



TOWN OF LEDYARD CONNECTICUT

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

Town Council

~ AMENDED AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, November 9, 2022

7:00 PM

Council Chambers - Town Hall Annex

In-Person: Council Chambers Town Hall Annex

Remote: Information noted below:

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

<https://us06web.zoom.us/j/89514138284?pwd=ZCtCM2wvY1Vib0dKY1hHZUFoNHBpZz09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 895 1413 8284 Passcode: 259221

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

MOTION to approve the Town Council Regular Meeting Minutes of October 26, 2022.

Attachments: [TC-MIN-2022-10-26.pdf](#)

- IX. COMMUNICATIONS

Communications List November 9, 2022

Attachments: [C-LIST-2022-11-09.pdf](#)
[Senior Citizens-DTC-RTC-Reappointment
 Endorsement-2022-11-02.pdf](#)
[RTC Appoint Application-Gallagher- Parks &
 Recreation-2022-11-02.pdf](#)
[Siegel-Miles e-mail-2022-11-07 - Republican Town Cmt- Facebook
 Page Remarks regarding residents.pdf](#)
[Diaz e-mail-2022-11-07 - Republican Town Cmt- Facebook Page
 Remarks regarding residents.pdf](#)
[Action Ltr-Town Council Mtg-2022-10-26pdf.pdf](#)
[Action Ltr-Town Council Mtg-2022-10-26-Town
 Clerk-Rsolutions.pdf](#)
[Appoint ltr-Buhle-Parks & Recreation-2022-10-26.pdf](#)
[Meeting Schedule 2023 Town Council & Committees-Memo -Town
 Clerk-2022-10-27.pdf](#)
[Re Appoint ltr-Angelini-Agricultural Commission-2022-10-26.pdf](#)
[Re Appoint ltr-Ganz-Library Commission-2022-10-26.pdf](#)
[Re Appoint ltr-Hightower-Library Commission-2022-10-26.pdf](#)
[Re Appoint ltr-Martic-Agricultural Commission-2022-10-26.pdf](#)
[Re Appoint ltr-Nash-Library Commission-2022-10-26.pdf](#)
[Re Appoint ltr-Yuhas Agricultural Commission-2022-10-26.pdf](#)
[REQUEST REAPPOINT ENDORSMEENT P&Z-2022-10-24.pdf](#)
[REQUEST REAPPOINT ENDORSMEENT
 P&Z-DTC-2022-10-24.pdf](#)
[Perkins Coie Budget FY 23-24 Request 2022-11-07doc.pdf](#)
[C-LIST-2022-11-09.pdf](#)
[Southeastern Connecticut Water Authority- Issues with Water-
 Jamison-e-mail-2022-011-08.pdf](#)
[Diaz-RTC Juber e-mail-Thread 2022-11-08 - Republican Town Cmt-
 Facebook Page Remarks regarding residents.pdf](#)
[Hurt-Rodriguez e-mail Thread--2022-11-07 - Republican Town Cmt-
 Facebook Page Remarks regarding residents.pdf](#)

X. REFERALS

XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS

1. Administration Committee
2. Community Relations Committee
3. Finance Committee
4. Land Use/Planning/Public Works Committee

Liaison Reports

XII. REPORT OF THE MAYOR

XII. REPORT OF THE MAYOR:

XIII. OLD BUSINESS

XIV. NEW BUSINESS

Administration Committee

1. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for December 14, 2022 at 6:00 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #300-027 (rev 2) “An Ordinance Regulating Parking And Other Activities In Town Roads And Rights-Of-Way And Providing Penalties For The Violation Thereof” as contained in draft dated October 13, 2022.

Attachments: [ORDINANCE - REGULATING COMMERCIAL VEHICLE PARKING ON RESIDENTAL STREETS-2022-06-08.docx](#)
[Sec-7-148-Police-Ticketing & Payment of Fine.doc](#)

Finance Committee

2. MOTION to authorize the Permanent Municipal Building Committee (PMBC) to set the bid rate for the Gales Ferry School and Juliet W. Long School roofing projects at \$50.00 per square foot to account for inflation.

