



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
council@ledyardct.org

Town Council ~ AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, March 8, 2023

7:00 PM

Town Hall Council Chambers

In-Person: Council Chambers Town Hall Annex

Remote: Information noted below:

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

<https://us06web.zoom.us/j/87015499300?pwd=U2FOTUpIZGkxVkhYdkVwaWxycERUdz09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 870 1549 9300; Passcode: 192574

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PRESENTATIONS
 - Black History Month Essay and Poster Contest Awards
- V. RESIDENT & PROPERTY OWNERS (COMMENTS LIMITED TO THREE (3) MINUTES)
- VI. COMMITTEE COMMISSION AND BOARD REPORTS
- VII. COMMENTS OF TOWN COUNCILORS
- VIII. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of February 22, 2023

Attachments: [TC-MIN-2023-02-22.pdf](#)

- IX. COMMUNICATIONS

Communications List - March 8, 2023

- Attachments:** [C-LIST-2023-03-08.docx](#)
[ACTION LTR-TOWN COUNCIL MTG-2023-02-22.pdf](#)
[Fiscal Year Budget Schedule -Town](#)
[Council-Mayor-BOE-Memo-2023-02-23.pdf](#)
[Fiscal Year Budget Work Session Schedule for Department](#)
[Heads-Memo-2023-02-23.pdf](#)
[Action Letter WPCA meeting 2023-02-28-pdf.pdf](#)

- X. REFERALS
- XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS
 - 1. Administration Committee
 - 2. Community Relations Committee
 - 3. Finance Committee
 - 4. Land Use/Planning/Public Works Committee

5. Liaison Reports

XII. REPORT OF THE MAYOR

REPORT OF THE MAYOR:

XIII. OLD BUSINESS

XIV. NEW BUSINESS

Finance Committee

- 1. MOTION to appropriate \$51,838 to Account #21050101-58790-G0015 (Library Capital - New Equipment - Misc. State Grants) upon the receipt of a State Library Grant for the same amount.

In addition, authorize the funds to be expended for the Gales Ferry Library E-fiber installation.

- Attachments:** [TC-MIN-2022-01-12.pdf](#)
[FIN-MIN-2022-01-05.pdf](#)
[Legislative Item](#)

- 2. MOTION to appropriate \$13,000 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorize the expenditure of up to \$13,000 for replacement of copper cable running to the Emergency Operations Center (EOC) with fiber cable.

The funding source for this project is the Town of Ledyard’s FY 2023 Nuclear Safety Emergency Program Funding Allocation (2022-44).

Attachments: [DEMHS REGION 4--FIBER LEDYARD FY 2023 ALLOCATION LTR-2023-02-23.pdf](#)

3. MOTION to grant a Bid Waiver to Marineland, Spectrum Brands Pet, LLC of Blacksburg, Virginia in the amount of \$32,590 due to receiving fewer than the required three bids in response to Bid #LPS 22-10 (Ledyard Public Schools Agricultural Science Small Animal Habitat), in accordance with Ordinance #200-001 (rev 1) "An Ordinance for Purchasing".

Attachments: [BOE Bid Waiver Request -E-mail-2023-02-21-Small Animal and Reptile Displays.pdf](#)
[Bid -Spectrum Pet - Ag Science small animal habitat -e-mail-2023-.pdf](#)
[Spectrum e-mail-2022-12-15- Small Animal and Reptile Displays.pdf](#)
[Info Sheet Bird Display 2018 .pdf](#)
[Info Sheets for Reptile 3-05-19.pdf](#)
[Info Sheets for Small Animal Display 2-26-19.pdf](#)
[Small Animal and Reptile Displays.pdf](#)
[LPS BID#22-10- Request - Ag Science small animal habitat.pdf](#)

4. MOTION to set the Mayor's salary at \$107,000 Retroactive to July 1, 2022.

Attachments: [MAYOR -ELECTED OFFICAL SALARY - ARTICLE XIX CT CONSTITUION.docx](#)

General Business

5. Discuss Work Session Items as time permits.

XV. ADJOURNMENT

DISCLAIMER:

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

The Town Council's Official Agenda and final Minutes will be on file in the Town Clerk's Office.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1307

Agenda Date: 3/8/2023

Agenda #:

PRESENTATION

Subject:

- Black History Month Essay and Poster Contest Awards

Background:

Department Comment/Recommendation:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1308

Agenda Date: 3/8/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Regular Meeting Minutes of February 22, 2023



TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

Chairman Kevin J. Dombrowski

MINUTES
LEDARD TOWN COUNCIL – REGULAR MEETING
WEDNESDAY, FEBRUARY 22, 2023; 7:00 PM
HYBRID FORMAT
VIDEO CONFERENCE VIA ZOOM

DRAFT

- I. CALL TO ORDER – Chairman Dombrowski called the meeting to order at 7:00 p.m. at the Council Chambers, Town Hall Annex Building.

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

- II. PLEDGE OF ALLEGIANCE

- III. ROLL CALL –

Attendee Name	Title	Status	Location
Kevin Dombrowski	Town Councilor	Present	In-Person
Andra Ingalls	Town Councilor	Present	In-Person
Whit Irwin	Town Councilor	Present	In-Person
John Marshall	Town Councilor	Present	In-Person
Mary McGrattan	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Present	In-Person
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Timothy Ryan	Town Councilor	Excused	
William Saums	Town Councilor	Present	In-Person

- IV. INFORMATIONAL ITEMS/PRESENTATIONS

- Ledyard Police Department Medal for Meritorious Service to Officer Taylor Krajewski

Police Chief John Rich thanked all who attended the *Law Enforcement and Appreciation* Event that was held on Sunday, February 19, 2023 at the United Methodist Church. He stated because Police Officer Taylor Krajewski was not able to attend Sunday’s event that he would like to recognize her this evening by presenting the following:

Department Medal for Meritorious Service
Officer Taylor Krajewski

On August 8, 2022 at approximately 2:36 a.m., the Connecticut State Police at Troop E made a broadcast over the police emergency hotline reporting an incident at the Bellissimo Grande Hotel located at 411 Norwich Westerly Road (Route 2) in North Stonington. Three individuals involved in a theft from a vehicle pointed a firearm at a witness and fled the scene in a white Jeep, traveling west on Route 2 toward Norwich. Subsequently, Ledyard Dispatch personnel were notified that the State Police were in pursuit of the white Jeep on Route 2 approaching the Ledyard town line. Officer Taylor Krajewski was conducting motor vehicle enforcement on Route 2 near the Foxwoods Casino when she observed the accused vehicle being pursued by two State Police vehicles with their lights and sirens activated. At that time, Officer Krajewski activated her lights and siren and entered onto Route 2 following behind the State Police vehicles, advising dispatch of her involvement. Officer Krajewski continued west on Route 2, then onto Route 2A in Preston. As Officer Krajewski radioed her location, Officer First Class Gary A. Butters began responding from his west patrol location and took a position on Route 2A near the Route 12 intersection, to deploy Stop Sticks to terminate the pursuit.

The Montville Police also responded to the area as the involved Jeep sped past Officer Butters' location, striking the Stop Sticks and puncturing the right tires. The Jeep slowed down and ultimately stopped in a driveway near the Preston Riverwalk property. Two of the three occupants exited the Jeep and began to run south in the woods along Route 12. The third suspect remained in the Jeep, where Officer Butters and members of the State Police took him into custody without incident. Officer Krajewski and Montville Officer Witts pursued the two fleeing suspects on foot for approximately 3/10 mile through a wooded area and over a chain link fence, ultimately apprehending both suspects. All three suspects were arrested and transported to the Troop E Barracks for processing. A loaded handgun and a backpack were recovered from the scene of the stop outside the Jeep.

Now, by the authority granted to me under Town of Ledyard Ordinance 500-001, I am proud to award Officer Taylor Krajewski the Ledyard Police Department Medal for Meritorious Service for her outstanding service beyond the ordinary course of duty. Her diligence, perseverance and timely judgment resulted in the protection of life, the solving of a major crime and the apprehension of three armed dangerous individuals. Her actions are in keeping with the highest traditions of Connecticut Law Enforcement.

Issued from the Office of the Chief of Police this twenty-second day of February 2023.

John J. Rich
Chief of Police

Mayor Allyn, III, stated State Senator Cathy Osten attended the Law Enforcement and Appreciation Day Event that was held on Sunday, February 19, 2023 at the United Methodist Church; however, he stated that Senator Osten was not able to be here this evening. Therefore, he stated on behalf of Senator Osten he would be presenting Officer Taylor Krajewski an "Official Citation" that was introduced by Senator Osten as well as Representative Ryan, Representative Howard, and Representative Lanoue.

"Official Citation

***Be it hereby known by All:** That the Connecticut General Assembly offers its sincerest congratulations to Officer Taylor Krajewski in recognition of receiving the Ledyard Police Department Medal for Meritorious Service.*

The entire membership extends its very best wishes on this memorable occasion and expresses its hope for continued success.

Given on the nineteenth day of February, 2023.

Signed at the State Capital by Senate Pro-tem Martin Looney, Speaker of the House Matt Ritter and Secretary of the State Stephanie Thomas".

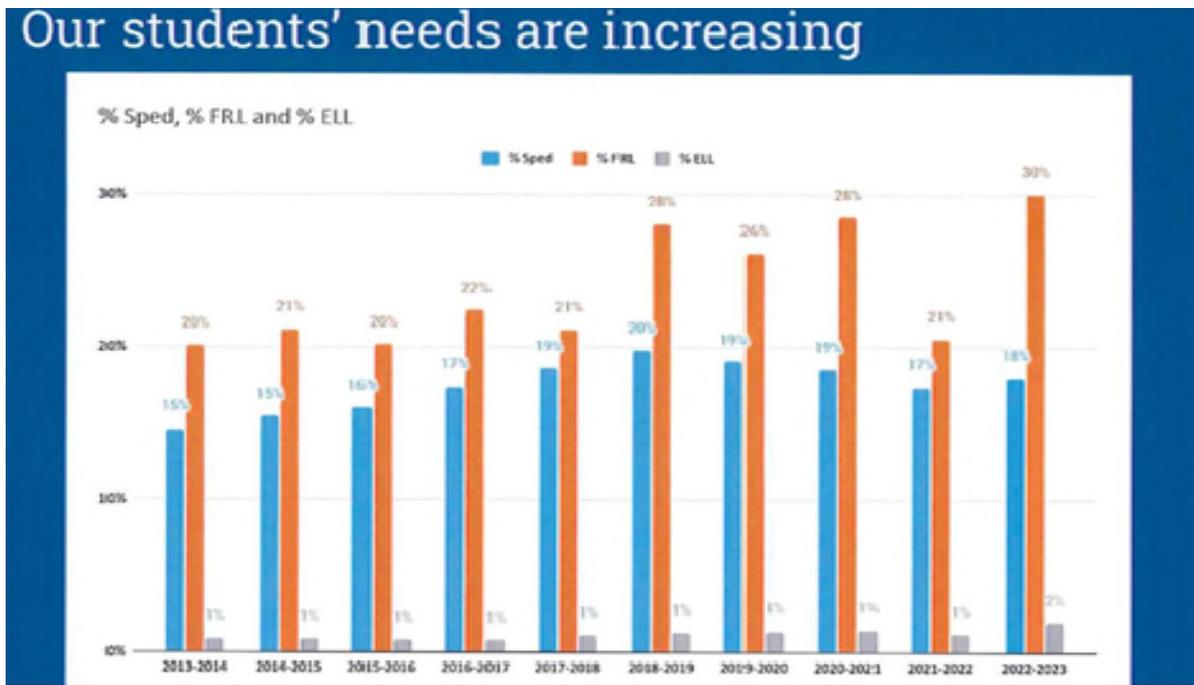
• Board of Education proposed Fiscal Year 2023/2024 Budget

Superintendent of Schools Jason Hartling presented the Board of Education's proposed Fiscal Year 2023/2024 Budget in the amount of \$35,908,368. This was an increase of \$1,353,048 or 3.92% over the current Fiscal Year 2022/2023 Budget.

Mr. Hartling began by discussing the increasing needs of students. He explained that the three characteristics of their at-risk students were:

- Poverty
- Disability
- Language acquisition

Mr. Hartling stated over the last ten years, even prior to the Covid-19 Pandemic, that there has been a dramatic change of the profile of the students entering Ledyard Public Schools. He stated this has caused the District to reformulate how they approach the needs that their students that were coming-in, with beginning in Kindergarten and matriculating thru their years in Ledyard Public Schools. He reviewed the chart below:



Blue Metric – Illustrated the work Ledyard has done to stabilize the increase of needs by appropriately identifying their students and providing them with the services that would eventually allow them to exit out of the special education program if appropriate.

Orange Metric: Illustrated the Free or Reduced Lunch population which was over 30% for this current school year. Mr. Hartling explained that the State of Connecticut and Federal Government used the Free or Reduced Lunch population to measure the level of poverty in the community. He stated that he believed that this number was 5% - 6% less than what it should be, explaining that some families who were on the margin were resistant to returning the Free and Reduced Lunch Forms back to the school because they did not think they would qualify. Therefore, he stated the Central Office has continued to work to encourage families to fill out the Free or Reduced Lunch Forms and to get them back to the schools, so that they could have a better representation of the poverty rate in Ledyard.

Mr. Hartling continued by noting the drop in that poverty level metric during 2021-2022 coincided with the State providing free lunch for all students because of the Covid-19 Pandemic. However, he noted by the State providing free lunch to all students during the Pandemic that it removed any incentive to encourage families to complete the Free or Reduced Lunch Forms.

Mr. Hartling addressed the importance of the Free and Reduced Lunch metric explaining that this number was part of the formula that drives the State's Education Cost Sharing (ECS) funding to the town. He stated that it was also the number that the Federal Government used to award Federal Grants to Ledyard, and that it would become a qualifier for a lot of other additional funding sources.

Mr. Hartling went on to note in years past the Town Council was focused on Impact Aid Funding and he stated because of the Central Office's efforts, Ledyard has had some significant growth in that number. However, he stated the Free and Reduced Lunch Forms were as impactful if not more than the Impact Aid Form. However, he stated the Free and Reduced Lunch Forms were little more personal because they were asking people what they earned.

- Student Achievement**

Mr. Hartling reviewed the Smarter Balance Achievement Consortium English Language Arts and the Math (SBAC Charts) below:



Mr. Hartling noted these Charts were a representation of Student Achievement as measured by the State Assessment. He explained the following:

- **Purple Column** showed the percentage of students that were *At or Above the Achievement Standard*.
- **Yellow Column** showed the percentage of students that were *Approaching Achievement Standard*.
- **Red Column** showed the percentage of students *Not Meeting the Achievement Standard*.

Mr. Hartling stated in many of their grade levels they were seeing almost 50% of their students not at Standard by the State’s Measure. He stated this was one measurement of student growth and achievement, however, he stated it was an important summary of how the year ended. He stated because it was a single year snapshot that these numbers were not cohorts and so they could not compare third grade to forty grade, etc. He stated Ledyard Public Schools was working to minimize the number of students that were *Approaching* and *Not Meeting Achievement* as illustrated the Yellow and Red Columns.

Mr. Hartling explained because they could not hire enough Interventionist to solve this problem alone, that they were looking to attack it in both daily instruction, which they would call a Tier I Intervention, explaining that this was what every student received, as well as providing the Tier III Intervention, for students who were in Red Column.

Mr. Hartling stated Ledyard Public Schools has done significant overhauls in both their English Language Arts (Reading) and Math Curriculum. He stated in their programmatic approach they have added multiple science-based programs to assist them in the instruction of the students overall, which has had a great effect, noting that they were seeing positive changes and improvements in student achievements, but that they still had a long way to go.

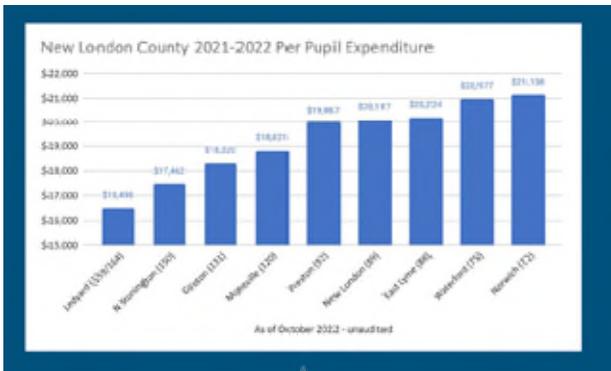
• **Staffing**

Mr. Hartling stated understanding Ledyard Public Schools Teachers, Staff, and every Member of the Team were working incredibly hard and incredibly efficient to get the gains that they were getting; that they did not have enough to do what they need to do for the student profile and based on the academic needs they have in Ledyard moving forward.

Mr. Hartling stated although he did not like to make comparisons that he wanted to present the following two charts below regarding other towns in Southeastern Connecticut:

Staffing Levels Comparison

District	# Students	NCEP Rank	NCEP \$ FY22	Certified Student Support	Certified General Education	Paras	Other	Students per adult
Ledyard	2450	159	\$16,496.00	57.3	158.1	64	100.9	7.6
Montville	1999	120	\$18,821.00	57.9	150	78.9	160.7	5.1
East Lyme	2644	88	\$20,224.00	70.5	199.9	110.8	144.4	5.8
Stonington	1831	69	\$21,216.00	54	149	73	101.2	5.7
Norwich	3287	72	\$21,138.00	114.2	210.9	156	274.2	5.1
Waterford	2348	75	\$20,977.00	62.1	174.9	81	99.4	6.6



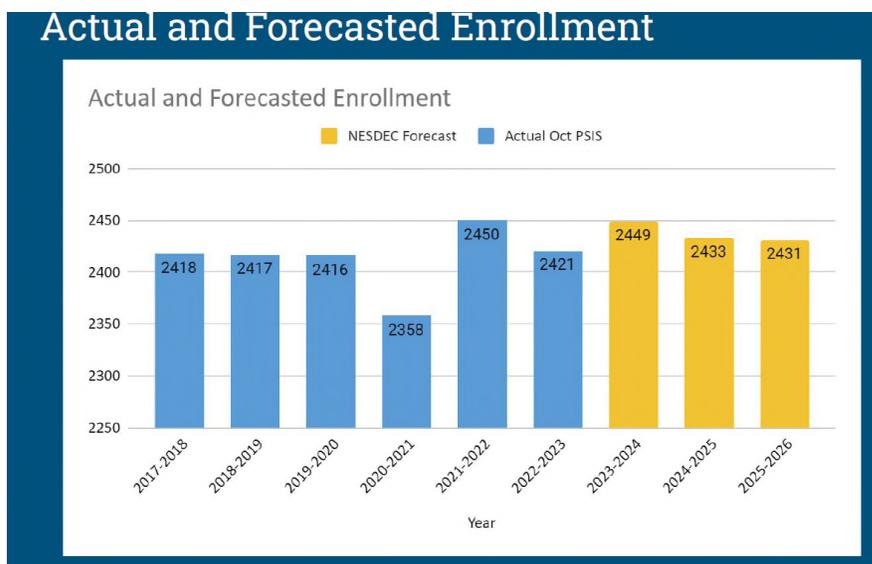
Mr. Hartling stated he broke these charts out based on Staff. He noted the following:

- Certified Student Support Staff – Special Education Team and Mental Health Professionals. Mr. Hartling stated Ledyard had 500 more students than Montville; however, Ledyard had 0.6 less of a staff person than Montville.
- General Education Staff – Classroom Teachers – Mr. Hartling stated Ledyard had 40 less Teachers compared to East Lyme (East Lyme had 194 students more than Ledyard).
- Per Pupil Expenditure – Mr. Hartling noted that Stonington’s per pupil expenditure was \$1,000 more than Ledyard’s per pupil. He stated if Ledyard were to increase its per pupil expenditure to the same level as Stonington that it would put Ledyard’s education funding at \$2.5 million, which would amount to about forty more staff members to serve Ledyard’s students.

