



# 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

Special Meeting

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Wednesday, June 25, 2025

7:00 PM

Town Hall Council Chambers - Hybrid  
Format

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**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/83930087371?pwd=yK7lctbTzWUbaRjQZQJR1qjNumF0un.1>**  
**Audio Only: Telephone: +1 646 558 8656; Meeting ID: 839 3008 7371; Passcode: 344293**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. BUSINESS OF THE MEETING

### CONSENT CALENDER

- \*1. MOTION to reappoint Mr. Ethan Foltz (D) 894 Colonel Ledyard Highway, Ledyard, as a regular member of the Ledyard Farmers' Market Committee, for three (3) year term ending May 9, 2028.

**Attachments:** [Re-appointment Endorsement-Farmers Mrkt-2025-05-23-2025-PCB](#)  
[DTC Reappointment Farmers Market-2025-05-15](#)

- \*2. MOTION to reappoint the following Members to the Parks, Recreation & Senior Citizens Commission for a three (3) year term ending June 28, 2028.

- Ms. Lauren Hawes, (U) 8 Warbler Way, Gales Ferry, as an Regular Member
- Ms. Paula Crocker (U) 1500 Route 12, Gales Ferry, as a Regular Member
- Ms. Stephanie Bacon (D) 6 Patricia Court, Gales Ferry, as an Alternate Member.

**Attachments:** [Re-appointment Endorsement-Parks-Recreation & Senior](#)  
[Citizens-2025-06-03-2025-KD](#)

### Administration Committee

3. MOTION to adopt the proposed "Resolution Supporting the Town's Continued Participation in the Sustainable CT Municipal Certification Program And Establishing A

Sustainable CT Ad Hoc Committee” as contained in the draft dated June 11, 2025.

**Attachments:** [RES- SUSTAINABLE CT-AC HOC CMT-DRFT-2025-06-11](#)  
[RES- SUSTAINABLE CT-2020-03-11](#)  
[East Haddam-Sustainable CT Resolution \(1-16-19\)](#)

4. MOTION to approve Mechanic II job description as presented in the draft dated May 16, 2024.

**Attachments:** [Mechanic II \(Draft\).doc](#)

5. MOTION to approve proposed updates to Fiscal Assistant II Finance Department position as presented in the draft dated February 19, 2025.

**Attachments:** [Fiscal Assistant II - Finance Department - revised description.doc](#)  
[Fiscal Assistant II - Finance Department - revised description.pdf](#)

6. MOTION to approve proposed updates to the Fiscal Assistant II Finance and Human Resources job description as presented in the draft dated November 15, 2023.

**Attachments:** [Fiscal Assistant II Finance HR Payroll 11-15-23 Draft.doc](#)

7. MOTION to approve proposed updates to the Assistant to the Tax Collector Job Description as presented in the draft dated May 2025.

**Attachments:** [Assistant to Tax Collector Draft 2025.doc](#)

#### Finance Committee

8. MOTION to authorize the submission of a grant application to the Good Neighbor Firefighter Safety Program in the amount of up-to \$10,000 to purchase rescue and general equipment.
9. MOTION to authorize the transfer of \$60,000 from Account # 10114301-53300 (Professional Services) to Account # 21014301-53306 (Plan Conserve & Development) to provide engage professional services for the updating of the Ledyard Plan of Conservation & Development and its Affordable Housing Plan.

#### V. 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

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**File #:** 25-2029

**Agenda Date:** 7/9/2025

**Agenda #:** \*1.

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## APPOINTMENT

### **Motion/Request:**

MOTION to reappoint Mr. Ethan Foltz (D) 894 Colonel Ledyard Highway, Ledyard, as a regular member of the Ledyard Farmers' Market Committee, for three (3) year term ending May 9, 2028.

### **Background:**

As Committee Members terms come due to expire both the Committee and their respective party are asked to provide a recommendation regarding the reappointment of Committee Members.

Mr. Foltz has been serving on the Farmers Market Committee for nearly 3 years and he is interested in continuing to serve on the Committee

### **Administrative Notes:**

The Farmers' Market Committee has endorsed Mr. Foltz reappointment to the Committee, noitn that he was very helpful. (see attached)

### **Nominating Committee Recommendation:**

DTC endorsed Mr. Foltz reappointment to the P Farmers Market Committee (see attached)

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.



# TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
FAX (860) 464-1485

E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman S. Naomi Rodriguez

April 7, 2025

Mrs. Pamela Ball, Chairman  
Ledyard Farmers' Market Committee  
674 Shewville Road  
Ledyard, Connecticut 06339

Dear Mrs. Ball:

A Member of the Ledyard Farmers' Market Committee 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 each Commission members block and kindly return to the Town Council Office. .

## Ledyard Farmers' Market Committee

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Committee Recommendation	Town Committee Endorsement	Attendance
Mr. Ethan Foltz 894 Colonel Ledyard Hwy Ledyard, CT 06339	D	5/9/2025	<input checked="" type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Excellent <input checked="" type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor

Committee Comments:

Ethan was very helpful in running the market last year and we would be happy to have him reappointed. Thank you!

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council





# TOWN OF LEDYARD

## CONNECTICUT

### TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
FAX (860) 464-1485  
E-Mail Address: [ledyard@ledyardct.com](mailto:ledyard@ledyardct.com)

Chairman S. Naomi Rodriguez

April 7, 2025

Ms. S. Naomi Rodriguez, Chairman  
Democratic Nominating Committee  
6 Saint Peters Court  
Ledyard, Connecticut 06359

Dear Ms. Rodriguez:

A Member of the Ledyard Farmers' Market Committee 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 each Commission members block and kindly return to the Town Council Office. .

