



# TOWN OF LEDYARD

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Finance Committee Meeting Minutes

Chairman  
Kevin J. Dombrowski

### Regular Meeting - Hybrid Format

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Wednesday, October 19, 2022

5:00 PM

Town Hall Annex Building

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In -Person Location - Council Chambers - Town Hall Annex Building

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

**[https://us06web.zoom.us/j/81095753439?](https://us06web.zoom.us/j/81095753439?pwd=UEZQSDZDVzJ5VDZU1ekRCWk51Zz09)**

**pwd=UEZQSDZDVzJ5VDZU1ekRCWk51Zz09**

**Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 810 9575 3439;  
passcode: 626220**

#### 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

**Present:** Councilor Bill Saums  
Councilor Andra Ingalls  
Councilor Tim Ryan

#### III. CITIZENS COMMENTS

None.

#### IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

#### V. APPROVAL OF MINUTES

MOTION to approve the Finance Committee Special Meeting Minutes of October 5, 2022

Moved by Councilor Ingalls, seconded by Councilor Ryan

VOTE: 3 - 0 Approved and so declared

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Tim Ryan

**AYE:** 3 Saums, Ingalls and Ryan

#### 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.

#### FINANCIAL REPORTS

None.

#### VI. OLD BUSINESS

1. MOTION to 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.

No Action.

**RESULT: NO ACTION**

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.

Finance Director Matthew Bonin, Mayor Allyn, III and the Finance Committee reviewed the status and progress of the ARPA Projects.

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: CONTINUE**

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

## VII. NEW BUSINESS

1. MOTION to grant a bid waiver in the amount of up to \$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

2. MOTION to 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:

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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

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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

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Tim Ryan

**SECONDER:** Andra Ingalls

**AYE:** 3 Saums, Ingalls and Ryan

**3.** Discussion concerning 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.

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.

**RESULT:** DISCUSSED

- 4. MOTION to 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:

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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.

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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

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Andra Ingalls

**SECONDER:** Tim Ryan

5. 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.

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.

**RESULT:** CONTINUE

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

None.

#### IV ADJOURNMENT

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

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Committee  
William D. Saums  
Committee Chairman

Finance

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