically budgeted \$10,000 for their insurance deductibles, noting that last year (2022/2023) they had a surplus of \$3,000 remaining in the account at year end. However, she stated this year has been unusual, noting that they currently had three claims with \$10,000 deductibles.

Ms. Chapman went on to explain the town had one incident that occurred in June, 2023, which was after the Fiscal Year 2023/2024 Budget was approved, noting that this insurance deductible was being paid out of this year's budget. She also noted one claim was a Class Action Suit, but that she did not anticipate that they would reach the \$10,000 deductible. She stated it was difficult to anticipate what was going to happen for the remainder of this year, noting that they most likely would have more incident that would occur this year.

Councilor Saums questioned whether the town's liability insurance included a ceiling similar to the health insurance, where once they reached an accumulative deductible that everything else was 100% covered. Ms. Chapman stated she would be meeting with Connecticut Interlocal Risk Management Agency (CIRMA) who was their insurance provider for both the Town and Board of Education in November, 2023; and that she would look into Councilor Saums' question.

VOTE: 2 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 2 – 0**

**MOVER:** Bill Saums, Town Councilor  
**SECONDER:** Andra Ingalls, Town Councilor  
**AYES:** Ingalls, Saums  
**EXCUSED:** Ryan

4. MOTION to recommend the Town Council approve two tax refunds in the combined total amount of \$19,287.46 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

- Good Essen - Foxwoods LLC \$5,882.69
- Good Essen - Foxwoods LLC \$13,404.77

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated in accordance with policies established for the Tax Collection Department, refunds to taxpayers exceeding \$2,400 need to be approved by the Town Council. He explained because the restaurant filed their declaration late that the Tax Assessor had to file a certificate of correction, which resulted in a decrease in their assessment. He stated because the taxes were already paid that a refund has been requested.

Councilor Saums stated tax refunds under \$2,400 were approved by the Mayor.

VOTE: 2 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 2 – 0**

**MOVER:** Andra Ingalls, Town Councilor

**SECONDER:** Bill Saums, Town Councilor

**AYES:** Ingalls, Saums

**EXCUSED:** Ryan

5. Any other New Business proper to come before the Committee. – None.

**VIII. OLD BUSINESS**

1. 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.

Mayor Allyn, III, provided the following update regarding the ARPA Projects:

- LED Message Signs – Mayor Allyn stated the sign in front of the Gales Ferry Fire Department on Route 12, Gales Ferry, should be in place soon, noting that they recently received the permit. However, he stated that the town was still waiting for approval from the State Department of Transportation (DOT) to use one-square foot of their property to install the Message Sign in Ledyard Center by the Town Green.
- Solar Chargers - Mayor Allyn stated the solar chargers were being installed at the Erickson Park, the Winthrop Park, Upper Town Green and Lower Town Green.
- Electric Vehicle (EV) Charging Stations – Mayor Allyn explained that the town was hoping to install one Electric Vehicle (EV) Charging Station in Gales Ferry and one in Ledyard Center at one of the parallel parking spaces on Route 117. However, he stated in speaking with Dollar General (Gales Ferry) about installing an EV Station in their parking lot that they were opposed to having one at their location because they were concerned about the liability should a car catch fire on their property and burn a row of cars. Therefore, Mayor Allyn stated that he would continue to reach out to some of the Plaza Owners in Gales Ferry (CVS, Spiros, Fireside Building, or Job Lot) to discuss the town installing a Electric Vehicle (EV) Charging Stations at one of their locations.

**RESULT: DISCUSSED**

**Next Meeting: 10/4/2023 5:00 p.m.**

2. Potential uses of the revenue received from Public Act No.21-58 “*An Act Concerning Solid Waste Management*” in accordance with “*Resolution Regarding Revenues Received from Beverage Container Surcharges*” adopted on June 8, 2022.

Councilor Saums stated he reviewed the Program that they received from the Town of Montville and made a number of edits to the first draft that he provided to the Ledyard Beautification Committee and to Ms. Betsy Graham yesterday. He noted the following:

- Collection Periods – Councilor Saums stated that Montville does their collection four-time a year. However, he stated during most of the year it was difficult to perform the clean-up because of the roadside vegetation. He suggested Ledyard conduct their roadside clean-ups twice a year, once in the spring before the vegetation grows and once in the fall after the frost and the vegetation has died back, so they could see and pick up the trash and nip bottles.
- Roads – Councilor Saums stated that Montville’s Program did not include “Roads”, therefore, he put “Roads” into the Program. Mayor Allyn, stated that he would be talking with Montville Mayor Ronald McDaniel tomorrow and that he would ask about their Program relative to “Roads”.
- Interstate Roads – Councilor Saums suggested that Ledyard stay off of State Roads for now, noting that they could change this later if they decide to do so. He stated his reason for staying off of State Roads was because they typically have more and faster moving traffic. Mayor Allyn stated the Rotary Club’s Adopt-a-Highway included a 2-mile stretch on Route 12, Gales Ferry, which was a State Road. He stated the Rotary go up to the Groton town line down to the lower end of Fairway Drive (where Cartway used to be). He stated another group could pick-up from the end of Fairway Drive and head to the former Dow-Styrenics Property. However, he stated to clean up State Roads that they would have to obtain State approval, wear safety reflective vests, put out signs and cones, etc.
- Group Requirements – Councilor Saums stated Montville’s Program included a lot of requirements for the Groups who wanted to participate in the Program, noting that he thought that some of the requirements were off-putting. Councilor Ingalls stated that she agreed with Councilor Saums’ regarding the Group Requirements, and she specifically noted the 13-year-old age requirement. She stated as a Mom that she thought that she could get out there with an 8-year old to pick-up trash. However, she stated that for a non-profit to earn money for their organization that perhaps she could understand the 13-year age requirement.
- Mrs. Betsy Graham’s Comments – Councilor Ingalls stated that Mrs. Graham noted that their local Roadside Clean-up efforts in Lantern Hill Valley around Long Pond were almost daily, noting that they were not going to get safety cones and reflective vests. Councilor Saums questioned whether Mrs. Graham was interested in getting some of the money from the Nip Bottle Surcharge Revenue the town was receiving. Councilor Ingalls stated that she did not know, but that she thought that Mrs. Graham’s comment was a good point to talk about. Councilor Saums stated that there were a lot of people in-town, who on their own, walked around picking roadside trash.
- Supplies – Councilor Saums noted that Montville’s Program disseminated supplies, such as bags, safety cones, vests, etc. through their Public Works Department. However, he stated that he thought the Mayor’s Office was more accessible, noting the hours that Town Hall was open, and he commented that this could be changed if the Mayor thought there was a better pick-up location.

Councilor Ingalls stated they had a number of things to discuss and to decide on before Ledyard could implement a Adopt-a Highway Program to clean-up roadside trash and the nip bottles which included the following:

- Roadside Trash Clean-up.
- Nip Bottle Clean-up, and what they should do with the nip bottles.
- Need to create a vehicle for the non-profit organizations to access the nip bottle surcharge revenue.

Councilor Ingalls went on to state that there were folks such as the Lantern Hill Valley residents who were only picking up the nip bottles, because they just wanted to get them off the road. Councilor Saums stated the Lantern Hill Valley residents would not be able

to receive payment from the nip surcharge revenue under Montville's Program because the program required them to pick-up all trash. He stated the roadside trash would go into black trash bags, the recyclable trash would go into clear plastic bags, and the nip bottles would go into specially marked bags. He stated the bags filled with trash would be left along the road and the non-profit organizations would be required to bring the bags of nip bottles to the Mayor's Office to have them certified in order to be paid. However, he stated that they would have to have a way to certify that the road was clean when the non-profit organization was finished. Mayor Allyn agreed that the town would have to know that they did the job.

Councilor Saums went on to state that Southeastern Connecticut Regional Resource Recovery Authority (SCRRRA) has been active in providing plastic bags and grabbers. Executive Assistant Kristen Chapman noted that she had space at the Town Hall to store the supplies needed for the non-profit organizations to pick-up for their Roadside Clean-up.

Public Works Director/Town Engineer Steve Masalin stated that this year they used some of the nip bottle surcharge revenues to rent the streetsweeper, noting that street sweeping was one of the eligible uses for the funding. He stated being able to use the nip bottle surcharge funding off set funding, that would have otherwise been spent out of the Town Aide Road (TAR) Grant funding, allowed for more of the TAR Funding to be use for road resurfacing work.

Councilor Saums stated that they would also need to determine how much the town would pay the non-profit organizations for the nip bottles. Mayor Allyn noted at the Finance Committee's June 21, 2023 meeting they discussed the town purchasing clear plastic 2-gallon zip lock bags that could hold, as an example, approximately 100+/- nip bottles, which would have a specific value. He stated this would eliminate the need to count the nip bottles, or try to weigh the nip bottles, noting that some bottles were glass, and some were plastic, etc. Councilor Saums agreed, noting that they would still have to determine how much the town would pay per bag of nip bottles, explaining that they would have to consider how much nip bottle surcharge revenue the town was receiving versus how many nip bottles were being picked up off their roads. Mayor Allyn agreed, noting that they would have to develop a formula. He noted that the State was charging a

0.5 cent tax on every nip bottle which typically sold for about \$1.00; therefore, he stated the nip bottle surcharge tax, which would be increasing to 0.10 cents in January, 2024; really did not impact the buyer. He went on to explain that the State dispersed the nip bottle surcharge revenue to the municipalities every six months, and he noted in one six-month span about 241,000 nip bottles were sold in Ledyard.; which was the reason Mrs. Betsy Graham wanted to make an example in Hartford of how the nip bottles were impacting their communities. He stated to put this in perspective that in talking to the City of Groton's Mayor that outside of Electric Boat/General Dynamic they have been using leaf blowers and snow shovels to clean up the nip bottles.

**RESULT: CONTINUED**

**Next Meeting: 10/18/2023 5:00 p.m.**

3. Any Old Business proper to come before the Committee. None.

IX. ADJOURNMENT

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

VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 5:58 p.m.

Respectfully submitted,

William Saums  
Committee Chairman  
Finance Committee