#### Ledyard Farmers' Market Committee

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Committee Recommendation	Town Council Endorsement	Attendance
Mr. Ethan Foltz 894 Colonel Ledyard Hwy Ledyard, CT 06339	D	5/9/2025	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2031

**Agenda Date:** 7/9/2025

**Agenda #:** \*2.

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## APPOINTMENT

### **Motion/Request:**

MOTION to reappoint the following Members to the Parks, Recreation & Senior Citizens Commission for a three (3) year term ending June 28, 2028.

- Ms. Lauren Hawes, (U) 8 Warbler Way, Gales Ferry, as an Regular Member
- Ms. Paula Crocker (U) 1500 Route 12, Gales Ferry, as a Regular Member
- Ms. Stephanie Bacon (D) 6 Patricia Court, Gales Ferry, as an Alternate Member.

### **Background:**

As Committee Members terms come due to expire, that both the Commission and their respective party are asked to provide a recommendation regarding the reappointment of Commission Members.

### **Administrative Notes:**

These Parks, Recreation & Senior Citizens Commission Members are interested in continuing to serve on the town, and their reappointments have been endorsed by the Commission.

### **Nominating Committee Recommendation:**

### **Minority Representation - CGS 9-167a:**

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance".

Chapter IV, Section 9: "In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office."

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.





# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
E-Mail Address:  
[council@ledyardct.org](mailto:council@ledyardct.org)

April 7, 2025

Mr. Kenneth J. DiRico, Chairman  
Parks, Recreation & Senior Citizens Commission  
8 Melanie Lane  
Gales Ferry, Connecticut 06335

Dear Mr. DiRico:

Members of the Parks, Recreation & Senior Citizens Commission 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 each Commission members block and kindly return to the Town Council Office at [council@ledyardct.org](mailto:council@ledyardct.org).

## Parks, Recreation & Senior Citizens Commission

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Lauren Hawes 8 Wabler Way Gales Ferry, CT 06335	U	6/28/2025	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Paula Crocker P.O. Box 452 1500 Route 12 Gales Ferry, CT 06335	U	6/28/2025	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Ms. Stephanie Bacon (Alternate Member) 6 Patricia Court Gales Ferry, CT 06335	D	6/28/2025	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments: 6/3/2025 Please appoint Ms. Bacon as a Regular Member KD

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

Sincerely,

Roxanne M. Maher  
Administrative Assistant



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-1570

**Agenda Date:** 7/9/2025

**Agenda #:** 3.

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## RESOLUITON

### **Motion/Request:**

MOTION to adopt the proposed “*Resolution Supporting the Town’s Continued Participation in the Sustainable CT Municipal Certification Program And Establishing A Sustainable CT Ad Hoc Committee*” as contained in the draft dated June 11, 2025.

### **Background:**

#### **Administration Committee**

During the March 6, 2025 Fiscal Year 2025/2026 Budget Work Session that obtaining a Sustainable CT Certification was discussed.

The Town began the process to obtain a Sustainable CT Certification in 2020; However, due to COVID 19 and limited staffing the process stalled, noting that the criteria was supposed to be completed within three-years.

The Administration Committee recognized that Ledyard had done has already done a number of Sustainable CT Projects that would have qualified for the Certification, such as purchasing all the streetlights from Eversource and converting them all over to LED bulbs, which was done several years ago, therefore, they have proposed the “*Resolution Supporting the Town’s Continued Participation in the Sustainable CT Municipal Certification Program And Establishing A Sustainable CT Ad Hoc Committee*” with the hope that perhaps the previous projects could be used toward their certification process.

In addition, because there were many sustainable opportunities that could help the town save money and bolster economic development; and also protect our watersheds; they have proposed resurrecting the Sustainable CT Ad Hoc Committee.

#### **Town Council Meeting 3/11/2020**

The Town Council adopted a “*Town Of Ledyard Resolution Supporting Participation In The Sustainable Ct Municipal Certification Program*”

The purpose of obtaining the *Sustainable CT Program* designation would enable the Town to apply for small grants that were targeted to improve the community such as *In Our Backyard* (IOB) Grants. She stated a link was provided in the supporting materials to the Sustainable CT website. She explained that the vision of Sustainable CT was for communities to *strive to be thriving, resilient, collaborative and forward thinking. They build community and local economy. They equitably promote the health and well-being of current and future residents; and they respect the finite capacity of the natural environment.*

*Sustainable CT* encouraged Municipalities to register and become certified, which involved doing certain actions, many of which Ledyard has already done such as:

- Thriving local economy
- Well sorted land and natural resources
- Vibrant and creative local ecosystems
- Dynamic and resilient planning
- Clean and diverse transportation system
- Efficient physical infrastructure & operations such as the complete streets/lighting
- Strategic and inclusive public services
- Healthy, efficient and diverse housing inclusive of equitable community impacts
- Innovation actions

With the adoption of the “*Town of Ledyard Resolution Supporting Participation in the Sustainable CT Municipal Certification Program*” Ledyard could be registered Ledyard as a Sustainable CT Member, which would allow them to apply for *In Our Backyard* (IOB) Grants. The IOB Grants was a grassroots funded effort, in which IOB would match local funds dollar for dollar for community initiatives such as the Town Green Improvements. In 2020 the maximum amount that IOB would match was up-to \$20,000.

The IOB Grant Program would be similar to a “*GoFundMe*” Page, noting as funds were raised on-line that the IOB would instantly match the funds. The public could donate money (individual donation could not exceed \$1,000) and/or the Town could allocate funding for an initiative and the IOB Grant would match those funds dollar for dollar.