Mr. Hartling stated because of these differences in Certified Staffing and General Education Staffing that they see the impact in a variety of ways, noting that it was not only in the interventions and the individual classroom, but in the programmatic offerings they could provide to Ledyard students. He also noted the comparison in the number of Paraprofessionals and other staffing, noting that Ledyard was being incredibly efficient. He stated that he was only raising these comparisons to help folks clearly understand how hard the Educational Team was working to serve the kids in Ledyard. He stated seeing this data added that perspective as they look to improve things and to improve student outcomes.

• **Enrollment**

Mr. Hartling stated prior to his arrival in Ledyard seven years ago, the conversation relative to the Board of Education’s budget was *enrollment*. He stated they used *enrollment* as the metric for funding without closely examining the other data points, which was student needs. He noted at the Town Council’s January 25, 2023 meeting Mayor Allyn, III, mentioned that Ledyard was the fastest growing town in New London County with a 2.4% population increase over the last decade. Mr. Hartling stated Ledyard was going to see an increase in student enrollment over the next several years, particularly as Developments come on-line. He stated Ledyard student enrollment has remained relatively flat over the last several years with the exception of the Covid-19 Pandemic year, where they had a large number of students that temporarily moved to home schooling.



❖ **Budget Priorities:**

Mr. Hartling provided an overview of the Budget Priorities as follows:

- ✓ Continue the evolution of K-5 literacy and numeracy instruction and the professional growth of their educators. Mr. Hartling stated they did not use a broad brush noting that they focused on the two elementary schools investing in literacy and numeracy curriculums, and professional development staff.

Mr. Hartling went on to explain that the Board of Education did other work that did not have a dollar ticket attached to it at the High School and Middle School. He stated they received the Department of Defense Education Activity (DODEA) Grant for mathematics instruction, which helped them accelerate their work in the Middle School, around intervention and curriculum pieces, noting that they would continue to build on these initiatives.

- ✓ Continue enhancements and evolution of the intervention model and expand serve capacity.

Mr. Hartling explained their Intervention Model for the students that were *Below Achievement* (Red Column) as noted in in the Smarter Balance Achievement Consortium English Language Arts (SBAC) Chart that he reviewed earlier this evening. He stated these students could be 2 – 3 years below level and required a Tier III Intervention, which was a specialized numeracy or literacy teacher, who worked with students to build their skill banks so that they could access the instruction in their classroom.

- ✓ Mr. Hartling stated for the students that were *Approaching Achievement* as noted in in the Smarter Balance Achievement Consortium (SBAC) Charts (Yellow Column) that the classroom teachers were using time each day to work on targeted skills.

Mr. Hartling went on to explain as teachers face more challenges and uniqueness in their classrooms that they have to provide them with the professional support and professional growth so that they could begin to approach those problems with different methods and different techniques. He stated that they were looking to achieve this thru a Coaching Model.

- ✓ Continue to address and ameliorate achievement gaps and the number of students below basic

Mr. Hartling stated it was their moral imperative to make sure that 50% of Ledyard students were not falling behind or multiple years behind as they progress thru the system. He stated when they fail to do that they also accelerate a dynamic where they allocate more and more dollars to intervention and special education because they did not deal with the problem appropriately early enough. Therefore, he stated they wanted to continue to significantly reduce the number of students that were *Below Achievement* (Red Column) and *Approaching Achievement* (Yellow Colum) as noted in in the Smarter Balance Achievement Consortium (SBAC) Charts. He stated once they reduce these numbers that they could being to talk about expanding the Gifted and Talented and other Programs. He stated this was the District’s Long-Term Strategy for growth.

❖ **District Needs**

Mr. Hartling stated as they have been doing for past few years the Board of Education has continued their “*Needs Assessment*” activities with the Administrators of each school to prioritize their request and needs. He although many of items in the **yellow** area were important, that they: (1) May not be able to secure funding; (2) May not be able to secure staffing; or (3) May not have the structure in place to fully utilize the program.

Mr. Hartling stated when they were looking at a finite resource environment that he wanted to make sure every dollar they spend had the best utilization and would have the highest impact for students. He stated as much as he would like to have all of the items on the List for their kids tomorrow that because of the realities they face, they did not make it into next year’s proposed budget. However, he noted the importance to include these needs in the Board of Education’s proposed Fiscal Year 2023/2024 Budget presentation so that the Town Council and the Board of Education understood where they were going and what they would like to see long-term. He stated all of these items were an investment and would cost \$2.8 million, which was roughly where they be if they were funding the education budget at the same level as Stonington.

Mr. Hartling stated as the School District has invested in improvements that they have made sure that they had the leadership, coaching, and training in place so that they were successful interventions. He presented the “District Needs” list noting that they were color coded to identify their priority as follows:

2023/2024 Budget Requests by Tier

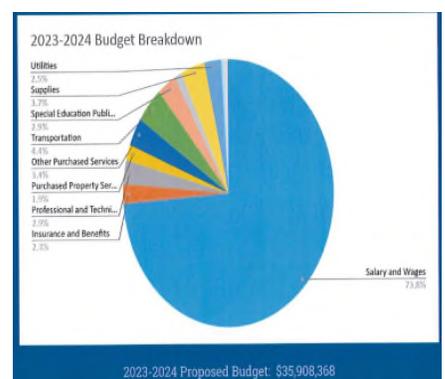
- (1) GREEN -Recommended for inclusion in budget
- (2) YELLOW Considered for inclusions in budget
- (3) RED considered for future inclusion in budget

Building or Department	Request. Narrative	Amount	Type
GFS/JWL, GHS	Instructional Coach (1)	\$85,000	Salary
District Wide	ELA Interventionists (3)	\$255,000	Salary
District Wide	EL Teacher (1)	\$75,000	Salary
GFS, JWL	Data team workshop	\$8,400	Salary
GFS	Kindergarten paraprofessional	\$16,115	Salary
GHS	Kindergarten paraprofessional	\$16,115	Salary
GHS	Summer Safety Care training	\$3,600	Salary
LHS	World language lab licenses	\$4,000	Professional Services
LHS	Athletic trainer	\$30,000	Salary
IT, LMS. GMS	Projectors/SMART Boards - out of warranty replacements -LMS/GHS	\$46,000	Equipment
Special Education	Increased required special education services	\$90,000	Professional Services
LHS	Increase agriscience supplies	\$10,000	Supplies
GFS/JWL, GHS	Elementary after school program stipends	\$6,000	Salary
Special Education, District	Behavior interventionist (2)	\$72,772	Salary
Special Education, District	BCBA	\$85,000	Salary
District Wide	MTSS Coordinator (1)	\$95,000	Salary
GFS/JWL, GHS	Instructional Coach (1)	\$85,000	Salary
LMS	Grade Level field experience	\$15,500	Professional Services
District Wide	ELA Interventionists (2)	\$170,000	Salary
District Wide	Math Interventionist (1)	\$85,000	Salary
GFS/JWL	Increase art supplies	\$1,600	Supplies
Special Education, District	Behavior interventionist (2)	\$72,772	Salary
Special Education, District	BCBA	\$85,000	Salary
LHS	General interventionist, MA3	\$57,620	Salary
Special Education	Increase Preschool Supply Budget	\$1,000	Supplies
GFS	Transition Kindergarten teacher, est MA3	\$57,520	Salary
GHS	Transition Kindergarten teacher, est MA3	\$57,520	Salary
GFS,GHS,JWL	Math Coach (2)	\$190,000	Salary
Special Education	Increase SES Staffing (2)	\$250,000	Salary
Special Education	Inclusion training professional development	\$30,000	Professional Services
District Wide	Cross bridge magnet school bus reduction	-\$26,000	Professional Services
District Wide	Assistive Technology Coordinator	\$75,000	Salary
District Wide	Director of Curriculum	\$140,000	Salary
District Wide	Substitutes by 20%	\$56,362	Salary
District Wide	Increase Paraprofessionals	\$245,319	Salary
LHS	Increase 0.5 FTE Counselor to 1.0 FTE	\$48,203	Salary
GFS, GHS	State Mandated Reading program K-3 Software	\$270,000	Supplies
GFS, GHS	Elementary instructional music teacher	\$65,000	Salary
GFS, GHS	World Language Teacher (2)	\$130,000	Salary
District Wide	Late Bus	\$65,000	Professional Services
District Wide	Musical Instrument Updates	\$75,000	Equipment
District Wide	Expanded Pre-K 3 Teachers and 6 Paraprofessional	\$345,00	Salary
LHS	Virtual learning Proctor	\$65,000	Salary

❖ **Budget Expenditures:**

Mr. Hartling reviewed a pie chart regarding the Budget Expenditure Breakdown noting the following:

- 73.8 % Salary and Wages
- 2.5% Utilities
- Supplies 3.7%
- 2.9% Special Education
- 4.4% Transportation
- 3.4% Other Purchases Services
- 1.9% Purchases Property Services
- 2.9% Professional Technology
- 2.3% Insurance and Benefits (This does not include Healthcare costs. The healthcare costs are carried on the General Government side of the Ledger)

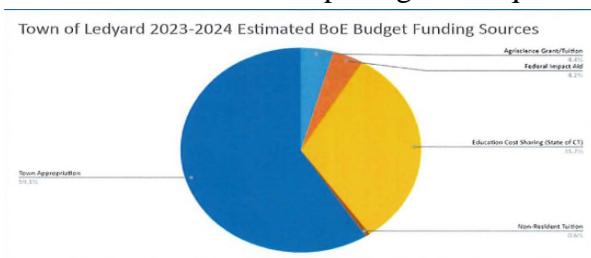


Mr. Hartling stated that the Education Budget was experiencing inflation pressures. He stated that they were working to mitigate some of the increased expenses thru some purchases for electrical, some utilities, and fuel. He stated by reducing bus routes and negotiating solid increases, that they have been able to reduce transportation costs, noting that they were paying the same amount for transportation this year as they did in 2008. He stated because they have consolidated everywhere they could to mitigate costs that Ledyard's Buses were jammed packed. However, he stated for the Fiscal Year 2024/2025 that they would have to go out to bid for transportation.

❖ **Projected Revenues:**

Mr. Hartling reviewed the Board of Education's Projected Funding Sources as follows:

- 59.1% Town Appropriation (Tax Revenue)
- 31.7% Education Cost Sharing – Mr. Hartling noted they would see a slight increase in the ECS Funding.
- 4.2 % Impact Aid – Mr. Hartling stated Ledyard has maximized their Impact Aid working hard to increase awareness in the value of completing the request forms to identify eligible families.
- 4.4% Agri-Science
- 0.6% Non-Resident Tuition



❖ **Key Budget Changes:**

- Savings related to six (6.0) known teacher retirements (FTEs retained).
- Three (3) FTE District-Wide Interventionists for Literacy – This would bring the staffing level back up to the 2015 staffing level.
- One (1.0) FTE elementary level Instructional Coach
- One (1.0) FTE District-Wide EL Teacher (English as an additional language) - Mr. Hartling stated when he came to Ledyard seven years ago they had nine students who were learning English as their second or third language; and he noted that they were projecting to have forty-five students next year. He stated they were currently servicing this need with one teacher and one tutor; which was the reason they have added an additional English Language teacher into next year's proposed budget.
- Two Kindergarten Paraprofessionals - Mr. Hartling stated currently the Paraprofessionals have been moving between classrooms. He explained with the increasing social emotional needs of Kindergartners entering into the school districts the two additional Paraprofessionals was a critical path item that they needed to add into the budget for next year.
- Updated Athletic Trainer position transition from a stipend to staff – Mr. Hartling stated because of the Covid-19 Pandemic Athletic Training has become a significant challenge. He stated the old model where the schools would partner with an orthopedic group on a part-time basis was gone. He stated everyone in the region was now required to hire a full-time Athletic Trainer. Therefore, he stated this budget expense had to be increased to provide an athletic trainer for the High School athletes.
- Out of warrantee replacements for SMART boards/projectors – Mr. Hartling stated about \$30,000 was included in the Fiscal Year 2023/2024 Budget to replace failing technology in the classrooms that was out of warrantee.
- Increase in required Special Educational Services – Mr. Hartling stated they have had some changes relative to the services for their youth *in-need* that they were working to manage their profile; and therefore, additional special education services were needed for some of their high need out placements.

Mr. Hartling concluded his presentation by providing a recap stating the Board of Education's proposed Fiscal Year 2023/2024 Budget in the amount of \$35,908,368, was an increase of \$1,353,048 or 3.92% over the current Fiscal Year 2022/2023 Budget. He stated this was the largest budget increase he has presented to the Town Council. He stated when the Board of Education began the budget preparation process that the budget came in with an 8% increase. He stated that they worked to minimize the increase to the 3.92% increase as presented this evening, noting that Ledyard's education budget increase was below average relative to the increases that were being published in the State of Connecticut. He stated there was one town in Connecticut that presented their education budget and that their elected officials added \$1 million to the budget. He stated this particular town had 50 more teachers to serve roughly the same student population that Ledyard has. He stated the Ledyard Board of Education has presented a responsible and ambitious Fiscal Year 2023/2024 Budget to make sure they were serving the students as they deserve to be served; and that they can continue their work around ameliorating the achievement and opportunity gap in the community. He stated as volunteer elected officials that he understood the difficult decisions that the Town Council has to make, noting that this was a challenging time.

Mr. Hartling stated that he would be happy to answer questions this evening and that he was always available should a Town Councilor like to meet with him to discuss any questions they may have regarding specific areas of Ledyard Public Schools, noting that they would take any ideas or perspectives.

Councilor McGrattan noted during his budget presentation Mr. Hartling mentioned that when kids start off behind it was difficult to catch up and that it then becomes very expensive. Therefore, she questioned whether there was anything the town could do to identify some of the children who were not ready to go to Kindergarten.

Superintendent of Schools Mr. Hartling responded to Councilor McGrattan's question by stating that Ledyard had a good handle on students as they make the transition into the School District's Pre-K Program. He stated they have a limited number of high-quality Pre-K slots and that he believed they were doing a good job there. He noted the *District Needs Chart* that he presented earlier this evening included some provisions to set up for the Transition to Kindergarten, noting the cost would be about \$180,000. He explained the reason it was listed in the yellow section of the *District Needs Chart* was because he did not have the space, noting that the elementary schools were incredibly tight. He stated they moved a piece of the Library out of the Gallup Hill School to put in a Pre-K Classroom, noting that space was going to be a concern as they looked to add any programming.

Councilor McGrattan questioned where the forty-five children who do not speak English were from. Mr. Hartling stated the non-English speaking children were coming from all over, noting that next year they would have children that were speaking nine different languages. He stated the one teacher and one tutor have been moving from school to school to work with the children. He stated the professionals that work with the students transitioning into Ledyard Public Schools had an amazing skill set.

Councilor Saums addressed the Coaching Model that Mr. Hartling described designed to provide teachers with the professional support to learn how to address the many challenges and uniqueness in their classrooms. He stated adults receiving coaching or perceiving the approach of coaching for the first time were generally resistant to it. He stated that he was a huge fan of coaching for adults and that he thought using coaching was a great way for the Board of Education to make the best use the resources they had.

Mr. Hartling stated the idea of coaching was not intended to fix people who were not doing what they were supposed to be doing. He stated coaching was intended to get their best to be even better; and to recognize the new challenges that were in front of them. He stated that Councilor Saums was correct in that there can be some resistance when organizations muddy coaching with evaluation; or when they focus solely on poor performers. He stated the Administration has been alert to those types of pitfalls and he noted that the teachers have been receptive and demanding of the Administration to make sure that they receive job embedded coaching. He stated they have done this with their curriculum implementation, particularly with math, noting that they pursued a different model. He stated they have seen great success where their interventionist also worked as part of the curriculum coaching. He stated Ledyard's teachers were amazing professionals and that they responded very well to the coaching, noting that they were hungry to get new ideas and to think about the work in a different way for the benefit of their students.

Councilor Irwin stated the Board of Education has been investing in literacy and numeracy for a while now; and he questioned whether they had a sense of how much those numbers have moved because of the town's investment. Mr. Hartling stated the wildcard has been the Covid-19 Pandemic. He stated Ledyard did not see the type of loss that other school districts saw during the pandemic, which was a positive. He stated the other factor which was difficult to control was the increasing need. He explained that Ledyard has been able to stop the slide that was happening and that they were beginning to see other positive data points in student growth and gains this year. He stated it was fair to say that they have mitigated the downward slide and they were beginning to see a positive up-tick. He stated what was not represented on the *Student Achievement Charts* was the gap they were closing in the K-2 students.

Councilor Irwin addressed Mr. Hartling's comments that the buildings space was tight and the need for more faculty/instructors; therefore, he questioned how much space Ledyard had for additional personnel. Mr. Hartling stated that they have added some additional learning space by working with Fire Marshall Jim Mann and the Director of Buildings and Facilities Wayne Donaldson to make some instructional cubbies. He also noted one classroom, with dividers, was being used by four or five adults to provide intervention to students. He stated the *coaches* would be using individual teacher classrooms during the day. He stated the space was tight, but that this was some of the challenges of the State's reimbursement programs for school building projects. He stated that they were managing the best they could and that he was trying to avoid the very expensive set-up of portable classrooms. Councilor Irwin thanked Mr. Hartling for his informative budget presentation.

Chairman Dombrowski thanked Mr. Hartling and the members of the Board of Education who were present for attending tonight's meeting and for their hard work in putting together the Board of Education's proposed Fiscal Year 2023/2024 Budget. He stated although no one wanted to see an increase, that they also have to recognize that they have been holding the line for many years and knew at some point they were going to see a bigger increase. He stated he believed the Board of Education put together a responsible budget for next year.

V. RESIDENTS AND PROPERTY OWNERS – None.

IV. COMMITTEE COMMISSION AND BOARD REPORTS – None.

VI. COMMENTS OF TOWN COUNCILORS

Councilor Rodriguez thanked the community for showing up in full force for the *Law Enforcement and Appreciation Day* Event that was held on Sunday, February 19, 2023 at the United Methodist Church. She thanked the following: Mayor Allyn, III, for his remarks, Councilors Saums, Councilor McGrattan, and Councilor Irwin for attending, Councilor McGrattan for volunteering and for all the work she did. She also thanked the Ledyard Rotary and the Organization Committee who were Mary Cassabria, Kathy Strout, Jennifer Eastbourne, Maria Knot and herself, noting that they all did an amazing job. She stated putting the event together was a lot of work, and that she wished they could hold the event every year. She stated the event was very touching and moving to see the community come together in support of our local heroes, our Police Officers.

Chairman Dombrowski noted the article in the newspaper shined a good light on the *Law Enforcement and Appreciation Day* Event.

Councilor Ingalls offered condolences to Councilor Ryan and his family as they mourn the passing of his father. She stated grief was terrible and that her heart goes out to him. Chairman Dombrowski stated Councilor Ingalls' sentiment was shared by all of the Town Council.

Councilor Irwin noted Councilor Rodriguez's comments regarding the *Law Enforcement and Appreciation Day* Event. He stated the Award Dinner was fantastic, noting that it was well attended, and well done from every aspect. He thanked Councilor Rodriguez for spearheading and organizing the event. He stated that he looked forward to seeing the *Law Enforcement and Appreciation Day* becoming an annual event.

VII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the following
Special Minutes of February 8, 2023
Regular Meeting Minutes of February 8, 2023
Moved by Councilor Marshall, seconded by Councilor Irwin

VOTE: 8 – 0 Approved and so declared

IX. COMMUNICATIONS

Chairman Dombrowski stated a Communications List has been provided. He noted no referrals were listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Ingalls stated although the Administration Committee has not met since the last Town Council meeting they have one item on tonight's agenda.

