



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Finance Committee

### ~ AGENDA ~

Chairman  
Kevin J. Dombrowski

Regular Meeting

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Wednesday, February 15, 2023

5:00 PM

Town Hall Annex Building - Hybrid  
Format

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

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

**[https://us06web.zoom.us/j/8294140092?](https://us06web.zoom.us/j/8294140092?pwd=UUhmVnNyMUJzVGxtQXJMRzNwMmVjUT09)**

**pwd=UUhmVnNyMUJzVGxtQXJMRzNwMmVjUT09**

**by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 829 4140 0092; Passcode: 708664**

- I. CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Finance Committee Regular Meeting Minutes of February 1, 2023

**Attachments:** [FIN-MIN-2023-02-01.pdf](#)

FINANCE DIRECTOR'S REPORT

Finance Director's Report

FINANCIAL REPORTS

VI. OLD BUSINESS

- 1. Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Attachments:** [ARPA project accounting 12.29.22.xlsx](#)

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

VII. NEW BUSINESS

1. MOTION to appropriate and transfer the Board of Education Fiscal Year 2021/2022 audited surplus of \$448,253 from unrestricted fund balance as follows:
  - \$381,015 to Account #21070101-58250 (BOE Reserve Fund) in accordance with “Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education” adopted on September 28, 1988; and
  - \$67,238 to Account #21070101-58262 (Track & Field Rental Reserve) (15% when surplus exceeds \$250,000) in accordance with “Resolution Regarding The Establishment Of An Account For The Revenues Received From Leasing the Ledyard High School Multi-Use Facility” adopted on April 22, 2020.

**Attachments:** [1988-9-28-FUNDING BOE CAPITAL.pdf](#)  
[2020-04-22-RES-HIGH SCHOOL MULTI-USE FIELD REPLACEMENT-2020-04-01.pdf](#)
2. MOTION to adopt proposed revisions to the “Resolution Establishing Administrator/Department Head Benefits” as contained in the draft dated February 8, 2023.

**Attachments:** [2022 REVISIONS - RES DEPT HEAD ADMINSTRATORS BENEFITS-A -2023-02-08.pdf](#)
3. Any other New Business proper to come before the Committee.

#### IV ADJOURNMENT

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



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1161

**Agenda Date:** 2/15/2023

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Finance Committee Regular Meeting Minutes of February 1, 2023



**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL  
HYBRID FORMAT

741 Colonel Ledyard Highway  
Ledyard, CT 06339

860 464-3203  
Roxanne Maher

Chairman Kevin J. Dombrowski

**MINUTES**  
**FINANCE COMMITTEE**  
**REGULAR MEETING**

Wednesday, February 1, 2023

5:00 PM

Annex Meeting Room - Video Conference

- I. CALL TO ORDER - The Meeting was called to order by Councilor Saums at 5:00 p.m. at the Council Chambers Town Hall Annex Building.

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

- II. ROLL CALL

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Town Councilor	Present	In-Person	5:00 pm	6:19 pm
Tim Ryan	Town Councilor	Present	In-Person	5:00 pm	6:19 pm
Bill Saums	Town Councilor	Present	In-Person	5:00 pm	6:19 pm
John Marshall	Town Councilor	Present	Remote	5:00 pm	6:19 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:00 pm	6:19 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	6:19 pm
Matt Bonin	Finance Director	Present	In-Person	5:00 pm	6:19 pm
Steve Masalin	Public Works Director/Town Engineer	Present	In-Person	5:00 pm	5:50 pm
Steve Holyfield	Administrator of Emergency Services	Present	In-Person	5:00 pm	5:12 pm
Tony Saccone	Chief Gales Ferry Fire Company	Present	In-Person	5:00 pm	5:12 pm
Jason Hartling	Superintendent of Schools	Present	Remote	5:17 pm	6:00 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	6:19 pm

Councilor Saums stated without objection that he would like to rearrange the order of tonight’s agenda to accommodate Gales Ferry Fire Chief Saccone and Administrator of Emergency Services Steve Holyfield who had other meetings that they also needed to attend this evening.

- III. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES –

MOTION to approve the Regular Meeting Minutes of January 18, 2023  
Moved by Councilor Ingalls, seconded by Councilor Ryan

VOTE: 3 – 0 Approved and so declared

IV. NEW BUSINESS

1. MOTION to recommend the Town Council authorize the purchase of a 2015 Ford Utility vehicle in the amount of \$12,000 from Account # 21020551-57510 (GFFC CNR Vehicle) and authorize the transfer of \$7,500 from Account # 21020551-57300 (GFFD CNR New Equipment) to Account # 21020551-57510 (GFFD CNR Vehicle).

Moved by Councilor Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums stated the Gales Ferry Fire Chief's vehicle was aging and it was beyond reasonable repair, noting that it had 167,000 miles on it, and the dashboard no longer lights up, noting that the costs to repair the electronics was more than the value of the vehicle itself. Therefore, he stated the Fire Chief has requested authorization to purchase a used 2015 Ford as a stop gap measure to allow the build-up of CNR funds.

Gales Ferry Fire Chief Tony Saccone noted that he received quotes for used vehicles and felt that the 2015 Ford was the best option noting that they would receive \$1,500 for the trade-in of the current vehicle, which would bring the cost to purchase the used 2015 vehicle to \$10,500. He noted that Account # 21020551-57510 (GFFC CNR Vehicle) currently had an available balance of \$4,500; and Account # 21020551-57300 (GFFD CNR New Equipment) had a current available balance of \$122,754, prior to the proposed transfer.

Councilor Ryan questioned with the purchase of the 2015 Ford whether the Gales Ferry Fire Chief's account would be totally depleted. Mr. Saccone stated that was correct and he noted that in preparing the Gales Ferry Fire Department's Fiscal Year 2023/2024 Budget that he had included the replacement of the Chief's Vehicle in the Department's Capital Plan. Therefore, he stated with purchasing a replacement vehicle at this time that they could remove the vehicle from the Fiscal Year 2023/2024 Capital Improvement (CIP) Budget.

Administrator of Emergency Services Steve Holyfield stated that \$4,500 would come out of Account # 21020551-57510 (GFFC CNR Vehicle) and \$7,500 would come out of Account # 21020551-57300 (GFFD CNR New Equipment) to purchase the used 2015 Ford. Councilor Ryan questioned whether they would have enough funding in their Capital Accounts for other expenses that may arise for the remainder of this year. Mr. Holyfield stated that they had adequate funding noting Account # 21020551-57300 (GFFD CNR New Equipment) had a balance of \$122,754. He suggested going forward that the funding for the Fire Chief's vehicles for both Fire Companies (Ledyard Center and Gales Ferry) be included in the Fire Apparatus Replacement Capital Improvement Plan. However, he stated they could discuss this idea as part of the Fiscal Year 2023/2024 Budget preparation.

Councilor Ryan questioned the reason the Fire Chief's vehicles were not previously included in the Capital Improvement Plan (CIP). Mayor Allyn explained at one time the Fire Chief's received a stipend for the use of their personal vehicle and that this changed overtime, to where both of the Fire Chief's now have town vehicles and they also receive a stipend for the service they provide.

VOTE: 3 – 0 Approved and so declared



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1210

**Agenda Date:** 3/1/2023

**Agenda #:**

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## REPORT

**Fiscal Year 2022/2023 Report:**  
Finance Director's Report

### Meeting Action Detail:

#### Finance Committee Meeting 02/15/2023

**File #:** [221210](#) Version: 11  
**Type:** Report

**Title:** Finance Director's Report

**Minute Note:**



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**File #:** 22-064

**Agenda Date:** 2/15/2023

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Background:**

The Town has been slated to receive approximately \$4,327,000 from the American Rescue Plan Act.

- Local governments would receive funding in two tranches (2<sup>nd</sup> tranche May/June 2022)
- Funds must be “*obligated*” by the end of calendar year 2024, “*liquidated*” by end of calendar year 2026.

