



TOWN OF LEDYARD CONNECTICUT

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

Town Council ~ AGENDA ~

Chairman S. Naomi
Rodriguez

Regular Meeting

Wednesday, November 13, 2024

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/89519857936?pwd=CtL0aBlZNRpJ5cblOazHNqRRqVOfB.1>

Audio Only: Telephone: +1 646 558 8656; Meeting ID: 895 1985 7936; Passcode: 469985

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PRESENTATIONS
- 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

- Public Hearing Minutes of October 23, 2024
- Regular Meeting Minutes of October 23, 2024

Attachments: [PUBLIC HEAR -MIN-2024-10-23](#)
[TC-MIN-2024-10-23](#)

- IX. COMMUNICATIONS

Communications List - November 13, 2024

Attachments: [C-LIST-2024-11-13](#)[Appoint Itr Bozym Social Services Board -2024-10-16](#)[Appoint Itr Nott Social Services Board -2024-10-16](#)[Appoint Itr Shipley Social Services Board -2024-10-16](#)[Gales Ferry InterModal Support-Mount Decatur-Irwin Itr-2024-10-24](#)[Coen-Mayor-Town Council- Capon-Planning & Zoning Mobile](#)[Manufactured Home Park - 59 Kings Highway-email-2024-10-22 & 23](#)[Planning & Zoning - Capon Not Seeking Reappointment](#)[Itr-2024-10-24](#)[Resignation-Cobb-Planning & Zoning-2024-10-23](#)[Resignation-Sokolski-Parks-Recreation & Senior Citizens](#)[Itr-2024-10-22](#)[Planning & Zoning Appointments - Move Alternates to Regular](#)[Members-Capon email-2024-10-28](#)[Appoint Itr Marcek Social Services-2024-10-31](#)[Appoint Itr Cohen Conservation-2024-10-31](#)[RTC Appointmetn Applicaiton-Finegan- Library](#)[Commisison-2024-11-04](#)[DTC Appointmetn Applicaiton-Beacon- Parks - Recreation- Senior](#)[Citizens Commisison-2024-11-05](#)[Wilkison-Water useage-fomerr Dow-Styrenics Property-Gales Ferry](#)[Intermodel Cashman Project-email-2024-11-10](#)[Tainter -PILOT Compost Program-email-2024-11-12](#)[Proposed Amendments Ordinance #100-015 \(rev 1\) Permanent](#)[Municipal Building Cmt- Hosey email-2024-11-12](#)[Pickleball Courts-Parad email-2024-11-07](#)[Mayor out of Town - country memo-2024-11-08](#)[Appoint Inland Wetland Watercourses Commission Regular](#)[Member-Marelli-DeBrodt email-2024-11-2024](#)[ACTION LTR-TOWN COUNCIL MTG-2024-10-23](#)[Budget Letter of Directive-Fiscal Year 2025-2026-Mayor& BOE](#)[-2024-10-24](#)[Opioid Settlement Funding--Approved \\$10,000-Community Speaks](#)[Out Itr-2024-10-24](#)[Ordiance #10-018 \(rev 1\)- Approved to Extend One Year-Archery](#)[Hunting on Certain Town Owned Land & Certain Open](#)[Space-Itr-2024-10-24](#)[Appoint Itr-2024-10-24-Harwood-Planning & Zoning](#)[Appoint Itr-2024-10-24-Marelli -Inland Wetland & WaterCourses](#)[\(IWWC\)](#)[Appoint Itr-2024-10-24-Thompson--Inland Wetland & WaterCourses](#)[\(IWWC\)](#)[Re-Appoint Itr-2024-10-24-Diette-Library](#)[Re-Appoint Itr-2024-10-24-Eastbourne-Beautification Committee](#)[Re-Appoint Itr-2024-10-24-Godino-Historic District Commission](#)[Re-Appoint Itr-2024-10-24-Hightower-Library](#)

- [Re-Appoint ltr-2024-10-24-Khors-Beautification Committee](#)
- [Re-Appoint ltr-2024-10-24-Lamb- Historic District Commission](#)
- [Re-Appoint ltr-2024-10-24-Marelli -Agricultural Commission](#)
- [Re-Appoint ltr-2024-10-24-Pealer -Inland Wetland & WaterCources \(IWWC\)](#)
- [Re-Appoint ltr-2024-10-24-Racich-Library](#)
- [Re-Appoint ltr-2024-10-24-Ribe Inland Wetland & WaterCources \(IWWC\)](#)
- [Re-Appoint ltr-2024-10-24-Thompson-Inland Wetland & WaterCources \(IWWC\)](#)
- [Re-Appoint ltr-2024-10-24-Wood-Planning & Zoning](#)
- [Reappointment Request ltr-Retirement Board-2024-11-04](#)
- [Reappointment Request ltr-Retirement Board-RTC-2024-11-04](#)
- [Lantern Hill Valley Alliance Fall Highliths-2024-09-21](#)
- [Board of Education-Additonal Revenues-Expenditures- ASTE-Impact Aid-Town Council ltr-2024-11-07](#)

X. REFERRALS

XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS

1. Administration Committee
2. Community Relations Committee for Diversity, Equity, & Inclusion
3. Finance Committee
4. Land Use/Planning/Public Works Committee

5. Liaison Reports

XII. REPORT OF THE MAYOR:

XIII. OLD BUSINESS

XIV. NEW BUSINESS

Administration Committee

1. MOTION to adopt proposed Amendments to Ordinance #100-015 (rev.1) "An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard" as presented in the draft dated September 11, 2024.

Attachments: [ORD-#100-015-An Ordinance Establishing PMBC-DRAFT-2024-09-11-CLEAN COPY Ordinance 100-015- Permanent Municipal Building Committee Amendments-Hosey-email-2024-09-16 Permanent Municipal Building Committee-Temporary Board of Education Member-email-2024-09-11 BOE-House Bill #5524 - 2024-School Building Projects-1 Grant Application EDo49 Form- Legislative Body Appoint Building Cmt ACTION LTR-8-6-2014- Example](#)

Finance Committee

2. MOTION to authorize the Mayor to issue a “Letter of Commitment” to Avalonia Land Conservancy, Inc., in response to their request of \$80,000 from Account #210-101210-12101-58920 (Open Space Fund) to provide financial support with the acquisition of 154 Stoddard’s Wharf Road 35.95+/- acres of Open Space; to be payable to Avalonia Land Conservancy, Inc, Seller or closing law firm at the time of the closing.

Attachments: [Map- 154 Rte 214 et al 10-31-24 w markup](#)

3. MOTION to appropriate \$27,950 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - Miscellaneous Grants).

In addition, authorize the expenditure of up to \$27,950 for radio equipment upgrades to the Emergency Operations Center (EOC).

The funding source for this project is the Town of Ledyard’s FY 2025 Nuclear Safety Emergency Program Funding Allocation (2025-45).

Attachments: [Dept Emergency Managment - Homeland Security -Award \\$27,950 Grant-ltr-2024-10-22 Communicattions Plus - Radio Equipment-2024-10-08](#)

4. MOTION to update the American Rescue Plan Act (ARPA) Projects List and allocation to add the Town Hall Vertical Lift Project in the amount of up-to \$135,000.

In addition, grant a Bid Waiver to Lifeway Mobility in the amount of \$45,600 for the installation of a Town Hall Vertical Lift, to meet ARPA Projects December 31, 2024, deadline.

Attachments: [Town Hall Lift.pdf](#)
[Town Hall Lift Data.pdf](#)

5. MOTION to update the American Rescue Plan Act (ARPA) Projects List as follows:
 - Remove the Erickson Park Enhancements \$55,000 from the ARPA Projects List.
 - Add the following Parks, Recreation & Senior Citizens Center Projects to the ARPA Projects List:
 - ü Gales Ferry Tennis Court Repairs \$22,478.00
 - ü GF Basketball Court Repairs \$9,930.00

ü GF Fence Replacement	\$11,556.00
ü Senior Center Floor Main Room	\$11,255.00
ü Senior Center Kitchen Floor	\$3,629.00
ü Senior Center Vestibule Floor	\$1,028.00
ü TOTAL:	\$59,876.00

In addition, reallocate the \$55,000 from the Erickson Park Improvements plus an additional \$4,875 for a total allocation in the amount of \$59,876 for the Parks, Recreation & Senior Citizens Center Projects. Source of additional ARPA funding transfer to be determined.

Attachments: [ARPA-Parks-Recreation-Senior Center Replacement Projects-2024-11-06](#)
[Parks-Recreation-Senior Citizens Center-ARPA Proposals-2024-11-07](#)

6. MOTION to transfer and appropriate \$100,446 to CNR account # 21012103-53305 Revaluation from CNR account # 21090305-58915 Undesignated.

General Business

7. MOTION to cancel the Town Council's Regular Meeting of November 27, 2024 for the Thanksgiving Holiday.

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 #: 24-1000

Agenda Date: 11/13/2024

Agenda #:

MINUTES

Minutes:

- Public Hearing Minutes of October 23, 2024
- Regular Meeting Minutes of October 23, 2024



Chairman S. Naomi Rodriguez

TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

MINUTES
PUBLIC HEARING
LEDYARD TOWN COUNCIL
COUNCIL CHAMBERS - ANNEX BUILDING
HYBRID FORMAT

DRAFT

PUBLIC HEARING MINUTES

6:30 PM; OCTOBER 23, 2024

- I. CALL TO ORDER – Chairman Rodriguez called to order the Public Hearing at 6:30 p.m. regarding proposed amendments to Ordinance #100-015 (rev.1) “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”.
- II. PLEDGE OF ALLEGIANCE
- III. PROCEDURE OF THE PUBLIC HEARING

Chairman Rodriguez welcomed all to the Hybrid Meeting. She 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.

Chairman Rodriguez asked those attending remotely to put their name and address in the “Chat” and that they would be called upon during the Public Comment portion of tonight’s meeting.

- IV. CALL OF THE PUBLIC HEARING

The following call of the Public Hearing was read by Town Council Administrative Assistant Roxanne M. Maher:

LEGAL NOTICE TOWN OF LEDYARD

NOTICE OF PUBLIC HEARING

The Ledyard Town Council will conduct a Hybrid Format Public Hearing (In-Person & Video Conference) on Wednesday, October 23, 2024 at 6:30 p.m. to receive comments/recommendations regarding proposed Amendments to Ordinance #100-015 (rev.1) “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”

Please join the Public Hearing in-person or remotely as follows:

In-person attendance will be at the
Council Chambers, Town Hall Annex Building
741 Colonel Ledyard Highway, Ledyard, Connecticut

Please join the video conference meeting from your computer, tablet, or smartphone at: <https://us06web.zoom.us/j/89570222437?pwd=jqdKLxXWCgbGwKoRT2ZkPDpDExviq2.1> or by audio only dial: +1 646 558 8656 Meeting ID: 895 7022 2437; Passcode: 976381

At this hearing interested persons may appear and be heard and written communications will be accepted at towncouncil@ledyardct.org.

Dated at Ledyard, Connecticut this 10th day of October, 2024.

Please Publish on Monday, October 14, 2024

V. PRESENTATIONS

Chairman Rodriguez noted that Councilor Garcia-Irizarry would present the proposed Ordinance Amendments.

Councilor Garcia-Irizarry noted that Ordinance #100-015 (rev.1) “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” was being amended to provide language for the hiring of an Owners Representative or Consulting Engineer for Projects exceeding \$500,000. The intent of this provision was to provide support and oversight of the process and to review the activities on a daily basis, working in conjunction with the volunteer members of the Permanent Municipal Building Committee (PMBC). She explained by having professionals regularly on the construction site would help to ensure that timelines were followed, and to enable problems that arise to be addressed and adjudicated in a timely fashion. In addition, the amendments provided additional clarification.

DRAFT *9/11/2024*

Ordinance # 100-015 (*rev.1*)

AN ORDINANCE ESTABLISHING
A PERMANENT MUNICIPAL BUILDING COMMITTEE
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard

Section 1. Authority

Pursuant to Chapter IV, Section 7 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continued responsibility for the execution of ~~major~~*select* construction and maintenance projects for the Town of Ledyard *as assigned by the Town Council*. The Permanent Municipal Building Committee will oversee and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings *that fall within the approved budget*, as well as any significant installation, renovation or upgrade of service

equipment and major systems as provided herein.

The Permanent Municipal Building Committee may have responsibility for the execution of buildings or infrastructure projects associated with the provisions of water and/or sewer, if deemed appropriate by the Town Council.

For projects whose total project cost is estimated to exceed \$500,000, an Owner’s Representative and/or Consulting Engineer shall be hired through a quality-based selection process to assist the Permanent Municipal Building Committee with management and oversight of such project(s). The Owner’s Representative or Consulting Engineer shall not have authority to make decisions, approvals, or otherwise act on behalf of the Permanent Building Committee unless specifically designated to do so by contract. The Owner’s Representative or Consulting Engineer shall be required to have the requisite experience, knowledge, qualifications, personnel and capacity necessary to manage such a project.

The selection of an Owner's Representative or Consulting Engineer shall be publicly advertised through a Request for Proposal to solicit proposals from interested parties. The Request for Proposal shall provide a clear scope of services that specifies the roles and responsibilities of the Owner's Representative or Consulting Engineer. Where possible, it shall clearly specify the level of oversight during construction so that proposals from multiple firms can be clearly leveled during the evaluation process.

The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.

When a project involves the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner's Representative or Consulting Engineer may be approved by the Town Council; as requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.

The Permanent Municipal Building Committee shall comply with provisions provided in Ordinance 200-001 (rev.1) (An Ordinance for Purchasing) with regard to the competitive bid process; and shall interview a minimum of two firms prior to selection. Should only one firm be determined qualified to perform such work, the Permanent Municipal Building Committee may request a waiver for such a requirement should the firm's proposal be reasonable for the proposed scope of work.

The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm. The final decision of award will lie with the Town Council. The Town Council possesses the authority to reject the recommendation and refer it back to the Permanent Municipal Building Committee for further action relative to making another recommendation for the award of such services in the best interest of the Town of Ledyard.

Where external funding sources are used to fund the project, such requirements of the funding authority shall apply to the selection process as well. Where conflicts occur between this ordinance and the funding authority's requirements, the most stringent requirement(s) shall be applicable as determined by Mayor or their designee.

The Requests for Proposals for Owner's Representatives or Consulting Engineers is subject to review by the Town Director of Finance. The Director of Finance is responsible for ensuring that all required local and state purchasing requirements are met and that all insurance requirements are included in the Request for Proposal.

From time to time, the Permanent Municipal Building Committee may be asked to undertake certain studies or projects by the Town Council. In case of multiple projects, the Town Council may form a separate building committee for a particular project.

Section 3. Membership

The Permanent Municipal Building Committee shall consist of the following members appointed by the Town Council:

Regular Members: Five (5). These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades. They shall be appointed *by the Town Council* for a term of three (3) years.

Temporary Members: For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council.

For Board of Education projects, at least one *of their two* temporary members shall be ~~the~~ a Board of Education *Chairman or their designee member. Board of Education Temporary Members shall be appointed by the Town Council.*

Temporary Members shall serve for the term of the project they have been appointed for.

Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.

Ex-Officio Members: The Town Finance Director, *Public Works Director*, Board of Education Business Manager and/or his designee, *Board of Education Director of Facilities and Grounds*, Town Engineering Technician, Town Planner and the Permanent Municipal Building Committee's Town Council Liaison shall be non-voting ex-officio members.

Quorum: A quorum shall consist of a majority of *Regular* voting members.

Section 4. Terms of appointment

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

Any vacancy in the Permanent Municipal Building Committee other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council. The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter.

Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Permanent Municipal Building Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Permanent Municipal Building Committee. The vacancy shall be filled as herein before provided. Additionally, the Permanent Municipal Building Committee may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Permanent Municipal Building Committee to notify the Town Council when a member has not properly performed his duties.

Annually, the regular members of the Permanent Municipal Building Committee shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by the Permanent Municipal Building Committee from its regular membership.

Section 5. Powers and Duties

The Permanent Municipal Building Committee is authorized to develop design plans and drawings for municipal building projects directed by the Town Council, primarily in accordance with the Town's Capital Improvements Projects List.

The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of

planning, designing, building and administrating major capital projects. The process shall utilize a quality-based selection similar to that outlined in Section 2 for the Owner's Representative or Consulting Engineer. Such selection shall be based on experience, knowledge, capacity and expertise as well as the fee for performing such work.

~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~ *When an Owner's Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner's Representative prior to selecting the architect and/or engineer, so that the Owner's Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms.*

The Permanent Municipal Building Committee is authorized to develop schedules and ~~cost estimates~~ *budgets* for municipal building projects. *However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

The Permanent Municipal Building Committee is authorized to recommend to the Mayor the execution of municipal building project contracts as may be approved by the Town Council.

The Permanent Municipal Building Committee shall have authority over all change order requests. The Permanent Municipal Building Committee shall also coordinate all applications for grants and other financial assistance documents *except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.* The Permanent Municipal Building Committee shall submit change orders and grants/financial assistance documentation to the appropriate authority in a timely manner and with timely notification to the Town Council. The Town Council is the authority to modify or change the scope of the project.

The Permanent Municipal Building Committee shall at least quarterly report its activity to the Town Council and to the Proposing Body, if applicable; and shall submit a final report upon completion of each project. The Permanent Municipal Building Committee is also authorized to conduct periodic reviews and audits of the physical condition of all municipal and school buildings and grounds, including service equipment and major systems and make recommendations to the Town Council for inclusion into the Town's Capital Improvements Projects List and should work with the Mayor's Office and the appropriate boards and commissions and agencies.

It is understood that the agencies assigned responsibility for specific buildings, grounds, capital, and facilities shall assess, prioritize, seek funding and actively support administration of projects assigned to the Permanent Municipal Building Committee.

The Permanent Municipal Building Committee shall, with assistance from the Proposing Body ensure that projects are completed, including the close-out of required reports, in a timely manner.

Section 6. Spending Funds

The Permanent Municipal Building Committee may expend such funds as the Town Council, or if required the Town Meeting, may appropriate to carry out its duties as described herein. There shall be no intermingling of funding between projects.

Section 7. Definitions:

For the purpose of this Ordinance, the following definitions shall apply:

1) “Major maintenance” shall include capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years.

“Major maintenance” shall not include routine maintenance and upkeep of a building or other structures, or its service equipment, which is performed on a regular basis.

2) “Service equipment and major systems” shall include boilers, elevators, generators, HVAC systems, septic systems, fire alarms, electrical service including wiring and fixtures, major plumbing service, building skin (roofs, gutters, masonry, windows, exterior paint, floor covering, etc.) It shall not include information system technology (computers and computer systems).

3). “Proposing Body” means the Town of Ledyard appointed or elected board or commission sponsoring or requesting a construction or major maintenance project or for a project initiated by the Permanent Building Committee itself, the board or commission whose facility would be the recipient thereof.

Section 7. Severability

If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of the Ordinance are hereby declared severable.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and Renumbered by the Ledyard Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved/Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Ordinance #119 “An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard” Adopted March 26, 2008; Ordinance #138 “An Ordinance Amending an Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard: Adopted June 24, 2015; Effective: July 31, 2015; **Ordinance renumbered from Ordinance #138 to Ordinance #100-015 as part of the Town Council’s 2017-2019 Ordinance Update Initiative; September 25, 2019.**

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #138 to Ordinance #100-015.

2015: Removed the project threshold of \$25,000 requiring all capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years be assigned to the Permanent Municipal Building Committee.

2019: Title – Removed “Ordinance Amending” – Per Town Attorney not required. Section 4 added language regarding members attendance relative to resignation/replacement. Removed Section 9 “Cancellation” - Per Town Attorney the “Cancellation Section” was not needed. The “Revisions” and “History” paragraph

indicates that the previous ordinance has been updated and replaced. Added new Section 9 “*Effective Date*” to be consistent with Town Ordinance format

2024:

Section 2 “Purpose” Paragraph 1 replaced the word ~~major~~ with “select” and Added Paragraphs 2 – 6.

Section 3: “Membership” Added: “.....Chairman or their designee. Also, the following language was added for clarification: Board of Education Temporary Members shall be appointed by the Town Council”

“Public Works Director, Board of Education Director of Facilities and Grounds.

Section 5 “Powers and Duties”:

Paragraph 2- The following language was replaced: ~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates. “When an Owner’s Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner’s Representative prior to selecting the architect and/or engineer so that the Owner’s Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms”.~~

Paragraph 3: Replaced: ~~cost estimates~~ with “budgets” Also added: “*However, when an Owner’s Representative is required, the Owner’s Representative shall be responsible for drafting such schedules and budgets. The Owner’s Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance*

NEW Paragraph 4

Paragraph 5 Added the following language: except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.

VI. PUBLIC COMMENTS

Mr. Douglas Kelley, 40 Pinelock Drive, Gales Ferry, Member of the Historic District Commission, noted that he recently learned about the Permanent Municipal Building Committee during his work to oversee the Nathan Lester House Museum. He stated the Historic District Commission oversees a number of Capital Improvement Projects; and he questioned whether the Historic District Commission could partner with the Permanent Municipal Building Committee to help manage their projects and to reach their goals.

Councilor Dombrowski addressed Mr. Kelley’s question, explaining if the Historic District Commission was doing a capital project and felt that they could use some help that the process would be for the Historic District Commission to appeal to the Town Council to request that their project be assigned to the Permanent Municipal Building. Mr. Kelley questioned whether the Permanent Municipal Building Committee would assist with the construction of a new building. Councilor Dombrowski stated that they would.

VII. ADJOURNMENT

Chairman Rodriguez noted that no one was signed up in the Zoom “Chat”. She stated hearing no further public comment, that the Public Hearing was adjourned at 6:36 p.m.

Chairman Rodriguez stated that the proposed Ordinance Amendments would move to the Town Council’s November 13, 2024 meeting.

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

I, S. Naomi Rodriguez, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and correct
copy of the minutes of the Public Hearing held on October 23, 2024.

Attest: _____
S. Naomi Rodriguez, Chairman



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

Chairman S. Naomi Rodriguez

MINUTES
LEDYARD TOWN COUNCIL – REGULAR MEETING
WEDNESDAY, OCTOBER 23, 2024; 7:00 PM
HYBRID FORMAT
VIDEO CONFERENCE VIA ZOOM

DRAFT

- I. CALL TO ORDER – Chairman Rodriguez called the meeting to order at 7:06 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Rodriguez welcomed all to the Hybrid Meeting. She 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
April Brunelle	Town Councilor	Present	In-Person
Jessica Buhle	Town Councilor	Present	In-Person
Carmen Garcia-Irizarry	Town Councilor	Present	In-Person
Kevin Dombrowski	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Excused	
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Tim Ryan	Town Councilor	Excused	
Tony Saccone	Town Councilor	Present	In-Person
Gary St. Vil	Town Councilor	Present	In-Person

- IV. INFORMATIONAL ITEMS/PRESENTATIONS – None.

- V. RESIDENTS AND PROPERTY OWNERS

Mr. Michael Cherry, 5 Whippoorwill Drive, Gales Ferry, attending remotely, noted comments that have been made at multiple Commission meetings regarding housing needs in Ledyard. He stated that he forwarded to the Town Council the *Connecticut Housing Authority Needs Analysis* which was included on the Communications List for tonight’s meeting. He stated the information he provided was tailored to New London County/Ledyard; noting that they could access the full Eastern Connecticut Housing Profile from the data he provided. He stated when they talk about housing that it was important that they use the same set of facts. He stated the Connecticut Housing Authority was a good and recognized source. He stated that he also asked the Planning & Zoning Commission Chairman if he would sponsor an outside speaker to present the most recent information, noting that it was important that they all understand the problems going forward.

- VI. COMMITTEE COMMISSION AND BOARD REPORTS – None.

- VII. COMMENTS OF TOWN COUNCILORS

Councilor Brunelle stated last week while she was driving by Little Learners Children’s Center on Gallup Hill Road that she saw a vehicle pulled over with a woman crouched outside the vehicle with her hand on her heart; holding her cellphone. She stated that she and her husband pulled over to see if they could assist the woman. She stated that she sat next to the woman and told her who she was and that she was here to help, and that she wanted to make sure she was okay. She stated the woman reached her hand out to her, noting that she was having a panic attack. She stated that she held the woman’s hand while her husband made sure

the woman's dogs were okay. Councilor Brunelle stated it was sad to hear the woman say that no one would stop to help her. She stated while she sat with the woman not a single car stopped to see if the woman was okay and that no one who drove by called emergency responders to check on the woman. She stated after about 20 minutes the woman got through the panic attack and was able to drive herself home. However, Councilor Brunelle stated as a town that we need to do better to help a person in distress. She stated even if you are afraid to stop that you can call Emergency 911 so that the Police or the Fire Department could check on the person to make sure they were okay.

Councilor Saccone stated Halloween was next Thursday, noting that it was getting dark earlier and the Trick or Treaters were going to be out. He reminded both pedestrians and motorists to use caution so that all would have a safe and fun Halloween.

Chairman Rodriguez stated the Parks & Recreation Trunk or Treat was scheduled for Friday, October 25, 2024. She stated for sensory children the event would start at 5:30 p.m. and for all others the event would start at 6:30 p.m.

Chairman Rodriguez went on to announce that Early Voting has begun, and that it was being held from October 21 – November 3, 2024 in the Lower Level of the Town Hall. She stated the Presidential Election Day was November 5, 2024.

Councilor Buhle stated that she was excited for the Annual Trunk or Treat event, noting that it was one of her favorite events, with the beautiful fall foliage in New England. She stated that she grew up in Illinois where they had no trees and lots of corn fields. She stated that she was grateful that they lived in an area that has beautiful forests.

Councilor Dombrowski stated that he would add to the comments regarding the enjoyment of the beautiful fall foliage here in Ledyard. However, he stated they were having drought conditions because they have not had rain for quite some time, noting that a Fire Alert has been issued. He commented on the fire at Lamentation Mountain in Berlin, and he stated that he would like to extend his condolences to the firefighters, and especially to the family of the firefighter who lost his life yesterday battling the fire. He reminded smokers not to throw their cigarettes out the car window; and for all to be careful.

Councilor Garcia-Irizarry addressed the Food Waste Compost PILOT Program that Ledyard began in July, 2024. She stated a number of residents picked up the Compost Starter Kits, and that Kits were still available at the Transfer Station for residents to pick up for free. She stated the compostable bags and extra compost pails can be purchased at the Transfer Station. She stated because the Transfer Station was only open Tuesday, Wednesday, and Saturday from 9:00 a.m. – 3:30 p.m. that residents were having difficulty getting their food waste to the Transfer Station because they worked during the day. She suggested locating a Food Waste Collection Bin outside of the Transfer Station to allow better access for residents and to increase participation; explaining that they would be evaluating the Compost PILOT Program to determine whether the cost per ton for either Blue Earth Compost or Southeastern Regional Resource Recovery Authority (SCRRRA) to pick up the Food Waste was going to be sustainable. She stated that she would appreciate ideas to make the Program more accessible to residents. She went on to state that she did not envision Ledyard's PILOT Program, which required residents to bring their food waste to the Transfer Station, to be permanent because it was her understanding that the State would be implementing a program requiring residents to separate Food Waste from Household Trash; noting that the food waste would probably be picked up at the curbside.

VIII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of October 23, 2024
Moved by Councilor Buhle, seconded by Councilor Saccone

VOTE: 7 – 0 Approved and so declared

IX. COMMUNICATIONS

Chairman Rodriguez stated a Communications List has been provided on the meeting portal for tonight's meeting, and she noted referrals were listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Garcia-Irizarry stated the Administration Committee has a number of items on tonight's agenda.

Community Relations Committee for Diversity Equity & Inclusion

Councilor Brunelle stated the Community Relations Committee for Diversity, Equity & Inclusion met on October 16, 2024 and she noted the following: (1) Transparency and Governance Training Initiative – Councilor Brunelle stated that tomorrow the Committee would be sending a Memo to all Town Departments requesting that they prepare a presentation that would help residents understand the function of their Department and how they could access the resources their Department provides to the town. She stated the presentation could be a PowerPoint and/or Video; and they could submit their presentations electronically; or they could give their presentation in person at a meeting. She stated that the Committee was hoping to have the presentations by June 30, 2025; and (2) Informal Conversation – Pickleball Courts – Councilor Brunelle stated that the Community Relations Committee for Diversity, Equity & Inclusion would be hosting an Informal Conversation at the Gales Ferry Community Center on Thursday, November 7, 2024 at 5:00 p.m. for Parks & Recreation Director Scott Johnson, Jr. to provide information regarding proposals to construct Pickleball Courts at Winthrop Park.

Finance Committee

Councilor Saccone stated the Finance Committee met on October 16, 2024 and they have a number of items on tonight's agenda.

Land Use/Planning/Public Works Committee

Councilor St. Vil stated the LUPPW Committee has not met since the last Town Council meeting; however, he stated they had one item on tonight's Agenda.

Planning & Zoning Commission

Councilor St. Vil stated the Planning & Zoning Commission will continue their Public Hearing regarding the Application for the former Dow Chemical/Styrenics Site in Gales Ferry on Thursday, October 24, 2024. The Public Hearing will be held at 6:00 p.m. at the Ledyard Middle School, 1860 Route 12, Gales Ferry. He noted that the Public Hearing would be in a Hybrid Format providing both in-person and remote participation via Zoom.

Permanent Municipal Building Committee

Councilor Brunelle stated the PMBC's next meeting was scheduled for November 4, 2024.

Library Commission

Councilor Garcia-Irizarry stated the Library Commission met on October 21, 2024 and discussed the following: (1) Resignation – Rebecca Nash – Councilor Garcia-Irizarry stated after 20 years of service on the Library Commission that Ms. Nash would not be seeking reappointment when her term ends in November, 2024. She thanked Ms. Nash for her many years of service, noting that she would be missed; (2) Toy Library – Both the Bill Library and Gales Ferry Library would be unveiling a “*Toy Library*” on October 30, 2024; (3) New Circulation Desk – Bill Library – The new American Disabilities Act (ADA) accessible desk has been installed. Councilor Garcia-Irizarry noted the desk was purchased with funding received from the American Library Association - Libraires Transforming Communities Round II Grant Program; (4) Friends of Library provides funding for things such as: (a) Museum Passes to the Nature Center, Florence Griswold Museum, Mystic Seaport; Mashantucket Museum, Slater Museum, and the Niantic Children's Museum; (b) Constant Contact Newsletter; and (c) Hoopla Digital Services – Councilor Garcia-Irizarry explained that Hoopla was an Audio and Ebooks Service. She noted that the Friends of Library partially funds the Service (8 months \$10,000). However, she stated the remaining four months would be paid from the Library's Operating Budget. Councilor Garcia-Irizarry stated that Ebooks cost more than the paper books; and because of the number of people using the Hoopla Services the monthly costs have continued to increase.

Board of Education

Councilor Garcia-Irizarry stated although she was not able to attend the Board of Education's October 8, 2024 meeting that she reviewed their Minutes and that she wanted to note the following: (1) Approved Board of Education Bylaw #9110 for Membership – Councilor Garcia-Irizarry explained when a vacancy occurred on the Board of Education that it would now be announced through a Special Communication from the Board, noting that in the past it was announced at a Regular Meeting. She also noted that the Board would now allow a minimum of two weeks from the Special Communication Announcement before the replacement was made; (2) Referred the Election of Officers Bylaw #9120 back to the Policy Committee – Councilor Garcia-Irizarry explained under the former Bylaw the election of the Chairman required five votes. If the vote was 4 to 4 and if the nine-member Board could not reach a consensus that the Town Council would choose the Board of Education Chairman. She went on to note under the new Election of Officers Bylaw that if Officers were not chosen after two months because of the inability of any one Board Member to receive five affirmative votes for an office, the member of the majority party with the most consecutive seniority would assume the role until the next Organizational Meeting in December. She went on to explain that should that member choose to decline; the next senior member would assume the role until a Chairperson has been appointed; and (3) Fiscal Year 2025/2026 Budget Preparation – Councilor Garcia-Irizarry noted that the Board of Education began discussing the budget preparation.

XI. MAYOR'S REPORT

Mayor Allyn, III reported on the following: (1) Early Voting – Mayor Allyn stated the early voting has been very busy, noting that the line has been down the hallway and out both doors. He stated the Early Voting Location was at the Town Hall Lower Level and open from 10:00 a.m. to 6:00 p.m. with the exception of October 29 & 31 noting that the Early Voting would be open from 8:00 a.m. to 8:00 p.m. on those two days; (2) School Roof Projects – Mayor Allyn stated the Permanent Municipal Building Committee (PMBC) asked him to contact the Town Attorney because the roofs for the Board of Education Central Office, Juliet W. Long School, and Gales Ferry School all had a completion date of September 12, 2024. However, he stated by September 12, 2024 there was almost no activity at the Gales Ferry School. He stated only the sheathing was on the roof noting that he had concerns because they have had 17 leaks in the school, noting as mentioned earlier this evening, they have not had a lot of rain. He stated a letter was sent to the Roofing Contractor; and was copied to their Bonding Company, which has elicited a meeting on-site at the Gales Ferry School tomorrow (10/24/2024). He went on to note that incidentally the crews have now been working at the Gales Ferry School almost every day and there was a lot of steel going up on the school roof. He stated that he would provide an update to the Town Council after tomorrow's meeting; (3) Road Paving Work – Mayor Allyn stated Gonch Farm Road and North Wind Circle off Fanning Road were the last two roads that were paved for this season. He stated Ledyard's Road Surface Rating (RSR) was 86.6 noting that this was the highest road surface rating the town has had; (4) Multi-Use Pathway from the High School to Ledyard Center – Mayor Allyn stated the portions of the Pathway from Ledyard Center to the Board of Education Central Office was generally complete, noting that some concrete areas there would be cross walks still needed to be completed. He stated that work has slowed down because they were working on the realignment of Gallup Hill Road, explaining that the "Y" Intersection was being changed to a "T" Intersection; and because they were working on the retaining wall; (5) Connecticut Conference of Municipalities (CCM) Legislative Committee Meeting – October 22, 2024 – Mayor Allyn stated the Committee has set the following priorities for the upcoming 2025/2026 Legislative Session: (a) Increase Special Education Funding; (b) Street Takeovers; (c) PILOT Payments to be made as Statutorily Required; (d) Increase the Mashantucket - Mohegan Pequot Fund; (e) Allow Waste to Energy Facilities to construct a second burner to increase tonnage. Mayor Allyn explained that this was a Department of Energy & Environmental Protection (DEEP) process and he noted that DEEP was the slowest State Agency they have; (6) Southeastern Regional Resource Recovery Authority (SCRRRA) Organic (Food) Waste Facility – Mayor Allyn stated once SCRRRA received their Department of Energy & Environmental Protection (DEEP) Permits which were expected in late Spring, 2025; they could start to build the facility and collect food waste to process into compost; (7) Police Facility landscaping – Mayor Allyn noted in 2016 when the Police

Facility was constructed invasive species were planted on the hillside between the Police Facility and Town Hall. He stated the Public Works Crew has removed the invasive species and grass would be planted in that area; (8) Navy Base Microgrid Ribbon Cutting – Mayor Allyn stated he attended the Ribbon Cutting today, noting that Governor Lamont, Senator Blumenthal, and Congressman Courtney each spoke at the event. He stated this was the first Microgrid for the Navy, explaining that the Navy Base would be able to “*Island Off*” should there be a terrorist event, major hurricane, or something that would cause substantial power outages that the Naval Base would be able to continue operations 24/7 uninterrupted; (9) Deer Strikes – Mayor Allyn stated since September 1, 2024 there have been 30 car versus deer strikes in Ledyard. He urged motorists to drive with caution noting the “*Rut*” was coming up, which was when the males start to chase the females explaining that during this time the deer do not stop for roads or cars; (10) Nip Bottle Surcharge Revenues – Mayor Allyn stated Ledyard received \$15,381.85 from the Nip Bottle Surcharge for the past six months. He stated it was stunning to learn that 307,617 nip bottle were sold in Ledyard in six months; which equated to 1,709 per day or 20 nip bottles per man, woman, and child in Ledyard. He noted that he would provide the Town Council with a breakdown of the Southeastern Connecticut Council of Government (SCRRRA) Member Towns Nip Bottle Surcharge Disbursements.

Questions to the Mayor

Councilor Brunelle stated that she wanted to review the following data regarding Mental Health that she obtained from Compass Health Center:

- 50 % of all lifetime illnesses begin at the age of 14 (\National Alliance on Mental Illness).
- 42% of teens experience persistent feelings of sadness or hopelessness (Centers for Disease Control and Prevention).
- 22% of teens have seriously considered attempting suicide (American Psychological Association).
- Native American Teen Suicide rates are nearly 3.5 times higher than the national average (Center for Native American Youth).
- 14% of LGBTQ teenagers attempted suicide in 2022, including 1 in 5 transgender and nonbinary youth (The Trevor Project).
- 1 in 7 teenagers will experience a mental disorder (World Health Organization).
- 3 in 5 teen girls reported feeling sadness every day for at least two weeks (New York Times).
- 31.9% of teens are estimated to have an anxiety disorder.
- 20% of teens will experience depression by the age of 17.
- In 25% of cases, the onset of Obsessive Compulsive Disorder (OCD) occurs by age 14.
- 1 in 4 teenagers will have experienced a traumatic event by the age of 16.
- 83% of teens will experience at least one traumatic event in adolescence.
- Suicide is the fourth leading cause of death in teenagers ages 15-19.

Councilor Brunelle questioned based on these statistics, how the Ledyard School System could have Zero Students using the Mental Health Services that were available. She stated that it seemed as though Ledyard’s Mental Health Program was set up to fail, noting that the Town has not given this resource an office in the schools. She went on to question how students were supposed to see the Mental Health Clinician when she was not at the schools; and why there were no referrals to the Clinician. She also questioned whether the students knew that the Mental Health Clinician was available. She stated based on these statistics that it seemed like someone dropped the ball, and that she was worried about their kids. She questioned who they could direct these concerns to.

Mayor Allyn, III, stated after the Town Council's September 25, 2024 discussion regarding Mental Health Services he spoke with School Superintendent Jason Hartling about communicating with the School Principals. Mayor Allyn stated that Superintendent Hartling has communicated with the School Principals; and he noted that Town Councilors could talk with Superintendent Hartling to see how that was being received. He stated the Clinician was assigned a space in the Media Center at the Middle School to meet with students, noting that she was also available to go to the schools on a needs basis. He went on to explain that it was his understanding that there needed to be clearance with parents before the Clinician could meet with a student; however, he suggested the Town Council follow up with the Board of Education, noting that this was not within his purview. He stated the Town was providing funding for the Clinician to provide Mental Health Services; and that it was up to the Board of Education to use the Clinician.

Chairman Rodriguez stated when she and Mayor Allyn met with Superintendent Hartling on September 23, 2024 that she asked about the use of the Clinician that the Town was funding through the American Rescue Plan Act (ARPA) Funding; and whether he could ask the School Principals whether there were any students that needed to be referred or seen. She noted that Superintendent Hartling said because the Town was paying for the Clinician that the person was a Town Employee; and that it was up to the Town to find the students that needed the help. Mayor Allyn stated based on what Chairman Rodriguez conveyed that the same would then be true for the Child and Family Agency Clinicians that the Town provided ARPA Funding for. He stated that the Child and Family Agency was in the schools, they were doing their job, and that the Child and Family Agency was being directed by the schools. Therefore, he stated he did not know why the Clinician would be any different.

Councilor Buhle stated the Child and Family Agency maintains a separate boundary noting that they were not school employees, they do not work with the school, etc. She also noted that the Child and Family Agency and the School Mental Health Coordinator provided at the Gales Ferry School and Juliet W. Long School do not interface with each other, noting that it would be helpful if they would talk to each other. However, she stated that the School Mental Health Coordinator does refer students to the Child and Family Agency. She suggested they look at how students were referred to the Child and Family Agency and whether the same process could be used for the Mental Health Clinician.

Chairman Rodriguez noted in response to comments that were made several times that there were no students for the Mental Health Clinician that was being paid through the American Rescue Plan Act (ARPA) Funding; that Town Councilors have commented that it was hard to believe, because they knew that students have mental health crisis, and they need help. Therefore, she stated further discussions were needed.

Chairman Rodriguez stated that she was pleased Ledyard's Road Surface Rating (RSR) was 86.6 noting that it was very high and very good. She noted her husband always comments on the roads stating that he always knows when they were in Ledyard and when they were in Preston. She thanked Public Works Director/Town Engineer Steve Masalin and the Public Works Department, noting that they were proud of Ledyard's roads.

Chairman Rodriguez stated that she has been seeing people use the new Multi-Use Pathway from the High School to Ledyard Center. However, she has heard the following comments:

- Residents thought the Multi-Use Pathway was going to be cement sidewalks and not black asphalt.
- Residents have commented when driving at night the pathway was the same color as the road, and they questioned whether there was going to be a fence or curbing. Mayor Allyn, III, stated that most of curbing has now been installed along the Multi- Use Pathway. He stated they were still working on the area going toward the Bill Library, Linda C. Davis Food Pantry, and the back side of the Town Green.

