



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Finance Committee

~ AGENDA ~

Chairman
Kevin J. Dombrowski

Regular Meeting - Hybrid Format

Wednesday, October 19, 2022

5:00 PM

Town Hall Annex Building

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?pwd=UEZQSDZDVzJ5VDBEZU1ekRCWk51Zz09>

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

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

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

Attachments: [FIN-MIN-2022-10-05.pdf](#)

FINANCE DIRECTOR'S REPORT

FINANCIAL REPORTS

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.

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

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.

Attachments: [09292022 Letter from Physicians One YNHH Scope and Pricing](#)

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.

Attachments: [006-2022-OCT-26-Resolution-Homeland Security.pdf](#)

3. Discussion concerning revisions to the Heavy Equipment capital plan.

Attachments: [Updated Heavy Equipment Plan Oct 2022.pdf](#)

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.

Attachments: [Resolution Whitford Brook Bridge and Bush Pond dams
-Draft-10-5-22.pdf](#)

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.

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

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

IV 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

File #: 22-627

Agenda Date: 10/19/2022

Agenda #:

MINUTES

Minutes:

MOTION to approve the Finance Committee Special Meeting Minutes of October 5, 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
SPECIAL MEETING**

Wednesday, October 5, 2022 6:30 PM Annex Meeting Room - Video Conference

DRAFT

- I. **CALL TO ORDER** - The Meeting was called to order by Councilor Saums at 6:30 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	6:30 pm	7:28 pm
Tim Ryan	Town Councilor	Excused			
Bill Saums	Town Councilor	Present	In-Person	6:30 pm	7:28 pm
Mary McGrattan	Town Councilor	Present	Remote	6:30 pm	7:28 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	6:30 pm	7:28 pm
Fred Allyn, III	Mayor	Present	In-Person	6:30 pm	7:28 pm
Matthew Bonin	Finance Director	Present	In-Person	6:30 pm	7:28 pm
Steve Masalin	Director of Public Works/Town Engineer	Present	In-Person	6:30 pm	7:26 pm
Steve Holyfield	Administrator of Emergency Services	Present	In-Person	6:30 pm	6:54 pm
Jon Mann	Ledyard Center Fire Chief & Members	Present	In-Person	6:30 pm	6:54 pm
Jason Hartling	Superintendent of Schools	Present	Remote	6:30 pm	6:38 pm
Wayne Donaldson	Board of Education Director Grounds & Facilities	Present	Remote	6:30 pm	6:38 pm
Roxanne Maher	Administrative Assistant	Present	Remote	6:30 pm	7:28 pm

III. **RESIDENTS' COMMENTS** – None.

IV. **INFORMATIONAL ITEMS**

Councilor Saums noted the Town Council received the Board of Education's Budget Report for the period ending September 9, 2022.

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

MOTION to approve the Regular Meeting Minutes of September 21, 2022
Moved by Councilor Ingalls, seconded by Councilor Saums

VOTE: 2 – 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 have been on-site at the Town Hall this week. He noted the Auditors would be at the Board of Education next week; (2) American Rescue Plan Act (ARPA) – The Town received the second and final disbursement from the federal government.
- VII. FINANCIAL REPORTS – None.

RESULT: DISCUSSED

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.

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 int 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*".

RESULT: NO ACTION

Next Meeting: 10/19/2022 5:00 p.m.

2. No discussion regarding the 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 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.

RESULT: NO ACTION

Next Meeting: 10/19/2022 5:00 p.m.

Public Works Director/Town Engineer Steve Masalin stated had a number of items on tonight's agenda, noting that the Fire Department only had one item listed under New Business Item #4. Therefore, he stated he that he would defer his place on the Agenda this evening to the Ledyard Fire Department.

The Finance Committee agreed to address New Business Item #3 regarding the purchase of a piece of fire apparatus (3,000-gallon Tanker) as the next item of business this evening; and that they would then resume the order the Agenda.

Councilor Saums thanked Mr. Hartling and Mr. Donaldson for attending tonight's meeting.

Mr. Hartling and Mr. Donaldson left the meeting at 6:38 p.m.

NEW BUSINESS

- (3) MOTION to recommend the Town Council authorize purchase of fire apparatus (3,000 gallon tanker) from New England Fire Equipment and Apparatus Corp. in an amount not to exceed \$640,412.00 for the Ledyard Fire Company from Account #0210-21020401-54325.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Administrator of Emergency Services Steve Holyfield provided some background stating in working to update the Fire Apparatus Plan the town's fire services conducted a Fire Hydrant Study about eighteen months ago. The results of Study showed that nearly 50% of the structures on the Ledyard side of town did not have access to fire hydrants, and therefore, there was a need to have a Tanker on the Ledyard side of town, noting that Gales Ferry had a Tanker.

Mr. Holyfield went on to state that the Leadership and the Ledyard Fire Company Apparatus Committee developed bid specifications for the fire truck and solicited and Request for Proposal #22-25 (Fire Apparatus 3,000-gallon Tanker) to replace R-14. He stated the town received three bids from the following three companies: (1) Greenwood Emergency Vehicles \$680,000; (2) New England Fire Equipment and Apparatus Corp. \$640,412; and (3) Shipman's Fire Equipment \$628,972. He stated he and the Apparatus Committee reviewed the bids and agreed that the bid received from New England Fire Equipment was the lowest bid that met all the bid specification requirements. He stated although Shipman's Fire Equipment came in with the lowest bid in the amount of \$628,972 that they did not meet the specifications because their proposal was for a stainless-steel body, noting that the specifications in Bid #22-15 called for an aluminum body.

Mr. Holyfield addressed the Fire Apparatus Replacement Schedule and the Apparatus Reserve Fund-Capital Account noting that the level of funding in this Account was the most they have ever had. He stated in trying to reduce the cost of the 3,000-gallon Tanker the Ledyard Fire Company Apparatus Committee was asked to take an a la carte approach and consider cutting out some of the niceties, which brought the cost to \$608,000. He stated the lead time for the construction and delivery of the Tanker was 20-24 months.