In addition, the Permanent Municipal Building Committee may, with Town Council approval, modify the scope of the “Various School Improvement Projects” to include the replacement of the roofs at the Central Office, Gales Ferry School, and Juliet W. Long School; installation of solar equipment at Gales Ferry School and Juliet W. Long School; upgrades to the building management systems at Gales Ferry School; and electrical and HVAC upgrades at Juliet W. Long School) to stay within the authorized amount \$6,725,000, as approved by the townspeople at the February 22, 2022 town-wide referendum.

Also, the Town Council acknowledges that the Town of Ledyard is aware that the State of Connecticut notified the Board of Education that the State would only provide a reimbursement rate of 75% for the cost of the Gales Ferry School roof. This reduction in State grant reimbursement was based the State’s record that the Board of Education accepted the school in 2006, although the Gales Ferry School project was completed in 2001; therefore, the State believed that school did not meet the State’s the 20-year criteria for full reimbursement.

Attachments: [Gales Ferry School Certificate of Occupancy Dated 2001-08-22.pdf](#)
[Senator Osten -Scheduled meeting State DAS-School Roof](#)
[Projecats-Saums e-mail -2022-10-03.pdf](#)
[Board of Education Roof Proejcts - Saums e-mail -Senator](#)
[Osten-2022-09-17.pdf](#)
[RES-ROOF BOE - SCHOOL FACILITES -2022-01-12-SIGNED.docx](#)
[Projects for May-2022- Bonding.pdf](#)
[Board of Education ASTE Projects - Roof Projects- Increase](#)
[Funding-Superintendnet of Schools ltr-2-22-09-02pdf.pdf](#)

3. MOTION to approve a supplemental appropriation of \$25,000 to Account #10140107-56306 (Tree Removal) from Undesignated to provide adequate funding for ongoing removal of hazard trees in the Town rights-of-way.
4. MOTION to approve two tax refunds in the combined total amount of \$33,831.45 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures

Attachments: [REFUND STUDENT TRANSP OF AMERICA #1](#)
[REFUND STUDENT TRANSPORT OF AMERICA #2](#)

5. MOTION to authorize the Mayor to sign an “Indemnification and Hold Harmless Agreement” between Heather L. Flack, Executor of the Estate of the late Jesse R. Wilcox, Jr., and the Ledyard Historic District Commission for the removal of a mounted mill water turbine located at 1009 Shewville Road, Ledyard, as presented in the draft dated November 2, 2022.

Attachments: [Idemnification Hold Harmless Agreement- Historic Mill Water](#)
[Turbine-DRAFT- 2022-11-02 WDS.pdf](#)

6. MOTION to approve a Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget, as contained in the draft dated November 2, 2022.

Attachments: [Budget letter of directive FY 23-24-DRAFT-2022-11-02.pdf](#)
[BUDGET PROCESS-CHARTER for 2022-2023-DRAFT.pdf](#)

7. MOTION to restate the “Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing” as contained in the draft dated November 2, 2022.

Attachments: [003-2022-Nov 09 RES- RESTATED CDBG - Kings Coner Manor Senior](#)
[Housing-LEGAL SIZE.pdf](#)
[Ledyard 2020 Award Letter - Kings Corner Manor Housing-FINAL.pdf](#)

Land Use/Planning/Public Works Committee

8. MOTION to adopt a proposed "Resolution of the Ledyard Town Council to Opt-Out of Public Act 21-29 Regarding Multi-Family Parking Spaces And Accessory Apartments" as contained in the draft dated October 17, 2022.

Attachments: [RES-OPT-OUT OF PA 21-29-ACCESSORY DWELLING UNITS PARKING-DRAFT- 2022-10-17-CLEAN COPY.docx.docx](#)
[Public Act 21-29 Accessory Dwelling Units- Planning & Zoning Opt Out Letter and Resolution-2022-10-17.docx](#)
[PUBLIC ACT 21-09- ACCESSORY APARTMENTS .pdf](#)

General Business

9. MOTION to authorize the Mayor to sign the “Nathan Lester House Lease Between the Town of Ledyard and Sharon E and Matthew S. Primett” located at 153 Vinegar Hill Road, Gales Ferry.