The IOB Investors would also help create a short video to showcase the project to post on-line as part of the Application Process to appeal to the public for funding. The IOB Grant program would provide funding for projects that would be an “*All inclusive proposed use*”; another words the project would need to benefit the entire community such as Town Green Improvements; the Ledyard Fairgrounds Improvements, Tri-Town Trail initiatives, Food Pantry equipment, etc. Projects such as a Christmas Tree would not qualify for funding because it was not all inclusive. Also, the Town would not have to always be the Applicant, explaining that the Tri-Town Trail Association, Church Groups or other Community Organization could apply for the IOB Grant. However, the maximum number of Applications the Community could have open at one time was five.

Towns such as Montville, New London, Stonington, East Lyme, and East Haddam have all become Sustainable CT Communities and have received IOB Grant Funding for a variety of initiatives.

Please see attached:

Ledyard Sustainable CT Resolution adopted 3/11/2020

East Haddam Resolution Sustainable Resolution

#### **Department Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**Body:**

(type text here)



TOWN OF LEDYARD  
RESOLUTION SUPPORTING THEIR CONTINUED PARTICIPATION  
IN THE SUSTAINABLE CT MUNICIPAL CERTIFICATION PROGRAM  
AND ESTABLISHING A SUSTAINABLE CT AD HOC COMMITTEE

WHEREAS, On March 11, 2020 the Ledyard Town Council adopted a “*Town of Ledyard Resolution Supporting the Participation in the Sustainable CT Municipal Certification Program*”; recognizing that Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: “*Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking*”.

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, the Town of Ledyard continues to embrace an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT; and

WHEREAS; The Town of Ledyard has implemented a number of programs which included a streetlight assessment that resulted in the purchase of the streetlights from Eversource and converting them to Light-Emitting Diode (LED) light bulbs saving both energy and taxpayer dollars; constructed the Multi-Use Pathway from Ledyard High School to Ledyard Center to expand safe, connected, active transportation for pedestrians and bicyclists; extending the sewer line providing infrastructure for both affordable housing and business development; improvements to the Linda C. Davis Food Pantry providing an equitable community food action plan to ensure that all community members can access sustainable, nutritious food; improvements to the Town Green providing handicap access to one of the best Farmers’ Markets in the State for residents to purchase fresh produce from local farmers and featuring many community organizations providing information to residents regarding fuel assistance, mental health services, public safety services, and many other commodities and programs; regionalization of shared services with the Town of Preston by providing Emergency Dispatch Communication Services, Tax Assessor Services, Public Works Mechanic Services, and the shared purchase of a streetsweeper to maintain the required MS4 (Municipal Separate Storm Sewer System) Permit Certifications.

WHEREAS, the Director of Land Use & Planning is authorized to serve as the Town of Ledyard’s Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorizes him/her to complete Municipal Registration on behalf of the Town of Ledyard;

WHEREAS: it is recognized that the town is minimally staffed; and supplemental support is needed to continue efforts to reach the Sustainable CT Goals of the community.

NOW, THEREFORE, BE IT RESOLVED, that to focus attention and effort within the Town of Ledyard on matters of sustainability, and in order to promote local initiatives and actions toward Sustainable CT Municipal Certification, the Ledyard Town Council establishes a Ledyard Sustainable CT Ad Hoc Committee to be comprised of five members appointed by the Ledyard Town Council.

Those members shall, as much as possible, be representative as follows:

- One member from the Planning & Zoning Commission or Inland Wetlands & Water Courses Commission
- One member from the Economic Development Commission or Conservation Commission
- One member from the Town Council Land Use Committee
- Two members from the Community-at-Large

BE IT FURTHER RESOLVED, each member shall serve for a term of two (2) 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 vacancies on said committee shall be filled by the appointment of the Ledyard Town Council, with priority given to maintaining as much as possible the structure above; and

Any member of the 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 Commission and the vacancy shall be filled as hereinbefore provided, except that the Commission may vote to waive the requirements of the 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 Committee to notify the Town Council when a member has not properly performed his/her duties.

BE IT FURTHER RESOLVED, that said Ledyard Sustainable CT Ad Hoc Committee is authorized to:

- (1). Work with the Land Use Director and the Mayor to engage staff; and or, contract with consultants, or a Sustainable CT Fellow through Southeastern Connecticut Council of Government (SCCOG) Program.
- (2). Review the Sustainable CT Tool Kit and Guidelines; and to oversee the preparation and submission of Application at the appropriate time.
- (3). Develop initiatives, goals, and recommendations to achieve Points required to complete the process to obtain the Sustainable CT Certification to include:
  - Building our community and our local economy;
  - Equitably promote the health and well-being of current and future residents;
  - Encourage and participate in regional collaboration and other forms of partnership.
  - Improve the services and quality of life for our residents, while focusing on sustainability, efficiencies, and reducing the impact of inflationary costs for residents.
- (4). Work with the Public Works Director on Food Waste Composting and other waste management initiatives.
- (5). Work with the Planning & Zoning Commission to ensure the Town's Plan of Conservation and Development supports the proposed Sustainable CT Initiatives.
- (6). Work with the Board of Education to ensure that Ledyard's educational facility needs are considered and met in developing a plan and implementing Sustainable CT initiatives.
- (7). Prepare and present to the Town Council for approval a Capital Improvement Plan to support and move the Sustainable CT Plan forward.
- (8). Identify funding sources, including grant funding, and other grassroots funding options such as *In Our Backyard* (IOB) Grants, to support the goals and initiatives; complying with the town's Grant Policy.
- (9). Work with the Finance Director on the application and administration of any grant funding received; and the preparation of bid specifications and advertisement for Requests for Proposals to facilitate approved Sustainable CT Initiatives, in accordance with Ordinance #200-001 "*Purchasing Ordinance for the Town of Ledyard*".