Councilor St. Vil noted Councilor Garcia-Irizarry comments regarding the hours of the Transfer Station for residents to drop off their Food Waste for Composting. He questioned whether the Mayor and Public Works Director have considered ways to broaden access to composting in town. Mayor Allyn stated based on Councilor Garcia-Irizarry's comments he would look at where the

town could locate the Composting Bins so that they would be accessible without having to go through the Transfer Station gate, which would allow residents to drop off their organic food waste on the days the Transfer Station was not open. He stated that there were cameras on the outside of the Public Works Building.

XII. OLD BUSINESS – None.

XIII. NEW BUSINESS

CONSENT CALENDAR

Chairman Rodriguez presented the Consent Calendar, and she noted in light of a letter she received this afternoon from Planning & Zoning Commission Chairman J.A. (Tony) Capon that she would like to remove Item #*6 from the Consent Calendar, and move it to the first item under the Administration Committee.

- *1. MOTION to reappoint Mr. Michael Marelli (D) 4 Lee Brook Drive, Ledyard, to the Agricultural Commission, for a three (3) year term ending September 21, 2027.
- *2. MOTION to reappoint the following members to the Historic District Commission, for a five (5) year term ending December 3, 2029:
 - Ms. Kelly Lamb (U) 93 R Lambtown Road, Ledyard – Regular Member
 - Mr. Vincent Godino (D) 1906 Center Groton Road, Ledyard – Alternate Member
- *3. MOTION to reappoint the following members to the Library Commission, for a two (2) year term ending November 7, 2026:
 - Mr. Ralph Hightower (D) 1-O Lakeside Drive, Ledyard
 - Mr. Rolf Racich (U) 18 Brewster Drive, Gales Ferry
 - Mr. Peter Diette (U) 14 Hyde Park Drive, Gales Ferry
- *4. MOTION to reappoint the following members to the Ledyard Beautification Committee, for a three (3) year term ending October 26, 2027:
 - Ms. Jennifer Eastbourne (U) 4 Glenwoods Court, Gales Ferry
 - Ms. Kathrine Kohrs (D) 19 Winthrop Road, Gales Ferry
- *5. MOTION to reappoint the following members to the Inland Wetland and Watercourses Commission, for a two (2) year term ending October 31, 2026:
 - Ms. Lynmarie R. Thompson (D) 2 Blackwell Drive, Gales Ferry
 - Ms. Beth E. Ribe (U) 129 Rose Hill Road, Ledyard
 - Mr. Daniel Pealer (R) 48 Highland Drive, Ledyard

*****Remove Item #*6 from Consent Calendar:*****

~~*6. MOTION to reappoint the following members to the Planning & Zoning Commission, for a three (3) year term ending October 31, 2027:~~

- ~~• Mr. Marcelle Wood (D) 11 South Glenwoods Road, Gales Ferry~~
- ~~• Mr. J.A. (Tony) Capon (D) 37 Silas Deane Road, Ledyard~~

Moved by Councilor St. Vil, seconded by Councilor Buhle
7- 0 Approved and so declared

VOTE:

RESULT:	APPROVED 7 - 0
MOVER:	Gary St. Vil, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

Administration Committee

6. MOTION to reappoint Mr. Marcelle Wood (D) 11 South Glenwoods Road, Gales Ferry to the Planning & Zoning Commission, for a three (3) year term ending October 31, 2027:

~~Mr. J.A. (Tony) Capon (D) 37 Silas Deane Road, Ledyard~~

Moved by Councilor Garcia-Irizarry, seconded by Councilor Dombrowski

Discussion: Chairman Rodriguez stated Mr. Capon has declined reappointment, and therefore, his name would be removed from the Motion as a “*Friendly Amendment*” this evening.

At the request of Mr. Capon, Chairman Rodriguez read the following letter:

“October 23, 2024

*Ms. Naomi Rodriguez
Chairman
Ledyard Town Council*

Dear Ms. Rodriguez,

My current three-year term on the Planning and Zoning Commission ends October 31, 2024. After some reflection I have decided to step down at the end of my term and not seek reappointment. When the stress of serving in a volunteer position in the town exceeds the satisfaction derived from contributing to the town, one needs to decide whether that is the best use of time. I have appreciated the opportunity to serve on PZC, the last three years as chairman. But it is time to walk away.

Sincerely,



*Tony Capon
Chairman, PZC”*

VOTE: 7– 0 Approved and so declared

RESULT:	APPROVED 7- 0
MOVER:	Carmen Garcia-Irizarry, Town Councilor
SECONDER:	Kevin Dombrowski, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

7. MOTION to appoint Mr. Michael Marelli (D) 4 Lee Brook Drive, Ledyard, to the Inland Wetlands and Watercourses Commission, as an Alternate Member, to complete a two (2) year term ending October 31, 2026 to fill a vacancy left by Mr. Graebner.

Moved by Councilor Garcia-Irizarry, seconded by Councilor Brunelle

Discussion: Chairman Rodriguez stated that Mr. Marelli has been serving on the Agricultural Commission since it was established in 2017; and he has also served on the Conservation Commission and as its Chairman for many years. She stated that Mr. Marelli brings a lot to the table with his background as a Certified Horticulturalist, Supervisory Pesticide Applicator; Licensed Arborist, and Maritime Academy Tree Steward.

Councilor Buhle stated that she served on the Conservation Commission with Mr. Marelli, and she stated he was a great fit for the Inland Wetlands and Watercourses Commission, noting that he was passionate about their town.

Councilor Dombrowski stated although he has not served on a Committee with Mr. Marelli that he has worked with him for a number of years in his capacity on the Town Council, noting that Mr. Marelli was an asset to the town.

Councilor Garcia-Irizarry noted that she also worked with Mr. Marelli when she served on the Conservation Commission. She stated under Mr. Marelli's Chairmanship that the Conservation Commission worked well together; and that he has done a great job for the town.

VOTE: 7- 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Carmen Garcia-Irizarry, Town Councilor
SECONDER:	April Brunele, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

8. MOTION to appoint Mr. James Thompson (D) 6 Pennywise Lane, Ledyard, to the Inland Wetlands and Watercourses Commission, as an Alternate Member to complete a two (2) year term ending October 31, 2026 to fill a vacancy left by Mr. Watford.
Moved by Councilor Dombrowski, seconded by Councilor Garcia-Irizarry
Discussion: Councilor Dombrowski stated that he knew Mr. Thompson and that he was a good choice to serve on the Inland Wetlands and Watercourses Commission.

Chairman Rodriguez noted Mr. Thompson's resume' stating he has a background in environmental policy and that he was interested in serving the town on the Inland Wetlands and Watercourses Commission.

VOTE: 7 - 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Kevin Dombrowski, Town Councilor
SECONDER:	Carmen Garcia-Irizarry, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Ryan, Saccone, St. Vil
EXCUSED:	Paul, Ryan

9. MOTION to appoint Mr. James Harwood (D) 10 Eska Drive, Ledyard, to Planning & Zoning Commission as an Alternate Member, to complete a three (3) year term ending December 31, 2025 filling a vacancy left by Ms. Baudro.
Moved by Councilor Dombrowski, seconded by Councilor Garcia-Irizarry
Discussion: Councilor Garcia-Irizarry stated that Mr. Harwood was currently serving on the Conservation Commission. She noted during her time on the Conservation Commission that Mr. Harwood was a good contributor to the Commission.

VOTE: 7- 0 Approved and so declared

RESULT:	APPROVED - 0
MOVER:	Kevin Dombrowski, Town Councilor
SECONDER:	Carmen Garcia-Irizarry, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

Finance Committee

10. MOTION to grant a bid waiver to Goman & York Property Advisors, LLC in the amount of \$72,500 to conduct the Route 12 Corridor Study, due to receiving fewer than the required three bids in response to RFQ/RFP #2025-01 (Corridor Study along Route 12) in accordance with Ordinance #200-001 (rev. 1) "*An Ordinance for Purchasing*".

In addition, transfer and appropriate \$22,500 from American Rescue Plan Act (ARPA) funding to the Route 12 Corridor Study for a total amount of \$72,500. Source of ARPA funding transfer to be determined.

Moved by Councilor Buhle, seconded by Councilor Saccone

Discussion: Chairman Rodriguez noted that currently the American Rescue Plan Act (ARPA)

Projects spreadsheet was showing a deficit of \$66,000 and with the requested \$22,000 they would have an ARPA deficit of \$88,000. Therefore, she questioned where the additional \$22,500 of ARPA Funding would come from.

Mayor Allyn, III, noted the “*Source of ARPA funding transfer to be determined*” was worded the same as Item #11 (Phase III Sewer Line Extension Project) on tonight’s Agenda. He noted for Item #11 that the bids came in at \$750,000; however, \$950,000 of ARPA Funding was budgeted for Phase III of the Sewer Line Extension Project, therefore, he stated that there would be \$200,000 of ARPA Funding that could be redirected to other projects such as the Route 12 Corridor Study. Chairman Rodriguez expressed concern that should they have some expected expenses such as ledge with the Sewer Line Extension Project that the projected \$200,000 surplus may be used up. Mayor Allyn stated that unanticipated costs were considered, and he noted at the October 16, 2024 Finance Committee Meeting that Public Works Director/Town Engineer Steve Masalin provided a spreadsheet which showed zeroing out the \$66,000 deficit and still having enough ARPA Funding remaining.

Mayor Allyn went on to explain on July 8, 2024 the Economic Development Commission solicited a Request for Qualifications/Request for Proposals (RFQ/RFP #2025-01) to seek qualified consulting firms to conduct a comprehensive Corridor Study along Route 12 in Gales Ferry. However, he stated the Town only received the following two bids: (1) Goman & York Property Advisors, LLC \$ 76,150; and (2) Colliers Engineering & Design \$119,940; noting that the low bid came in higher than the \$50,000 American Rescue Plan Act (ARPA) Funding that was allocated for the project. He addressed the importance of proceeding with the Route 12 Corridor Study, explaining that it would allow the town to prepare shovel ready projects putting the town in a better position for when Small Town Economic Assistance Grant (STEAP) Funding or other Funding opportunities becomes available.

Councilor Saccone noted the number of car accidents on Route 12, and he explained that the Corridor Study may propose things such as a center turning lane to help prevent cars from being hit from behind when trying to turn off of Route 12. He stated although Route 12 was a State Road, that the Town could provide the Engineering work from the Study to the State to support some important improvements. He also noted the Route 12 Corridor Study would provide: Traffic Studies including Pedestrian Flow; Traffic Management, Economic and Employment Impact, Engage the Stakeholders (businesses on Route 12), Engineering Work, and Analysis of Route 12. He stated by having this Study completed that perhaps the town could afford to fund some projects or apply for grant funding to implement some needed improvements. He concluded by noting the Town would be required to obtain the State Department of Transportation (DOT) permission to make any changes to Route 12.

Councilor Buhle stated the Town previously received Small Town Economic Assistance Program (STEAP) Grant Funding that paid for the improvements in Ledyard Center, which included the decorative streetlights, stonewalls, sidewalks, etc. She stated in looking at neighboring towns such as East Lyme/Niantic they received upwards of \$1.5 million in STEAP Grant Funding for their Main Street Redevelopment to make the town more welcoming, etc. She stated that STEAP Grants now have a maximum ceiling of \$1 million; and she stated by having the Route 12 Corridor Study completed that the Town would be in a better position to apply for and receive grants funding through opportunities such as the STEAP Program and the LOTCIP Program. She stated although STEAP Grant Funding could be used for shovel ready projects that they could not be used for studies, which was the reason it was important for the town to have the Route 12 Corridor Study done.

Councilor Dombrowski noted when Ledyard was receiving the grant funding for the improvements to Ledyard Center that the Gales Ferry residents questioned why similar improvements were not being done in Gales Ferry. He went on to explain the reason the town was not able to receive grant funding for Gales Ferry was because they did not have an up-to-date Route 12 Corridor Study. He stated by having a new Route 12 Corridor Study it would allow them to apply for STEAP Grants to do the things they would like to do in Gales Ferry.

VOTE: 7– 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Jessica Buhle Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

11. MOTION to authorize construction services and Bid Waiver for Phase III Sewer Line installation per Gerber Construction, Inc. proposal in the amount of \$750,000; and authorize associated Resident Inspection and Construction Engineering Services per Weston & Sampson Engineers, Inc. Bid No. 2021-03 amendment proposal in the amount of \$71,000.
 Moved by Councilor Saccone, seconded by Councilor Buhle
 Discussion: Councilor Saccone explained that Phase III of the Sewer Line Extension Project would install a new larger sewer line from the High School to Pennywise Lane.

Mayor Allyn, III, reviewed the path of the Phase III Sewer Line, explaining the existing sewer line terminates to the side of High School by the Music Facility. He noted the sewer line that goes behind the High School cuts diagonally across the lower practice field through the inside edge of the outfield fence of the baseball field, across the parking lot at the back of the High School before it ultimately entered into Gallup Hill Road past Greystone Court. He stated the installation of the larger sewer line would follow the same path of the exiting sewer line and that the construction work would impact the school property. He stated because the new sewer line was following the existing undersize sewer line that they do not anticipate running into ledge and that other unknowns were less likely. He stated this work would take place during the winter months; and therefore, should not impact the High School sports programs.

Councilor Saccone stated this work was being done using the American Rescue Plan Act (ARPA) Funding not town taxpayer funding.

VOTE: 7- 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

12. MOTION to authorize overspending account 10110205-53615 Town Attorney through June 30, 2025.
 Moved by Councilor Buhle, seconded by Councilor Saccone
 Discussion: Mayor Allyn, III, explained between the expended and encumbered amounts that the Legal Fees Account had a current balance of about \$5.00. He stated this was primarily due to the lead hazard issue at the Historic Nathan Lester House, explaining that there was a lot of legal work involved in this matter. He stated that they were working with the Department of Public Health noting that a conference was scheduled for tomorrow (10/24/2024) to come to a resolution. He stated the Caretakers were not occupying the space.

VOTE: 7 – 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

13. MOTION to accept the Community Speaks Out proposal dated October 16, 2024 in the amount of \$10,000 for the use of the National Opioid Settlement Funding received by the Town of Ledyard with the following changes:

- Remove \$1,000 for the School Presentations - Fee for Guest Speakers.
- Remove \$1,000 for the Awareness Events in Community for community education and resources including Naloxone and drug test distribution.
- Add \$2,000 to the \$8,000 for Financial Recovery Assistance to include Sober Living, Basic Needs, Recovery Activities and Recovery Coach Services (Total: \$10,000).

Moved by Councilor Saccone, seconded by Councilor Buhle

Discussion: Chairman Rodriguez stated at the Finance Committee’s October 16, 2024 meeting that Community Speaks Out stated although the funding for the School Presentations was removed from the Proposal that they would still try to get into the schools to give presentations. She stated when she and Mayor Allyn, III, met with School Superintendent Jason Hartling on September 23, 2024 that Mr. Hartling told them that any presentations at the schools had to go through him. Therefore, she stated that Community Speaks Out would need to email Superintendent Hartling and not email the School Principals to schedule presentations at the schools.

Mayor Allyn stated after the October 16, 2024 Finance Committee he spoke with School Superintendent Jason Hartling about the Community Speaks Out Proposal. He noted that he hoped Mr. and Mrs. de la Cruz could get some time with Superintendent Hartling and get into the schools.

Councilor Saccone stated that Community Speaks Out was a Non-Profit Organization that was based in Groton, Connecticut. He stated the Town of Groton allocated all of their Opioid Settlement Funding to Community Speaks Out to provide services within the Town of Groton. He stated he thought this was a great opportunity for Community Speaks Out to work in Ledyard as well.

Councilor Buhle stated Community Speaks Out was already providing services to people within the Ledyard community, even without the town providing funding to their Organization. She stated that Community Speaks Out was working to better track who they were helping, so that they could provide better data to the Municipalities. However, she stated that doing so was challenging because many with an addiction disease were guarded. She stated that she was grateful that Community Speaks Out was already providing services in their community.

VOTE: 7– 0 Approved and so declared

RESULT:	APPROVED 7- 0
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

14. MOTION to approve a Budget Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2025/2026 Budget, as presented in the draft dated October 16, 2024.

Moved by Councilor Buhle, seconded by Councilor Saccone

Discussion: Chairman Rodriguez stated to begin the Annual Budget Process the Town Council issues a “*Budget Letter of Directive*” to the Mayor and Board of Education, which outlines the budget preparation process provided in the Town Charter; and also provides some direction relative to budget increases for the coming year, noting that it was a standard letter.

VOTE: 7– 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Jessica Buhle Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

Land Use/Planning/Public Works Committee

15. MOTION to extend Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties for one-year, in accordance with provisions in Ordinance#100-018 (rev. 1) "*An Ordinance Providing Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties*".

Moved by Councilor Brunelle, seconded by Councilor St. Vil

Discussion: Councilor Dombrowski provided some background explaining in 2018 the Town Council adopted Ordinance #100-018 "*An Ordinance Providing for Archery Hunting on Certain Town Owned Lands*". He stated the two properties that would be used for archery hunting were: (1) Clark Farm located on Route 117 on the north end of town; and (2) Founders Preserve (Paint Mill) Property located between Colonel Ledyard Highway and Pumpkin Hill Road on the south end of town (both properties were about 100 acres).

Councilor Dombrowski went on to explain at a Special Town Meeting held on October 28, 2020 the townspeople approved to transfer the Founders Preserve (also formerly known as: Quakertown Preserve/Paint Mill) to Avalonia Land Conservancy. He noted one of the terms for the land transfer was that Avalonia Land Conservancy would continue to allow archery hunting on the Founders Preserve property. He stated because the Founders Preserve would no longer be town-owned property that on April 25, 2021 Ordinance #100-108 (rev. 1) and its accompanying Appendix was amended to include provisions for "*non-town owned properties/certain open space properties*".

Councilor Dombrowski continued to explain that the archery hunting program was a Lottery System in which six people would win a lottery for each property to bow hunt, for a total of twelve people. He stated that tonight's action to extend the Program for one year was an Administrative Action, noting in accordance with Section 4. "*Annual Expiration*" the Ordinance would sunset annually at the end of the calendar year, unless a vote of the Town Council was taken to approve to extend it for one year.

Councilor St. Vil stated anyone who entered the Lottery was required to take a Safety Course and prove their archery skills.

VOTE: 7- 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Gary St. Vil, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Rodriguez, Saccone, St. Vil
EXCUSED:	Paul, Ryan

XIV. ADJOURNMENT

Councilor Buhle moved to adjourn, seconded by Councilor St. Vil

VOTE: 7 - 0 Approved and so declared. The meeting adjourned at 8:04 p.m.

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

I, S. Naomi Rodriguez, 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 October 23, 2024.

S. Naomi Rodriguez, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0999

Agenda Date: 11/13/2024

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

Communications List - November 13, 2024

Correspondence List:

(type text here)

COMMUNICATIONS LISTING FOR NOVEMBER 13, 2024

INCOMING CORRESPONDENCE

1. WPCA ltr dated 10/24/2024 re: Action Ltr Mtg of 10/22/2024
2. Mayor ltr dated 10/16/2024 re: Appoint Ltr Bozym – Social Services Board
3. Mayor ltr dated 10/16/2024 re: Appoint Ltr Nott – Social Services Board
4. Mayor ltr dated 10/16/2024 re: Appoint Ltr Shipley – Social Services Board
5. Mr. Coen email dated
6. Mr. Coen-Mayor-Town Council email thread 10/22 -23/2024 re: Reappointment of Planning & Zoning Mr. Capon- Mobile Manufactured Home Park - 59 Kings Highway- Application - email-2024-10-22 & 23
7. Mr. Irwin ltr dated 10/23/2024 re: Support the Gales Ferry Intermodal Business (GFI) Activities – Former Dow-Styrnics Property – Allyn’s Point (Cashman Project)
8. Mr. Capon ltr dated 10/23/2024 re: Decline Reappointment to Planning & Zoning Commission when term ends 10/31/2024
9. Ms. Cobb ltr dated 10/23/2024 re: Resignation – Planning & Zoning Commission
10. Ms. Sokolski ltr dated 10/16/2024 re: Resignation – Parks, Recreation & Senior Citizens Commission
11. Planning & Zoning Commission email dated 10/28/2024 re: Recommend Appoint Alternate Members to Regular Members
12. Mayor ltr dated 10/31/2024 re: Appoint Ltr Marcek – Social Services Board
13. Mayor ltr dated 10/31/2024 re: Appoint Ltr Cohen – Conservation Commission
14. RTC Appointment Application dated 11/4/2024 re: Finegan Library Commission
15. DTC Appointment Application dated 11/5/2024 re: Beacon to Parks, Recreation & Senior Citizens Commission
16. Ms. Wilkinson email dated 11/10/2024 re: Concern regarding water usage proposed Gales Ferry Intermodal Business (GFI) Activities – Former Dow-Styrnics Property – Allyn’s Point (Cashman Project)
17. Ms. Tainter email dated 11/12/2024 re: Feedback on PILOT Compost Program
18. Mr. Hosey email dated 11/12/2024 re: Proposed Amendments Ordinance #100-015 (rev 1) An Ordinance Establishing a Permanent Municipal Building Committee; & Minutes on Meeting Portal.
19. Mr. Parad email dated 11/8/2024 re: Pickleball Courts
20. Mayor memo dated 11/8/2024 re: Out of Country- Thanksgiving Holiday
21. Inland Wetland and Watercourses email dated 11/13/2024 re: Appoint Alternate Member Marelli as a Regular Member

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 10/24/2024 re: Action ltr. Town Council Regular Meeting of October 23, 2024.
2. Admin Asst Memo to T. Clerk dated 10/24/2024 re: Approved to Extend Ordinance #100-018 (rev. 1) Archery Hunting on Town-Owned and Certain Open Space Properties
3. LTC ltr to Mayor & Board of Education dated 10/24/2024 re: Fiscal Year 2025/2026 Budget Letter of Directive
4. LTC ltr to Community Speaks Out dated 10/24/2024 re: Allocated \$10,000 from Opioid Settlement Funding for Opioid Programs and Services
5. LTC to Marelli dated 10/24 2024 re: Reappointment to Agricultural Commission
6. LTC to K. Lamb dated 10/24 2024 re: Reappointment to Historic District Commission
7. LTC to Godino dated 10/24 2024 re: Reappointment to Historic District Commission
8. LTC to Hightower dated 10/24 2024 re: Reappointment to Library Commission

9. LTC to Racich dated 10/24 2024 re: Reappointment to Library Commission
10. LTC to Diette dated 10/24 2024 re: Reappointment to Library Commission
11. LTC to Eastbourne dated 10/24 2024 re: Reappointment to Beautification Committee
12. LTC to Khors dated 10/24 2024 re: Reappointment to Beautification Committee
13. LTC to L. Thompson dated 10/24 2024 re: Reappointment to Inland Wetland and Watercourses Commission
14. LTC to Ribe dated 10/24 2024 re: Reappointment to Inland Wetland and Watercourses Commission
15. LTC to Pealer dated 10/24 2024 re: Reappointment to Inland Wetland and Watercourses Commission
16. LTC to Marelli dated 10/24 2024 re: Appointment to Inland Wetland and Watercourses Commission
17. LTC to J. Thompson 10/24 2024 re: Appointment to Inland Wetland and Watercourses Commission
18. Admin Asst ltr to Retirement Board dated 11/4/2024 re: Request Reappointment recommendation
19. Admin Asst ltr to RTC dated 11/4/2024 re: Request Reappointment recommendation for Retirement Board Members
20. LTC to Harwood dated 10/24 2024 re: Appointment to Planning & Zoning Commission
21. Admin Asst Memo to T. Clerk dated 10/24/2024 re: Town Council & Sub Committees 2025 Meeting Schedule
22. Admin Asst Memo to T. Clerk dated 10/24/2024 re: Farmers Market Committee 2025 Meeting Schedule
23. Community Relations Cmt for Diversity, Equity & Inclusion Memo dated 10/24/2024 re: Request Department Heads prepare Presentations- Governance Training
24. LTC ltr to Board of Education dated 11/7/2024 re: Additional Revenues/Expenditures-ASTE Funding-Impact Aid- Annual Budget

NOTICE OF AGENDAS

1. Housing Authority Agenda 11/4/2024
2. Permanent Municipal Building Cmt Agenda 11/4/2024
3. Ledyard Beautification Cmt Agenda 11/12/2024
4. Economic Development Commission Agenda 11/12/2024
5. Inland Wetland & Water Courses Commission Agenda 11/12/2024
6. Farmers Market Committee Agenda 11/6//2024 - Cancelled
7. Conservation Commission Agenda 11/12//2024
8. Planning & Zoning Commission Agenda 11/14/2024
9. LUPPW Cmt Agenda 11/4/2024
10. Finance Cmt Agenda 11/6/2024
11. Admin Cmt Agenda 11/13/2024
12. Town Council Agenda 11/13/2024

MINUTES

1. Housing Authority Minutes 10/7/2024
2. Ledyard Beautification Cmt Minutes 10/1/2024
3. Economic Development Commission Minutes 10/1/2024
4. Inland Wetland & Water Courses Commission Minutes 10/1/2024
5. Permanent Municipal Building Cmt Minutes 10/7/2024
6. Conservation Commission Minutes 10/8//2024
7. Planning & Zoning Commission Minutes Sp. Mtg 9/26/2024; 10/10/2024
8. LUPPW Cmt Minutes 10/7/2024
9. Finance Cmt Minutes 10/16//2024
10. Admin Cmt Minutes 10/9/2024
11. Public Hearing Minutes 10/23/2024
12. Town Council Minutes 10/23/2024

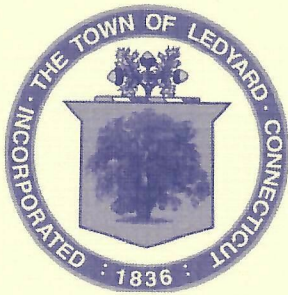
MISCELLANEOUS

1. Lantern Hill Valley Alliance Fall Highlights dated 10/28/2024
2. Asset Limited, Income Constrained, Employed Report (ALICE) - 2024

REFERRALS

Administration Committee

1. RTC Appointment Application dated 11/4/2024 re: Finegan Library Commission
2. DTC Appointment Application dated 11/5/2024 re: Beacon to Parks, Recreation & Senior Citizens Commission
3. Mr. Capon ltr dated 10/23/2024 re: Decline Reappointment to Planning & Zoning Commission when term ends 10/31/2024
4. Ms. Cobb ltr dated 10/23/2024 re: Resignation – Planning & Zoning Commission
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**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

October 16, 2024

Mikayla E. Bozym
17 Ramblewood Drive
Gales Ferry Connecticut, 6335

Dear Mikayla E. Bozym:

It is my pleasure to appoint you as a regular member of the Social Services Board, to complete a three-year term ending

As you are aware, the Town's Meeting Portal (InSite) will aid you in preparation for the Social Services Board meetings by providing materials and supporting documentation, daily and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Social Services Board scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible. Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

I would like to take this opportunity to thank you for your willingness to volunteer for this **board** and for helping to make the Town of Ledyard a better place to live.

Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,

Fred Allyn, III
Mayor

cc: Town Clerk
Town Council
Social Services Board



**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

October 16, 2024

Maria Nott
3-H Flintlock Road
Ledyard, CT 06339

Dear Ms. Nott:

It is my pleasure to appoint you as a regular member of the Social Services Board, to complete a three-year term ending October 22, 2027.

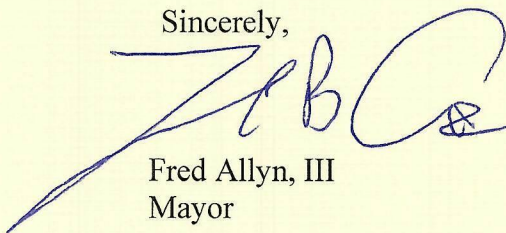
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Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,



Fred Allyn, III
Mayor

cc: Town Clerk
Town Council
Social Services Board



**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

October 16, 2024

Heather Shipley
27 Meadow Drive
Gales Ferry, CT 06335

Dear Ms. Shipley:

It is my pleasure to appoint you as a regular member of the Social Services Board, to complete a three-year term ending October 22, 2027.

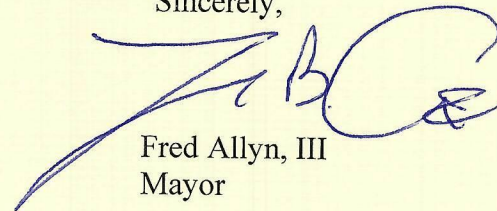
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I would like to take this opportunity to thank you for your willingness to volunteer for this board and for helping to make the Town of Ledyard a better place to live.

Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,



Fred Allyn, III
Mayor

cc: Town Clerk
Town Council
Social Services Board

October 23, 2022

Chairman Capon and Commissioners –

I wish to express my strong support for the Gales Ferry Intermodal business activities at Allyn's point based on three important considerations, hopefully providing reminders and further insights for others which may sway their opinions on the business development of Allyn's Point.

First, Cashman Dredging and Marine Contracting is a strong company with 50 years of operation with very few newsworthy issues against it over its decades of operations. This is the company the Environmental Protection Agency hired to clean up multiple maritime Superfund sites in New York (most notably, the Gowanus Canal in New York City and the Hudson River upstate). The company's reputation within the professional maritime community is one of the highest quality, with good paying jobs, an outstanding safety record, and high quality work. This is the type of company that we as a town want to attract. This is not something you can pretend or fake; this is a reputation the founders built over five decades of consistent effort.

Second, business use of the land directly impacts revenues to the town. Businesses pay taxes and ease the burden on homeowners within the community. I, as a taxpayer and citizen, would like the opportunity to reduce my own tax burden.

Third, Cashman has a plan to develop and use the land, attracting more businesses and employment options for our citizens. For as long as I have lived here, southeastern Connecticut has been dominated by three employers: Electric Boat (EB), Pfizer, and the military. Both EB and the military are directly influenced by national politics largely outside of our local control, and as Federal monies ebb and flow to support the military, so goes the abilities of those two employers to assist our local economies. Additional businesses and industries will diversify our region, create a more resilient local/regional economy, and help us weather the whims of national politicians. This has been a goal of the communities of southeastern Connecticut since I first moved to the area in 1988, when the Cold War was winding down and the region suffered through the doldrums of that period. The Town of Preston did not support the development of the Norwich State Hospital land for movie production twenty years ago, and I consider that a colossal failure to assist the region in business development and to find meaningful, productive employment opportunities for our citizens.

For these reasons, I champion Cashman's addition to the role of Ledyard community businesses. I would not have our town make the same mistake Preston did a generation ago. Supporting

Cashman in this business move expands the regions business variety; it expands our community tax base, and bring a reputable company into our town. Decisions based around this move can bring additional good companies into our area, or can leave us struggling to find additional uses for the land another generation, like Preston. I believe supporting a good company to be in our collective best interests, and I believe you should, too.

Respectfully,

A handwritten signature in black ink, appearing to read "W. S. Whitney Irwin". The signature is written in a cursive style and is positioned above the typed name.

W. S. Whitney Irwin
Property Owner and Taxpayer
2 Winfield Way
Ledyard, CT

Roxanne Maher

From: Naomi Rodriguez
Sent: Tuesday, November 12, 2024 10:39 AM
To: Roxanne Maher
Subject: Fw: Anthony Capon - P&Z

Hello Roxanne,

Please add this to correspondence list.

Thank You,

Naomi

From: mc5allyn@aol.com <mc5allyn@aol.com>
Sent: Thursday, October 24, 2024 11:04 AM
To: Fred Allyn, III <mayor@ledyardct.org>
Cc: Naomi Rodriguez <NaomiR@ledyardct.org>
Subject: Re: Anthony Capon - P&Z

Fred,

Thanks for your quick response. I was happy to see Tony Capon stepped aside from reappointment, let's hope he steps aside from tonight's meeting and doesn't further muddy the waters in Ledyard more than he has.

Regards,
 Mark

Mark Coen
 5 Library Lane
 Gales Ferry, Ct. 06335
 mc5allyn@aol.com
 860-608-7181

On Wednesday, October 23, 2024 at 02:37:26 PM EDT, Fred Allyn, III <mayor@ledyardct.org> wrote:

Mark,

Thank you for the letter I was copied on. I did read it in it's entirety- including the exhibits. Liability exposure mitigation is one duty I am tasked with as Mayor. I have requested a legal opinion from the Town Attorney on the reappointment matter. So you know, the appointments and/or reappointments of IWWC and PZC are held by the Town Council, but I still have an overarching duty to protect the town as a whole.

Thank you,

Fred

Fred B. Allyn III

Roxanne Maher

From: Roxanne Maher
Sent: Wednesday, October 23, 2024 4:44 PM
To: Town Council Group
Subject: FW: Anthony Capon - P&Z

Tracking:	Recipient	Read
	Town Council Group	
	Naomi Rodriguez	Read: 10/23/2024 4:45 PM
	Gary Paul	Read: 10/23/2024 5:30 PM
	Jessica Buhle	Read: 10/23/2024 6:34 PM
	Carmen Garcia Irizarry	Read: 10/23/2024 6:52 PM

From: Fred Allyn, III <mayor@ledyardct.org>
Sent: Wednesday, October 23, 2024 2:37 PM
To: mc5allyn@aol.com; Naomi Rodriguez <NaomiR@ledyardct.org>; Roxanne Maher <council@ledyardct.org>
Subject: RE: Anthony Capon - P&Z

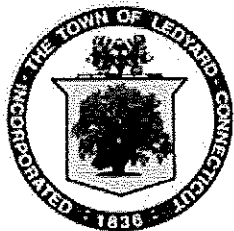
Mark,

Thank you for the letter I was copied on. I did read it in it's entirety- including the exhibits. Liability exposure mitigation is one duty I am tasked with as Mayor. I have requested a legal opinion from the Town Attorney on the reappointment matter. So you know, the appointments and/or reappointments of IWWC and PZC are held by the Town Council, but I still have an overarching duty to protect the town as a whole.

Thank you,

Fred

Fred B. Allyn III



Mayor, Town of Ledyard, CT
 741 Colonel Ledyard Hwy.
 Ledyard, CT 06339
 Tel (860) 464-3221
www.ledyardct.org

NOTICE* Effective June 11, 2018
 Town Hall hours are 7:30AM-4:45PM Mon-Thurs

CLOSED FRIDAYS

From: mc5allyn@aol.com <mc5allyn@aol.com>

Sent: Wednesday, October 23, 2024 9:05 AM

To: Fred Allyn, III <mayor@ledyardct.org>; Naomi Rodriguez <NaomiR@ledyardct.org>; Roxanne Maher <council@ledyardct.org>

Subject: Anthony Capon - P&Z

Fred,

I copied you in on a letter to the Ledyard Town Council yesterday. It is clearly my opinion that Tony Capon should not be reappointed to the Planning and Zoning Commission for reasons stated yesterday. I own five State of Connecticut licensed mobile home parks in Ledyard alone and others elsewhere, I own multiply Single-family homes and vacant land in Ledyard also, so the last thing I want is for the Town of Ledyard to have to waste Tax dollars on additional litigation based on civil rights violations. As Mayor, I would hope that you would try to mitigate any potential litigation.

It is my opinion that the reappointment of Mr. Capon may bring an action against the Town of Ledyard based on his actions on the Planning and Zoning Commission.

Thanks,
Mark

Mark Coen
5 Library Lane
Gales Ferry, Ct. 06335
mc5allyn@aol.com
860-608-7181

Roxanne Maher

From: mc5allyn@aol.com
Sent: Tuesday, October 22, 2024 10:05 AM
To: MARK COEN; Town Council Group; April Brunelle; Jessica Buhle; Carmen Garcia Irizarry; kidom@ledyardct.org; paul@ledyardct.org; Tony Saccone; Gary St. Vil; Naomi Rodriguez; Timothy Ryan
Cc: Fred Allyn, III
Subject: Appointment of Tony Capon to Planning and Zoning
Attachments: Branse Letter about Tony Capon 10-22-2024.pdf

Ms. Naomi Rodriguez, Chair Ledyard Town Council,

I am writing about the re-appointment of Anthony Capon to the Planning and Zoning Commission, his term is nearly up. It is my opinion that Mr. Capon should NOT be reappointed and has now put the Town of Ledyard in potential litigation over my application and his handling of it. I have attached a letter from my Attorney back in May of 2024 with back-up to the Chairman Mr. Capon outlining his actions constituted a Civil Rights violation against me and my application and that he should recuse himself from My application. Mr. Capon did in fact recuse himself from my application verbally, although he never stepped out of his Chair nor the room, and in fact he whispered three time into the acting Chairperson during the deliberations of my application, this type of action is totally inappropriate. His actions in this matter alone should be viewed by the Council and he removed. The video was on June 13, 2024

Thank you for your time in this matter.
Mark

Mark Coen
Donco, LLC
5 Library Lane
Gales Ferry, Ct. 06335
mc5allyn@aol.com
860-608-7181

May 28, 2024

Anthony Capon, Chairman
Ledyard Planning and Zoning Commission
741 Colonel Ledyard Highway
Ledyard, CT 06339

By mail and email: C/O Elizabeth Burdick, planner@ledyardct.org

Re: Application of Donco, LLC for Affordable Housing – 59 Kings Highway, Ledyard

Dear Chairman Capon:

This firm filed a Freedom of Information Request on May 14, 2024, after learning of the departure of former Town Planner Juliet Hodge. In that request, we sought any communications to or from Ms. Hodge concerning my client's pending application. Under standard professional conduct, the applicant or its representatives should have been copied or otherwise informed of any communications concerning its own application, but we thought it prudent to be sure. Ms. Hodge's replacement, Elizabeth Burdick, assembled the documents as quickly as possible under the circumstances of being thrust into the Town Planner's role, and we obtained the first round of documents on Friday, May 24, 2024.

The results produced some surprises for the applicant and call into question whether the communications that we have obtained indicate violations of the standards of fundamental fairness that are required in all administrative proceedings. For example, in Exhibit A attached to this letter, we see that on April 1, 2024 (before we had even appeared before the Commission), Ms. Hodge was contacted by a private citizen, Eric Treaster, who provided *pages* of comments on our application which Ms. Hodge then largely cut and pasted into her "staff" memorandum of April 11. Mr. Treaster was effectively allowed to testify through Ms. Hodge without any disclosure to the applicant or the public.

Exhibit B shows that Ms. Hodge contacted third parties about our application, actively soliciting a letter from Justin DeBrodt, the chairman of the Ledyard Inlands Wetlands and Watercourses Commission, that would compel us to appear before that Commission, which email was copied to you, Mr. Chairman. This *ex parte* email was sent before we had even presented our application, and before we had submitted our wetlands impact report from Ian Cole. Again, we only learned of this when we received the FOIA disclosures almost three weeks after the email was written. Exhibit C shows the response of Chairman DeBrodt asking for Inland Wetlands review because our application "may impact or affect the wetlands." Leaving aside that speculation is not evidence, this communication was made before all the facts were even presented to Town agencies, and before Chairman DeBrodt was provided with the wetlands

Anthony Capon, Chairman
Ledyard Planning and Zoning Commission
May 28, 2024
Page 2

impact report from Ian Cole. These *ex parte* communications have tainted any proceeding before the wetlands agency if we were to appear there.

But it got worse. Apparently not satisfied with communicating through Ms. Hodge, Mr. Treaster proceeded to contact you *directly* Mr. Chairman, emailing you his comments on April 10, 2024—again, before we had even presented our application. See Exhibit D. This was a clear example of *ex parte* communication and violates our client’s procedural due process rights, constituting a civil rights violation. Exhibit E demonstrates that you received and reviewed Mr. Treaster’s comments, all without any notice to the applicant. We also note the familiar tone of this email exchange. The pattern continued (Exhibit F) with Mr. Treaster recommending that Ms. Hodge require six-foot vinyl fence and landscaping saying that “mobile home parks composed of ‘single-section’ homes are, by nature, ‘unattractive.’” Mr. Treaster ignores the fact that he himself owns a mobile home park composed of single-section homes which has no six-foot fence around it, and that his views about what is “attractive” do not constitute substantial interests in health or safety. He even speculates that the Commission can get away with such illegal conditions because “what is being imposed will cost less than an appeal.”

We have no idea what other communications may have been made to you or other Commission members since Ms. Burdick hasn’t had the time to locate additional documents, and some of these communications may not have been transmitted through the Town’s email server.

Based on the foregoing, Donco, LLC has been deprived of procedural due process and the rules of fundamental fairness that must apply in administrative proceedings. While it is now impossible for us to get a fair hearing before the Commission, we nevertheless demand that you recuse yourself from any further participation in this application. You have received and been influenced by *ex parte* communication from both Mr. Treaster and Ms. Hodge of which we only learned four (4) business days before the final meeting on our application. If any other Commission members have been contacted in this way, they should promptly disclose such communications and recuse themselves from this application.

We know that affordable housing is never popular with towns that need it, but we still have the right to expect a fair and transparent decision-making process. In this case, we are not getting one. Prior to May 30, we will provide the Commission with a list of conditions of approval to which we will agree, even if they don’t constitute substantial interests in health or safety. When legitimate points have been raised, we have responded constructively.