Community Relations Committee

Councilor Paul stated the Community Relations Committee met on February 15, 2023 and discussed the following: (1) Informational Presentations – Councilor Paul noted Land Use Director Juliet Hodge attended the meeting to discuss a Land Use Informational Presentation that would focus on the land use processes. The Presentation would include topics such as the process to build a deck, put in a swimming pool, along with how their zoning regulations worked; the approval process for commercial businesses; as well as answering questions like why we can't have a Starbucks or Trader Joe's in town. He stated with the addition of the Dollar General Store and the Cashman Project in Gales Ferry that this Spring may be a good time to offer a Land Use Informational Presentation. He stated that the Committee hoped a lot of residents would attend the Presentation because of the recent activity in town. He stated the Presentation would be recorded and would be available on the town's website and on social media. The date for the Land Use Informational Presentation has not been set yet; (2) Whining Wednesday and Thankful Thursday – Councilor Paul stated as a way to engage residents on topics of interest for future Informal Conversations at various town locations, the Committee discussed bringing back Whining Wednesday and Thankful Thursday on the Ledyard Community Forum. He stated Councilor Saums contacted the Ledyard Community Forum Administrators and he reported that they may be interested in bringing back Whining Wednesday and Thankful Thursday. He stated to keep the Community Forum on topic the Committee discussed asking open-ended questions to engage residents on topics such as: Where would you like to see Electric Vehicle (EV) Charging Stations in town; Do you think roadside trash is excessive in town; What town services would you like to know about; and Why do you Love Ledyard?; (3) Schedule for the coming year - Councilor Paul stated the Committee reviewed dates to present information to residents at the 2023 Summer Farmers Market. He noted the Committee discussed featuring the Library Services; Mental Health Awareness; and the Town's First Responders; (4) Black History Month Essay and Poster Contest – Councilor Paul stated the deadline to submit entries closed today. He stated the contest winners would be recognized and awards would be presented at the Town Council's March 8, 2023 meeting. He concluded by noting the next Community Relations Committee meeting was scheduled for March 15, 2023 at 6:30 p.m.

Councilor Saums stated the Community Relations Committee has only discussed and has not decided on Whining Wednesday or Thankful Thursday. He stated it would be a lot of work for the Ledyard Community Forum Administrators to host.

Councilor Ingalls suggested the Community Relations Committee invite the Ledyard Community Forum Administrators to remind themselves of the reason the Whining Wednesday was shutdown, noting that often it would spin out of control. Councilor Paul noted that the reason the Committee discussed asking open-ended questions was to keep the conversation on topic. Councilor Saums stated the Ledyard Community Forum Administrators' idea was to use a poll instead of a free-for-all. Councilor Paul explained the intent was to obtain topics that residents were interested in, that they could then host an Informal Conversation with residents at one of the town's parks to engage residents.

Finance Committee

Councilor Saums stated the Finance Committee met on February 15, 2023 and in addition to the items on tonight's agenda that Finance Director Matthew Bonin reported work continues on the Fiscal Year 2023/2024 Budget Preparation; and that the Town was still waiting on the healthcare consultant regarding estimated healthcare costs and options for the coming budget year.

Land Use/Planning/Public Works Committee

Councilor Paul stated the LUPPW Committee has not met since the last Town Council meeting.

Ledyard Nursing Board

Councilor McGrattan stated the Nursing Board met on February 21, 2023. She noted during each of their meetings one school nurse describes their day. She stated that she forwarded to the Town Council Gallup Hill School Nurse Nickie Allyn's report noting that she did a great job telling the Board about her day.

Parks and Recreation Commission

Councilor Paul stated the Parks and Recreation Commission met on February 21, 2023 at the Parks & Recreation/Senior Citizens Center on Van Tassel Drive, and addressed the following: (1) Approved about \$25,000 to install four motorized Hurricane Shutters on the building at Judge Crandall Park to prevent the water from getting into the building from the holes and gaps around the windows which has caused damage to the drywall; and (2) Pfizer Field New Scoreboard – Councilor Paul stated Ledyard Little League attended the Parks and Recreation Commission meeting to discuss their plan to install a new scoreboard at Pfizer Field at their own expense. However, he stated because they would need to install a new utility pole at a cost of about \$1,800 to bring the electricity to the scoreboard, that the Little League asked the Parks and Recreation Commission who would be responsible for the installation of the new utility pole. Councilor Paul went on to report that the Parks and Recreation approved the installation of the new scoreboard and the installation of a new utility pole at the Little League's expense.

Senior Citizens Commission

Councilor Rodriguez stated the Senior Citizens Commission met earlier today and discussed the proposal to combine the Parks and Recreation Commission with the Senior Citizens Commission. Councilor Rodriguez stated Director of Parks and Recreation and Senior Citizens Scott Johnson, Jr. informed the Commission that a Public Hearing was scheduled for April 12, 2023 to receive comments on the proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*". Councilor Rodriguez stated that she invited the Senior Citizens to attend the Public Hearing or to write a letter to the Town Council.

XI. MAYOR'S REPORT

Mayor Allyn, III, reported on the following: (1) Fiscal Year 2023/2024 Budget - Connecticut Conference of Municipalities (CCM) State Legislative Budget Meeting – Mayor Allyn stated at this week's meeting they discussed the State's proposed Bill to require Municipalities of 10,000 residents or more to establish a Fair Rent Commission, noting that the Bill would apply to Ledyard. He stated the Fair Rent Commission was already in place for Municipalities of 25,000+ residents and now the State was looking to bring the required Commission to smaller Municipalities. He stated that he would be presenting written testimony in opposition to the unfunded Fair Rent Commission. He noted the challenge to find more volunteers that would have the background to serve in this capacity. He stated this would be another unfunded mandate from the State, noting that they were already faced with the Early Voting unfunded mandate, that required the town to have staff available ten hours a day, for five days a week, for two straight weeks; (2) Groton Utilities Annual Water Analysis Report – Mayor Allyn stated there were no reportable violations, noting the water was good. He stated Groton Utilities had one or two minor infractions last year, which they communicated to ratepayers, explaining that they were not of consequence; (3) Ribbon Cuttings - Mayor Allyn stated he along with some Town Councilors attended two Ribbon Cuttings on Saturday, February 18, 2023 for the following new businesses in Gales Ferry: (a) My Pets World at 10:00 a.m. in the Job Lot Plaza; and (b) Dollar General at 11:15 a.m. He stated both events were well attended noting that there were a bunch of dogs at the Pet's World Ribbon Cutting. He went on to state for the number of complaints the town received about having a Dollar General Store; that prior to the Ribbon Cutting he walked the aisles of the store and he saw about fifteen people with shopping carriages at 11:15 a.m. He noted the Dollar General Store stocked several aisles with grocery

items, which would be helpful for the residents in Gales Ferry. He wished both businesses success noting that the Dollar General Store was making a generous donation to the Board of Education of new books for the Elementary Schools; (3) Public Hearings - State House Bills; (a) House Bill Requiring Zoning Enforcement Officers to be (CAZEO) Certification by January 1, 2023 – Mayor Allyn stated that he submitted written testimony to support extending the period to 2024 or 2025; and to also allow newly hired Zoning Enforcement Officers to be able to enroll and start taking the classes. He stated the Bill as currently written required the Zoning Enforcement Officer to be CAZEO Certified before they begin employment; (b) House Bill Personal Property Taxation Issue at the Tribal Entities in both Ledyard and Montville – Mayor Allyn stated because the proposed House Bill only impacted two towns out of the States 169 Municipalities (Ledyard and Montville) there was only testimony from the Mashantucket Pequot Tribal Nation; Mohegan Tribe, Town of Ledyard and Town of Montville; (4) *Law Enforcement and Appreciation Day* – Mayor Allyn stated as Councilor Rodriguez mentioned earlier this evening, he attended the event on Sunday, February 19, 2023. He stated it was a fantastic event, complementing Councilor Rodriguez and the whole Team that put the event together, noting that it was very well attended, and the Police Officers greatly appreciated the recognition and the event. He stated during a time when we need to appreciate the men and women in Blue it was nice to see the appreciate that was offered at the event; (5) Fiscal Year 2023/2024 Budget Preparation – Mayor Allyn stated budget work continues, noting that to date they have pared the budget increase down to a 3.2 mil increase, which he was not satisfied with, explaining that this number was before they added-in the Board of Education’s 1.1 mil increase. He stated they were working to reduce the impact of some needed capital items by not purchasing them this year, but rather postponing the purchases and allocating a smaller amount of money over the course of a few years to make the purchase. He also noted as Superintendent of Schools Jason Hartling mentioned earlier this evening during his presentation of the Board of Education’s proposed Fiscal Year 2023/2024 Budget that the Educational Cost Sharing (ECS) State Funding was expected to increase for next year. Mayor Allyn explained that a House Bill has been proposed that would require the State Legislature to speed up the rate at which they fund ECS to Municipalities. He suggested the Town Council review the *Budget Transformation Committee Report* of October, 2016 relative to the “*Nice to Have*” versus “*Necessity*”. He also noted during this meeting with Ledyard’s State Delegation he expressed concern regarding Governor Lamont’s flat funded budget in this hyper-inflationary (6% - 8% inflation). He provided the following examples of cost escalations that included a +20% increase in fuel; +40% increase in electricity; +10% in healthcare costs which was about \$6.10 million per year. He stated that he had more work to do on the budget before he delivered it to the Town Council on March 6, 2023; (6) Browns Crossing Bridge – Mayor Allyn stated after several years the Town officially took ownership of the Brown’s Crossing Bridge. He provided some background noting at their February 10, 2021 meeting the Town Council authorized him to enter into an agreement with the Providence & Worcester Railroad Company to provide a physical replacement of the Brown’s Road Crossing Bridge with the agreement that the Town would take ownership of the bridge and manage the maintenance of the bridge after P&W Railroad replaced the structure with a bridge that met the current highway rating standards. On June 9, 2021 the Town Council voted to accept ownership of the new Brown’s Crossing Bridge, located on Brown’s Crossing Road, Gales Ferry, from Genesee & Wyoming (G&W) Railroad, contingent upon the completion of construction and certification. He stated Public Works Director/Town Engineer Steve Masalin stayed on top of the project ensuring all of the final punch list items were addressed; (7) Lantern Hill Road-Whitford Brook Bridge State Grant Funding – Mayor Allyn stated with the executed Agreement with the State to receive the \$3 million grant funding for the bridge and dam replacement and repairs that the Request for Qualifications (RFQ) for the engineering work has been publicized/posted; (8) American Rescue Plan Act (ARPA) Funding – Electronic Message Boards (\$70,000 Gales Ferry and Ledyard Center) – Mayor Allyn stated a Request for Proposals (RFP) has been publicized/posted for the two Electronic Message Boards. He noted that the town has been receiving proposals for the project and the that Bid Opening was scheduled for the first week for March; (9) MIS Director Retirement – Mayor Allyn stated MIS Director Reginal Brulotte who has been with the town for twenty years would be retiring on March 2, 2023. He stated the position has been offered to the MIS Technician Justin Dube, who has been second in command in the MIS Department. He stated Mr. Dube was excited to start in his new role as MIS Director noting that he was a hard worker. He went on to state that they were working to update the MIS Technician Job Description in preparation to fill the position. He stated in the hiring environment we were in that the town was fortunate to have Mr. Dube in-place.

Questions to the Mayor -

Councilor Ingalls addressed the former Budget Transformation Committee and she questioned whether it may be time to stand that Committee up again, noting that since they completed their work in 2016 and provided recommendations in their final Report, a lot has changed. Mayor Allyn explained that the Report provided Immediate Goals; Near-Term Goals; and Long-Term Goals. He stated most of the Immediate Goals and some of the Near Terms Goals have been addressed. He stated as Councilor Ingalls's mentioned a lot has changed, and that he agreed it would be a good time to look at standing up the Budget Transformation Committee again. He stated that they need to look at: (1) What is the role of government; (2) Should the Town be engaged in this; and (3) Are we duplicating services somewhere else. He stated a copy of the Final Report would be provided to the Town Council.

Councilor Rodriguez addressed the upcoming Fiscal Year 2023/2024 Budget preparation and she questioned whether the Mayor has heard from other towns on what their projected budget increases looked like for next year. Mayor Allyn stated Waterford's proposed budget increase was at 8%; and that East Lyme's budget was quite high, but that their First Selectman Kevin Serry just passed the Department's proposed budget on to their Finance Board. However, he stated that he believed his job in Ledyard was to work to make adjustments before passing the proposed budget onto the Finance Committee for them to make further adjustments before presenting the proposed budget to the taxpayers. He noted as an example, that the Capital Improvement Plan (CIP) included \$23,000 to update the Police Department's Duty Weapons. However, he stated because it was a taxpayer item that he asked the Police Department whether they could work with the weapons they had for another year, noting that the answer was "yes"; therefore, he stated this expense was removed from the budget. He noted another area where he was working to reduce the impact of some capital items that would be paid solely by tax dollars was by not purchasing them this year, but rather allocate a smaller amount of money over the course of a few years to make the purchase. Councilor Rodriguez stated because of the current economic environment, with the high costs in energy and other expenses, that the Ledyard's proposed budget increase may be typical. Mayor Allyn stated he agreed with Councilor Rodriguez's comments that because of inflation, at a minimum, that the upcoming budget year was going to be higher and that he was working to try to bring in a proposed budget that more palatable.

Councilor Marshall addressed the proposed House Bill requiring Municipalities of 10,000 or more to establish a Fair Rent Commission. He stated that he agreed with the Mayor, that this was something that should be done at the State level, noting that he believed that the State was overreaching. Mayor Allyn explained that the Fair Rent Commission would not only be required to oversee rent controls of a 4% maximum, that they would also be required to address complaints such as air quality or the condition of the apartment, etc. interact with the landlords to try to resolve matters, and also serve as the "*Fining Authority*" to levy fines against landlords that do not comply. He went on to comment that issues such as air quality and many other matters would fall under the Department of Health; and that he believed it was a slippery slope to ask volunteers to oversee this type of work, noting that he was not in-favor or the Bill. Chairman Dombrowski stated he has been following the Bill that would require Municipalities to establish a Fair Rent Commission and that he agreed with Mayor Allyn's comments and position on the subject. He went on to comment that what he found interesting was that the State wanted Municipalities to be the Housing and Rental Authority, but yet the State wanted to take local Zoning Regulation away from the Municipalities.

XII. OLD BUSINESS – None.

XI. NEW BUSINESS

Administration Committee

1. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date on April 12, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" as contained in draft dated February 8, 2023. Moved by Councilor Ingalls, seconded by Councilor Rodriguez

Discussion: Councilor Ingalls provided an overview of the process, noting that in accordance with Chapter III, Section 5 “*Public Hearing on and Passage of Ordinances*” of the Town Charter; a public hearing was required to be held prior to the adoption of an Ordinance/Ordinance Amendments.

VOTE: 8 - 0 Approved and so declared

RESULT: APPROVED 8 - 0

MOVER: Andra Ingalls, Town Councilor

SECONDER S. Naomi Rodriguez, Town Councilor

AYES: Dombrowski, Ingalls, Irwin, Marshall, McGrattan, Paul, Rodriguez, Saums

EXCUSED: Ryan

Finance Committee

2. MOTION to appropriate and transfer the Board of Education Fiscal Year 2021/2022 audited surplus of \$448,253 from unrestricted fund balance as follows:

- \$381,015 to Account #21070101-58250 (BOE Reserve Fund) in accordance with “*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*” adopted on September 28, 1988; and
- \$67,238 to Account #21070101-58262 (Track & Field Rental Reserve) (15% when surplus exceeds \$250,000) in accordance with “*Resolution Regarding the Establishment of An Account for the Revenues Received from Leasing the Ledyard High School Multi-Use Facility*” adopted on April 22, 2020.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated the Finance Committee has spent a lot of time discussing the transfer of the Board of Education’s Fiscal Year 2021/2022 Operating Budget Surplus. He stated this was a routine transfer that was done every year, when Board of Education had an Operating Budget Surplus, noting that it was how they help to fund the School Buildings capital assets.

However, Councilor Saums stated during the Fiscal Year 2021/2022 Budget year they had an issue with healthcare expenses which caused a significant shortfall on the General Government Budget side of the ledger. Therefore, he stated the question they have been discussing was whether there was actually a surplus and whether the funds should be transferred. He went on to explain the overrun in the healthcare overrun was caused by an error in the calculation of the healthcare expenses, noting that mistakes were made along the way, that was crying out for a written procedure to be developed and put in place. He stated the Finance Director was working to draft a Procedure to make sure an error in the healthcare calculation does not happen again.

Councilor Saums provided some additional background noting that he along with Mayor Allyn, III and Finance Director Matthew Bonin met with Superintendent of Schools Jason Hartling and Board of Education Director of Finance and Human Capital Rachel Moser met on February 1, 2023 to discuss the “*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*” relative to the Board of Education’s Fiscal Year 2021/2022 operating budget surplus, healthcare short-fall and their options. He stated during their meeting they also discussed times when they have had underruns in expenses and the town saved money as a whole. He stated the bottom line was that it was one town and one pot of money, noting that there were not two pots of money, or two separate tax bills (one for the General Government and one for the Board of Education). Therefore, he stated the consensus of the Group and the Finance Committee at their February 25, 2023 meeting, was that the right thing to do was to follow the Resolution and transfer the Board of Education’s operating budget surplus to their Capital Account.

Councilor Saums concluded by noting throughout this discussion that Councilor Ingalls has stressed the importance to get the written Procedure completed so that they do not have an issue going forward. He noted over the years there has been, and would be staff changes and they could refer to a written Procedure and would not have to rely on tribal knowledge for how to calculate healthcare costs, or to move money, and what needed to be done.

Chairman Dombrowski stated in transferring these funds to the appropriate Board of Education Capital Accounts that they would be following the established procedures that they have today. He stated that they were not working to fix the transfer of the funds, but that they would be working to fix the issue with the calculation/funding of the healthcare expenses.

Councilor Ingalls stated that she agreed with Chairman Dombrowski's comments, noting that it would not behoove the town to write a Resolution and then ignore; or change it when it was not convenient.

VOTE: 8 - 0 Approved and so declared

RESULT: APPROVED 8 - 0
MOVER: Bill Saums, Town Councilor
SECONDER Andra Ingalls, Town Councilor
AYES: Dombrowski, Ingalls, Irwin, Marshall, McGrattan, Paul, Rodriguez, Saums
EXCUSED: Ryan

3. MOTION to adopt proposed revisions to the “*Resolution Establishing Administrator/Department Head Benefits*” as contained in the draft dated February 15, 2023.

Draft 2/15/2023

**RESOLUTION ESTABLISHING
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS**

WHEREAS, The Town Council recognizes the need to compensate its Administrators/Department Heads in a fair and equitable manner;

NOW, THEREFORE BE IT RESOLVED, That the Town Council reaffirms the practices, policies, plans and benefits set forth in the Town of Ledyard Employee Handbook which applies to all Employees, including Administrators/Department Heads and provides further that if the terms of this Resolution differ from the terms of the Town of Ledyard Employee Handbook, the provisions and terms of this Resolution shall apply exclusively.

For the purpose of this Resolution, the Town Council Chairperson shall be the immediate supervisor of the Administrative Assistant to the Town Council; the Chairperson of the Town Council Finance Committee shall be the immediate supervisor for the Town Treasurer; the Director of Finance shall be the immediate supervisor for the Assistant Director of Finance; the Mayor shall be the immediate supervisor for all other Administrators/Department Heads.

All benefits are computed based on a 40-hour work week. Benefits for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

As of the date of this revision there are **17** non-union positions covered by the Administrator /Department Head Resolution:

1. Town Clerk
2. Director of Finance
3. Assistant Director of Finance/**Treasurer**
4. Director of Administrative Services/Mayoral Assistant
5. Director of Human Resources
6. Administrator of Emergency Services
7. Director of Civil Preparedness and Emergency Management
8. **Library Director**
9. Public Health Nursing Administrative Supervisor
10. Director of Parks and Recreation
11. Public Works Director/Town Engineer
12. Director of Planning and Development
13. Administrative Assistant to the Town Council
14. WPCA Wastewater Operations Supervisor
15. Mayor *

16. Chief of Police **
17. Police *Captain* **

* Elected position. Applicable sections of this Resolution are limited to insurance, pension, and workers compensation.

** Appointed/Contracted Position. Applicable sections of this Resolution are limited to those not specifically covered in the contract.

Note: At times some of the positions listed above may be unfilled, combined, or contracted. Appropriate adjustments to benefits will be made in these circumstances.

LEAVES AND ABSENCES

All leaves and absences are based on a 40-hour work week. Leave and absences for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

VACATION

See Personnel Handbook

SPECIAL LEAVE

Special Holiday leave shall be granted on the days, or portions thereof, listed below:

- a. December 24, whenever it occurs on a Monday;
- b. December 24, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- c. December 26, whenever it occurs on a Friday;
- d. December 31, whenever it occurs on a Monday;
- e. December 31, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- f. January 2, whenever it occurs on a Friday.