RESOLVED, that the first meeting of the Sustainability CT Ad Hoc Committee must be held within 90 days of passing this resolution and that the Sustainability Ad Hoc Committee shall meet as frequently as needed, but no less than quarterly; and shall select a Chairman, Recording Secretary, and Fiscal Officer from its body.

RESOLVED, that the Sustainability Ad Hoc Committee shall report annually to the Ledyard Town Council on the progress of its activities toward the Sustainable CT Certification, with reports and presentations being publicly available.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the adoption of this Resolution reaffirms the Town of Ledyard's March 11, 2020 initial desire and commitment to continue their work in achieving the Sustainable Development CT Certification.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
S. Naomi Rodriguez, Chairman

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The above is a certified a true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on \_\_\_\_\_, 2025 and which has not been rescinded or modified in any way whatsoever.

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

(SEAL)

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

\*\*\*\*\*

Revision: “Town of Ledyard Resolution Supporting the Participation in the Sustainable CT Municipal Certification Program” Adopted: March 11, 2020

History:  
Due to other competing demands on staff the Town of Ledyard was unable to continue their Application process to obtain the Sustainable CT Certifications. However, the Town has continued to take on and has completed a number of initiatives that have contributed to building its community and our local economy; to equitably promote the health and well-being of current and future residents; and has developed, fostered and participated in regional collaboration and other forms of partnership with other communities in the area.

The 2025 adoption of this Resolution reaffirms the Town of Ledyard’s desire and interest to achieve the Sustainable CT Certification to continue to improve the services and quality of life for its residents, while focusing on sustainability, efficiencies, and reducing inflationary costs for its residents.



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Linda C. Davis

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551  
(860) 464-3230  
[council@ledyardct.org](mailto:council@ledyardct.org)

## TOWN OF LEDYARD RESOLUTION SUPPORTING PARTICIPATION IN THE SUSTAINABLE CT MUNICIPAL CERTIFICATION PROGRAM

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, the Town of Ledyard embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Ledyard Town Council that Director of Land Use & Planning is authorized to serve as the Town of Ledyard's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize him/her to complete Municipal Registration on behalf of the Town of Ledyard.

RESOLVED, that to focus attention and effort within the Town of Ledyard on matters of sustainability, and in order to promote the Ledyard Town Council's local initiatives and actions toward Sustainable CT Municipal Certification, the Ledyard Town Council establishes an advisory Sustainability Team.

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the Ledyard Town Council on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.

Adopted by the Ledyard Town Council on: March 11, 2020

\_\_\_\_\_  
Linda C. Davis, Chairman

\*\*\*\*\*  
The above is a certified a true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on March 11, 2020 and which has not been rescinded or modified in any way whatsoever.

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

(SEAL)

\_\_\_\_\_  
Patricia A. Riley, Town Clerk



Emmett J. Lyman  
First Selectman

Susan C. Link  
Robert R. Smith  
Selectmen

**Board of Selectmen**  
TOWN OF EAST HADDAM  
MUNICIPAL OFFICE COMPLEX  
1 PLAINS ROAD  
P.O. BOX 385  
MOODUS, CONNECTICUT 06469



Office: 860-873-5021  
Fax: 860-873-5025  
Email: admin@easthaddam.org

**BOARD OF SELECTMEN SUPPORTING RESOLUTION**  
**(January 16, 2019 Meeting)**

**TOWN OF EAST HADDAM**  
**Resolution Supporting Participation**  
**In the Sustainable CT Municipal Certification Program**

Motion made by Mr. Smith, seconded by Mr. Lyman, to adopt the following resolution:

**WHEREAS**, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: *Sustainable CT communities strive to be thriving, resilient, collaborative and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents and they respect the finite capacity of the natural environment.*

**WHEREAS**, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs and provide grants and additional support to municipalities.

**WHEREAS**, East Haddam embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

**RESOLVED**, by the Board of Selectmen of the Town of East Haddam that we do hereby authorize Robert Smith, Selectman, to serve as East Haddam's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize him to complete the Municipal Registration on behalf of the Town of East Haddam.

**RESOLVED**, that to focus attention and effort within East Haddam on matters of sustainability, and in order to promote East Haddam's Board of Selectmen's local initiatives and actions toward Sustainable CT Municipal Certification, the Town of East Haddam Board of Selectmen establishes an advisory Sustainability Team.

**RESOLVED**, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

**RESOLVED**, that the Sustainability Team shall report annually to the East Haddam Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.  
Unanimous aye.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-1973

**Agenda Date:** 7/9/2025

**Agenda #:** 4.

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## JOB DESCRIPTION

### **Motion/Request:**

MOTION to approve Mechanic II job description as presented in the draft dated May 16, 2024.

### **Background:**

The Mechanic II position was posted as a draft and filled in July 2024. The position requires less certifications than the Mechanic position. This position is part of an agreement between the Town of Ledyard and the Town of Preston.

### **Department Comment/Recommendation:**

Director of Human Resources recommends approval as presented.

### **Human Resources Comment/Recommendation:**

To approve the job description as presented.

### **Financial Information:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

## **TOWN OF LEDYARD** **MECHANIC II**

### **NATURE OF WORK:**

Performs skilled and semi-skilled mechanical work in the repair, overhaul, and maintenance of automobiles, trucks, light and heavy equipment, and other motor driven and mechanical equipment. Performs other related work as required.

### **SUPERVISION RECEIVED:**

Works under the direction and supervision of the Maintenance Foreman or Mechanic.

