



# TOWN OF LEDYARD

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Finance Committee Meeting Minutes

Chairman S. Naomi  
Rodriguez

### Regular Meeting

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Wednesday, July 17, 2024

5:00 PM

Town Hall Annex Building - Hybrid  
Format

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In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

**[https://us06web.zoom.us/j/84768940675?  
pwd=dYEbTav1MySKWeUKB18PHahBL6D1wg.1](https://us06web.zoom.us/j/84768940675?pwd=dYEbTav1MySKWeUKB18PHahBL6D1wg.1)**

**by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 847 6894 0675; Passcode:  
147065**

#### I CALL TO ORDER

the Meeting was called to order by Committee Chairman Councilor Saccone at 5:00 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Saccone 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

**Present:** Tony Saccone  
Jessica Buhle  
Tim Ryan

Also present were the following:

S. Naomi Rodriguez Town Council Chairman  
Carmen Garcia-Irizarry Town Councilor  
Fred Allyn, II Mayor  
Matthew Bonin Finance Director  
Jason Hartling School Superintendent  
Jim Mani Director of Emergency Management

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Earl (Ty) Lamb Chairman Historic District Commission  
Roxanne Maher Administrative Assistant

### III. RESIDENTS & PROPERTY OWNERS COMMENTS

**Mr. Earl (Ty) Lamb**, 95 Lambtown Road, Ledyard, Historic District Commission Chairman, addressed the American Rescue Plan Act (ARPA) Funding that was allocated to the Historic District Commission to facilitate improvements at their historic properties. He reported that the projects that were underway at the Up-Down Sawmill and Nathan Lester House were expected to be completed this year. He went on to note that the Commission had discussed some potential projects and planned to appeal to the Town Council in the event that additional ARPA funding was available. However, he stated at their July 15, 2024 meeting at which their Liaison, Councilor Ryan was present, that the Commission decided to take them off the table. He stated any projects that might still be on the table were being handled by the Town Council/Mayor.

### IV. PRESENTATIONS / INFORMATIONAL ITEMS

MOTION to transfer additional revenues received for Fiscal Year 2023/2024 as follows:

- Agri-Science (ASTE) \$39,502 to Account #22570101 (BOE ASTE CNR) to be used in accordance with Agri-Science Plan.
- Federal Impact Aid \$304,635 to Account #22570101 (BOE CNR Reserve Fund) to be used for the following in accordance with the Board of Education's Fiscal Year 2024/2025 Capital Improvement Plan (CIP):
  - ü \$210,000 Ledyard High School Existing Elevator Replacement
  - ü \$40,000 Ledyard High School Tennis Court Resurfacing
  - ü \$50,000 Juliet W. Long School Playground.

Councilor Buhle read a letter from School Superintendent Jason Hartling dated July 15, 2024 in which he requested additional revenue received for Fiscal Year 2023/2024 be transferred as follows:

- Agri-Science (ASTE) \$39,502 transfer to Account #22570101 (BOE ASTE CNR)
- Impact Aide \$\$304,635 transfer to Account #22570101 (BOE CNR Reserve Fund).

Mayor Allyn, III, explained that historically some of the education revenues have tracked grossly under the amount that was budgeted. He noted as an example over the last five years that the Agri-Science Tuition has come in about \$500,000 under the amount that was budgeted. He stated when the education actual revenues come in under the amount budgeted that the General Government had to close the gap between the amount that was budgeted and the actual amount that was received. He stated when this

occurred that it impacted the town's ability to borrow (bond) money for large projects such as the School Projects, because the town's Undesignated Fund Balance was decreasing instead of increasing.

Mayor Allyn went on to explain that the "*Fund Balance Reserve Policy*" that was adopted on May 23, 2018 called for an Undesignated Fund Balance Reserve to be at least 7% of the Town's Operating Expenses with a goal to reach 10%; and that the Bond Agencies were now looking for that amount to be 15%. Therefore, he stated when the additional revenues were received that they need to work to balance out the years when revenues received came in under the amount budgeted.

Councilor Buhle stated during the Annual Budget Preparation Process the Board of Education provided a spending plan that the Town Council and the taxpayers agreed to; noting the many Board of Education Capital Projects that were not funded. Therefore, she stated that she had concerns about giving the Board of Education an additional \$344,137 without a Plan on how the funds would be used. She stated that these additional revenues should remain in the General Fund to replenish the Undesignated Fund Balance Reserve, which has been used to support the Board of Education when they had revenue shortfalls.

Councilor Ryan stated the Board of Education should cover all of their expenses, whether there was an underage or overage, however, he stated it does not end up working that way. He stated that the School Superintendents' request needed more discussion before the Finance Committee could act on it.

Councilor Saccone stated because Mr. Hartling's letter was only received yesterday, that it was only included on tonight's agenda for informational purposes, noting that the Finance Committee would not be taking action on the request this evening.