Very truly yours,

Mark K. Branse

cc: Robert Avena, Esq., Town Attorney

EXHIBIT A

Elizabeth Burdick

From: Juliet Hodge
Sent: Tuesday, April 2, 2024 9:41 AM
To: Eric
Subject: RE: Second Try - 59 Kings Highway 8-30g Review

I have it. Great review Eric!!!! Thank you. There were many things I hadn't thought of in there. It also raises so many issues with the enforcement of the statute itself. I really want CCM or OPM to examine the enforcement and administration issues because there are some serious flaws!

Juliet

From: Eric <bsaofnl-eric@yahoo.com>
Sent: Monday, April 1, 2024 9:51 PM
To: Juliet Hodge <planner@ledyardct.org>
Subject: Second Try - 59 Kings Highway 8-30g Review

Juliet,

Good morning.

The review I sent you earlier for the soon-to-be proposed 59 Kings Highway 8-30g 10-site MHP contained minor errors.

The errors were corrected. Please discard the prior version.

The attached review is improved and is ready for your use as you see fit.

I am curious if 8-30g takes precedence over Chapter 412 in the event of conflicts.

Please confirm receipt.

Thanks,

Eric

EXHIBIT B

Elizabeth Burdick

From: Juliet Hodge
Sent: Thursday, April 4, 2024 3:07 PM
To: Debrodt, Justin T CTR USN COMREGSUPPGRU GTN CT (USA)
Subject: FW: Saddle Ridge Developers v. Easton PZC
Attachments: Saddle Ridge Developers, LLC v. Easton Planning & Zoning Commission.pdf

Take a look at this case.

I will need to know if you feel that the Commission should review the new Avery Brook Application AND the proposed 10 Mobile Homes on 59 King's Highway. There are wetlands on the property- a small one- but no "activity" is proposed within the buffer – though I believe the whole site drains in the direction of that wetland.

[PDF PZ#24-1SITE - 59 Kings Hwy - Application.pdf](#)

Let me know what you want to do. If you feel they should go before IWWC, I would need you to submit a letter to PZC (by 4/11) stating that you want to review it.

Thanks.

Juliet

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Thursday, April 4, 2024 2:00 PM
To: Juliet Hodge <planner@ledyardct.org>
Subject: Saddle Ridge Developers v. Easton PZC

I attached this court decision. It seems to be almost exactly on point regarding Peter's revised Stoddards Wharf application.

EXHIBIT C

*Don't do,
llc*

Elizabeth Burdick

From: Juliet Hodge
Sent: Monday, April 8, 2024 8:24 AM
To: Tony Capon (tcapon@pitt.edu); Robert Avena; jb@attorneyjanetbrooks.com
Cc: Makenna Perry
Subject: Re: IWWC Review of pending PZC Applications
Attachments: Application.pdf; Plan Set.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi,
The email below indicates that the IWWC would like to review the two 8-30g applications that the PZC will be considering (59 King's Hwy – new mobile home park and Stoddards Wharf Rd. – the revised configuration for the subdivision that was denied).
How is this done given the fact that the Applicant (and his Attorney) do not feel IWWC has jurisdiction in either? Do we state at the PZC meeting that the applications need to be reviewed by IWWC first? Please let me know before the meeting on Thursday. Thank you.
Juliet

Avery Brooks attached above. King's Hwy link below,
[PZ#24-1SITE - 59 Kings Hwy - Application.pdf](#)

Juliet,

I think the IWWC should review the new Avery Brook Application.

IWWC Regulations Section 1: Title and Authority and CT State Statute Section 22a-36 state "Protecting the state's potable fresh water supplies from the dangers of drought, overdraft, pollution, misuse and mismanagement by providing an orderly process to balance the need for the economic growth of the state and the use of its land with the need to protect its environment and ecology in order the forever guarantee to the people of the state, the safety of such natural resources for their benefit and enjoyment and for the benefit and enjoyment of generations yet unborn." Groundwater, wetlands, and water courses on and adjacent to the proposed development are linked in an interconnected system and thus must all be considered when analyzing the effects of the proposed development. The proposed intense development of 18 homes on 5.62 acres adjacent to the Billings-Avery Reservoir and contributing wetlands and water course may pose a risk of pollution to the potable fresh water supply utilized for safe local and regional drinking water by nearby residents, anticipated future residents of developed land and customers served from the Billings-Avery Reservoir.

A Regulated Activity is defined in Section 2: Terms and Definitions as "any operation within or use of a wetland or water course involving removal or deposition of material, or any obstruction, construction, alteration or pollution of such wetlands or water courses or any other activity which may impact or effect the wetlands." Although the proposed activity occurs outside the Upland Review Area (defined as "the 100' area extending from the limits of a wetland or water course within which activities may be regulated."), the proposed activity may still pollute or otherwise impact or effect the Billings-Avery Reservoir and contributing wetlands and watercourse.

For these reasons, IWWC Regulations and enforcement are applicable to the entirety of the proposed activity and not limited to only those activities within a wetland or water course or the Upland Review Area.

I also think the IWWC should review the 59 Kings Highway application as a significant portion of the site drains in the direction of the wetland and the proposed activity may impact or affect the wetlands.

I will be on vacation all next week and away from a computer. If you have any questions or concerns about my input, please call or text me.

r/

Justin DeBrod
(860)8611-2937

EXHIBIT D

Elizabeth Burdick

From: Eric <bsaofnl-eric@yahoo.com>
Sent: Wednesday, April 10, 2024 2:49 PM
To: Capon, J Anthony
Cc: Juliet Hodge
Subject: Technical Issues Regarding Proposed MHP at 59 Kings Highway
Attachments: 59 Kings Highway Site Plan Design Issues.pdf; 59 Kings Highway Chapter 412 Conflicts.pdf; 59 Kings Highway Affordability Plan Issues.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Tony,

My understanding is that a site plan review on the application for the §8-30g 10-site MHP at 59 Kings Highway is scheduled for tomorrow evening.

I prepared the three attachments to document what I believe are deficiencies in the proposal. It is, in my opinion, an unusually complex and challenging application.

(I provided a preliminary version of the attachments to Juliet on April 2)

You and Juliet are welcome to use the updated attachments as you see fit.

Hope all is well.

Thanks,

Eric

**A Review of the Proposed 8-30g "Site Plan"
For Application #24-"I Site"
For a 10-Site Mobile Manufactured Home Park at 59 Kings Highway**

Eric Treaster
10 April 2024

1. The site plan shows the property is 2.18 acres, but the property card and zoning map show 1.64 acres. Which is correct? How was the difference determined?
2. §5.6 of the *Ledyard Subdivision Regulations* requires any development in the GFDD to have a sidewalk along the right-of-way. The site plan does not show sidewalks, even though the parcel has frontage on two busy intersecting roads. The sidewalk will be necessary for children to safely access the play area without trespassing on other sites. A sidewalk should also be required for the residents of four (of the ten) sites to safely access their mailboxes without trespassing on other sites.
3. Where will the park license be posted? It must be in a *conspicuous* location, per CGS §21-65a-(a).
4. Where will the park rules be posted? They must be in a *conspicuous* location per CGS §21-80-(a)-(2).
5. The park should have a "park identification sign," preferably with its street number (#59). The site plan should show the location, name, and design of the park sign, which must not interfere with sight lines. It should also show if the sign is lighted.
6. Where will the dumpsters be located, if any?
7. According to the site plan, the shared driveway on the east end of the property is too narrow for a garbage truck or propane delivery truck to make a "U" turn. How will a garbage truck, which can only pick up refuse on its right side, pick up garbage on the opposite side without making a "U" turn or activating its "backup alarm" in the early morning and waking everyone?
8. It will be difficult for a refuse or propane truck to back down the curved driveway that services sites #6, #7, #8, #9, and #10. A refuse or propane truck will also have to back out onto King's Highway, which will be unsafe. The site plan should be improved to ensure the safe egress of refuse and propane delivery trucks.
9. CGS §21-82-(13) (in Chapter 412) requires "adequate parking" for two cars for each lot (site). However, parking for Site #3 is in the front yard of Site #2, which is not a good design. More importantly, parking for Sites #9 & #10 is only about 14' deep, which is "not adequate."
10. To exit, residents of Sites #1 and #4 will have to back up onto King's Highway, which will be unsafe considering the traffic and traffic speed on the road (and the likely age and health of the residents).

**A Review of the Proposed 8-30g "Affordability Plan"
For Application #24-"I Site"
For a 10-Site Mobile Manufactured Home Park at 59 Kings Highway**

Eric Treaster
April 10, 2024

1. *If the Application is approved, will the Applicant submit a separate request to amend his permit to waive CGS §8-30g requirements (deed restrictions, income limits, sales price limits, administrator requirements, marketing requirements, monitoring requirements, and reporting requirements), based on the fact that the market value for non-deed restricted (market rate) single-section mobile homes in a mobile home park will be "affordable" for purchasers earning 60% and 80% of the area median income without its constraints? The Applicant should answer this question.*
2. *CGS §8-30g-(b) requires (1) Any person filing an affordable housing application with a commission shall submit, as part of the Application, an Affordability Plan which shall include ... and "(E) draft zoning regulations, conditions of approvals, deeds, restrictive covenants or lease provisions that will govern the affordable dwelling units."*

The Affordability Plan is incomplete because it does not include:

- | | | |
|----|-------------------|--|
| a. | A section titled: | <i>Draft zoning regulations</i> |
| b. | A section titled: | <i>Conditions of approvals</i> |
| c. | A section titled: | <i>Restrictive covenants or lease provisions governing the affordable dwelling units</i> |

The Applicant should include a site lease and a copy of the park's rules and regulations (or restrictive covenants) as part of the Affordability Plan. *The lease and proposed rules and regulations (or restrictive covenants) must comply with Chapter 412 requirements for mobile home parks.*

3. *CGS §8-30g-(b) requires "... (1) Any person filing an affordable housing application with a commission shall submit, as part of the application, an affordability plan which shall include ... " [the] (A) Designation of the person, entity or agency that will be responsible for the duration [40 years] of any affordability restrictions, for the administration of the affordability plan and its compliance with the income limits and sale price or rental restrictions of this chapter."*

Section V of the Affordability Plan states that *"This Plan will be administered by the Developer or its designees, successors and assigns ("Administrator")."*

However, the Developer is an LLC, and an LLC is not a "person, entity, or agency" that necessarily knows how to administer an "Affordability Plan." In addition, the Application does not indicate that *"Donco, LLC"* has the experience and qualifications to administer the Plan.

The Plan should designate the person, entity, or agency by name responsible for its 40-year administration.

The Plan should also describe the training or experience required to be the "administrator" or a successor "administrator."

much more than the \$170 shown on page 6 and page 7 in the affordability plan and does not include the propane used for heating, which will add another \$50 - \$90/month (on average). The utility numbers shown on pages 6 and 7 are not credible. As proposed, they make the "maximum sale price" at the bottom of page 6 and the bottom of page 7 meaningless. *The differences (errors?) should be explained or corrected.*

7. Assume a resident's income is 60% of the area median income, and he paid \$112,300 for his "deed-restricted designated affordable" home." Also, assume that, in five years, the resident decides to sell his home, which will have a market value of \$200,000. However, due to increases in taxes, site rent, interest rates, utilities, and insurance costs, he is only allowed to sell his home for \$95,000 due to the deed restriction, which is less than the amount he paid for the home.

Without the possibility of a profit from the sale of his home, what incentives will the homeowner have to maintain and care for his home? The Plan should address how the park owner would prevent the deed-restricted "affordable" mobile homes from deteriorating and reducing the overall desirability of his community. What entity is responsible for the resident's loss?

8. CGS §8-30g requires that "designated affordable" and "market-rate" homes be comparable throughout a development.

The Affordability Plan's page 12 states, "SEE NEXT PAGE FOR "HUD CODE" SPECIFICATION FOR 2024 AND NEWER HOMES."

However, the standard "features" on the "next page" (page 13) have nothing to do with the "HUD CODE."

For example, the HUD code does not require "flat ceilings," dishwashers, ceramic backsplashes, black faucets, black door knobs, black hinges, or black cabinet pulls, as shown on page 13. Page 13 should be corrected or clarified.

9. ¶IV states, "The actual model, size, and floor plan of the Market-Rate Homes and the Affordable Homes shall be comparable in size, quality, and appearance to each Market-Rate Home."

However, "model, size, and floor plan" have nothing to do with the quality or the appearance of a mobile manufactured home."

If a market-rate home has "options," such as picture windows, skylights, architectural shingles, extra shutters, additional insulation, upgraded countertops, lighted mirrors, or a sliding glass door, it would not be comparable in quality and appearance to a designated affordable home and would conflict with the comparability requirement in CGS §8-30g.

The Affordability Plan should clarify the differences between the three deed-restricted affordable mobile homes and the seven market-rate mobile homes and why those differences, if any, are allowed under the comparability requirement in §8-30g.

10. The Plan should clearly state that the park would be licensed as required under Chapter 412. (Chapter 412 requires that the park must be licensed before any mobile home can be installed, sold, or a site rented.)
11. Page 9 of the "Affordability Plan" is intended to be signed by a Member of Donco LLC. *What is the significance of the Member's signature on the Affordability Plan?*

19. Section V shows that the "role of [the] Administrator *may be assigned* to another entity, and the Commission [PZC] will have a written notice of the assignment within 30 days of the change. The Affordability Plan should clarify the following:

- a. Does "assignment" mean there is a new Administrator?
- b. Or does it mean the duties of the Administrator are assigned, but the original Administrator remains responsible?
- c. Why is the Commission notified of the assignment, but not the ZEO?
- d. Does the Commission or the ZEO have a voice in the selection or assignment of the Administrator? If yes, why is the notification made after the change instead of before the change?
- e. Who provides written notice to the Commission (PZC) in the event of an assignment of the Administrator's role?

20. Section V (first sentence) shows that the Developer or its designees, successors, and assigns will administer the [Affordability] Plan. However, the last sentence of the first paragraph shows that the "Developer" will be responsible for advertising and marketing requirements for the *initial sales*. The Affordability Plan should clarify the following:

- a. Who has the statutory duty to *enforce the income limits and sales price restrictions*?
- b. Who receives a copy of the "Status Report"?
- c. What happens if the Administrator does not submit the "Status Report"?

21. Page 9 is the signature page for the Affordability Plan. However, the signature's meaning needs to be clarified.

For example, will "Donco LLC" be liable if the "Affordability Plan" is breached, such as if a deed restriction is not filed, a home buyer rents out his home (or sublets the site), or a home buyer fails to use his home as his principal residence? If not, who is liable - the Town, the Zoning Enforcement Official, the homeowner, or the "Administrator"?

22. Page 24 ¶5 states, "A violation of the Restrictions shall not result in a forfeiture of title, but the Ledyard Planning and Zoning Commission or its designated agent shall otherwise retain all enforcement powers granted by the Connecticut General Statutes, including Section 8-12, which powers include, but are not limited to, the authority, at any reasonable time, to inspect said property and to examine the books and records of the Administrator to determine compliance of said property with the affordable housing regulations, and all terms of the Affordability Plan, including without limitation, Article V.

The Plan should clarify the following:

- a. Is the Town or its Zoning Commission (or its agent) responsible for enforcing the Affordability Plan and CGS §8-30g provisions?
- b. What is the "sequence of events" if the Administrator is unavailable or *does not open the books*?
- c. Is it a violation of the law if a resident sells his designated "affordable" home for an amount equal to its market value, and that *value is less than the deed-restricted value*, to someone who is not qualified because his *household income is higher than 60% or 80% of the area median income*?
- d. Who pays the Administrator for his services in case of a violation?
- e. Is the "Administrator" an "Agent" who can bind the property owner?

27. 24 CFR Part 3280 (the HUD code) regulates the wheels, hitch, brakes, and tires and requires that they safely handle the mobile home's size and weight.

By definition, a mobile home is not "*mobile*" per CGS §21-64-(1) if it is not compliant with the Federal Manufactured Home Construction and Safety Standards (24 CFR Part 3280), which requires the wheels, hitch, brakes, and tires to be *capable of safely handling the mobile home's size, dimensions, and weight*.

Homes in a mobile home park must be "*intrinsically mobile*." The Affordability Plan should discuss how the Developer will ensure the homes are "*intrinsically mobile*" after installation. Mobility in a mobile home park is essential - mobile homes must be "*intrinsically mobile*" in the event of resident evictions (e.g., nonpayment of site rent, rule violations), military reassignments, tornado damage, fire damage, or if the park owner converts the park to a conforming commercial use and the homes must be relocated.

Will the wheels, hitch, brakes, wheels, and tires used to transport a mobile home from the factory to its site remain attached, stored under the home, or removed from the site? The Affordability Plan should clarify this.

EXHIBIT E

Elizabeth Burdick

From: Capon, J Anthony <tcapon@pitt.edu>
 Sent: Wednesday, April 10, 2024 8:05 PM
 To: Juliet Hodge
 Cc: Eric
 Subject: Re: Technical Issues Regarding Proposed MHP at 59 Kings Highway

Eric,

As always, thanks!

Tony

Sent from my iPhone

On Apr 10, 2024, at 2:58 PM, Juliet Hodge <planner@ledyardct.org> wrote:

Hi,

I have also prepared a Plan review that incorporates nearly all the issues Eric raised. The Attorney has that document and is reviewing it. Hopefully he will attend the meeting tomorrow as well. Bottom line is that there are many deficiencies, not the least of which is that it needs to be reviewed by IWWC. I will explain that process tomorrow at the meeting or discuss with Tony prior. As this is not a public hearing, there are no "documents" from the public that are "entered into the record" so I will look at the attachments and provide to the Attorney if Tony agrees with that. Then Tony and I and/or the Attorney can raise the issues at the meeting as we see fit. I think it is fine to provide documents to the Chair for him to consider- but it is much cleaner if it comes through me first as the items you sent could be considered correspondence to the Commission and would therefore have to be disclosed I think.

Juliet

From: Eric <bsaofnl-eric@yahoo.com>
 Sent: Wednesday, April 10, 2024 2:49 PM
 To: Capon, J Anthony <tcapon@pitt.edu>
 Cc: Juliet Hodge <planner@ledyardct.org>
 Subject: Technical Issues Regarding Proposed MHP at 59 Kings Highway

Tony,

My understanding is that a site plan review on the application for the §8-30g 10-site MHP at 59 Kings Highway is scheduled for tomorrow evening. I prepared the three attachments to document what I believe are deficiencies in the proposal. It is, in my opinion, an unusually complex and challenging application.

(I provided a preliminary version of the attachments to Juliet on April 2)
 You and Juliet are welcome to use the updated attachments as you see fit.
 Hope all is well.

Thanks,
 Eric

EXHIBIT F

Elizabeth Burdick

From: Eric <bsaofnl-eric@yahoo.com>
Sent: Friday, April 12, 2024 10:48 AM
To: Juliet Hodge
Subject: Paved Driveway and parking areas as a condition of approval for 59 Kings Hwy MHP

Follow Up Flag: Follow up
Flag Status: Flagged

Juliet,

Mark Branse reported that the driveways and parking areas would be stone(?) or gravel(?), and not paved.

When my wife and I purchased our home in 1976, it came with a sloped stone driveway. It was impossible to remove the snow without picking up the stones, and it was impossible to get up the driveway unless the snow was removed. As a result, our first significant home improvement, after our first winter, was to pave our driveway!

Snow plowing, snow shoveling, and snow blowing are not compatible with stone or gravel driveways and parking areas.

In order to provide "safe" access and egress, the driveways and parking areas must be paved.

Perhaps the Commission should impose paved driveways and parking areas as a condition of approval. (There may be a reg somewhere that mandates paved parking and paved roadways for multi-family developments, or for any development in the GFDD that can be imposed on a MHP.)

Also, as previously suggested, a 6' solid fence (vinyl would be best) should be installed on the King's Hwy and Christy Hill property lines to help screen the park from the road. (If you drive south on 117 into Groton, on the right hand side is a high density older mobile home park that is partially screened from the road. The fence makes a big difference in the appearance of the community. (It is almost impossible to make a MHP composed of single-section homes to be "attractive."). And the park "sign" and street address numbers for the homes accessed via each curbcut could be on the fence.

Just a thought.

Thanks,

Eric

Elizabeth Burdick

From: Eric <bsaofnl-eric@yahoo.com>
Sent: Thursday, April 11, 2024 8:57 PM
To: Juliet Hodge
Subject: Additional Information for Atty Avena
Attachments: 59 Kings Highway Chapter 412 Conflicts.pdf; 59 Kings Highway Affordability Plan Issues.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Juliet,

After the Thursday meeting, you asked me if I thought Attorney Avena should be provided a copy of the (3) updated (4/10) review(s) I prepared.

I expect he will concentrate on the conflicts between Chapter 412 and CGS 8-30g. As such, the updated review concentrating on those conflicts should be provided to him.

The April 10 review of deficiencies in the Affordability Plan should also be provided to him.

A copy of both (but without my name) is attached. (Some items from the earlier 4/2 submittals were removed to reduce redundancy.)

In my opinion, the refuse issue is not settled. A ten-unit apartment building is a commercial development that would contract with a private refuse service company. Why should a 10-site mobile home park with rented sites, which is a "state licensed" commercial business, have "free" municipal refuse service? The "refuse service" cost should be included in the monthly site rent, the same as for an apartment complex or a condo association. The law (below) is specific. It should be a condition of approval.

CGS §21-82-(a)-(12) requires the mobile home park owner to "Arrange for the removal from waste receptacles of ashes, garbage, rubbish, and other waste incidental to the occupancy of the dwelling unit."

Mobile home parks composed of "single-section" homes are, by nature, "unattractive." As a condition of approval, a six-foot solid light-brown vinyl fence should be built on the Kings Highway and part of the Christy Hill property lines, and that screening should be planted on the lease lines. Mark will likely agree provided what is being imposed will cost less than an appeal.

Just my thoughts.

Eric

October 23, 2024

Ms. Naomi Rodriguez
Chairman
Ledyard Town Council

Dear Ms. Rodriguez,

My current three-year term on the Planning and Zoning Commission ends October 31, 2024. After some reflection I have decided to step down at the end of my term and not seek reappointment. When the stress of serving in a volunteer position in the town exceeds the satisfaction derived from contributing to the town, one needs to decide whether that is the best use of time. I have appreciated the opportunity to serve on PZC, the last three years as chairman. But it is time to walk away.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony Capon', with a long horizontal line extending to the right.

Tony Capon
Chairman, PZC

Jessica Cobb
7 Whippoorwill Dr.
Gales Ferry, CT 06335
October 23, 2024

ATTN: Ledyard Town Clerk Patricia Riley

CC: Ledyard Town Council Administrative Assistant Roxanne Maher, Ledyard Planning and Zoning Chair Tony Capon, Ledyard Land Use Director Liz Burdick, and Ledyard DTC Nominating Chair Naomi Rodriguez

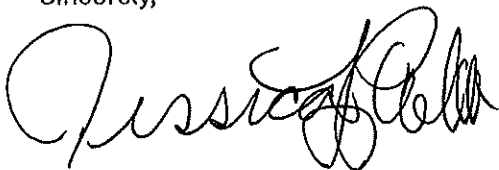
It has been my honor and privilege to serve on the Ledyard Planning and Zoning Commission for the last couple of years, and it with regret that I announce my resignation from this commission effective October 25, 2024.

I want to thank Chairman Capon for his incredible leadership on this commission; it has not been an easy last couple of years. I also want to thank our town planner Ms. Burdick for coming online on such short notice and working so hard to get up to speed quickly on the several complicated applications that were under consideration. I think Ledyard is in great hands with these two navigating the commission through the challenging applications we are facing and will face in the future.

I also want to thank my fellow commissioners for their hard work and dedication. You have all approached the issues that have come before this commission with careful consideration, and through your varied questions, I have learned so much.

My sincerest thanks go to the Town of Ledyard for allowing me this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Cobb", written in a cursive style.

Jessica Cobb

10/22/2024

Ledyard Town Council

This is my resignation from the Parks, Recreation and Senior Citizens Commission. The ordinance as implemented does not provide for true representation of senior needs and concerns.

Norma P. Sokolski

Norma P. Sokolski

Roxanne Maher

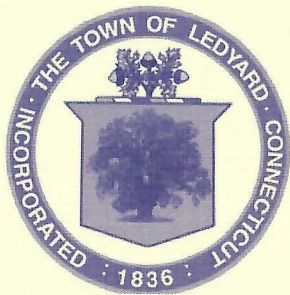
From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Monday, October 28, 2024 3:11 PM
To: Naomi Rodriguez
Cc: Elizabeth Burdick; Roxanne Maher
Subject: PZC Vacancies

Naomi,

As of Friday, PZC will have two vacant regular member positions. I recommend that Matt Mielo be appointed to fill my position and Beth Ribe be appointed to fill Jessica Cobb's position. They are both willing to serve. The composition of the commission will be:

Regular members: Marty Wood (D), Paul Whitescarver (R), Howard Craig (U), Matt Mielo (R), Beth Ribe (U)
Alternate members: Jim Harwood (D), Vacant, Vacant

Tony Capon
Chairman, PZC



**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

October 31, 2024

Patricia Marcek
711 Long Cove Rd
Gales Ferry CT, 06335

Dear Ms. Marcek:

It is my pleasure to appoint you as a regular member of the Social Services Board, to complete a two-year term ending October 22, 2026.

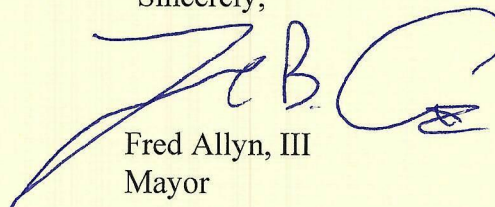
As you are aware, the Town's Meeting Portal (InSite) will aid you in preparation for the Social Services Board meetings by providing materials and supporting documentation, daily and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Social Services Board scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible. Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

I would like to take this opportunity to thank you for your willingness to volunteer for this board and for helping to make the Town of Ledyard a better place to live.

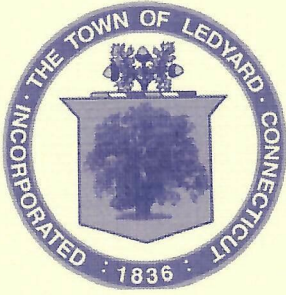
Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,



Fred Allyn, III
Mayor

cc: Town Clerk
Town Council
Social Services Board



**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

October 31, 2024

Dave Cohen
100 Whalehead Rd.
Gales Ferry CT, 06335

Dear Mr. Cohen:

It is my pleasure to appoint you as a regular member of the Conservation Commission, to complete a three-year term ending November 5, 2026 to fill a vacancy left by Mr. David Holdridge.

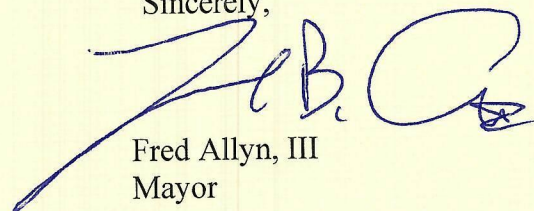
As you are aware, the Town's Meeting Portal (InSite) will aid you in preparation for the Conservation Commission meetings by providing materials and supporting documentation, daily and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Conservation Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible. Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

I would like to take this opportunity to thank you for your continuing willingness to volunteer for this commission and for helping to make the Town of Ledyard a better place to live.

Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,



Fred Allyn, III
Mayor

cc: Town Clerk
Town Council
Conservation Commission

Roxanne Maher

From: Corey Watford <cowboysr9@gmail.com>
Sent: Monday, November 4, 2024 10:00 AM
To: Roxanne Maher
Cc: Sharon Pealer
Subject: Re: FW: Appoint Application -Finegan - Library-Request RTC Recommendation
Attachments: image002.png

Good morning. We recommend regarding Mr. Finegan. To the library

On Mon, Nov 4, 2024, 9:34 AM Roxanne Maher <council@ledyardct.org> wrote:



Good Morning Cory:

I will be posting the Administration Committee Agenda this week and

Have not received the RTC recommendation regarding Mr. Finegan.

Please see email below.

Thank you,

Roxanne

From: Roxanne Maher <council@ledyardct.org>
Sent: Tuesday, October 15, 2024 7:03 AM
To: Cory Watford <cowboysr9@gmail.com>
Cc: Sharon Pealer <pealerl@att.net>; Roxanne Maher <council@ledyardct.org>
Subject: Appoint Application -Finegan - Library-Request RTC Recommendation

Good Morning Cory:

Please find attached the following Appointment Application for the RTC to provide their recommendation/endorsement:

- Steven Finegan – Library Commission

Please let me know if you have any questions.

Thank you,

Roxanne

Roxanne M. Maher

Administrative Assistant to

The Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday – Thursday 7:45 a.m. – 4:45 p.m.

Closed on Friday

Application Form

Profile

Steven _____ M _____ Finegan _____
 First Name Middle Initial Last Name

stevenmfinegan@gmail.com _____
 Email Address

1331 Baldwin Hill Road _____ Suite or Apt _____
 Home Address

Gales Ferry _____ CT _____ 06335 _____
 City State Postal Code

Mobile: (860) 961-4833 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Library Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am a strong proponent of public libraries and would like to give back to the town by serving on the Library Commission.

Community Involvement

I have been a member of the United States Coast Guard Auxiliary in the New London flotilla since 2003. I have been an active member of the Auxilliary promoting boating safety to the general public through organizing and teaching boating safety courses, manning public awareness booths at boat shows, and interfacing directly with boaters at marinas and boat ramps regarding the safety equipment required by law to operate a vessel in CT waters. I have held various Flotilla Staff Officer positions and am currently serving as the Flotilla Commander for the New London flotilla with my term ending at the end of 2024.

Educational Background

BS - Microbiology MA - Biology MBA

Pfizer _____ Inspection Readiness Lead _____
 Employer Job Title

[S_M_Finegan_resume_2024.docx](#)
 Upload a Resume

Steven M Finegan

Party Affiliation**Party Affiliation ***

Republican

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Steven McGuire Finegan

Roxanne Maher

From: Roxanne Maher
Sent: Tuesday, October 15, 2024 7:03 AM
To: Cory Watford
Cc: Sharon Pealer; Roxanne Maher
Subject: Appoint Application -Finegan - Library-Request RTC Recommendation
Attachments: APPOINT APPLICATION - FINEGAN-LIBRARY -2024--10-111.pdf

Good Morning Cory:

Please find attached the following Appointment Application for the RTC to provide their recommendation/endorsement:

- Steven Finegan – Library Commission
-

Please let me know if you have any questions.

Thank you,
Roxanne

Roxanne M. Maher
Administrative Assistant to
The Ledyard Town Council
(860) 464-3203
council@ledyardct.org

Town Hall Hours:
Monday – Thursday 7:45 a.m. – 4:45 p.m.
Closed on Friday



Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Tuesday, November 5, 2024 9:43 AM
To: Roxanne Maher
Subject: Parks, Recreation & Senior Citizens Commission

Hello Roxanne,

The DTC Nominating Committee has voted unanimously on 10/22/24 to forward/recommend Ms. Stephanie Bacon to fill a vacancy on the Parks, Recreation & Senior Citizens Commission for Ms. Norma Sokolski. Thank you.

Respectfully,

Naomi Rodriguez, Chair
DTC Nominating Committee

Application Form**Profile**

Stephanie

First Name

M

Middle
Initial

Bacon

Last Name

bacons1984@gmail.com

Email Address

6 Patricia Court

Home Address

Suite or Apt

Gales Ferry

City

CT

State

06335

Postal Code

Home: (860) 705-5639

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Parks, Recreation & Senior Citizens Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I would like to take on a more active role within my community and help make a difference for the members of our town.

Community Involvement

I am actively involved within the GFS/JWL PTO and am the Secretary and Division Coordinator for Ledyard Soccer Club.

Educational Background

BA in Psychology and an MS in Mental Health Counseling with a specialization in children and families

N/A

Employer

Stay At Home Parent

Job Title

[Resume.doc](#)

Upload a Resume

Party Affiliation

Stephanie M Bacon

Party Affiliation * Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

 I Agree**Signature (type full name below)**

Stephanie M Bacon

Stephanie Marie Bacon
 6 Patricia Court Gales Ferry, CT 06335
 (860) 705-5639
 bacons1984@gmail.com

- Areas of Specialty**
- Children's Mental Health
 - Substance Abuse
 - Reactive Attachment Disorder
 - Wraparound Training
 - Parent Advocacy

- Education**
- Master of Science in Mental Health Counseling** *August, 2015*
Capella University, Minneapolis, MN-Blended Learning Program
- Bachelor of Arts in Psychology**
University of Connecticut, Storrs, CT *August, 2002 - May, 2006*

- Experience**
- RECREATION AND PARKS DEPARTMENT, Waterford, CT** *May 2008-present*
- Director, Aquatics Department*
- Coordinate weekly and monthly schedules for all lifeguards and assistants for the Aquatics department
 - Oversee swim lessons, open and lap swim, Special Olympics and private functions at the town pool
 - Co-run monthly in-service trainings, complete all necessary documentation and provide evaluations to employees every six months
 - Create and implement new aquatics programs based upon the requests of town residents and pool patrons
- COMMUNITY HEALTH RESOURCES, Manchester, CT** *August 2009-January 2015*

Care Coordinator

- Assist families in developing individual, family-focused service plans and provide coordination, follow-up and advocacy for the children and families
- Work in conjunction with the local community collaborative to monitor services, identify service gaps and seek to develop resources to fill them.
- Care Coordination serves children ages 0 – 18, or up to age 21 if they still receive education services. Eligible children have been diagnosed with an emotional or mental health disorder and are at risk for being placed outside of the home in either a residential or hospital setting, are receiving services from multiple agencies and are having difficulties functioning in the home, school or community.

Caseworker, Community Support For Families Program

- Establish and/or strengthen relationships between families and mental health services, school supports, outreach services and other programs that are identified within the DCF Safety plan
- Help to provide families with links to community resources that will allow them to meet their basic needs and take a more active role in determining what they need to be a successful family unit
- This program is a voluntary, step down program for those families identified by the Department of Children and Families that are in need of strengthening their natural and community support systems. It is intended to help provide parents with a voice as they navigate the parent/child relationship, enhance parenting skills and support families as they work to access resources available within their community and their child's education system.

SOUND COMMUNITY SERVICES, New London, CT*September 2007-March 2011***Substance Abuse Crisis Counselor**

- Worked in collaboration with inpatient and outpatient providers to grant access to services that would work to provide housing and counseling to teenagers and adults with dual substance abuse and mental health diagnosis.
- Coordinated treatment services within halfway house for five individuals at a time, including treatment plans, weekly house meetings, life skills lessons, medication management and group sessions.

Community Service Activities

- Ledyard Soccer Club Secretary 2024-present
- Ledyard Soccer Club Division Coordinator U5/6, U7/8, U9/10G Fall 2022-present
- GFS/JWL PTO Member & Room Parent 2022-present
- Member of the WRAP CT training Committee 2010, 2011
- Organizer of the Communities Raising Children Fall Event, 2009, 2010, 2011
- Member of the Communities Raising Children Collaborative 2009, 2010, 2011

Roxanne Maher

From: LYNN WILKINSON <lynnwilkinson57@comcast.net>
Sent: Sunday, November 10, 2024 6:44 PM
To: Elizabeth Burdick; Town Council Group
Subject: Cashman/GFI Water Use

11/10/2024
Lynn S Wilkinson
57 Terry Road
Gales Ferry CT 06335

Ledyard Planning and
Zoning Commissioners
Liz Burdick, Ledyard
Director Land Use and Planning
Ledyard CT

Dear Commission and Ms. Burdick,
I am writing to express my concerns regarding water usage for the Cashman/GFI proposed quarry. According to their presentations, water spray would be used to mitigate dust during blasting, as well as from piles of stored material. I believe there was discussion of whether that would affect the public water supply, and I am not sure if there was any resolution to that question.

As you know, water is an issue this fall. <https://www.ctinsider.com/weather/article/ct-weather-fire-19858322.php>
<https://www.ctpost.com/weather/article/ct-weather-drought-19897450.php>

Can you imagine how many gallons would be used on this site if the operation was currently running? With accelerating climate change altering weather patterns, there is no guarantee that this drought is a one-off event.

I hope you will consider this as you deliberate the many issues around the effects of a decade-long blasting operation in our town

Lynn Wilkinson

Roxanne Maher

From: Molly Tainter <mollytainter@gmail.com>
Sent: Tuesday, November 12, 2024 8:55 AM
To: Town Council Group
Subject: Feedback on Compost Program

Hello!

I just wanted to say as a new resident of Ledyard (moved here in 2023), I'm so appreciative of the pilot program for composting.

When we lived in Rhode Island we utilized a paid program called Black Earth Compost that picked up our compost 2 times a month. It was expensive and we didn't have the luxury of choosing when they came. With this pilot, I've loved that when our deep freezer has a few bags, we can bring them right over to the Transfer Station on our own timeline.

This is a great way we can all make a little difference for our environment and I hope it continues on past year one.

Thanks!
Molly Tainter
42 Robinhood Dr.
Gales Ferry, CT 06335

Roxanne Maher

From: Roxanne Maher
Sent: Wednesday, November 13, 2024 7:45 AM
To: ghosey924@gmail.com; Town Council Group; Fred Allyn, III
Cc: garyjonschneider@comcast.net; Kristen Chapman; Roxanne Maher
Subject: RE: Town Council October 9, 2024 Minutes
Attachments: TC-MIN-2024-10-09.pdf

Good Morning Mr. Hosey:

Thank you for letting me know the October 9, 2024 minutes link on the Meeting Portal was not working for you.

I have regenerated and the minutes and they are available at the link below:

<https://ledyardct.legistar.com/View.ashx?M=M&ID=1159061&GUID=69CD3D92-4693-4546-A040-511D8CBE6DFB>

I have also attached them to this email in case you were still having an issue accessing the minutes.

Please do not hesitate to contact me if I can be of any additional help.

Roxanne
Administrative Assistant to
The Ledyard Town Council
(860) 464-3203
council@ledyardct.org

From: ghosey924@gmail.com <ghosey924@gmail.com>
Sent: Tuesday, November 12, 2024 3:58 PM
To: Town Council Group <TownCouncil@ledyardct.org>; Fred Allyn, III <mayor@ledyardct.org>
Cc: garyjonschneider@comcast.net
Subject: minutes

Hello all,

Catching up on old meeting minutes.

Thank you Mayor Allyn for your 9/25 answers to my questions regarding the PMBC Ordinance revision.

Given those answers, I would only suggest adding verbiage regarding recommending the dismissal of an owners rep if needed.

One additional question – the ordinance states that the PBMC will annually elect a Chair, Vice-Chair, and Secretary. Why three officers for a five-member committee?

Separate item – the link to the minutes of the Town Council meeting on 10/9 is broken. It takes the user to the agenda rather than the minutes.

Thank you.

GH

Roxanne Maher

From: Naomi Rodriguez
Sent: Tuesday, November 12, 2024 11:26 AM
To: Roxanne Maher
Subject: Fw: Pickleball/Playgrounds

Hi Roxanne,

Could you please put this on the communications list.

Thank you,

Naomi

From: Andy Parad <aparad@gmail.com>
Sent: Thursday, November 7, 2024 10:09 PM
To: Scott Johnson <Scott@ledyardct.org>
Cc: Fred Allyn, III <mayor@ledyardct.org>; Naomi Rodriguez <NaomiR@ledyardct.org>
Subject: Pickleball/Playgrounds

Scott,

Thanks for having the foresight to gather community members for a meeting. This was very helpful.

I am going to put the bottom line up front for pickleball (and probably too many words below). After attending the meeting tonight, stopping by the tee-ball field on East drive on the way home, and having a chance to think about it, I am personally opposed to the idea of building 2 or 3 pickleball courts at that location. Here are the reasons:

1. The field is smaller than I remember. I am not sure there will be enough room left for tee-ball
2. Having coached on that field for about 5 years I will tell you
 - a. You need more room for tee-ball than you would think. My thought as I was sitting in the parking lot was that the only place pickleball would fit here was in the parking lot.
 - b. Often older siblings use the field for batting practice before/after practice and younger kids just run around
 - c. The mosquitos there were a problem. People will want to play in the early morning and late afternoon. The shade will be nice, as will the wind blocking of the trees. But the flying insects could be an issue that could minimize use
3. The location is remote. I know the neighbors want something there, but I'm not sure this is the best site to showcase Ledyard
4. Someone at the meeting brought up drainage and this effecting any slab put down. I don't remember puddles in the outfield being a problem, though we canceled anytime there was even the chance of a sprinkle. But it does seem like a low lying location
5. The Gales Ferry TeamReach group probably plays more than anyone and I think 4 to 12 people typically show up. Here is my experience playing at Old Saybrook where they built 3 very nice courts.