Although the federal guidelines did not require approval by the taxpayers for the use of the American Rescue Plan Act (ARPA) Funding that the Finance Committee decided to include projects that were not time-sensitive in the Capital Improvement Plan (CIP) that would be presented and voted on by the taxpayers as part of the May 17, 2022 Budget Referendum

To ensure that each project and all suggestions were given their due diligence that over the past year the Finance Committee developed a rubric to evaluate/rate each project, held an Information Forum on February 15, 2022 to receive and comments and suggestions on the proposed ARPA Projects, and received input from town departments and residents through conversations, and other sources such as social media

- ❖ Final rule defines five (5) broad eligible categories:
  - Responding to the public health emergency and the negative economic impacts of COVID-19
    - Replacement of lost revenue
    - Provide premium pay
    - Water and sewer infrastructure
    - Broadband infrastructure
  - ❖ Responding to the public health emergency and the negative economic impacts of COVID-19 (subcategories)
    - public health
    - assistance to households
    - assistance to small businesses
    - assistance to nonprofits

- aid to impacted industries
  - public sector capacity
- ❖ Why not just “give the money back”?
- Funds cannot be used to reduce taxes
  - Each resident would receive \$288
  - Current plan supports all of the above categories, invests in the community, and generates a return on the investment.

During the ARPA Projects evaluation process the Town Council approved to allocate ARPA Funding for some projects or expenses that were safety issues or time sensitive issues that could not wait until the May Budget Referendum. He presented the List of ARPA Projects the Town Council approved funding for as follows:

Project	Location	Estimated Cost	Funds Committed	Date Approved
Sewer line extension Phase I	Ledyard Center to LHS	1,200,000	Yes	4/27/2022
Skid mounted sewer pumps	Ledyard WPCA	175,000	Yes	4/27/2022
Add funds to Housing Rehab Grant	Town wide	100,000	Yes	12/8/2021
Town Hall A/C Replacement	741 Colonel Ledyard Hwy	80,000	Yes	4/13/2022
Town Green Improvements	Ledyard Center	75,000	Yes	2/9/2022
Concrete floor	Pole Barn, lower Town Green	55,000	Yes	12/8/2021
LLHD	Town wide	43,270	Yes	1/26/2022
Thames Valley Council for Community Action	Town wide	15,000	Yes	12/8/2021
Replace brackets on lamp poles	Ledyard Center	2,520	Yes	4/27/2022
Balance of funds for OwlPro meeting camera	Town wide	831	Yes	12/8/2021

The following initiatives were presented and included as part of the Annual Fiscal Year 2022/2023 Budget process for the use of the ARPA Funding:

Project	Location	Estimated Cost
Court of Probate	Town wide	TBD
Sewer line extension Phase III	Ledyard Center	950,000
Ledyard Center sewer line extension Phase II	Ledyard Center	612,500
Sandy Hollow Guardrails	Sandy Hollow Road	225,000
Funding for youth mental health clinicians	Town wide	190,000
Ledyard Up/Down Sawmill	Ledyard	125,000



Replace 2 dispatch stations in Emergency Ops Center	Town wide	75,000
Playscape replacement	13 Winthrop, Gales Ferry	65,000
Erickson Park enhancements	Gales Ferry	55,000
Athletic Field Fence	Education	55,000
Police radio replacement	Town wide	46,125
Nathan Lester House repairs	Ledyard	40,000
LED Sign Panel, Gales Ferry	Gales Ferry	35,000
Sidewalk infill	Ledyard Center	35,000
Sidewalks	Gales Ferry	35,000

Project	Location	Estimated Cost
LED Sign Panel, Ledyard Center	Ledyard Center	35,000
Lead Abatement project	Nathan Lester House	30,000
SCCOG recovery planner	Town wide	28,399
SE Cultural Coalition	Town wide	28,399
Replace food pantry roof	Ledyard Town Green	25,000
Southeastern Council on Alcoholism and Drug Addiction	Town wide	25,000
Replace 6 doors in Town Hall	741 Colonel Ledyard Hwy	23,000
Electric Vehicle charging stations	Gales Ferry	20,000
Re-vinyl side food pantry	Ledyard Town Green	17,500
Gales Ferry Corridor Study	Gales Ferry	15,000
Solar charging station	Town Green, Bill Library GF Lib	12,000
Add ClearGov modules	Town wide	10,500
Homeless Hospitality Center of New London	Town wide	10,000
Parks and Rec Summer Scholarships	Town wide	10,000
Replace Firehouse software	Ledyard / Gales Ferry Fire Stations	8,000
Solar powered crosswalk signs	Ledyard Center	7,500
Town promotional video	Town wide	6,000
Install wi-fi in pantry	Pantry, Town Green	2,500

Since the townspeople's May 17, 2022 approval of the \$63,484,221 Fiscal Year 2022/2023 Budget Accounts have been setup for all of the approved ARPA Projects and staff has been assigned to manage and oversee each of the Projects. Due to inflation rates the costs of the projects have increased significantly since the town began the process last October-November, 2021. Therefore, the town has been working to monitor costs to determine which projects to proceed with and whether they should hold off on other projects.

**Meeting Detail Action:**

**Finance Committee Meeting 02/01/2023:**

File #: [22064](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Councilor Saums stated Finance Director Matthew Bonin provided an updated spreadsheet regarding the status and funding for the ARPA Projects.

The Finance Committee, Mayor Allyn, and Finance Director Matt Bonin reviewed the ARPA Project Status Spreadsheet.

Total ARPA All										
						4,				
						32				
						7,				
						09				
						3.				
						49				
Request Title	Depart	Munis Acct Name	Approv Proces	Date		AR Ap Funds Expended	Total ARPA Funds Remaining	Status	Notes	
Sewer Line Extension Phase I	WPCA	Sewer Capital - Construction Services	Town Council Action	04/27/		1,281,150.00	1,118,850.00	In Progress	need to verify - all Sewer Feasibility expenses	
Sewer Line Extension Phase III	WPCA	Sewer Capital - Construction Services	Budget Referen	05/17/		950-	950,000.00	Not Started		
Funding for youth mental health clinicians	Youth Services	Counselor	Budget Referen	05/17/		190543.75	189,456.25	In Progress		
Skid Mounted Sewer Pumps	WPCA	Sewer Capital - Construction Services	Town Council Action	04/27/		17512,819.70	162,180.30	In Progress		
(Continued)										

Request Title	Dept	Munis Acct Name	Approv Proces	Date	AR Ap	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Ledyard Up/Down Sawmill	Historic Districts	Hist. Districts - Building Maintenance	Budget Refere m	05/17/		123,200.00	121,800.00	In Progress	
Road Restoration Fund	Public Works	Public Works - Road Restoration	Budget Refere m	05/17/		114,885.00	-	Completed	
Housing Rehab Grant - additional funding	Land Use / Planning	Housing - Program Expenditures	Town Counci Action	12/08/		107,761.00	99,239.00	In Progress	small amount of admin activity
Town Hall HVAC system replacement	Public Works	Public Works - Building Upgrade Reserve	Town Counci Action	04/13/		80,351,101.00	44,899.00	In Progress	
Town Green Upgrade Project	Public Works	Planning Dept - Town Green Upgrade	Town Counci Action	02/09/		75,75,000.00	-	Completed	
Replace Dispatch Stations (2) in EOC	Emergency Managemen t	Dispatch - New Equipment	Budget Refere m	05/17/		75,60,486.98	14,513.02	Completed	
Playscape Replacement at 13 Winthrop, Gales Ferry	Park & Rec	Park & Rec - Site Improvement	Budget Refere m	05/17/		60,27,296.00	32,704.00	In Progress	
Erickson Park Enhancemen ts	Park & Rec	Park & Rec - Site Improvement	Budget Refere m	05/17/		55,-	55,000.00	Not Started	
Concrete Floor - Pole Barn	Public Works	Planning Dept - Town Green Upgrade	Town Counci Action	12/08/1		100,100,000.00	-	Completed	
Police Radio Interoperabil ity	Police	Radios	Budget Refere m	05/17/		46,-	46,125.00	Not Started	
Ledge Light Health District - support COVID initiatives	Finance	Misc. - Professional / Technical Services	Town Counci Action	01/26/		43,43,270.00	-	Completed	
Nathan Lester House repairs	Historic Districts	Hist. Districts - Building Maintenance	Budget Refere m	05/17/		40,2,599.00	37,401.00	In Progress	
(Continued)									
Request Title	Dept.	Munis Acct Name	Approv Proces	Date	AR Ap	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes

LED Sign Panel, Gales Ferry	Mayor Office	LED Signs	Budget Refere m	05/17/		35,-	35,000.00	In Progress	RFP in motion
LED Sign Panel, Ledyard Center	Mayors Office	LED Signs	Budget Refere m	05/17/		35,-	35,000.00	In Progress	
Sidewalk Infill in Ledyard Center	Public Works	LC Sidewalk Infill	Budget Refere m	05/17/		35,-	35,000.00	Not Started	
Add Sidewalks in Gales Ferry	ON HOLD		Budget Refere m	05/17/		35,-	35,000.00	Not Started	
Replace Food Pantry Roof	Mayors Office	Food Pantry Improvements	Budget Refere m	05/17/		25,8,700.00	16,300.00	Completed	
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Public Works	TH/Annex Doors/Locks	Budget Refere m	05/17/		23,-	23,000.00	Not Started	
Electric Vehicle charging stations	Mayors Office	Electric Car Charge Stations	Budget Refere m	05/17/		20,-	20,000.00	Not Started	
Vinyl Re-siding of Food Pantry	Mayors Office	Food Pantry Improvements	Budget Refere m	05/17/		17,-	17,500.00	Not Started	
Gales Ferry Corridor Study	Land Use / Planning	Gales Ferry Corridor Study	Budget Refere m	05/17/		15,-	15,000.00	Not Started	
TVCCA - Commissary project	Finance	Misc. - Professional / Technical Services	Town Council Action	12/08/		15,15,000.00	-	Completed	
Solar Charging Stations	Mayors Office	Solar Charging Stations	Budget Refere m	05/17/		12,5,496.00	6,504.00	In Progress	not sure if completed
Added ClearGov Modules	MIS	Computer Software	Budget Refere m	05/17/		10,10,500.00	-	Completed	
Parks & Rec Summer Scholarships	Parks & Rec.	LYS Enrichment Grant	Budget Refere m	05/17/		10,2,087.50	7,912.50	In Progress	
(Continued)									
Request Title	Dept	Munis Acct Name	Approv Proces	Date		AR Total ARPA Ap Funds Expended	ARPA Funds Remaining	Status	Notes

Homeless Hospitality Center of New London	Finance	Misc. - Professional / Technical Services	Budget Refere m	05/17/		10,10,000.00	-	Completed	
Replace Firehouse software	AES	Computer Software	Budget Refere m	05/17/		8,04,000.00	4,000.00	In Progress	LFD complete, GFD in process
Automated Doors - Senior Center	Public Works	Senior Center Facility	Budget Refere m	05/17/		5,0-	5,000.00	Not Started	
Replace brackets on streetlight poles	Public Works	Public Works - Building and Grounds Misc.	Town Council Action	04/27/		2,52,476.84	43.16	In Progress	
Install WI-FI in Food Pantry	MIS	MIS - Replacement Equipment	Budget Refere m	05/17/		2,52,640.76	(140.76)	Completed	
Balance of funding for Owl Pro	MIS	MIS - Replacement Equipment	Town Council Action	12/08/		83,831.00	-	Completed	
TOTALS			Total Allocat			3,7			
			Total Allocat			3,7			
			Total Expend			63,279.58	555,564.95	618,844.53	3,127,286.47
			Balance Availab			580		580,962.49	Uncommitted Balance
								3,708,248.96	Total Unexpended

Councilor Ryan noted that a number of American Rescue Plan Act (ARPA) Project have not been started yet. He questioned other than reasons such as seasonal, why some projects have not been started, noting that the ARPA Funding had to be obligated by 2024 and expended by 2026.

The Group noted the following:

- Linda C. Davis Food Pantry Improvements-** The new roof has been installed; however, the new siding has not been installed yet. Mayor Allyn explained the Food Pantry Volunteers requested a weather shelter covered entry area be added to the building; therefore, they were waiting for this work to be done before they installed the new siding on the building.

- **Town Hall HVAC** - Has been completed, the air conditioning will not be turned on and tested until this summer (2023).
- **Skid Mounted Sewer Pump** - has been delivered; it will be installed this spring (2023).
- **Gales Ferry Sidewalks** - Does not have an assigned owner, does not have a sidewalk plan. The town needs to conduct a Gales Ferry Corridor Study, to have a recommendation regarding where the sidewalks should be placed in Gales Ferry.

Mayor Allyn stated the Land Use Department has not been fully staffed for some time; and the Land Use Director was overburdened with a tremendous amount of work. Therefore, no progress has been made toward conducting the Gales Ferry Corridor Study. He suggested the town solicit the Southeastern Connecticut Council of Governments (SCCOG) to conduct the Gales Ferry Corridor Study. He noted that Land Use Director Juliet Hodge recently completed the Comprehensive Zoning Regulations Rewrite, and that she had to finish the Subdivision Regulations Rewrite to be in alliance with the new the Zoning Regulations. In addition, with the townspeople's November 6, 2022 approval of the sale of recreational marijuana that Zoning Regulations that permit the sale of marijuana in town have to be drafted/completed by June 30, 2023 in accordance with state statute.

- **Ledyard Center Sidewalk fill-in** There are a few places in Ledyard Center such as in front of Holdridge's where there are sections of the sidewalks that are missing.
- **Electric Vehicle Charging (EV) Stations** - Work need to be done to determine where the Electric Vehicle Charging Stations should be located.
- **LED Signs** - The Request for Proposals (RFP) for the LED Signs would be posted on February 16, 2023. The Bid Opening would be in early March, the Bid would be awarded, and the project should be completed by the end of May, 2023.
- **Playscape at 13 Winthrop** - The Playscape was delivered in November, 2022. The Playscape would be installed in the Spring, 2023. Instead of woodchips they plan to pour a rubberized pad around the equipment.
- **Erickson Park Enhancements** - Public Works would be doing some work to install a retaining wall and create some additional parking.

Councilor Ryan noted that he has seen a number of people kayaking at Erickson Park. He suggested that the launch be regraded, noting that it was quite steep.

- **Lester House Repairs and Up-Down Sawmill** - The spreadsheet indicated that these projects were in-progress.

Finance Director Matthew Bonin noted that the Historic District Commission received a Grant to conduct a structural engineering review of the Sawmill. He noted that the Report would provide recommendations on the areas that need to be addressed. He stated that he would follow-up with Historic District Commission Chairman Vincent Godino to check on the status of these projects.

- **Replace Dispatch Console Stations** - Project has been completed \$14,513 under budget. Mayor Allyn explained that some projects may come in under budget and other projects may come-in over budget. Therefore,

he stated for the projects that come-in under budget that the funds would be added to the undesignated balance to be used toward other projects that come in over budget. He noted as an example of a project that may have a cost overrun from the amount that was initially budgeted was the Ledyard Center Sewer Extension Project noting that the cost of the ductile piping has increased by 200%.

- **Solar Charging Stations** - Mayor Allyn stated the town purchased four solar charging stations, noting that they came in under budget. He explained that some solar charging stations were deployed at the Town Green, Bill Library, Gales Ferry Library to see how they worked. He stated the charging stations were secured and bolted to the ground in concrete.

The Finance Committee thanked the Finance Director for his work on the ARPA Spreadsheet.

Councilor Rodriguez questioned whether the Mayor had any updates on the Federal Infrastructure Funding for Municipalities.

Mayor Allyn stated the Federal Government has prioritized the roll out of Infrastructure Funding over a five-year projection. He noted as an example:

- Funding for Airports and Railway would be disbursed one year.
- Funding for Bridges and Culverts would be disbursed in 2024.
- Funding for Multi-Model Pedestrian Access would be disbursed another year.