Attachments: [Lease- Lester House- Primett 2022.pdf](#)
[Service Ag- Statement of Work- Lester House- Primett 2022.pdf](#)
[Lead paint disclosure form- CT checked.pdf](#)

10. MOTION to approve a proposed “Resolution Amending an Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection For Infrastructure Improvements For Bridges And Dams In the Lantern Hill Valley Region” as contained in the draft dated November 8, 2022.

Attachments: [003-2022-OCT-26-DEEP Funding- Whtford Boork Bridge & Bush Pond Dam.pdf](#)
[Resolution Infrastructure Inprovmnts- Bridge & Dam-Lantern Hill Region -Draft-11-08-2022-State .pdf](#)

11. MOTION to cancel the Town Council Regular meeting scheduled for November 23, 2022 for the Thanksgiving Holiday.

12. Discuss Work Session Items as time permits.

XV. ADJOURNMENT

DISCLAIMER:

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

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-727

Agenda Date: 11/9/2022

Agenda #:

MINUTES

Minutes:

MOTION to approve the Town Council Regular Meeting Minutes of October 26, 2022.



TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

Chairman Kevin J. Dombrowski

MINUTES
LEDARD TOWN COUNCIL – REGULAR MEETING
WEDNESDAY, OCTOBER 26, 2022; 7:00 PM
HYBRID FORMAT
VIDEO CONFERENCE VIA ZOOM

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

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

- II. PLEDGE OF ALLEGIANCE

- III. ROLL CALL –

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

- IV. INFORMATIONAL ITEMS/PRESENTATIONS

Ms. Ann Dagel, from the *Brian Dagel Foundation - Brian’s Healing Hearts Foundation* - Family Suicide Prevention, 461 Main Street in Niantic, thanked the Town Council and Mayor Allyn, III, for the inviting her to their meeting this evening. She noted that she was also a member of the *Connecticut Chapter of American Foundation for Suicide Prevention* and that she served as a Tri-Chair of the *Connecticut Suicide Advisory Board*. Ms. Dagel stated she was grateful to be starting this conversation in Ledyard, noting that suicide was a complex and serious public health problem that can have lasting and harmful effects on individuals’ families and communities. She stated there was not one particular reason that causes a person to want to die by suicide. She stated because they were in such emotional and mental pain that the individual could not think of any other way to end their pain; and only think about ending their life. She stated we have all had experienced with physical pain, noting that they would do whatever it took to alleviate that pain. She explained that it was no different for someone who was experiencing mental health pain, noting that they just wanted to end their pain, and could not think of anything else. She stated 90% of people who die by suicide have either a diagnosed or undiagnosed mental illness.

Ms. Dagel went on to state that language mattered when they talk about suicide. She stated the *Suicide Awareness World* have been working to stop using the word “*Committed*”, explaining hundreds of years ago it was a crime to die by suicide, and therefore, it was referred to as “*Committee Suicide*” . She stated when someone dies from an illness such as cancer, heart attack, etc. society says they died by cancer and so on. She stated because suicide was a mental illness it was no different, noting that the individual “*Died by Suicide*” or that they “*Died of a Brain Disease*” or by “*Depression*”. She stated changing the language that was previously used helped to break down the horrific stigma that surrounds the world of mental health and suicide and that they were working toward helping professionals such as doctors, physiologists, journalists and those in the media to change the language.

Ms. Dagal stated mental health was no different than our physical health. She stated our brain was an organ in our body, and was no different from any other organ in our body. However, she stated our brain was the least researched organ in our body, making it the least organ we know about. She stated although we are learning more about our brain that there was still a lot of work to do.