Essentially we stopped playing there because we weren't guaranteed a court. Instead the few times I've made it that way, we now play at Trask which is a tennis court with lines and we bring a net. We have never tried to play at Stonington because of the same issue. It's only 2 courts. So really, in my opinion, building 2 or even 3 courts will mostly be for the most recreational people who play less and cause frustration amongst the regulars. Windham got it right with 6 courts. They have regular groups of 8 to 12 that come out and use 2 or 3 courts, but there are still courts for the rest of us who show up. I think the Gales Ferry group for the most part would still play at the tennis court is what will end up happening depending on group size/risk tolerance. The converse could also happen where the regulars dominate the courts and recreational players won't be able to play which is counter to what the goal should be as well.

6. Hearing the cost involved I think I understand why every town has done this wrong. They have a budget for funds to use, they use those funds...and don't build enough courts. Yes, you can add more courts later, if needed. But if you know you will need more courts, this seems to be an expensive mistake

Some suggestions

1. We think critically about the number of courts and where to put them. Don't build too few courts in the wrong place because of budgeting. Maybe 2 years of funds could be combined.
2. Talk with the Board of Ed and develop a plan for the town. I played with some UConn players a few weeks ago. Pickleball went from a club sport to a team sport in just the last few years. They will be playing at the national tournament, I think in Indiana, in the spring. A few years ago there were about 30 teams, 64 this year, and my guess would be over 100 in the spring. There is a very high likelihood this will turn into a fall sport at the high school level. To spend so much money and not take this into account would be a mistake. Maybe we still build courts in Gales Ferry even though we know the high school will need courts in the next 3 to 10 years. But there should be a plan and I didn't hear a plan tonight which for such a large expenditure and I was hoping for that.
3. I believe the difference between asphalt and post tension concrete was about \$20,000, or about 25% higher. I believe this is the company that has a 20 year warranty: [Connecticut Tennis & Basketball Court Construction | Classic Turf Company](#). Given that it's going to cost, I believe you said \$59,000 Scott, to resurface the tennis and basketball courts, the small upfront additional cost for post tension concrete from a reputable company seems like a no brainer.
4. Thinking outside the box, how much is the tennis court in Gales Ferry used for tennis, and is there another court elsewhere? Would a portion of the \$59,000 for resurfacing be better put toward pickleball (or playgrounds). If the tennis court were removed, would there be room for 4 pickleball courts (which I would probably consider the minimum) given the zoning and easement issues. Just considering all our options here
5. To go back to the high school, I would think there would be concerns about pickleball courts at the high school for public use. How do other schools deal with this? How does the high school deal with the tennis courts and are they used during school hours? I can see the argument of nuisance noise. But I can also see the benefit of having additional "good" people at the high school. The fear of school shootings is a reality. I can't see having a bunch of old people milling about being anything but a positive in this unfortunate equation.

As for playgrounds, I have much less experience there, but saw what playgrounds could be during our 7 months in New Zealand. They were community gathering places. Places for kids to get exercise. Places the kids actually wanted to go to. The most similar place around here is Poquonnock Plains. There are diverse attractions that aren't static like the typical playground. Personally, I divide playgrounds into

those that are for imaginative play and those that are for adventure play. New Zealand I think has it right that they have leaned into adventure play. As you pointed out, I'm not sure how much of this is "legal" here. I've created a drop box with some pictures:

https://drive.google.com/drive/folders/1eR8dBk2LiaeTAg3nBmiP67wqXGhUusV5?usp=drive_link

The unnamed pictures are from Governors Island in NY. In short I would say let's not replace our 1970s playgrounds with 1970s playgrounds.

I hope this information helps.

Andy



TOWN OF LEDYARD CONNECTICUT OFFICE OF THE MAYOR

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
PH (860) 464-3222
FAX (860) 464-1126

Date: November 8, 2024

To: Naomi Rodriguez, Ledyard Town Council Chairman
Chief John Rich
Chief Dispatcher, Paula Smith
LFD Fire Chief Mann, Gales Ferry Fire Chief Erhart

Subject: Mayor out of Country

This memo is to notify you that I will be out of the country beginning on the afternoon of November 22, 2024 and returning to CT the evening of November 30, 2024.

In accordance with the Town of Ledyard Charter, Chapter III, Section 2 the Town Council Chairman shall be the Acting Mayor. Contact Chairman Rodriguez at (860) 910-9918 or Naomir@Ledyardct.org

I will have limited cell and email communications during this time.

Sincerely,

Fred B. Allyn III
Mayor

Roxanne Maher

From: Roxanne Maher
Sent: Wednesday, November 13, 2024 3:33 PM
To: Roxanne Maher
Subject: FW: IWWC Members

From: Debrodt, Justin T CTR (USA) <justin.t.debrodt.ctr@us.navy.mil>
Sent: Wednesday, November 13, 2024 2:58 PM
To: Roxanne Maher <council@ledyardct.org>; Justin DeBrodt <justin.debrodt.ctr@navy.mil>; j.debrodt@juno.com
Cc: Elizabeth Burdick <planner@ledyardct.org>
Subject: RE: IWWC Members

Roxanne,

My apologies for not replying earlier. I wanted a chance to meet and speak to the new members before making a recommendation. After hearing from them at last night's IWWC meeting both seem like great candidates and I recommend Mr. Michael Marelli to be appointed as a regular member.

Thank you.

r/

Justin DeBrodt
(860)861-2937



Chairman S. Naomi Rodriguez

TOWN OF LEDYARD CONNECTICUT

TOWN COUNCIL

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

October 24, 2024

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

Dear Mayor Allyn:

At its Regular Meeting held on October 23, 2024 the Town Council took the following actions:

- Approved a Budget Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2025/2026 Budget, as presented in the draft dated October 16, 2024.
- Granted a bid waiver to Goman & York Property Advisors, LLC in the amount of \$72,500 to conduct the Route 12 Corridor Study, due to receiving fewer than the required three bids in response to RFQ/RFP #2025-01 (Corridor Study along Route 12) in accordance with Ordinance #200-001 (rev. 1) "*An Ordinance for Purchasing*".

In addition, transferred and appropriated \$22,500 from American Rescue Plan Act (ARPA) funding to the Route 12 Corridor Study for a total amount of \$72,500. Source of ARPA funding transfer to be determined.

- Authorized construction services and Bid Waiver for Phase III Sewer Line installation per Gerber Construction, Inc. proposal in the amount of \$750,000; and authorize associated Resident Inspection and Construction Engineering Services per Weston & Sampson Engineers, Inc. Bid No. 2021-03 amendment proposal in the amount of \$71,000
- Authorized overspending account 10110205-53615 Town Attorney through June 30, 2025.
- Accepted the Community Speaks Out proposal dated October 16, 2024 in the amount of \$10,000 for the use of the National Opioid Settlement Funding received by the Town of Ledyard with the following changes:
 - ✓ Remove \$1,000 for the School Presentations - Fee for Guest Speakers.
 - ✓ Remove \$1,000 for the Awareness Events in Community for community education and resources including Naloxone and drug test distribution.
 - ✓ Add \$2,000 to the \$8,000 for Financial Recovery Assistance to include Sober Living, Basic Needs, Recovery Activities and Recovery Coach Services (Total: \$10,000).

- Approved to extend Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties for one-year, in accordance with provisions in Ordinance#100-018 (rev. 1) "*An Ordinance Providing Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties*".
- Reappointed Mr. Michael Marelli (D) 4 Lee Brook Drive, Ledyard, to the Agricultural Commission, for a three (3) year term ending September 21, 2027.
- Reappointed the following members to the Historic District Commission, for a five (5) year term ending December 3, 2029:
 - ✓ Ms. Kelly Lamb (U) 93 R Lambtown Road, Ledyard – Regular Member
 - ✓ Mr. Vincent Godino (D) 1906 Center Groton Road, Ledyard – Alternate Member
- Reappointed the following members to the Library Commission, for a two (2) year term ending November 7, 2026:
 - ✓ Mr. Ralph Hightower (D) 1-O Lakeside Drive, Ledyard
 - ✓ Mr. Rolf Racich (U) 18 Brewster Drive, Gales Ferry
 - ✓ Mr. Peter Diette (U) 14 Hyde Park Drive, Gales Ferry
- Reappointed the following members to the Ledyard Beautification Committee, for a three (3) year term ending October 26, 2027:
 - ✓ Ms. Jennifer Eastbourne (U) 4 Glenwoods Court, Gales Ferry
 - ✓ Ms. Kathrine Kohrs (D) 19 Winthrop Road, Gales Ferry
- Reappointed the following members to the Inland Wetland and Watercourses Commission, for a two (2) year term ending October 31, 2026:
 - ✓ Ms. Lynmarie R. Thompson (D) 2 Blackwell Drive, Gales Ferry
 - ✓ Ms. Beth E. Ribe (U) 129 Rose Hill Road, Ledyard
 - ✓ Mr. Daniel Pealer (R) 48 Highland Drive, Ledyard
- Reappointed Mr. Marcelle Wood (D) 11 South Glenwoods Road, Gales Ferry, to the Planning & Zoning Commission, for a three (3) year term ending October 31, 2027.
- Appointed Mr. Michael Marelli (D) 4 Lee Brook Drive, Ledyard, to the Inland Wetlands and Watercourses Commission, as an Alternate Member, to complete a two (2) year term ending October 31, 2026 to fill a vacancy left by Mr. Graebner.

- Appointed Mr. James Thompson (D) 6 Pennywise Lane, Ledyard, to the Inland Wetlands and Watercourses Commission, as an Alternate Member to complete a two (2) year term ending October 31, 2026 to fill a vacancy left by Mr. Watford.
- Appointed Mr. James Harwood (D) 10 Eska Drive, Ledyard, to the Planning & Zoning Commission as an Alternate Member, to complete a three (3) year term ending December 31, 2025 filling a vacancy left by Ms. Baudro.

Please feel free to contact Chairman Rodriguez 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
Mayor's Executive Assistant
Land Use Director/Town Planner
Public Works Director/Town Engineer



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

741 Colonel Ledyard Highway
 Ledyard, Connecticut 06339-1551
 (860) 464-3203
 FAX (860) 464-1485
council@ledyardct.org

Chairman S. Naomi Rodriguez

October 24, 2024

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

Chairman Anthony Favry
 Ledyard Board of Education
 4 Blonder Boulevard
 Ledyard, Connecticut 06339

Dear Mayor Allyn:

Dear Chairman Favry:

Pursuant to Chapter VII, Section 3 of the Ledyard Town Charter, the Ledyard Town Council has approved the standard format for the Fiscal Year 2025/2026 budget submittal.

In working to prepare our budgets for the coming year, we must continue to remain mindful of the inflationary economic challenges impacting interest rates, staples, heating fuel, and gasoline impacting the cost of living for our residents, as well as for the town in working to provide necessary services to our community.

While the Town has continued to reduce expenses including the elimination of departments and our workforce, as technology improvements have enabled efficiencies, we are once again asking that we work to continue to approach the preparation of our Fiscal Year 2025/2026 budget with the objective of minimizing expenses wherever we can find an opportunity and ensure that our tax dollars are spent wisely.

As in years past, funding from the State for the upcoming year will continue to remain uncertain. With the October 1, 2024 implementation of Public Act 24-46 "*An Act Establishing a Property Tax Exemption for Veterans Who Have a Service-Connected Permanent and Total Disability Rating*", combined with the \$65,000 loss from current veterans' tax relief programs and the loss of tax revenue our town has historically experienced as a host community to the Mashantucket Pequot Tribal Nation, with no taxation on the buildings of any kind; or on the land within the Tribal Reservation; a larger burden has been and will continue to be placed on our taxpayers to make up the difference for these revenue losses.

In working to provide a responsible and reasonable budget the Town Council encourages you to look for reductions where possible in areas such as contractual expenses through renegotiation, and corresponding decreases in operating budgets where contractual increases exist. Also, the Town Council asks that increases in specific line items and new expenditures be explained/justified; and be offset with corresponding reductions in other line items. An increase in revenue for any services provided should also be considered.

In addition,

- FY2025/2026 state revenue figures are unknown at this time but are expected to remain stable compared to FY2024.
- We do not anticipate an increase in Educational Cost Sharing over FY25.
- The existing Bond Anticipation Note (BAN) for the completed school projects (Middle School and Gallup Hill School) was retired in May of 2024. The town is awaiting the completion of the State's Closeout Audit to determine final bonding needs. In addition, in August of 2024, utilizing short term financing, the town borrowed \$5.5 million for new roofs, HVAC and other building improvements for several Board of Education buildings. This will be converted to long-term financing upon completion of the projects.
- Healthcare costs are expected to increase as they do every year; initial estimates are expected at some point in December. Per the agreement the town entered into last year, the increase for FY 25/26 cannot exceed 9.9%.
- Tipping fees for municipal solid waste are increasing every year.
- The Town continues to receive favorable returns on our invested cash; however, it is expected interest rates will decline in the coming year..

As identified in Section 5 of the Town Charter, your budget submission must include plans for dealing with any reductions in State funding that might occur after the General Government and Board of Education budget are approved at referendum. Plans will include reduction in services, use of Town surplus or an increase in the tax levy. Such contingency plans shall be available at the time of the referendum. The charter requires the Board of Education to include any steps taken to address changing enrollment as part of the budget submission. The Board of Education is required to continue to provide its own Capital Improvement Plan showing the proposed source of revenue for each expenditure.

The budget format should include all items specified in Section 1 and Section 3 of Chapter VII of the Ledyard Town Charter (see attached).

The Capital Improvement Plan (CIP) should attempt to maintain the normal funding levels for long-term capital expenditures and regular capitalized item maintenance. All items should be reviewed and prioritized with regard to potential savings or increases in efficiency or services. Extending the in-service times of vehicles and equipment should be considered when justifiable. Additional reserve funds for large cost maintenance items such as roof replacements or parking lot

maintenance should be identified and analyzed to determine the appropriate amount of annual funding. We recommend the Board of Education and General Government review their respective list of major maintenance items (e.g., building repairs, boiler replacement/repair, parking lot repaving) and present a long-term plan (projected out 5 – 7 years) for funding sufficient capital in the CIP to support replacement or repair/upgrade, as applicable.

While the long-term debt for Ledyard remains relatively low, the current and potential future bonded construction projects have resulted in a significant increase to the mill rate over the past few years, peaking in FY 23 at \$4,476,232. Given the mill rate increases for the three largest capital projects the Town of Ledyard has ever undertaken, we recommend the General Government and Board of Education continue to look at required staffing and reduce staffing levels where possible while maintaining the quality of town services and education to our children. We need to be mindful of the taxpayer in every financial decision that is made to ensure we are providing the quality services our residents expect and in the most cost-effective manner under the present circumstances.

In accordance with the Town Charter, if during the budget year the State does not meet the revenue anticipated by the budget that has been already passed, the Town Council may re-open the budget and put a revised budget to the voters. If the budget does not pass at referendum, the Town Council is required by the charter to reduce the current budget to eliminate the shortfall.

The Ledyard Town Charter requires that the Board of Education submit their proposed budget, in the format prescribed above, to the Mayor by February 24, 2025 (fourth Monday in February); and the Mayor submit a proposed budget to the Town Council on or before March 3, 2025 (the first Monday of March). It is anticipated that budget work sessions will be held during regular business hours. Your consent is respectfully requested for Town Hall staff to attend work sessions/meetings with the Town Council and its subcommittees as we make every effort to develop workable plans that can be implemented on July 1, 2025. If the members of the Town Council can be of any assistance to you or your staff in preparing your proposed budget, please feel free to call on us.

Sincerely,



S. Naomi Rodriguez
Chairman
Ledyard Town Council

cc: Finance Director
Business Manager

Budget Submittal Data & Format (As outlined in the Town Charter)

The budget format should include all items specified in Section 1 and Section 3 of Chapter VII of the Ledyard Town Charter. All figures for audited years must balance to the audited financial statements.

The budget should be provided electronically in Microsoft Excel and Adobe Portable Document Format (PDF) as specified in the sections below. PDF documents should be original documents printed to or saved in PDF, *not* scanned copies of printed documents.

1.0 Budget Message (Executive Summary)

Section I shall provide the Budget Message and should be as required by Section 3 of Chapter VII of the Ledyard Town Charter. The budget message must outline the financial policy of the Town government and describing the important features of the budget plan indicating any major changes from the current year in financial policies, regionalization efforts, expenditures, and revenues together with the reasons for such changes, and containing a clear general summary of its contents. Please make all efforts to have this executive summary read to a maximum of two (2) pages and in such a format that the general public (taxpayers) can read and comprehend.

Please provide the budget message in PDF Format.

2.0 Grand List

Section II shall provide historical, current, and projected Grand List figures for fiscal years 2020/2021 through 2025/2026.

Please provide the Grand List in Microsoft Excel format.

3.0 Revenue and Expense Summary

Section III shall provide historical, current, and budget year Revenue and Expense Summary figures for fiscal years 2020/2021 through 2025/2026. All figures must balance to the data provided in the Revenue and Expense details sections of the budget. All figures for audited years must balance to the audited financial statements.

Historical data shall include budgeted, amended and actual revenue and expense summaries. Budgeted figures shall be the amounts included in the fiscal year's approved budget. Amended expense figures shall include the budgeted figures plus or any carry over from the previous year which was applied to the spending plan. Actual figures shall provide actual fiscal year revenue and expense figures.

Current fiscal year data shall include budgeted, amended, received or expended as of December 31, 2024. Separately the Mayor's recommendations for the amounts to be appropriated should be included for the fiscal year 2025/2026 for all line items (other than Board of Education line items).

Amended budget figures shall be the sum of the adopted budget figures plus any transfers and additional appropriations as of December 31, 2024.

Fiscal Years 2020/2021 through 2024/2025 shall be presented in an Excel Spreadsheet using the Munis Financial System.

4.0 Revenue Detail

Section IV shall provide historical, current, and budget year Revenue Detail figures for fiscal years 2020/2021 through 2025/2026. All figures for audited years must balance to the audited financial statements.

Historical data shall include budgeted, amended and actual revenue detail. Budgeted figures shall be the amounts included in the fiscal years approved budget. Amended revenue figures should equal budgeted. Actual figures shall provide actual fiscal year revenue and expense figures.

Current fiscal year data shall include budgeted, amended, and received as of December 31, 2024, Department projected, and Mayor/Superintendent projected for fiscal year 2024/2025. Budgeted figures shall be the amounts included in the fiscal years approved budget. Amended revenue figures should equal budgeted. Revenue shall be those monies received as of December 31, 2024.

Budget year data Revenue Detail figures shall include both the department and Mayor's/Superintendent's projected revenue.

Fiscal Years 2020/2021 through 2025/2026 shall be presented in an Excel Spreadsheet.

5.0 Revenue Narratives

Section V shall provide a narrative description for each revenue line item shown in Section IV stating the source of the estimated revenue figure (i.e. Estimate, State Data, etc.), the date of the revenue estimate (i.e. state publication date, date of estimate, etc.), and a revenue narrative providing the person or persons responsible for the estimate and any other relevant information.

Revenue Narratives shall be provided.

6.0 Expense Detail

Section VI shall provide historical, current, and budget year Expense Detail figures for Fiscal Years 2020/2021 through 2025/2026. All figures for audited years must balance to the audited financial statements.

Historical data shall include amended and actual expense detail. Amended budget figures shall be the amounts included in the fiscal year's approved budget plus transfers and additional appropriations. Actual figures shall provide actual fiscal year expense figures.

Current fiscal year data shall include budgeted, amended, received, or expended as of December 31, 2024.

Budget year data expense detail figures shall include both the department and Mayor's/Superintendent's requested expenses.

Fiscal Years 2020/2021 through 2025/2026 shall be presented in an Excel Spreadsheet.

7.0 Expense Narratives

Section VII shall provide a brief narrative description for each expense line item shown in Section IV stating the source of the estimated expense figure and an expense narrative providing the person or persons responsible for the estimate and any other relevant information.

Expense Narratives shall be provided.

8.0 Salaries

Section VIII shall provide current and budget year salary detail figures for Fiscal Years 2024/2025 and 2025/2026 using the salary spreadsheet provided by the finance department.

A line shall exist for each employee and shall be identified by an Employee ID which means the same account number may exist for several line items. If an employee is shared between departments then there should be an entry for each department.

This information shall be derived from Munis Financial System.

9.0 Health Insurance

Section IX shall provide details on employee health insurance and payments made in lieu of health insurance. A line shall exist for each employee and shall be identified by an Employee ID.

The union the employee belongs to shall be identified as well as the benefit description None, Single, Single + 1, or Family.

Any and all payments made to retired employees shall also be detailed in this section.

Please provide the Health Insurance information in Microsoft Excel format. Please provide any additional health insurance backup data in PDF Format.

10.0 Capital and Non-Recurring Detail

Section X shall contain a program of proposed capital and road projects in accordance with Chapter VII of the Town Charter. This program should be accompanied by plans or layouts, costs and details associated with the proposal. In addition, the road proposal should be in such a format defining each project, its separate costs, and the planned schedule of accomplishment. Allocations from funds such as LoCIP should be specifically identified so that the total funds required for tax levy can be clearly determined.

Please provide the Capital and Non-Recurring detail in Excel Spreadsheet.

Please provide all Capital and Non-Recurring backup data in PDF or Excel format. Photos should also be included in the pdf file if available.

11.0 Local Capital Improvement Program (LoCIP) and Other Grant Funding for Capital Projects

Please provide LoCIP and any other grant funding received in FY 2023/2024, the current year and the FY 2025/2026 year in Excel format. Please provide any additional LoCIP backup data in PDF Format.

12.0 Capital Reserve Funds

Section XII shall provide an accounting of all capital reserve funds including:

1. Balance as of December 31, 2024.
2. Revenue from grants and contributions from the general fund for FY 2024/2025.
3. Departments' requested funding for FY 2025/2026.
4. Mayor's projected funding for FY 2025/2026.
5. Board of Education's Projected funding for FY 2025/2026
5. Departments actual and five-year projected payments or expenses for FY 2021/2022 through FY 2026/2027.
6. Mayor's actual and five-year projected payments or expenses for FY 2021/2022 through FY 2026/2027.
7. Board of Education's actual and five-year projected payments or expenses for FY 2021/2022 through FY 2026/2027.

Please submit the Reserve Funds in an Excel Spreadsheet. Please provide any additional Reserve Funds backup data in PDF Format.

13.0 Long Term Capital Improvement Plan

In accordance with the Charter, Section XIII each department or agency shall submit a Six Year Projected Budget for capital improvements that includes the current fiscal year and the next five years. In addition to the current year, please provide: (1) analysis of town expenditures for capital and operating expenses for the previous five years; and (2) estimates of revenues and expenditures for capital and operating expenses for the subsequent five years.

Please provide Long Term Capital Improvement Plan data in PDF Format.

14.0 Long Term Debt Service

Section XIV shall provide an accounting of all long term debt service including:

1. Issue Date
2. Years Financed
3. Maturity Date
4. Interest Rate
5. Balance as of June 30, 2024
6. Projected Balance as of June 30, 2025
7. Monthly Principal and Interest
8. Other Monthly costs if any
9. Principal due at Maturity
10. Interest due at Maturity
11. Other due at Maturity

Please provide the Long Term Debt Service in an Excel Spreadsheet. Please provide any additional Long Term Debt Service backup data in PDF Format.

16.0 Library Budget – Fund 0202

Section XVI shall provide the data required in Section 3 through Section 9 for Fund 0202.

Data shall be provided in an Excel format with PDF documents as required.

17.0 Other Liabilities

Section XVII shall provide details on all other town liabilities such as sick time, comp time, state grant reimbursements owed, etc. as of June 30, 2024.

Data shall be shall provided in an Excel Spreadsheet.

18.0 Fund Balances

Section XVIII shall provide all fund balances, current, projected and encumbered. All projected revenue and encumbered expenses shall be detailed.



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman S. Naomi Rodriguez

October 24, 2024

Community Speaks Out
Mr. Joseph de la Cruz, President
214b Thames Street
Groton, Connecticut 06340

Dear Mr. de la Cruz:

At its October 23, 2024 meeting the Ledyard Town Council approved to accept the Community Speaks Out proposal submitted on October 16, 2024 for the use of the National Opioid Settlement Funding received by the Town of Ledyard with the following changes:

- Remove \$1,000 for the School Presentations - Fee for Guest Speakers.
- Remove \$1,000 for the Awareness Events in Community for community education and resources including Naloxone and drug test distribution.
- Add \$2,000 to the \$8,000 for Financial Recovery Assistance to include Sober Living, Basic Needs, Recovery Activities and Recovery Coach Services (Total: \$10,000).

With these adjustments the total allocation to Community Speaks Out remained at \$10,000 as proposed.

It should be noted that this allocation of funds does not guarantee future funding obligations to your organization. Also, we ask that Community Speaks Out provide quarterly reports to the Town Council regarding Program effectiveness in our community from the start date of the Programs.

Please make arrangements with the Mayor's Office for the disbursement of the National Opioid Settlement Funding to your Organization.

The Town Council appreciates your time in preparing a proposal, for meeting with the Finance Committee to discuss the details of the proposal, and for Community Speaks Out's concerted efforts to work with families and professionals to help save and reshape lives in our community with your Recovery Coach Services, Sober Living Facilities, and Awareness Outreach Programs.

Should you have any questions regarding the revised proposal please do not hesitate to contact me at telephone (860) 910-9918 or email: naomir@ledyardct.org.

Sincerely,

S. Naomi Rodriguez
Chairman

Attachment

cc: Mayor Allyn, III
Director of Finance
Treasurer

Community Speaks Out
2024-2025 OPIOID SETTLEMENT FUNDING PROPOSAL FOR LEDYARD, CT



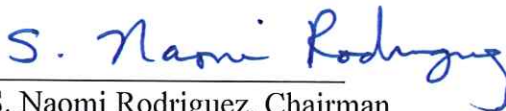
SERVICES	BUDGET
School Presentations fee is for guest speakers	\$1,000.00
Awareness Events in Community community education and resources including naloxone and drug tests distribution	\$1,000.00
Financial Recovery assistance to include Sober Living, Basic Needs, Recovery Activities and Recovery Coach Services	\$8,000.00 +\$2,000.00
TOTAL	\$10,000.00

Thank you for the opportunity to submit this proposal.
Joseph de la Cruz
Community Speaks Out
President/Founder
214b Thames St. Groton, CT 06340
860-271-1834

DISCLAIMER

Community Speaks Out is a non-profit 501©3 Organization that has no paid employees. We are a volunteer board of Directors and rely on volunteers within the community. We pay for some outside services such as a recovery coach, which is not covered by insurance. We also pay a stipend to people in recovery to speak to students about the dangers of substance use.

Approved as revised above by the Ledyard Town Council on: October 23, 2024


S. Naomi Rodriguez, Chairman



Chairman S. Naomi Rodriguez

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

100

October 24, 2024

Mrs. Patricia A. Riley, Town Clerk
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mrs. Riley:

At its Regular Meeting held on October 23, 2024 the Town Council voted to approve to extend Archery Hunting on Certain Town Owned Lands for one-year.

This action was taken in accordance with provisions in Ordinance#100-018 (rev 1) "*An Ordinance Providing Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties*".

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

Respectfully submitted,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. James Harwood
10 Eska Drive
Ledyard, Connecticut 06339

Dear Mr. Harwood:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 appointed you as an alternate regular member of the Planning and Zoning Commission, to complete a three (3) year term ending December 31, 2025, filling a vacancy left by Ms. Baudro.

The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Planning and Zoning Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Planning and Zoning Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Planning and Zoning Commission



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. Michael Marelli
4 Lee Brook Road
Ledyard, Connecticut 06339

Dear Mr. Marelli:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 appointed you as an alternate member of the Inland Wetland And WaterCourses Commission, to complete a two (2) year term ending October 31, 2026 filling a vacancy left by Mr. Graebner.

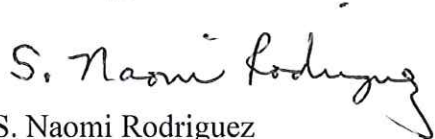
The Town’s Meeting Portal (Granicus-Legistar) will aid you in preparation for the Inland Wetland And WaterCourses Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Inland Wetland And WaterCourses Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the “Agendas & Minutes” tab.

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Thank you for your willingness to serve the Town of Ledyard.

Sincerely,


S. Naomi Rodriguez
Chairman

cc: Town Clerk
Inland Wetland And WaterCourses Commission



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TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
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towncouncil@ledyardct.org

October 24, 2024

Mr. James Thompson
6 Pennywise Lane
Ledyard, Connecticut 06339

Dear Mr. Thompson:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 appointed you as an alternate member of the Inland Wetland And WaterCourses Commission, to complete a two (2) year term ending October 31, 2026 filling a vacancy left by Mr. Watford

The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Inland Wetland And WaterCourses Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Inland Wetland And WaterCourses Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Inland Wetland And WaterCourses Commission



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Chairman S. Naomi Rodriguez

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Ledyard, CT 06339
(860) 464-3203
towncouncil@ledyardct.org

October 24, 2024

Mr. Peter Diette
15 Hyde Park Drive
Gales Ferry, Connecticut 06335

Dear Mr. Diette:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Library Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Library Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Ms. Jennifer Eastbourne
4 Glenwoods Court
Gales Ferry, Connecticut 06335

Dear Ms. Eastbourne:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Ledyard Beautification Committee, to complete a three (3) year term ending October 26, 2027.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Ledyard Beautification Committee meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Ledyard Beautification Committee scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Ledyard Beautification Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. Vincent Godino
1906 Center Groton Road
Ledyard, Connecticut 06339

Dear Mr. Godino:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as an alternate member of the Historic District Commission, to complete a five (5) year term ending December 6, 2029.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Historic District Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Historic District Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Historic District Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. Ralph Hightower
1-O Lakeside Drive
Ledyard, Connecticut 06339

Dear Mr. Hightower:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Library Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Library Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

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Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Ms. Kathrine Khors
19 Winthrop Road
Gales Ferry, CT 06335, Connecticut

Dear Ms. Khors:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Ledyard Beautification Committee, to complete a three (3) year term ending October 26, 2027.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Ledyard Beautification Committee meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Ledyard Beautification Committee scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Ledyard Beautification Committee



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Ms. Kelly Lamb
93R Lambtown Road
Ledyard, Connecticut 06339

Dear Ms. Lamb:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a regular member of the Historic District Commission, to complete a five (5) year term ending December 6, 2029.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Historic District Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Historic District Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

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Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Historic District Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. Michael Marelli
4 Lee Brook Road
Ledyard, Connecticut 06339

Dear Mr. Marelli:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a regular member of the Agricultural Commission to complete a three (3) year term ending September 21, 2027.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Agricultural Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Agricultural Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

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Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Agricultural Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. Dan Pealer
48 Highland Drive
Ledyard, Connecticut 06339

Dear Mr. Pealer:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a regular member of the Inland Wetland And WaterCourses Commission, to complete a two (2) year term ending October 31, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Inland Wetland And WaterCourses Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Inland Wetland And WaterCourses Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Inland Wetland And WaterCourses Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. Rolf Racich
18 Brewster Drive
Gales Ferry, Connecticut 06335

Dear Mr. Racich:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Library Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Library Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

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Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Ms. Beth E. Ribe
129 Rose Hill Road
Ledyard, Connecticut 06339

Dear Ms. Ribe:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a regular member of the Inland Wetland And WaterCourses Commission, to complete a two (2) year term ending October 31, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Inland Wetland And WaterCourses Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Inland Wetland And WaterCourses Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Inland Wetland And WaterCourses Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Ms. Lynmarie Thompson
2 Blackwell Drive
Gales Ferry, Connecticut 06335

Dear Ms. Thompson:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a regular member of the Inland Wetland And WaterCourses Commission, to complete a two (2) year term ending October 31, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Inland Wetland And WaterCourses Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Inland Wetland And WaterCourses Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Inland Wetland And WaterCourses Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

October 24, 2024

Mr. Marcelle Wood
11 South Glenwoods Road
Gales Ferry, Connecticut 06335

Dear Mr. Wood:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a regular member of the Planning and Zoning Commission, to complete a three (3) term ending October 31, 2027.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Planning and Zoning Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Planning and Zoning Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Planning and Zoning Commission



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3200

Chairman S. Naomi Rodriguez

November 4, 2024

Mr. John Rodolico, Chairman
Retirement Board
40 Long Pond Road
Gales Ferry, Connecticut 06335

Dear Chairman Rodolico:

Members of the Retirement Board are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of the member's block and kindly return to the Town Council Office at council@ledyardct.org.

Pension Board

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. John Rodolico 40 Long Pond Road Ledyard, CT 06339	R	1/20/2025	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor
Mr. Roger Coddling 13 Helmlock Circle Gales Ferry, CT 06335	R	1/20/2025	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Board's Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3200

Chairman S. Naomi Rodriguez

November 4, 2024

Mr. Cory Watford, Chairman
Republican Nominating Committee
429 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Chairman Watford:

Members of the Retirement Board are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of the member's block and kindly return to the Town Council Office at council@ledyardct.org.

Pension Board

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. John Rodolico 40 Long Pond Road Ledyard, CT 06339	R	1/20/2025	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Mr. Roger Coddling 13 Helmlock Circle Gales Ferry, CT 06335	R	1/20/2025	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor

Board's Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

Roxanne Maher

From: Naomi Rodriguez
Sent: Monday, October 28, 2024 9:40 AM
To: Roxanne Maher
Subject: Fw: Fall Highlights from the Lantern Hill Valley lakes

Hello Roxanne,

Could you please forward this email to the whole Town Council Group. Thank you.

Respectfully,

Naomi Rodriguez

From: Lantern Hill Valley Alliance <betsy@thelhva.ccsend.com>
Sent: Sunday, October 27, 2024 7:35 AM
To: Naomi Rodriguez <NaomiR@ledyardct.org>
Subject: Fall Highlights from the Lantern Hill Valley lakes



**Highlights of Fall in the
Lantern Hill Valley**



Water Fest Day Event 2024

If you missed Sept 21st, the Waterfest Day 24 celebration was fantastic! The weather cooperated with us, although the forecast suggested it might not. 20+ people of all ages took the opportunity to hike the "Hill," a guided hike up Lantern Hill. By the time they returned, the Grahams beachfront was bustling with activities—

[for more details and pictures](#)

The LHVA needs you! Please support us with [your membership or donations](#). Consider helping on a committee for our lakes; several options are available. >>> [Committee info here](#). Any of our board members would be thrilled to speak with you.

Two Amazing Opportunities to Help Shape the Future of CT's Wildlife Plan and the Long Island Sound!! Your opinions Count!

CT SWAP 2025
Connecticut State Wildlife
Action Plan

Protecting our wildlife and habitats together

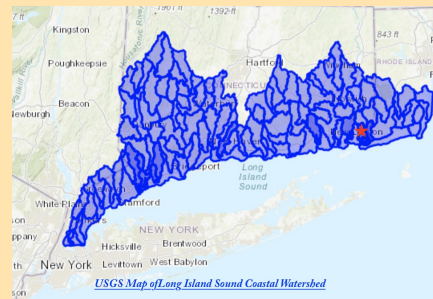
The purpose of the CT SWAP is to provide guidance and vision for wildlife conservation in Connecticut. It does this by:

- Identifying and addressing the Species of Greatest Conservation Need (SGCN) and their habitats.
- Identifying threats and actions needed to maintain species diversity and protect habitat.
- Encouraging participation and partnerships with conservation organizations at local, state, and regional levels to enhance opportunities for implementation of actions to help wildlife.

SGCN
The Draft list currently has 546 Species of Greatest Conservation Need (SGCN) which are typically a native species with declining populations, or subpopulations expected to benefit from strategic conservation attention.

SAPS
The Draft list currently has 503 State Assessment Priority Species (SAPS) which require more research & monitoring.

USGS Map of Long Island Sound Coastal Watershed



Did you know we are part of the Long Island Sound Coastal Watershed? The Long Island Sound Study Partnership has released its Comprehensive Conservation Management Plan draft for the next ten years. The plan is looking for public input from you until November 22nd.

<https://longislandsoundstudy.net/about/ccmp-revision-updates/>

CT DEEP is updating its Wildlife Action Plan for the next ten years through 2035. They would like to hear from you about their proposed updates. Please take a moment or two to weigh in—Your voice matters!

<https://portal.ct.gov/deep/wildlife/ct-wildlife-action-plan/provide-input-to-the-ct-wildlife-action-plan>



Welcoming Autumn to the Lantern Hill Valley Lakes

Nearby, the autumn scenery on the Lantern Hill Valley lakes—Long Pond, Bush Pond, and Lantern Hill Pond—has been breathtaking. Take a moment to unwind and appreciate the tranquil stillness, where the water perfectly mirrors the surroundings.

HYDRILLA - THE WORD STRIKES DREAD IN THE HEART OF THOSE HELPING CARE FOR OUR CONNECTICUT LAKES AND RIVERS!

HYDRILLA, A THREAT THAT WAS NOT YET FOUND AT THE LONG POND BOAT LAUNCH THIS JULY, IS LOOMING IN THE VICINITY OF AMOS LAKE AND PACHAUG POND! THIS AGGRESSIVE INVASIVE SPECIES IS MAKING ITS WAY FROM THE CT RIVER, ITS ORIGIN, TO OUR LAKES, AND ITS **RELENTLESS SPREAD SINCE 2016**, ACROSS CONNECTICUT'S WATERS IS HAVING A DEVASTATING IMPACT!

WE ARE ASKING YOU TO TAKE IMMEDIATE ACTION BY EITHER **CALLING OR WRITING YOUR CONNECTICUT STATE SENATOR AND REPRESENTATIVE..** IT IS CRUCIAL THAT YOU CONVEY YOUR CONCERNS REGARDING THE WELFARE OF YOUR LAKES AND RIVERS. THESE NATURAL RESOURCES NEED YOUR SUPPORT TO AUTHORIZE CT DEEP TO IMPLEMENT PROACTIVE MEASURES TO ENSURE THE PROTECTION OF OUR LAKES AND RIVERS.

REMEMBER YOUR VOICE IS POWERFUL--AND IT MATTERS--MAKE IT HEARD! TOGETHER WE CAN COMBAT THE HYDRILLA INVASION!

Aquatic Invasive Species in Connecticut

Interactive Web App



Welcome! Explore waterbodies across Connecticut to discover where aquatic invasive species have been documented. This tool, maintained by the **Office of Aquatic Invasive Species (OAIS)** at the Connecticut Agricultural Experiment Station (CAES), provides up-to-date information on aquatic invasive species throughout the state. The **Home** page is regularly updated as new data becomes available, and the **Survey Data** page is updated annually.

To make the most of your experience, use the < and > arrows to navigate through instructions for various tools.



Connecticut's Office of Aquatic Invasive Species has launched a new site -- **Learn about Aquatic Invasives** -- check out the lakes near you or ones

you want to visit. This site is an excellent resource for learning about the aquatic plant life in the water bodies you plan to explore, ensuring that you don't accidentally transport invasive species into a waterbody or back to your favorite lake or river!



Lantern Hill Valley Alliance | c/o 72A Long Pond Rd S | Ledyard, CT 06339 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!



TOWN OF LEDYARD CONNECTICUT

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

Chairman S. Naomi Rodriguez

November 7, 2024

Superintendent Jason Hartling
Ledyard Board of Education
4 Blonders Boulevard
Ledyard, Connecticut 06339

Dear Superintendent Hartling:

As a follow-up to our September 23, 2024 meeting with Mayor Allyn, III, I came across previous years requests for the appropriation of additional Agricultural Science Technology Education (ASTE) revenues, in which the Board of Education provided a Spending Plan listing how the additional funds would be used.

However, in your May 28, 2024 and July 15, 2024 letters requesting the transfer of remaining and/or additional revenues received for Fiscal Year 2023/2024 from the Agricultural Science Technology Education (ASTE) Grant Program and the Impact Aid Program be passed through to the Board of Education's Capital Non-Recurring Accounts, a list outlining a Spending Plan was not provided.

In response to our conversation regarding the Town Council's February 28, 2024 action that set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items, to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210) was done to streamline the process for the Board of Education to open purchase orders through the Munis Financial System and to pay invoices. It should be explicitly noted that this action did not in any way change the town's budgetary process regarding revenues that were received outside of the Annual Budget as approved by our taxpayers each year; or usurp the Town Charter. The allocation of revenues and expenditure that are outside of the approved budget require Town Council authorization.

In working to uphold our commitment to the approved budget, provide transparency, and to streamline this process going forward, it would be prudent to continue the practice of providing a spending plan listing how all additional revenues would be used, at the time the request to pass the funding through to the Board of Education is submitted.

Your cooperation regarding this request is appreciated, as the concerted efforts of the Board of Education and Town Council is essential as we work to be conscientious stewards of the public funds we have been entrusted to manage.

Please do not hesitate to contact me should you have any questions regarding this request.