Mr. Holyfield stated although they were expecting to spend about \$608,000 to purchase the 3,000-gallon tanker to replace R-14 that for transparency they were requesting the full amount of the Bid Proposal in the amount of \$640,412.00.

Councilor Saums noted Ordinance #200-002 (rev 1) Section 2 stated: *“Bid awards shall be determined by assessing the best interest of the Town in terms of the scope of work, qualified bidders’ overall approach to the project or service, past performance, and cost. The bid shall be awarded to the lowest qualified bidder if it is in the best interest of the Town.”* He stated because the lowest bid did not meet the specifications, and because the assessment of the bids found that with some negotiations to remove some features from the apparatus that New England Fire Equipment and Apparatus Corp. proposal was the best value for the town.

Mr. Holyfield stated the Ledyard Center Fire Company has not had a Tanker for about seven years explaining that the Tanker was taken out of service because it was unserviceable and not safe for the road. He stated the reason there has been a gap in the replacement of the Tanker was because there were some challenges within the Leadership in deciding on the best direction for the town. He stated the town’s fire services have continued to work to have both the Ledyard Center Fire Company and the Gales Ferry Fire Company and the Town’s Leadership in agreement on the apparatus fleet that would best serve the residents. He stated the purchase of this 3,000-gallon Tanker for the Ledyard Center Fire Company would serve the town for about 20-25 years.

Councilor Ingalls questioned what prompted the fire services to conduct the Fire Hydrant Study. Mr. Holyfield stated in their on-going discussions regarding the Fire Apparatus Replacement Schedule and the types of apparatus that was needed on both sides of town and what pieces of apparatus could be shared that they conducted the Fire Hydrant Study about eighteen months ago to provide data to support their needs.

Councilor Saums questioned the amount of research that went into developing the specifications to replace R-14 with a 3,000-gallon Tanker. Mr. Holyfield stated hundreds of hours and several revisions on the finances went into developing the specifications for this piece of apparatus. He stated his predecessor Mr. Russ Shaw started the Fire Apparatus Schedule and that he has continued the spreadsheet because it worked. He stated the spreadsheet gives them the ability to plug numbers and pieces of apparatus into the spreadsheet to see how they would affect Replacement Plan, the Apparatus Reserve Fund Capital Account and the Fleet. He noted as an example that R-11 was on the Apparatus Replacement Schedule to be replaced in 2021; however, he explained by replacing the motor for \$126,000 they were able to extend the life of the truck. He also explained that the Apparatus Replacement Schedule spreadsheet helped them to look long-term both in terms of the apparatus fleet with regard to: (1) What could be consolidated;)2) What needed to be replaced; or (3) How they could extend the lifecycle of a piece apparatus; and (4) In terms of and in funding. He stated because the cost of fire apparatus and parts were increasing by 10% - 15% that during the Fiscal Year 2022/2023 Budget process the annual funding allocation to the Apparatus Reserve Fund Capital Account was increased by 10% to account for the rising costs. He noted the 20-

24 months lead time for the construction and delivery of the 3,000-gallon Tanker; and he noted that New England Fire Apparatus was going to order the chassis, frame and motor because they were concerned about price increases. He stated New England Fire Apparatus stated that should the purchase not be approved that they could use them for another town.

Councilor Saums noted the town has used various fire suppression strategies in the past such as the Compressed Air Foam System (CAFS) and the Drop Tank Systems and he questioned how they decided to purchase a 3,000-gallon Tanker. Ledyard Center Fire Chief Jon Mann explained with only 50% of structures on the Ledyard side of town having access to a fire hydrant that having 3,000-gallons of water at the scene would play a big role. Mr. Holyfield stated that both the Ledyard Center Fire Company and the Gales Ferry Fire Company's Tankers would be used on both sides of town, when the need arises. He stated that they try to supplement and work with both Fire Companies, explaining that if there was a fire on Vinegar Hill Road, where they do not have fire hydrants, that the Ledyard Center Tanker would arrive first, which would help with safety. He addressed Drop Tanks and stated that he could only think of one or two times when they used the drop tanks. He also noted if they had a large fire that other Fire Companies Tankers would also respond to the scene providing Mutual Aid, and that Ledyard's Tankers would also go out of town. However, he stated they have agreed that one Tanker would stay in town at all times.

Mr. Holyfield stated R-11 still had the CAFS on it, noting that when it was purchased it was believed to be the best approach. However, he stated as it turned out the CAFS system may not have been the best approach for Ledyard, based on training, usability and maintenance. He stated Ledyard got rid of R-12 (Ledyard Center Fire Company) which had CAFS on it. Mr. Mann stated they have learned that the CAFS system was not financially smart at a fire when the structure was fully involved. He stated for a smaller fire the CAFS system worked well. He stated for the majority of fires they have in Ledyard they have found that water method was the best strategy.

Mayor Allyn, III, addressed the Fire Hydrant Study and public water supply noting that Ledyard did not have a plan to expand the public water supply in the near future.

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

Councilor Saums thanked Mr. Holyfield, Mr. Mann and Fire Department Members for attending tonight's meeting.

Mr. Holyfield, Mr. Mann and Fire Department Members left the meeting at 6:54 p.m.

OLD BUSINESS (continued)

3. Discussion concerning appropriation of Transfer Station and other recycling revenues to a reserve fund for Transfer Station capital needs.

Public Works Director/Town Engineer Steve Masalin stated based on his September 21, 2022 conversation with Finance Committee to set aside some of the revenue generated from the Transfer Station Fees and Recycling into a separate account to be used for Transfer Station capital needs that he has begun to research several components of his proposal which included the amount of revenue generated by these two sources annually and the portion of those revenues that he has requested to spend for Public Works initiatives such as Transfer Station Improvements for lifecycle and compliance requirements.