### **SUPERVISION EXERCISED:**

None.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Performs minor and major repairs to Town equipment and on vehicles, as assigned.

Performs routine vehicle maintenance work, including preventive maintenance, tune-ups, lubrications, oil changes, tire changing and balancing.

Performs engine and transmission overhauls, electrical system repairs and rewiring, brake system repairs, clutch repairs and replacements, and similar mechanical work, as assigned.

Uses hand and power tools to repair damaged vehicle bodies and body parts, and auxiliary parts of equipment. Grinds, files, and sands repaired surfaces using power and hand tools.

Operates vehicles and equipment, discusses performance with operator. Uses lift or jack to analyze, test, inspect, and diagnosis needed repairs.

Repairs and maintains power mowers, snow blowers, and other mechanical equipment.

Helps install a variety of attachments to vehicles and equipment.

Makes roadside repairs as needed.

Follows standard safety procedures and regulations as required

Operates snowplows, operates chain saws and other small power equipment, as needed to support Department operations.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*\***

### QUALIFICATIONS PROFILE:

Minimum of two (2) years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment, OR IN LIEU THEREOF, an equivalent combination of experience and training totaling two (2) years.

Knowledge of the equipment, materials, methods, and techniques used in a municipal fleet maintenance service operations.

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operations.

Ability to perform all duties and responsibilities and operate all equipment in lower classification.

Ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Substantial understanding of the mechanical operations of Town vehicles and equipment.

Ability to use “tools of the trade,” including but not limited to welders, lathe, drill press, grinder, and general machine shop equipment.

### ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug and alcohol screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation and communications.

### PHYSICAL DEMANDS:

Considerable physical strength and stamina.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100



pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***

#### LICENSE OR CERTIFICATE:

Must possess a valid Class B Connecticut Commercial Driver's License or be able to obtain within the first 12 months of employment.

The following are preferred:

- Class A CDL
- Air brake certification
- Welding training/certification

The following are desirable:

- Diesel engine repair training/certification
- Hydraulic repair training/certification
- Trade school diploma in automotive repair
- ASE or equivalent from dealer or factory

Adopted by Ledyard Town Council \_\_\_\_\_

\_\_\_\_\_  
Naomi Rodriguez, Chair



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-1966

**Agenda Date:** 7/9/2025

**Agenda #:** 5.

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## JOB DESCRIPTION

### **Motion/Request:**

MOTION to approve proposed updates to Fiscal Assistant II Finance Department position as presented in the draft dated February 19, 2025.

### **Background:**

The employee in this position retired and the job description needed to be updated as the last changes were made in 2005. We have hired a new employee working under this draft description.

### **Department Comment/Recommendation:**

The Director of Human Resources recommends approving the changes to this job description.

### **Human Resources Comment/Recommendation:**

The Director of Human Resources recommends approving the changes to this job description.

### **Financial Information:**

(type text here)

### **Mayor Comment/Recommendation:**

I support this update to the Fiscal Asst. II, last updated 20 years ago.

**TOWN OF LEDYARD  
FISCAL ASSISTANT II  
FINANCE DEPARTMENT**

**Nature of Work:**

Provides support in the areas of financial and clerical administration within the Department of Finance. Performs a variety of routine technical office work in relation to the payments of invoices, acting as a clerical assistant to the Department of Finance. Work involves the exercise of independent judgement and initiative based on the general knowledge of the Town's administrative policies and procedures, and the operation of personal computers and peripheral equipment. Work is performed under the supervision of the Finance Director, and verified in accordance with department procedures. Position involves a moderate degree of independent judgement, initiative, accuracy, confidentiality, and attendance based on the fiscal policies of the Town of Ledyard.

**Supervision Received:**

Receives direction from the Director of Finance or his/her designee.

**Essential Job Function – Duties may include, but are not limited to the following:**

- Perform the day-to-day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner.
- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry.
- Data enter invoices for payment.
- Process backup reports after data entry.
- Manage the bi-weekly check run.
- Prepare vendor checks for mailing.
- Maintain updated vendor files and file numbers.
- Audits invoices against purchase orders initiated on a Town-wide basis; verifies encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee, prepare warrant list for presentation to Finance Director.
- Research and answer vendor, employee and department questions regarding the status of accounts and payments.
- Respond to questions from departments regarding account numbers, balances and correction of posting errors.
- As assigned, perform various routine clerical duties such as sorting and distributing mail, typing and filing.
- Perform related duties as assigned.

Prepares and processes all billing of services used by Town departments on a weekly basis, and in a timely manner, in compliance with the Fiscal Policies of the Town of Ledyard.

Maintains accurate and up-to-date physical inventory of the Town's capital assets including equipment, motor vehicles, real estate and projects-in-progress. Prepares and distributes quarterly and audit reports when necessary.

Maintains accurate and up-to-date financial records/accounts, billing and accounts receivable.

Prepares reports, spreadsheets, memorandums and letters at the direction of the Finance Director. Also periodically acts as a clerical assistant to the Finance Department when necessary.

Reconciles variances in the General Ledger with regard to revenues and appropriations.

Prepares and records journal entries when necessary.

Prepares and records financial transfers of appropriations when necessary.

Prepares and distributes all purchase orders and payment vouchers on a daily basis.

Trains and assists Town personnel in the encumbrance of system used by the Town.

Supplies the Town Treasurer with weekly accounts payable/check reports.

Prepares various reports for the Finance Director for Finance Committee meetings.

Responsible for accurate year-end adjustments and journal entries.