**RESULT:** CONTINUE

V. APPROVAL OF MINUTES

MOTION to approve the Finance Committee Minutes of June 5, 2024

Moved by Councilor Buhle, seconded by Councilor Ryan

**VOTE: 3 - 0 Approved and so declared**

**RESULT:** APPROVED AND SO DECLARED

Finance Director's Report

Finance Director Matthew Bonin reported on the following: (1) Annual Audit Fiscal Year 2023/2024 - Mr. Bonin stated Auditors CliftonLarsonAllen were at Town Hall last week to conduct some preliminary audit work; and (2) August, 2024 Bond Issuance - Mr. Bonin explained the Temporary Financing (BAN) Bond Anticipation Notes for the School(s) Consolidation/Improvement Project(s) (Middle School & Gallup Hill School) was scheduled to come due in August, 2024. Therefore, he stated the town would pay off

the BANS and borrow funding to pay for the Various School Projects \$8,550,000 which included the replacement of roofs at the Board of Education Central Office, Gales Ferry School and Juliet W. Long School; installation of solar equipment at the Gales Ferry School and Juliet W. Long School; upgrades to the Building Management System at the Gales Ferry School and Juliet W. Long School, and electrical and Heating and Ventilation (HVAC) upgrades at the Juliet W. Long School.

**RESULT:** CONTINUE

#### Financial Reports

Finance Director Matthew Bonin stated the following Financial Reports were attached to the Agenda on the meeting portal:

- Revenue Year-to Date Report- June 30, 2024

Mr. Bonin noted that 99% of all Revenues received for June 30, 2024 have been reported.

- Expenditure Year-to Date Report- June 30, 2024

Mr. Bonin explained that the Expenditure Report was preliminary because invoices for purchases/services through June 30, 2024 were continuing to come in. Therefore, he stated that he would be providing additional June 30, 2024 Expenditure Reports as invoices were paid and the numbers were updated.

Councilor Saccone questioned the last day that Fiscal Year 2023/2024 Invoices could be submitted for payment. Mr. Bonin stated that the town tries to get all of the Invoices paid by mid-August; however, he stated if an invoice for June services was not received until September that it would need to be recorded in the June 30, 2024 Expenditures.

**RESULT:** CONTINUE

#### VII. NEW BUSINESS

1. MOTION to grant a Bid Waiver to Oak Hill Controls from Bethlehem, PA, a sole source provider, in the amount of \$29,535 to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility.

In addition, transfer and appropriate ARPA funding in the amount of \$29,535 for said purpose. Source of ARPA funding transfer to be determined.

Moved by Councilor Saccone, seconded by Councilor Buhle

Discussion: Councilor Saccone stated in talking with Wastewater Supervisor Steve Banks he explained that the current RDT Panel was obsolete, and that parts were no longer available for repairs. He stated that the failure of the RDT Panel would result in a significant increase in the cost for the removal of solids and wastewater at the Highlands Wastewater Treatment Facility noting that \$25,000 has been annually budgeted to dispose the solid waste.

Councilor Saccone noted the photographs of the Rotary Drum Thickener Panel (RDT) and were attached to the Agenda on the meeting portal. He explained that this machine separated the wastewater from the solid waste. He stated should this machine break down, the cost to get rid of the wastewater and solid waste would increase ten-fold.

Councilor Saccone went on to explain that touch screen that operated the Rotary Drum Thickener Panel (RDT) was also outdated and that parts were no longer available to repair the panel screen should it breakdown. He stated because Oak Hill Controls was the sole Integrator/SCADA Specialist that a Bid Waiver has been requested to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility. He stated the Water Pollution Control Authority (WPCA) has requested American Rescue Plan Act (ARPA) Funding be allocated for this project.

Mayor Allyn, III, stated the Finance Committee would discuss the status of the current ARPA Projects later this evening. However, he noted there was about \$120,000 of ARPA Funding that could be redirected to be used toward other projects such as rebuilding the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility.

Mayor Allyn noted the following as potential funding under-runs that could be used toward other initiatives:

- ✓ ***Youth Mental Health Counseling Services \$190,000*** - Mayor Allyn stated that based on the historical usage to pay for the Clinician there may be as much of \$100,000 that would not be expended from the original \$190,000 allocation for the Mental Health Counseling Services.
- ✓ ***Electric Vehicle Charging Stations \$20,000*** - Mayor Allyn stated the town was not able to get private property owners in Gales Ferry to commit to hosting Electric Vehicle Charging Stations. He stated that the hope was that some Electric Vehicle (EV) Charging Stations would happen organically. He also noted that because many of the incentives to install Electric Vehicle Charging Stations were no longer available that Eversource has decided not to invest in Electric Vehicle Charging Stations in Connecticut, because they did not like the State's position on energy.

Councilor Ryan asked Mayor Allyn whether the \$120,000 (\$100,000 Mental Health Counseling; and \$20,000 Electric Vehicle Charging Stations) that he believed would be available to be redirected toward other projects was in addition to what would be remaining from the Ledyard Center Sewer Line Extension Project. Mayor Allyn responded to Councilor Ryan stated that was correct. He explained they were actively working on Phase II (Ledyard Center); and Phase III (High School to Pennywise Lane) of the Sewer Line Project. He stated that Public Works Director/Town Engineer Steve Masalin expected to receive a tighter number on the Design and Engineering Costs from Weston & Sampson Engineers; and that they

may have a solution for Phase II (Ledyard Center).