Mr. Masalin stated he in looking at all of the revenues the town received with Finance Director Matthew Bonin that go into the Undesignated Account that they come from a variety of sources which included the revenue generated from the Transfer Station Fees and Recycling. He noted Ordinance # 200-009 *“An Ordinance Providing for the Transfer Of Certain Revenue From The Real Estate Conveyance Tax To Specific Town of Ledyard Funds”* Section 1 *“Allocation of Funds”* stated: A sum equal to forty percent (40%) of the money thus received shall be deposited to Fund 8, the Parks and Recreation Capital and Non Recurring Expense Fund; ***an additional forty percent (40%) of said money shall be deposited to Fund 6, Capital and Non-Recurring Funds, to be used only for capital/infrastructure expenses; and the remaining twenty percent (20%) of said money shall be deposited to Fund 6, Capital and Non-Recurring Funds, with an Acquisition of Open Space Allocation.***

Councilor Saums stated it made sense to establish a separate account to allocate a portion of the revenue generated from the Transfer Station Fees and Recycling into. He stated for planning purposed that the Public Works Director would present a Plan for Public Works initiatives such as Transfer Station Improvements for lifecycle and compliance requirements, as part of the Annual Budget Process, as he was currently doing for the Facilities Maintenance. Mr. Masalin stated with the upcoming budget that he would prepare a Transfer Station Capital Lifecycle Plan. He stated initially he may still need to request some appropriations from the Undesignated Fund for improvement work if needed, until the funding in the new account has reached a level that he could begin to draw from. He stated a comprehensive engineering analysis of the Transfer Station would need to be done to determine the work required to bring the Transfer Station into compliance. He noted that recently the Town of Preston conducted an engineering study of their Transfer Station and that they were able to obtain funding thru the Local Transportation Capital Improvement Plan (LoTCIP) from the State to help pay for some of the improvement work. He stated for the upcoming Fiscal Year 2023/2024 Budget planning process that he would be preparing a Plan to obtain an Engineering Study of the Transfer Station, which would require some seed money.

Mr. Masalin noted more work needed to be done in preparing a proposal to establish a separate Account to set aside some of the revenue generated from the Transfer Station Fees and Recycling to be used for Transfer Station capital needs.

The Finance Committee agreed to remove this item from their agenda, and to revisit it when Mr. Masalin was ready to present his proposal.

RESULT: REMOVE FROM AGENDA

4. MOTION to approve \$45,000 in supplemental funding for the construction of the concrete floor at the Town Green Pole Barn.

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Public Works Director/Town Engineer Steve Masalin provided some background stating at its December 8, 2021, meeting, the Town Council approved \$55,000 of American Rescue Plan Act (ARPA) funding for a concrete floor at the Vo-Ag-Science Pole Barn at the Lower Town Green. He stated after securing quotes and packaging the various facets (materials and labor) in the most cost-effective way possible to reduce costs, coupled with as much in-house effort as possible, the total cost had been estimated at just shy of \$90,000, without contingency. He explained the Package included labor supplied through the ezIQC program managed by the Gordian Group through competitive CRCOG bidding. He stated the detailed scope of work, including the citation of the Town portion, and cost of the Gordian Group portion (\$61,433.07); with the balance of the cost for materials and miscellaneous efforts supplied by the Town amounts to about \$27,500 was derived from direct quotes. He stated this approach was proposed at the September 7, 2022, Finance Committee meeting and voted down, in an effort to seek bids with the hope that the cost would come in lower.

Mr. Masalin went on to explain as a result of the Finance Committee's September 7, 2022 meeting and with the consensus of the Mayor, the project went out to Bid (Bid #2023-04). The Bid results received on September 29, 2022 yielded responses from four contractors noting that the bids ranged of \$152,400 to \$196,014. He stated if the previous proposal of \$95,000 was deemed to be excessive, the results of Bid #2023-04 were clearly not acceptable.

Mr. Masalin continued to explain that he has since confirmed that the original Gordian Group price of \$61,433.07 remained good through the end of the year. However, he stated because of the delay of seeking bids, the completion of the project was uncertain within this timeframe, although any increase to this cost would not come close to approaching the dollar amount that was received in response to Bid #2023-04. He stated further deliberations with the Gordian Group and others would be required on a final schedule.

Mr. Masalin went on to explain to accommodate any changes in materials costs he was recommending, and he has requested this evening, increasing the Contingency by \$5,000 to bring the total funding for the project to \$100,000. He stated any amount that was not needed would be returned to the unobligated balance of ARPA funding. He stated although pouring a concrete slab seem to be a simple, straight forward project, that there appeared to be more work involved, or there was just not an appetite for contractors to bid on the work.

The Finance Committee, the Mayor, and Mr. Masalin discussed using other materials to reduce the cost of the pad at the Pole Barn, such as an asphalt pad; and decided for logistical purposes that the best option was still a concrete pad noting that the current millings were not suitable for safety reasons. Councilor Saums stated in trying to navigate the Pole Barn on crutches or trying to use a walker, wheelchair or a stroller that it was difficult because the millings never get sunlight and do not get pounded down.

The Group also discussed a cost benefits analysis of other options, the need to bring the floor into compliance with the American Disability Act (ADA) and the long-term costs of trying to save money now that only costs the town more money later. They noted all the other pavilions in town had concrete floors such as the Holdridge Pavilion and the Colonel Ledyard Park Pavilion.

Mr. Masalin stated the Pole Barn concrete floor would have a broom finish and that the project would also include two concrete sidewalks going to the parking lot and a paved and marked parking area that would be in compliance with the ADA specifications.

Councilor Ingalls addressed the ARPA Projects List and she suggested the Finance Committee revisit the ARPA Spending Plan because of the rate of inflation that has occurred this past year since the ARPA Projects List was approved. She noted that some projects, as they were seeing with the Pole Barn Floor, may be coming in higher than initially estimated. Therefore, she stated they may need to make some adjustments to the ARPA Projects List and Spending Plan to account for cost increases. Councilor Saums stated the Mayor was keeping a spreadsheet on the ARPA Projects and the actual costs that the projects have been coming in. Mayor Allyn, III, stated he would be prepared to review the ARPA Spending Plan at the October 19, 2022 Finance Committee meeting.