Sincerely,

S. Naomi Rodriguez
S. Naomi Rodriguez
Chairman

Attachments

BOE ASTE Request 1/23/2020

BOE ASTE Request 1/11/2021

BOE ASTE Request 2/18/2022

BOE ASTE Request 9/2/2022

BOE ASTE Request 6/5/2023

BOE ASTE Request 5/28/2024

BOE ASTE Request 7/15/2023

Town Charter pages 31, 33, 35

cc: Town Council
Mayor Fred Allyn, III
Board of Education Members
Finance Director
Treasurer
BOE Director Finance



Ledyard Public Schools

Administrative Offices

July 15, 2024

Ms. Naomi Rodriguez Chair,
Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Chairwoman Rodriguez:

The Ledyard Board of Education (BOE) has reviewed and approved the following requests and official communication to the Ledyard Town Council (TC). In both instances the received revenue in these areas is higher than previously budgeted. ASTE was an unexpected final payment that took place after TC had already made an adjustment. Impact Aid revenue was impacted by the Federal Government's allocations in their annual appropriations along with the number of claims.

The BOE respectfully requests your review and subsequent action:

1. Transfer the additional revenue received from the current Fiscal Year ASTE Revenue (\$39,502) to BOE ASTE CNR Account #22570101 58261.
2. Transfer Impact Aid revenue received (\$304,635) in excess of the budgeted amount to the BOE CNR reserve fund Account #22570101-58250

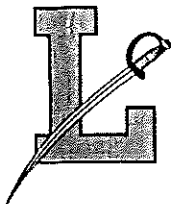
Should you or any of the Town Councilors have any questions, please let me know. The Board of Education Leadership and Superintendent are available as needed.

Sincerely,


Jason S. Hartling
Superintendent of Schools

Cc: Anthony Favry, Chair, Ledyard Board of Education
Anthony Saccone, Chair, Ledyard Town Council Finance Committee
Fred Allyn III, Mayor

Encl: ASTE Revenue and TC Request
Impact Aid Revenue and TC Request



Ledyard Public Schools

Administrative Offices

January 23, 2020

Ms. Linda Davis
 Chair, Ledyard Town Council
 Town of Ledyard
 741 Colonel Ledyard Highway
 Ledyard, CT 06339

Dear Charmain Davis:

At the last Board of Education meeting we reviewed and approved the proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The spending plan was developed by the program team in coordination with district administration.

Below please find an analysis of the State Agricultural Science Program funding for this fiscal year:

Budgeted Revenue Agricultural Science - Town of Ledyard \$665,064

Revenue from State for Agricultural Science:

Four equal payments of \$202,702 = \$810,808, 608,106 currently received, with the final payment due in May. The revenue above the Town budgeted allocation is \$145,744.

The Agricultural Science Program has developed a comprehensive request for the use of the majority of the unallocated revenue of \$138,510 (unallocated revenue minus unrealized tuition) related to the program. These items will enhance the programming, operation and student experience for students.

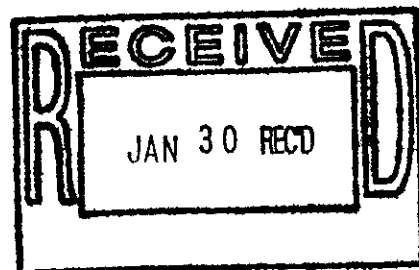
Given the Town has now received the third payment from the State of CT, it is requested that the following expenditures be approved by Town Council. Our hope is that current year students may realize the benefits from the State of CT appropriation.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education and Superintendent are available to discuss if needed.

Sincerely,

Anthony R. Favry, Chair
 Ledyard Board of Education

Cc: Jason S. Hartling, Superintendent of Schools



2019-2020 Agricultural Science Funding Request

The Agricultural Science Program at Ledyard High School is funded through student tuition and supplemental grant funding. Over the last two fiscal years the State has provided additional grant support to the programs throughout the State. Ledyard has wisely used these additional funds to invest in instructional, capital (facility and equipment) needs within the program. This year the unallocated additional funding through the State Grant for the program is \$145,744.

Revenue Budgeted by Town for Agricultural Science Grant
\$665,064

Revenue to Town
Four Payments of \$202,702 = \$810,808

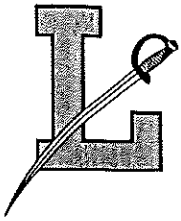
Revenue above Town Budget allocated by State for Agricultural Science
\$145,744

Tuition Budgeted by Town
\$910,000

Actual Tuition
\$902,766 (\$7,234)

The Agricultural Science Program has developed a comprehensive request for the use of unallocated revenue of \$138,510 (unallocated revenue minus unrealized tuition) related to their program. These items will enhance the programming, operation and student experience for students.

Given the Town has now received the third payment from the State of CT, it is requested that the following expenditures be approved so that current year students may realize the benefits from the State of CT appropriation.



January 11, 2021

Ms. Linda Davis
Chair, Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Charmain Davis:

At the last Board of Education meeting we reviewed and approved a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The spending plan was developed by the program team in coordination with district administration. As we have in the past we are looking to leverage this additional funding to address longer term capital needs that will benefit the program for years to come.

Below please find an analysis of the State Agricultural Science Program funding for this fiscal year:

Budgeted Revenue Agricultural Science - Town of Ledyard \$695,736

Revenue from State for Agricultural Science:

Four equal payments of \$213,866 = \$855,464

town has currently received \$641,598, with the final payment due in May. After the final payment in May, the total projected revenue above the Town budgeted allocation is \$159,728.

The Agricultural Science Program has developed and the Board of Education supports an initial request for the use of a portion of the unallocated revenue not to exceed \$57,000. The projects will be put out to bid per Board and Town requirements.

Standing Seam Barn Roof- Estimate: Not to Exceed \$30,0000

The barn that supports the large animal care program was a used barn purchased about 12 years ago. At this time, the roof is beginning to leak causing potential damage to the roof beams.

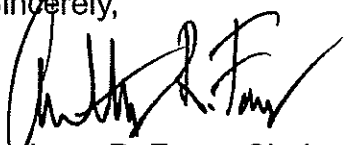
Ms. Linda Davis, Chair
Ledyard Town Council

Page Two

Air Conditioning System: Not to Exceed \$27,000
When the Agricultural Science Section was built it was retro-fitted with the infrastructure to provide cooling. This request would be to complete the system. In addition to the comfort of our students this would support the animal care, aquaculture and horticulture programs.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education and Superintendent are available to discuss if needed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anthony R. Favry', written over a horizontal line.

Anthony R. Favry, Chair
Ledyard Board of Education

Cc: Jason S. Hartling, Superintendent of Schools

Roxanne Maher

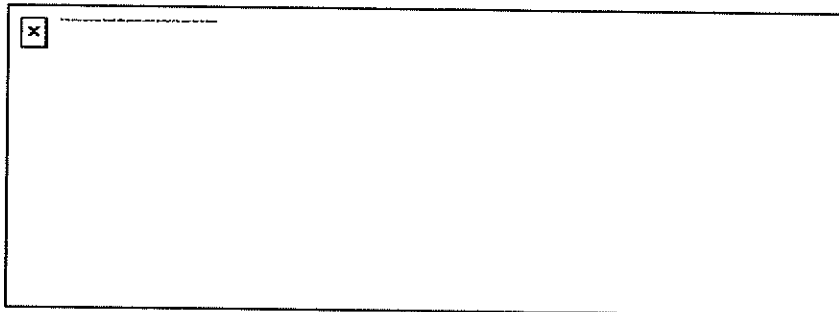
From: Jay Hartling <jhartling@ledyard.net>
Sent: Friday, February 18, 2022 9:08 PM
To: William Saums; Roxanne Maher
Cc: Anthony Favry; Kevin J. Dombrowski
Subject: ASTE Request
Attachments: LPS Request ASTE Supplemental Funding 2021-22.pdf

As we have done annually the BOE has approved a supplemental request for the ASTE funds received by the Town of Ledyard. Attached is the overview document for the TC Finance Committee. Please let me know if you have any questions and next steps.

Best, -Jay

Jason S. Hartling
Superintendent
Ledyard Public Schools

“Believing in the unlimited potential of every student”



Item	Description	Educational Value to Students/Purpose	Estimate
Oil System/Tank Conversion	AgSci Boiler System/Tank Conversion	To eliminate oil tank in boiler room and tie them into the main fuel tank into the school	\$22,900.00
Hallway Floor Repair/Renovation	4,000 S.F. of VCT Removal, 750 Lineal Feet of Control Joint Filling with Polyurea, 4,000 S.F. of Mechanically Polished Concrete of Existing Slab in Corridor; 3,750 S.F. of Mechanically Polished Concrete of Existing Slab with Sealer Removal in 4 Classrooms, 500 LF of Crack Repair	Refinish the AgSci gallery floor because the tiles are popping up, mismatched and require much maintenance each year. The FFA emblem will be etched into the floor.	\$44,000.00
Classroom floor work	Polishing classroom floors	Polish all the AgSci classroom floors	\$10,000.00
Exterior wall repair near Aquaponics greenhouse	Exterior building repair	To prevent bricks from falling out of existing siding and to strengthen the all support.	\$25,000.00
Access card additions/adjustments	Key pads for potting room door, dog door, overhead doors, and door going into the shop	AgSci students are in and out of the building each block of the day and with the new security system, we only have two key pads to get back into the building and having a key pad at four of the exterior doors will assist the teachers getting the kids back into the building quickly.	\$10,970.00
Livestock Supplies/Materials	Includes a wide variety of livestock handling supplies, equipment and materials for hands-on experiences	The supplies, materials and equipment will allow the students to gain valuable hands-on industry skills by using the equipment at school with our school animals.	\$7,200.00
Food Science Supplies/Materials/Small Fridge	Includes a variety of food science supplies and a small fridge	The supplies and materials allows the students to gain valuable hands-on skills during our food science class	\$2,000.00
Livestock Veterinary Science Summer Workshops	4 workshops, 2 hours each during the Summer of 2022	Provides an opportunity for students wishing to learn more about veterinary medicine under the direction of our veterinarian using our school animals.	\$2,500.00
Aquaculture/Aquaponics Supplies/Materials/Equipment	Includes trout stocking supplies, aquaponics supplies, Ag gallery plants, and greenhouse supplies	The materials and supplies will provide students with hands on experiences with aquaponics and greenhouse skills.	\$10,000
Agricultural Mechanics supplies/Materials/Equipment	Includes a variety of lumber, metal and steel.	The lumber and metal provides students with hands-on skills relating to agricultural mechanics.	\$7,000.00
Companion Animal Supplies	Includes a variety of companion animal supplies	The companion animal supplies will support the small animal habitats	\$2,000.00
Creation of Avian & Reptile Room	10x10 room with climate control to house avian and reptilian species	Supports student interest in reptilian and avian species of animals and ability to house these animals and provide proper care. Both require warmer temperatures than what current facility lab spaces are able to maintain.	\$15,758.00
Heat & Air Conditioning Unit in Small Animal Labs	Climate control in animal housing spaces	Supports student interest in companion animals and safely housing these animals through the school year's fluctuating seasons.	\$15,000.00
Heat in the Aquaponics Greenhouse	Climate control for the Aquaponics system	Supports student aquaponics projects through all four seasons	\$12,000.00
Renovate Small Animal Lab Floors & Drains	Resurface floors in order to attain added traction and adequate draining	Current floors are very slick when wet, it is a slip hazard for students working in the areas and canine species when present to support companion animal and veterinary science curriculum/courses.	\$30,000.00
		Total Request/Not to Exceed	\$216,328.00
		Town of Ledyard - Budget acct 1017002 42018	\$695,736.00
		Jul 2021	\$249,357.00
		Oct 2021	\$249,357.00
		Jan 2022	\$249,357.00
		Apr 2022	\$249,357.00
		State of CT Total ASTE grant	\$997,428.00
		Difference	\$301,692.00

Received

Received

- Appropriated and transferred \$301,692 from Account #10188210-59300 (Transferred Funds) to Account #2101402-49002 (CNR Transfers In);

In addition, appropriated \$301,692 to Account #21070101-58261 (BOE CNR Ag-Science);

And authorized the BOE to spend up to \$216,328 as outlined in the Board of Education Fiscal Year 2021/2022 Comprehensive List for Agri-Science program, upon the receipt of the Final FY Agri-Science Grant (supplemental) Funds.

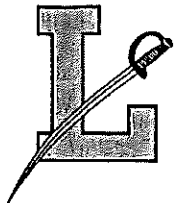
- Approved four tax refunds in the combined total amount of \$13,515.94 which each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

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
Accounts Payable
Board of Education
Police Chief
Tax Collector



Ledyard Public Schools

Administrative Offices

September 2, 2022

Mr. Kevin Dombrowski
Chair, Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Chairman Dombrowski:

The Ledyard Board of Education (BOE) has reviewed and approved several actions for request and communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent actions where applicable.

1. Notification to TC that the Gales Ferry Classroom Renovation Project has been completed for the opening of school. The classrooms are beautiful and the students and teachers appreciate your continued support. While not requiring any formal action nor impacting the overall budget, there was a slight overage on painting that was covered from the original flooring budget. The Permanent Municipal Building Committee (PMBC) is also aware.
2. Attached is a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The \$146,558 spending plan was developed by the program team in coordination with district administration. The request is to utilize remaining funds from the last Fiscal Year (2022) ASTE Revenue. It is further requested that per previous TC action that any remaining funds from FY 2022 ASTE be transferred to the appropriate CNR account designated for our Agricultural Science Program.
3. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Gales Ferry roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft. In addition, The State has determined that the construction of GFS was not accepted until 2006, and therefore will receive reimbursement on only 75% of the total approved project cost. Both of these changes require TC approval/acknowledgement. Further details and cost breakdowns are provided in an enclosed attachment #2.
4. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Juliet W. Long roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft.. As in item 3 above, further details and cost breakdowns are provided in an enclosed attachment #2.

Page Two

Mr. Dombrowski, Chair
Ledyard Town Council

It is important to note that while item 3 and 4 above result in additional cost burden to the town, our overall project cost may be mitigated by the Inflation Reduction Act. The act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. Additionally, the approved HVAC system at JWL may also be eligible for State grants scheduled for release this fall.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education, Superintendent and our Director of Facilities are available.

Sincerely,



Jason S. Hartling
Superintendent of Schools

Cc: Anthony R. Favry, Chair, Ledyard Board of Education
William Saums, Chair, Ledyard Town Council Finance Committee
Fred Allyn III, Mayor

Item	Description	Educational Value to Students/Purpose	Estimate	Actual Price	Vendor
Kidding Panels	Behlen Country Gray 8'x4' Kidding Panel	To allow for additional pasture space for the livestock.	<u>\$3,585.00</u>		Shagbark
Kidding & Lambing Supplies	Lambing jug panels and birthing supplies	To provide adequate lambing and kidding space requirements to promote successful birthing	<u>\$1,790.00</u>		Premier 1
Boat Canoe Trailer	6 place canoe/kayak trailer	To store and transport our departmental canoes	<u>\$5,000.00</u>		My Sports Boat
Reptile & Bird Cages	Custom reptile & bird cages	To house reptiles and birds with appropriate heating, ventilation and space	<u>\$45,000.00</u>		Will vary
Fiberglass Step Ladder	10 foot fiberglass step ladder	To have students safely grab equipment and materials from the overhead storage	<u>\$250.00</u>		Home Depot
Greenhouse Supplies	Propagation mats, fertilizer, soil, vermiculite	To start seeds for student sales. To teach students how to make their own soil	<u>\$3,252.00</u>		890 and 2362
FFA Supplies	FFA Jackets, Certificates, Manuals	To provide students with FFA jackets to borrow at FFA events, provide certificates for awards and FFA manuals for curricular activities.	<u>\$1,000.00</u>		National FFA
AgSci Student Bathrooms	Additional Lockers for Students	We need additional units for our female students.	<u>\$6,600.00</u>		C & A Distributors Inc.
Calf Hutch	Calf hutch with inside hay rack	To provide appropriate housing for small ruminants	<u>\$1,700.00</u>		Farmer Boy
Veterinary Supplies	Lift table, catheters, blood pressure monitor, exam lights	To create a replica of a veterinary hospital with a variety of veterinary tools and equipment	<u>\$15,000.00</u>		Patterson Veterinary
FFA Official Dress	Official Dress, Slacks, Skirts, Shirts	To provide FFA Official Dress for students to borrow to attend FFA events	<u>\$1,155.00</u>		Amazon
Small Animal Supplies	Rabbit supplies	To provide the rabbits with necessary supplies and enrichment	<u>\$1,148.00</u>		Amazon
Hydroponics Supplies	FloraGro, Starter Plugs	Provides students with appropriate equipment and supplies to sustain the current hydroponics systems in the aquaponics greenhouse	<u>\$1,648.00</u>		Farm Tek
Fish Tank Display	Fish tank and display materials and supplies	To create a professional fish tank exhibit in the AgSci office	<u>\$9,400.00</u>		Wet Pets Emporium
Water Garden Supplies	Regenerative blower, pumps, digital temp controls	This equipment will be used to run the water garden and aquaculture lab	<u>\$2,880.00</u>		Pentair
Aquarium Supplies	Filters	Provides our students with the opportunity to upgrade and maintain the current aquaculture filtration equipment.	<u>\$758.00</u>		Amazon
Livestock Supplies	Variety of enrichment for the livestock	To provide the livestock with mental and physical stimulation	<u>\$2,750.00</u>		Amazon
Ag Mechanics Supplies	Variety of deck screws and nails	To construct construction projects	<u>\$375.00</u>		Home Depot
Ag Mechanics Tools	Variety of tools and supplies	To provide students with additional tools to work in smaller groups	<u>\$3,200.00</u>		Amazon

Welder	Welder, welding gloves	To provide students with an additional welder and supplies	<u>\$4,200.00</u>		Airgas
Filter supplies	Filter bags	To replace the filter bags for the Air Filters in the shop	<u>\$1,147.00</u>		A.J. Astle
Agricultural Mechanics Supplies	A variety of band saws, flute tap, etc	To provide students with additional agricultural mechanics experiences using saws	<u>\$2,395.00</u>		MSC Industrial
Small Animals	A variety of small animals	To ensure healthy history and age while providing students with experiences with different companion and small exotic species	<u>\$750.00</u>		Various Vendors
Small Animal Bedding	Small animal bedding	To reduce the rising costs of animal bedding	<u>\$1,500.00</u>		Flemings Feed Store
Horticulture Printer	Tag & Label Printer	To create on-demand printing for flower and vegetable tags	<u>\$1,790.00</u>		Griffin Greenhouse
Rodent Repellent Plants	A variety of rodent repellent plants for the side of the barn	To help keep rodents from overtaking the barn	<u>\$5,000.00</u>		Quote from Wayne
Paving Barn Driveway	Pavement	To reduce the loss of gravel during the winter and other soil movement	<u>\$4,000.00</u>		Quote from Wayne
Livestock Wash Rack	Concrete and metal	To create a space to wash the livestock	<u>\$1,500.00</u>		Quote from Wayne
Gravel	Yards of gravel	To store the trailers and prevent moisture causing rust from the wet grass. Reduce the need for mowing or weedwacking by using gravel (trailers are up near the	<u>\$2,000.00</u>		Quote from Wayne
Industry Certification Programs	A variety of industry certification programs	To provide students with an opportunity to obtain industry certifications within our agricultural pathways	<u>\$2,740.00</u>		ICEV, ACT, ProTrainings
Electrical Supplies	Greenhouse	Electric supplies for the greenhouse	<u>\$1,447.80</u>		Granite City
Cabinets	Cabinetry for Horticulture Classroom	With the updated painting and floors, the cabinets that were in the room need to be replaced, if possible. We will delete other items from the list to match this	<u>11,597.10</u>		Hertz Furniture
			\$146,558		

Attachment 2

Gales Ferry & Juliet Long School Roof and HVAC Projects

When applying for the state grant for the roof projects Ledyard Public Schools (LPS) was informed that due to recent inflation the State of Connecticut expects to see estimates in the range of \$50.00 per square foot. LPS original estimates were based on \$35.00, and a figure of \$38.00 was submitted for town approval to allow for escalation of costs until the project started construction the following year.

The State also stated that the Gales Ferry Roof was not 20 years old and would receive reimbursement on only 75% of the project cost. The State's explanation was that the Board of Education did not officially accept the project until 2006 even though the school opened for students in 1999.

The State also required documentation from the town council that acknowledges that they are aware that full reimbursement for the Gales Ferry roof will be reduced by 20% based on a replacement in the summer of 2023. The States records show that the date of acceptance by the Board of Education was in 2006 well after the building was opened.

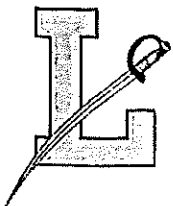
Based on this information the following chart details the cost changes the State is requesting prior to "approval of the project":

School	Original Request	New Request	Difference	State Share	Town Share
Gales Ferry	\$1,845,000	\$2,427,000	\$582,000	\$362,818	\$219,182
Juliet Long	\$1,375,000	\$1,809,000	\$434,000	\$270,555	\$163,445
Central Office	\$200,000	\$263,000	\$63,000	\$20,267	\$42,733
total	\$3,375,000	\$4,499,000	\$1,079,000	\$653,640	\$425,360
Federal Inflation Reduction Act funding for Solar installations paid 12 months after solar installation.					(\$231,524)
Estimated increase to town share for roof and solar installation					\$198,836

Part of the recently passed Inflation Reduction Act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. As shown above this will significantly decrease the Town's share of the cost increases on the roof portion of the project.

The JWL HVAC System may now be eligible for grants that are scheduled to be released in the late fall. The project was 100% town cost and the State reimbursement would offset some of the increased costs.

It is important to note that final bids may result in costs that are below what the State is currently requiring for our projection, which may result in an overall lower cost to the Town.



Ledyard Public Schools

Administrative Offices

June 5, 2023

Mr. Kevin Dombrowski Chair,
Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Chairman Dombrowski:

The Ledyard Board of Education (BOE) has reviewed and approved the following for request and communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent action where applicable.

1. Attached is a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The \$271,960.13 spending plan was developed by the program team in coordination with district administration. The request is to utilize remaining funds from the current Fiscal Year ASTE Revenue (\$201,239). It is further requested that the remaining balance be funded through the CNR account designated for our Agricultural Science Program.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education, Superintendent and our Director of Facilities are available.

Sincerely,



Jason S. Hartling
Superintendent of Schools

Cc: Anthony R. Favry, Chair, Ledyard Board of Education
William Saums, Chair, Ledyard Town Council Finance Committee
Fred Allyn III, Mayor

4 Blonders Boulevard, Ledyard, Connecticut 06339 860-464-9255

www.ledyard.net

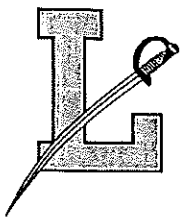
*FY 2022/2023
Budgeted \$8,500,000 - Received \$1,051,239*

ASU Grant 2022/23 Request				
Item	Description	Educational Value to Students/Purpose	Vendor	Estimate
CVA I Training Materials	12 Veterinary Assistant Manuals	Provides each student with the appropriate resource to assist them with their Veterinary Assistant Certification	Texas Veterinary Medical Association	\$1,989.40
Aquaculture Cabinets	Cabinetry for Aquaculture Classroom	To replace the current aquaculture cabinets that are rotting and falling apart from the moisture. These are compost and rot resistant.	Wayne's Contact	\$55,000.00
Livestock Management Supplies	Blocking Stand and Show Rail	To provide additional livestock management skills to students for handling purposes	Sydell	\$2,500.00
Automatic Gate	Automatic gate	Provides a secure gate that is automatic using the badge system to replace the current gate between the Ag circle and heading to the back of AgSci	Wayne's Contact	\$15,000.00
Barn sill plate	Replace rotted sill on the back wall of the barn.	Maintain structural integrity of the barn structure for the safety of students.	Wayne's Contact	\$15,000.00
Small Animal Management Supplies	A variety of small animal management supplies	Provides the small animals with enrichments and management items	Amazon	\$1,367.00
Veterinary Medicine	Blood collection items	Provides animal science students with ample blood collection materials	Patterson Veterinary	\$325.00
Chillers & Flow Switches	2 Chillers and 4 flow switches	Maintains the aquaculture tanks	Pentair Aquatic	\$6,200.00
Flotec Utility Pump	3 Utility Pumps	Maintains the aquaculture tanks	Farm Tek	\$2,900.00
Panels & Gates for Barn Stalls	Country Line- Wire Filled Gates: 12'x50 in (Qty 7), 4'x 50in (Qty 6) & 8'x50 in (Qty 6)	Provides for student safety while working in the barn as well as the ability to make the stalls a variety of sizes	Tractor Supply	\$4,500.00
Livestock Storage Feed Bins	10 lockable storage bins for livestock feed. 24"H x 24"W x 28" D	Prevents rodents from getting into feed bins	Slate Line Tack	\$2,682.00
Livestock Waterers	Add four automatic waterers in the barn	We do not have automatic waterers in the barn and these would help for all four seasons. Same waterers as outside	Drinking Post Waterer	\$2,286.00
Plumbing for Livestock Waterers	Plumbing to install the livestock waterers	This will allow the students to focus on developing skills during class rather than maintenance tasks such as tending to frozen water buckets. **NEEDS to make sure the underground fittings are not plastic--- We want Brass**	Wayne's quote	\$3,000.00
Livestock Feed Room	Rodent proof feed room in a section of a barn stall	Prevent rodents from eating the livestock feed	Wayne's quote	\$11,000.00
Water Shut Off	Livestock water shut off	Allows the option to shut off the water without needing to shut the whole system down	Wayne's quote	\$1,000.00
Cab for Ag Truck	Cab for F350	Cargo protection	Cap City	\$3,000.00
Window Screens	Window screen for classroom/lab space high up windows	Allow for proper ventilation without birds flying in the building	Wayne's quote	\$2,500.00
Washer & Dryer	Stacking washer & dryer	Current washer & dryer has reached its age limit	Kelth's Appliances	\$4,498.00
Barn Organization	Lockable storage cabinets, tool organizer	Allows for better barn organization	Amazon	\$2,000.00
Vertical Hydroponic System	HydroCycle Vertical NFT Lettuce & Herb System - 4" Pro 5' System and accessories	Provides additional Hydroponics and Aquaponics Systems for the Aquaponics Greenhouse as well as teaming with Hort. to increase vegetable and fruit production.	FarmTek	\$13,411.00
Plumbing supplies for Greenhouse	FW Webb supplies to link school source water to Aquaponics greenhouse.	Greenhouse has no source water. Plumbing from School to Aquaponics greenhouse is necessary.	FW Webb	\$2,000.00
Greenhouse Supplies	Variety of supplies and items for Natural Resource Products & Biotechnology class	Provides additional classroom experiences for Natural Resource students	Amazon	\$1,700.00
Greenhouse Bench	Poly-Tex 6' Double Bench Display with Purlin, Rolling Benches & Exhaust Fan	Provides for more space to hold plants, equipment to maximize space for hanging baskets, new exhaust fan to help prevent heating of greenhouses to 120 degrees during the summer months.	Griffin	\$31,530.00

Hydroponic System for Greenhouse	HydroCycle 8' Vertical Aeroponic Hobby System and additional supplies	Hydroponic systems to start year round vegetables for a student run in school food pantry, grow lights to help with winter production, carts to help with movement and storage of soil and plants.	FarmTek	\$14,611.00
Natural Resource Lab Kits	DNA Electrophoresis Labs, Classroom kits and supplies	Materials needed for new classes offered in 2023-24 School year (Natural Resource Products and Biotechnology).	Nasco	\$1,131.00
Stainless Steel Table	Deluxe stainless steel worktable with bottom shelf 96 x 36" plus accessories	New stainless steel table and accessories for potting room, removes the old wooden table prone to injuries.	Uline	\$1,753.00
Installation of Lights to greenhouse	Electrical & mechanical installation	Installs the lights	Wayne's quote	\$1,000.00
Aquarium Hoods & Accessories	A variety of aquarium hoods, LED lights, aquarium plants and accessories	Provides additional aquarium experiences for the student projects	Wet Pets Emporium	\$3,910.00
Midmark (Mason Company) Space Saver Kennels AND Cat Runs or Cat Towers	Four 4'x4' Space Saver Kennels and two 36"x36"x72" Cat Towers	Kennels will provide the ability to separate dogs when they are not in the CR with students and their space saving will allow us to convert indoor space for other purposes when dogs are not present, the cat towers will provide secure housing when fostering cats, but also allow for appropriate square footage for program owned rabbits as exercise areas as well.	Midmark (formerly Mason Company)	\$29,125.00
Cabinetry and Countertops in Veterinary Lab Space	Cabinetry and Countertops to setup mock veterinary exam and treatment areas	Will allow students to practice and apply authentic veterinary assisting and teching skills in a realistic setting. Will also allow for more secure storage of veterinary equipment such as autoclave, centrifuge, microscopes, syringes and needles, etc.	Wayne's quote from his vendor	\$16,400.00
Cement Pad	Poured cement pad for creating outdoor dog training space	Provides students with secured individualized outdoor area for training dogs during applicable classes	Wayne's quote from his vendor	\$5,400.00
Agility Equipment	Professional grade agility equipment	Provides students with industry quality obstacles and equipment for training	Max200	\$2,600.00
Various Companion Animal and Vet Science Supplies	Supplies to support student learning objectives in animal health, companion animal, behavior and training, veterinary science and animal disease courses.	iPads will be supportive of portfolio creation with apple pencils for students to more easily create their google site portfolios, they will also be helpful for video editing for numerous video projects, raised dog beds for kennel maintenance and training courses, fetal dopler for pregnancy checking small animals, portable vacuums for cleaning more easily inside of new custom cages, cameras for adding to outdoor training and animal spaces.	Amazon	\$6,800.00
Change locks for lab doors to classroom in small animal areas	Locks will be changed so that access to the classroom can be locked from the lab spaces.	Employees for animal care on weekends and holidays.	Wayne's quote	\$700.00
Canine Vet Trainer	Canine model for training students to do venipuncture, catheterization, bladder palpation, injections and lymph node palpation	Supports learning objectives in companion animal and vet sci courses as well as CVA skills and MxCC course objectives.	Reality Works	\$2,951.73

Total

\$271,960.13



Ledyard Public Schools

Administrative Offices

May 28, 2024

Ms. Naomi Rodriguez Chair,
Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Chairwoman Rodriguez:

The Ledyard Board of Education (BOE) has reviewed and approved the following request and official communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent action.

1. Transfer the remaining funds from the current Fiscal Year ASTE Revenue (\$129,698) to BOE ASTE CNR Account #22570101 58261.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education Leadership and Superintendent are available as needed.

Sincerely,



Jason S. Hartling
Superintendent of Schools

Cc: Alex Rode, Chair, Ledyard Board of Education
Anthony Saccone, Chair, Ledyard Town Council Finance Committee
Fred Allyn III, Mayor

Encl: Agricultural Science/ASTE Funding Summary 2022-2024

Ledyard Public Schools
 ASTE grant - 1017002-42018

	Received by Town of Ledyard	Town of Ledyard Budgeted Revenue	Amount Recieved by Town not Allocated to LPS
FY2024			
10/5/23	489,848		
1/3/24	244,925		
4/5/24	244,925		
	<u>979,698</u>	850,000	Request to BOE ASTE CNR

FY2023			
7/11/22	262,810		
10/5/22	262,810		
4/4/23	525,619		
	<u>1,051,239</u>	850,000	201,239

FY2022			
7/14/21	249,357		
10/4/21	249,357		
1/5/22	249,357		
5/9/22	249,358		
	<u>997,429</u>	695,736	301,693

ASTE schedule per CSDE	
July	25%
October	25%
January	25%
April	25%



Ledyard Public Schools

Administrative Offices

July 15, 2024

Ms. Naomi Rodriguez Chair,
Ledyard Town Council
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Chairwoman Rodriguez:

The Ledyard Board of Education (BOE) has reviewed and approved the following requests and official communication to the Ledyard Town Council (TC). In both instances the received revenue in these areas is higher than previously budgeted. ASTE was an unexpected final payment that took place after TC had already made an adjustment. Impact Aid revenue was impacted by the Federal Government's allocations in their annual appropriations along with the number of claims.

The BOE respectfully requests your review and subsequent action:

1. Transfer the additional revenue received from the current Fiscal Year ASTE Revenue (\$39,502) to BOE ASTE CNR Account #22570101 58261.
2. Transfer Impact Aid revenue received (\$304,635) in excess of the budgeted amount to the BOE CNR reserve fund Account #22570101-58250

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education Leadership and Superintendent are available as needed.

Sincerely,


Jason S. Hartling
Superintendent of Schools

Cc: Anthony Favry, Chair, Ledyard Board of Education
Anthony Saccone, Chair, Ledyard Town Council Finance Committee
Fred Allyn III, Mayor

Encl: ASTE Revenue and TC Request
Impact Aid Revenue and TC Request

RESULT: RECOMMEND TO APPROVE 3 – 0**MOVER:** Jessica Buhle, Town Councilor**SECONDER:** Tim Ryan, Town Councilor**AYES:** Jessica Buhle, Tim Ryan, Tony Saccone

5. MOTION to recommend the Town Council set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210).

Moved by Councilor Ryan, seconded Councilor Buhle

Discussion: Finance Director Matthew Bonin explained that he was recommending the Board of Education's Capital Lines for non-bonded expenses be taken out of the General Government's Capital Nonrecurring Fund (CNR). He explained that currently the Board of Education has five non-bonded capital lines that were nested within the Town's CNR Fund 210. He stated because these capital lines were part of the Town's Capital Account, that all the activity had to flow through the General Government's Finance Department, which has created additional work and oversight for the Town's Finance Department that could be alleviated by creating a new, stand alone, Board of Education Non-Bonded Capital Fund. He stated by removing the Board of Education's capital lines from the Government's Capital Nonrecurring Fund that it would also speed up the process and create a smoother workflow for the Board of Education.

Mr. Bonin went on to explain that because the Board of Education's five non-bonded capital lines were nested within the Town's CNR Fund 210 that he has been holding them accountable relative to the compliance with the provisions of Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" which included thresholds for the solicitation of bids and quotes, payment of invoices, vendor numbers, etc. He stated that processing payments has become time consuming because he continuously had to send things back to the Board of Education because invoices were not signed off, or they did not comply with other requirements.

Mayor Allyn, III stated that Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" only applied to the General Government and did not include the Board of Education.

Councilor Ryan stated that he was in-favor of moving the Board of Education's non-bonded capital lines to outside of the General Government's Capital Fund from the perspective that it would help Finance Director Mr. Bonin with making his job more efficient; and because it would put more accountability and ownership on the Board of Education. However, he questioned whether there would be the same level of accountability; and stewardship of taxpayer funds if the Board of Education's non-bonded capital lines were outside of the General Fund.

It was noted that the Board of Education's Regulation #3320 pertained to "*Purchasing Procedures Guidelines for Bids and Quotes*." Finance Director Matthew Bonin stated the Board of Education's Purchasing Regulations had higher purchasing thresholds.

- Goods and Services between \$5,000 and \$14,999 required three quotes;

- Goods and Services between \$15,000 and \$29,999 required that written quotes be obtained;
- Goods and Services between \$30,000 required a formal advertised process to solicited proposals.

Mr. Bonin stated the Board of Education's new Finance Director Kenneth Knight previously worked for the Town of Groton. He stated since Mr. Knight joined Ledyard in July, 2023 that they have been working well together; and that they have discussed moving the Board of Education's non-bonded capital lines to outside of the General Governments Capital Account. He went on to note that there have been staffing changes in the Central Office, stating that the Board of Education recently posted their Assistance Finance Director job opening.

Councilor Saccone questioned whether Finance Director Matthew Bonin would still have access to view the Board of Education's five non-bonded capital lines. Mr. Bonin stated that he would continue to have visibility of all accounts.

VOTE:

3 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 3 – 0	
MOVER:	Tim Ryan, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Jessica Buhle, Tim Ryan, Tony Saccone

6. Discussion regarding potential uses for the funding received from the National Opioid Settlement Payments.

Mayor Allyn, III noted that since 2022 the Town has been receiving National Opioid Settlement Funding that was coming from the Sackler Family Trust - Purdue Pharma, and others who were party to the case such as Johnson & Johnson, Teva, Allergan, Walgreens, CVS, and Walmart. He stated that he received notification earlier this week that the town would be receiving a Settlement Payment from Walmart in the amount of \$28,400, which would be added to the payments that the town has already received from other companies.

Chairman Rodriguez provided some background noting at that their September 27, 2023 meeting the Town Council appropriated \$36,100 from the National Opioid Settlement Funds to Ledge Light Health District/ Ledyard Prevention Coalition to implement programs to address opioid use disorder and prevention, and to expand access to intervention, treatment, and recovery options. She went on to note that she along with Mayor Allyn, Police Chief Rich, and Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. attended yesterday's Ledyard Prevention Coalition Meeting at which Senior Program Health Coordinator Kerensa Mansfield provided a Report that included maps showing that since January, 2023 to February, 2024 that there were 40 overdoses and one fatal overdose in Ledyard/Gales Ferry.

Councilor Buhle continued by noting in discussing the process to allocate these surplus funds from the Board of Education's Capital Account with Finance Director Matthew Bonin, that Mr. Bonin explained that when the Board of Education submitted its Capital Projects List they note that all the funding to support their projects would be coming from the tax levy. However, she stated in preparing the budget for the upcoming fiscal year that Mr. Bonin explained that the amount of tax levy needed to support the Board of Education's Capital Projects request would be reduced by their surplus amount for the upcoming fiscal year budget, noting that this has been the practice for many years.

VOTE: 7 – 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Brunelle, Buhle, Garcia-Irizarry, Paul, Rodriguez, Saccone, St. Vil
EXCUSED:	Dombrowski, Ryan

11. MOTION to authorize the Finance Director to set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210).

Moved by Councilor Saccone, seconded by Councilor Buhle

Discussion: Mayor Allyn, III, explained that Finance Director Matthew Bonin has recommended the Board of Education's Capital Lines for non-bonded expenses be taken out of the General Government's Capital Nonrecurring Fund (CNR) and moved into the Board of Education's side of the ledger to manage these funds. He explained that currently the Board of Education had five non-bonded capital lines that were nested within the Town's CNR Fund 210. He stated by moving these capital accounts to the Board of Education that it would provide them with more flexibility. He stated that Finance Director Matthew Bonin would continue to have the same visibility of these capital accounts that he currently has.

Councilor Saccone stated that it would also make it easier to track the projects and funding.
VOTE: 7 – 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Garcia-Irizarry, Paul, Rodriguez, Saccone, St. Vil
EXCUSED:	Dombrowski, Ryan

RESULT: RECOMMEND TO APPROVE 3 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

5. MOTION to recommend the Town Council set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210).

Moved by Councilor Ryan, seconded Councilor Buhle

Discussion: Finance Director Matthew Bonin explained that he was recommending the Board of Education's Capital Lines for non-bonded expenses be taken out of the General Government's Capital Nonrecurring Fund (CNR). He explained that currently the Board of Education has five non-bonded capital lines that were nested within the Town's CNR Fund 210. He stated because these capital lines were part of the Town's Capital Account, that all the activity had to flow through the General Government's Finance Department, which has created additional work and oversight for the Town's Finance Department that could be alleviated by creating a new, stand alone, Board of Education Non-Bonded Capital Fund. He stated by removing the Board of Education's capital lines from the Government's Capital Nonrecurring Fund that it would also speed up the process and create a smoother workflow for the Board of Education.

Mr. Bonin went on to explain that because the Board of Education's five non-bonded capital lines were nested within the Town's CNR Fund 210 that he has been holding them accountable relative to the compliance with the provisions of Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" which included thresholds for the solicitation of bids and quotes, payment of invoices, vendor numbers, etc. He stated that processing payments has become time consuming because he continuously had to send things back to the Board of Education because invoices were not signed off, or they did not comply with other requirements.

Mayor Allyn, III stated that Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" only applied to the General Government and did not include the Board of Education.

Councilor Ryan stated that he was in-favor of moving the Board of Education's non-bonded capital lines to outside of the General Government's Capital Fund from the perspective that it would help Finance Director Mr. Bonin with making his job more efficient; and because it would put more accountability and ownership on the Board of Education. However, he questioned whether there would be the same level of accountability; and stewardship of taxpayer funds if the Board of Education's non-bonded capital lines were outside of the General Fund.

It was noted that the Board of Education's Regulation #3320 pertained to "*Purchasing Procedures Guidelines for Bids and Quotes.*" Finance Director Matthew Bonin stated the Board of Education's Purchasing Regulations had higher purchasing thresholds.

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Mr. Bonin stated the Board of Education's new Finance Director Kenneth Knight previously worked for the Town of Groton. He stated since Mr. Knight joined Ledyard in July, 2023 that they have been working well together; and that they have discussed moving the Board of Education's non-bonded capital lines to outside of the General Governments Capital Account. He went on to note that there have been staffing changes in the Central Office, stating that the Board of Education recently posted their Assistance Finance Director job opening.

Councilor Saccone questioned whether Finance Director Matthew Bonin would still have access to view the Board of Education's five non-bonded capital lines. Mr. Bonin stated that he would continue to have visibility of all accounts.