\*\*\*\*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*

### **Qualifications Profile:**

#### Knowledge of:

- Accounts payable and maintenance of general ledgers
- Principles and practices of financial recording keeping and reporting
- Basic accounting principles
- Spreadsheet applications

#### Skills:

- Attention to detail to ensure accuracy of work
- Problem solving to effectively and timely analyze and resolve issues
- Organizational proficiency
- Basic computerized data processing principles
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs and email at a highly proficient level.

#### Ability to:

- Accurately maintain records and files and prepare financial reports.
- Analyze data and draw logical conclusions.
- Operate a personal computer, mainframe computer terminal, typewriter, calculator and other common office machines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **Experience Required**

- Associates Degree in Accounting, Finance, or related discipline preferred.
- One year of recent experience in accounting or accounts payable or an equivalent combination of education and experience.
- Experience with Munis preferred.

**Additional Requirements:**

Means of transportation.

Means of contact.

Drug screening both pre-employment and as may be required during employment.

Criminal background required prior to employment.

**Physical Demands:**

The physical demands here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is frequently required to talk; hear; speak; stand; walk; bend; twist; stoop or crouch; lift and carry up to 25 pounds; sit; climb stairs to various levels; use hands; fingers; wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability to perform responsibilities and to provide technical services.

The employee must be able to maintain his/her composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally function in situations where subjected to aggressive verbal behavior.

**License or Certificate:**

Not required.

\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\*

Adopted at Ledyard Town Council on

\_\_\_\_\_  
, Chairman

\_\_\_\_\_  
Date



**TOWN OF LEDYARD  
FISCAL ASSISTANT II  
FINANCE DEPARTMENT**

**Nature of Work:**

Provides support in the areas of financial and clerical administration within the Department of Finance. Performs a variety of routine technical office work in relation to the payments of invoices, acting as a clerical assistant to the Department of Finance. Work involves the exercise of independent judgement and initiative based on the general knowledge of the Town's administrative policies and procedures, and the operation of personal computers and peripheral equipment. Work is performed under the supervision of the Finance Director, and verified in accordance with department procedures. Position involves a moderate degree of independent judgement, initiative, accuracy, confidentiality, and attendance based on the fiscal policies of the Town of Ledyard.

**Supervision Received:**

Receives direction from the Director of Finance or his/her designee.

**Essential Job Function – Duties may include, but are not limited to the following:**

- Perform the day-to-day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner.
- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry.
- Data enter invoices for payment.
- Process backup reports after data entry.
- Manage the bi-weekly check run.
- Prepare vendor checks for mailing.
- Maintain updated vendor files and file numbers.
- Audits invoices against purchase orders initiated on a Town-wide basis; verifies encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee, prepare warrant list for presentation to Finance Director.
- Research and answer vendor, employee and department questions regarding the status of accounts and payments.
- Respond to questions from departments regarding account numbers, balances and correction of posting errors.
- As assigned, perform various routine clerical duties such as sorting and distributing mail, typing and filing.
- Perform related duties as assigned.

\*\*\*\*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*

**Qualifications Profile:**

Knowledge of:

- Accounts payable and maintenance of general ledgers
- Principles and practices of financial recording keeping and reporting

- Basic accounting principles
- Spreadsheet applications

**Skills:**

- Attention to detail to ensure accuracy of work
- Problem solving to effectively and timely analyze and resolve issues
- Organizational proficiency
- Basic computerized data processing principles
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs and email at a highly proficient level.

**Ability to:**

- Accurately maintain records and files and prepare financial reports.
- Analyze data and draw logical conclusions.
- Operate a personal computer, mainframe computer terminal, typewriter, calculator and other common office machines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Experience Required**

- Associates Degree in Accounting, Finance, or related discipline preferred.
- One year of recent experience in accounting or accounts payable or an equivalent combination of education and experience.
- Experience with Munis preferred.

**Additional Requirements:**

Means of transportation.

Means of contact.

Drug screening both pre-employment and as may be required during employment.

Criminal background required prior to employment.

**Physical Demands:**

The physical demands here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is frequently required to talk; hear; speak; stand; walk; bend; twist; stoop or crouch; lift and carry up to 25 pounds; sit; climb stairs to various levels; use hands; fingers; wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability to perform responsibilities and to provide technical services.

The employee must be able to maintain his/her composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally function in situations where subjected to aggressive verbal behavior.

**License or Certificate:**

Not required.

\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\*

Adopted at Ledyard Town Council on

\_\_\_\_\_  
, Chairman

\_\_\_\_\_  
Date



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-1967

**Agenda Date:** 7/9/2025

**Agenda #:** 6.

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## JOB DESCRIPTION

### **Motion/Request:**

MOTION to approve proposed updates to the Fiscal Assistant II Finance and Human Resources job description as presented in the draft dated November 15, 2023.

### **Background:**

Employee was hired under the draft job description in January 2024. Job description with track changes is not available.

### **Department Comment/Recommendation:**

Director of Human Resources recommends approving the job description as presented.

### **Human Resources Comment/Recommendation:**

Director of Human Resources recommends approving the job description as presented.

### **Financial Information:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

**TOWN OF LEDYARD  
FISCAL ASSISTANT II  
FINANCE AND HUMAN RESOURCES**

**Nature of Work:**

Provides administrative support to the Department of Finance, and Human Resources. Work involves the exercise of independent problem solving and initiative in accordance with the Town's administrative and financial policies and procedures. The position involves a high degree of accuracy, and confidentiality.

**Supervision Received:**

Receives overall supervision from the Director of Finance and Director of Human Resources.

**Supervision Exercised:**

Not applicable.