The above Holiday leave may be adjusted based on Town Hall schedules; e.g., if union contracts are negotiated to allow the Town Hall to be open on any of these days compensatory time-off may be granted.

The Administrators/Department Heads whose duties and responsibilities require them to work during periods of special leave shall be eligible for equivalent amounts of compensatory time off.

LEAVE OF ABSENCE WITHOUT PAY

All requests for a Leave of Absence Without Pay must be made in writing and approved in advance by the Mayor. If the leave is for more than five (5) days in any one month, the Administrator/Department Head shall not earn sick or vacation leave for that month. The Administrator/Department Head shall not be paid for any holiday or special leave day which may occur during the Leave of Absence Without Pay. In order to qualify to be paid for a holiday or a special leave day, an Administrator/Department Head who has been on a Leave of Absence Without Pay must have worked the last work day directly preceding said holiday or special leave day.

SICK LEAVE TERMINATION

Upon termination of service from the Town of Ledyard, all unused sick leave up to a maximum of fifty (50) days will be paid to the Administrator/Department Head in a lump sum payment, provided the individual has been an Employee of the Town for a minimum of ten (10) years, and said Administrator/Department Head is not terminated for cause.

Employees hired on or after July 1, 2014 with a minimum of ten (10) consecutive years of service will upon termination be paid for a maximum of twenty (20) days.

PERSONAL LEAVE

Each Administrator/Department Head shall be entitled to three (3) personal leave days annually without loss of pay, provided such Administrator/Department Head notifies the Supervisor at least twenty-four (24) hours in advance, except in the case of a personal emergency. Personal days may be used in conjunction with a holiday or vacation provided a two (2) week written notice is supplied to the Supervisor and provided approval is granted by the Supervisor. During an Employee's first fiscal year, he or she shall be eligible for one (1) personal day for every four (4) months worked.

COMPENSATORY TIME

Administrator/Department Heads may, with the advanced approval of the Supervisor or Mayor, be provided compensation in the form of compensatory time at the rate of one hour of compensatory time for each hour worked in excess of the maximum work week of each employee. Salaried exempt employees shall be eligible for compensatory time off for work performed which is beyond the normal scope of duties. All compensatory time must be taken within three months, unless otherwise approved by immediate supervisor. Compensatory time which is not taken within three months of accrual will be forfeited.

INSURANCE

The Town shall continue to provide eligible Employees and their dependents substantially similar group health and dental insurance coverage and benefits as exist in the Town's conventional insurance plan. The Town reserves the right to change or provide alternate insurance carriers, health maintenance organizations, or benefit levels or to self-insure as it deems appropriate for any form or portion of insurance coverage, so long as the new coverage and benefits are substantially similar to the conventional insurance. The Town will not be responsible for changes unilaterally imposed by an insurance provider so long as the Town uses its best efforts to minimize changes by incumbent insurance providers from one plan year to another.

- a. Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.
- b. The Town will purchase for each Employee at no cost to Employee, life insurance which in the event of death of the Employee while employed by the Town, will provide a benefit of \$50,000 or a sum equivalent to the Employee's base salary, whichever is less.
- ~~c. *Effective with the adoption of this Resolution, each Employee shall be responsible for ten percent (10%) of the applicable conventional premium rate (COBRA rate) determined by the insurance carrier or administrator for all health and dental insurance benefits, excluding life insurance. An Employee with individual coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for individual coverage. An Employee and spouse or an Employee and eligible dependent, (two person coverage classification), shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for such two person coverage. An Employee with family coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for family coverage.*~~
- c. Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.*
- d. Effective July 1, 2010 and each July 1 following, the co-insurance and co-pay contributions shall be the same as the lowest negotiated Town Hall labor contracts effective on that date.

- e. Employees may elect to waive all group insurance benefits, and in lieu thereof, be remunerated in the amount of twenty-five percent (25%) of the actual premium saved.
- f. Employees are required to notify Human Resources of significant changes to circumstances affecting insurance, including but not limited to births, death of dependents, marriage, adoptions, divorce, or change in eligibility of dependents.

PENSION

Employees hired prior to July 1, 2009 may be eligible to participate in the town's Defined Benefit Pension Plan. Details of this plan are provided in the Defined Benefit Summary Plan Description which will be provided to all eligible employees.

Employees hired on or after July 1, 2009 may be eligible to participate in the town's Defined Contribution Pension Plan. Details of this plan are provided in the Defined Contribution Summary Plan Description which will be provided to all eligible employees.

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto-enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1st each year until an employee contribution rate of 15% is achieved. Employees have the right to opt-out of or modify the auto-enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee's contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1st of each fiscal year.~~

Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.

WORKERS' COMPENSATION

If an Employee is injured in the performance of his or her duties or is otherwise qualified for benefits under the Workers' Compensation Act, the net after tax difference between his or her regular base pay and Workers' Compensation shall be paid by the Employer for a period not to exceed six (6) months or until maximum recovery is attained (whichever is first.)

Until a determination is made as to the eligibility for Workers' Compensation payments, absences shall be charged, at the Employee's option, to accumulated sick leave and/or vacation time, provided eligibility requirements are met. The Employee's time will be credited when compensation becomes effective.

Notwithstanding the above, if the Town, in its sole discretion, advances pay before an eligibility determination is made, and the Employee is thereafter found ineligible or the Employee's eligibility is terminated for any reason, the deficiency shall be charged at the Employee's option to accumulated sick leave and/or accumulated vacation leave. However, if an Employee has not accumulated sufficient sick and/or annual leave to cover the period of absence, the Employee shall be considered on leave with pay and shall be required to repay the Town for any salary advanced while on leave with pay in the following manner:

- a. Sick Leave
- b. Vacation
- c. Personal Leave
- d. Incentives
- e. Wages
- f. Welfare Benefits

WAGES AND COMPENSATION

Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July; and continuing until June 30, 2025, wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.

Employees required to be available via cell phone outside of regular work hours who are not issued a Town cell phone, shall receive a monthly stipend for usage of their personal cell phone at a rate equivalent to the highest stipend paid to any of the Town’s bargaining units.

With the implementation of this Resolution, retroactive reimbursement for wages and personal cell phones shall be paid to employees who were on staff as of July 1, 2022.

EDUCATION AND TRAINING

The Administrator/Department Head shall be reimbursed for travel expenses, meals, lodging, registration fees and other appropriate expenses as may be required when attending professional meetings, training and/or conducting Town business, provided prior approval to attend such meeting and incur such expenses is obtained from the immediate supervisor.

Any Administrator/Department Head who successfully completes an education or vocational course approved, in advance, by the immediate supervisor shall be reimbursed the cost of such courses up to a maximum of fifty percent (50%) not to exceed One Thousand Dollars (\$1,000) per year. Courses eligible for reimbursement must be at an accredited college or university and directly relate to the Administrator/Department Head’s professional development. Employees who receive tuition reimbursement shall remain in the employment of the Town for one year following completion of the course or shall be required to reimburse the tuition.

LONGEVITY

In return for good and faithful service to the Town, each Administrator/Department Head shall receive the following longevity payments:

- a. Ten years, but less than fifteen years ~~\$250.00~~ **\$350.00**
- b. Fifteen years, but less than twenty years ~~\$350.00~~ **\$450.00**
- c. Twenty or more years ~~\$450.00~~ **\$550.00**

Payment shall be paid in one lump sum annually on the pay date nearest the Administrator/Department Head’s anniversary date of employment.

Employees hired after July 1, 2014 shall not be eligible for Longevity payments.

TRIENNIAL REVIEW

The terms of this Resolution shall be reviewed every three (3) years from its adoption date by the Administrator/Department Heads and Town Council.

Adopted by the Ledyard Town Council on: _____.

Kevin J. Dombrowski, Chairman

Revisions: March 10, 1989; July 13, 1998; September 26, 1990; January 27, 1993; October 8, 2003; May 28, 2014; January 13, 2016.

History:
2022: Updated the titles of the following positions:

Librarian to Library Director; Assistant Finance Director to include Treasurer; Police Lieutenant to Police Capitan.

Insurance Section paragraph (c): Removed/replaced the following language

~~Effective with the adoption of this Resolution, each Employee shall be responsible for ten percent (10%) of the applicable conventional premium rate (COBRA rate) determined by the insurance carrier or administrator for all health and dental insurance benefits, excluding life insurance. An Employee with individual coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for individual coverage. An Employee and spouse or an Employee and eligible dependent, (two person coverage classification), shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for such two person coverage. An Employee with family coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for family coverage.~~

(New Language): Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.

Pension Section: Removed/replaced the following language:

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto-enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1st each year until an employee contribution rate of 15% is achieved. Employees have the right to opt out of or modify the auto-enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee's contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1st of each fiscal year.~~

Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.

Added New Section : "Wages and Compensation".

Longevity Section: Updated longevity payments as follows:

- | | | |
|----|---|-------------------------------------|
| a. | Ten years, but less than fifteen years | \$250.00 \$350.00 |
| b. | Fifteen years, but less than twenty years | \$350.00 \$450.00 |
| c. | Twenty or more years | \$450.00 \$550.00 |

(New Section): Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated the Finance Committee spent a lot of time discussing the proposed updates to the "Resolution Establishing Administrator/Department Head Benefits", specifically, the following language: "wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year". He stated while the Finance Committee understood the intent, that they had concerns regarding the possible long-term and unintended consequences.

Councilor Saums stated that the Finance Committee recognized that there were a number of years in which the Department Heads received zero and 2% wage increases; when bargained for employees received more than zero or more than 2% increases. He went on to state that the belief was that Ledyard's Department Heads' pay has fallen behind their peers' pay in surround towns. He stated proof of this wage issue was when the town has had a Department

Head retire or resign, they have had to pay the new replacement significantly more than the person who had all the knowledge and experience in the job. He commented that this indicated that there was something wrong with how Ledyard was paying their Department Heads. He stated the intent and acknowledgement of the Finance Committee was that they probably needed to do something about the Department Heads' compensation. However, he stated the Finance Committee did not think that having an automatic mechanism was the right way to do it.

Councilor Saums went on to state that the Finance Committee discussed surveying surrounding towns to see not only what their heads of their departments were getting paid but to find out what they do. He stated the second part of the survey was very important because no two jobs were alike among towns. He noted as an example Ledyard's Public Works Director was also the Town Engineer and he had a Highway Superintendent supporting him, noting that other towns could have four, five, or six people doing that job and they were not also doing the work of the Town Engineer. Therefore, he stated they could not just call a neighboring town and ask what they pay specific positions, noting that they would need to ask a lot of questions; and he stated that this was going to take some time.

Councilor Saums stated the Finance Committee talked with the Administrator of Human Resources Don Steinhoff about a couple of ideas and they settled on the idea of accepting the Department Heads proposed language for three years: *"wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year"*, noting that conceptually that would put the Department Heads wages closer to about where they should be. However, he stated to avoid the law of unintended consequences, the Finance Committee added the following language to sunset the clause after three years *"...and continuing until June 30, 2025"*. He stated the Department Heads were happy with the Finance Committee's proposal. He stated what was not included in the Resolution was that a Salary Survey for Department Heads would be conducted so that the town could accurately evaluate what they should be paying their employees.

Councilor Saums continued to explain that the proposed revisions to the *"Resolution Establishing Administrator/Department Head Benefits"* also addressed providing a stipend for cell phones and there were also changes in how the Department Heads paid for their healthcare.

Councilor Ingalls stated that she wanted to repeat the comments she made at the Finance Committee's February 15, 2023 meeting. She stated budgets were a value statement. She stated by putting numbers into a budget that they were communicating their values, priorities, what the community needed and the things they think were important. She stated because there were always multiple needs pulling on the same pot of money there were tensions. She stated part of that pulling/tension was stewarding their tax dollars and stewarding their professionals. She stated the town's professionals were paid with tax dollars and that some of those tax dollars were being demanded of people who could not afford to pay somebody else's pay increases. She stated every time she voted "yes" on these types of decisions that she feels the tension, noting that she feels the need to take care of our staff and that she feels the ache of someone who cannot afford to pay somebody else's pay increase; and that she knows everyone on the Town Council feels the same way. She stated the reality of working with the budget was that it affects people. She stated that they were always working to try to find that balance, noting that they cannot be absorbent, and at the same time they cannot be dismissive of the skill set that was being brought to the town.

Councilor Ingalls continued by noting that Councilor Saums' comments were spot-on, noting that something was wrong if the town has someone retire with a body of knowledge and they have to increase the pay just to get someone in the position, who presumably would have less experience or knowledge as it pertained to Ledyard.

Mayor Allyn, III, noted Councilor Saums' and Councilor Ingalls' comments about the replacement of dedicated employees who retire with someone who had less town knowledge at a higher salary, commenting that was the hardest part. He noted an example of this was when someone retires, like the former Tax Collector, who served the town for so many years; noting that she found a real disaster, she righted the ship, and brought the tax collection rate up an incredible number. He stated when she retired the town paid the next person in the door more than what the former employee was being paid when they retired, and he

commented that this slap in the face to the person who has put the effort in for a number of years.

Councilor Saums stated during the School Superintendent's Fiscal Year 2023/2024 Budget presentation earlier this evening, that he had the same thoughts that Councilor Ingalls expressed. He stated he was thinking that the taxpayers cannot afford an increase; or if they can afford it that they do not want to pay it. However, he stated at the same time they have to look at what was happening to their kids. He stated that they have to strike a balance, noting that they have to get the kids the education they need, because they were going to produce and pay the taxes down the road; and at the same time, they have to be sensitive to those who have to pay for that education.

Councilor Paul stated that he appreciated the comments made this evening. He stated from a layman perspective that every time he hears about a tax increase that his heart sinks. He stated these are the types of things he talks about with residents, noting that it comes down to money. However, he stated they have a responsibility to provide education and services to the town.

Councilor Rodriguez stated that if they do not hire qualified people that it would also cost the town money, noting that having qualified employees was an investment in their town.

Chairman Dombrowski noted both Councilor Saums' and Councilor Ingalls' comments, and he stated by making an investment in their employees that they were making an investment for their residents and for the town, but at the same time he stated they needed to be careful not to over burdening their residents. He also addressed the importance to recognize the skill set of their employees and to make sure they were compensated at a point in which they wanted to continue work and produce for the town. However, he stated at the same time they have to recognize that it was the residents of the town who have to pay for it. He stated this was the difficult challenge they had serving as members of the Town Council.

Councilor Ingalls noted earlier this evening the Mayor made a good point on another topic stating that he questioned: "*What was the role of local government?*". She stated although this was a philosophical conversation that this was a question that always needed to be on the table.

Councilor Marshall stated to put this conversation in a different perspective that it costs him \$110.00 per week for the privilege to live in Ledyard. He stated for someone who was retired on a fixed income or who did not earn a lot of money that an increase of \$5.00 per week could be difficult. He noted when the Town Council served as the Water Pollution Control Authority they had ratepayers tell them that they could not afford another \$3.00 a month, noting that something else would have to go in order to pay that bill.

Councilor Ingalls stated that she was going to vote "yes" on the revisions to the "*Resolution Establishing Administrator/Department Head Benefits*" noting that their Department Heads deserve to be well paid, but at the same time her heart was aching.

Mayor Allyn stated the Department Heads were the glue that holds the town's operations together. He stated Administrator of Human Resources Don Steinhoff was a good example of that. He stated if the town had an issue, it doesn't matter what day of the week it was or what time of the day it was Mr. Steinhoff would be here. He stated Mr. Steinhoff was not alone in this dedication, noting that he was just one example. He stated the Department Heads put in the time, when ever the time was required, to get the job done.

VOTE: 8 - 0 Approved and so declared

RESULT:	APPROVED 8 - 0
MOVER:	Bill Saums, Town Councilor
SECONDER:	Andra Ingalls, Town Councilor
AYES:	Dombrowski, Ingalls, Irwin, Marshall, McGrattan, Paul, Rodriguez, Saums
EXCUSED:	Ryan

General Discussion

3. Discuss Work Session Items as time permits.- None.

XV. ADJOURNMENT

VOTE: Councilor Rodriguez moved to adjourn, seconded by Councilor Ingalls
8 - 0 Approved and so declared. The meeting adjourned at 8:31 p.m.

Transcribed by Roxanne M. Maher
Administrative Assistant to the Town Council

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and
correct copy of the minutes of the Regular Town Council
Meeting held on February 22, 2023.

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1309

Agenda Date: 3/8/2023

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

Communications List - March 8, 2023

Correspondence List:

COMMUNICATIONS LISTING FOR MARCH 8, 2023

INCOMING CORRESPONDENCE

1. WPCA Action ltr dated 3/1/2023 re: Actions from 2/28/2023 Meeting.

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 02/23/2023 re: Action ltr. Town Council Regular Meeting of February 22, 2023.
2. Finance Cmt Memo dated 2/23/2023 re: Budget Schedule and Department Head Work Sessions

NOTICE OF AGENDAS

1. Housing Authority Agenda 3/6/2023
2. Permanent Municipal Building Cmt Agenda 3/6/2023
3. Economic Development Commission Agenda 3/7/2023
4. Inland Wetland & Water Courses Commission Agenda 3/7/2023
5. Farmers Market Committee Agenda 3//1/2023
6. Conservation Commission Agenda 3/14/2023
7. Planning & Zoning Agenda 3/9/2023
8. Finance Cmt Agenda 3/1/2023
9. Budget Work Session Agenda 3/9/2023
10. LUPPW Cmt Agenda 3/6/2023
11. Admin Cmt Agenda 3/8/2023
12. Town Council Agenda 3/8/2023

MINUTES

1. Housing Authority Minutes 2/6/2023
2. Permanent Municipal Building Cmt Minutes 2/6/2023
3. Economic Development Commission Minutes 2/7/2023
4. Inland Wetland & Water Courses Commission Minutes 2/7/2023
5. Farmers Market Committee Minutes 14/2023
6. Conservation Commission Minutes 2/14/2023
7. Planning & Zoning Minutes 2/9/2023
8. Finance Cmt Minutes 2/1/2023
9. LUPPW Cmt Minutes 2/6/2023
10. Admin Cmt Minutes 2/8/2023
11. Town Council Minutes 2/8/2023

REFERRALS

None



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
council@ledyardct.org

February 23, 2023

Mayor Fred Allyn, III
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on February 22, 2023 the Town Council took the following actions:

- Set a Hybrid (In-Person & Video Conference) Public Hearing date on April 12, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" as contained in draft dated February 8, 2023.
- Appropriated and transfer the Board of Education Fiscal Year 2021/2022 audited surplus of \$448,253 from unrestricted fund balance as follows:
 - ✓ \$381,015 to Account #21070101-58250 (BOE Reserve Fund) in accordance with "*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*" adopted on September 28, 1988; and
 - ✓ \$67,238 to Account #21070101-58262 (Track & Field Rental Reserve) (15% when surplus exceeds \$250,000) in accordance with "*Resolution Regarding the Establishment of An Account for the Revenues Received from Leasing the Ledyard High School Multi-Use Facility*" adopted on April 22, 2020.
- Adopted proposed revisions to the "*Resolution Establishing Administrator/Department Head Benefits*" as contained in the draft dated February 15, 2023.

Please feel free to contact Chairman Dombrowski should you have any questions regarding this meeting.

Respectfully submitted,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

cc: Director of Finance
Treasurer
Board of Education
Parks and Recreation & Senior Citizens Director



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3023
council@ledyardct.org

MEMORANDUM

DATE: February 23, 2023

TO: All Town Councilors
Mayor Fred Allyn, III
Board of Education
Finance Director
Administrator of Emergency Services
Animal Control Officer
Building Department
Economic Development
Emergency Dispatch Center
Fire Marshall
Gales Ferry Fire Department
Historic District Commission

Land Use Department (Planning & Zoning)
Ledyard Fire Department
Library
Nursing Department
Parks and Recreation Department
Police Department
Public Works Department
Registrar of Voters
Senior Citizens Commission
Social Services Department
Town Clerk
Water Pollution Control Authority
Inland Wetland and Watercourses Commission

FROM: William D. Saums, Finance Committee Chairman

Re: **Final Budget Work Session Schedule for Fiscal Year 2023/2024**

Please find attached the final work session schedule for the Fiscal Year 2023/2024 Budget. If after your meeting with the Mayor, you do not feel the need to meet with the Finance Committee; or if your department is not on the schedule, and you wish to meet with the Finance Committee please contact the Town Council Office at 464-3203 as soon as possible.