VOTE:

3 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 3 – 0	
MOVER:	Tim Ryan, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Jessica Buhle, Tim Ryan, Tony Saccone

6. Discussion regarding potential uses for the funding received from the National Opioid Settlement Payments.

Mayor Allyn, III noted that since 2022 the Town has been receiving National Opioid Settlement Funding that was coming from the Sackler Family Trust - Purdue Pharma, and others who were party to the case such as Johnson & Johnson, Teva, Allergan, Walgreens, CVS, and Walmart. He stated that he received notification earlier this week that the town would be receiving a Settlement Payment from Walmart in the amount of \$28,400, which would be added to the payments that the town has already received from other companies.

Chairman Rodriguez provided some background noting at that their September 27, 2023 meeting the Town Council appropriated \$36,100 from the National Opioid Settlement Funds to Ledge Light Health District/ Ledyard Prevention Coalition to implement programs to address opioid use disorder and prevention, and to expand access to intervention, treatment, and recovery options. She went on to note that she along with Mayor Allyn, Police Chief Rich, and Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. attended yesterday's Ledyard Prevention Coalition Meeting at which Senior Program Health Coordinator Kerensa Mansfield provided a Report that included maps showing that since January, 2023 to February, 2024 that there were 40 overdoses and one fatal overdose in Ledyard/Gales Ferry.

Town Clerk shall cause to be published in a newspaper having circulation in the Town, a summary of the proposed budget showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the format prescribed by the Town Council for budget estimates, and shall also show the estimated amount to be raised by taxation as well as the estimated mil rate necessary to meet the amount to be raised by taxation.

The proposed annual budget shall become effective when approved by the annual Town Meeting as provided in this chapter and an official copy shall be filed with and certified by the Town Clerk.

The resolution adopting the budget shall contain in detail the budget recommended by the Town Council as filed with the Town Clerk. Following adoption of the budget by the annual Town Meeting, the Town Council shall, prior to the first day of July, fix the tax rate in mils which shall be levied on taxable property in the Town for the ensuing fiscal year.

Should the Town Council fail to fix the tax rate within the time required herein, the tax rate shall be fixed by the Mayor and shall not exceed the annual budget requirements as approved by the annual Town Meeting.

For the purposes of the General Statutes, the Town Council shall be deemed to be the budget making authority and the legislative body of the Town and shall have all the powers and duties contained therein for the creation of a "Reserve Fund for Capital and Non-Recurring Expenditures", and shall have the power to select the independent public accountant as provided in this Charter.

If during the budget year, the State of Connecticut does not meet the grants and payments anticipated by the current budget, the Town Council may reopen the budget. The Mayor and Board of Education will provide input as to how to address the income shortfall. The Town Council will present a revised budget to a Town Meeting for information, then adjourn to the voting machines. If the revised budget is approved, a revised tax rate will be set by the Town Council. Should the revised budget not be approved, the Town Council shall appropriately reduce the current budget to eliminate the shortfall. This adjusted budget shall then automatically become the operating budget for the remainder of the fiscal year.

SECTION 6. ANNUAL TOWN MEETING

The annual Town Meeting for the consideration of the budget and the transaction of other business shall be held on the third Monday of May at such hour and at such place as the Town Council shall determine.

The Town Meeting(s) may not alter the amount of any appropriation recommended by the Town Council. The vote of the Town meeting on the annual budget shall be adjourned to a vote on the voting machines the day following the Town Meeting in the same manner as outlined in Chapter VII, Section 9D and, if approved by a majority of those voting hereon, shall be deemed to be the vote of the Town Meeting.

SECTION 8. TOWN MEETING PROCEDURE

All Town meetings, including the annual Town Meeting, shall be called to order by the Chairman of the Town Council, or in his absence, by the chairman pro-tempore of the Town Council.

A moderator shall be elected and all business conducted in the manner now or hereafter provided by the General Statutes except as otherwise provided in this Charter.

The Town Clerk shall serve as clerk of all Town meetings, but in his absence an acting clerk may be designated by the meeting.

SECTION 9. FINANCIAL POWERS

Any resolution making a non-budgeted appropriation of less than one (1) percent of the current tax levy shall become effective after approval by the Town Council, provided that the Director of Finance certifies that there are available unappropriated general fund resources in excess of the proposed appropriation.

Such appropriations shall not exceed accumulatively two (2) percent of the current tax levy in the current fiscal year.

Any appropriation in excess of the limitations in Section 9A above shall become effective only after it has been approved by resolution of the Town Council and adopted at a Town meeting by a majority vote of the qualified voters present and voting.

Any resolution making a non-budgeted appropriation of more than one (1) percent of the current tax levy, but less than five (5) percent for any purpose, any resolution authorizing the issuance of bonds or notes or other borrowing of less than five (5) percent of the current tax levy, except notes in anticipation of taxes to be paid within the fiscal year in which issued, and any sale or purchase of real estate or interest therein shall become effective only after it has been approved by the Town Council and adopted at a Town meeting by a majority vote of the qualified voters present and voting at such meeting.

The Town Meeting shall not act upon any proposal for the sale or purchase of real estate or any interest therein, or the issuance of bonds or other borrowing, except upon the recommendation of the Town Council; nor act upon any appropriation which has not been acted upon by the Town Council, unless the same shall have been before the Town Council for sixty (60) days without action.

No Town Meeting shall increase the amount of any bond issue or appropriation above the amount recommended by the Town Council, or make any appropriation not recommended by the Town Council.

After the same has been approved by the Town Council, any non-budgeted appropriation of more than five (5) percent of the current tax levy, and any resolution authorizing the issuance

The several departments, commissions, officers, and boards of the Town shall not involve the Town in any obligation to spend money for any purpose in excess of the amount appropriated for each designated line item until the matter has been approved by the Town Council, and each order drawn upon the Treasurer shall state the department, commission, board, or officer and the appropriate line item against which it is to be charged.

Upon request transmitted by the Mayor, but only within the last three (3) months of the fiscal year, the Town Council may by resolution transfer any unencumbered appropriation, balance, or portion thereof from one department, commission, board, or office to another.

No transfer shall be made from any appropriations for debt service and other statutory charges.

At any time, the administrative head of any department may transfer any unencumbered amount whose cumulative total shall not exceed ten (10) percent of the annual appropriation for that department.

The Town Council shall be informed monthly as to the status of transfers.

Appropriations for construction, for other permanent improvements, or for special purposes, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three (3) fiscal years shall elapse without any expenditure from or encumbrance on the appropriation therefore.

Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse and this shall not apply to the paragraph immediately preceding.

Every payment made in violation of the provisions of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment or any part thereof shall be jointly and severally liable to the Town for the full amount so paid or received.

If any person or employee of the Town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take part therein, such action shall be cause for his removal.

SECTION 14. BORROWING

The Town shall have the power to incur indebtedness by issuing its bonds and notes as provided by General Statute subject to the limitations thereof. No notes or bonds shall be made payable upon demand. Any note may be subject to redemption prior to maturity on such notice and at such time as may be stated in the note.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0539

Agenda Date: 11/13/2024

Agenda #: 1.

REPORT
ADMINISTRATION COMMITTEE

Fiscal Year 2024/202 Report:
Administration Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0540

Agenda Date: 11/13/2024

Agenda #: 2.

REPORT
COMMUNITY RELATIONS COMMITTEE

Fiscal Year 2024/2025 Report:

Community Relations Committee for Diversity, Equity, & Inclusion

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0541

Agenda Date: 11/13/2024

Agenda #: 3.

REPORT
FINANCE COMMITTEE

Fiscal Year 2024/2025 Report:
Finance Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0542

Agenda Date: 11/13/2024

Agenda #: 4.

REPORT
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Fiscal Year 2024/2025 Report:
Land Use/Planning/Public Works Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0561

Agenda Date: 11/13/2024

Agenda #: XII.

REPORT

REPORT OF THE MAYOR:

REPORT OF THE MAYOR

Mayor Report Fiscal Year 2024/2025:



File #: 24-0367

Agenda Date: 10/23/2024

Agenda #: 1.

ORDINANCE

Motion/Request:

MOTION to adopt proposed Amendments to Ordinance #100-015 (rev.1) “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” as presented in the draft dated September 11, 2024.

Background:

Based on the size of select Municipal Projects, it would be prudent to provide the volunteers serving on the Permanent Municipal Building Committee (PMBC) with assistance from professionals.

The proposed Amendments to the Ordinance as presented in the draft dated July 24, 2024 includes provisions for the hiring of professional support; and input from the Permanent Municipal Building Committee.

Highlights of Proposed Amendments:

➤ Section 2 - Purpose:

- Established a Project Cost threshold estimated to exceed \$500,000.
- Provides for professional assistance from a Owner’s Representative or Consulting Engineer.
- Requires the PMBC to provide written recommendations regarding their selection to include a summary of proposers, a weighted ranking sheet and reasons to support their recommendation.
- Places the final decision regarding the selection of Owner’s Representative or Consulting Engineer with the with the Town Council.

➤ Section 4 - Terms of Appointment::

- Adds: Temporary Members shall serve for the term of the project they have been appointed for.

➤ Section 5: Powers and Duties

- Updated to more clearly define PMBC powers and duties.
- Includes language for when Owner’s Representative or Consulting Engineer is required.
- Names: the Superintendent of School to be the responsible party for School Construction Grants Applications.

- Adds: the Board of Education Director of Facilities and Grounds and the Town's Public Works Director/Town Engineer as Ex-Officio Members.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

DRAFT *7/24/2024 (Clean Copy)*

Ordinance # 100-015 *(rev.1)*

AN ORDINANCE ESTABLISHING
A PERMANENT MUNICIPAL BUILDING COMMITTEE
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard

Section 1. Authority

Pursuant to Chapter IV, Section 7 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continued responsibility for the execution of ~~major~~ *select* construction and maintenance projects for the Town of Ledyard *as assigned by the Town Council*. The Permanent Municipal Building Committee will oversee and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings *that fall within the approved budget*, as well as any significant installation, renovation or upgrade of service equipment and major systems as provided herein.

The Permanent Municipal Building Committee may have responsibility for the execution of buildings or infrastructure projects associated with the provisions of water and/or sewer, if deemed appropriate by the Town Council.

For projects whose total project cost is estimated to exceed \$500,000, an Owner's Representative and/or Consulting Engineer shall be hired through a quality-based selection process to assist the Permanent Municipal Building Committee with management and oversight of such project(s). The Owner's Representative or Consulting Engineer shall not have authority to make decisions, approvals, or otherwise

act on behalf of the Permanent Building Committee unless specifically designated to do so by contract. The Owner's Representative or Consulting Engineer shall be required to have the requisite experience, knowledge, qualifications, personnel and capacity necessary to manage such a project.

The selection of an Owner's Representative or Consulting Engineer shall be publicly advertised through a Request for Proposal to solicit proposals from interested parties. The Request for Proposal shall provide a clear scope of services that specifies the roles and responsibilities of the Owner's Representative or Consulting Engineer. Where possible, it shall clearly specify the level of oversight during construction so that proposals from multiple firms can be clearly leveled during the evaluation process.

The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.

When a project involves the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner's Representative or Consulting Engineer may be approved by the Town Council; as requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.

The Permanent Municipal Building Committee shall comply with provisions provided in Ordinance 200-001 (rev.1) (An Ordinance for Purchasing) with regard to the competitive bid process; and shall interview a minimum of two firms prior to selection. Should only one firm be determined qualified to perform such work, the Permanent Municipal Building Committee may request a waiver for such a requirement should the firm's proposal be reasonable for the proposed scope of work.

The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm. The final decision of award will lie with the Town Council. The Town Council possesses the authority to reject the recommendation and refer it back to the Permanent Municipal Building Committee for further action relative to making another recommendation for the award of such services in the best interest of the Town of Ledyard.

Where external funding sources are used to fund the project, such requirements of the funding authority shall apply to the selection process as well. Where conflicts occur between this ordinance and the funding authority's requirements, the most stringent requirement(s) shall be applicable as determined by Mayor or their designee.

The Requests for Proposals for Owner's Representatives or Consulting Engineers is subject to review by the Town Director of Finance. The Director of Finance is responsible for ensuring that all required local and state purchasing requirements are met and that all insurance requirements are included in the Request for Proposal.

From time to time, the Permanent Municipal Building Committee may be asked to undertake certain studies or projects by the Town Council. In case of multiple projects, the Town Council may form a separate building committee for a particular project.

Section 3. Membership

The Permanent Municipal Building Committee shall consist of the following members appointed by the Town Council:

Regular Members: Five (5). These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades. They shall be appointed **by the Town Council** for a term of three (3) years.

Temporary Members: For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council.

For Board of Education projects, at least one **of their two** temporary members shall be a Board of Education member. **Board of Education Temporary Members shall be appointed by the Town Council. Temporary Members shall serve for the term of the project they have been appointed for.**

Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.

Ex-Officio Members: The Town Finance Director, **Public Works Director**, Board of Education Business Manager and/or his designee, **Board of Education Director of Facilities and Grounds**, Town Engineering Technician, Town Planner and the Permanent Municipal Building Committee's Town Council Liaison shall be non-voting ex-officio members.

Quorum: A quorum shall consist of a majority of **Regular** voting members.

Section 4. Terms of appointment

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

Any vacancy in the Permanent Municipal Building Committee other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council. The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter.

Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Permanent Municipal Building Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Permanent Municipal Building Committee. The vacancy shall be filled as herein before provided. Additionally, the Permanent Municipal Building Committee may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Permanent Municipal Building Committee to notify

the Town Council when a member has not properly performed his duties.

Annually, the regular members of the Permanent Municipal Building Committee shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by the Permanent Municipal Building Committee from its regular membership.

Section 5. Powers and Duties

The Permanent Municipal Building Committee is authorized to develop design plans and drawings for municipal building projects directed by the Town Council, primarily in accordance with the Town's Capital Improvements Projects List.

The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects. The process shall utilize a quality-based selection similar to that outlined in Section 2 for the Owner's Representative or Consulting Engineer. Such selection shall be based on experience, knowledge, capacity and expertise as well as the fee for performing such work.

~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates. When an Owner's Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner's Representative prior to selecting the architect and/or engineer, so that the Owner's Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms.~~

The Permanent Municipal Building Committee is authorized to develop schedules and ~~cost estimates~~ *budgets* for municipal building projects. *However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

The Permanent Municipal Building Committee is authorized to recommend to the Mayor the execution of municipal building project contracts as may be approved by the Town Council.

The Permanent Municipal Building Committee shall have authority over all change order requests. The Permanent Municipal Building Committee shall also coordinate all applications for grants and other financial assistance documents *except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.* The Permanent Municipal Building Committee shall submit change orders and grants/financial assistance documentation to the appropriate authority in a timely manner and with timely notification to the Town Council. The Town Council is the authority to modify or change the scope of the project.

The Permanent Municipal Building Committee shall at least quarterly report its activity to the Town

Council and to the Proposing Body, if applicable; and shall submit a final report upon completion of each project. The Permanent Municipal Building Committee is also authorized to conduct periodic reviews and audits of the physical condition of all municipal and school buildings and grounds, including service equipment and major systems and make recommendations to the Town Council for inclusion into the Town's Capital Improvements Projects List and should work with the Mayor's Office and the appropriate boards and commissions and agencies.

It is understood that the agencies assigned responsibility for specific buildings, grounds, capital, and facilities shall assess, prioritize, seek funding and actively support administration of projects assigned to the Permanent Municipal Building Committee.

The Permanent Municipal Building Committee shall, with assistance from the Proposing Body ensure that projects are completed, including the close-out of required reports, in a timely manner.

Section 6. Spending Funds

The Permanent Municipal Building Committee may expend such funds as the Town Council, or if required the Town Meeting, may appropriate to carry out its duties as described herein. There shall be no intermingling of funding between projects.

Section 7. Definitions:

For the purpose of this Ordinance, the following definitions shall apply:

- 1) "Major maintenance" shall include capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years.

"Major maintenance" shall not include routine maintenance and upkeep of a building or other structures, or its service equipment, which is performed on a regular basis.

- 2) "Service equipment and major systems" shall include boilers, elevators, generators, HVAC systems, septic systems, fire alarms, electrical service including wiring and fixtures, major plumbing service, building skin (roofs, gutters, masonry, windows, exterior paint, floor covering, etc.) It shall not include information system technology (computers and computer systems).

- 3). "Proposing Body" means the Town of Ledyard appointed or elected board or commission sponsoring or requesting a construction or major maintenance project or for a project initiated by the Permanent Building Committee itself, the board or commission whose facility would be the recipient thereof.

Section 7. Severability

If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of the Ordinance are hereby declared severable.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and Renumbered by the Ledyard Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved/Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Ordinance #119 *“An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard”* Adopted March 26, 2008; Ordinance #138 *“An Ordinance Amending an Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard: Adopted June 24, 2015; Effective: July 31, 2015; **Ordinance renumbered from Ordinance #138 to Ordinance #100-015 as part of the Town Council’s 2017-2019 Ordinance Update Initiative; September 25, 2019.***

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #138 to Ordinance #100-015.

2015: Removed the project threshold of \$25,000 requiring all capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years be assigned to the Permanent Municipal Building Committee.

2019: Title - Removed *“Ordinance Amending”* - Per Town Attorney not required. Section 4 added language regarding members attendance relative to resignation/replacement. Removed Section 9 *“Cancellation”* - Per Town Attorney the *“Cancellation Section”* was not needed. The *“Revisions”* and *“History”* paragraph indicates that the previous ordinance has been updated and replaced. Added new Section 9 *“Effective Date”* to be consistent with Town Ordinance format

2024:

Section 2 *“Purpose”* Paragraph 1 replaced the word major *with “select” and*
Added Paragraphs 2 - 6.

*Section 3: “Membership” Added: **Public Works Director, Board of Education Director of Facilities and Grounds.** Also, the following language was added for clarification: **“Board of Education Temporary Members shall be appointed by the Town Council”.***

Temporary Members shall serve for the duration of the Project for which they were appointed.

Section 5 “Powers and Duties”:

Paragraph 2- The following language was replaced: The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates. “ *When an Owner’s Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner’s Representative prior to selecting the architect and/or engineer so that the Owner’s Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms*”.

Paragraph 3: Replaced: cost estimates with “budgets” Also added: “*However, when an Owner’s Representative is required, the Owner’s Representative shall be responsible for drafting such schedules and budgets. The Owner’s Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance*

NEW Paragraph 4

Paragraph 5 Added the following language: except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.

AN ORDINANCE ESTABLISHING
A PERMANENT MUNICIPAL BUILDING COMMITTEE
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard

Section 1. Authority

Pursuant to Chapter IV, Section 7 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continued responsibility for the execution of ~~major~~-select construction and maintenance projects for the Town of Ledyard *as assigned by the Town Council*. The Permanent Municipal Building Committee will oversee and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings *that fall within the approved budget*, as well as any significant installation, renovation or upgrade of service equipment and major systems as provided herein.

The Permanent Municipal Building Committee may have responsibility for the execution of buildings or infrastructure projects associated with the provisions of water and/or sewer, if deemed appropriate by the Town Council.

For projects whose total project cost is estimated to exceed \$500,000, an Owner's Representative and/or Consulting Engineer shall be hired through a quality-based selection process to assist the Permanent Municipal Building Committee with management and oversight of such project(s). The Owner's Representative or Consulting Engineer shall not have authority to make decisions, approvals, or otherwise act on behalf of the Permanent Building Committee unless specifically designated to do so by contract. The Owner's Representative or Consulting Engineer shall be required to have the requisite experience, knowledge, qualifications, personnel and capacity necessary to manage such a project.

The selection of an Owner's Representative or Consulting Engineer shall be publicly advertised through a Request for Proposal to solicit proposals from interested parties. The Request for Proposal shall provide a clear scope of services that specifies the roles and responsibilities of the Owner's Representative or Consulting Engineer. Where possible, it shall clearly specify the level of oversight during construction so that proposals from multiple firms can be clearly leveled during the evaluation process.

The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the

proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.

When a project involves the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner's Representative or Consulting Engineer may be approved by the Town Council; as requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.

The Permanent Municipal Building Committee shall comply with provisions provided in Ordinance 200-001 (rev.1) (An Ordinance for Purchasing) with regard to the competitive bid process; and shall interview a minimum of two firms prior to selection. Should only one firm be determined qualified to perform such work, the Permanent Municipal Building Committee may request a waiver for such a requirement should the firm's proposal be reasonable for the proposed scope of work.

The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm. The final decision of award will lie with the Town Council. The Town Council possesses the authority to reject the recommendation and refer it back to the Permanent Municipal Building Committee for further action relative to making another recommendation for the award of such services in the best interest of the Town of Ledyard.

Where external funding sources are used to fund the project, such requirements of the funding authority shall apply to the selection process as well. Where conflicts occur between this ordinance and the funding authority's requirements, the most stringent requirement(s) shall be applicable as determined by Mayor or their designee.

The Requests for Proposals for Owner's Representatives or Consulting Engineers is subject to review by the Town Director of Finance. The Director of Finance is responsible for ensuring that all required local and state purchasing requirements are met and that all insurance requirements are included in the Request for Proposal.

From time to time, the Permanent Municipal Building Committee may be asked to undertake certain studies or projects by the Town Council. In case of multiple projects, the Town Council may form a separate building committee for a particular project.

Section 3. Membership

The Permanent Municipal Building Committee shall consist of the following members appointed by the Town Council:

Regular Members: Five (5). These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades. They shall be appointed *by the Town Council* for a term of three (3) years.

Temporary Members: For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council.

For Board of Education projects, at least one *of their two* temporary members shall be ~~the~~ a Board of Education *Chairman or their designee* ~~member.~~ *Board of Education Temporary Members shall be appointed by the Town Council.*

Temporary Members shall serve for the term of the project they have been appointed for.

Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.

Ex-Officio Members: The Town Finance Director, *Public Works Director*, Board of Education Business Manager and/or his designee, *Board of Education Director of Facilities and Grounds*, Town Engineering Technician, Town Planner and the Permanent Municipal Building Committee's Town Council Liaison shall be non-voting ex-officio members.

Quorum: A quorum shall consist of a majority of *Regular* voting members.

Section 4. Terms of appointment

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

Any vacancy in the Permanent Municipal Building Committee other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council. The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter.

Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Permanent Municipal Building Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Permanent Municipal Building Committee. The vacancy shall be filled as herein before provided. Additionally, the Permanent Municipal Building Committee may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Permanent Municipal Building Committee to notify the Town Council when a member has not properly performed his duties.

Annually, the regular members of the Permanent Municipal Building Committee shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by the Permanent Municipal Building Committee from its regular membership.

Section 5. Powers and Duties

The Permanent Municipal Building Committee is authorized to develop design plans and drawings for municipal building projects directed by the Town Council, primarily in accordance with the Town's Capital Improvements Projects List.

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The Permanent Municipal Building Committee is authorized to develop schedules and ~~cost estimates~~ *budgets* for municipal building projects. *However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

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the responsibility of the Superintendent of Schools and the Board of Education. The Permanent Municipal Building Committee shall submit change orders and grants/financial assistance documentation to the appropriate authority in a timely manner and with timely notification to the Town Council. The Town Council is the authority to modify or change the scope of the project.

The Permanent Municipal Building Committee shall at least quarterly report its activity to the Town Council and to the Proposing Body, if applicable; and shall submit a final report upon completion of each project. The Permanent Municipal Building Committee is also authorized to conduct periodic reviews and audits of the physical condition of all municipal and school buildings and grounds, including service equipment and major systems and make recommendations to the Town Council for inclusion into the Town's Capital Improvements Projects List and should work with the Mayor's Office and the appropriate boards and commissions and agencies.

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If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of the Ordinance are hereby declared severable.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and Renumbered by the Ledyard Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved/Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Ordinance #119 “An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard” Adopted March 26, 2008; Ordinance #138 “An Ordinance Amending an Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard: Adopted June 24, 2015; Effective: July 31, 2015; *Ordinance renumbered from Ordinance #138 to Ordinance #100-015 as part of the Town Council’s 2017-2019 Ordinance Update Initiative; September 25, 2019.*

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2024:

Section 2 “Purpose” Paragraph 1 replaced the word ~~major~~ with “select” and Added Paragraphs 2 – 6.

Section 3: “Membership” Added: Public Works Director, Board of Education Director of Facilities and Grounds. Also, the following language was added for clarification: “Board of Education Temporary Members shall be appointed by the Town Council”.

Section 5 “Powers and Duties”:

Paragraph 2- The following language was replaced: ~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~ *“When an Owner’s Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner’s Representative prior to selecting the architect and/or engineer so that the Owner’s Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms”.*

Paragraph 3: Replaced: ~~cost estimates~~ with “budgets” Also added: *“However, when an Owner’s Representative is required, the Owner’s Representative shall be responsible for drafting such schedules and budgets. The Owner’s Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance*

NEW Paragraph 4

Paragraph 5 Added the following language: *except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.*

Roxanne Maher

From: ghosey924@gmail.com
Sent: Monday, September 16, 2024 4:01 PM
To: Town Council Group
Cc: 'Anthony Favry'; garyjonschneider@comcast.net; Fred Allyn, III
Subject: 100-015

Hi all,

At the recent Admin Committee meeting, Council Chair Rodriguez, with my permission, read an email to the Committee.

Although, as Chair Rodriguez stated, I am currently a member of the PMBC, the opinions expressed in that email, as well as this one, are my own, and do not necessarily reflect the views or opinions of my fellow PMBC members.

I had written that email in the hopes that it would generate discussion and resolution of several questions regarding the proposed revision to Ordinance 100-015 governing the PMBC. I was, thus, surprised, when it, instead, spurred a 5-minute effort by the committee to (incorrectly) analyze my motivations for writing said email. While I have absolutely no idea how my motivations for emailing impact the content of the ordinance, I thought I would write to clarify.

While there was discussion of last year's situation in which a bid waiver was denied by the Town Council, that has absolutely nothing to do with my email of last week. My motivations are quite simple. As someone who lives and volunteers in Ledyard, I want to see the town enact clear, intelligent ordinances that benefit the town. To that end, I see that a more recent version of the proposed ordinance revision discusses the Town Council rejecting the PMBC recommendation and referring it back to PMBC, instead of the previous wording that simply allowed TC to choose a different vendor. The new wording is in line with what I was requesting. Thank you for that.

Unfortunately, other questions remained unaddressed.

- Who is the “firing authority” for an owner’s rep? In the unlikely event an owner’s rep performs or behaves in a manner warranting termination of their employment with the town, who makes that decision – the PMBC, the Town Council, or the Mayor?
- What is the basis of the \$500k number? Why not \$250k, \$1M, \$2M? What is the statistical or historical significance of \$500k?

- The proposed revision defines a quorum as a majority of regular members. This is fine. It also states that temporary members may vote only on matters concerning the project for which they have been appointed. This is also fine. However, the ordinance leaves unanswered whether a quorum of regular members can vote on matters concerning temporary projects, such as schools, if neither of the temporary members appointed for that project is present. Is it the intention of the Council that regular members may vote on questions concerning the temporary projects without a temporary member present? If so, this section is also fine as-is. If not, then this section requires additional verbiage.

Thank you for your time and attention.

George Hosey
Ledyard Resident

Roxanne Maher

From: Anthony Favry <afavry@ledyard.net>
Sent: Wednesday, September 11, 2024 7:00 AM
To: Town Council Group; town council
Cc: BoE Members
Subject: Temporary Board of Education Membership; PMBC

Good Morning Chairman Rodriguez & Town Councilors,

We understand that the Administrative Committee is meeting tonight and one of the actions on the agenda is regarding Board of Education temporary membership on PMBC. Based on agenda posted, it references that the temporary Board of Education member shall be appointed by Town Council.

It is the understanding of the Board of Education that based on House Bill 5524, which was signed by the Governor this Legislative session and effective 7/1/24, that temporary member of the building committee (PMBC) shall be the School Board Chair or a designee appointed by the Chair. Reference below:

§ 168 — SCHOOL BUILDING COMMITTEE MEMBERSHIP

Requires that school building committees established to undertake a school building project as defined

in Section 10-282 include the school board chair or a designee.

The Board wants to make sure Town Council was aware of this prior to tonight's meeting, especially given that this state requirement impacts state reimbursements for costs associated with school projects.

We appreciate your attention to this matter.

Thank You,
Anthony Favry
Chairman, Ledyard Board of Education



General Assembly

Bill No. 5524

February Session, 2024

LCO No. 6080



Referred to Committee on No Committee

Introduced by:

REP. RITTER M., 1st Dist.

SEN. LOONEY, 11th Dist.

REP. ROJAS, 9th Dist.

SEN. DUFF, 25th Dist.

**AN ACT AUTHORIZING AND ADJUSTING BONDS OF THE STATE
AND CONCERNING PROVISIONS RELATED TO STATE AND
MUNICIPAL TAX ADMINISTRATION, GENERAL GOVERNMENT AND
SCHOOL BUILDING PROJECTS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. (*Effective July 1, 2024*) The State Bond Commission shall
2 have power, in accordance with the provisions of this section and
3 sections 2 to 7, inclusive, of this act, from time to time to authorize the
4 issuance of bonds of the state in one or more series and in principal
5 amounts in the aggregate not exceeding \$100,100,000.

6 Sec. 2. (*Effective July 1, 2024*) The proceeds of the sale of bonds
7 described in sections 1 to 7, inclusive, of this act, to the extent hereinafter
8 stated, shall be used for the purpose of acquiring, by purchase or
9 condemnation, undertaking, constructing, reconstructing, improving or
10 equipping, or purchasing land or buildings or improving sites for the

6350 Sec. 106. Section 10-292v of the general statutes is repealed and the
6351 following is substituted in lieu thereof (Effective July 1, 2024):

6352 Any school building committee established by a town or regional
6353 school district to undertake a school building project, as defined in
6354 section 10-282, shall include (1) at least one member who has experience
6355 in the construction industry, and (2) the chairperson of the local or
6356 regional board of education, or the chairperson's designee, for the school
6357 district of such school building project.

6358 Sec. 169. Section 10-265r of the 2024 supplement to the general
6359 statutes is repealed and the following is substituted in lieu thereof
6360 (Effective July 1, 2024):

6361 (a) For the fiscal year ending June 30, 2023, and each fiscal year
6362 thereafter, the Department of Administrative Services shall administer
6363 a heating, ventilation and air conditioning system grant program to
6364 reimburse local and regional boards of education, regional educational
6365 service centers, incorporated or endowed high schools or academies
6366 approved by the State Board of Education, pursuant to section 10-34,
6367 and state charter schools for costs associated with projects for the
6368 installation, replacement or upgrading of heating, ventilation and air
6369 conditioning systems or other improvements to indoor air quality in
6370 school buildings.

6371 (b) (1) A local or regional board of education, [or a] regional
6372 educational service center, incorporated or endowed high school or
6373 academy or state charter school may apply, at such time and in such
6374 manner as the Commissioner of Administrative Services prescribes, for
6375 a grant for a project involving the installation, replacement or upgrading
6376 of heating, ventilation and air conditioning systems or other
6377 improvements to indoor air quality in school buildings. A local or
6378 regional board of education may submit an application for any such
6379 project that (A) was commenced on or after March 1, 2020, and

CHAPTER 173*

PUBLIC SCHOOL BUILDING PROJECTS

Sec. 10-282. Definitions. As used in this chapter, section 10-65 and section 10-76e:

(1) "Elementary school building" means any public school building designed to house any combination of grades below grade seven or children requiring special education who are described in subdivision (2) of subsection (b) of section 10-76d;

(2) "Secondary school building" means any public school building designed to house any combination of grades seven through twelve or any regional agricultural science and technology education center established under the provisions of part IV of chapter 164, and may also include any separate combination of grades five and six or grade six with grades seven and eight in a program approved by the State Board of Education when the use of special facilities generally associated with secondary schools is an essential part of the program for all grades included in such school;

(3) "School building project", except as used in section 10-289, means (A) the construction, purchase, extension, replacement, renovation or major alteration of a building to be used for public school purposes, including the equipping and furnishing of any such construction, purchase, extension, replacement, renovation or major alteration, the improvement of land therefor, or the improvement of the site of an existing building for public school purposes, but shall not include the cost of a site, except as provided in subsection (b) of section 10-286d; (B) the construction and equipping and furnishing of any such construction of any building which the towns of Norwich, Winchester and Woodstock may provide by lease or otherwise for use by the Norwich Free Academy, Gilbert School and Woodstock Academy, respectively, in furnishing education for public school pupils under the provisions of section 10-34; and (C) the addition to, renovation of and equipping and furnishing of any such addition to or renovation of any building which may be leased, upon the approval of the Commissioner of Education or the Commissioner of Administrative Services, to any local or regional board of education for a term of twenty years or more for use by such local or regional board in furnishing education of public school pupils;

(4) "Extension" of an existing school building means the addition to an existing building or remaining portion of an existing building damaged by fire, flood or other natural catastrophe, or the erection of a new structure or group of structures on the same site which, together with the existing building, is designed to house pupils in an educational program under the supervision of one school principal;

- (5) "Replacement" of a school building means the erection of a new structure on the same or another site to replace a school building totally destroyed by fire, flood or other natural catastrophe or one to be abandoned for school use upon completion of its replacement;
- (6) "Major alteration" means a capital improvement of an existing building, the total project costs of which exceed ten thousand dollars except for projects approved pursuant to subsection (a) of section 10-65, for public school purposes resulting in improved educational conditions;
- (7) "Code violation" means the correction of any condition in an existing building for public school purposes, the total project costs of which exceed ten thousand dollars, and which condition is in violation of the requirements of the State Building, Fire Safety or Public Health Codes, state or federal Occupational, Safety and Health Administration Codes, federal or state accessibility requirements or regulations of the federal Environmental Protection Agency or the state Department of Energy and Environmental Protection, state Department of Public Health regulations for radon or federal standards for lead contamination in school drinking water;
- (8) "Completed school building project" means a school building project declared complete by the applicant board of education as of the date shown on the final application for grant payment purposes as submitted by said board to the Commissioner of Administrative Services or an agent of the commissioner;
- (9) "Date of beginning of construction" means the date on which the general construction contract or the first phase thereof, purchase agreement or leasing agreement is signed by the authorized agent of the town or regional school district;
- (10) "Standards" means architectural, engineering and education space specifications and standards for facility eligibility;
- (11) "Application" or "grant application" means formal notification of intention to apply for a state grant-in-aid for a particular school building project;
- (12) "Net eligible costs" means eligible project costs adjusted for the state standard education space specifications;
- (13) "Regional educational service center" means a body corporate and politic established pursuant to the provisions of part IVa of chapter 164;
- (14) "Regional educational service center administrative or service facility" means a building designed for administrative offices or residential facilities, operated by a regional educational service center;

(15) "Agricultural science and technology education" includes vocational aquaculture and marine-related employment;

(16) "Bonds or municipal bonds", except as used in section 10-289, means (A) any bond, note, certificate or other evidence of indebtedness, and (B) any energy conservation lease purchase agreement;

(17) "Energy conservation lease purchase agreement" means any lease purchase agreement, installment sale agreement or other similar agreement providing for periodic payments by a town or regional school district which (A) has as its purpose the financing of a school building project concerning energy conservation, (B) separately states the principal and interest components of the periodic payments to be made under the agreement, and (C) provides that the town or regional school district acquire title to the school building project upon payment of the total amount outstanding under the agreement;

(18) "Renovation" means a school building project to refurbish an existing building that was not renovated in accordance with this subdivision during the twenty-year period ending on the date of application, and of which not less than seventy-five per cent of the facility to be renovated is at least twenty years old, and that results in at least fifty-five per cent of the square footage of the completed building project being so renovated and the entire completed project having a useful life comparable to that of a new construction, and for which the total project costs of the renovation are less than the total project costs of a new construction;

(19) "Certified school indoor air quality emergency" means the existence of a building condition determined by the Department of Public Health to present a substantial and imminent adverse health risk that requires remediation in an amount greater than one hundred thousand dollars;

(20) "Turn-key purchase" means the purchase of a facility that a party has agreed to construct or renovate and deliver as fully completed in accordance with an agreement between that party and a purchasing school district.

Sec. 10-292q. School Building Projects Advisory Council. (a) There is established a School Building Projects Advisory Council. The council shall consist of: (1) The Secretary of the Office of Policy and Management, or the secretary's designee, (2) the Commissioner of Administrative Services, or the commissioner's designee, (3) the Commissioner of

Education, or the commissioner's designee, and (4) six members appointed by the Governor, one of whom shall be a person with experience in school building project matters, one of whom shall be a person with experience in architecture, one of whom shall be a person with experience in engineering, one of whom shall be a person with experience in school safety, one of whom shall be a person with experience with the administration of the State Building Code, and one of whom shall be a person with experience and expertise in construction for students with disabilities and the accessibility provisions of the Americans with Disabilities Act, 42 USC 12101 et seq. The chairperson of the council shall be the Commissioner of Administrative Services, or the commissioner's designee. A person employed by the Department of Administrative Services who is responsible for school building projects shall serve as the administrative staff of the council. The council shall meet at least quarterly to discuss matters relating to school building projects.

(b) The School Building Projects Advisory Council shall (1) develop model blueprints for new school building projects that are in accordance with industry standards for school buildings and the school safety infrastructure criteria, developed pursuant to section 10-292r, (2) conduct studies, research and analyses, (3) make recommendations for improvements to the school building projects processes to the Governor and the joint standing committee of the General Assembly having cognizance of matters relating to appropriations and the budgets of state agencies, education and finance, revenue and bonding, and (4) periodically review and update, as necessary, the school safety infrastructure criteria developed pursuant to section 10-292r.

GRANT APPLICATION (FORM ED049) SUBMISSION CHECKLIST*Revised April 2008*

All documentation listed below must be included in the grant application package submitted in order for the application to be considered complete. Although Form ED049 is required to be submitted electronically via the School Construction Grant Management System (SCGMS), the supplemental documentation listed below is required as indicated in order to complete the electronic application.

1. Form ED049 electronically submitted via SCGMS at www.csde.state.ct.us.
2. Certified copy of resolutions from the local legislative body (*not* the Board of Education):
 - (i) establishing a building committee;
 - (ii) authorizing at least the preparation of schematic drawings and outline specifications; and
 - (iii) authorizing the filing of the grant application.
3. Complete educational specifications for the project.
4. Board of Education's written approval of educational specifications.
5. Documentation of locally authorized funding (i.e. certified referendum language and vote count; budget page(s) containing funding for the project and date budget was passed, etc.) in an amount sufficient to cover the local share. Where locally authorized funding references more than one project, a cover letter providing an allocation of the funding also needs to be provided.
6. Enrollment projection in support of the highest eight-year projected enrollment for all projects *except* code violation, roof replacement, Board of Education space, and certified indoor air quality emergency projects.
7. Vo-Ag equipment list, if applicable.
8. Formal approval from the appropriate SDE programmatic office for vo-ag projects (equipment and/or construction), interdistrict magnet projects, and regional special education center projects.
9. Completed cost estimating worksheet Part B for any project with costs in excess of \$2 million.
10. This checklist signed by contact person listed on Form ED049.

Contact Person's Name	Signature	Phone

Notes: *For Priority List projects, the local resolutions, Board of Education approval of educational specifications, and locally authorized funding need to all be executed prior to the June 30 deadline.*

Incomplete grant applications will only be assigned a temporary project number. No state grant commitments can be given for grant applications with temporary project numbers.



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Linda C. Davis

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

August 7, 2014

Mayor John A. Rodolico
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mayor Rodolico:

At its special meeting held on August 6, 2014, the Town Council took the following actions:

- Assigned the administration of the expenditure of the \$500,000 STEAP Grant for Streetscape Improvements to the Permanent Municipal Building Committee.
- Appointed the Permanent Municipal Building Committee as the Building Committee for the Middle School and Gallup Hill School Addition and Improvement Projects in accordance with the Schools' Consolidation Plan.
- Authorized the preparation of schematic drawings and outline specifications for the Middle School and Gallup Hill School Addition and Improvement Projects in accordance with the Schools' Consolidation Plan.
- Authorized the Board of Education to submit a grant application for the Middle School and Gallup Hill School Addition and Improvement Projects in accordance with the Schools' Consolidation Plan.
- Entered into executive session to discuss ongoing contract negotiations.

This action was taken without prejudice and the Town Council's right to discuss in private, strategy and/or negotiations with respect to collective bargaining pursuant to Connecticut General Statutes Chapter 14 Section 1-200 and 1-210 (b).

The executive session included all Town Councilors present Mayor Rodolico and Administrator of Human Resources Don Steinhoff.

Please feel free to contact Chairman Davis or myself, should you have any questions regarding these actions.

Respectfully submitted,

Roxanne M. Maher
Administrative Assistant
to the Town Council

cc: Director of Finance
Treasurer
Superintendent Patterson
Board of Education
Ledyard Town Center Committee
Permanent Municipal Building Committee
Administrator of Human Resources



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0963

Agenda Date: 11/13/2024

Agenda #: 2.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to authorize the Mayor to issue a “*Letter of Commitment*” to Avalonia Land Conservancy, Inc., in response to their request of \$80,000 from Account #210-101210-12101-58920 (Open Space Fund) to provide financial support with the acquisition of 154 Stoddard’s Wharf Road 35.95+/- acres of Open Space; to be payable to Avalonia Land Conservancy, Inc, Seller or closing law firm at the time of the closing.