Ms. Dagal presented the following statistical data:

- Suicide was the twelfth leading cause of death in the United States.
- 45,979 Americans die every year from reported suicide.
- Veterans were at a 1.5% higher risk of suicide.
- 1.2 million people attempt suicide a year.
- One-third of the people lost to suicide were white males age 55 and older. This was the highest demographic that die from suicide.
- During the Covid-19 Pandemic there was a slight decrease of suicide deaths.
- Since the Covid-19 Pandemic there had been an increase in the number of people seeking mental health services.
- Connecticut lost 364 people from suicide in 2020, this was about one a day. More than half of those lost to suicide were by gun.
- Connecticut being a small state, provided for quicker access to hospitals and medical care for those who attempt suicide, compared to larger states, where it could take hours to get to a hospital.
- 85% of Connecticut communities do not have enough mental health care providers to service the people in-need.
- 115 people were exposed to one-single death of suicide, with 1 in 5 people reporting that this experience had devastating impact on them.
- The impact of suicide loss has a ripple effect:
 - First Wave - family, friends, co-workers, people in the school and town community.
 - Second Wave – members of the community, faith group, teachers, staff, students, and service providers.

Suicide Data: Connecticut

Suicide is a public health problem and leading cause of death in the United States. Suicide can also be prevented – more investment in suicide prevention, education, and research will prevent the untimely deaths of thousands of Americans each year. Unless otherwise noted, this fact sheet reports 2020 data from the CDC, the most current verified data available at time of publication (March 2022).

15th leading cause of death in Connecticut

- 3rd leading** cause of death for ages 10-24
- 2nd leading** cause of death for ages 25-34
- 4th leading** cause of death for ages 35-44
- 6th leading** cause of death for ages 45-54
- 9th leading** cause of death for ages 55-64
- 18th leading** cause of death for ages 65+

85.07% of communities did not have enough mental health providers to serve residents in 2021, according to federal guidelines.

Almost **five times** as many people died by suicide in 2019 than in alcohol related motor vehicle accidents.

The total deaths to suicide reflected a total of **5,982 years** of potential life lost (YPLL) before age 65.

50% of firearm deaths were suicides.
30% of all suicides were by firearms.

	Number of Deaths by Suicide	Rate per 100,000 Population	State Rank
Connecticut	364	9.33	45
Nationally	45,979	13.48	

See full list of citations at afsp.org/statistics.

afsp.org/statistics

Suicide Data: United States

Suicide is a public health problem and leading cause of death in the United States. Suicide can also be prevented – more investment in suicide prevention, education, and research will prevent the untimely deaths of thousands of Americans each year. Unless otherwise noted, this fact sheet reports 2020 data from the CDC, the most current verified data available at time of publication (February 2022).

45,979 Americans died by suicide making it the **12th leading cause of death**.

- 3rd leading cause of death for ages 10-19
- 2nd leading cause of death for ages 20-34
- 4th leading cause of death for ages 35-44
- **Over one third** of people who died by suicide were 55 or older

10% of adult Americans have thought about suicide.
1.2 million Americans attempted suicide.

54% of Americans have been affected by suicide in some way.

See full list of citations at afsp.org/statistics.

Men died by suicide **3.9x** more often than females.
Females were **1.8x** more likely to attempt suicide.

54% of firearm deaths were suicides.
53% of all suicides were by firearms.

In 2019, the suicide rate was **1.5x higher** for Veterans than for non-Veteran adults over the age of 18.

90% of those who died by suicide had a diagnosable mental health condition at the time of their death.