As we have done in past years, the Finance Committee will hold work sessions during regular business hours. This year's Budget Work Sessions will be a hybrid format for those wishing to meet in-person, while providing access for the public and other department members to attend remotely by video conference using the Zoom platform.

The Finance Committee does not intend to break between each work session. Therefore, once a department work session has completed, we will immediately move to review the next department's budget as sequentially listed on the tentative schedule. Please try to arrive 15 minutes prior to your scheduled time. If you choose to meet in-person, we ask that you do not bring additional support staff to the meeting but encourage them to attend remotely.

As the Finance Committee works to make proposed budget adjustments you are encouraged to contact the Town Council Office at (860) 464-3203 to schedule a follow-up session with the Finance Committee if you strongly disagree with their proposed adjustments that affect your department's budget.

Thank you for your cooperation.

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 (1/17/2023) | 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 | Finance Committee conducts Departmental Budget Work Sessions
Departments submits budget material to Town Council. |
| (3/29/2023) | Town Council finalizes budget.
(This Date is <u>NOT</u> dictated by Charter) |
| (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
(4/17/2023) | 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 19 or 26, 2023 | Town Council Votes to <u>Finalize Budget</u> (Special Meeting)
(This Date is <u>NOT</u> dictated by Charter) |
| 1 st Monday of
May (5/1/2023) | Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting
<u>Per Town Charter</u> |

- 3rd Monday May Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day. Should the referendum on the budget refer the budget back to the council, the Town Council should reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum. In the event the second referendum does not approve a budget, the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted.
- (5/15/2023)
(Tuesday 5/16/2023)
Per Town Charter
- 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

March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FINANCE 5:00 CC	2	3	4
5	6 MAYOR'S BUDGET DUE LUPPW 6:00 CC	7	8 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	9 BUDGET WORK SESSIONS 12:00 MAYOR 12:30 FINANCE 12:45 HUMAN RESOURCES 1:00 LAND USE 1:00 EDC 1:00 BUILDING 1:00 PLANNING//ZONING 1:00 IWWC 1:30 PUBLIC WORKS 1:45 CIP 2:00 BUDGET WORK	10	11
12	13 BUDGET WORK SESSIONS 12:00 FIRE MARSHALL 12:00 EMERG MGT 12:00 ADMIN OF EMERG SERV 12:15 GFFD 12:15 LCFD 12:30 ACO 12:30 DISPATCH 12:30 POLICE 1:00 WPCA 1:15 MIS DEPARTMENT 1:30 BUDGET WORK	14	15 FINANCE CANCELLED COMM REL 6:30 CC	16	17	18
19	20 BUDGET WORK SESSIONS 12:00 TOWN CLERK 12:05 REGISTRARS 12:15 HISTORIC 12:30 NURSING 12:30 SENIOR CITIZENS 12:30 PARKS & REC 12:45 YOUTH & SOCIAL SERV 1:00 LIBRARY 1:45 BUDGET WORK	21 SP. FINANCE 5:00 CC	22 TOWN COUNCIL 7:00 CC Approve Budget for Public Hearing	23	24	25
26	27	28	29	30	31	

Fiscal Year 2023/2024 Schedule

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 LUPPW 6:00 CC	4	5 FINANCE 5:00 CC	6	7 SCHOOL VACATION	8
9	10 SCHOOL VACATION	11 SCHOOL VACATION	12 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	13 SCHOOL VACATION	14 SCHOOL VACATION	15
16	17 PUBLIC HEARING Fiscal Year 2023/2024 Budget	18	19 FINANCE 5:00 CC COMM REL 6:30 CC	20	21	22
23	24	25	26 TOWN COUNCIL 7:00 CC (Finalize Budget for Annual Town Meeting)	27	28	29
30						

Fiscal Year 2023 Budget Final Schedule

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 TOWN COUNCIL FILES FY 23/24 BUDGET WITH TOWN CLERK LUPPW 6:00 CC	2	3 FINANCE 5:00 CC	4	5	6
7	8	9	10 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	11	12	13
14	15 ANNUAL TOWN MTG FY 23/24 BUDGET 7:00 LHS AUDITORIUM	16 TOWN-WIDE REFERENDUM FY23/24 BUDGET ON VOTING MACHINES	17 FINANCE 5:00 CC (If Budget Fails-Review) COMM REL 6:30 CC	18	19	20
21	22	23	24 TOWN COUNCIL 7:00 CC (If Budget Fails-Review)	25	26	27
28	29	30	31			

Fiscal Year 2023/2024 Budget Final Schedule

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 LUPPW 6:00 CC	6 SECOND TOWN- WIDE REFERENDUM ON MACHINES (If Required)	7 FINANCE 5:00 CC	8	9	10
11	12	13	14 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC SET MILL RATE (On or Before the 4 th Monday in June)	15	16	17
18	19	20	21 FINANCE 5:00 CC COMM REL 6:30 CC	22	23	24
25	26	27	28 TOWN COUNCIL 7:00 CC	29	30	



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3023
council@ledyardct.org

MEMORANDUM

DATE: February 23, 2023

TO: All Town Councilors
Mayor Fred Allyn, III
Board of Education
Finance Director
Administrator of Emergency Services
Animal Control Officer
Building Department
Economic Development
Emergency Dispatch Center
Fire Marshall
Gales Ferry Fire Department
Historic District Commission

Land Use Department (Planning & Zoning)
Ledyard Fire Department
Library
Nursing Department
Parks and Recreation Department
Police Department
Public Works Department
Registrar of Voters
Senior Citizens Commission
Social Services Department
Town Clerk
Water Pollution Control Authority
Inland Wetland and Watercourses Commission

FROM: William D. Saums, Finance Committee Chairman

Re: **Final Budget Work Session Schedule for Fiscal Year 2023/2024**

Please find attached the final work session schedule for the Fiscal Year 2023/2024 Budget. If after your meeting with the Mayor, you do not feel the need to meet with the Finance Committee; or if your department is not on the schedule, and you wish to meet with the Finance Committee please contact the Town Council Office at 464-3203 as soon as possible.

As we have done in past years, the Finance Committee will hold work sessions during regular business hours. This year's Budget Work Sessions will be a hybrid format for those wishing to meet in-person, while providing access for the public and other department members to attend remotely by video conference using the Zoom platform.

The Finance Committee does not intend to break between each work session. Therefore, once a department work session has completed, we will immediately move to review the next department's budget as sequentially listed on the tentative schedule. Please try to arrive 15 minutes prior to your scheduled time. If you choose to meet in-person, we ask that you do not bring additional support staff to the meeting but encourage them to attend remotely.

As the Finance Committee works to make proposed budget adjustments you are encouraged to contact the Town Council Office at (860) 464-3203 to schedule a follow-up session with the Finance Committee if you strongly disagree with their proposed adjustments that affect your department's budget.

Thank you for your cooperation.

March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FINANCE 5:00 CC	2	3	4
5	6 MAYOR'S BUDGET DUE LUPPW 6:00 CC	7	8 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	9 BUDGET WORK SESSIONS 12:00 MAYOR 12:30 FINANCE 12:45 HUMAN RESOURCES 1:00 LAND USE 1:00 EDC 1:00 BUILDING 1:00 PLANNING//ZONING 1:00 IWWC 1:30 PUBLIC WORKS 1:45 CIP 2:00 BUDGET WORK	10	11
12	13 BUDGET WORK SESSIONS 12:00 FIRE MARSHALL 12:00 EMERG MGT 12:00 ADMIN OF EMERG SERV 12:15 GFFD 12:15 LCFD 12:30 ACO 12:30 DISPATCH 12:30 POLICE 1:00 WPCA 1:15 MIS DEPARTMENT 1:30 BUDGET WORK	14	15 FINANCE CANCELLED COMM REL 6:30 CC	16	17	18
19	20 BUDGET WORK SESSIONS 12:00 TOWN CLERK 12:05 REGISTRARS 12:15 HISTORIC 12:30 NURSING 12:30 SENIOR CITIZENS 12:30 PARKS & REC 12:45 YOUTH & SOCIAL SERV 1:00 LIBRARY 1:45 BUDGET WORK	21 SP. FINANCE 5:00 CC	22 TOWN COUNCIL 7:00 CC Approve Budget for Public Hearing	23	24	25
26	27	28	29	30	31	



TOWN OF LEDYARD
CONNECTICUT
WATER POLLUTION CONTROL AUTHORITY

Chairman Ed Lynch

741 Colonel Ledyard Highway
 Ledyard, CT 06339-1551
 (860) 464-3220
 E-Mail Address:
wpcaledyard@ledyardct.org

March 1, 2023

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

Dear Mayor Allyn:

At its Regular Meeting held on February 28, 2023, the WPCA took the following actions. Please feel free to contact Chairman Lynch should you have any questions regarding this meeting.

- Approved payment of invoice #1231363, to Weston & Sampson, dated January 25, 2023, in the amount of \$4,050.00, for Professional services through December 30, 2022.
- Approved payment of invoice #0023247, to Groton Utilities, dated January 31, 2023, in the amount of \$3,478.40, for materials (hydrants 83 and 323).
- Approved payment of invoice #INV0154096, to Ti-Sales, dated February 22, 2023, in the amount of \$7,740.00, for Neptune meters, interface unit wall mounts and antennas.

Respectfully submitted,

Christina Hostetler
 Town Hall Assistant

cc: Mayor
 Director of Finance
 Treasurer/Assistant Director of Finance
 Town Council



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-065

Agenda Date: 3/8/2023

Agenda #: 1.

REPORT
ADMINISTRATION COMMITTEE

Fiscal Year 2022/2023 Report:
Administration Committee

Meeting Action Detail:

Town Council Meeting 03/08/2023

File #: [22065](#) Version: 12

Type: Report

Title: Administration Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-066

Agenda Date: 3/8/2023

Agenda #: 2.

REPORT
COMMUNITY RELATIONS COMMITTEE

Fiscal Year 2022/2023 Report:
Community Relations Committee

Meeting Action Detail:

Town Council Meeting 03/08/2023

File #: [22066](#) Version: 12

Type: Report

Title: Community Relations Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-067

Agenda Date: 3/22/2023

Agenda #: 3.

REPORT
FINANCE COMMITTEE

Fiscal Year 2022/2023 Report:
Finance Committee

Meeting Action Detail:

Town Council Meeting 03/08/2023:

File #: [22067](#) Version: 12

Type: Report

Title: Finance Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-068

Agenda Date: 3/8/2023

Agenda #: 4.

REPORT
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Fiscal Year 2022/2023 Report:

Land Use/Planning/Public Works Committee

Meeting Action Detail:

Town Council Meeting 03/08/2023:

File #: [22068](#) Version: 12

Type: Report

Title: Land Use/Planning/Public Works Committee Report

Minute Note:

Councilor Paul stated the LUPPW Committee met on February 6, 2023 and he noted in addition to their routine work that Conservation Commission Chairman Michael Marelli attended the meeting to discuss the Commission's interest to purchase a 36-acre +/- parcel located at 154 Stoddards Wharf Road which was currently owned by Pfizer. He stated the asking price was \$195,000 and that the Commission was looking to apply for an Open Space Watershed Grant offered by the State of Connecticut that would pay up-to 65% of the purchase of the property. He explained this was just in the beginning stages and that they recommended Mr. Marelli work with the Mayor's Office regarding the Conservation Commission's interest to purchase the open space parcel; and about negotiating on the price of the property; and that they follow all town procedures with regard to applying for the Grant and for the town to purchase property.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-296

Agenda Date: 3/8/2023

Agenda #:

REPORT

REPORT OF THE MAYOR:

REPORT OF THE MAYOR

Mayor Report Fiscal Year 2022/2023:

Meeting Action Detail:

Town Council Meeting 03/08/2023:

File #: [22296](#) Version: 13

Type: Report

Title: Mayor's Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1160

Agenda Date: 3/8/2023

Agenda #: 1.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate \$51,838 to Account #21050101-58790-G0015 (Library Capital - New Equipment - Misc. State Grants) upon the receipt of a State Library Grant for the same amount.

In addition, authorize the funds to be expended for the Gales Ferry Library E-fiber installation.

Background:

Town Council Meeting 1/12/2022

The Town Council authorized the Mayor to submit an application for E-Rate funds and a matching State Library grant to cover the installation cost of a fiber network at Gales Ferry Library along with a request for E-Rate funds to supplement up to 50% of the annual maintenance and internet cost. Gales Ferry Library e-fiber installation.

The Gales Ferry Library was not on a fiberoptic network and when a number of people were using technology devices at the Gales Ferry Library they get kicked off the internet because they were exceeding the upload and download of the Library's current cable internet carrier.

The Connecticut State Library was strongly encouraging the Gales Ferry Library to get on a fiberoptic network. The installation cost of the fiber network from the Hub in Ledyard Center the Gales Ferry Library to connect to the Connecticut Educational Network (CEN) would be \$91,900 and the equipment would cost was \$10,758.

The Connecticut State Library had money available to help libraries install a fiber network through the Connecticut Education Network (CEN) Program; and would provide a match thru the E-Rate grant funding so that the entire installation cost (\$91,900) and equipment (\$10,758) would be funded.

The Schools and the Bill Library were currently receiving excellent internet service from the Connecticut Educational Network (CEN), which was a high-speed fiber optic network, that was independent from ComCast and Frontier.

The E-Rate grant was a Federal Program that was funded by the telephone services. A certain percentage of everyone's phone bill was paid to Universal Service Fund (USF), therefore, these funds were not actually coming from the State of Connecticut. Therefore, he stated that this was a good opportunity to improve internet service at the Gales Ferry Library.

This grant funding would also pay the \$7,200 annual fee for fiber maintenance for the first year. Beginning the second year and each year thereafter, the Library would be eligible to apply for the E-Rate discount, which has been 50% for the last few years. After the E-Rate discount the Connecticut Educational Network annual fiber

maintenance fee would be \$3,600 per year, minus the current \$828, (cable internet) for a net annual cost of \$2,772 for each year of the 20-year contract. Transitioning from the cable internet service to the Connecticut Educational Network would be a net difference of \$55,000 during the 20-year contract. Because the funding would be coming from the Universal Service Fund this was a good opportunity to move technology forward for the town, noting that the purpose of the Universal Service Fund was to provide access to everyone who needed it regardless of where they were.

Department Comment/Recommendation:

Both parties have signed off on the Connecticut State Library Grant totaling \$51,838. This includes half of the expense for the 20-year Dark Fiber IRU Lease, and the full cost of all network equipment, fiber operations and maintenance, along with any additional equipment needed. The Universal Service Administrative Co. (USAC) has committed \$36,950 to this project for the remaining half of the fiber lease. These funds will be paid directly to CEN and will not flow through the town.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:**Finance Committee Meeting 03/01/2023:**

File #: [231160](#) Version: 1

Type: Financial Business Request (FBR)

Title:

MOTION to appropriate \$51,838 to Account #21050101-58790-G0015 (Library Capital - New Equipment - Misc. State Grants) upon the receipt of a State Library Grant for the same amount.

In addition, authorize the funds to be expended for the Gales Ferry Library E-fiber installation.

Moved: Ingalls **Seconded:** Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums provided some background noting at their January 12, 2022 meeting the Town Council authorized the Mayor to submit an application for E-Rate funds and a matching State Library grant to cover the installation cost of a fiber network to the Gales Ferry Library along with a request for E-Rate funds to

supplement up to 50% of the annual maintenance and internet cost, noting that the cost to install the fiber was about \$90,000. However, he stated since that time Frontier Communications has been installing fiber all over town. Therefore, he questioned whether they should discuss the option to connect the Gales Ferry Library to the Frontier Communications fiber.

Mayor Allyn, III, stated Frontier Communications would be covering 100% of Ledyard with their fiber network. He stated although Frontier's work was supposed to be completed by December, 2022, that they were still working on the project. He went on to state because he had the same question as Councilor Saums, that he contacted the Frontier Communications Enterprise Manager to discuss the costs for the Gales Ferry Library to connect to Frontier. He explained although there would be no cost to install the equipment or to run the line to the Gales Ferry Library, that the monthly fee would be \$1,000. He stated for residential use the cost of Frontier communications would be \$79.00 per month for 1-Gigabyte of internet service. He stated it was great for residential users but very costly for commercial users. He stated in speaking to the Frontier Communications Enterprise Manager he told him that the Gales Ferry Library was part of a municipality and that he was told that municipalities fall under the Enterprise Division, noting that there was no special deals for small towns.

Mayor Allyn went on to explain that because the Grant funding would pay for the fiber installation for the Gales Ferry Library to connect to the Connecticut Education Network (CEN) and after the E-Rate discount, which would pay for 50% of fiber maintenance fee that the Gales Ferry Library's annual maintenance cost would be \$3,600 per year for now, minus the current annual \$828, (cable internet) that the Library's net annual cost would be \$2,772 for each year of the 20-year CEN Contract, noting that there would not be a monthly fee. Therefore, he stated moving forward with this grant opportunity was the best option for the Gales Ferry Library.

Councilor Saums stated the Grant Funding would pay for 100% of the installation of the fiber. Library Director Jennifer Smith stated that was correct, noting that both parties have signed off on the Connecticut State Library Grant totaling \$51,838. She stated as Mayor Allyn mentioned, this funding included half of the expense for the 20-year Dark Fiber IRU Lease, and the full cost of all network equipment, fiber operations and maintenance, along with any additional equipment needed. She stated the Universal Service Administrative Company (USAC) has committed \$36,950 to this project for the remaining half of the fiber lease. These funds would be paid directly to the Connecticut Educational Network (CEN) and would not flow through the town. She went on to explain with the E-Rate discount, which would pay for 50% of fiber maintenance fee that the annual cost for the Gales Ferry Library for the annual maintenance would be \$3,600 per year. She stated they were currently paying about \$75.00 per month (\$828 annually) for the Digital Subscriber Line (DSL) internet service. It was noted that minus the current annual \$828 for the DSL internet service that the net annual cost for the CEN service was about \$2,772 or \$231 per month.

Ms. Smith stated the Bill Library has been using the Connecticut Educational Network (CEN) for 5 - 6 years and that they have not had any issues with the fiber network. She stated it worked well and the patrons were able to connect and were not getting kicked off the internet. However, she stated at the Gales Ferry Library they have internet connection issues, noting that it was better in some areas of the building than in other areas of the building and patrons as well as staff have had issues with the current Digital Subscriber Line (DSL) line. She stated that the internet service the Gales Ferry Library was currently providing to its patrons was problematic, noting at times staff has not been able to attend on-line meetings because they could not connect to the internet. Councilor Saums stated with the new equipment and new router that he believed the Gales Ferry Library would be happy with the CEN fiber line.

Councilor Ingalls stated that all of these requests were good improvements. However, she stated that she was

nervous about the budget overall. Councilor Saums stated that he believed that there would be better news on the upcoming budget preparation than what was reported last week. Mayor Allyn stated that he previously reported that the Department Heads Fiscal Year 2023/2024 Budget requests came in higher than what he would have liked to have seen. However, he stated that the numbers were starting to polish up well. Councilor Saums stated although the Town Council would have some difficult decisions to make on the upcoming proposed Fiscal Year 2023/2024 Budget that he was comfortable with moving forward with these Grant opportunities to connect the Gales Ferry Library to the CEN Fiber line.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve

RESULT:	ADOPTED 8 - 0
MOVER:	Bill Saums, Town Councilor
SECONDER:	Tim Ryan, Town Councilor
AYES:	Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan Saums
EXCUSED:	Marshall

16. MOTION to authorize the Mayor to submit an application for E-Rate funds and a matching State Library grant to cover the installation cost of a fiber network at Gales Ferry Library along with a request for E-Rate funds to supplement up to 50% of the annual maintenance and internet cost. Gales Ferry Library e-fiber installation.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background noting in early December, 2021 Library Director Gale Bradbury spoke with him about installing a fiber network because they were having issues with the internet at the Gales Ferry Library. He stated to provide some data regarding the Library's request to install a fiber network that a Federal Communications Commission (FCC) Speed Test was conducted which showed that their internet download was 41.70 Mbps and the upload was 6.03 Mbps at the Gales Ferry Library, which was comparable to the type of internet service someone would have in their home. He stated anyone could download the FCC Speed Test on their cell phone and conduct the Speed Test on any internet or Wi-Fi connection they have in their homes.