Finance Director Matthew Bonin questioned the funding source for the supplemental \$45,000 for the Pole Barn Floor. Mr. Masalin noted that Mr. Bonin had previously indicated that there was enough funding in the ARPA Balance to cover the additional cost for the Pole Barn Floor. Mr. Bonin stated there was about \$625,000 of ARPA Funding that had not yet been allocated. Councilor Saums at the January 12, 2022 Town Council meeting they approved to appropriate \$1.37 million from the American Rescue Plan Act (ARPA) Account for Phase I, Phase II & Phase III of the Ledyard Sewer Line Extension Project. However, he stated this appropriation was contingent on the approval of the town's CDBG Grant Application in the amount of

\$1.38 million for the project. He stated as part of that action the Council also voted, that should the CDBG Application not be approved, that they would appropriate the full cost of the Ledyard Sewer Line Extension Project in the amount of \$2.76 million from the American Rescue Plan Act (ARPA).

Councilor Saums went on to explain the town received notification that their CDBG Grant Application in the amount of \$1.38 million for the Ledyard Center Sewer Line Extension was denied. He stated if the town had received the CDBG Grant funding that they would have been able to do all the projects on the ARPA Projects List. He stated at the Finance Committee's April 20, 2022 meeting they agreed that if they appropriated the full \$2.76 million for the Ledyard Sewer Line Extension Project from their ARPA Funding that it would have significantly impacted which projects on the ARPA Projects List the town would be able to complete.

Councilor Saums continued to explain because the engineering company had requested an extension of an additional 400 days to complete the geo-technical work on the sewer line project, the Project would most likely not begin until May or June, 2023. Therefore, he stated at their April 20, 2022 meeting the Finance Committee agreed that rather than allocate the full \$2.76 million for Sewer Line Extension now and forego a number of smaller initiatives on the ARPA Projects List, that they would recommend the Town only allocate \$1.2 million from ARPA Funding for Phase I, because the costs of Phase II would be shared by the Developers. He also explained because of the delay in the project timeline the Committee was optimistic that they could again apply for the CDBG Grant in the next round or perhaps find other grant opportunities for Phase II and Phase III of the Sewer Line Extension Project. Therefore, he stated that he would rather not use the \$625,000 ARPA Funding that Mr. Bonin noted had not yet been allocated in-case they needed it for the Sewer Line Extension Project.

Mr. Bonin stated there was also some funding in the CNR Undesignated Fund that could be used for the supplemental \$45,000 that was being requested for the Pole Barn Floor. The Finance Committee asked Mr. Bonin to identify a funding source for the supplemental \$45,000 before the Town Council's October 12, 2022 meeting.

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

IX. NEW BUSINESS

1. Discussion and possible action on the
MOTION to recommend the Town Council appropriate \$6,760.78 to Account 21014301-53342-T0001 (Town Green Upgrade) from Account 21090305-58915 (Undesignated) to cover the deficit of the Town share of STEAP grant funding not eligible to be covered by ARPA funding.
Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Public Works Director/Town Engineer Steve Masalin explained that because of the various funding sources that were involved to facilitate the Town Green Upgrade Project that it was quite complicated to review the project in detail. However, he provided a brief overview as follows:

- Supplemental funding was sought to cover the Town's matching share to be eligible to receive the funding from the State Small Town Economic Assistance Program (STEAP) Grant for the Town Green Upgrade Project.
- \$75,000 of American Rescue Plan Act (ARPA) was appropriated at Town Council's February 9, 2022 meeting to cover the town's matching funds and for the other Town Green miscellaneous improvements. The \$75,000 ARPA Funding was appropriated to a new Account # 21014301-53342-G0014 (Town Green Upgrade) that was created for ARPA funds accountability.

Mr. Masalin went on to explain that as it turned out, the expenses, to meet the ARPA-eligible criteria, needed to be incurred after March 3, 2021. He stated because the Town Green Upgrade Project was underway prior to the ARPA Funding Program that not all of the expenses were actually ARPA-eligible. He explained that they had a balance in the amount of \$4,468.56 from the original \$75,000 ARPA allocation in the new Account # 21014301-53342-G0014 (Town Green Upgrade) that had been designated as the town's match for the STEAP Funding. He stated the remaining \$4,468.56 would be used to complete on-going Town Green Improvements. He stated after all the transfers of residual funds from the various funding sources and after reconciling all of the Town Green Accounts that there was an outstanding balance in the amount of \$6,760.78.

Mayor Allyn, III, stated the town received a \$124,000 STEAP Grant for the Town Green Improvements initiative.

Councilor Ingalls asked what the Town Green Improvements included. Mr. Masalin stated between the STEAP Grant and town-share the following improvement work was done at the Town Green:

- Complete refiguration of the Town Green
- Parking Area & Lights
- Guide Rails
- Conduit and Electrical Work
- Picnic Tables and Fixed Grills
- Enclosure for dumpster
- Pole Barn Roof
- Pole Barn - reset the rotting poles (sonic tubes, etc.)
- Reseeded Upper Town Green (landscaping was done by a landscaping contractor)

Mr. Masalin noted the outstanding work that needed to be completed included:

- Holdridge Pavilion Roof (currently under contract)
- Refinish/re-coat poles
- Pole Barn asphalt handicap parking

Mr. Masalin stated because the Town Green was under the Parks & Recreation Administrative Control that they may want to do a few more projects to the area once the major improvement work has been completed.

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

2. MOTION to recommend the Town Council approve a bid waiver to Girard Ford of Norwich, CT, in the amount of \$72,168 for purchase of a 2023 Ford Econoline Cutaway with utility body for the Public Works Department.

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Public Works Director/Town Engineer Steve Masalin provided some background stating in accordance with the Public Works Small Truck Capital Replacement Plan that was approved as part of the Fiscal Year 2021/2022 Budget, that a Ford Econoline Cutaway Truck with utility body was ordered under the State Bid for the Building and Facility Maintenance. The truck was ordered in December of 2021; however, the town has yet to receive the truck and have received word that the 2022 model year line was being shut down. He explained that this meant that to receive the Ford Econoline Cutaway Truck with utility body model that it would have to be reordered as a 2023 model year vehicle.