Mayor Allyn stated Mark Boughton was heading up the Federal Infrastructure Funding for the State of Connecticut. He stated Mr. Boughton spoke at the Southeastern Connecticut Council of Governments (SCCOG) meeting and he explained that this year's focus was to make sure your town's project was with an adjacent community. He stated a singular town project would go to the bottom of the pile.

Councilor Saums stated State Senator Cathy Osten, Representative Kevin Ryan, Representative Craig Howard, and Representative Brian Lanoue have introduced the following two House Bills: (1) \$265,000 to be used for Heating Ventilation, Air Conditioning, and other equipment for the Emergency Services Building; and (2) \$350,000 to be used for a Roof and Apparatus for the Gales Ferry Fire Department. He stated the second Bill was a result of Gales Ferry Fire Chief Tony Saccone asking if they could ask the State for funding for Apparatus.

Mayor Allyn stated one of the apparatus items that was supposed to be included in the \$350,000 Bill was natural gas generator for the Parks and Recreation/Senior Citizens Facility. He stated he would contact Senator Osten to ensure the generator was included in the "Apparatus" Bill. He stated because there was a natural gas line that runs up to the Parks and Recreation/Senior Citizens Facility that the thought was if they had a whole building generator that the facility could be used during a crisis or bad storm because they had a commercial kitchen, bathroom facilities, etc.

Action: Reviewed/Discussed

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**Finance Committee Meeting 12/7/2022:**

**File #:** [22064](#) Version: 1

**Type:** General Discussion

**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Action:** Discussed/Continued

**Minute Note:**

Councilor Ryan noted the ARPA Projects spreadsheet columns included “*Funds Appropriated*” and “*Balance Available*”. He questioned whether the funds available took into account completed projects that have come in under budget. Finance Director Matthew Bonin stated the spreadsheet that was attached to tonight’s meeting packet was not the most up-to-date spreadsheet, noting that he was maintaining a more detailed spreadsheet to track the projects as they were progressing. Councilor Ryan stated it would be good for the Finance Committee to see the rolling balance so that they could reallocate funds from completed projects that came in under budget, to projects that may be coming in over budget or to projects that were on the ARPA List but were not budgeted yet. He noted the ARPA Funding had to be appropriated before the end of 2024.

**Action:** Discussed/Continued

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**Finance Committee Meeting 11/2/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Minutes Note:**

No Action

**Action :** No Action (Continued)

**Finance Committee Meeting 10/19/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD)

Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.





Re	De	Ap	Da	Ap	Ex	Re	St
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				ARPA Funds	ARPA Funds	ARPA Funds	
Request Title	Dept. Head / Owner	Approval Process	Date	Appropriated	Expended	Remaining	Status
Added ClearGov Modules	Regina Brulotte	Budget Referendum	05/17/22	10,500.00		10,500.00	Completed
Homeless Hospitality Center of New London	Matt Bonin	Budget Referendum	05/17/22	10,000.00	10,000.00	-	Completed
Parks and Rec Summer Scholarships	Kristen Chapman	Budget Referendum	05/17/22	10,000.00	2,087.50	7,912.50	In Progress
Replace Firehouse software	Steve Holyfield	Budget Referendum	05/17/22	8,000.00		8,000.00	In Progress
Automated Doors - Senior Center	Steve Masalin	Budget Referendum	05/17/22	5,000.00		5,000.00	Not Started
Replace brackets on streetlight poles	Steve Masalin	Town Council Action	04/27/22	2,520.00	2,476.84	43.16	Purchased-Not Installed
Install WI-FI in Food Pantry	Regina Brulotte	Budget Referendum	05/17/22	2,500.00	2,640.76	(140.76)	In-Progress
Balance of funding for Owl Pro	Regina Brulotte	Town Council Action	12/08/21	831.00	831.00	-	Completed
Concrete Floor - Pole Barn (additional funding)	Steve Masalin	Town Council Action	10/12/22	45,000.00		45,000.00	In-Progress
TOTALS		Total Allocated		3,746,131.00			
		Total Expended			353,313.85		
		Balance Available		580,962.49			

**Key:**

- **In-Progress - Work was currently being done.**

- **Underway - Preparing for project (obtaining cost estimates, working to solicit bids, etc.).**
- **Completed - Project complete, and funds have been expended.**

The Group discussed ARPA Projects that came in under budget to-date, such as the Linda C. Davis Food Pantry Roof. The also discussed the importance to redirect the unused funds to projects that may come-in over the estimated budget costs, and/or to redirect the unused funds to projects that were not funded such as Phase II & III of the Ledyard Center Sewer Extension Project.

Finance Director Matthew Bonin stated of the ARPA Projects that have been completed to-date that there was an excess of \$31,000 funds that could be reappropriated.

The Group noted that the ARPA funding had to be obligated by 2024 and fully expended by 2026.

Action: Discussed

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### **Finance Committee Meeting 10/5/2022**

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Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

#### **Minutes Note:**

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Mayor Allyn, III to be present for their discussion.

Action : No Action (Continued)

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### **Finance Committee Meeting 9/21/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD)

Version: 1

Type: General Discussion

**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Minutes Note:**

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Mayor Allyn, III to be present for their discussion.

Action : No Action (Continued)

**Finance Cmt Meeting 9/7/2022**

File #: [22064](#)

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

Version: 1

Type: General Discussion

**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Action: No Action

**Minutes Note:**

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Councilor Ingalls to participate in their discussion.

Action: No Action (Continued)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-093

**Agenda Date:** 2/15/2023

**Agenda #:** 2.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Any other Old Business proper to come before the Committee.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1179

**Agenda Date:** 2/22/2023

**Agenda #:** 1.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

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

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

### **Background:**

See attached resolutions

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

### **Finance Director Comment/Recommendation:**

Account #21070101-58250 (BOE Reserve Fund) currently has an unencumbered balance of \$13,271

Account #21070101-58262 (Track & Field Rental Reserve) currently has an unencumbered balance of \$85,664

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

(type text here)

### **Additional Background/Notes:**

The Town Council adopted a resolution on September 28, 1988 that established a separate line item within the Town Capital Reserve Fund for Capital Expenditures for the Board of Education. Per the resolution, all surplus funds returned to the General Fund by the Board of Education are to be deposited in the Capital Reserve Fund for the Board of Education. Surplus funds shall be defined as reserves accumulated by the Board of Education according to their year-end audit statement.

**Department Comment/Recommendation:**

The General Fund ended Fiscal Year 21-22 with an overall operating deficit of \$43,375. The deficit reduced fund balance at year end to \$4,971,207. The biggest factor leading to the deficit was the under budgeting of Board of Education Healthcare. *Healthcare for active employees was under budgeted by approximately \$350,000 and healthcare for retirees (\$512,000) was erroneously omitted entirely from the budget. In addition to the healthcare deficit, several Board of Education revenue sources fell well short of budget. Impact Aid fell short of budget by almost \$113,000 and tuition revenues fell short of budgeted projections by almost \$257,000.* It should be noted that Vo-Ag Stabilization Funding exceeded the budgetary estimate by \$302,00 but that excess was already transferred out of the general fund by previous Town Council action. The overall net impact to the general fund for all these items is a \$783,500 reduction to fund balance. Factoring in the transfer out of the prior year Board of Education surplus of \$566,000 and the reduction to fund balance increases to \$1,349,500. Budgetary savings and revenues in excess of budgetary estimates in the Town portion of the budget resulted in a positive impact to fund balance of \$1,305,500. The net of the aforementioned fund balance impacts make up the overall fiscal year 21-22 deficit of \$44,000.

The Town's fund balance policy calls for a minimum undesignated fund balance that equates to 7% of current year general fund expenditures with an ultimate goal of 10%. As of June 30, 2022, the undesignated fund balance was 6% of current year general fund expenditures. *Transferring non-budgeted funds out of the general fund will only further deplete undesignated fund balance.* Fund balance and compliance with the Town's fund balance policy is one of the areas of focus for the rating agencies. Falling below this threshold further could have a negative impact on the Town's bond rating.

The current resolution for funding the Capital Reserve Fund for the Board of Education will always have a negative impact on general fund undesignated fund balance as it's transferring funds to the Capital Fund that have not been factored into the budget. A potential alternative to this funding method would be budgeting for a capital contribution to the capital fund, similar to how the town funds its capital.