**Essential Job Functions:**

- Enters cash activity into Munis, the Town's financial software.
- Prepares accounts receivable billings monthly for services provided by the Town and follows up on delinquent receivables.
- Reconciles all General Ledger cash accounts with the Town's bank account statements monthly and creates journal entries for the recording of interest and necessary adjustments.
- Records the Town's pension fund activity monthly.
- Assists with scheduling interviews and conducts new hire orientation.
- Executes or assists with payroll and benefit functions including the setup of new employees processing, resolving processing errors, in the Munis system, and other various software as required.
- Maintains accurate and up-to-date files, records, and documentation with strict confidentiality.
- Maintains all bid and procurement files and records. Assists in bid openings, inputs bid results, and scans all bid packets.
- Prepares various correspondence for delivery in a timely manner.
- Maintains an accurate and up-to-date file of the Town's vehicle titles.
- Prepares reports, spreadsheets, and correspondence as necessary.
- Provides backup for Accounts Payable as necessary.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*

## **Other Job Functions:**

Performs other duties as assigned.

## **Qualifications Profile:**

### Knowledge, Skills and Ability

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Basic knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to general accounting principles.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), accounting software, and similar computer applications.
- Ability to establish and maintain effective and courteous working relationships with public officials, co-workers, residents, members of the general public, other agencies, and to effectively and discreetly convey information.
- Ability to ensure confidentiality and protect the integrity of the Town of Ledyard.

### Experience and Training

- Associates Degree in Accounting, Finance, or related discipline preferred.
- Three years of accounting, human resources, or related experience preferred.
- Experience with Munis preferred.
- An equivalent combination of experience and training that provides the knowledge, skills and ability for the position.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak and hear; walk; sit; stand; bend; stoop; kneel; use hands and fingers to handle, feel or operate objects, tools or controls; reach with hands and arms; use wrists for repetitive motion. The employee must



occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand/eye coordination necessary to operate computer and various pieces of office equipment.

**License or Certificate:**

Not required.

***This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

Adopted by Ledyard Town Council

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, Chairman      Date



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2037

**Agenda Date:** 7/9/2025

**Agenda #:** 7.

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## JOB DESCRIPTION

### **Motion/Request:**

MOTION to approve proposed updates to the Assistant to the Tax Collector Job Description as presented in the draft dated May 2025.

### **Background:**

The job description was initially revised in 2019 when the position was posted and filled. In preparation for review by Town Council, the Tax Collector and Finance Director reviewed the job description and made a few additional edits.

### **Department Comment/Recommendation:**

The Director of Human Resources recommends approval of the job description as written.

### **Human Resources Comment/Recommendation:**

The Director of Human Resources recommends approval of the job description as written.

### **Financial Information:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)

## **TOWN OF LEDYARD ASSISTANT TO TAX COLLECTOR**

### **NATURE OF WORK:**

Assist the Tax Collector in administering the statutory responsibilities of the Tax Collector's Office. This includes both routine and complex technical office work in the collection of real property taxes, personal property taxes, motor vehicle taxes, associated interest liens and/or other designated accounts receivable. This position involves pursuing an aggressive and effective program of prompt and efficient collection with tact and courtesy toward the taxpayers.

### **SUPERVISION RECEIVED:**

Receives primary direction from the Tax Collector, and secondary direction by the Director of Finance.

### **SUPERVISION EXERCISED:**

Not applicable.

### **ESSENTIAL JOB FUNCTIONS:**

Receives, verifies, and records property tax payments over the counter, by internet and mail, making corrections as necessary.

Processes returned mail including researching to find a correct address.

Provides financial information to attorneys, state marshal, collection agencies, banks and taxpayers.

Balances drawer daily.

Performs arithmetic computations, requiring accuracy in examining, verifying, and correcting taxes and interest amounts.

Works with the Tax Assessor's office to resolve any issues that taxpayers may have.

Processes corrections from the Assessor's Office including further actions taken, i.e. refund, balance bill.

Researches in archives requests that taxpayers may need.

Updates escrow accounts.

Enters codes for delinquent taxpayers for each tax levy.

Enters and maintains purchase orders.

Updates delinquent information to the Department of Motor Vehicles on a daily basis.

Regular attendance is a requirement of this position.

**\*\*\*\*\* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\***

## **QUALIFICATIONS PROFILE:**

### **Knowledge, Skills & Ability**

Needs thorough knowledge of State and Town statutes, ordinances, and resolutions governing the collection of taxes and tax accounting, or the ability to acquire such knowledge during a reasonable period of training.

Possesses knowledge of, and skills in, utilizing computers and general office machines. Knowledge of modern office practices and procedures.

Demonstrates ability to follow both written and oral instructions, to organize and express thoughts and ideas through both oral and written communication.

Demonstrates ability to perform mathematical calculations quickly and accurately.

Demonstrates ability to handle stressful situations and difficult customers.

Demonstrates ability to multi-task effectively and act independently.

Demonstrates considerable ability to establish and maintain effective and courteous working relationships with other Town Officials, public officials, the general public, other departments and agencies, and office staff.

### **Experience and Training**

An Associate's Degree, and one (1) year of progressively responsible tax collection or accounting experience; or graduation from high school or equivalent with course work in business/accounting and three (3) years experience in progressively responsible tax collection or finance/accounting work. Or an equivalent combination of experience and training.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job the employee is frequently required to: hear; speak; stand; sit; walk; bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, handle, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive; tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described and can maintain his/her composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**LICENSE OR CERTIFICATE:**

Connecticut Municipal Collector (CCMC) Certification or able to complete certification within three years from date of hire.