Mr. Masalin went on to state according to a number of reports involving similar circumstances, the Ford Econoline Cutaway Truck with utility body model would most likely involve a cost increase of several thousand dollars, which has been typically reflected on every model year in supplements to the State Bid, noting that they would not receive definitive word on the amount of the cost increase for possibly several weeks. In addition, they would likely see an extended delivery delay into 2023 as the order would need to be initiated from scratch.

Mr. Masalin stated they have found a very similar Truck that would be arriving soon at Girard Ford in Norwich. He stated it was a 2023 model year truck and it had a comparable body to what the original would have been outfitted with. He stated although the truck did not have some relatively minor accessories that were ordered with the original package, that it had some advantages that the Public Works Department believed would more than offset the accessories that were previously ordered. He noted as an example, the 2023 model truck was an E450 versus the F350, which would offer greater load capacity, and the body was a larger capacity and better construction.

Mr. Masalin continued by noting that the cost of the originally ordered truck was \$72,036.90. He stated the closely comparable truck that would be arriving soon at Girard

Ford of Norwich has been offered to the town for \$72,168 only \$130.00 more than the 2022 model truck they initially ordered. He stated to account for this purchase, there would be a slight deficit in the Small Truck Capital Account (21040101-57313). However, he stated that they expected this shortfall to be easily erased by liquidation of the present Buildings & Grounds service van, along with another small truck that were currently be being retired from the fleet and being prepared for sale through GovDeals.

Mr. Masalin stated their search for the truck extended into Massachusetts and he explained by the time they found the Cutaway model truck with a utility body that the vehicle had already been spoken for. He stated although it was a risk that Girard Ford was willing to hold the 2023 model truck for Ledyard.



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

Councilor Saums thanked Mr. Masalin for attending tonight's meeting.

Mr. Masalin left the meeting at 7:26 p.m.

3. Item #3 was addressed earlier in the meeting (see above)
Discussion and possible action on the
MOTION to recommend the Town Council authorize purchase of fire apparatus (3,000 gallon tanker) from New England Fire Equipment and Apparatus Corp. in an amount not to exceed \$640,412.00 for the Ledyard Fire Company from Account #0210-21020401-54325.

4. MOTION to approve the Finance Committee 2023 Meeting Schedule to meet the first and third Wednesday of each month at 5:00 p.m. as follows:

Finance Committee (1st & 3rd Wednesday, Annex Building 5:00 p.m.)

January 4, 18	February 1, 15	March 1, 15	April 5, 19
May 3, 17	June 7, 21	July 5, 19	August 2, 16
September 6, 20	October 4, 18	November 1, 15	December 6, 20
January 3, 17, 2024			

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated in accordance with CGS 1-225 each Committee must file its meeting schedule for the coming year in the Town Clerk's Office. He stated if there were no objections that the Finance Committee would continue to meeting on the first and third Wednesday of each month.

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

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 7:28 p.m.

Respectfully submitted,

William D. Saums
Committee Chairman
Finance Committee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-418

Agenda Date: 10/26/2022

Agenda #: 1.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

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.

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

Town Council Meeting 9/28/2022

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

(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.

Finance Cmt Meeting 9/21/2022File #: [22418](#)[https://ledyardct.legistar.com/LegislationDetail.aspx?](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280)[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. ☐

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 9/7/2022File #: [22418](#)<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. ☐Mover: ~~Seconder~~: ☐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

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

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

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

From: William Saums

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

To: robert.ficeto@ct.gov

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

From: Ficeto, Robert <Robert.Ficeto@ct.gov>

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

To: Matthew Bonin <finance.director@ledyardct.org>

Subject: FW: Resolutions

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

From: Ficeto, Robert

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

To: Wayne Donaldson <wdonaldson@ledyard.net>

Cc: Gelineau, Angela <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

From: Wayne Donaldson <wdonaldson@ledyard.net>

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

To: Ficeto, Robert <Robert.Ficeto@ct.gov>

Subject: Resolutions

You don't often get email from 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
(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
Kidding Panels	Behlen Country Gray 8'x4' Kidding Panel	To allow for additional pasture space for the livestock.	\$3,585.00		Shagbark
Kidding & Lambing Supplies	Lambing jug panels and birthing supplies	To provide adequate lambing and kidding space requirements to promote successful birthing	\$1,790.00		Premier 1
Boat Canoe Trailer	6 place canoe/kayak trailer	To store and transport our departmental canoes	\$5,000.00		My Sports Boat
Reptile & Bird Cages	Custom reptile & bird cages	To house reptiles and birds with appropriate heating, ventilation and space	\$45,000.00		Will vary
Fiberglass Step Ladder	10 foot fiberglass step ladder	To have students safely grab equipment and materials from the overhead storage	\$250.00		Home Depot
Greenhouse Supplies	Propagation mats, fertilizer, soil, vermiculite	To start seeds for student sales. To teach students how to make their own soil	\$3,252.00		890 and 2362
FFA Supplies	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.	\$1,000.00		National FFA
AgSci Student Bathrooms	Additional Lockers for Students	We need additional units for our female students.	\$6,600.00		C & A Distributors Inc.
Calf Hutch	Calf hutch with inside hay rack	To provide appropriate housing for small ruminants	\$1,700.00		Farmer Boy
Veterinary Supplies	Lift table, catheters, blood pressure monitor, exam lights	To create a replica of a veterinary hospital with a variety of veterinary tools and equipment	\$15,000.00		Patterson Veterinary
FFA Official Dress	Official Dress, Slacks, Skirts, Shirts	To provide FFA Official Dress for students to borrow to attend FFA events	\$1,155.00		Amazon
Small Animal Supplies	Rabbit supplies	To provide the rabbits with necessary supplies and enrichment	\$1,148.00		Amazon
Hydroponics Supplies	FloraGro, Starter Plugs	Provides students with appropriate equipment and supplies to sustain the current hydroponics systems in the aquaponics greenhouse	\$1,648.00		Farm Tek
Fish Tank Display	Fish tank and display materials and supplies	To create a professional fish tank exhibit in the AgSci office	\$9,400.00		Wet Pets Emporium
Water Garden Supplies	Regenerative blower, pumps, digital temp controls	This equipment will be used to run the water garden and aquaculture lab	\$2,880.00		Pentair
Aquarium Supplies	Filters	Provides our students with the opportunity to upgrade and maintain the current aquaculture filtration equipment.	\$758.00		Amazon
Livestock Supplies	Variety of enrichment for the livestock	To provide the livestock with mental and physical stimulation	\$2,750.00		Amazon
Ag Mechanics Supplies	Variety of deck screws and nails	To construct construction projects	\$375.00		Home Depot
Ag Mechanics Tools	Variety of tools and supplies	To provide students with additional tools to work in smaller groups	\$3,200.00		Amazon