Background:

The funding level in the Open Space Account is in excess of \$501,000.

Department Comment/Recommendation:

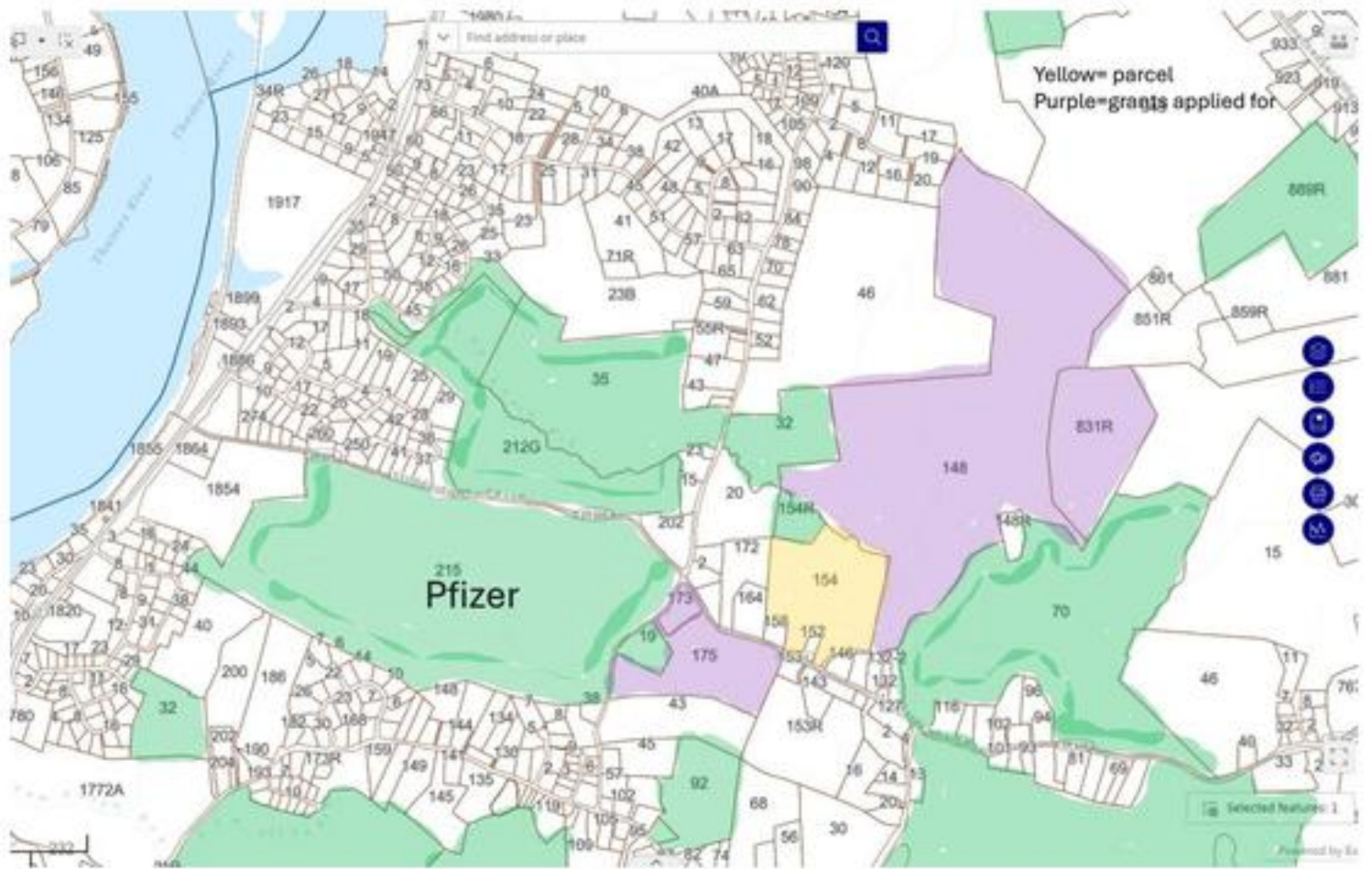
(type text here)

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 #: 24-0975

Agenda Date: 11/13/2024

Agenda #: 3.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate \$27,950 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - Miscellaneous Grants).

In addition, authorize the expenditure of up to \$27,950 for radio equipment upgrades to the Emergency Operations Center (EOC).

The funding source for this project is the Town of Ledyard’s FY 2025 Nuclear Safety Emergency Program Funding Allocation (2025-45).

Background:

See attached the following:

- October 22, 2024 letter from Division of Emergency Management & Homeland Security
- October 8, 2024 Communications Plus Equipment Proposal

Department Comment/Recommendation:

Director of Emergency Management:

The purpose of this request is to obtain the necessary equipment to allow the Emergency Operations Center to be able to communicate with the fire departments who are in the process of converting over to the state CLMRS 800Mhz radio system.

The reason this is so late coming is that I had to do some re-arranging of funds in the FFY 2025 NSEP grant that this office received this past year and I just got the approval for the \$27,950.00 on 11/5/2024. I realize this could be put off but the sooner we complete this project the sooner I can submit the necessary paperwork to get the funds back to the town

Finance Director Comment/Recommendation:

This is a reimbursement-based grant.

Mayor Comment/Recommendation:

(type text here)



DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
**DIVISION OF EMERGENCY MANAGEMENT &
HOMELAND SECURITY**

1111 COUNTRY CLUB ROAD, MIDDLETOWN, CT 06457 • (860) 685-8531

October 22, 2024

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

Dear Mayor Allyn:

Per your request, this allocation letter amends (transfers \$3,950.00 from allocation 2025-44 to allocation 2025-45) your current Fiscal Year (FY) 2025 Nuclear Safety Emergency Program (NSEP) budget. The town of Ledyard is receiving the following amended allocations from the Division of Emergency Management and Homeland Security (DEMHS):

Allocation No.	Description	Amount
2025-44	EMD Exercises and Training (-\$3,950.00)	\$ 2,550.00
2025-45	EOC Repairs (+3,950.00)	<u>\$ 27,950.00</u>
Total:		\$ 30,500.00

Please show the assigned allocation numbers on all documentation. These allocations will expire on June 30, 2025. Please follow the reimbursement procedures outlined in Advisory Bulletin 2025-1 (attached via email), including submission of audit quality documentation. All documentation for reimbursement of costs must be submitted by July 30th, 2025. Additionally, the Single Audit Act requires that all grants, federal or state must be itemized in your audit. As soon as available, a copy of your annual audit documenting Nuclear Safety Emergency Preparedness Fund expenditures must be provided to:

Ms. Kathleen M. Duffy, FAM 2
Department of Emergency Services and Public Protection, Fiscal Unit
1111 Country Club Road, Middletown, CT 06457

Should you need any further assistance in completing this process please feel free to contact Mike Caplet, Region 4 Coordinator at 860.301.8570 or at demhs.region4@ct.gov. Thank you again for your continued valuable work in support of the Nuclear Safety Emergency Program.

Sincerely,



Brenda M. Bergeron
Deputy Commissioner

cc:
James Mann, Emergency Management Director
Kendall Bobula, DEMHS Manager
Steven Henrick, REP Supervisor
Mike Caplet, Regional Coordinator
Hopal McKenzie, DESPP Fiscal
NSEP File

COMMUNICATIONS PLUS LLC

84 SALEM TURNPIKE
 NORWICH, CT 06360

Telephone: (860) 886-4408
 Fax: (860) 889-3016

October 8, 2024

Jim Mann
 Ledyard EOC
 737 Colonel Ledyard Hwy
 Ledyard, CT 06339

re: EOC Upgrade

QTY.	ITEM NO.	DESCRIPTION	PRICE EACH	TOTAL
2	F.01U.411.672	IP-224 Radio Gateway, Controls two radios	\$4,250.00	\$8,500.00
2	F.01U.411.642	IP224 rack mount bracket	\$75.00	\$150.00
4	TM9400K5DA-T	762-870MHz MUHF 35Watts Body ExtAlm Only	\$870.84	\$3,483.36
4	T02-00071-AAAB	Primary Control Head Black	\$201.55	\$806.20
4	T02-00026-2001	Kit Mobile Mount U-Cradle	\$18.76	\$75.04
4	T02-00026-1004	Kit Mobile Cable MUHF 30-50Watts	\$56.30	\$225.20
4	TMAS152	SFE Key - P25 Trunking Services Phase 2. Includes P25 Trunking Services Phase 1, P25 Trunking Services Phase 2, OTAP, and LLA	\$977.87	\$3,911.48
4	TMAS060	SFE Key - Tait Radio API	\$112.60	\$450.40
2	SEC1235M-R2	Rackmount power Supply	\$299.00	\$598.00
2	SECR2	Rack mount for radios	\$80.00	\$160.00
1	CS7486-0805-SN	HYBRID CONTROL STATION COMBINER, 746-869	\$7,775.00	\$7,775.00
1	Labor	Labor to add 4 FD channels to EOC Using existing antennas for the combiner.	\$1,760.00	\$1,760.00
			Total	\$27,894.68

Notes:

- 1) Terms: 30 days. Invoices not paid in 45 days may be subject to 1 1/2% late fee
- 2) Quote good for 30 days

Thank You
 Steven G. Goudreau



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0998

Agenda Date: 11/13/2024

Agenda #: 4.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to update the American Rescue Plan Act (ARPA) Projects List and allocation to add the Town Hall Vertical Lift Project in the amount of up-to \$135,000.

In addition, grant a Bid Waiver to Lifeway Mobility in the amount of \$45,600 for the installation of a Town Hall Vertical Lift, to meet ARPA Projects December 31, 2024, deadline.

Background:

The Town Hall lacks an elevator between its two levels. This has presented a routine hardship to many patrons. There is a lower cost, but fully adequate option, available in the form of a vertical lift with adequate capacity to handle people and other transport needs.

Architectural plans have already been produced (attached). And the various associated technical and quote documents are also attached.

The enclosure is proposed to be accomplished through State Bid. And various proposals were considered for the lift itself, with the selected one being the lowest price of four options. Because of the price (i.e., in excess of \$15,000), a bid waiver is needed.

Department Comment/Recommendation:

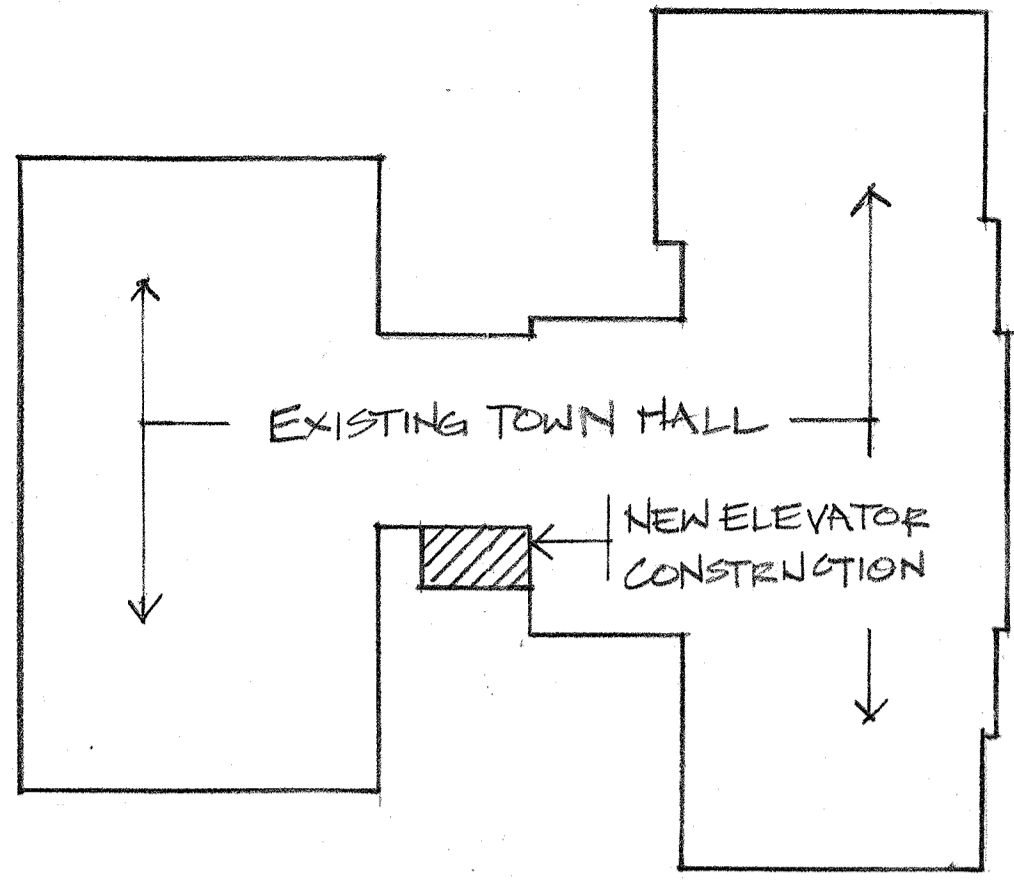
I recommend proceeding with this project to address a logstanding need.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



OVERALL PLAN
LEDYARD TOWN HALL

SP.1
N.T.S.

PROJECT DESCRIPTION

THE PROJECT IS THE INSTALLATION OF A LIMITED USE LIMITED APPLICATION ("LULA") VERTICAL PLATFORM LIFT AT THE LEDYARD TOWN HALL. THE INSTALLATION OF THIS LIFT IS TO BE IN ACCORDANCE WITH THE ICC ANS I 117.1-2017 STANDARDS FOR ACCESSIBILITY.

THE PROJECT INCLUDES THE CONSTRUCTION OF A TWO STORY SHAFT ENCLOSURE WITH EXTERIOR WALLS, ROOF AND CONCRETE FOUNDATION AS PER THE DRAWINGS SHOWN, AND THE V-1504 VERTICAL PLATFORM LIFT AS MANUFACTURED BY SAVARIA. THE CONSTRUCTION OF THE SHAFT, INCLUDING ALL ELECTRICAL AND REQUIRED UTILITIES, AND THE INSTALLATION OF THE VERTICAL PLATFORM LIFT IS TO BE IN STRICT ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS INCLUDED WITH THESE DRAWINGS. ALL COORDINATION OF REQUIRED CONSTRUCTION AND UTILITIES IS TO BE BY THE CONTRACTOR. ANY DEVIATIONS FROM THE ARCHITECTURAL PLANS SHOULD BE REPORTED TO THE ARCHITECT AND OWNER PRIOR TO CONSTRUCTION.

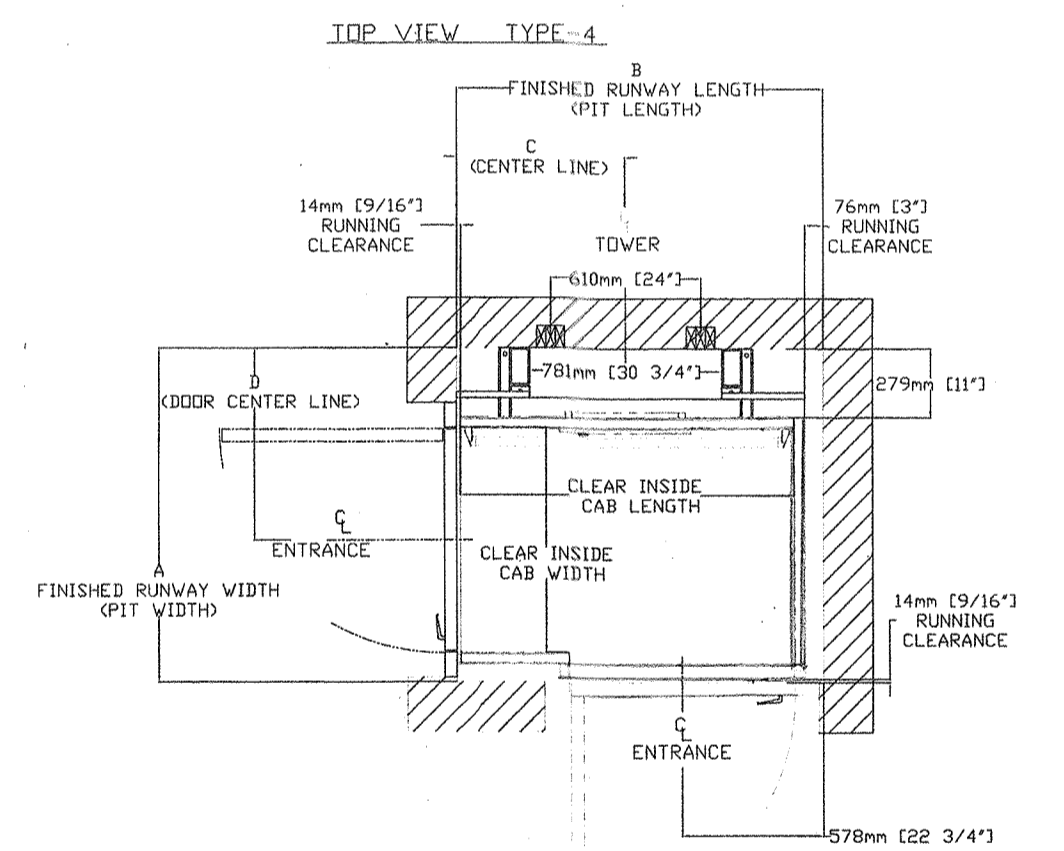
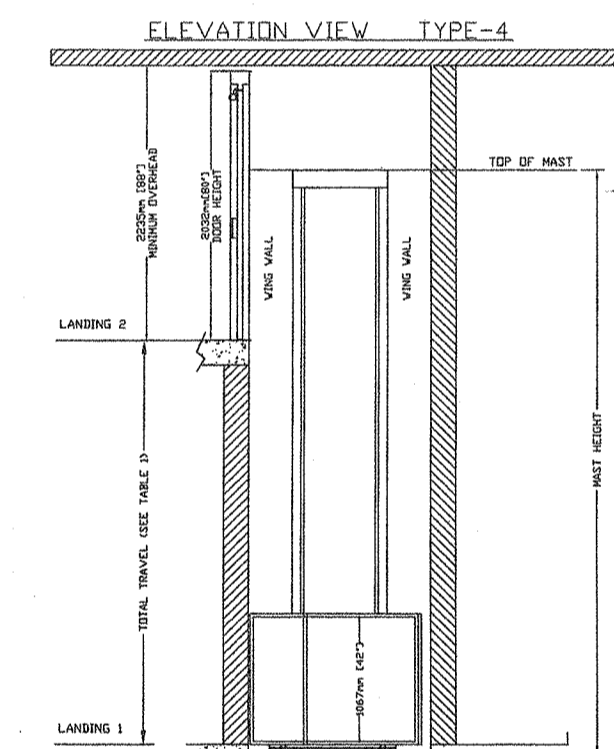


TABLE 1- MAST HEIGHT*

Max. Travel mm (Inches)	Extension Height mm (Inches)	Mast Height with 4" (103mm) CAP
1519 (60)	2300 (91)	3819 (150)
1519 (60)	1778 (70)	3297 (129)
1519 (60)	1256 (50)	2775 (109)
1519 (60)	734 (29)	2253 (89)
1519 (60)	212 (8)	1731 (68)
1519 (60)	0	1209 (48)

TABLE 2- HOISTWAY DIMENSION

CLEAR INSIDE CAB HEIGHT	CLEAR INSIDE CAB LENGTH	A		B		C		D	
		mm	Inches	mm	Inches	mm	Inches	mm	Inches
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3
1914	1914	1914	75.3	1914	75.3	1914	75.3	1914	75.3

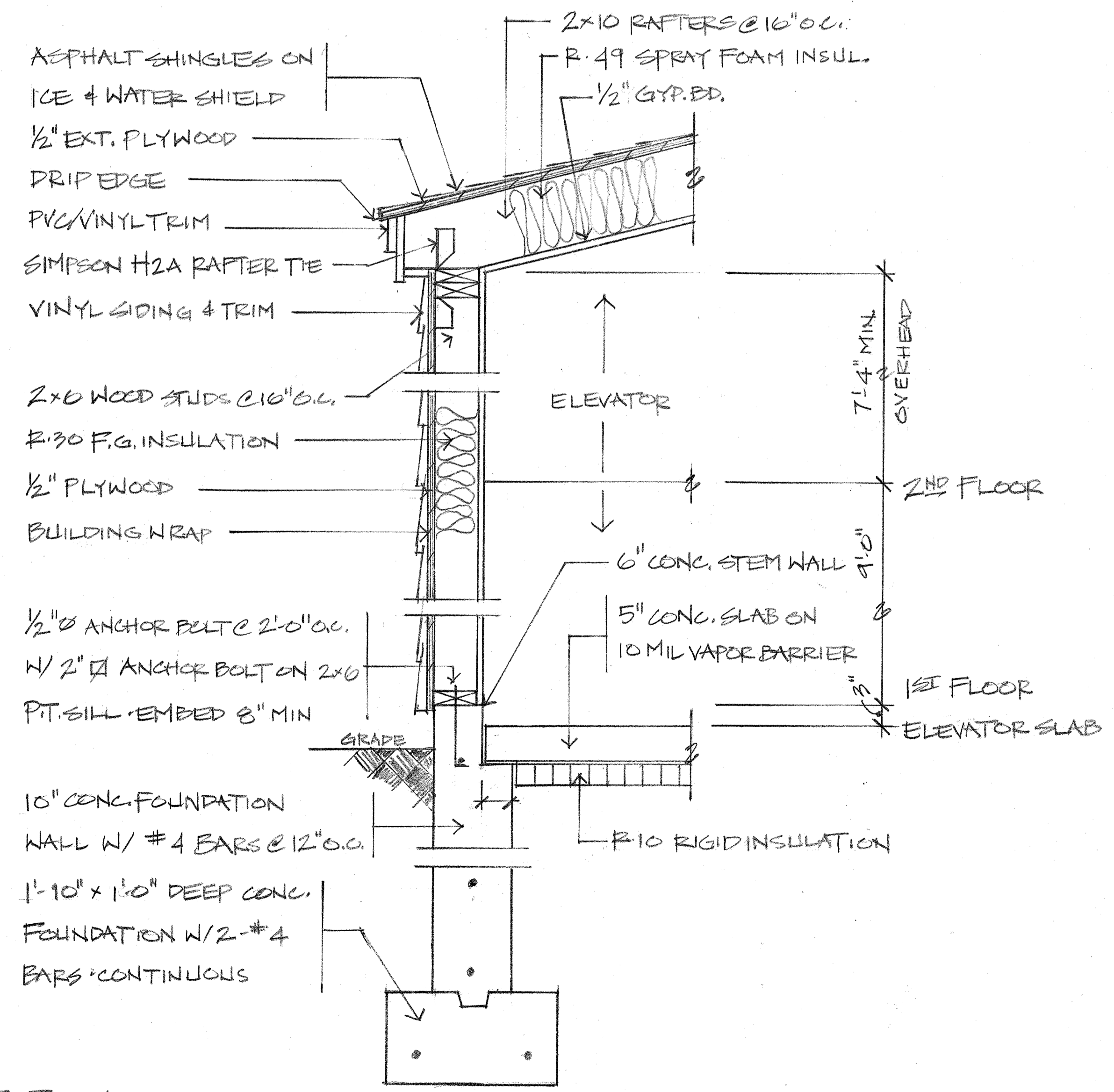
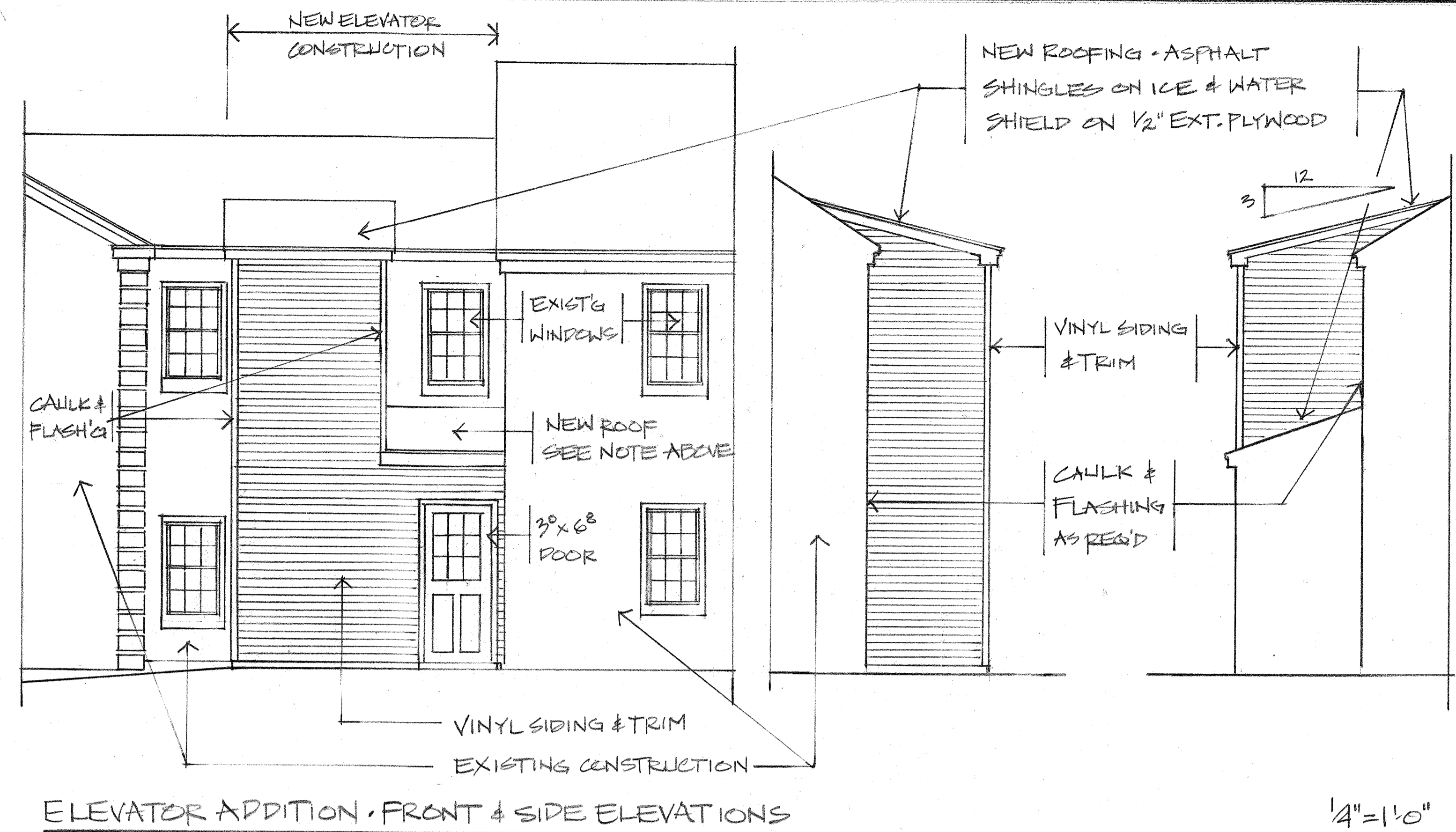
GENERAL NOTES

- ALL WORK SHALL CONFORM TO THE 2022 CT STATE BUILDING CODE CONSISTING OF THE 2021 INTERNATIONAL MODEL BUILDING CODES AND THE 2022 CT AMENDMENTS, AND THE 2022 CT FIRE SAFETY CODE.
- VERIFY ALL DIMENSIONS AND CONDITIONS IN THE FIELD PRIOR TO THE WORK. REPORT ALL DISCREPANCIES TO THE ARCHITECT FOR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- ALL FIXTURES, FINISHES AND EQUIPMENT NOT SPECIFIED ON THE DRAWINGS TO BE SELECTED BY OWNER. FINISHES TO BE SELECTED BY OWNER FROM MANUFACTURER'S STANDARD SAMPLES.
- THE GENERAL CONTRACTOR SHALL BEAR SOLE RESPONSIBILITY FOR THE MEANS AND METHODS OF CONSTRUCTION AND SAFETY ON THE JOB SITE.
- ALL MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION WORK IS TO BE PERFORMED BY CT LICENSED CONTRACTORS WITH THE APPROPRIATE LICENSE FOR THE TRADE WORK.
- DO NOT SCALE THE DRAWINGS.
- DRAWINGS INDICATE THE INTENDED RESULTS, AND ARE NOT INTENDED TO SHOW EVERY CONSTRUCTION DETAIL METHOD OR MATERIAL REQUIRED TO COMPLETE THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MEANS, METHODS AND MATERIALS REQUIRED TO PERFORM ALL THE WORK, WHETHER SPECIFIED ON THE DRAWINGS OR NOT, AS REQUIRED FOR A COMPLETE, THOROUGH, AND PROFESSIONAL EXECUTION OF THE WORK IN EVERY RESPECT.
- THE GENERAL CONTRACTOR SHALL PROTECT ALL EXISTING CONSTRUCTION TO REMAIN, AND SHALL PATCH AND REPAIR ANY DAMAGE TO THE EXISTING CONSTRUCTION TO REMAIN CAUSED DURING THE DEMOLITION OR CONSTRUCTION OF THE WORK AS SHOWN ON THE DRAWINGS.
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF ALL TRADE WORK TO ENSURE COMPLETE AND CORRECT INSTALLATION OF THE WORK.

- FOUNDATION NOTES
- ALL FOUNDATIONS AND FOOTINGS SHALL BEAR ON NATIVE, UNDISTURBED NON ORGANIC MATERIAL OR COMPACTED STRUCTURAL FILL WITH 4000 PSF SAFE SOIL CAPACITY.
 - BOTTOM OF ALL FOOTINGS TO BE 3'-6" BELOW GRADE MINIMUM.
 - ALL STRUCTURAL FILL SHALL BE COMPACTED TO AT LEAST 95% OF MAXIMUM 'MODIFIED' OPTIMUM DRY DENSITY (ASTM 1557-5) IN 8" THICK LOOSE LIFTS.
 - VAPOR RETARDER SHALL BE POLYOLEFIN PLASTIC WITH A MINIMUM THICKNESS OF 10 MILS (.010), FREE OF PINHOLES AND OTHER BLEMISHES, JOINTS LAPPED 12" MINIMUM AND TAPED.
 - WHERE THE GROUNDWATER TABLE IS ENCOUNTERED, A MINIMUM OF 6' OF 3/8" CRUSHED STONE SHALL BE PLACED UNDER THE FOOTINGS. FOOTING EXCAVATIONS SHALL BE DONE TO DRAIN ALL SUBSURFACE AND SURFACE WATER.
 - INSTALL FOOTING OR FOUNDATION DRAINS AROUND ALL FOOTINGS. RUN TO DAYLIGHT.
 - ALL CONCRETE WORK SHALL CONFORM TO THE AMERICAN CONCRETE INSTITUTE (ACI) 'SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDING' (ACI-309-95) AND 'BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE' (ACI-318-95).
 - CONCRETE FOR MIX DESIGN:
FC = 3000 PSI (MIN) AT 28 DAYS, W/C RATIO = 0.48 (MAX)
SLUMP = 4", AIR ENTRAINMENT = 6% (EXTERIOR CONCRETE)
 - REINFORCING STEEL SHALL BE ASTM A615, GRADE 60.
 - CONTRACTOR IS REQUIRED TO COORDINATE WITH ALL OTHER TRADES PLACEMENT OF SLEEVES, CHASE, NAILERS AND ANCHOR BOLTS. VERIFY PLACEMENT AND DIMENSIONS OF ALL ITEMS.
 - ALL FOUNDATION WALLS SHALL BE ADEQUATELY BRACED TO WITHSTAND EARTH AND CONSTRUCTION LOAD PRESSURE. WALLS MUST BE AT LEAST SEVEN DAYS OLD PRIOR TO BACKFILLING.

- FRAMING NOTES
- ALL FRAMING LUMBER TO BE SPF OR DOUGLAS FIR/LARCH NO. 2 GRADE OR BETTER WITH A MIN. ALLOWABLE BENDING STRESS (FB) OF 1150 PSI AND A MODULUS OF ELASTICITY OF 1,200,000 PSI UNLESS OTHERWISE NOTED.
 - ENGINEERED LUMBER SHALL BE:
WOOD JOISTS SHALL BE "TJI" BY TRUS JOIST MANUFACTURER.
LAMINATED VENEER LUMBER (LVL) SHALL BE "MICROLAM" BY TRUS JOIST MANUFACTURER. LVL BEAMS SHALL HAVE A MINIMUM FB=29,000 PSI, E=2,000,000 PSI AND FV= 285 PSI.
ALTERNATE PRODUCTS WILL ONLY BE PERMITTED IF APPROVED IN ADVANCE IN WRITING BY THE ARCHITECT. ALL MANUFACTURED LUMBER SHALL BE INSTALLED IN STRICT ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.

- ALL PLYWOOD PRODUCTS AND INSTALLATION SHALL CONFORM TO THE REQUIREMENTS OF THE AMERICAN PLYWOOD ASSOCIATION. LEAVE GAPS AT EDGES AS RECOMMENDED.
- APA RATED FLOOR SHEATHING TO BE 5/8" T&G PLYWOOD SUBFLOOR GLUED WITH PL400 ADHESIVE.
- ALL METAL FRAMING CONNECTORS SHALL BE SIMPSON OR EQUAL.
METAL FRAMING HANGER SCHEDULE UNLESS OTHERWISE NOTED:
2X JOIST/RAFTER U-SERIES
MICROLAM HHUS SERIES
I JOIST IUT SERIES
POSTS ACE CAP/ABE BASE
TRUSS ENDS-RAFTERS H-SERIES "HURRICANE" CLIPS
ALL METAL HANGERS TO BE GALVANIZED AS FOLLOWS:
PRESSURE TREATED WOOD G-185
ALL OTHER WOOD G-60
- ALL BOLTS, NAILS AND ASSOCIATED FASTENERS EXPOSED TO THE WEATHER SHALL BE HOT DIPPED GALVANIZED PER ASTM A153 WITH A MIN. WEIGHT OF ZINC COATING = 1.00 OZ./FT.
- ALL WOOD FRAMING CONNECTION SHALL BE FASTENED IN ACCORDANCE WITH THE FASTENING SCHEDULE IN THE 2022 IBC.
- PLYWOOD WALL SHEATHING SHALL BE APPLIED IN PANELS NOT LESS THAN 4'X 8' WITH 8D COMMON NAILS SPACED 6" O.C. ALONG PANEL EDGES AND 9" O.C. IN THE FIELD OF THE PANEL. ALL VERTICAL JOINTS OF PANEL SHEATHING SHALL OCCUR OVER STUDS.
- WALL SILL PLATES SHALL BE ANCHORED TO FOUNDATION WITH 1/2" DIAMETER A307 HOT DIP GALVANIZED ANCHOR BOLTS WITH 2" SQUARE WASHERS SPACED 3'-0" MAXIMUM. THERE SHALL BE A MINIMUM OF 2 ANCHOR BOLTS PER SECTION OF PLATE. ANCHOR BOLTS SHALL HAVE MINIMUM EMBEDMENT INTO THE CONCRETE OF 3".
- ALL LUMBER EXPOSED TO THE WEATHER SHALL BE PRESSURE TREATED (CCA 0.40 PCF RETENTION LEVEL) FOR MAXIMUM MOISTURE CONTENT OF 28% (SERVICE LEVEL 2) IN ACCORDANCE WITH AITC 109. (CCQ TYPES B, S, D OR CBA-A, CA-B) LEVEL OF TREATMENT SHALL BE IN ACCORDANCE WITH WAWPA STANDARDS FOR RETENTION BASED ON END USE APPLICATION (ABOVE GROUND USE, GROUND CONTACT, ETC.).
- ALL DIMENSION LUMBER SHALL BE STRAIGHT AND NEW, IN SOUND CONDITION, KILN DRIED OR SURFACED DRY, WITH A MAXIMUM MOISTURE CONTENT OF 19%. ALL LUMBER SHALL BEAR THE GRADE AND MARK OF THE ASSOCIATION UNDER WHOSE RULES IT IS PRODUCED AND A MARK OF MILL IDENTIFICATION. ALL WOOD FRAMING SHALL BE ERECTED TRUE TO LINE AND DIMENSION, WELL FASTENED AND PROPERLY BRACED.