Councilor Saums went on to explain that the Schools and the Bill Library were currently receiving excellent internet service from the Connecticut Educational Network (CEN), which was a high-speed fiber optic network, that was independent from ComCast and Frontier. However, he stated the Gales Ferry Library was not on a fiberoptic network and when a number of people were in the Library using technology devices they get kicked off the internet because they were exceeding the upload and download of the Library's current cable internet carrier. Therefore, he stated the Connecticut State Library was strongly encouraging the Gales Ferry Library to get on a fiberoptic network, explaining that this would be expensive because the fiber would need to be installed all the way from the hub in Ledyard Center to the Gales Ferry Library. However, he stated the Connecticut State Library had money available to help libraries install a fiber network through the Connecticut Education Network (CEN) Program.

Councilor Saums continued by addressing the cost to connect to the Connecticut Educational Network explaining the installation of the entire fiber network would cost \$91,900 and the equipment would cost was \$10,758. He stated the Connecticut State Library had money and would provide a match thru the E-Rate grant funding so that the entire installation cost (\$91,900) and equipment (\$10,758) would be funded.

Councilor Saums explained that the E-Rate grant was a Federal Program that was funded by the telephone services. He stated a certain percentage of everyone's phone bill was paid to Universal Service Fund, therefore, these funds were not actually coming from the State of Connecticut. He stated although he had mixed feelings about spending \$91,000 to install a fiber line because it was very expensive, that if Ledyard did not apply for the grant funding that another town would, noting that the grant funding would be spent either way. Therefore, he stated that this was a good opportunity to improve internet service at the Gales Ferry Library.

Councilor Saums addressed the on-going and annual maintenance cost stating that this grant funding would also pay the \$7,200 annual fee for fiber maintenance for the first year. He explained beginning the second year and each year thereafter, the Library was eligible to apply for the E-Rate discount, which has been 50% for the last few years. He stated the E-Rate discount would reduce the Gales Ferry Library's annual fiber maintenance cost to \$3,600 for each year of the 20-year contract, noting that their current cable internet cost \$828 per year. Therefore, he stated the net annual fiber maintenance cost would be \$2,772 noting that transitioning from the cable internet service to the Connecticut Educational Network would be a net difference of \$55,000 during the 20-year contract. He stated that given that the funding was coming from the Universal Service Fund that this was a good opportunity to move technology forward for the town, noting that the purpose of the Universal Service Fund was to provide access to everyone who needed it regardless of where they were.

Councilor Ryan noted the back-up information stated the annual maintenance fiber fee for the Connecticut Education Network at Bill Library after the E-Rate discount was \$1,650 per year; therefore, he questioned the reason the annual maintenance fee for the Gales Ferry Library would be \$3,600 after the E-Rate Rebate. Library Director Gale Bradbury explained the cost in Ledyard Center was lower because of the Bill Library's proximity of the Connecticut Education Network hub at the High School and Police Station/Town Hall.

Councilor Ryan requested clarification on whether the town would need to apply for the 50% E-Rate discount for the annual fiber maintenance cost every year. Library Director Gale Bradbury stated that the town does have to apply each year to receive the 50% E-Rate Discount. Councilor Ryan questioned the probability of the town not receiving the 50% E-Rate one year. Mrs. Bradbury stated she has applied every year since 2016 to receive the E-Rate Discount for the fiber maintenance at the Bill Library and that the town has received the grant funding every year. Councilor Ryan stated that he was surprised that there was no increase in the fiber maintenance costs over the 20-year contract.

Mayor Allyn addressed Councilor Ryan's comments regarding increases in the fiber maintenance cost, noting that same could be said for other cable internet providers, stating that they would have to believe that there would be increases in those providers annual costs.

Chairman Dombrowski thanked Library Director Gale Bradbury for her input.

VOTE: 8 - 0 Approved and so declared

RESULT: ADOPTED 8 - 0
MOVER: Bill Saums, Town Councilor
SECONDER Andra Ingalls Town Councilor
AYES: Dombrowski, Ingalls, Irwin, McGrattan, Paul, Rodriguez, Ryan Saums
EXCUSED: Marshall

17. MOTION to authorize the Mayor to submit a Department of Community Development Block Grant (CDBG) Application in the amount of \$1.38 million to the Office of Brownfields and Capital Projects Small Business and Community Development Program Unit CT Communities Challenge Grant Program Round #1 for the purpose of extending a sewer line extension to Ledyard Center

In addition, 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.

Should the CDBG Application not be approved, 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) Account.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background stating that the town received grant funding to construct a Multi-Model Pathway from the Ledyard High School to Ledyard Center. He stated while the town has been designing and planning the Multi-Model Pathway, that they have also been studying and designing plans to extend the sewer line from the High School to Ledyard Center which would be done in several phases noting that it would run along Route 214/Route 117 to Colonel Ledyard Highway and would construct an estimated 2,450 linear feet of sewer line. He stated the Ledyard Center Sewer Line Extension Project would support additional economic development behind the former Ledyard Center School, as well as support existing businesses in Ledyard Center.

Councilor Saums stated because portions of these two projects (Multi-Model Pathway and Ledyard Center Sewer Line Extension) would follow the same track the thinking was that the two projects should be done together. He went on to state among the qualifying usage of \$4,443,574 American Rescue Act Plan (ARPA) funding was water and sewer line projects.

Councilor Saums went on to explain that in addition to the use of ARPA Funding for the sewer line extension project, that Ledyard was also eligible to apply for a Community Development Block Grant (CDBG) in the amount of \$1.38 million to help pay for the much-needed sewer line infrastructure project. He stated should Ledyard receive the CBDG Grant that

resale value of the apparatus when it came time to sell it. He stated the long-term plan (Fiscal Year 2028/2029) was to combine R-27 (Rescue Truck) with the Engine Truck, noting that the Engine Truck could hold both rescue equipment, such as specialized medical trauma equipment and the Jaws of Life, as well as the engine equipment. He stated replacing the rails on R-27 was a stop gap to keep this piece of apparatus on the road explaining that because this truck transported equipment for the firefighters that it was an essential piece of apparatus. He concluded by stating that he appreciated the Finance Committee visiting the Fire Departments, noting by seeing the apparatus that it was easier for the Fire Departments to explain the uses of the equipment along with the issues they were having, noting that these conversations were beneficial to the relationship between the Fire Departments and the Town Council.

Councilor Ingalls stated she found the Finance Committee's visits to the Fire Department's informative. She noted a lot of homework has gone into the decision to replace the rails on R-27 to extend the life of the apparatus. She stated she appreciated all the work that was done to come to this decision.

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. Holyfield and the firefighters for attending tonight's meeting.

Mr. Holyfield, Mr. Mann, Mr. Smith and Mr. Muggeo left the meeting at 5:20 p.m.

5. MOTION to recommend the Town Council authorize the Mayor to submit an application for E-Rate funds and a matching State Library grant to cover the installation cost of a fiber network at Gales Ferry Library along with a request for E-Rate funds to supplement up to 50% of the annual maintenance and internet cost. Gales Ferry Library e-fiber installation.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated in early December, 2021 Library Director Gale Bradbury spoke with him about installing a fiber network because they were having issues with the internet at the Gales Ferry Library. He stated to provide some data regarding the Library's request to install a fiber network that a Federal Communications Commission (FCC) Speed Test was conducted which showed that their internet download was 41.70 Mbps and the upload was 6.03 Mbps at the Gales Ferry Library, which was comparable to the type of internet service someone would have in their home.

Councilor Saums went on to explain that the Schools and the Bill Library were currently receiving excellent internet service from the Connecticut Educational Network (CEN), which was a high-speed fiber optic network, that was independent from ComCast and Frontier. However, he stated the Gales Ferry Library was not on a fiberoptic network

and when a number of people were in the Library using technology devices they get kicked off the internet because they were exceeding the upload and download of the Library's current internet carrier. Therefore, he stated the Connecticut State Library was strongly encouraging the Gales Ferry Library to get on a fiberoptic network, explaining that this would be expensive because the fiber would need to be installed all the way to the Gales Ferry Library. However, he stated the Connecticut State Library had money available to help libraries install a fiber network through the Connecticut Education Network (CEN) Program.

Library Director Gale Bradbury stated that she appreciated Councilor Saums' providing some background regarding the internet issues they were experiencing at the Gale Ferry Library. She stated the Covid-19 pandemic, which began in March, 2020, showed them that the number of people without internet was quite high. Therefore, she stated the State Library was pushing for libraries to provide good internet service for the community. She stated the increased demand also showed them the inadequacy of the cable internet at the Gales Ferry Library with the number of patrons using the computers for a variety of programs, which included remote education because the schools were closed to in-person learning, meetings for work, meetings for volunteer committees and organization, and a variety of other programs. She noted in Fiscal Year 2020/2021 the public computers at Gales Ferry were used 1,414 times.

Ms. Bradbury stated as Councilor Saums explained, the internet service was much slower at the Gales Ferry Library than at the Bill Library. She stated while hosting programs at the Gales Ferry Library using the Zoom video conference platform that it was not unusual to have the connection drop during an event.

Mrs. Bradbury reviewed the results of the Federal Communications Commission (FCC) Speed Test that was taken through the computer networks on December 6, 2021 as follows:

- Bill Library: download 413.44 upload 772.29 using the CEN
- Gales Ferry: download 41.70 upload 6.03 using Cable internet

Mrs. Bradbury addressed the cost to connect to the Connecticut Educational Network explaining the cost for the installation of the entire fiber network was \$91,900 and the equipment cost was \$10,758. She stated the Connecticut State Library had money and would provide a match thru the E-Rate funding so that the entire installation cost (\$91,900) and equipment (\$10,758) would be funded. She also stated this grant funding would pay the \$7,200 annual fee for fiber maintenance for the first year. She stated beginning the second year that the Library was eligible to apply for the E-Rate discount each year, which has been 50% for the last few years. She stated the E-Rate discount would reduce the Gales Ferry Library's annual fiber maintenance cost to \$3,600 for 20 years. She stated this State of Connecticut Library Grant was a once in a lifetime opportunity that would change technology going forward in a big way for the town.

Mrs. Bradbury went on to state that the grant process required them to enter into a 20-year Agreement with Connecticut Education Network (CEN); however, she explained that they were not obligated to proceed with the CEN Agreement unless the grant funding was secured for the project. She noted that some concerns were raised about this type of technology being adequate for 20-years. However, she stated because the Federal Government has invested Billions of dollars for cyber infrastructure, and because the Connecticut Educational Network has committed to this fiber technology that it was believed that the technology would be around for the 20-year contract. She stated in addition to faster speeds the fiber technology was much more reliable because it operated with light instead of electricity, it may have the ability to increase the bandwidth if needed; and it was less likely to go down because of power outages.

Mrs. Bradbury stated the Bill Library had a fiber connection, however, she explained that the cost in Ledyard Center was lower because of the Bill Library's proximity of the fiber cable at the High School and Police Station/Town Hall. She stated for the Bill Library that she applied for and received the E-Rate discount for the fiber maintenance cost, noting that the annual maintenance fiber fee at Bill Library after the E-Rate discount was \$1,650.

Councilor Ingalls addressed the \$7,200 annual fee for the fiber maintenance and the CEN internet, which would be reduced to \$3,600 with the E-Rate discount for the 20-year contract. She questioned taking into consideration the Gales Ferry Library's current annual \$828 cost for the cable internet, what the actual net cost of the CEN technology would cost.

Mrs. Bradbury responded to Councilor Ingalls' question by providing an overview of the annual costs for the Gales Ferry Library noting that their current annual cost for cable internet was \$828 a year. She stated after the E-Rate discount the Connecticut Educational Network annual fiber maintenance fee would be \$3,600 per year, minus the current \$828, (cable internet) for a net annual cost of \$2,772. Councilor Ingalls noted based on this information that transitioning from cable internet service to the Connecticut Educational Network would be a net difference of \$55,000 during the 20-year contract.

Councilor Saums stated that he had mixed feelings about spending \$91,000 to install a fiber line because it was very expensive. However, he stated Ledyard's residents pay taxes to the State of Connecticut and to the Federal Government. He stated if Ledyard did not take these State of Connecticut Library grant dollars that the money would be given to another town, noting that the grant funding would be spent either way, therefore, he stated that this was a good opportunity to improve internet service at the Gales Ferry Library. He noted Library Director Gale Bradbury's comments about what the Covid-19 pandemic has taught them regarding the number of people who did not have internet service, and he commented on the importance to provide internet service for those who need to have access.

Mrs. Bradbury stated the E-Rate grant was a Federal Program that was funded by the telephone services. She explained that a certain percentage of everyone's phone bill was paid to Universal Service Fund, therefore, these funds were not actually from the State of Connecticut.

VOTE: 2 – 0 Approved and so declared



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1160

Agenda Date: 3/1/2023

Agenda #:

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to recommend the Town Council appropriate \$xx,xxx to Account #21050101-58790-G0015 (Library Capital - New Equipment - Misc. State Grants) upon the receipt of a State Library Grant and E-Rate Funds.

In addition, authorize the funds to be expended for the Gales Ferry Library E-fiber installation; and authorize the Mayor to enter into a 20-year Agreement with Connecticut Education Network (CEN).

Background:

Town Council Meeting 1/12/2022

The Town Council authorized the Mayor to submit an application for E-Rate funds and a matching State Library grant to cover the installation cost of a fiber network at Gales Ferry Library along with a request for E-Rate funds to supplement up to 50% of the annual maintenance and internet cost. Gales Ferry Library e-fiber installation.

The Gales Ferry Library was not on a fiberoptic network and when a number of people were using technology devices at the Gales Ferry Library they get kicked off the internet because they were exceeding the upload and download of the Library's current cable internet carrier.

The Connecticut State Library was strongly encouraging the Gales Ferry Library to get on a fiberoptic network. The installation cost of the fiber network from the Hub in Ledyard Center the Gales Ferry Library to connect to the Connecticut Educational Network (CEN) would be \$91,900 and the equipment would cost was \$10,758.

The Connecticut State Library had money available to help libraries install a fiber network through the Connecticut Education Network (CEN) Program; and would provide a match thru the E-Rate grant funding so that the entire installation cost (\$91,900) and equipment (\$10,758) would be funded.

The Schools and the Bill Library were currently receiving excellent internet service from the Connecticut Educational Network (CEN), which was a high-speed fiber optic network, that was independent from ComCast and Frontier.

The E-Rate grant was a Federal Program that was funded by the telephone services. A certain percentage of everyone's phone bill was paid to Universal Service Fund (USF), therefore, these funds were not actually coming from the State of Connecticut. Therefore, he stated that this was a good opportunity to improve internet service at the Gales Ferry Library.

This grant funding would also pay the \$7,200 annual fee for fiber maintenance for the first year. Beginning the

second year and each year thereafter, the Library would be eligible to apply for the E-Rate discount, which has been 50% for the last few years. After the E-Rate discount the Connecticut Educational Network annual fiber maintenance fee would be \$3,600 per year, minus the current \$828, (cable internet) for a net annual cost of \$2,772 for each year of the 20-year contract. Transitioning from the cable internet service to the Connecticut Educational Network would be a net difference of \$55,000 during the 20-year contract. Because the funding would be coming from the Universal Service Fund this was a good opportunity to move technology forward for the town, noting that the purpose of the Universal Service Fund was to provide access to everyone who needed it regardless of where they were.

Department Comment/Recommendation:

Both parties have signed off on the Connecticut State Library Grant totaling \$51,838. This includes half of the expense for the 20-year Dark Fiber IRU Lease, and the full cost of all network equipment, fiber operations and maintenance, along with any additional equipment needed. The Universal Service Administrative Co. has committed \$36,950 to this project for the remaining half of the fiber lease. Both grant funding sources combined totals \$88,788 and will fully fund the cost to install and lease a fiber connection at the Gales Ferry Library.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1274

Agenda Date: 3/8/2023

Agenda #: 2.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate \$13,000 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorize the expenditure of up to \$13,000 for replacement of copper cable running to the Emergency Operations Center (EOC) with fiber cable.

The funding source for this project is the Town of Ledyard's FY 2023 Nuclear Safety Emergency Program Funding Allocation (2022-44).

Background:

See attached letter from James Mann, Emergency Management Director and Fire Marshall to Mike Caplet at the State Division of Emergency Management and Homeland Security.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

This is a reimbursement-based grant.

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:

Finance Committee Meeting 03/01/2023:

File #: [231274](#) Version: 1

Type: Financial Business Request (FBR)

Title:

MOTION to appropriate \$13,000 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorize the expenditure of up to \$13,000 for replacement of copper cable running to the Emergency Operations Center (EOC) with fiber cable.

The funding source for this project is the Town of Ledyard's FY 2023 Nuclear Safety Emergency Program Funding Allocation (2022-44).

Moved: Ingalls Seconded: Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Director of Emergency Management Jim Mann explained that last year they received Nuclear Safety Emergency Funding for the Emergency Operations Center Technology (EOC) Upgrades. However, he stated they were still having issues with the data flow to the Connecticut Educational Network Fiber (CEN) connection in the school's main data room. He stated their investigation found that about ten-years ago when they moved the School's Management Information Systems Room (MIS) to its new location to provide space for the relocation the Emergency Operations Center at the High School that for some unknown reason staff did not complete this section in fiber but instead used copper cable for a 165-foot section, which was the source of their data flow problems with the CEN connection to the EOC.

Mr. Mann went on to explain they were only able to get two vendors to come look at the project to provide a quote to replace the copper cable with fiber for the entire run from the data room to the EOC. However, he stated only one vendor, CBS Company, provided a quote, noting that the second vendor stated because they would not interface with other persons work they were not willing to take this project, explaining that they had proprietary equipment.

Mr. Mann continued by noting in a letter dated February 23, 2023 he appealed to the Nuclear Safety Emergency Program (NSEP) to request \$13,000 for the necessary upgrades to replace the copper cable with fiber in the Emergency Operations Center. He stated that he included some contingency in the request in case other issues were found during project. He stated the NSEP Region 4 replied to his letter in an e-mail stating that they would provide 100% reimbursement the town for the cost to correct the issue.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD CONNECTICUT

EMERGENCY MANAGEMENT

Office Address
11 Fairway Drive
Mailing Address
741 Colonel Ledyard Highway
Ledyard, CT. 06339-1541
PHONE (860) 464-6858
FAX (860) 464-2297
fire.marshall@ledyardct.org
ledyardemd@ledyard.net
www.ledyardct.org

James O. Mann Jr.
Emergency Management Director
Fire Marshal

02/22/23

Mike Caplet
DEMHS Region 4
CSP Troop K
158 Old Hartford Road
Colchester, CT 06415

Re: Ledyard NSEF FY 2023 Allocation 2022-44.

Dear Mike,

Last year during the course of our EOC IT upgrades it was discovered that we were having issues with data flow to the CEN connection in the school main data room. Further investigation revealed that for some unknown reason the fiber run from the CEN connection to the EOC had a section of about 160 feet that was run in copper which was the source of the data flow issue. Further investigation found that about ten years ago, the data room was relocated and the EOC staff did not complete this section in fiber but instead used copper which is the source of our data flow problems. We were only able to get two vendors in to give us a quote- one of which would only replace the entire run from the data room to the EOC because they stated that they would not interface with other persons work which left us with one vendor willing to take this project on. Attached is the *estimate* from CBS Company with this quote.

The following is a request to utilize funding approved in our FY 2023 Nuclear Safety Emergency Program (NSEP) under the 2022-44 EOC/REP Field Equipment & IT upgrades to the amount of \$13,000 to replace the copper cable with fiber. The amount requested is more than the quote that I attached but having a contingency amount in this is good planning in case other issues are found during this job.

Please feel free to contact me with any questions.