Valid Motor Vehicle Operator's License

**\*\*\*\* This job description does not constitute an employment agreement or contract between the Town and the employee and is subject to change by the employer and requirements of the job change.\*\*\*\***

Adopted by Ledyard Town Council on: \_\_\_\_\_

\_\_\_\_\_  
, Chairman

DRAFT



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2073

**Agenda Date:** 7/9/2025

**Agenda #:** 8.

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## GRANT REQUEST

### **Type Motion/Request here and complete the Grant Request Form Below:**

MOTION to authorize the submission of a grant application to the Good Neighbor Firefighter Safety Program in the amount of up-to \$10,000 to purchase rescue and general equipment.

### **Background:**

Gales Ferry Fire Co wishes to pursue a grant application for up to \$10,000 through this program. They plan to request funding for the purchase of marine rescue equipment, fans, forcible entry tools and general firefighting equipment.

### **Department Comments/Recommendation:**

I support this request and the attempt to find alternate funding sources especially during the current budget constraints. This program does not appear to require any matching funds from the town.

### **Finance Director Comments/Recommendation:**

(Type text here)

### **Mayor Comments/Recommendation:**

(Type text here)

### **Please Complete the Grant Request Form Below:**

TOWN OF LEDYARD

GENERAL GOVERNMENT

GRANT APPLICATION POLICY AND PROCESS

The Ledyard Town Council will approve all grant applications submitted by the Town to any governmental agency or private foundation on behalf of the Town; and any items that are offered to the Town by any entity, and items taken in forfeiture by the Town. Every department, commission, or board acting on behalf of the Town of Ledyard when seeking grants or responding to an offer to the Town of grant funds or items must follow this policy and process.



Grants, for these purposes include:

1. Grants that require a Town match -- whether the match is a dollar figure, an in-kind contribution, or a combination thereof
2. Grants that are 100% funded
3. Items or services that are offered ("gifted") to the Town such as land, equipment, buildings, or vehicles
4. Items that are taken by forfeiture and intended to be retained by the Town
5. Items granted to a fire company's 501(c)3 organization but expected to be maintained and/or insured by Town operating dollars

When applying for any grant, the grant seeker will create a legislative file and attach a completed GRANT REQUEST FORM and any pertinent information about the grant and grantor. The legislative file will be set up to go to the Town Council using the Finance Committee workflow.

**When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).**

Amended and Approved by the Town Council: on: July 22, 2020

Linda C Davis

Linda C. Davis, Chairman

Revisions: "General Government Grant Application Policy and Process" Adopted: May 8, 2018.

History: Paragraph 5 added the following: *"When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1)."*

Below the Form added: *FOR FEDERAL GRANTS: "I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325"*

Added to the Policy Attachment 1 *"Code of Federal Regulations: 2 CFR"* to Policy.

## GRANT REQUEST FORM

Requestor	Steve Holyfield	Date	6/10/25
Dept/Commission/Board	Admin Emergency Services		
Name of Grant	Good Neighbor Firefighters Grant		
Type of Grant	(State of CT, Federal, Private Foundation, Individual - if combination, explain)		

Private

Reason for Applying for this Grant

Acquisition of firefighting equipment

Amount of Town Match NA

Source of Town Match NA

In-Kind Match - Explain  
NA

**FOR FEDERAL GRANTS: I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325 (Appendix 1)**

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Stephen C Holyfield  
Printed Name

\_\_\_\_\_  
6/10/25  
Date

#### ATTACHMENT 1

Code of Federal Regulations: 2 CFR

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in

which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using

efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

#### §200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of

the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]



§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past

performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E-Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these

standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### §200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### §200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200-Contract Provisions for non-Federal Entity Contracts Under Federal Awards.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 25-2099

**Agenda Date:** 7/9/2025

**Agenda #:** 9.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to authorize the transfer of \$60,000 from Account # 10114301-53300 (Professional Services) to Account # 21014301-53306 (Plan Conserve & Development) to provide engage professional services for the updating of the Ledyard Plan of Conservation & Development and its Affordable Housing Plan.

### **Background:**

Explanation: Wherein, the Ledyard Planning & Zoning Commission, at its 5/8/2025 meeting, made a

MOTION to direct the town planner to create an RFP for the updates of the POCD and Affordable Housing Plan for the Town of Ledyard.

Prior to said Motion, the Commission discussed drafting a RFP/RFQ to update the POCD and Affordable Housing Plan by a third party consultant, discussed the legal requirements to update the POCD and Affordable Housing Plans and best practice to start updates earlier rather than later. If an AHP & POCD is not updated in a timely manner, the State may withhold discretionary funding (STEAP, LOTCIP, etc.) Director Burdick advised the Commission that, on its behalf, she would have to request funds in the amount of \$60,000 from Professional Services Account be transferred to the POCD capital account with a current balance of \$17,500.

Commissioner Woody commented that he had been through this experience before and it is a lot more work than it seems. He concurred that having a third-party consultant to help with the process would be helpful and he commented that updating the POCD and the Affordable housing plan at the same time is a good idea because than they can ensure they concur. Chairman Wood stated that he applauds that Director Burdick for looking ahead for the Commission.

Although, it may not be the same for the Town of Ledyard PZC, the Town of Stonington is updating its POCD with a third party consultant and the Town Planner advised the cost is in the area of \$150,000.

Additionally, the Legislature passed HB5002 (PA25-49). If signed into law by Governor Lamont, there will be sweeping changes regarding housing throughout the State of CT, including its 169 municipalities. Having the POCD & AHP update in Motion and funding in place to do so, will allow Ledyard to stay ahead of the curve and comply with any changes.

### **Department Comment/Recommendation:**

(type text here)

**Finance Director Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)