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	<b>Budget</b>	<b>Actual</b>	<b>Variance - Positive (Negative)</b>
<b><u>Revenues</u></b>			
Impact Aid	1,500,000	1,387,082	(112,918)
Vo Ag Tuition	772,973	717,110	(55,863)
Special Education Tuition	179,072	82,089	(96,983)
Non-Resident Tuition	138,590	34,648	(103,942)
<b><u>Expenditures</u></b>			
Education	33,671,969	33,223,716	448,253
Healthcare - Board of Education	4,254,907	5,116,660	(861,753)
Overall fund balance impact before transfer of prior year surplus			(783,206)
Prior year surplus transfer to capital account			<u>(566,000)</u>
Total combined fund balance impact			<u>(1,349,206)</u>

### Meeting Action Detail:

#### Finance Committee Meeting 02/01/2023:

File #: [231056](#) Version: 1

Type: General Discussion

**Title:** Discussion regarding the transfer of the Board of Education Fiscal Year 2021/2022 Operating Budget Audited Surplus of \$448,253 to the BOE Capital Reserve Fund in accordance with the Town Council adopted Resolution that created the funding mechanism. Not factored into the aforementioned surplus is the Board of Education Healthcare deficit for the same audit period of \$861,753.

**Action:** Discussed

#### **Minute Note:**

Councilor Saums stated as a follow-up to the Finance Committee's January 18, 2023 meeting at which they discussed the transfer of the Board of Education Fiscal Year 2021/2022 Operating Budget Audited Surplus of \$448,253 to the BOE Capital Reserve Fund in accordance with the in the 1989 "Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education" that he along with the Mayor and Finance Director Matthew Bonin met with Superintendent of Schools Jason Hartling and Board of Education Director of Finance and Human Capital Rachel Moser earlier today.

Councilor Saums stated during the January 18, 2023 Finance Committee meeting that the following issues were discussed:

- Board of Education Healthcare had a shortfall of \$861,753.
- Employee expenses which included the Board of Education's Healthcare was carried/reflected on the General Government side of the ledger.
- Board of Education side of the ledger had a \$448,253 Surplus.

Councilor Saums stated the question was whether the Board of Education's Surplus in the amount of \$292,000 should be transferred to the BOE Capital Account per the "*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*".

Councilor Saums stated the bottom line was the money all comes out of one pot, therefore, during their meeting earlier today the feeling was that they should follow the Resolution and that the Board of Education's Surplus should be transferred to their Capital Account, because without the transfer of these funds the Board of Education would not be able to do the capital projects that were scheduled for this year.

Councilor Saums continued by explaining that transferring the Board of Education's Fiscal Year 2021/2022 Surplus Funds to their Capital Account would need to be acted on by the Finance Committee and Town Council.

Councilor Ryan questioned where the accountability lied regarding the shortfall in the budget for the Board of Education's Healthcare costs, noting that you cannot have an unexpected expenditure of nearly \$1 million, without some accountability. Councilor Saums stated that there may have been mistakes on both the Board of Education's side and the General Government side in calculating the healthcare cost number for the budget. He stated about a year ago when the shortfall was first identified they discussed drafting a Procedure to prevent this type of mistake from happening again. He stated during today's meeting they discussed that going forward the General Government would be accountable for the Board of Education Healthcare expenses in the annual budget. He explained that Finance Director Matthew Bonin would put together a projection for all of the Healthcare Expenses (Board of Education and General Government) based on information from the Munis Financial System. He went on to explain that the Board of Education Director of Finance and Human Capital Rachel Moser would be bringing everything up to date in the Munis Financial System and would be updating the system every time there was a change in the Board of Education's employee population, (if an employee leaves, a new employee comes on staff, a retired employee passes on, etc.). He stated this would ensure that the single source of information (Munis Financial System) was up-to-date, and that Mr. Bonin could put together a projected Healthcare forecast, review it with the Board of Education and obtain their agreement. He also noted that the town would be working with our Healthcare Consultant Joe Spurgeon.

Councilor Ryan suggested that there was some form of written communication that the Board of Education agreed on the projected Healthcare cost for the annual budget year. He went on to point out because the Board of Education's Healthcare costs were on the General Government side of the budget ledger that they never vote on the Healthcare cost for their employees. Councilor Saums stated that was correct.

Councilor Ingalls questioned whether what Councilor Saums' just described was the "*Procedure/Policy*" and whether there was any agreement on it. Councilor Saums stated that Finance Director Matthew Bonin was still in the process of writing the "*Procedure/Policy*".

Councilor Saums stated during today's meeting they also discussed whether the Board of Education's Healthcare costs should once again reside on the Board of Education's side of the ledger instead of the General Government side of the ledger. He stated the Group agreed that the Board of Education Healthcare costs should be kept on the General Government side of the ledger based on past history.

Mayor Allyn stated by having the Board of Education Employees and the General Government Employees in the same

healthcare plan they were able to receive better rates because they had a bigger pool. Councilor Ryan stated he understood the benefits of having a larger healthcare pool. However, he stated he wanted to be sure that measures were in-place so that the town was never put in this type of situation again. He went on to note that as Finance Director Matthew Bonin has stated that this situation has reduced the town's Undesignated Fund Balance pushing them farther under the threshold of the Town's Fund Balance Reserve Fund Policy that was adopted on May 23, 2018; which called for a minimum Undesignated Fund Balance that equated to 7% of current year General Fund expenditures with an ultimate goal of 10%

Councilor Ryan suggested they revise the 1989 "*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*" to account for when the Board of Education's Healthcare costs were over the budgeted amount.

Superintendent of Schools Jason Hartling stated that while he understood Councilor Ryan's point relative to the Fiscal Year 2021/2022 Budget, that what was missing from the conversation was that there have been years where the town has had a \$500,000 surplus in the Healthcare Account, which was not "*credited*" back to the Board of Education's budget. He stated there have been some swings in how the Healthcare costs have been budgeted over the years, and he stated the swing was not predicated on too many people enrolling in the healthcare plan. He stated this was a bigger conversation, other than the Board of Education overspending Healthcare that was on the town side of the ledger. He stated Finance Director Matthew Bonin has a plan in how he would like to proceed with the Healthcare Cost projection.

Councilor Ryan stated his suggestion to revise the 1989 "*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*" was not only to account overages but that it would also account for surpluses, as the Resolution currently does.

Councilor Saums stated tonight's discussion was for informational purposes. He suggested that they continue their discussion regarding the Capital Plan, because that was what this discussion was about, noting that 1989 "*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*" was about how much money goes into the Board of Education's Capital Account. He stated during their meeting earlier today that they discussed how they fund school buildings infrastructure and maintenance; and why they don't set money aside for things like roof replacements instead of bonding the projects.

Councilor Ryan stated that he agreed that funding Capital Expenses was an important discussion. However, he stated he was a fan of accountability and that he wanted to make sure that we were holding ourselves and everyone else accountable for the projections they make and the numbers that they agreed too. He stated if we do not do that then they were doing the taxpayers a disservice.

**Action:** Discussed

### **Finance Committee Meeting 01/18/2023:**

**File #:** [231056](#) Version: 1

**Type:** General Discussion

**Title:** Discussion regarding the transfer of the Board of Education Fiscal Year 2021/2022 Operating Budget Audited Surplus of \$448,253 to the BOE Capital Reserve Fund in accordance with the Town Council adopted Resolution that created the funding mechanism. Not factored into the aforementioned surplus is the Board of Education Healthcare deficit for the same audit period of \$861,753.

**Action:** Discussed

**Minute Note:**

Finance Director Matthew Bonin provided some background noting that the Town Council adopted a Resolution on September 28, 1988 that established a separate line item within the Town Capital Reserve Fund (Fund 210) for Capital Expenditures for the Board of Education. He explained per the Resolution, all surplus funds returned to the General Fund by the Board of Education were to be deposited in the Capital Reserve Fund for the Board of Education. He went on to explain per the Resolution that *“Surplus Funds shall be defined as reserves accumulated by the Board of Education according to their year-end audit statement”*.