Mayor Allyn continued by addressing the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility, noting that although it was still working and doing the job it was about 25 - 30 years old; and as Councilor Saccone mentioned parts were no longer available for repairs. Therefore, he stated that the long term plan would be to overhaul the Highland Wastewater Treatment Facility which would be costly. He stated Stonington was spending about \$90 million to overhaul their wastewater treatment facility and that Norwich was spending about \$50 million. He stated that he appreciated what Wastewater Supervisor Steve Banks and his Team have been able to do at the Highland Wastewater Treatment Facility to keep it operating.

Chairman Rodriguez questioned what Mayor Allyn thought the cost would be to overhaul the Highland Wastewater Treatment Facility. Mayor Allyn stated that he would ask Wastewater Supervisor Steve Banks what the cost would be if they had to do a major upgrade.

**VOTE: 3 - 0 Approved and so declared**

Finance Director Matthew Bonin questioned which ARPA Project the Finance Committee wanted to take the \$29,535 from to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility. The Finance Committee agreed that they could decide where the funding would come from when they discussed Old Business Item #1 regarding the American Rescue Plan Act (ARPA) Projects later this evening.

**RESULT: RECOMMENDED FOR APPROVAL**

**MOVER:** Tony Saccone

**SECONDER:** Jessica Buhle

**AYE:** 3 Saccone, Buhle and Ryan

2. MOTION to grant a Bid Waiver MSS Electronics, Inc, White Plains, New York in the amount of \$22,710 to upgrade electronic lock system at the Emergency Services Building on Fairway Drive to be paid from Account # 21020501-57300 (Ledyard Fire Company - New Equipment).

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Director of Emergency Management/Fire Marshal Jim Mann provided some background noting that the locking system at the Emergency Services Building was original to when the \$3,250,000 facility was constructed in 2003. He stated last November, 2023 the locking system crashed; however, he stated although MIS Director Justin Dube was able to help get the system working, he suggested that because the software was outdated that it needed to be upgraded.

Mr. Mann went on to explain during the Fiscal Year 2024/2025 budget preparation process that he solicited pricing information from multiple lock/key vendors to

upgrade the current Keri Lock System at the Emergency Services Building on Fairway Drive. He stated the current vendor, Keri Systems, was now only installing cloud based systems and therefore, they did not respond when he asked about a system that was not cloud based, noting that he was looking to avoid a cloud-based system due to the reoccurring monthly cost. He stated the only vendor that responded, who was willing to install a non-cloud-based system, was MSS Electronics, Inc., from White Plains, New York, noting that they provided a quote in the amount of \$22,710.

The MSS Electronics, Inc., S2 Card System would include the following:

- S2 Netbox Controller with 16 reader capacity software and two reader capacity
  - built in
- 4-S2 Car Access Reader Board with 2 reader capacity
- 2-Altronix Access Control Power Supply
- 1 Misc Connectors
- MSS on Site System Labor for mounting all equipment and reassignment of readers, etc., and the mounting of the new Power Supply, System Testing, Programming and Training.

Mr. Mann continued to explain that MSS Electronics has installed the locks at the schools in town noting that the system was good for five years and that after that they would have to update the software when needed.

Councilor Saccone questioned whether they would need to get new key fobs if they could still use their current key fobs. Mr. Mann stated they would be able to use their current key fobs and readers. He stated this was the best deal he believed they could get.

Councilor Buhle addressed the process, noting that Mr. Mann talked with three vendors therefore, he questioned the reason for the Bid Waiver.

**Background:**

In accordance with Ordinance \$200-001 “*An Ordinance for Purchasing for the Town of Ledyard*” the purchasing thresholds were as follows:

- Less than \$4,999 -No bids required; no quotes required; assumes buyers will seek lowest available cost.
- \$5,000 - \$14,999 -**Three (3) quotes** required or a bid waiver from Town Council. Written record of quotes or Town Council bid waiver action to be attached to electronic purchase order.
- \$15,000 +- **At least three (3) proposals** required through an open and advertised competitive bid process for construction projects, equipment, supplies, and professional services other than legal services.

Because the cost to upgrade electronic lock system was over \$15,000 that three proposals were required. Therefore, a bid waiver was in order.

Councilor Ryan stated based on the information Mr. Mann provided that MSS Electronics, Inc., was the only vendor that could meet the specifications requested for the system in a timely manner. Mr. Mann stated that Councilor Ryan's understanding was correct, and he noted that he spoke to the company yesterday; and although the bid price was only good for 30-days that they understood there was an approval process required; and therefore, their price would remain as proposed.

**VOTE: 3 - 0 Approved and so declared**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**AYE:** 3 Saccone, Buhle and Ryan

3. MOTION to adopt a proposed "An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard" as presented in the draft dated May 14, 2024.

DRAFT: 5/14/2024

Ordinance #200-XXX

AN ORDINANCE  
PROVIDING TAX RELIEF FOR GOLD STAR FAMILIES  
IN THE TOWN OF LEDYARD

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

Section 1: Authority

Pursuant to the authority of P.A. 17-65 enacted on October 1, 2017 "*An Act Concerning Municipal Option Property Tax Exemption for Gold Star Parents and Spouses*" there is hereby established "*An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard*".