Welder	Welder, welding gloves	To provide students with an additional welder and supplies	<u>\$4,200.00</u>		Airgas
Filter supplies	Filter bags	To replace the filter bags for the Air Filters in the shop	<u>\$1,147.00</u>		A.J. Astle
Agricultural Mechanics Supplies	A variety of band saws, flute tap, etc	To provide students with additional agricultural mechanics experiences using saws	<u>\$2,395.00</u>		MSC Industrial
Small Animals	A variety of small animals	To ensure healthy history and age while providing students with experiences with different companion and small exotic species	<u>\$750.00</u>		Various Vendors
Small Animal Bedding	Small animal bedding	To reduce the rising costs of animal bedding	<u>\$1,500.00</u>		Flemings Feed Store
Horticulture Printer	Tag & Label Printer	To create on-demand printing for flower and vegetable tags	<u>\$1,790.00</u>		Griffin Greenhouse
Rodent Repellent Plants	A variety of rodent repellent plants for the side of the barn	To help keep rodents from overtaking the barn	<u>\$5,000.00</u>		Quote from Wayne
Paving Barn Driveway	Pavement	To reduce the loss of gravel during the winter and other soil movement	<u>\$4,000.00</u>		Quote from Wayne
Livestock Wash Rack	Concrete and metal	To create a space to wash the livestock	<u>\$1,500.00</u>		Quote from Wayne
Gravel	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	<u>\$2,000.00</u>		Quote from Wayne
Industry Certification Programs	A variety of industry certification programs	To provide students with an opportunity to obtain industry certifications within our agricultural pathways	<u>\$2,740.00</u>		<u>iCEV, ACT, ProTrainings</u>
Electrical Supplies	Greenhouse	Electric supplies for the greenhouse	<u>\$1,447.80</u>		Granite City
Cabinets	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	<u>11,597.10</u>		Hertz Furniture
			\$146,558		

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.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-064

Agenda Date: 10/19/2022

Agenda #: 2.

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 (2nd 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)

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

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

Version: 1

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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)

Total Allocation										4,327,095.49			
Request Title	Department	Head / Owner	Fund	Obj	Object	Main Cat	Sub Cat	Appropriation		APRIS Funds	APRIS Funds Available	APRIS Funds Encumbrd	APRIS Funds Available Status
								Original	Revised				
Senior Line Extension Project	WPCA	Jan Sennel & Steve Babin	150	12010010	6000	Senior Capital	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,200,000.00 Not Started
Senior Line Extension Project	WPCA	Jan Sennel & Steve Babin	150	12010010	6000	Senior Capital	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,200,000.00 Not Started
Funding for youth mental health clinics	Youth Services	Kathy Shroder	210	12010010	11700	General	Construction	Yes	Budget Information	04/12/2019	180,000.00		180,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
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Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
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Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
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Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
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Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
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Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
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Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
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Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,000.00		1,800,000.00 Not Started
Minor Maintenance and Repairs	Public Works	John Sennel	210	12010010	6000	General	Construction Services	Yes	Team Council Approved	04/12/2019	1,800,		

ORG	OBJECT	PROJECT	ACCOUNT	DESCRIPTION	YEAR	PER
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

CHECK NO	WARRANT	VOUCHER	CARRY FORWARD	VDR NAME/ITEM DESC	COMMENT
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

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patch stations (2)

Total Allocation											4,327,093.49			
Request Title	Department	Dept. Head / Owner	Fund	Org	Object	Project	Munis Acct Name	Munis Budget	Approval	Date	ARPA	ARPA	ARPA	Status
								Appropriation Setup?			Funds	Funds	Funds	
								Setup?	Process		Appropriated	Expended	Remaining	
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	20803001	54198	G0014	LVS 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
Total Allocated											3,746,131.00			
Total Expended												353,313.85		
Balance Available											580,962.49			



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-093

Agenda Date: 10/19/2022

Agenda #: 3.

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 #: 22-636

Agenda Date: 10/19/2022

Agenda #: 1.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

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

Background:

Previously, in September 2022, finance reviewed, and the town council authorized a bid waiver for the same amount to Physicians One for firefighter physicals. The AES received correspondence from Physicians One on 09/29/2022 stating that the vendor will no longer offer appointment style firefighter physicals as proposed in their own RFP. No other bids were received for appointment style physicals for the firefighters; Yale New Haven Health is willing and able to provide them at the Pequot Health Center Occupational Health Facility.

Department Comment/Recommendation:

YNHH pricing is similar to that of Physicians One, ranging from \$350-500 per physical depending on the examination components clinically required. The clinic style of exams that Physicians One proposes in their 9/29/22 email continue to be an undesired arrangement. Yale is able to provide appointments, however they do not offer weekend appointments which is their main drawback.

Finance Director Comment/Recommendation:

Funding for firefighter physicals was approved in the fiscal 2022/2023 budget (10120401-56100).

Mayor Comment/Recommendation:

(type text here)

From: Dan Saia
Sent: Thursday, September 29, 2022 9:49 AM
To: Steve Holyfield
Subject: PhysicianOne

Hi Steve,

I appreciate your patience as we work through the agreement process for your upcoming department's exams. The purpose of meeting today is to discuss some recent clinical and operational changes within PhysicianOne that will have an impact on the way we perform occupational health exams and possibly your program. We believe these changes are positive as they will elevate, consistency and efficiency of providing these complex regulatory exam services to the firefighter community.