Sincerely,
James O. Mann Jr
Emergency Management Director

cc: Mayor Fred Allyn III
Matthew Bonin, Director of Finance



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1267

Agenda Date: 3/8/2023

Agenda #: 3.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to grant a Bid Waiver to Marineland, Spectrum Brands Pet, LLC of Blacksburg, Virginia in the amount of \$32,590 due to receiving fewer than the required three bids in response to Bid #LPS 22-10 (*Ledyard Public Schools Agricultural Science Small Animal Habitat*), in accordance with Ordinance #200-001 (rev 1) “*An Ordinance for Purchasing*”.

Background:

The Board of Education solicited Bids for #LPS 22-10 (*Ledyard Public Schools Agricultural Science Small Animal Habitat*). Director of Facilities and Grounds Wayne Donaldson called and or emailed as many vendors as possible, however, he received no responses/bids.

Therefore, the Board of Education has requested a Bid Waiver in the amount of \$32,590 to Marineland to purchase the needed units to house small animals such as birds, reptiles and small mammals at the LHS Agricultural Science small animal lab.

Marineland was the only vendor the school could find that had units that would get through the doors and be short enough to fit under the ceiling. (Please see attached Bid and Quotes)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

Account 21070101-58261 (Ag-Science Capital) has an unencumbered, available balance of \$45,029.

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:

Finance Committee Meeting 03/01/2023:

File #: [231267](#) Version: 1

Type: Financial Business Request (FBR)

Title:

MOTION to grant a Bid Waiver to Marineland, Spectrum Brands Pet, LLC of Blacksburg, Virginia in the amount of \$32,590 due to receiving fewer than the required three bids in response to Bid #LPS 22-10 (*Ledyard Public Schools Agricultural Science Small Animal Habitat*), in accordance with Ordinance #200-001 (rev 1) “*An Ordinance for Purchasing*”.

Moved: Ingalls **Seconded:** Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated Board of Education Director of Buildings and Facilities Wayne Donaldson solicited Requests for Proposals Bid #LPS 22-10 (Ledyard Public Schools Agricultural Science Small Animal Habitat) and did a lot of work in calling and sending e-mails to vendors to try to obtain proposals to purchase equipment and cabinets to house small animals such as birds, ferrets, reptiles for the Agri-Science Program (Vo-Ag). However, he stated only one vendor, Marineland, Spectrum Brands Pet, LLC., replied, but that they only sent price lists. He stated after talking with Mr. Donaldson last week, that Mr. Donaldson went back to the vendor and confirmed that their pricing was as contained in the Pricing Sheet and that they would honor those prices. He also explained that in researching the equipment needed that Mr. Donaldson found that Marineland, Spectrum Brands Pet, LLC., was the only vendor that made enclosures that would fit into the classroom. Therefore, he stated the Board of Education has requested a Bid Waiver to purchase the necessary equipment to house the small animals in the Agri-Science Lab.

Board of Education Director of Buildings and Facilities Wayne Donaldson explained the Agri-Science Lab had a limited low ceiling and the doorway was narrow. Therefore, he stated to get the equipment into the room that it had to be a certain size. He stated the other two companies he contacted would not provide a bid proposal, noting that the units they sold were too high to fit into the space. He stated this equipment would be paid for from the Agri-Science Grant funding noting at their September 14, 2022 meeting the Town Council authorized the Board of Education to spend up to \$146,558 from Account #21070101-5826 (BOE CNR ASTE) as outlined in the Board of Education Fiscal Year 2021/2022 Supplemental Spending Plan for Agri-Science Program. He stated in addition to the \$32,590 listed on the pricing sheet that there would freight and pallet charges.

Councilor Saums stated if the Vendor, Marineland, Spectrum Brands Pet, changed their pricing that the Board of Education would need to come back to request another bid waiver.

Councilor Ingalls questioned whether this equipment was replacing old units or whether this was a new project. Mr. Donaldson stated the small animals was a new Agri-Science (Vo-Ag) Project explaining that they have done away with the large animals such as the horses and cows program and have replaced it with the small animal program. He stated the small animal program would teach the Agri-Science students how to groom dogs and take care of reptiles and birds, etc. He stated this equipment would house the small animals.

VOTE: 2 - 0 Approved and so declared

[Action:](#) Recommend to Approve

Roxanne Maher

From: Wayne Donaldson <wdonaldson@ledyard.net>
Sent: Tuesday, February 21, 2023 1:03 PM
To: William Saums; Roxanne Maher
Cc: Jay Hartling
Subject: Fwd: Bid Waiver

Wayne Donaldson
Director of Facilities
Ledyard Public Schools
wdonaldson@ledyard.net
(860) 464-9255 X 1401
(860) 464-9255

----- Forwarded message -----

From: Wayne Donaldson <wdonaldson@ledyard.net>
Date: Wed, Feb 8, 2023 at 3:43 PM
Subject: Bid Waiver
To: William Saums <WSaums@ledyardct.org>

Bill, the small animal lab at LHS Agricultural Science is looking for some cages for birds, reptiles and small mammals. We issued a bid and I called and or emailed as many vendors as possible but we received zero bids. I am looking for a waiver to purchase from Marineland the units. The total price is \$32,590 One of the issues is that the space is limited and Marineland is the only vendor the school could find that had units that would get through the doors and be short enough to fit under the ceiling.

Wayne Donaldson
Director of Facilities
Ledyard Public Schools
wdonaldson@ledyard.net
(860) 464-9255 X 1401
(860) 464-9255

Roxanne Maher

From: Wayne Donaldson <wdonaldson@ledyard.net>
Sent: Thursday, February 23, 2023 1:19 PM
To: William Saums; Roxanne Maher
Cc: Jay Hartling
Subject: Fwd: FW: FW: Quote Request: Animal Displays for School
Attachments: Re: Bid # LPS-22-10 ANIMAL UNITS.eml; Ag Science small animal habitat bid # LPS-22-10.pdf

Bill here is the email confirming the pricing that I just received. \$32,590 With the pallet charge of \$1,288 and shipping I would estimate at \$2,000-\$3,000 The gross total would be \$35,878 to \$36,878. Maybe the waiver should be not to exceed \$37,000 because of the shipping variable.

Wayne Donaldson
Director of Facilities
Ledyard Public Schools
wdonaldson@ledyard.net
(860) 464-9255 X 1401
(860) 464-9255

----- Forwarded message -----

From: **Hok, Lin** <Lin.Hok@spectrumbrands.com>
Date: Thu, Feb 23, 2023 at 1:04 PM
Subject: FW: FW: Quote Request: Animal Displays for School
To: wdonaldson@ledyard.net <wdonaldson@ledyard.net>

Hi Wayne,

I want to confirm that the pricing below is still valid.

Ledyard Public Schools Agricultural Science Classroom Small Animal Habitats

Bid # LPS-22-10

Bid Form

SPECTRUM BRANDS PET LLC submit the following price for Bid # LPS-22-10 in
the amount of PLEASE SEE BELOW
LEAD TIME IS 13 WEEKS.

Description	Bid Amount
4 level reptile habitat	\$7,200
4 level small animal habitat	\$6,900
Hybrid bird/small animal habitat	\$5,900
3 level bird habitat	\$4,200
Small Animal Petter	\$2,095
Cricket Keeper	\$2,095
Ferret Habitat	\$4,200
Total	\$32,590 Plus skids \$184 x (7), tax and freight (TBD)

Company Name SPECTRUM BRANDS PET LLC

Address 3001 DEMING WAY, MIDDLETON, WI 53562

Contact Person LIN HOK (SALES)

Email LIN.HOK@SPECTRUMBRANDS.COM

Phone 805.222.3613

License # 26-1757404 (TAX ID #)

I hope that helps.

Have an Amazing Day!

Lin,

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Hok, Lin

Sent: Thursday, February 23, 2023 8:11 AM

To: Wayne Donaldson <wdonaldson@ledyard.net>

Subject: RE: FW: Quote Request: Animal Displays for School

Hi Wayne,

Please see the conversations we had regarding the bid in the previous emails attached.

I think we agreed that the mail in process does not work and that the bid cannot go further because of this.

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Wayne Donaldson <wdonaldson@ledyard.net>

Sent: Thursday, February 23, 2023 5:17 AM

To: Hok, Lin <Lin.Hok@spectrumbrands.com>

Subject: Re: FW: Quote Request: Animal Displays for School

EXTERNAL EMAIL

We need to go for a bid waiver. Can you please confirm that the pricing attached is still valid or what the current pricing is.

Wayne Donaldson

Director of Facilities

Ledyard Public Schools

wdonaldson@ledyard.net

(860) 464-9255 X 1401

(860) 464-9255

On Tue, Dec 13, 2022 at 2:19 PM Hok, Lin <Lin.Hok@spectrumbrands.com> wrote:

Hi Wayne,

Please see the email chain from past correspondence with information, questions and print screens.

Also, additional information attached and below.

For the Ferret you can scroll down in the email chain and you will find answered questions and the picture. (also attached)

I hope this helps.

If you would like a formal quote. Please fill out the information request below in the previous email chain.



Hybrid Bird/Small Animal Display System

Model MCASMAN

System specifications

Dimensions

42.25" W x 21.75" W x 80" H

NOTE: Dimensions are approximate and not for installation purposes.

Standard Features

- 3-tiers/6 cages
- Powder-coated aluminum cladding and cages
- Perches, feeding/water bowls for each cage and water bottles for enclosures
- Dynamic visual appeal
- Storage compartment with sliding doors
- Slide-out cages and trays for ease of cleaning
- Cage seed guards
- Removable dividers
- Locks
- Easy plug and play installation
- ETL approved and UL components
- Ventilation system
- Commercial-grade removable enclosures
- Fluorescent lighting

Cricket Keeper

MCACRKT005



COMPANION ANIMAL SYSTEMS

Item Number	Description	List Price
MCAREPT	Reptile Habitat, Four Level	\$7,200.00
MCASMAN	Small Animal Habitat, Four Level	\$6,900.00
MCASMAN	Bird/Small Animal Hybrid Habitat	\$5,900.00
MCABIRD	Bird Habitat, Three Level	\$4,200.00
MCAPTRR	Small Animal Petter Unit	\$2,095.00
MCACRKT	Cricket Keeper	\$2,095.00
MCAFRRT	Ferret Habitat	\$4,200.00

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Hok, Lin
Sent: Wednesday, October 19, 2022 1:12 PM
To: Laura Manzi-Smith <lmanzi-smith@ledyard.net>
Subject: RE: Quote Request

Hi Laura,

Below is an example of the compartments.

Small Animal: 4' Tier Vertical Display System



TANK DIVIDER PATTERN	4-3-2-1
----------------------	---------

*The **most** you can have for Each Tier is 4 compartments.

*The **least** you can have for Each Tier is 1 compartment.

Here are the sizes and how they fit across the row.

You can do 4 small sizes across the row.

3 medium sizes across the row.

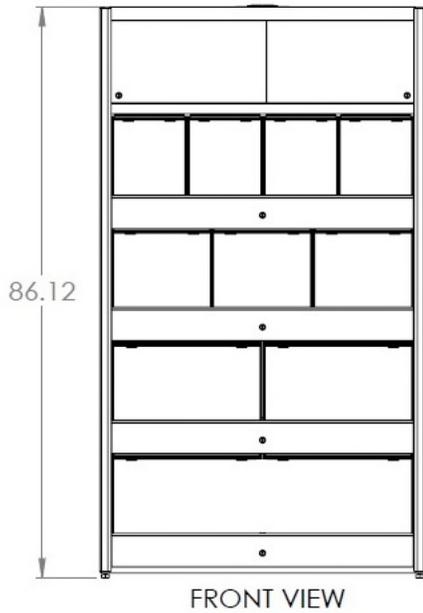
2 large sizes across the row.

Or just one compartment.

**The configuration for this unit below is from top to bottom: 4-3-2-1.

You can do 4-4-4-4 or 3-3-3-3 or 2-2-2-2 or 1-1-1-1.

I hope this helps.



Small Animal or Reptile Display

AQ78432 (4): 10.875 IN. X 15 IN. Deep X 12.375 IN. Tall

AQ78433 (3): 16.25 IN. X 15 IN. Deep X 12.375 IN. Tall

AQ78434 (2): 22.125 IN. X 15 IN. Deep X 12.375 IN. Tall

AQ78777 (1) 45.125 IN. X 15 IN. DEEP X 12.375 IN. TALL

Below is the pricelist.

COMPANION ANIMAL SYSTEMS		
Item Number	Description	List Price
MCAREPT	Reptile Habitat, Four Level	\$7,200.00
MCASMAN	Small Animal Habitat, Four Level	\$6,900.00
MCASMAN	Bird/Small Animal Hybrid Habitat	\$5,900.00
MCABIRD	Bird Habitat, Three Level	\$4,200.00
MCAPTTR	Small Animal Petter Unit	\$2,095.00
MCACRKT	Cricket Keeper	\$2,095.00
MCAFRRT	Ferret Habitat	\$4,200.00

*Plus skid \$184 for each unit, tax and freight.

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Laura Manzi-Smith <lmanzi-smith@ledyard.net>

Sent: Wednesday, October 19, 2022 12:57 PM

To: Hok, Lin <Lin.Hok@spectrumbrands.com>

Subject: Re: Quote Request

EXTERNAL EMAIL

Thank you Lin.

One follow up question regarding dividing the levels... How does that work if the entire cube comes out? How many come with each display? Does the single level work the same way? I'm just trying to get a full understanding so I can get what we definitely need.

I will forward the request to Wayne for completion and then work on which pieces will fit best in our space.

I have a set budget I am working with. Can you give me a ball park of the costs beyond the displays so I that I know how many displays will fit within our budget. I am assuming there is a freight charge, etc.

Thank you for all your assistance. We are very excited for this upgrade to our program.

Laura

On Wed, Oct 19, 2022 at 11:38 AM Hok, Lin <Lin.Hok@spectrumbrands.com> wrote:

Hi Laura,

Please see below in purple. 😊

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Laura Manzi-Smith <lmanzi-smith@ledyard.net>

Sent: Wednesday, October 19, 2022 7:34 AM

To: Hok, Lin <Lin.Hok@spectrumbrands.com>

Subject: Re: Quote Request

EXTERNAL EMAIL

Perfect, thank you Lin!

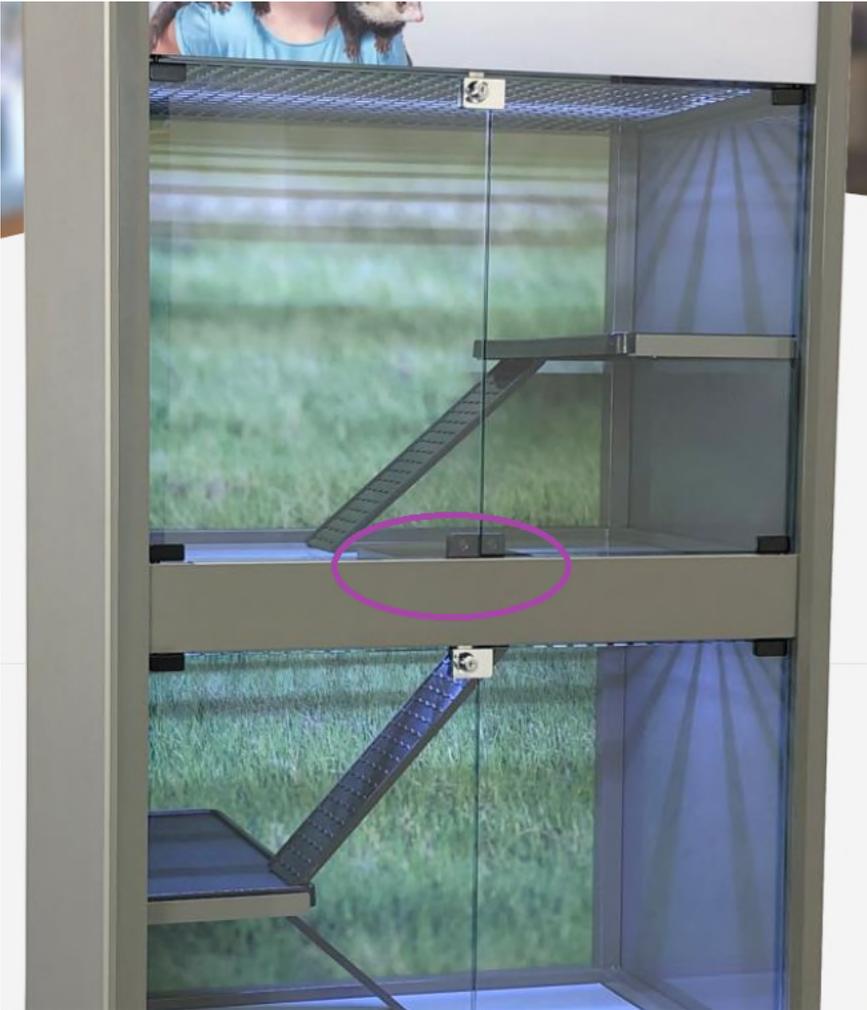
I have some follow up questions:

1. How does the dividing work with the small animal compartments? I see in some photos they pull an entire unit out, do individual dividers come out? *Each one has it's own compartment (box). Think about a shoe box but this has glass and lid for each animal.*
2. Can small reptiles fit around the dividers and accidentally get into other enclosures? *No. They are self-contained compartments.*
3. It appears the reptile temperature is adjustable by row, is that correct? *Yes that is correct.*

4. Do the ferrets have access to both levels in that unit? It is hard to tell from the photos. How big is the opening if they can go all the way from top to bottom? I am actually wondering if we couldn't also use those for our rabbits.

Yes, they do and covers can be installed to separate the two if desired. Ferrets tends to be more active than rabbits in a compartment. The stairs going up and down will help with that.

Rabbits are more content and likes to stay put.



5. Do you know if Wayne Donaldson ever filled out the necessary paperwork that makes it so that we can draw up a quote? If not, I will talk with him about getting that submitted. I don't have any paperwork started with Wayne.

Please fill out the information requested below.

Thank you!

Laura

***For a complete quote, please fill out the information requested below.

***Will you need a Lift Gate upon delivery? Or do you have a dock the truck can back up into or have a forklift onsite?



Pet, Home
& Garden



Quote Information Request

Date:

System interested in: _____

Bill To Contact/**Company Name**: _____

Bill To Address: _____

Attn. To:	_____
Bill To Phone Number:	_____
Bill To Email:	_____
Ship To Contact & Store/Company Name:	_____
Ship To Address:	_____

Attn. To:	_____
Ship To Phone Number:	_____
Ship To Email:	_____

Let me know if you have any questions.

Have an Amazing Day!

On Tue, Oct 18, 2022 at 3:50 PM Hok, Lin <Lin.Hok@spectrumbrands.com> wrote:

Hi Laura,

Please see the answers in purple, the pictures below and the attachment.

From: Laura Manzi-Smith <Imanzi-smith@ledyard.net>
Sent: Tuesday, October 18, 2022 12:21 PM
To: Hok, Lin <Lin.Hok@spectrumbrands.com>
Subject: Re: Quote Request

EXTERNAL EMAIL

Sorry to hear that! My questions are listed below:

1. I have specs on everything but the ferret enclosure, do you have info on that? [Ferret pic below and attached additional info.](#)
2. To confirm, the small animal and the reptile displays can be adjusted horizontally from one to multiple enclosures? [They are not adjustable up or down. You can choose the compartments from small, med to large sizes in the same row. The compartments pulls out forward. \(see picture below\)](#)
3. Do any of the small animal or reptile displays also adjust vertically? [They are not adjustable.](#) I'm thinking about arboreal reptiles that may need some height. [You can get a single tank that takes up one row. That will give you room sideways but not height. ./](#)
4. What do you typically recommend for housing rabbits, which display? [You can get the Small Animal Display. Below is a picture of a rabbit from our Expo relaxing. 😊](#)
5. Can you send specs on the mobile petter too? I'm not sure that will fit through our doorways, but I am curious. [This does not fit through a regular standard door. It's pretty wide. \(see pic below\)](#)
6. Can we order "accessories" as well... lights, water bottles, extra filter cartridges? [The water bottles comes with the small animal displays. There are no filter cartridges for the displays. We use a fan to circulate the air throughout the whole display. For future orders on replacements, I can send you the Customer Service email. You can place your order with them. 😊](#)

Thank you for your assistance!