Section 2: Purpose

To provide an exemption from property tax for property that is owned by a parent whose child was killed in action, or by the surviving spouse of a person who was killed in action, while performing active military duty with the Armed Forces, as such term is defined in Subsection (a) of Section 27-103 of the Connecticut General Statutes, as amended.

Section 3: Eligibility for Exemption

To be eligible any parent or surviving spouse of a service member killed in action while performing active military duty the following conditions must be met:

- (a) Application: Completed application shall be filed with the office of the Tax Assessor.
- (b) Residency: Persons qualified for a benefit under this Ordinance is a parent or surviving spouse who own real property located in the Town of Ledyard, or who are liable for the payment of taxes thereon under Section 12-48 of the General Statutes, and occupy the property as his or her principal residence at least 183 days of each year; and the time the application is made, and at all times during which the parent or surviving spouse is receiving an exemption pursuant to this Ordinance, the parent or surviving spouse shall be living in the Town of Ledyard.
- (c) Qualifying Income: The parent's or surviving spouse's total adjusted gross income, as determined for purposes of the federal income tax, plus any other income not included in such adjusted gross income, shall not exceed the sum of the maximum qualifying income for individuals if unmarried, or jointly with spouse if married, as set forth in Section 12-817 of the Connecticut General Statutes.
- (d) Surviving Spouses: The surviving spouse must have been legally married to the person who was killed in action at the time of such person's death, in accordance with Title 46b; Chapter 815E, of the Connecticut General Statutes, as amended.
- (e) Parents: If both parents of any such child killed in action while performing active military duty with the Armed Forces are domiciled together, only one such parent shall be entitled to the exemption from property tax provided for under this section.

If both parents of any such child killed in action while performing active military service with the Armed Forces are not domiciled together, both parents shall be eligible to receive the exemption provided for under this section.

#### Section 4: Amount of Exemption; Certified List

- (1) The exemption of property shall be in an amount of up-to \$20,000, or 10% of the assessed value of the property owned by the surviving spouse or the parent(s) of a child who was killed in action.
- (2) The exemption provided under this Ordinance shall be in addition to any exemption to which an eligible parent or surviving spouse may be entitled under Section 12-81 of the Connecticut General Statutes, as amended.

No such eligible parent(s) or surviving spouse entitled to exemption under Section 12-81 or 12-81g of the Connecticut General Statutes and this section shall receive more than one such exemption.

- (3) The Assessor shall annually make a certified list of all such parents or surviving spouses who are found to be entitled to an exemption, which list shall be filed in the

office of the Town Clerk in the Town of Ledyard.

Section 5: Application Procedure and Requirements.

- (1) Any parent whose child was killed in action or the surviving spouse of a person who was killed in action (the "applicant") submitting a claim for an exemption of property tax under this Ordinance shall submit an application, on a form prepared by the Tax Assessor, to the Tax Assessor's Office not later than October 1st (the "application").

The application shall include a copy of the two recorded affidavits described in Subsection 2(a)(b) of this Section, and the applicant's federal income tax return, or in the event such a return is not filed, such evidence related to income, as may be required by the Tax Assessor, for the entire calendar year ending immediately prior to the October 1st in which the application for exemption is made.

- (2) The applicant shall also file with the office of the Town Clerk at least two affidavits, in such form as approved by the Tax Assessor, of two (2) different disinterested persons stating the following:
  - (a) The deceased child or spouse was killed in action while performing active duty with the Armed Forces, as defined in Section 27-103(a) of the Connecticut General Statutes; and
  - (b) That the applicant is the parent or surviving spouse of the person who was killed in action.
- (3) The affidavits shall be recorded in full in the office of the Town Clerk, free of charge, and such recording shall list the name of such parent or surviving spouse claiming the exemption.

No exemption shall be granted unless the affidavits have been recorded in the office of the Town Clerk; and until the application has been deemed complete by the Assessor's Office.

Section 6: Renewal and Termination of Exemption, Penalties.

- (1) The applicant shall be required to reapply for this exemption on a biennial basis. The failure of the applicant to reapply for this exemption on a biennial basis shall result in the termination of the applicant's exemption.
- (2) When an exemption has been granted, the applicant shall, in the assessment year immediately following the date of approval, be presumed qualified for such exemption.

- (3) On a biennial basis, during the year immediately following the approval of an applicant's exemption, the Tax Assessor may, by August 1st, notify each parent or surviving spouse presumed to be qualified for such exemption in writing, and if any applicant has income in excess of the maximum allowed under Section 3(b) this Ordinance, such applicant shall notify the Assessor on or before the next October 1st and shall be denied the exemption for the assessment year immediately following and for any subsequent year until such applicant has reapplied and again qualified for such exemption.

The failure of the Assessor's Office to send such notice by August 1st shall waive the requirements of this Section for that assessment year, and the applicants presumed to be qualified for the exemption shall continue to receive an exemption for such assessment year.