PhysicianOne senior leadership has made the recent decision to the following changes for complex occupational health regulatory exams. These changes include:

- All department exams will be performed in blocks of time either onsite at the designated fire department or in one of our clinic locations as an "event".
- Each event will be held and scheduled on either a Tue, Wed, Thu, or limited Saturdays.
- Each event will consist of 4 to 6 hour blocks of dedicated time with a dedicated occupational medicine team, seeing a minimum of 12, and up to 18 patients per event.
- All OSHA paperwork will be required to be completed by each patient prior to their scheduled exam.
- All required blood draws/labs and x-rays must be performed at least a week prior to exam with results brought to the scheduled exam.
- Post visit specialist notes must be received by PhysicianOne within four weeks of exam or participant will be failed.
- Results will be communicated upon full completion of each exam (inclusive of receipt of relevant specialist findings as needed).
- If any additional 3rd party clinically indicated paperwork is necessary to clear the patient, that paperwork must be sent to P1UC within 7 days.
- Event dates must be secured at least 21 days in advance of the selected event date(s) to guarantee each event.
- There are fees associate with event cancellations - Event cancellations require 10 business day notice in writing and 75% of fee will be refunded (25% retained). Event cancellations within 5-10 days will result in 50% fee refunded/retained. There will be no refunds for events cancelled 5 days or less from date of event.
- If additional paperwork/ specialist notes are not provided in the time allotted that employee will not be cleared and may require a new physical examination.

If these new requirements are acceptable to you and your department, I will send you the contract today for review and signing and then discuss planning and preparation for your department's exams. If though, these changes give you pause or cause more questions, I welcome the opportunity to discuss before or at our scheduled time today.

Thank you, Dan

Dan Saia

Employer Services Sales Manager

PhysicianOne Urgent Care

P: 413-330-0045

E: dsaia@p1uc.com



An Affiliate of
YaleNewHavenHealth



Connect with

PhysicianOne Urgent Care:

[Website](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

Respect, Inspire, Develop, Recognize

Yale New Haven Occupational Health - Service Provided to TOL Firefighters

Screenings - Ledyard Fire		Comments
Audiogram: baseline and annual		
Chest Xray: baseline and clinically indicated		
EKG: baseline then annual beginning at age 40 OR if clinically indicated	confirm annual or age-related until age 40+	
Comprehensive Medical Exam, includes urine dipstick		
Labs: baseline and every 3 years under age 40, then annual age 40+		
CBC w/diff		
Comprehensive Metabolic Panel & Lipid Panel		
PFT (Spirometry): annual	only Interior FF requires PFT due to SCBA	
PSA: annual age 50+, African-American heritage - age 40+		
OSHA Respirator Questionnaire: baseline and significant change in health		
Sleep Disorder Screening: annual using Epworth Sleepiness Scale		
Vision: acuity, peripheral, depth and color		
PPD (TB) Testing: baseline and then per CDC or department requirements	NO PPD, done by Health Department	
Stress Test: baseline and repeat if clinically indicated based on risk stratification	refer to PCP	
Urinalysis Microscopic: if dipstick+	Only if clinically indicated	
DOT Physical - only if req by FF	Only if requested by FF	
Town of Ledyard Health Department will provide vaccines to FF	refer to health department	

Screenings - Ledyard Fire		Fees - FY 7.1.22 - 6.30.23
Audiogram: baseline and annual		\$45
Chest Xray: baseline and clinically indicated (New hires or as clinically ind.)		\$90
EKG: baseline then annual beginning at age 40 OR if clinically indicated		\$76
Comprehensive Medical Exam		\$92
Labs: baseline and every 3 years under age 40, then annual age 40+		
CBC w/diff		\$37
Comprehensive Metabolic Panel & Lipid Panel		\$75
PFT (Spirometry): annual		\$60
PSA: annual age 50+, African-American heritage - age 40+		\$68
OSHA Respirator Questionnaire: baseline and significant change in health		n/c
Sleep Disorder Screening: annual using Epworth Sleepiness Scale		n/c
Stress Test: baseline and repeat if clinically indicated based on risk stratification		Refer to PCP
Urinalysis Microscopic: if dipstick+		\$20
Vision: acuity, peripheral, depth and color		\$41

combined CMP and Lipid panels

New Hires:	\$499
Firefighters (existing):	\$409
Fire Police (Non Interior):	\$349



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-586

Agenda Date: 10/19/2022

Agenda #: 2.

RESOLUITON

Motion/Request:

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.

Background:

Each year the Town is 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.

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 grant program, noting that there was no cost to the town.

Ledyard belongs to DEMIS Region 4, which included all of Eastern Connecticut. Region 4 was scheduled to receive \$343,000 in Federal Funding to purchase various equipment for their Region. At the September 8, 2022 DEMIS Annual Meeting the Region agreed to purchase a second Utility Terrain Vehicle (UTV) to be positioned in Voluntown. The first UTV that was purchased was positioned Putnam. In addition, the Region agreed to purchase large towable generators, light boards, command tents that have heating and cooling, etc.

The assets purchased with the federal funding would be available to all towns in Region 4. The equipment would be housed in towns throughout the Region 4 District and each town would be responsible to maintain the equipment housed in their town. 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.

DRAFT: 10/3/2022

Res: 006-2022/Oct 26

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

Department Comment/Recommendation:
(type text here)

Mayor Comment/Recommendation:
This is an annual boilerplate agreement with DEMHS to permit receipt of grant funding.

Body:
(type text here)

Res: 006-2022/Oct 26

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:

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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

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-639

Agenda Date: 11/2/2022

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discussion concerning revisions to the Heavy Equipment capital plan.

Background:

With the change of demands on the Highway Department, and the increased capital costs of different types of equipment that also require heavy life-cycle maintenance costs, the Public Works Department has realigned its plan for its in-house heavy equipment fleet. This move has been alluded to in the last two budgets.