Mr. Bonin went on to explain that the General Fund ended Fiscal Year 2021/2022 with an overall operating deficit of \$43,375. He stated the deficit reduced the Fund Balance at year end to \$4,971,207. He noted the biggest factor leading to the deficit was the under budgeting of Board of Education Healthcare. He stated the Healthcare for active employees was under budgeted by approximately \$350,000 and healthcare for retirees (\$512,000) was erroneously omitted entirely from the budget for a total shortfall of \$861,75. Councilor Saums noted that the Board of Education Healthcare resides on the General Government side of the ledger, however, he stated it was a Board of Education expense which would reduce the Board of Education’s surplus.

Mr. Bonin continued by noting that in addition to the healthcare deficit, several Board of Education revenue sources fell well short of budget noting the following:

- Impact Aid fell short of budget by almost \$113,000; and
- Tuition revenues fell short of budgeted projections by almost \$257,000.

Mr. Bonin went on to state that it should be noted that the Vo-Ag Stabilization Funding exceeded the budgetary estimate by \$302,00; but that the excess funding had already been transferred out of the General Fund by a previous Town Council action, noting that the overall net impact to the General Fund for all these items was a \$783,500 reduction to the Fund Balance.

Mr. Bonin explained the following factors resulted in a direct impact reducing the Fund Balance by \$1,305,500:

- During Fiscal Year 2022 they transferred out of the prior year’s Board of Education surplus of \$566,000.
- The reduction to Fund Balance increased to \$1,349,500.
- Budgetary savings and revenues in excess of budgetary estimates in the Town portion of the budget

Mr. Bonin stated the budgetary savings and revenues in excess of budgetary estimates on the Town side of the budget led to an overall Fiscal Year 2021-2022 deficit of about \$50,000.

Mr. Bonin continued to explain the Town’s Fund Balance Reserve Fund Policy adopted on May 23, 2018 called for a minimum Undesignated Fund Balance that equated to 7% of current year General Fund expenditures with an ultimate goal of 10%. He stated as of June 30, 2022, the Undesignated Fund Balance was 6% of current year General Fund Expenditures.

Mr. Bonin explained that transferring non-budgeted funds out of the General Fund would only further deplete Undesignated Fund Balance. He went on to explain that the Fund Balance and compliance with the Town’s Fund Balance Reserve Policy was one of the areas of focus for the Bond Rating Agencies. He stated falling below the Policy threshold further could have a negative impact on the Town’s bond rating.

Mr. Bonin suggested going forward the Board of Education Operating Budget include a Capital Line like the General Government Budget has. He explained the current Resolution for funding the Capital Reserve Fund for the Board of Education would always have a negative impact on General Fund Undesignated Fund Balance because it was calling for the transfer of funds to the Capital Fund that have not been factored into the budget. Therefore, he stated a potential alternative to this funding method would be to budget for the Board of Education’s

capital contribution to a Capital Fund, similar to how the Town funded its Capital expenses.

Superintendent of Schools Jason Hartling stated a lot of analysis has been conducted regarding the Healthcare funding relative to last year's situation with the Board of Education's healthcare expenses not being properly funded. He stated this year would be a change in both revenues and expenses for how Healthcare would be budgeted. He stated for the Board of Education Retirees it would be a wash, noting that what the Board of Education Retirees pay in was what the town pays out, with the exception of +/- the \$10,000 - \$15,000 that was paid out for fees.

Mr. Hartling continued by addressing the Board of Education's over expenditures, noting that the Board of Education Central Office could not figure out where the numbers came from. Finance Director Matthew Bonin stated the numbers came from the Audit Report. Board of Education Director of Finance and Human Capital Rachel Moser stated that she pulled a final year to date report and that the Audit numbers were off, noting that the actual expenditures were \$33,165. Mr. Hartling stated the budget overage of \$33,165 was about 1.4% of the Board of Education's total budget. He stated this cost could be related to a few moves in or out of the School District of high costs students and or inability to execute on particular pieces. He stated it was what the Board of Education generally expected.

Mr. Hartling went on to address Revenues stating that the revenue has always been booked on the town side of the budget ledger and he commented that it shifted depending on whether it was to the positive or negative. He stated the each year the Board of Education recommended the revenue numbers for the annual budget preparation; however, the Town Council ultimately decided the revenue numbers that would be included in the budget. He went on to state whereas the Healthcare conversation, as they have discussed in the past, the Board of Education had no input relative to what the Board of Education Healthcare number should be in the budget. He stated that he has advocated to continue the practice that has been happening for the last fifteen years and that if they wanted to have a different discussion on what that should look like for this fiscal year or next fiscal year, then they should have that discussion transparently between the Board of Education and the Town Council, so that they were all on the same sheet of music noting that this decision that should be taken lightly.

Mr. Hartling commented on the Board of Education's capital expenses and he stated every capital improvement outside of projects that have been bonded were being bucketed into that Board of Education Capital Non-Recurring Fund. Therefore, he stated that he agreed with Finance Director Matthew Bonin, in that the current practice provided in the 1989 "*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*" was not the best way to budget their capital improvements. However, he stated given Ledyard's per pupil rate that he did not have any room in their budget to provide an allotment for capital expenses. He stated that they have been repairing the school buildings and making capital improvements on any excess funding they had from year to year. He stated in analyzing the Board of Education's annual surplus that there was about \$2 million over the past five years that has not been transferred into the Board of Education's Capital Non-Recurring Fund. He stated as the Schools Superintendent that he was representing the Board of Education and he stated that there were a lot of conversations that needed to be had to figure out a path forward.

Councilor Saums stated for a number of years he has had a concern about how the Board of Education's capital expenses were handled, and he commented that there may be a better way to budget for the Board of Education's capital expenses. He noted as an example, the program the General Government had in place to budget for the replacement of fire/emergency apparatus and public works trucks/equipment. He explained that funding was allocated every year so that when the time comes to replace a piece of equipment the funding was in place. He went on to state that not only was the town funding the Board of Education's capital expenses out of the budget surplus that the town was also borrowing money to do that. He stated when they borrow (bond) money they pay interest, ultimately costing the town more money. He stated that a much larger discussion to address these issues needed to be had.

Mr. Hartling stated by delaying the transfer of the Board of Education's surplus to their Capital Fund would put many projects at risk. He stated last summer (2022) they were not able to do the High School Classroom Renovation projects because of supply chain issues. He stated if they do not move forward with the process that the classrooms would not get done again this summer (2023). He stated that they were having the same issues with the Board of Education Central

Office and School Roof Replacement Projects noting that delays and cost escalations would also impact the projects.

Board of Education Finance Committee Chairman Mike Brawner stated that he agreed that the Board of Education and Town Council needed to have discussions regarding capital expenses. He suggested after this budget season they schedule a Joint Meeting between the two Finance Committees (Board of Education and Town Council) to brainstorm. Councilor Saums stated he agreed with Mr. Brawner. He stated the short-term issue and the question they had to answer was “*What to do the Surplus this year*” as explained by Finance Director Matthew Bonin this evening.

Councilor Ryan stated that he had some questions regarding the math in the spreadsheet. However, he stated it was something they could work out during another discussion. He stated before the Board of Education and the Town Council Finance Committees had any discussions, that they need to understand the Capital Non-Recurring Fund Balance and the cadence and phasing for the funding needed for the planned expenditures. He stated at a minimum that he would need to understand where they would land in terms of anything that would impact the Capital Non-Recurring Fund. He stated this information was critical to understand before they decide on what to do with the movement of money.

Councilor Saums suggested they have a meeting soon to understand what the math is and to try to come to an agreement between the Board of Education and Town Council on what was happening with the General Fund and the Capital Non-Recurring Fund. He stated that they also have an outstanding task to put a procedure in place on how to handle healthcare expenses overall.

Finance Director Matthew Bonin stated that they could not wait until after the Budget Season to discuss the Board of Education’s capital expenses, explaining that they needed to discuss the funding source.