ARCHITECT, LLC

DAVID ATKINSON

1184 RIVER ROAD, MYSTIC, CT

860 334-6643

DATE: 9/16/24

SCALE: AS NOTED

REVISED:

ELEVATOR ADDITION - ELEVATIONS/SECTION

LEDYARD TOWN HALL

741 COLONEL LEDYARD HIGHWAY, LEDYARD, CT

A.1



ARCHITECT, LLC

DAVID ATKINSON

860 234 5643

1184 RIVER ROAD, MYSTIC, CT

DATE: 7/16/24

SCALE: AS NOTED

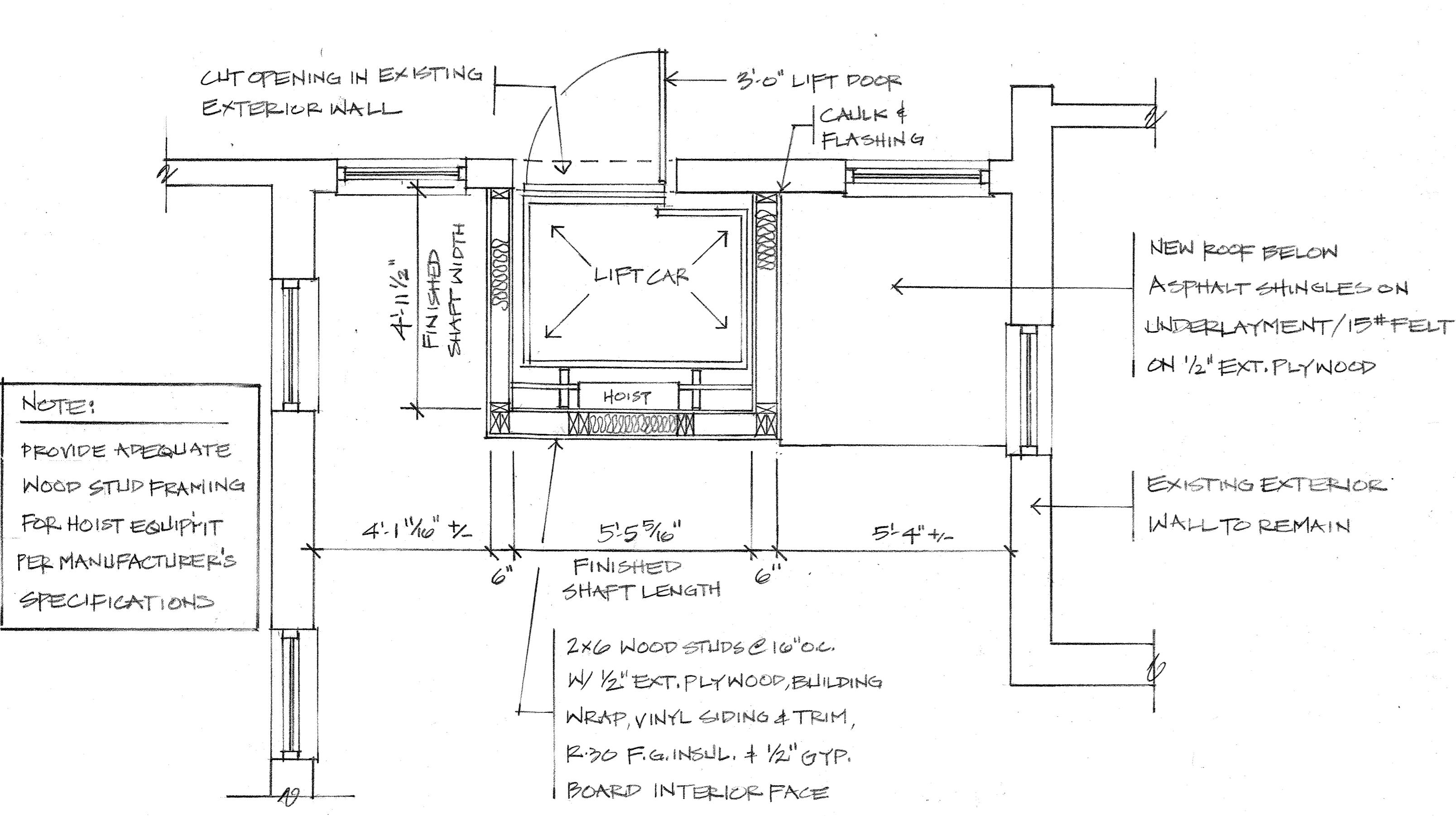
REVISED:

ELEVATION ADDITION - PLANS

LEDYARD TOWN HALL

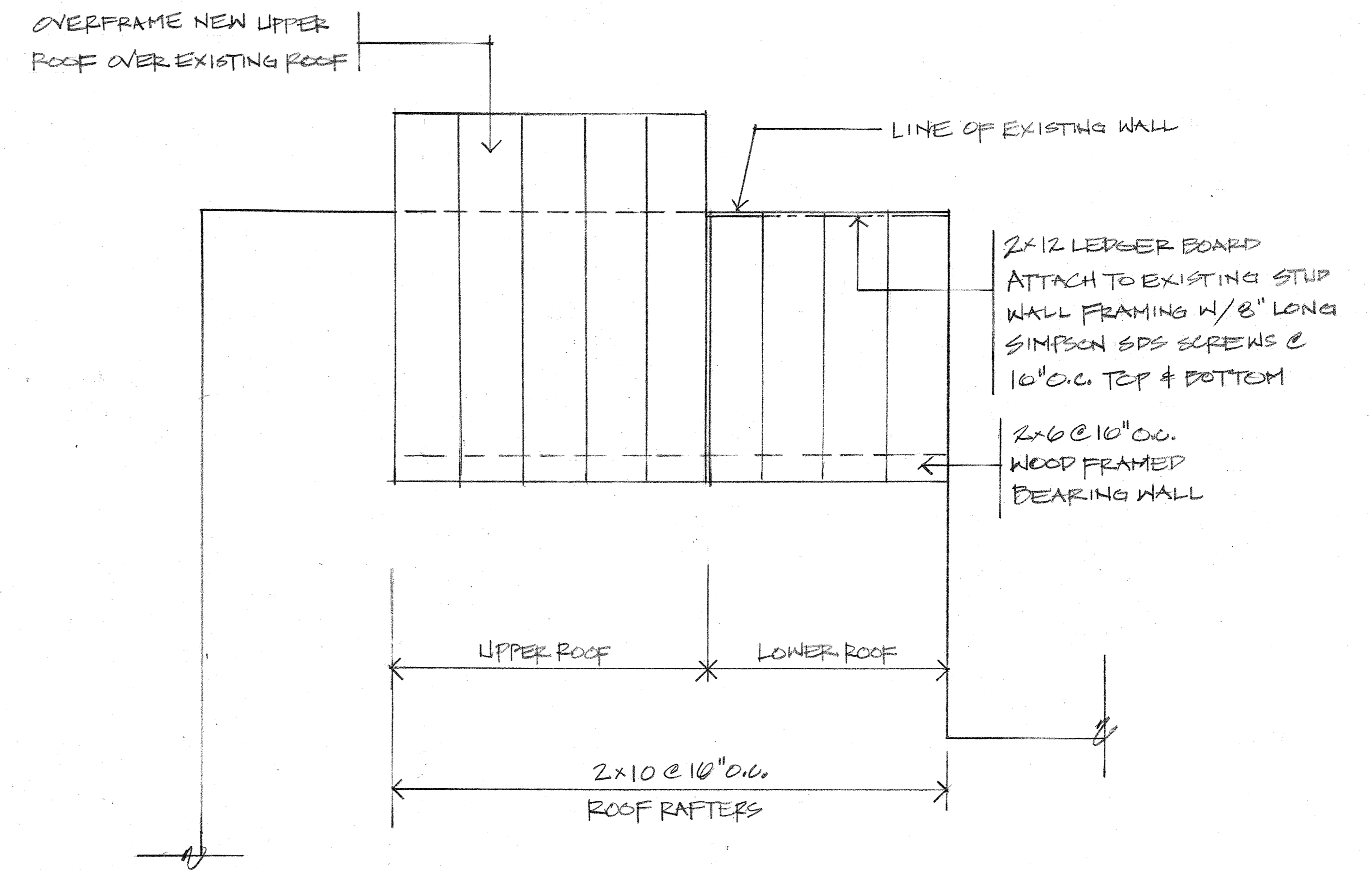
741 COLONEL LEDYARD HIGHWAY, LEDYARD, CT

A-2



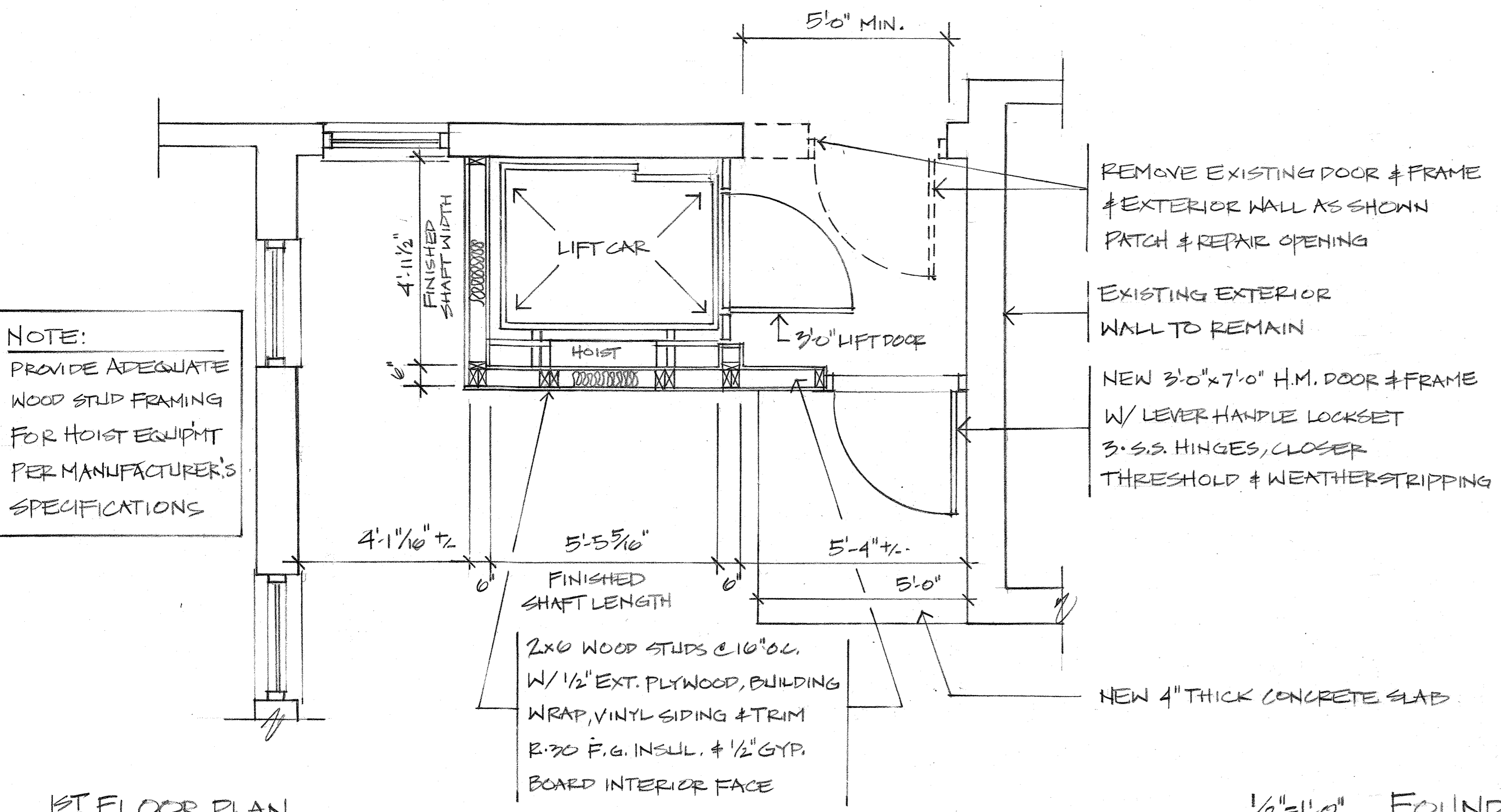
2ND FLOOR PLAN

1/2" = 1'-0"



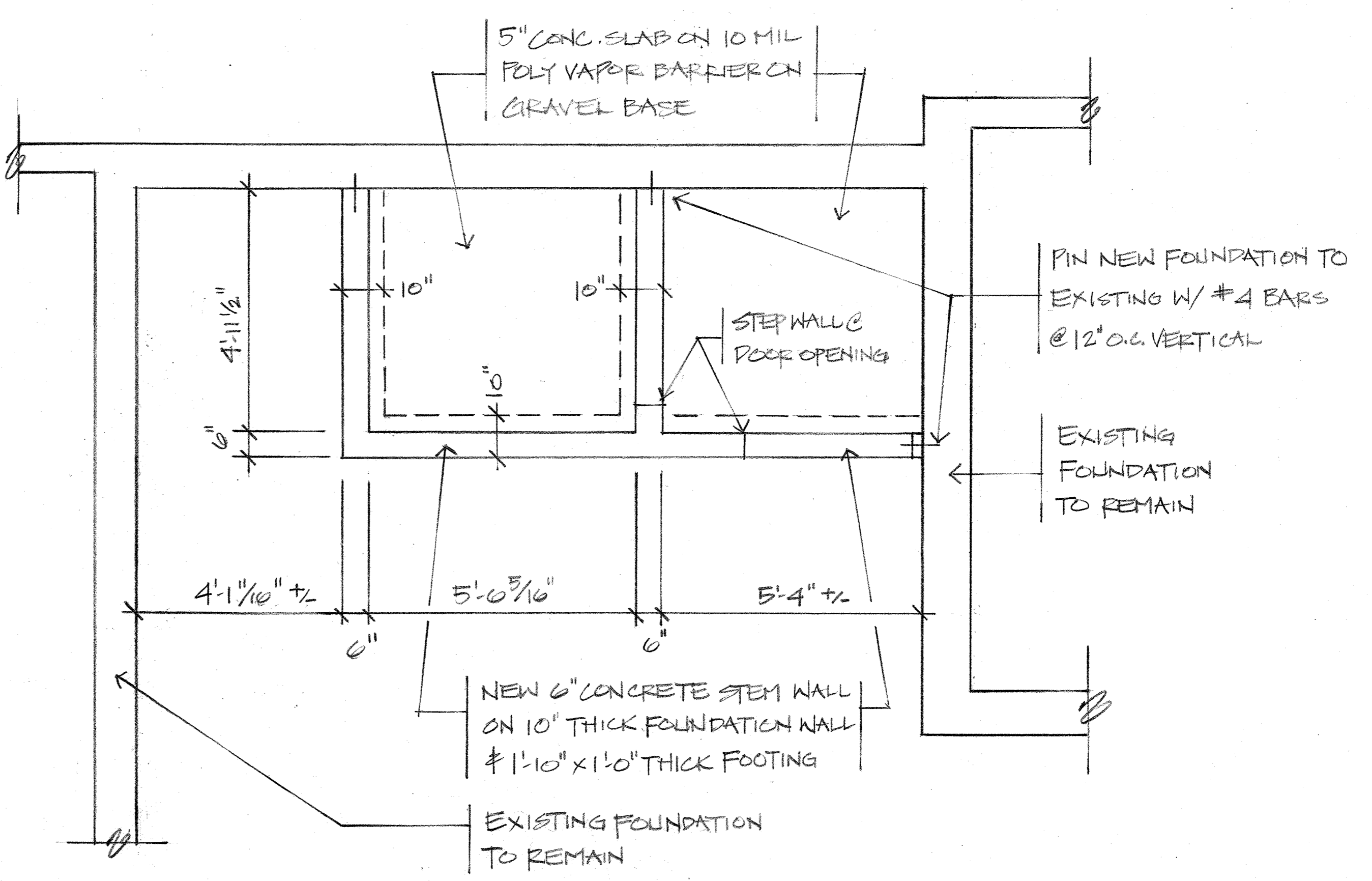
ROOF FRAMING PLAN

1/2" = 1'-0"



1ST FLOOR PLAN

1/2" = 1'-0"



FOUNDATION PLAN

1/2" = 1'-0"

Ledyard
Town Hall

Vertical
Platform Lift

Non Bid Garaventa lift

RoadStone – Enclosure	\$76505.00
HandiLift – Lift supplier installation	\$52990.00
Electrical-TBD	\$4500.00
HVAC- Airtemp	\$5069.00
TOTAL	\$139064.00

Non Bid Savaria Lift

RoadStone – Enclosure	\$76505.00
Lifeway Mobility-Lift Supplier installation	\$45574.83
Electrical-TBD	\$4500.00
HVAC- Airtemp	\$5069.00
TOTAL	\$131648.83

Aligned Elevator-State Contract

RoadStone – Enclosure	\$76505.00
Aligned- Garavanta(Handilift doing work)	\$67827.00
Electrical-TBD	\$4500.00
HVAC- Airtemp	\$5069.00
TOTAL	\$153901.00

Aligned Elevator-State Contract

RoadStone – Enclosure	\$76505.00
Aligned-Savaria lift supply installation	\$64950.00
Electrical-TBD	\$4500.00
HVAC- Airtemp	\$5069.00
TOTAL	\$151024.00

Roadstone LLC

1576 Diamond Lake Road
Glastonbury, CT. 06033

(860) 430-2318 Office
(860) 430-5230 Fax

October 11, 2024

Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

RE: Town Hall Building
Town Hall Annex Building
741 Colonel Ledyard Highway

ATTN: Shawn Ruszczyk
Foreman, Building & Grounds

Proposal**1.0 Demolition:**

- 1.1 Remove existing door and frame along with 1'-0" of existing exterior wall. Patch and repair opening (First floor).
- 1.2 Cut opening in exterior wall for new lift door (Second floor).

2.0 Concrete:

- 2.1 Excavate for concrete foundation.
- 2.2 Furnish and install concrete as shown on Sheet A-2.
 - A. 20.5 l. ft. of 1'-10" x 1'-0" thick continuous footing.
 - B. Pin new foundation wall.
 - C. 23 l. ft. of 10" foundation wall with #4 bars at 12" O.C.
 - D. (14) ½" x 12" anchor bolts.
 - E. 2" R-10 rigid insulation, 55 sq. ft.
 - F. 55 sq. ft. of 10 mil vapor barrier.
 - G. 5" concrete slab, 55 sq. ft.
- 2.3 Backfill after concrete placement.
- 2.4 New 4" concrete landing, 28 sq. ft.

3.0 Framing and Exterior Wall Construction:

- 3.1 Furnish and install 2 x 6 exterior walls, 21 l. ft. (First floor).
- 3.2 Furnish and install 2 x 6 exterior walls, 19 l. ft. (Second floor).
- 3.3 Furnish and install 2 x 10 roof rafters.
- 3.4 Furnish and install ½" roof sheathing.
- 3.5 Furnish and install 2 x 12 ledgers and shoe for rafters.
- 3.6 Furnish and install ½" exterior plywood sheathing, 381 sq. ft. (12 sheets).
- 3.7 Furnish and install 381 sq. ft. house wrap.
- 3.8 Furnish and install 400 sq. ft. R30 fiberglass wall insulation.
- 3.9 Furnish and install 120 sq. ft. R49 spray foam insulation at roof rafters.
- 3.10 Furnish and install (18) ½" x 4' x 8" sheets of gypsum board on walls and four (4) ½" x 4' x 12' sheets on roof rafters.

3.11 Provide adequate wood stud framing for hoist equipment.

4.0 Exterior Siding and Trim:

4.1 Furnish and install 1 x 8 PVC trim at roof rake and fascia doubled by 1 x 4 PVC trim at same locations, 38 l. ft. each.

4.2 Furnish and install approximately 4 (four) squares of vinyl siding.

4.3 Furnish and install PVC corners.

4.4 Caulking and flash as necessary.

5.0 Doors:

5.1 Furnish and install one (1) 3'-0" x 7'-0" HM door and frame with lever handle lockset, SS hinges, a door closer, threshold and weatherstripping.

6.0 Roof:

6.1 Furnish and install new asphalt shingled roof with ice and water shield and associated aluminum flashing and edge.

7.0 Finishes:

7.1 Interior painting of all gypsum board at entry foyer on first floor only.

7.2 Paint new HM door and frame.

8.0 General Requirements:

8.1 Building permits furnished by the Town of Ledyard.

8.2 Dumpster furnished by the Town of Ledyard.

8.3 Material Handling.

8.4 Supervision.

8.5 Overhead and Profit.

Labor & Materials:	\$ 76,505.00
Tax Exempt:	\$ <u>0.00</u>
Total Proposal:	\$ 76,505.00

Notations:

- A.** Electrical and mechanicals by others.
- B.** Vertical platform lift by others.
- C.** Loam and seed by other.
- D.** All Simpson hangers and ties have been incorporated per plans, dated 09/16/2024.

Date: 10/24/2024

Site: Ledyard Town Hall
741 Colonel Ledyard Highway
Ledyard, CT. 06339

Attn: Shawn Ruszczyk
Ledyard Public Works
741 Colonel Ledyard Highway
Ledyard, CT. 06339

Re: **Proposal for Vertical Wheelchair Lift, model: Garaventa Genesis – GVL-SW-120**

Hello Shawn:

Thank you for the opportunity to submit this revised proposal. The following is detailed information on Hand-Lift, our scope of services and key features of the lifts.

Handi-Lift, Inc. is a full-service company with licensed operations in New Jersey and New York. We employ an experienced staff of 50 and have over 20 installation and service vehicles. We service what we sell with mechanics on call 24 hours a day, 365 days a year and have a range of planned and full-service maintenance contracts available.

Scope of Services:

Model:	GVL-SW-120, manufactured by Garaventa Lift
Stops:	Two (2) stops
Access:	Pit mounted (3" depression required)
Application:	Indoor
Capacity:	750 lbs.
Shaftway Dimensions:	57 7/8" Width x 61 3/8" Length (approximate dimensions)
Platform Dimensions:	42" Width x 60" Length (clear inside dimensions)
Door / Gate Configuration:	Enter/Exit – Adjacent openings (90°)
Lifting Height:	120" maximum vertical travel between the finished floors
Drive System:	Hydraulic Drive
Emergency Operation:	Emergency manual lowering, auxiliary power supply 5 full trips.
Doors & Gates:	One (1) – 80 1/4" high x 36" wide Garaventa Rated Pro Door in primer finish with concealed power door operator at Lower landing. One (1) – 80 1/4" high x 42" wide Garaventa Rated Pro Door in primer finish with concealed power door operator at Upper landing.
Safety:	Upper and lower final limit switches, 42" high platform side panels, grab rail on side panel controls, constant pressure controls, platform deck light, illuminated control buttons, illuminated emergency stop and emergency lighting – battery operated,

Color:	Standard Color – Silver Moon
Security:	Keyed
Call Stations:	One (1) – Wall mount at lower landing, One (1) – Wall mount at upper landing - any pipe chasing – by others.
Bracing:	to be provided by others
Additional features:	Push Button Controls upgrade, Emergency Battery Lowering & Rising (up to 5 full trips) - in case of Main power supply loss, Electrical Disconnect, interlocks for Landing Doors.
Elevator Permit/Inspection:	Included
Installation:	Included
Warranty:	One (1) years on materials and workmanship
Planned Maintenance:	One (1) year Semi-annual maintenance (2 visits) planned maintenance per year
HLI Drawings:	Site specific shop drawings

Garaventa Enclosure Model Reference Pictures:



Total : **\$ 52,990.00**

- Quoted price is subject to review if not accepted within 60 days of the above date
- The proposal does not include any building or electrical permits
- Attached terms and conditions apply
- Sales Taxes are not included
- Prices are based on **Union Wage Labor**



Member, National Association of Elevator Contractors (NAEC)
Associate Member, Accessibility Equipment Manufacturer's Association (AEMA)
Member, Associated Builders and Contractors, Inc. (ABC)
Member, Elevator Conference of New York (ECNY)



Options:

- Option # 1: (\$5 Million Insurance Coverage, if required by us).....Cost: \$ 2,500.00
- Option # 2: (Custom Color Select)Cost: \$ 2,849.00

Average Delivery Time:

- 14-28 days for HLI drawings and drawing approval
- 8 weeks for fabrication
- 1 week for shipping
- 1-2 weeks for installation and trade coordination

Work by Others:

- The proposal does not include any Building or Electrical permits (Elevator permit & inspection is included)
- See attached Work by others form
- All necessary electrical & masonry work & permits are by others (if necessary).
- Building permits and/or Electrical Permits are the responsibility of the owner or his representative and not the responsibility of HLI. Handi-Lift, Inc. will provide reasonable pertinent data necessary for approval
- A dedicated telephone line for the ADA Phone on the platform – to be provided & installed by others.

We thank you for the opportunity to submit this revised proposal and look forward to hopefully working with you on this project. If you have any other questions please do not hesitate call me anytime.

Regards,

Paul Carcoran

Sales Engineer

Acceptance:

Company: _____ Date: _____

Accepted By: _____ Title: _____

Signature: _____ Total \$: _____



Member, National Association of Elevator Contractors (NAEC)
 Associate Member, Accessibility Equipment Manufacturer's Association (AEMA)
 Member, Associated Builders and Contractors, Inc. (ABC)
 Member, Elevator Conference of New York (ECNY)



Shawn Rusczyk

From: Jen Dauphinais <Jen.Dauphinais@LifewayMobility.com>
Sent: Wednesday, October 9, 2024 9:19 AM
To: Shawn Rusczyk
Subject: RE: Lifeway Mobility
Attachments: 1160804-0.pdf; V-1504 Planning Guide.pdf; V-1504 Brochure.pdf; Addendum A Ledyard Town Hall V-1504.pdf

Good morning Shawn

Based on your drawings and without a site visit I have the following quote for you:

To furnish and install (1) V-1504 Vertical platform lift as manufactured by Savaria Inc:

Permit: local TBD
Total: \$45,574.83

In addition to the above quotation, I have attached the following:

- Planning Guide and Brochure for the V-1504
- Addendum A-features included
- Drawings

Thank you for contact Lifeway Mobility and please let me know if you have any questions.

Thanks!



Jennifer Dauphinais | Manager, Service & Installation
Lifeway Mobility
 Office: 860.292.1111 Ext 1017
 Direct: 860-932-6082

See our reviews



From: Shawn Rusczyk <foreman.public.works@ledyardct.org>
Sent: Tuesday, October 8, 2024 7:00 AM
To: Jen Dauphinais <Jen.Dauphinais@LifewayMobility.com>
Subject: RE: Lifeway Mobility

[EXTERNAL SENDER - VERIFY CONTENTS]

Jen

We have never and don't provide prevailing wage numbers. My director said that is something that is done by your company.

Thank You
 Shawn M. Rusczyk

Work By Others is not included in the installation of the new elevator price

- Requirements not included in this contract is climate control in the machine room
- Need hoistway beam located at the top of hoistway

Durations/Schedule

- Lead times for material = Estimated up to 16 weeks
- Installation duration = Estimated 15 working days

PAYMENT TERMS & CONDITIONS

1st Option: Estimated total project cost: \$67,827.00

Due at Signing: 25%

2 weeks before Mobilization: 20%

Mobilization: 20%

Net 45 days from completion/inspection: 35%

We accept checks, credit cards (3% additional merchant fee added to total invoice) or ACH payment for your convenience. There will be a 2% late fee on any invoice not paid after 30 days, an additional 2% will be charged every 15 days thereafter. If Invoice is 30 days delinquent, a bond claim will be filed. If invoice is 60 total days delinquent, a mechanics lien may be filed to enforce collection and buyer agrees to pay all costs accrue. **The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.**

This constitutes the full agreement between buyer and Aligned Elevator, changes will only be executed upon written and signed orders and may result in change of costs. This proposal is valid for 30 days of proposal date.

Assumptions:

1. State Sales tax will be charged to the customer on all invoices unless a tax exempt certificate (Cert-103, ST-5 and ST-5C forms) are received.
2. If quantities/dimensions are agreed upon, any work exceeding those numbers will be subject to additional charge. If there are any project changes the price is subject to change
3. Any project concerns such as odors, noise, vibrations, dust, must be formally discussed prior to work. Any unexpected hold-points will be an additional charge.
4. Where applicable, the owner will receive and store (or permit the contractor to store) within one hundred feet of the work area, and properly protect from damage or loss, the materials and

New Installation

Customer: Town Of Ledyard

Location: 741 Colonel Ledyard Hwy, Ledyard, CT 06339

This proposal summary provides general outline and pricing for the installation of a new holeless hydraulic elevator.

- Model: GVL-SW-120, manufactured by Garaventa Lift
 - Stops: Two (2) stops
 - Access: Pit mounted (3" depression required)
 - Application: Indoor
 - Capacity: 750 lbs.
 - Shaftway Dimensions: 57 7/8" Width x 61 3/8" Length (approximate dimensions)
 - Platform Dimensions: 42" Width x 60" Length (clear inside dimensions)
 - Door / Gate Configuration: Enter/Exit – Adjacent openings (90°)
 - Lifting Height: 120" maximum vertical travel between the finished floors
 - Drive System: Hydraulic Drive
 - Emergency Operation: Emergency manual lowering, auxiliary power supply 5 full trips.
 - Doors & Gates: One (1) – 80 1/4" high x 36" wide Garaventa Rated Pro Door in primer finish with concealed power door operator at Lower landing.
 - One (1) – 80 1/4" high x 42" wide Garaventa Rated Pro Door in primer finish with concealed power door operator at Upper landing.

 - Safety: Upper and lower final limit switches, 42" high platform side panels, grab rail on side panel controls, constant pressure controls, platform deck light, illuminated control buttons, illuminated emergency stop and emergency lighting – battery operated,
 - Color: Standard Color – Silver Moon
 - Security: Keyed
 - Call Stations: One (1) – Wall mount at lower landing,

 - One (1) – Wall mount at upper landing - any pipe chasing – by others.

 - Bracing: to be provided by others
 - Additional features: Push Button Controls upgrade, Emergency Battery Lowering & Rising (up to 5 full trips) - in case of Main power supply loss, Electrical
 - Disconnect, interlocks for Landing Doors.
 - Elevator Permit/Inspection: Included
 - Installation: Included
 - Warranty: One (1) years on materials and workmanship
 - Planned Maintenance: One (1) year Semi-annual maintenance (2 visits) planned maintenance per year
- HLI Drawings: Site specific shop drawings

equipment for carrying out this contract, and allow the contractor reasonable use of light, heat, water, and power necessary to perform this contract as well as access to the roof, if required.

5. Any alteration or deviation from above specification involving extra costs will be executed only upon a written change order and will become an extra charge over and above the contract price.

ACCEPTANCE

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Aligned Elevator. Further, any manual changes to this form will not be effective as to Aligned unless initiated in the margin by an authorized representative of Aligned.

THIS QUOTATION is valid for ninety (90) days from the proposal date.

Submitted by: Gino Padewski
Aligned Representative
Accepted in Duplicate

Customer
Approved by Authorized Representative

Date: _____

Signed: _____

Print name: _____

Title: _____

Aligned Elevator
Approved by Authorized Representative

Date: _____

Signed: _____

Print name: _____

Title: _____

Signature:

Email: foreman.public.works@ledyardct.org

Work By Others is not included in the installation of the new elevator price

- Requirements not included in this contract is climate control in the machine room
- Need hoistway beam located a the top of hoistway

Durations/Schedule

- Lead times for material = Estimated up to 16 weeks
- Installation duration = Estimated 15 working days

PAYMENT TERMS & CONDITIONS

1st Option: Estimated total project cost: \$64,950.00

Due at Signing: 25%

2 weeks before Mobilization: 20%

Mobilization: 20%

Net 45 days from completion/inspection: 35%

We accept checks, credit cards (3% additional merchant fee added to total invoice) or ACH payment for your convenience. There will be a 2% late fee on any invoice not paid after 30 days, an additional 2% will be charged every 15 days thereafter. If Invoice is 30 days delinquent, a bond claim will be filed. If invoice is 60 total days delinquent, a mechanics lien may be filed to enforce collection and buyer agrees to pay all costs accrue. **The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.**

This constitutes the full agreement between buyer and Aligned Elevator, changes will only be executed upon written and signed orders and may result in change of costs. This proposal is valid for 30 days of proposal date.

Assumptions:

1. State Sales tax will be charged to the customer on all invoices unless a tax exempt certificate (Cert-103, ST-5 and ST-5C forms) are received.
2. If quantities/dimensions are agreed upon, any work exceeding those numbers will be subject to additional charge. If there are any project changes the price is subject to change
3. Any project concerns such as odors, noise, vibrations, dust, must be formally discussed prior to work. Any unexpected hold-points will be an additional charge.
4. Where applicable, the owner will receive and store (or permit the contractor to store) within one hundred feet of the work area, and properly protect from damage or loss, the materials and

New Installation

Customer: Shawn Ruszczyk

Location: 741 Colonel Ledyard Hwy, Ledyard, CT 06339

This proposal summary provides general outline and pricing for the installation of a new holeless hydraulic elevator.

-Supply one Savaria V1504 vertical platform lift.

-108" total lifting height mounted in a 3" pit.

-42" x 60" custom sized platform, on/off adjacent sides.

-2-stops.

-110 vac, 20 amp hydraulic/chain drive, 750-pound capacity, 20 ft./min., commercial package.

-Full time battery backup for full operation during power failure.

-2 full-height fire-rated, 42" wide, steel landing doors, automatic opening, self-closing, keyed call/send controls, electro-mechanical locks, at each landing.

-On-board ADA phone.

-36-month manufacturer's warranty.

- Supply all labor to install

equipment for carrying out this contract, and allow the contractor reasonable use of light, heat, water, and power necessary to perform this contract as well as access to the roof, if required.
 5. Any alteration or deviation from above specification involving extra costs will be executed only upon a written change order and will become an extra charge over and above the contract price.

ACCEPTANCE

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Aligned Elevator. Further, any manual changes to this form will not be effective as to Aligned unless initiated in the margin by an authorized representative of Aligned.

THIS QUOTATION is valid for ninety (90) days from the proposal date.

Submitted by: Gino Padewski
 Aligned Representative
 Accepted in Duplicate

Customer
 Approved by Authorized Representative
 Date: _____
 Signed: _____
 Print name: _____
 Title: _____

Aligned Elevator
 Approved by Authorized Representative
 Date: _____
 Signed: _____
 Print name: _____
 Title: _____

Signature:
Email: foreman.public.works@ledyardct.org



Walter Electric, LLC

Shawn Ruszczyk
 Ledyard Public Works
 741 Colonel Ledyard Hwy
 Ledyard, CT 06339

☎ (860) 884-4412
 ✉ foreman.public.works@ledyardct.org

ESTIMATE	#1446
ESTIMATE DATE	Nov 5, 2024
SERVICE DATE	Nov 5, 2024
TOTAL	\$4,105.00

205

CONTACT US

41 4th Street
 New London, CT 06320

☎ (860) 446-0600
 ✉ info@walterelectricllc.com

ESTIMATE

Services	qty	unit price	amount
Wire Vertical Platform Lift	1.0	\$1,750.00	\$1,750.00
1) Install new single phase, 120V, 20 amp circuit from the nearest available electrical panel to the new vertical platform lift controller within 20 feet. All new wiring to be installed in EMT conduit. 2) Provide final terminations in new service disconnect switch as required. Disconnect switch to be supplied with vertical platform lift. 3) Provide final terminations in existing electrical panel as required including the installation of (1) new circuit breaker.			
Electrical Make Safe/Demo & Relocation	1.0	\$820.00	\$820.00
1) Remove/relocate (1) existing exterior wall mounted light fixture. 1) Remove (1) existing exterior soffit mounted light fixture. 2) Remove/relocate (1) existing emergency light.			
New Lighting & Receptacles	1.0	\$1,535.00	\$1,535.00
1) Supply & install (1) new LED ceiling mounted light fixture. 2) Supply & install (1) new wall mounted occupancy sensor switch. 3) Supply & install (1) combination exit/emergency light. 4) Supply & install (1) exterior mounted emergency remote light head. 5) Install new 120v convenience receptacle.			

Exclusions:

1.0

\$0.00

\$0.00

206

- 1) Any work not listed above
- 2) Engineering services
- 3) Prevailing wage rates
- 4) Fire alarm related work unless otherwise noted.
- 5) Communications related work unless otherwise noted.
- 6) Control wiring unless otherwise noted.

Services subtotal: \$4,105.00

Subtotal \$4,105.00

Tax (CT State Sales Tax
6.35%) \$0.00

Total \$4,105.00

10-31-24

 Town of Ledyard
 741 Colonel Ledyard Hwy
 Ledyard 06339

Thank you for the opportunity to bid on this project.

Scope of Work:

- Demo 12" of fin tube on the 1st floor eastern side of the building.
- Freeze 3/4 steel supply and return lines feeding fin tube.
- Furnish and install (2) mega ball vales and (2) mega caps on supply and return piping below floor.

Total Amount\$1,540+tax

- Furnish and install (2) 4' fin tubes on the 1st floor eastern side of the building.
- Drill new holes in floor for 3/4 tubing.
- Furnish and install control valve connected to existing t-stat.
- Run 3/4 line under floor to bypass new elevator.

Total Amount\$3,529+tax
Exclusions:

New stat, overtime, prevailing wage, water treatment.

#5069
state contract

This quote is valid for 30 days.

 Thank You
 Andy Bassett
 Project Manager
 Cell (860) 301-8594



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1004

Agenda Date: 11/13/2024

Agenda #: 5.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to update the American Rescue Plan Act (ARPA) Projects List as follows:

- Remove the Erickson Park Enhancements \$55,000 from the ARPA Projects List.
- Add the following Parks, Recreation & Senior Citizens Center Projects to the ARPA Projects List:
 - ✓ Gales Ferry Tennis Court Repairs \$22,478.00
 - ✓ GF Basketball Court Repairs \$9,930.00
 - ✓ GF Fence Replacement \$11,556.00
 - ✓ Senior Center Floor Main Room \$11,255.00
 - ✓ Senior Center Kitchen Floor \$3,629.00
 - ✓ Senior Center Vestibule Floor \$1,028.00
 - ✓ TOTAL: \$59,876.00

In addition, reallocate the \$55,000 from the Erickson Park Improvements plus an additional \$4,875 for a total allocation in the amount of \$59,876 for the Parks, Recreation & Senior Citizens Center Projects. Source of additional ARPA funding transfer to be determined.

Background:

Based on drainage and other concerns associated with the proposed Erickson Park Enhancement Project, Parks & Recreation Director requested the Erickson Park Enhancements be removed ARPA Projects List and that the funding be redirected to the following Parks, Recreation, & Seniro Citizens Center projects:

- ✓ Gales Ferry Tennis Court Repairs \$22,478.00
- ✓ GF Basketball Court Repairs \$9,930.00
- ✓ GF Fence Replacement \$11,556.00
- ✓ Senior Center Floor Main Room \$11,255.00
- ✓ Senior Center Kitchen Floor \$3,629.00
- ✓ Senior Center Vestibule Floor \$1,028.00
- ✓ TOTAL: \$59,876.00

(see attached documentation)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

**PARKS, RECREATION, & SENIOR CITIZENS CENTER ARPA PROJECTS
(Redirect ARPA Funds from the Erickson Park Enhancement Project)**

Project	Amount	Option 1	Option 2	Approved Finance Cmt Mtg 11/6/2024
GF Tennis Court Repairs	\$25,478.00	\$22,478.00	\$25,478.00	\$22,478.00
GF B-Ball Court Repairs	\$9,930.00	\$9,930.00	\$9,930.00	\$9,930.00
GF Fence replacement	\$11,556.00	\$11,556.00		\$11,556.00
SR CTR Floor Main Room	\$11,255.00	\$11,255.00	\$11,255.00	\$11,255.00
SR CTR Floor Kitchen	\$3,629.00		\$3,629.00	\$3,629.00
SR CTR Floor Vestibule	\$1,028.00		\$1,028.00	\$1,028.00
	\$62,876.00	\$55,219.00	\$51,320.00	\$59,876.00

HINDING PROPOSAL

PROCEDURE TO BE AS FOLLOWS:

Furnish all materials, labor and insurance to perform the Crack repair in color coatings to 1 tennis court 60'x120'. 18 Hurlbutt Rd, Ledyard, CT 06335

Specifications of Services to be Provided:

Material Description	Qty	Unit Price	Subtotal
Surface Cleaning - Using a "High Powered" Cleaning apparatus, Hinding Tennis thoroughly cleaned your existing surface free of all algae, mold, dirt and any other foreign materials on your court.	1	\$1,999.00	\$1,999.00
Net Post - Furnish and install new Douglas posts in 2500 p.s.i. concrete footings. Also included" center strap, center anchor and tennis net.	1	\$2,800.00	\$2,800.00
Riteway Crack Repair - Rout and air blow all structural cracks. Fill with multiple applications of acrylic crack binder. Install the Riteway Crack Repair System to cracks.	94	\$28.00	\$2,632.00
AB Crack Repair - Two Part Epoxy	60	\$18.00	\$1,080.00
Mill fence Post Footing - Grind down to uniform level with court <i>Not Needed, replacing section of fence</i>	12	\$250.00	\$3,000.00
2 Coat Color System - Furnish and Install the 2 coat acrylic color coating system. This system includes one filler coat and one finish coat of color.	1	\$11,200.00	\$11,200.00
Tennis Line Striping USTA - Layout and mask all lines per USTA. Apply one coat of acrylic Line primer. Once Line primer has cured apply One (1) coat of textured White Line Paint.	1	\$1,100.00	\$1,100.00
Mobilization and Fuel Surcharge - 4% of total proposal price for Mobilization and 3% of total proposal price for Fuel Surcharge	1	\$1,667.00	\$1,667.00

Pricing as Indicated Below:

Subtotal: \$25,478.00
 Tax: \$0.00
 Total: \$25,478.00
~~- 3,000.00~~

www.HindingTennis.com \$22,478.00



HINDING PROPOSAL

PROCEDURE TO BE AS FOLLOWS:

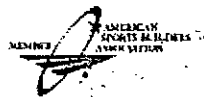
Furnish all materials, labor and insurance to perform the Crack repair, and touch up color to 1 Basketball Court 50' x 119' court colors are blue outbound and green key area.. 18 Hurlbutt Rd, Ledyard, CT 06335

Specifications of Services to be Provided:

Material Description	Qty	Unit Price	Subtotal
Surface Cleaning - Using a "High Powered" Cleaning apparatus, Hinding Tennis thoroughly cleaned your existing surface free of all algae, mold, dirt and any other foreign materials on your court.	1	\$1,785.00	\$1,785.00
Riteway Crack Repair - Rout and air blow all structural cracks. Fill with multiple applications of acrylic crack binder. Install the Riteway Crack Repair System to cracks.	133	\$28.00	\$3,724.00
AB Crack Repair - Two Part Epoxy to cover existing repairs.	54	\$18.00	\$972.00
Touch-up color and lines in areas of repair (Note the paint will not be an exact match but will be as close as possible)	1	\$2,800.00	\$2,800.00
Mobilization and Fuel Surcharge - 4% of total proposal price for Mobilization and 3% of total proposal price for Fuel Surcharge	1	\$649.00	\$649.00

Pricing as Indicated Below:
Total: \$9,930.00

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HINDING PROPOSAL

PROCEDURE TO BE AS FOLLOWS:

Furnish all materials, labor and insurance to perform the Fence replacement between the basketball court and the tennis court.. 18 Hurlbutt Rd, Ledyard, CT 06335

Specifications of Services to be Provided:

Material Description	Qty	Unit Price	Subtotal
Chain Link Fence Installation - 10' Foot Chain Link Fence Replacement: Remove existing fencing and footings are dividing the tennis and basketball courts Furnish and install 10' High 8 gage fuse-bonded chain link fence with new footings, posts and chain link fence fabric.	120	\$90.00	\$10,800.00
Mobilization and Fuel Surcharge - 4% of total proposal price for Mobilization and 3% of total proposal price for Fuel Surcharge	1	\$756.00	\$756.00

Pricing as Indicated Below:
Total: \$11,556.00

www.HindingTennis.com



Scott Johnson

From: Shawn Ruszczyk
Sent: Tuesday, October 29, 2024 1:07 PM
To: Scott Johnson
Subject: Dieter Room Floor

Follow Up Flag: Follow up
Flag Status: Flagged

Scott
Here is the price for the VCT areas to be epoxy coated. Same system that was done at our shop. the Kitchen area would have an anti slip added to it. You can go with solid color or a flake. That can be decided later and does not affect the price.

Main Area
\$11,255 you pick color

Kitchen Area
\$3629 you pick color

Option Front Vestibule
\$1028 I had them price this since they were there already.

Any Questions let me know. This would go through at state contract so no worries.

Thank You
Shawn M. Ruszczyk



Buildings & Grounds Foreman
860-464-9060 ext.2
860-884-4412
foreman.public.works@ledyardct.org



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0935

Agenda Date: 11/13/2024

Agenda #: 6.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to transfer and appropriate \$100,446 to CNR account # 21012103-53305 Revaluation from CNR account # 21090305-58915 Undesignated.

Background:

At its August 15, 2024 meeting, Town Council approved a bid waiver in the amount of \$257,000 to Vision Government Solutions Inc. to perform revaluation services as required by state statute. CNR account # 21012103-53305 Revaluation has an available balance of \$156,554 leaving a shortfall of \$100,446.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

CNR account # 21090305-58915 Undesignated has an available unencumbered balance of \$574,830

Mayor Comment/Recommendation:

2025 is a revaluation year, statutorily. The accepted bid is the lowest bid. I support this action.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1006

Agenda Date: 11/13/2024

Agenda #: 7.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to cancel the Town Council's Regular Meeting of November 27, 2024 for the Thanksgiving Holiday.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)