- (4) Any notice under this section shall be deemed effective if it was mailed by regular mail to the applicant's last known address on file in the office of the Tax Collector.
- (5) If at any time it is determined that the applicant has obtained the exemption set forth in this Ordinance improperly, or was based on any misrepresentation or fraud, then upon discovery of such fact by the office of the Tax Assessor, the exemption shall be terminated immediately and the applicant shall make payment to the Town of Ledyard in the full amount of the property tax loss related to such exemption improperly taken within 30- days of such written demand from the Town of Ledyard.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. Effective Date

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

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

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

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III., Mayor

Published on:

Effective Date:

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

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History: The State of Connecticut adopted Public Act #17-65 “An Act Concerning a Municipal Option Property Tax Exemption for Gold Star Parents and Spouses” in 2017. To provide families who lost a child or spouse in the line of duty with some tax relief the Town Council adopted the “An Ordinance Providing Tax Relief for Gold Star Families In the Town of Ledyard” on: \_\_\_\_\_

Moved by Councilor Buhle, seconded by Councilor Saccone

Discussion: Councilor Saccone stated the proposed “An Ordinance Providing Tax Relief For Gold Star Families in the Town of Ledyard” was an appropriate way to recognize the unfortunate loss of a family member in the military. He stated the tax relief amounts were based on legislation.

Chairman Rodriguez stated the eligibility requirements were enacted on October 1, 2017 with the adoption of P.A. 17-65 “An Act Concerning Municipal Option Property Tax Exemption for Gold Star Parents and Spouses”: She explained families who have lost a service member that was killed in action, while performing active military duty, would be eligible to apply for the tax relief program. She also noted that there was a Application that the surviving spouse or parent would need to complete.

**VOTE: 3 - 0 Approved and so declared**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Tony Saccone

**AYE:** 3 Saccone, Buhle and Ryan

- 4. MOTION to adopt a proposed “Municipal Certification of Resolution Authorizing the Town of Ledyard To Opt-In to the Small Town Economic Assistance Program” as presented in the draft dated July 9, 2024.

**Res: 003-2024/Jul 24**

DRAFT: 7/9/2024

MUNICIPAL CERTIFICATION OF RESOLUTION  
 AUTHORIZING THE TOWN OF LEDYARD TO OPT-IN  
 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

I, Patricia A. Riley, Town Clerk of the Town of Ledyard, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at the Ledyard Town Council of said municipality at their Meeting held on July 24, 2024.

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RESOLVED, that Mayor Frederic B. Allyn, III, is hereby authorized to submit this Resolution as a written notice to Office of Policy and Management (OPM) to express the Town of Ledyard’s interest to exercise its Opt-In provision to be eligible to submit grant requests under the Small Town Economic Assistance Program (STEAP).

BE IT FURTNER RESOLVED, that the Opt-In Provision under the Small Town Economic Assistance Program (STEAP) shall be for the four-year period following the submission of such notice to the Office of Policy and Management (OPM) and may be extended for an additional four-year period in accordance with the same procedure.

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

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

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I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I Do FURTHER CERTIFY that Mayor Frederic B. Allyn, III is the Mayor of the Town of Ledyard, and has been since May 7, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Ledyard this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

(seal)

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

Moved by Councilor Buhle, seconded by Councilor Ryan  
Discussion: Mayor Allyn, III, explained to be eligible to apply for Small Town Economic Assistance Grants (STEAP) that every four years the town had to adopt a Resolution to “Opt-In”. He stated currently there was no STEAP Grant Funding available, explaining that Governor Lamont has not yet chosen to offer STEAP Grants this year. He stated by adopting the proposed Resolution to Opt-In that Ledyard would be readily able to apply for STEAP Grants should they become available during the next four years.

**VOTE: 3 - 0 Approved and so declared**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Tim Ryan

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

- **Grant Applications:**

Councilor Buhle stated that it would be helpful to make a list of available Grant Programs so that the town would be prepared to submit projects, when grant opportunities become available. She noted as an example the *COPS Law Enforcement Technology and Equipment Grant* that the town applied for earlier this year through the Congressionally Directed Spending initiative, to replace the \$240,000 Ledyard Dispatch Emergency Communications CAD/RMS System. She stated although Ledyard has not been award the grant yet, their Application has been selected and was moving through the process.

Councilor Buhle suggested the Finance Committee discuss available grants and projects at every meeting for the following purposes: (1) To be aware of the types of grants that were available; (2) To know when each of the grant applications were open during the year; and (3) To be prepared and have projects ready that would qualify for each particular grant program. She noted as an example that the Congressionally Spending Grant Application was due in April each year.

Mayor Allyn, III, stated that Ledyard has worked to have projects ready for when Grant opportunities became available, noting that the Town received a total of \$8-9 million in grant funding for a number of projects that included STEAP Funding, LoTCIP Funding, CDBG Funding. He stated these grant programs provided for projects that ranged from the improvements at the Kings Corner Manor, Senior Housing Facility, to the replacement of the Lantern Hill Road Bridge and Culverts, to the Multi-Use Pathway, etc. He stated that some projects have been completed and that others were currently underway. He stated that the town has not shied away from seeking grants and that they needed to continue to do that.

**RESULT:** DISCUSSED

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.

Finance Director Matthew Bonin noted that he provided an updated ARPA Spreadsheet regarding the completed projects, projects in progress, and projects not started.

The Finance Committee, Mayor Allyn, III, reviewed and discussed the following Projects:

- MOTION to add Rebuilding the Rotary Drum Thickener Panel (RDT) at the

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Highland Wastewater Treatment Facility at a cost of \$29,535 to the American Rescue Plan Act (ARPA) Projects List.