Superintendent Hartling stated the past practice has been to transfer the Board of Education’s budget surplus to their Capital Fund in accordance with “*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*”. Therefore, he stated the funds should be transferred to the Board’s Capital Non-Recurring Fund. He went on to state in the Board of Education’s approved Capital Plan that there were projects that would be funded from: (1) Board of Education’s Capital Non-Recurring Fund (CNR); (2) Town related funds; and (3) Bonding. He stated it was not assumed by any member of the Board of Education that any item on the Capital Improvement List would be simply transferred over from the CNR Fund. He stated this was an unspoken conversation, noting that it was not the general understanding. He stated based on the Annual Budget Town Meeting the presentation regarding Capital Improvements that one would think that the projects were being funded by all new money, with “Grants” written in another column. He stated it was a less than clear explanation of where the Board of Education’s Capital Funds were coming from. He stated the Board of Education has put together a Fiscal Year 2023/2024 Capital Improvement Plan, which included what they needed to finish out from this current year and what they believed should be in their Capital Fund based on the end of year balance provided by the Auditors, which would get them thru the next capital cycle. However, he stated there were items on the Board of Education’s Capital Plan that the Town would need to decide whether they wanted to take on, noting that the Board of Education would never have enough money in their Capital Fund using their Budget Surplus to do the work that needed to be done to maintain and upgrade the Schools Facilities the way they need to be maintained.

Mr. Hartling concluded his comments by stating that if the Board of Education’s Fiscal Year 2021/2022 budget surplus was not going to be transferred to their Capital Fund that they would not be able to move forward with the High School Classrooms Renovations this summer because he would not be able to order the equipment in time for the projects to be executed, noting that they would be kicking the can down the road again.

Councilor Saums stated he understood Mr. Hartling’s comments; but that the Finance Committee would not be making a recommendation this evening.

**Action:** Discussed

**A Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education**

WHEREAS, The Town Council is the budget making authority and the legislative body of the town and has all the powers and duties contained in Chapter 108 of the General Statutes, as amended, of the State of Connecticut for the creation of a "Reserve Fund for Capital and Non-Recurring Expenditures"; and

WHEREAS, There is no funding mechanism within the Board of Education's authority under Chapter 170, Section 10-222 (vide supra) to allocate expenditures beyond the budgetary year for capital needs; and

WHEREAS, A Five Year Capital Plan for Repair and Refurbishment of the Ledyard Public Schools has been issued by the Superintendent of Schools with periodic updating; and

WHEREAS, Funding for repair and refurbishment of Ledyard's schools is not always conducted in a timely manner because of other educational priorities; and

WHEREAS, Unanticipated capital expenditures may also occur during subsequent budget years; and

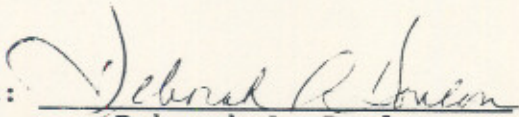
WHEREAS, Annual surpluses may accumulate within the Board of Education's budget; and

WHEREAS, The Board of Education may elect not to return surplus funds to the General Fund, because it lacks the authority to appropriate funds beyond the current fiscal year, and therefore may decide to spend all or portions of this surplus at the close of the fiscal year;

NOW, THEREFORE BE IT RESOLVED That the Town Council of Ledyard shall establish a separate line item under the Capital Non-Recurring Account: Capital Expenditures for the Board of Education. All surplus funds returned to the General Fund by the Board of Education are to be deposited in the Capital Reserve Fund for the Board of Education starting with the end of the 1987-1988 budgetary year. Surplus funds shall be defined as reserves accumulated by the Board of Education according to their year-end audit statement.

Approved by Ledyard Town Council on September 28, 1988.

Attest:

  
Deborah A. Donlon  
Council Clerk

RESOLUTION  
REGARDING THE ESTABLISHMENT OF  
AN ACCOUNT FOR THE  
REVENUES RECEIVED FROM LEASING  
THE LEDYARD HIGH SCHOOL MULTI-USE FACILITY

WHEREAS: The Town of Ledyard has invested in the Ledyard High School Track and Multi-Use Field Facility with repairs, drainage work and the installation of a new multi-use synthetic turf athletic field;

WHEREAS: The Ledyard High School Track and Multi-Use Field Facility will provide opportunities for Multi-Sport events such as boys and girls soccer, boys and girls lacrosse, spring baseball and spring softball training, football and youth programs, parks and recreation programs and for the leasing of the facility to travel teams and for other activities and events;

WHEREAS: The Ledyard High School Track and Multi-Use Field Facility has the ability to generate revenues from the leasing of the facility for events and activities to both non-profit and for-profit organizations. The leasing of the Facility shall be in accordance with Board of Education Facility Usage Policy #1330.

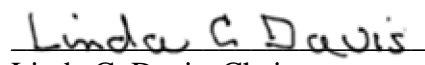
WHEREAS: The Multi-Use Synthetic Turf Athletic Field (carpet) will need to be maintained and has a replacement lifecycle of approximately twelve (12) years. The Board of Education shall biennially evaluate the condition of the Multi-Use Synthetic Turf Athletic Field (carpet) and determine its anticipated refurbishment costs.

NOW, THEREFORE; BE IT RESOLVED: That the Ledyard Town Council creates a separate account entitled *High School Multi-Use Artificial Turf Replacement* within the Capital Non-Recurring Account for the Board of Education for the maintenance and replacement of the Multi-Use Synthetic Turf Athletic Field (carpet);

BE IT FURTHER RESOLVED: That the net funds from fees collected from the leasing of the Ledyard High School Track and Multi-Use Field Facility and fifteen (15%) of the surplus funds returned to the General Fund by the Board of Education, when the surplus funds exceed \$250,000, are to be allocated to a revenue account entitled "*High School Multi-Use Artificial Turf Replacement*" Account #21070101-58259 (High School Track & Field) starting with the end of the 2019/2020 budgetary year . Surplus funds shall be defined as reserves accumulated by the Board of Education according to their year-end audited statement.

BE IT FURTHER RESOLVED: The accumulative funding collected from renting Ledyard High School Track and Multi-Use Field Facility combined with the annual appropriations to the High School Multi-Use Artificial Turf Replacement Capital Non-Recurring Account shall be capped once it reaches the anticipated refurbishment costs, as projected by the Board of Education.

Adopted by the Ledyard Town Council on: April 22, 2020

  
Linda C. Davis, Chairman





File #: 22-877

Agenda Date: 2/15/2023

Agenda #: 2.

RESOLUITON

**Motion/Request:**

MOTION to adopt proposed revisions to the “*Resolution Establishing Administrator/Department Head Benefits*” as contained in the draft dated **February 8, 2023**.

**Background:**

Updates to the “*Resolution Establishing Administrator/Department Head Benefits*” have been proposed which include the following: (See attached Draft Resolution)

- Increase Department Heads from 16 to 17
- Update Titles of Positions as follows:
  - ✓ Assistant Director of Finance/**Treasurer**
  - ✓ ~~Librarian~~ **Library Director**
  - ✓ ~~Town Treasurer~~
  - ✓ Police ~~Lieutenant~~ **Captain** \*\*
- Insurance Section - Updated paragraph (c) regarding employee’s premium.

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

- Pension Section - Updated language for employee enrollment in Defined Contribution Plan and town match:

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

- New Section “Wages and Compensation” to address salary increases and cell phone reimbursement:

*Wages And Compensation: Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July and may not be less than the percentage of the highest union contracted increase for that fiscal year.*

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

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

- Longevity - Updated rates

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

- New Section - Review Every Three Years

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

**Department Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**Body:**

(type text here)

**Meeting Action Detail:**

**Finance Committee Meeting 1/18/2023**

File #: [22877](#) Version: 1

Type: Resolution

Title: MOTION to adopt proposed revisions to the “Resolution Establishing Administrator/Department Head Benefits” as contained in the draft dated December 6, 2022.