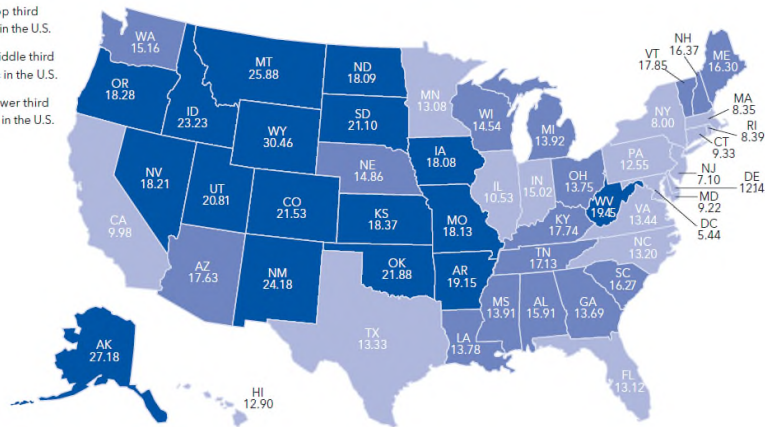
44% of Americans ages 18+ living with a mental health condition received treatment in the past year.

72% of communities in the United States did not have enough mental health providers to serve residents in 2021, according to federal guidelines.

afsp.org/statistics

Suicide Data: United States

- States in the top third of suicide rates in the U.S.
- States in the middle third of suicide rates in the U.S.
- States in the lower third of suicide rates in the U.S.



See full list of citations at afsp.org/statistics.

afsp.org/statistics



Ms. Dagle noted the following Suicide Awareness and Prevention Goals:

- Save the lives of individuals.
- Reduce the factors that increase the risk of suicide.
- Increase the factors that promote resiliency in people.
- Create healthy and strong families and communities.
- Suicide training takes about 90 minutes and was critical to every human being.
 - Ms. Dagle provides training at schools for teachers and for students.
 - Question, Persuade, Refer (QPR) Training – Was designed to help bystanders work with someone who may be in crisis. (Professionals, Teachers, Law Enforcement, Military, and young people).
- Approach was an “All Hands On”

Ms. Dagle stated that she has been working with the Town of Clinton to present “*Clinton Community Conversations*” Program. She stated Clinton’s goal was to have everyone in their community trained on suicide prevention.

Ms. Dagle noted the following warning signs and risk factors in suicide and what we can do:

- Educate ourselves and our communities.
- Start with a conversation like this evening and continue the conversation.
- Understand that talking about suicide would bring a sense of relief to someone because it would breakdown the walls by letting the person know that someone was willing to listen; and that they were cared about.

Ms. Dagle noted a few of the risk factors associated with suicide as follows:

- Mental health condition.
- Serious health condition.
- Traumatic brain injury.

- Environmental factors, which would include the Covid-19 Pandemic, access to the internet, etc.
- Prolong stressful events such as family changes, relationship changes, financial issues.
- Transition periods, a time of rejection.
- Family history of suicide attempts.
- Childhood trauma, abuse, life losses.
- Combination of any of the issues listed.

Ms. Dagle reviewed the following warning signs:

- How a person talks – do they say:
 - *I do not have a reason to live.*
 - *You don't have to worry about me, I am not going to be here any more.*
 - *I want to die.*
- A persons behavior- How do they act:
 - Sudden isolation, or are they not going out socially.
 - Suddenly become very social, seem very happy, and seem to not have a care in the world.
 - Are they giving away their personal items.
 - Appearance, do they not care about how they look.
 - Start or increase the use of drugs or alcohol.
- Person's mood
 - Are they anxious or irritable.
 - Depressed, loss of interest.
 - Are they angry and fly off the handle quickly.

Ms. Dagle provided some background, noting the Brian Dagle Foundation was started in 2014 after they lost their son in 2011. She stated Brian was a sophomore in college and living a college life with tons of friends and family who loved him. However, she stated they did not know how much he was struggling. She stated that they had seen some signs, however, she stated in 2011 she did not know the signs, did not know the language to use; and did not know how to have a conversation with Brian about his struggle. She also stated in 2011 that no one was having conversations about mental health, depression and suicide, noting today in 2022 that they now know how to have those conversations, they know the signs, and have the tools to use. She stated at the Brian Dagle Foundation they offer Suicide Prevention Training Programs. She stated she was passionate about saving lives and anytime she has the opportunity to share their story she does so that other parents would not have to go thru what her family went thru.