Sweeping and catch basin cleaning services are seasonal and are on the lower end of the cost-benefit scale of maintaining required equipment in-house. These services may be suitably accomplished/acquired either through contracting out or rental of equipment. Our catch basin cleaner and sweeper are 20 and 22 years old, respectively, and though still in fairly good working order will need costly refurbishment again relatively soon, if not replacement. Thus, we have decided to liquidate them through GovDeals while there is still significant residual value.

On the other hand, the addition of a rubber-tired excavator would expand our capacity for handling many routine infrastructure needs. We have rented such a unit each of the last two fiscal years to handle specific needs but have a number of typical tasks for which this unit will be more consistently utilized.

With the auction income and other ongoing revenue to supplement the present account balance, we anticipate adequate funding to purchase the excavator now. Additionally, these moves will not alter the required long-term appropriations plan for this fund for the life-cycle needs of the heavy equipment fleet in general.

Department Comment/Recommendation:

This item is informational simply to keep the Town Council informed as to actual actions that have now been taken in keeping with previous general references.

Meeting Action Details:

Table 1 - Heavy Equipment Planning List

FY 2023

Updated

10/11/12

21040101-57311		Model Year	Age	Original Cost	Misc. Inc.	Out Years	Act/Est Cost	Projected Approp.	Projected Balance	Reserve
FY	Eqpt									
2022										\$135,562
2023	Loader	16-LD	2018	5	\$35,484	\$15,000	0	\$35,484	\$85,000	\$235,562
2023	Multi-Use Tractor	xx-LD	2023	0	\$31,692		0	\$31,692		\$200,077
2023	Sweeper	30-LD	2000	23	\$132,995	\$50,690	0			\$219,075
2023	CB Cleaner	33-LD	2002	21	\$159,270	\$60,000	0			\$279,075
2023	Wheeled Excavator	xx-LD	2023	0	\$275,862		0	\$275,862		\$279,075
2024								\$85,000	\$88,213	\$88,213
2025	Mower (arm)	32-LD	2012	13	\$110,000		2	\$114,444	\$85,000	\$173,213
2026								\$90,000	\$148,769	\$148,769
2027	Chipper	62-LD	1997	30	\$18,563	\$2,000	4	\$114,866	\$90,000	\$240,769
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
2031								\$95,000	\$333,942	\$333,942
2032	Mower	32-LD	2012	20	\$117,881	\$2,000	9	\$241,795	\$95,000	\$430,942
2032	Skid steer		2017	15			9	\$101,583		\$189,146
2033	Loader	16-LD	2018	15	\$176,040	\$25,000	10	\$298,654	\$95,000	\$207,564
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
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
2043	Sweeper	30-LD	2023	20	\$275,862	\$25,000	20	\$409,916	\$105,000	\$677,991
2044	Wheeled Excavator	xx-LD	2024	20	\$260,000	\$20,000	21	\$394,073	\$105,000	\$393,075



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-588

Agenda Date: 10/19/2022

Agenda #: 4.

RESOLUTION

Motion/Request:

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.

Background:

State Senator Cathy Osten has secured a \$3,000,000 Grant from State of Connecticut Department of Energy and Environmental Protection for upgrades to the Whitford Brook Bridge and Bush Pond Dam.

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. The infrastructure report indicated that it was poorly rated and the condition of the Bridge has been a concern for some time.

The \$3,000,000 State funding would be for both the Bridge replacement and to replace/reconstruction of the Colonel Era Stone Dams on Bush Pond. Therefore, there would not be enough State funding to pay for the full cost to replace the Bridge, leaving Ledyard and Stonington to each share the remaining cost of the Bridge Replacement, which has been estimated to cost about \$300,000 (\$150,000 for each town). The new Bridge would have a 100-year service cycle.

The Lantern Hill Valley Association would address the earthen dam on Long Pond.

The Bridge Replacement Project was already designed and shovel ready. Ledyard and Stonington shared the cost of the Design Work. Because the previous DEEP Permit for the replacement of the Bridge 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.

To accept the State of Connecticut Department of Energy and Environmental Protection \$3,000,000 Grant Funding the attached Resolution was required.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

Senator Osten has been instrumental in securing these funds for the long-overdue Whitford Brook Bridge and

the colonial era dam on Bush Pond. Both projects are listed on the State Climate Resiliency list of important projects.

Body:

DRAFT: 10/3/2022

Res: 003-2022/Oct 26

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

DRAFT: 10/3/2022

Res: 003-2022/Oct 26

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-626

Agenda Date: 10/19/2022

Agenda #: 5.

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.

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

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

1st 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)

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

3rd Monday May Annual Town Meeting on the proposed budget to adjourn to a vote on the
(5/15/2023) voting machine the following day. Should the referendum on the budget
(Tuesday 5/16/2023) refer the budget back to the council, the Town Council should reconsider the
Per Town Charter 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



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
FAX (860) 464-1485
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 rd Monday January (1/15/2023)	All Departments submit preliminary budget to Mayor's Office <u>Per Town Charter</u>
4 th Monday February (2/27/2023)	Board of Education shall file budget estimates to Mayor's Office <u>Per Town Charter</u>
1 st Monday March (3/6/2023)	Mayor submits budget to Town Council and files with Town Clerk's Office. <u>Per Town Charter</u>
March (3/29/2023)	Finance Committee conducts Departmental Budget Work Sessions Departments submits budget material to Town Council. Town Council finalizes budget.
(4/06/2022)	Town Council files proposed budget with Town Clerk's Office for Public Hearing. (This Date is <u>NOT</u> dictated by Charter)
On <u>OR</u> Before the Last Monday April (4/10/2023)	Town Council conducts one or more Public Hearings on the proposed budget at the Ledyard High School, 24 Gallup Hill Road <u>Per Town Charter</u>
APRIL 12, 2023	Town Council Votes to <u>Finalize Budget</u> (Special Town Council Mtg) (This Date is <u>NOT</u> dictated by Charter)

1st 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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-279

Agenda Date: 10/19/2022

Agenda #: 6.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.