Mover: Ryan

Secunder: Ingalls

Action: Withdrawn

Minute Note:

Moved by Councilor Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums stated the Finance Committee began discussing proposed revisions to the “*Resolution Establishing Administrator/Department Head Benefits*” at their January 4, 2023 meeting. He stated one addition to the Resolution stated that Department Heads would be paid at a rate that may not be less than the percentage of the highest union-contracted increase for that fiscal year. He stated because the Committee felt that the Resolution, as written, could be subject to misinterpretation, they withdrew the item and asked that the phrase be more carefully worded to avoid unintended consequences.

Councilor Saums went on to state that subsequent to their January 4, 2023 Finance Committee meeting that he and Administrator of Human Resources Don Steinhoff discussed a revision to the proposed language in the Resolution that would refer to CCM’s Municipal Labor Relations Data Reporter as the basis for Gross Wage Increases (GWI).

Councilor Saums noted the proposed language to the Resolution was as follows:

*“Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July and may not be less than the highest gross wage increase (GWI) percentage of the highest union contracted increase for that fiscal year.”*

Councilor Saums stated using the CCM’s Municipal Labor Relations Data Reporter as the basis for Gross Wage Increases (GWI) that the following new language was suggested:

*“Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July and may not be less than the average negotiated gross wage increase (GWI) percentage for the same fiscal year as reported by the Connecticut Conference of Municipalities in the CCM Municipal Labor Relations Data Reporter for the month of January of the calendar year in which the Mayor is assembling the proposed budget.”*

Councilor Saums explained an example of how this language would be applied using the attached table, would be if the Mayor were proposing a budget for the coming year FY23-24, that he would use the average negotiated GWI for FY 23-24 which was 2.40%.

Action: Withdrawn

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**Finance Committee Meeting 1/04/2023**

File #: [22877](#) Version: 1

Type: Resolution

**Title:** MOTION to adopt proposed revisions to the “*Resolution Establishing Administrator/Department Head Benefits*” as contained in the draft dated December 6, 2022.

**Mover:** Ingalls

**Seconded:** Ryann

**Action:** Withdrawn

**Minute Note:**

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Mayor Allyn, III, explained that proposed revisions to the “*Resolution Establishing Administrator/Department Head Benefits*” were drafted to update the language to include the addition of a new “*Wages and Compensation*” Section and other editorials as noted below.

“WAGES AND COMPENSATION

*Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July and may not be less than the percentage of the highest union contracted increase for that fiscal year.*

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

*With the implementation of this Resolutions, retroactive reimbursement for personal cell phone use shall be paid to employees who were on-staff during the period beginning with the Covid 19 pandemic of March, 2020; as outlined in the above paragraph.”*

Mayor Allyn continued to explain that the highest union contracted increase for this fiscal year was 3%. He presented a spreadsheet that was prepared by Administrator of Human Resources Don Steinhoff which showed the difference in the hourly rate of the Department Heads covered under this Resolution, noting the difference in the hourly rate ranged from 0.07 to 0.29 per hour; for a total cost of \$4,813.02 for Fiscal Year 2022/2023.

Mayor Allyn went on to note the other change in the Resolution was to provide a stipend to the Department Heads who use of their personal cell phones to conduct town business. He stated it was more cost effective for the town to provide a stipend to these Department Heads for using their personal cell phones for town business than it would be for the town to purchase additional cell phones and additional monthly contracts for phone. He stated the cost of the cell phone stipend was \$4,320 per year. He stated the wage adjustment and cell phone stipends would be retroactive to July 1, 2022.

Councilor Saums addressed the language in the new Wage and Compensation Section as follows: “*Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July and may not be less than the percentage of the highest union contracted increase for that fiscal year.*” He stated the town has been very careful with raises for Department Heads; noting that the Department Heads have not received many raises; and the raises they received have not been much. Therefore, he stated that he was in-favor with keeping the Department Head’s wage increases at par or upping them a little based on the past cycle. However, he stated if this clause was included in the Resolution; and for some reason one union

asked for a 5% wage increase, and the town said “No”; but the union then won their case through Arbitration; that the fourteen Department Heads covered by the Resolution would also receive a 5% wage increase. Therefore, he stated he had concerns, because the town did not have total control over what they give their union employees. He stated he did not have a solution this evening with regard to what they could replace this language with.

Mayor Allyn, III, stated historically the town has been aggressive with keeping the wage increases for bargaining units low. Councilor Saums agreed with Mayor Allyn’s comment, and he added that the town has actually fallen behind in some areas, noting in some cases Ledyard’s wages were lower than other towns. Mayor Allyn stated keeping wages lower than other towns has been an issue for Ledyard with respect to trying to keep staff and in trying to fill vacancies for certain roles/positions. He stated that this has become a problem for the Town.

Councilor Saums stated in certain instances some union employees did receive a 5% wage increase because they were correcting past inequalities. He stated that he believed he believed Ledyard would be negotiating differently, noting that employees read our labor contracts/agreements and the contracts/agreements of neighboring communities He concluded by expressing concern that with the proposed wage language, as written, in the “*Resolution Establishing Administrator/Department Head Benefits*” that they could end up giving some big raises unintentionally. He questioned whether they could write the wage language in a way that would prevent them from unintentionally giving big raises to Department Heads.

Councilor Ryan suggested basing the Department Head wage increases on an average of wage increases of the bargaining units.

The Finance Committee agreed to withdraw the motion to obtain additional information.

**Action:** Withdrawn

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### **Administration Committee Meeting 12/14/2022**

**File #:** [22877](#) Version: 1

**Type:** Resolution

**Title:** MOTION to adopt proposed revisions to the “*Resolution Establishing Administrator/Department Head Benefits*” as contained in the draft dated December 6, 2022.

**Mover:** Irwin      **Secunder:** McGrattan

**Action:** Recommend to Approve

**Minute Note:**

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls noted that she was pleased to see the language to encourage staff to use their

vacation days, noting that taking time off away from their job was better for peoples' well-being.

VOTE: 3 - 0 Approved and so declared

**Action:** Recommend to Approve

**RESOLUTION ESTABLISHING  
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS**

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

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

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

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

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

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

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

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

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

**LEAVES AND ABSENCES**

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

**VACATION**

See Personnel Handbook

## **SPECIAL LEAVE**

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

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

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

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

## **LEAVE OF ABSENCE WITHOUT PAY**

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

## **SICK LEAVE TERMINATION**

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

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

## **PERSONAL LEAVE**

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

## **COMPENSATORY TIME**

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



## INSURANCE

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

- a. Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.
- b. The Town will purchase for each Employee at no cost to Employee, life insurance which in the event of death of the Employee while employed by the Town, will provide a benefit of \$50,000 or a sum equivalent to the Employee's base salary, whichever is less.

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

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

- a. Effective July 1, 2010 and each July 1 following, the co-insurance and co-pay contributions shall be the same as the lowest negotiated Town Hall labor contracts effective on that date.
- b. Employees may elect to waive all group insurance benefits, and in lieu thereof, be remunerated in the amount of twenty-five percent (25%) of the actual premium saved.
- c. Employees are required to notify Human Resources of significant changes to circumstances affecting insurance, including but not limited to births, death of dependents, marriage, adoptions, divorce, or change in eligibility of dependents.

## PENSION

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

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

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto-enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the~~

~~employee minimum contribution rate will increase by 1% on July 1st each year until an employee contribution rate of 15% is achieved. Employees have the right to opt out of or modify the auto enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee's contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1<sup>st</sup> of each fiscal year.~~

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

### **WORKERS' COMPENSATION**

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

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

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

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

### **WAGES AND COMPENSATION**

*Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July and may not be less than the percentage of the highest union contracted increase for that fiscal year.*

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

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

### **EDUCATION AND TRAINING**

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

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

who receive tuition reimbursement shall remain in the employment of the Town for one year following completion of the course or shall be required to reimburse the tuition.

**LONGEVITY**

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

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

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

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

**TRIENNIAL REVIEW**

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

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

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman

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

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

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

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

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

Pension Section: Removed/replaced the following language:

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

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

Added New Section : “Wages and Compensation”.

Longevity Section: Updated longevity payments as follows:

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

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

DRAFT



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-279

**Agenda Date:** 2/15/2023

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Any other New Business proper to come before the Committee.