Laura

Thank you!

Laura





Small Animal Habitat

Design Features:

- Durable, lightweight, single piece aluminum removable enclosures
- Ventilation System
- Lockable upper storage compartment.
- Easy access fluorescent lighting
- Impact resistant ABS end panels



Marineland System are ETL and seismic approved

Spectrum Brands | Pet, Home & Garden



Petter Display

Model MCAPTTR

The moveable, stand-alone Small Animal Petter Display provides an easy-to-maintain enclosure that promotes interaction with small animals and tortoises. A center divider provides flexibility for dual species displays.

System specifications

Dimensions

36" W x 36" D x 44" H

NOTE: Dimensions are approximate and not for installation purposes.

Standard Features

- Rolling/locking casters
- Divider to create two sections
- Two 64 oz water bottles with holders
- Locking lids
- Beautiful wood base finish with bumper
- Storage compartment in base



I hope this helps! 😊

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



On Tue, Oct 18, 2022 at 3:14 PM Hok, Lin <Lin.Hok@spectrumbrands.com> wrote:

Hi Laura,

I'm just recovering from a bad cold. I cough when I speak.

It is better we correspond on email.

What questions do you have for me?

I can send you the information on the displays.

Thank you,

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Laura Manzi-Smith <lmanzi-smith@ledyard.net>

Sent: Tuesday, October 18, 2022 12:09 PM

To: Hok, Lin <Lin.Hok@spectrumbrands.com>

Subject: Quote Request

EXTERNAL EMAIL

Hi Lin,

In May you corresponded with the Director of Facilities of our school district regarding some enclosures for our AgSci program animals. We have secured the grant funds to purchase a few different commercial displays. I have some questions to help guide decisions in order to draw up a quote. Are you available to talk on the phone?

Thank you,

Laura

--

Laura Manzi-Smith

Agriculture Teacher

Ledyard High School

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--

Laura Manzi-Smith
Agriculture Teacher
Ledyard High School

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--

Laura Manzi-Smith
Agriculture Teacher
Ledyard High School

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--

Laura Manzi-Smith
Agriculture Teacher
Ledyard High School

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Roxanne Maher

From: Wayne Donaldson <wdonaldson@ledyard.net>
Sent: Thursday, December 15, 2022 2:44 PM
To: Hok, Lin
Subject: Re: Bid # LPS-22-10 ANIMAL UNITS

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL EMAIL

Ok sorry to hear that.

Wayne Donaldson
Director of Facilities
Ledyard Public Schools
wdonaldson@ledyard.net
(860) 464-9255 X 1401
(860) 464-9255

On Thu, Dec 15, 2022 at 2:24 PM Hok, Lin <Lin.Hok@spectrumbrands.com> wrote:

Hi Wayne,

I unfortunately won't be able to submit for this bid.

As stated in my previous email, I work remotely and all documents are sent electronically to all my customers.

The schools that buy our units has someone/teacher that gathers the info and they are also the ones submitting the bids for their classroom.

This process for your school is quite different.

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Wayne Donaldson <wdonaldson@ledyard.net>

Sent: Thursday, December 15, 2022 11:08 AM

To: Hok, Lin <Lin.Hok@spectrumbrands.com>

Subject: Re: Bid # LPS-22-10 ANIMAL UNITS

EXTERNAL EMAIL

This has to be by sealed bid I can not accept it by email.

Wayne Donaldson

Director of Facilities

Ledyard Public Schools

wdonaldson@ledyard.net

(860) 464-9255 X 1401

(860) 464-9255

On Thu, Dec 15, 2022 at 12:42 PM Hok, Lin <Lin.Hok@spectrumbrands.com> wrote:

Hi Wayne,

Please see attached the bid documents filled out.

Attached is our brochure.

Unfortunately, this is the first bid I have filled out and all paperwork are sent electronically as I work remotely.

Please submit this email and information on my behalf for your units.

Have an Amazing Day!

Lin Hok | Sales Coordinator- Commercial Division

Spectrum Brands - Global Pet Care

Office: 800-576-6277 x 23613 | Fax: 805-222-3685

CommercialSales@spectrumbrands.com



From: Wayne Donaldson <wdonaldson@ledyard.net>

Sent: Thursday, December 15, 2022 7:19 AM

To: Hok, Lin <Lin.Hok@spectrumbrands.com>

Subject: Bid

EXTERNAL EMAIL

Lin the amount for the habitats is over the limit for a direct purchase and needs to go to bid. I have attached the bid information if you can fill it out and get back to us before the deadline of 12 noon on 1/20/23. Please make sure the bid is in a sealed envelope marked with the bid number and place that inside the mailing envelope. This prevents a secretary from opening the bid before the official opening time and date.

Wayne Donaldson

Director of Facilities

Ledyard Public Schools

wdonaldson@ledyard.net

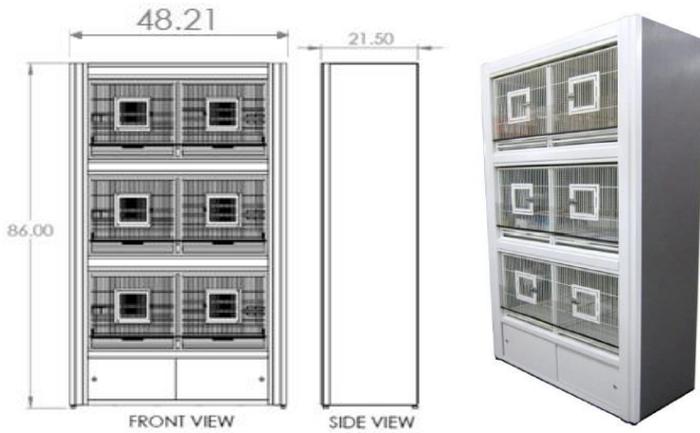
(860) 464-9255 X 1401

(860) 464-9255

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Bird: 3' Tier Display System w/ 6 Cages



TANK DIVIDER PATTERN	2-2-2
----------------------	-------

- *The **most** you can have for Each Tier is **2** compartments.
- *The **least** you can have for Each Tier is **2** compartments.

Available Colors:

MCABIRD006	BIRD DISP SILV,WFB,PERCH,FLUOR,LOCK TALL
MCABIRD007	BIRD DISP PEARL,WFB,PERCH,FLUOR,LCK TALL
MCABIRD008	BIRD DISP MATT BLK TALL BOT STORG AIR VN

*Cage(s) come in White Only.

Includes:

- * Storage Compartment with Sliding Doors
- * Slide-Out Cages & Trays For Ease of Cleaning
- * Cage Seed Guards
- * White LED Lighting
- * Power-Coated Aluminum Cladding
- * Easy Plug and Play Installation
- * ETL Approved and UL Components

Reptile: 4' Tier Vertical Display System



TANK DIVIDER PATTERN	4-3-2-1
----------------------	---------

- *The **most** you can have for Each Tier is **4** compartments.
- *The **least** you can have for Each Tier is **1** compartment.

Available Colors:

MCAREPTE002	REPTILE, DRK GREY 4 TIER TALL W MAN LOCKS
MCAREPTE001	REPTILE, ECON SILV 4 TIER TALL W MAN LOCKS
MCAREPTE003	REPTILE, MATT BLK 4 TIER TALL W MAN LOCKS

Large Cage: (can be sold separately)

AQ78777	CAGE ASSY, SM ANIM/REPT 45.125" WIDE
----------------	--------------------------------------

Includes:

- * 4-Tiers W/ Upper Storage Compartment
- * Manual Door Locks
- * Ventilation System
- * Commercial Grade Removable Enclosures
- * Power-Coated Aluminum Cladding
- * Power-Coated Steel Frame
- * Adjustable Basking Temperature Controls
- * UVB-UVA Fluorescent Lighting

Small Animal: 4' Tier Vertical Display System



TANK DIVIDER PATTERN	4-3-2-1
----------------------	---------

*The **most** you can have for Each Tier is **4** compartments.
 *The **least** you can have for Each Tier is **1** compartment.

Available Colors:

MCASMANE003	SM ANIM ,ECON DK GRY 4TIER TALL W MAN LK
MCASMANE001	SM ANIM ,ECONO SILV 4TIER TALL W MAN LOC
MCASMANE006	SM ANIM,ECON MAT BLK 4TIER TALL W MAN LK

Large Cage: (can be sold separately)

AQ78777	CAGE ASSY, SM ANIM/REPT 45.125" WIDE
----------------	--------------------------------------

Includes:

- * 4-Tiers W/ Upper Storage Compartment
- * Manual Door Locks
- * Ventilation System
- * Commercial Grade Removable Enclosures
- * Power-Coated Aluminum Cladding
- * Power-Coated Steel Frame
- * Fluorescent Lighting
- * Water Bottles

Reptile Habitat

Design Features:



Adjustable basking temperature controls



Easy access UVB –UVA fluorescent lighting



Easy access heat lamps



Lockable Upper Storage Compartment

Durable, lightweight, single piece aluminum removable enclosures

Ventilation System

Impact resistant ABS end panels



Marineland System are ETL and seismic approved

Small Animal Habitat

Design Features:

- Durable, lightweight, single piece aluminum removable enclosures
- Ventilation System
- Lockable upper storage compartment.
- Easy access fluorescent lighting
- Impact resistant ABS end panels



Marineland System are ETL
and seismic approved

Ledyard Public Schools Agricultural Science Small Animal Habitat Bid # LPS-22-10

Ledyard Public Schools is accepting bids for the supply of small animal habitats for the Small Animal Program in the Agricultural Science Classroom at Ledyard High School 24 Gallup Hill Rd. Ledyard, CT 06339.

Sealed bids are due for a public opening at 12 noon on Friday January 20, 2023. All questions should be submitted in writing or email to Wayne Donaldson, Facilities Director at wdonaldson@ledyard.net. Final date for question submission is 4:00 p.m. on Friday January 13, 2023. The bid documents and any addenda will be posted on the Ledyard Public Schools website at www.ledyard.net under District/Finance/Bids/21-22 and the State of Connecticut DAS website. Copies of any questions or addenda issued will be posted on the district and DAS websites. It is not expected that the project amount will require prevailing wage rates.

Bid requirements

Bids received after the bid date and time will not be accepted. Ledyard Public Schools reserves the right to accept or reject any part of or the entire bid at its sole discretion. It is the sole discretion of Ledyard Public Schools to award the bid to any of the bidding parties if it is in the best interest of the District to do so. Ledyard Public Schools reserves the right to waive minor discrepancies in bid submissions. Bids must be valid for a period of not less than 90 days from the date of submission. Bid documents are the property of Ledyard Public Schools and will not be returned to the bidder. Bidders are to include all appropriate licenses, manufacturer certifications, and/or any DAS or other recognized purchasing consortiums they are affiliated with, if any. Bidders are to include cut sheet information on all products being supplied. Warranty time frame on the materials are to be included in the bid. Bidders are to supply two copies of the bid. One (1) original and one (1) copy.

Project Description

The project is to provide 7 small animal habitats for the small animal lab at Ledyard High School. Bid is to include all delivery charges to Ledyard High School 24 Gallup Hill Rd. Ledyard, CT 06339. The school does not have a loading dock but does have fork capable equipment for unloading up to 600#. Cabinet specifications are based on the Marineland brand of commercial habitats. Dimensions are tight so any variations from the exterior dimensions need to be clearly stated in the bid documents. Other manufacturers are acceptable provided full item specifications are submitted with the bid. All enclosures are to include slide out cages/trays for easy cleaning, LED lighting UVB-UVA fluorescent lighting where required, duct attachment for external venting, water bottles where applicable, storage compartments with sliding doors, all surfaces are to be nonporous, powder coated aluminum cladding, powder coated steel frames, manual door locks, adjustable basking temperature controls, and manual

locks on each habitat cage door. All habitats are to be designed for the safe and humane treatment of the animals being housed.

Design specification list

Marineland item #	Description	Height	Width	Depth	Partition
MCAREPT	4 level reptile habitat	86.27"	49.06"	24.34"	4-3-2-1
MCASMAN	4 level small animal habitat	86.12"	49.06"	24.34"	4-3-2-1
MCASMAN	Hybrid bird/small animal habitat	80"	42.25"	21.75"	2-4-2-2
MCABIRD	3 level bird habitat	86"	48.21"	21.5"	2-2-2
MCAPTTR	Small Animal Petter	36"	36"	44"	
MCACRKT	Cricket Keeper	85.73"	48"	25.31"	
MCAFEE	Ferret Habitat	86.25"	34.5"	24.25"	

Time Frame

A successful bid is expected to be awarded no later than February 3, 2023. Bidders to supply projected delivery dates. Availability of units will be a consideration in awarding the bid.

Insurance / Bid Bond

Not required

Alternate Materials

Alternate manufacturers and materials will be considered providing they meet or exceed the specifications on the materials specified. Bidder is to supply cut sheets for all material being offered as an alternative. Final decision on any alternate materials is at the sole discretion of Ledyard Public Schools.

Ledyard Public Schools Agricultural Science Classroom Small Animal Habitats

Bid # LPS-22-10

Bid Form

SPECTRUM BRANDS PET LLC submit the following price for Bid # LPS-22-10 in
the amount of PLEASE SEE BELOW
LEAD TIME IS 13 WEEKS.

Description	Bid Amount
4 level reptile habitat	\$7,200
4 level small animal habitat	\$6,900
Hybrid bird/small animal habitat	\$5,900
3 level bird habitat	\$4,200
Small Animal Petter	\$2,095
Cricket Keeper	\$2,095
Ferret Habitat	\$4,200
Total	\$32,590 Plus skids \$184 x (7), tax and freight (TBD)

Company Name SPECTRUM BRANDS PET LLC

Address 3001 DEMING WAY, MIDDLETON, WI 53562

Contact Person LIN HOK (SALES)

Email LIN.HOK@SPECTRUMBRANDS.COM

Phone 805.222.3613

License # 26-1757404 (TAX ID #)

Ledyard Public Schools Agricultural Science Classroom Small Animal Habitats

Bid# LPS-22-10

Ledyard Public Schools is soliciting bids for the installation of small animal habitats in the agricultural science small animal lab at the Ledyard High School. Sealed bids are due at 12 noon Friday January 20, 2023. Bid packages can be obtained on the district website at www.ledyard.net under District/Finance/Bids/21-22 or on the DAS Contractor Portal.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1271

Agenda Date: 3/8/2023

Agenda #: 4.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to set the Mayor's salary at \$107,000 Retroactive to July 1, 2022.

Background:

Article XIX of the Connecticut Constitution (amending Article XI), passed in 1982, governs Elected Official's Salary. Article XIX provides:

Section 2 of the article eleventh of the Constitution is amended to read as follows:

Except as provided in this section, neither the state nor any political subdivision of the state shall pay or grant to any elected official of the state or any political subdivision of the state, any compensation greater than the amount of compensation set at the beginning of such official's term of office for the office which such official holds or increase the pay or compensation of any public contractor above the amount specified in the contract. The provisions of this section shall not apply to elected officials in towns in which the legislative body is the town meeting.

The compensation of an elected official of a political subdivision of the state **whose term of office is four years or more may be increased once after such official has completed two years of his term by the legislative body of such political subdivision.** The term "compensation" means, with respect to an elected official, such official's salary, exclusive of reimbursement for necessary expenses or any other benefit to which his office would entitle him.

Article XIX remains in effect as written above, As the elected Mayor in Ledyard serves a four-year term, compensation may be increased only once after the completion of two years of a term.

Please see attached spreadsheet. The Mayor's Salary has not been increased since 2019.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

I support this motion not just for myself (though I will benefit) but also for those that seek this role after my term. It's important to have a wage that will garner the most interest from the most qualified parties for the role as Mayor. This motion reflects a 3% increase on each of the previous years and will remain at this rate until at least FY' 25-26.

Meeting Action Detail:**Finance Committee Meeting 03/01/2023:**

File #: [231271](#) Version: 1

Type: Financial Business Request (FBR)

Title:
MOTION to set the Mayor's salary at \$107,000 Retroactive to July 1, 2022

Moved: Ingalls **Seconded:** Saums

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated setting the Mayor's Salary was governed by Article XIX of the Connecticut Constitution (amending Article XI.), which was passed in 1982, noting that it stated the following:

“The compensation of an elected official of a political subdivision of the state whose term of office is four years or more may be increased once after such official has completed two years of his term by the legislative body of such political subdivision.”

Councilor Saums stated the Mayor's Salary has not been increased since 2019; explaining that per Article XIX of the Connecticut Constitution because the Mayor in serves a four-year term, the compensation may be increased only once after the completion of two years of a term. He stated the requested salary represented a 3.1% increase per year for a total 12% increase during the course of four year term.

Mayor Allyn, III, explained as an elected Mayor that the salary could only be adjusted one-time halfway thru the four-year term, which should have been in 2021. He stated the Mayor's salary could be adjusted two-years into the next term. He stated that he supported the request not just for himself, (though he would benefit) but also for those that seek this role after his term. He stated that it was important to have a wage that would garner interest from the most qualified parties for the role as Mayor. He noted that there were six other positions in town that were being pay above the Mayor's Salary, setting aside any salaries for the Board of Education.

Councilor Ingalls stated that Ledyard's Mayor was underpaid, noting that during the time someone was elected and serving as the Mayor there was never a minute that they were "*Not the Mayor*", noting that they were the Mayor 7-24 stating that they do not get the weekends off. Councilor Saums stated he agreed with Councilor Ingalls' comments noting the many evening meetings the Mayor attended as well as the many events he attended on weekends.

Mayor Allyn stated with this annual 3% increase on each of the previous years that the \$107,000 salary would remain at this rate until at least Fiscal Year 2025/2026.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve

Roxanne Maher

From: John Rodolico
Sent: Thursday, December 27, 2012 4:27 PM
To: Eileen Duggan
Cc: Mark Bancroft; Judith Flemming; Law Clerk; Erin O'Leary; Roxanne Maher
Subject: RE: Setting Compensation for the Mayor

Eileen

Thank you for your prompt response. I will pass this information to the town council.
All the best for the New Year.

John

From: Eileen Duggan [<mailto:eduggan@sswbagg.com>]
sent: Thursday, December 27, 2012 4:24 PM To: John Rodolico
Cc: Mark Bancroft; Judith Flemming; Law Clerk; Erin O'Leary Subject: Setting Compensation for the Mayor

John —

You presented the following issue'

"The Town Council has requested guidance regarding setting compensation for the Mayor. State statute stipulates that municipal CEO's may be compensated once, midway through the term of office, It is unclear if this statute has been revised and remains in effect."

Rather than a statute, Article XIX of the Connecticut Constitution (amending Article XI), passed in 1982, governs this issue. Article XIX provides:

Section 2 of the article eleventh of the constitution is amended to read as follows: Except as provided in this section, neither the state nor any political subdivision of the state shall pay or grant to any elected official of the state or any political subdivision of the state, any compensation greater than the amount of compensation set at the beginning of such official's term of office for the office which such official holds or increase the pay or compensation of any public contractor above the amount specified in the contract. The provisions of this section shall not apply to elected officials in towns in which the legislative body is the town meeting, The compensation of an elected official of a political subdivision of the state

whose term of office is four years or more may be increased once after such official has completed two years of his term by the legislative body of such political subdivision. The term "compensation" means, with respect to an elected official, such official's salary, exclusive of reimbursement for necessary expenses or any other benefit to which his office would entitle him.

Article XIX remains in effect as written above, As the elected Mayor in Ledyard serves a four year term, compensation may be increased only once after the completion of two years of a term,

If you have any further question on this, please contact me or Attorney Erin O'Leary (271-2276) who performed the background research on this issue.

1

Thanks-
Eileen

Eileen C, Duggan, Esq.
Suisman Shapiro, PC
2 Union Plaza, Suite 200
P.O. Box 1591
New London, CT 06320

tel: (860) 271-2241 fax: (860)
442-0495 e-mail:
EDuggan@sswbqq.com

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-505

Agenda Date: 3/22/2023

Agenda #: 5.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss Work Session Items as time permits.