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: Councilor Buhle noted that the Finance Committee discussed the need to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility earlier this evening (VIII. New Business Item #1- see above).

**VOTE: 3 - 0 Approved and so declared**

The finance Committee and Mayor Allyn, III, discussed the status of the following ARPA Projects as potential funding sources to facilitate the \$29,535 Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility.

- Electric Vehicle Charging Stations - Balance: \$20,000.  
Mayor Allyn, III, explained that the town has not been able to find a willing host to locate the Electric Vehicle (EV) Charging Stations in Ledyard. Therefore, he stated they could release the \$20,000 that was allocated for the Electric Charging Stations to be used toward other initiatives.

Mayor Allyn went on to explain the town found that it was going to be challenging to place the town's Electric Vehicle (EV) Charging Station equipment on someone else's property through a lease type of arrangement.

Chairman Rodriguez questioned whether they could use town property for the Electric Vehicle Charging Stations, such as the Gales Ferry Library, or the Town Hall. Mayor Allyn responded noting that the location of the Gales Ferry Library, and Senior Citizens were not in a highly visible, traveled area. He stated Town Hall was a possibility, noting that he had considered installing an EV Charging Station in-front of Town Hall in the parallel parking areas on Route 117. However, he stated because it would be in the Department of Transportation (DOT) right-of-way that the Town would need to obtain an Encroachment Permit and a Lease with the State. He also explained that Eversource recently pulled back the incentives to install the EV Charging Stations in the State of Connecticut. However, he stated EV Charging Stations were starting to happen organically on private property without government intervention, noting that they were being installed by private investors, in areas such as Olde Mystic Village, at Starbucks, and Johnny's Peking Tokyo, etc.

- Youth Mental Health Clinicians Balance: \$175,000 (\$148,502 + \$26,500 (Encumbered))  
Mayor Allyn stated that initially \$190,000 was allocated from the ARPA Funding to support Youth Mental Health Clinicians. However, he stated because only about \$14,090 has been spent to provide services to-date; and based on the current caseload that they were projecting to have approximately \$100,000 left at the end of 2026. Therefore, he suggested that they could consider leaving \$75,000 earmarked for Mental Health Services, which at the current usage rate would provide for two years of services.

Chairman Rodriguez stated with the addition of the \$335,857 Sandy Hollow Guiderail Project (replaced 1.5 miles of Guiderail) to the ARPA Projects List that it was her understanding the ARPA Funding for was over expended.

Mayor Allyn stated that the ARPA Spreadsheet was showing a negative balance of \$54,312. He stated with adding back \$20,000 from the Electric Vehicle Charing Stations; and \$100,000 from the Youth Mental Health Clinicians, and with using \$29,535 for the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility, that the ARPA Funding would no longer have a deficit.

Chairman Rodriguez stated during a Youth & Social Services Board meeting Police Officer Dan Grimm stated that he would like to see the town provide Mental Health Services for Adults. Chairman Rodriguez stated that she thought Officer Grim had a good idea, and that it would have been a nice use of these ARPA Funds. Mayor Allyn stated the Mental Health Services Program never really go going, and he explained when Clinician Pat Frost took over from Kate Sikorski-Maynard, that she diligently worked with the thirteen students. He stated most of the cases focused on helping the kids to get back on their feet both academically and mentally in the aftermath of the COVID-19 Pandemic. He stated Ms. Frost worked with all the students, explaining that after several sessions with each student that Ms. Frost benchmarked them and determined that many of the kids were no longer in need of services at that time; and the students agreed. He stated currently Ms. Frost had one case in the Ledyard Public Schools. He stated in advance of the Summer Vacation, that Ms. Frost reached out to all of the schools to let them know that she was available to provide services; and to inquire about the need for services for incoming students. However, he stated that only one student accepted the Clinical Services over the summer months; and that the schools did not indicate that they had any students coming in for next school year that was in need of Mental Health Services.

Councilor Buhle addressed the need for Mental Health Clinicians at their elementary schools. She stated that currently the Clinician at the Gales Ferry School had a full workload (9 cases); and there was a waiting list for children that needed services. Therefore, she questioned whether Clinician Pat Frost was in the right school. Mayor Allyn stated although Ms. Frost was working out of the Middle School; that she was not limited to the Middle School. Councilor Buhle questioned whether they could use these ARPA Funds to put Mental Health Clinicians at the elementary schools in town. Mayor Allyn stated the town has given the Board of Education a pot of ARPA money and a Mental Health Clinician, noting that it was incumbent on the Board of Education to utilize the assets they have been provided. He suggested this message be delivered to the Board of Education that they have a Mental Health Clinician that has been assigned to the School District; and that ARPA Funding was available for students who need these services. He stated that it was up to the School Principals and Staff to see that the Mental Health Services and Funding was being utilized at the

schools where the services were needed.

- MOTION to approve the following adjustment to American Rescue Plan Act (ARPA) Projects List:

- ✓ Remove - Electric Vehicle Charging Stations \$20,000; and restore the \$20,000 to the overall ARPA Project Budget.

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: See above.