Ms. Dagle stated that she was currently working with the Ledyard High School Lacrosse Team on the *LAX to Live* Program. She stated Coach Jim Buonocore has been one of their best advocates, noting the athletes wear special *LAX to Live* tee-shirts to school, noting the shirts start a conversation, because other kids and teachers ask what is *LAX to Live*. She stated the Brian Dagle Foundation has a table at the Lacrosse game with information to hand out. She stated the best part was after the game when they talk to players from both the Ledyard Team and the Visitor's Team. She stated they say to the kids: *"That during the game the players have their teammates back on the field; and that they need to have each other's back off the field as well. If they have a friend who was struggling, ask them if they were struggling and help them get the help they need. Also, if you were struggling that you need to get the help you need too, because it was okay not to be okay. We all struggle with our mental health, just like we all struggle with our physical health. If you have something physically wrong while you were on the field you would tell the Coach immediately; or if you had something physical wrong with you off the field you would not be allowed to play; and it was no different with our mental health."* Ms. Dagle stated by normalizing this conversation with the kids, coaches and families it starts that conversation. She stated the Brian Dagle Foundation has received positive feedback from the students and athletes, noting that the Foundation could see that they make a difference just by having this conversation.

Ms. Dagele stated when she started the Brian Dagele Foundation she wanted to help people with grief because of what she experienced, and she did not want other families to have to go through what she went through. She stated the Foundation offered Grief Support for suicide loss, any type of death, loss of a spouse, loss of a child, loss of people from addiction, car accident, and many other areas. She stated they have a Grief Counselor on staff and their Grief Support Programs were free of charge for people to get the support they need.

She thanked the Town Council for the opportunity to begin this conversation in Ledyard and that she would be happy to answer questions this evening.

Councilor Rodriguez thanked Ms. Dagele for coming to tonight's meeting. She stated this was the second time the Brian Dagele Foundation has come to Ledyard, noting that they joined the Community Relations Committee in bringing information regarding Mental Health Awareness, Depression and Suicide to residents during the August 31, 2022 Ledyard Farmers Market.

The Town Council and Ms. Dagele discussed in further detail the following:

- College students, recognizing that friends were struggling, and suicides on campus.

Some college campuses offer a program to anonymously report that a student was in crisis, and the staff would work with the student.

Ms. Dagele suggested the student have a trusted adult either a parent or someone at the school that they could talk with to get the help needed for their friend and for themselves, noting that it was a significant burden for the student to carry knowing that their friend was struggling. She stated they need to be persistent with their friend and with the school to see that they get the support and services they need, explaining that it may take some time for the student to accept the help. She stated hopefully the school would have a good program where they talk about mental health and normalize the conversation. She stated she has spoken to schools and colleges, including Yale where she did a Question, Persuade, Refer (QPR) Training and they did a role play on how to start a conversation. She stated students have a fear that if they say that they or a friend was struggling with mental health that they may lose a scholarship, or be sent off campus, etc. Therefore, she stated talking with the school to make sure they were getting this conversation out was very important.

Ms. Dagele noted "*Fresh Check Day*" was a signature program of the Jordan Porco Foundation that was an uplifting mental health promotion and suicide prevention event for colleges. The Program included interactive expo booths, peer-to-peer messaging, support of multiple campus departments and groups, food, entertainment, and prizes and giveaways. *Fresh Check Day* aimed to create an approachable and hopeful atmosphere where students were encouraged to engage in dialogue about mental health and help to build a bridge between students and the mental health resources available on campus, in the community, and nationally. She stated at least 200 college campuses throughout the country hold a "*Fresh Check Day*".

- How to open a conversation with at-risk white males age 55 and older.