**VOTE: 3 - 0 Approved and so declared**

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: Councilor Buhle stated based on concerns that she has been hearing from parents of elementary school kids that the Mental Health Clinicians had a full workload (9 cases); and because there was a waiting list for children that needed services, that it led her question whether the ARPA Funding for Youth Mental Health Clinician Services was being used where services were needed. Therefore, she suggested that they have more Clinicians at the other schools in town as well. She noted the services that were provided during the school day by the Child & Family Agency, stating that it was a great program. She stated that elementary school kids do not want to get out of school and then have to go to a Therapist Office. She stated if these kids were going to go to therapy that they want it to be part of their school day, explaining that they feel included, and they do not miss a lot of school. Therefore, she stated the ARPA Funding would provide an opportunity to expand services for their students, that would be in addition to the programs provided by the Child & Family Agency. She stated if they were currently budgeting for 50 hours per month that would provide 12-hours per week, which would help with the number of elementary students on the wait list.

Board of Education Member Earl (Ty) Lamb stated that he was taking notes regarding the ARPA Funding and Mental Health Services available for students in-need of services. He asked whether the Finance Committee could table tonight's discussion to provide time for him to bring this information to the Board of Education and for the Board of Education to provide a recommendation, if they have not been using the funding, as has been suggested.

Mayor Allyn stated that he has had multiple conversations with Superintendent Hartling regarding the ARPA Funding and the availability of Clinician Pat Frost. He noted that Mr. Hartling stated that they would put Ms. Frost to use; or the town could send the ARPA money over to the Board of Education. Mayor Allyn stated because the Town and the Board of Education each received APRA Funding that he was not comfortable with just sending the ARPA Funding to the Board of Education. He stated the General Government had a good method in how they used their ARPA Funding and that he wanted to continue that process.

Mayor Allyn went on to state at this time his concern was that they have an active

need at the Wastewater Treatment Facility, that they do not have the ability to fund.

Councilor Garcia-Irizarry stated last Fiscal Year 2023/2024 the Board of Education budgeted for seven Social Workers. However, she stated in Fiscal Year 2024/2025 the Board of Education did not budget for any Social Workers.

Councilor Buhle stated they need to explore expanding the Mental Health Services Program to include adults in their community. She stated Mental Health was such a great initiative and important issue; and that she would not like to see the town chop away at these services. She stated with a \$4 million Annual Budget that the town could find a way to prioritize these needs. She stated if the students do not want to utilize the Mental Health Services, that they could find people in their community who need the help and support.

Councilor Saccone stated the Mayor has done his due diligence in reaching out to the School District, noting that he was ready to vote on this item.

Finance Director Matthew Bonin noted per New Business Item #1 the authorization to transfer and appropriate the \$29,535 needed to rebuild the Rotary Drum Thickener Panel (RDT) at the Highland Wastewater Treatment Facility was addressed, explaining that a separate motion was not required.

**VOTE: 3 - 0 Approved and so declared**

**RESULT: CONTINUE**

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

Mayor Allyn, III, stated SERAC was a Regional Resource that provided a number of services, including counseling services. He stated that he would invite SERAC to give a Presentation to the Town Council. He went on to note at their September 27, 2023 meeting the Town Council allocated \$36,100 from the National Opioid Settlement Funds to Ledge Light Health District/Ledyard Prevention Coalition to implement programs to address opioid use disorder and prevention, and to expand access to intervention, treatment, and recovery options.

Mayor Allyn went on to note that the Opioid Settlement money would continue to be received until 2037; and that they need to continue to allocate funding to partner with Regional Agencies to get the money out into the community to start helping people.

Councilor Buhle noted at the Finance Committee's June 6, 2024 meeting she suggested using some of the Opioid Funding to purchase Narcan to distribute to people at the

Farmers Market.

Chairman Rodriguez stated the Brian Dagle Healing Hearts Foundation, from Niantic, would be attending the August 21, 2024 Farmers Market, and she noted that she would ask Ledge Light Health District/Ledyard Prevention Coalition if they could bring Narcan to hand out that evening as well. Mayor Allyn explained that the Town could provide the funding to Ledge Light Health District to purchase the Narcan to hand out at the Ledyard Farmers Market.

Councilor Saccone questioned whether the Emergency Narcan Kits that Ledge Light Health District/Ledyard Prevention Coalition installed at the Gales Ferry Community Center and the Town Green in Ledyard Center have been used. Mayor Allyn stated that the Ledyard Prevention Coalition Kerenza Mansfield has been routinely having the Emergency Narcan Kits checked to restock the boxes; however, he stated to-date the supplies have not been used.

School Superintendent Jason Hartling joined the meeting remotely at 6:08 p.m.

**RESULT: CONTINUE**

3. Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 “An Act Concerning Solid Waste Management” in accordance with “Resolution Regarding Revenues Received from Beverage Container Surcharges” (Nip Bottle Revenue) adopted on June 8, 2022.

Mayor Allyn, III, stated Public Works Director/Town Engineer Steve Masalin informed him that he would have an update regarding the purchase/lease of a Street Sweeper to present to the Finance Committee at their next meeting.

Councilor Saccone noted that recently Groton talked about having people collect the nip bottles from the roadside, which they could turn in and be paid for the bottles from the Nip Surcharge Revenues. He stated he was not in-favor of kids collecting nip bottles from the roads. Mayor Allyn stated that the former Finance Committee discussed a similar proposal for non-profit organizations to collect the nip bottles in zip lock bags, and based on the bags that they would be paid from the Nip Bottle Surcharge Revenues.

Councilor Buhle stated that the Finance Committee also previously discussed the Adopt a Road Program that Montville implemented to clean up the nip bottles from the roads. However, she stated that she was not in-favor of this type of program, because of liability concerns. She also noted that the roads that had the most nip bottles, were also the busiest roads.

Councilor Garcia-Irizarry provided an update regarding the Blue Earth Compost PILOT Program Ledyard implemented on July 1, 2024. She stated the six-month PILOT Program would remove Food Waste from the household waste stream, which would help to reduce the town’s tonnage and reduce their tipping fees for the disposal of trash.

Councilor Garcia-Irizarry went on to explain that the Blue Earth Compost Starter Kits were available and could be picked-up at the Transfer Station. She noted the Starter Kit included a 6-gallon compost pail and 25-compostable bags. She explained that residents would need to bring their Food Waste to the Transfer Station and dispose of it in the Collection Carts stating that Blue Earth Compost would then pick-up the Food Waste on weekly basis. She noted that the Starter Kits were being given for free to 100 residents on a first-come, first-serve basis; and that she would be at the Farmers Market on August 21, 2024 to distribute the Compost Starter Kits.

**RESULT:** CONTINUE

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

School Superintendent Jason Hartling stated that he joined the meeting because he received a message that the Finance Committee had some questions this evening; and he that asked how he could help,

Councilor Buhle stated during the Finance Committee's discussion regarding VI. Old Business Item #1 "*American Rescue Plan Act (ARPA) Funding*" the Finance Committee was reviewing the General Government ARPA Allocations relative to the initiatives that were coming-in under the allocated amount in an effort to reappropriate those funds to other initiatives. She stated among the ARPA Allocations that \$190,000 was earmarked for Youth Mental Health Counseling Services (see above).

Councilor Buhle continued by noting that the General Government ARPA Mental Health Services Funding was providing for a Clinician at the Middle School. However, she questioned whether the Clinician could travel to the elementary schools, instead of the students having to travel to the Middle School for services.

Superintendent Hartling explained that the Mental Health Clinician that was being paid with the General Government ARPA Funding was currently traveling between the High School and Middle School. He stated Clinician Pat Frost was not comfortable with administering services to younger age children. He stated that he has worked with Social Services/Administrator of Nursing Karen Goetchius along with the Middle School Principal Mr. Early and High School Principal Ms. Fagin to ask whether they had students in-need of services that they could refer to Clinician Ms. Frost. He noted that last year they had a number of students receiving services and that Clinician Ms. Frost worked through the caseload.

Mr. Hartling stated if they could find other Clinicians that would like to work for the town that they could certainly use them, noting that there was a need for Mental Health Services at the Juliet W. Long School and Gales Ferry School. He stated the elementary schools did not receive the "*Continuation Award*" from the State of Connecticut, and they also lost the Child & Family Agency Community Health Center Clinician for that campus, noting that the other campuses did receive the Child & Family Agency Funding this year. He stated that he was working with State Senator Cathy Osten to try make sure funding would be appropriated to the Child & Family Agency. He stated it was his understanding that the Department of Public Health (DPH) received money to open new Community Health Clinics; but did not receive funding to keep the Clinics that they had

recently opened funded. Therefore, he stated that Child & Family Agency sought other funding sources which provided funding for all of Ledyard’s other school campus, except for the Juliet W. Long School and Gales Ferry School. He stated that there was no explanation as to why the Department of Public Health (DPH) did not provide funding, noting that the Child & Family Agency was as puzzled as the Board of Education was.

Board of Education Member Earl (Ty) Lamb stated earlier this evening (Informational Items - see above) the Finance Committee discussed School Superintendent Jason Hartling’s July 15, 2024 letter in which he requested additional revenue received for Fiscal Year 2023/2024 be transferred as follows:

- Agri-Science (ASTE) \$39,502 transfer to Account #22570101 (BOE ASTE CNR)
- Impact Aide \$304,635 transfer to Account #22570101 (BOE CNR Reserve Fund).

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Mr. Lamb asked Mr. Hartling if he could provide some background on how these funds would be used.

Superintendent Hartling explained that the additional \$304,635 Impact Aid would be used to fund projects in the Board of Education’s Capital Plan that was already submitted, that the Board of Education would approve.

**RESULT: DISCUSSED**

The Finance Committee agreed to revisit the ARPA Projects Funding pertaining to the Youth Mental Health Services. (See Old Business Item #1 above)

**IV ADJOURNMENT**

The Finance Committee agreed to cancel their August 7, 2024 meeting and to schedule a Special Meeting on August 14, 2024 at 5:30 p.m.

Councilor Buhle moved the meeting be adjourned, seconded by Councilor Ryan.

**VOTE: 3 - 0 Approved and so declared**, the meeting was adjourned at 6:22 p.m.

Respectfully submitted,  
 Anthony Saccone, Sr.  
 Committee Chairman Finance  
 Committee

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