Ms. Dagele suggested if you think someone was struggling, and think they were at-risk that you let your guard down and be vulnerable to the person. She stated it was not an easy conversation to start, however, she stated if you share some of the things that caused you pain and let them know that you were in a dark place or struggling at one time, and that you recognized that they were struggling too; and that you cared about them and wanted to help them. She stated the conversation could begin by saying "*I know there has been a lot of changes in your life or a lot going on in your life, and that is really hard, and I can see that you are struggling. I'm concerned, I care for you, I want to help you, I want to get the help with you, and I will be with you all the way*".

- Senior Citizens Community and Depression

Ms. Dagle stated the Senior Citizen Community was at-risk because they think they were going to be a burden to others, they have no reason to live, they do not feel a sense of connection to anyone, etc. She noted studies have shown that Senior Citizens would visit their physician about one week prior to attempting to take their life. She stated they were going to see their doctor not for their physical health, but for their mental health. However, she stated doctors do not screen for mental health, noting that Senior Citizens most likely have a litany of health issues, such as high blood pressure, diabetes, aches and pains as we get older. She went on to note the studies have indicated that language mattered. She stated if a medical provider asked a Senior Citizen whether they were depressed that the person would respond “No”. However, if the medical provider asked the person if they felt a little down or felt blue the Senior Citizen would respond “Yes, I feel a little blue”. She stated just by changing the words that made a difference in how the person responded.

Councilor Paul thanked Ms. Dagle for joining the Community Relations Committee at the August 31, 2022 Farmers Market to talk about mental health and for attending tonight’s Town Council meeting. He stated he was passionate about mental health, noting that he was severely affected by suicide. He stated this conversation was really needed. He stated the “Clinton Community Conversations” Program Ms. Dagle was doing was amazing. He stated there was a lot involved in operating a town from the financial and fiscal management, having good schools, maintaining roads, fire and public safety, providing infrastructure and services, etc. However, he stated one of the most important things was to have a Healthy Community. He addressed the importance for the leaders in a community such as elected officials, mayors, selectman, clergy to talk about mental health to break the stigma and normalize the conversation. He stated there was a mental health crisis going on and that the best thing they could do was to talk about it and keep it on the forefront. He stated as Ms. Dagle stated mental illness was no different from a physical illness such as diabetes, and that it was okay. He stated he appreciated all that the Brian Dagle Foundation does and that he was happy that Ms. Dagle was able to take a tragedy and turn it into life for other people.

Ms. Dagle stated at the first “Clinton Community Conversations” 110 were in attendance, and that the community wanted to host another “Conversation” which would be held next week. She stated the Town of Clinton would also be starting a Men’s Group.

Ms. Dagle concluded by noting that the new Mental Health Hotline number was 988, stating that people could call or text the Hotline number. She stated they no longer had to use the long 1-800 number explaining that this phone number was not only for a crisis situation noting that it could be used to connect to mental health resources, or to talk with someone every day, if needed, until the person could get to the support services they needed.

Chairman Dombrowski thanked Ms. Dagle for attending tonight’s meeting and for the very informative presentation.

V. RESIDENTS AND PROPERTY OWNERS – None.

IV. COMMITTEE COMMISSION AND BOARD REPORTS – None.

VI. COMMENTS OF TOWN COUNCILORS

Councilor Saums thanked Congressman Joe Courtney for issuing the *Congressional Record – from the U.S. House of Representatives Proceedings of the 117th Congress, Honoring the Life of Linda C. Davis* who passed after a courageous battle with cancer on December 12, 2021. He stated the Congressional Record got him thinking about their community and he noted as he has mentioned many times, that former Mayor Susie Mendenhall used to have a Volunteer Appreciation Day. He suggested the Town have an annual “I Love Ledyard Day” on Linda Davis’ Birthday, because that was how he thinks of Linda. He stated maybe they could have some facebook activities, where people could share a story about Linda or a small event, like the December 4, 2021 naming the Food Pantry in Linda’s honor. Mayor Allyn, III, stated he loved Councilor Saums’ idea, noting that Linda’s birthday was April 4th and so they had some time to plan an event.

Councilor Rodriguez announced the following upcoming events: (1) Trunk or Treat would be held on Friday, October 28, 2022. She stated set-up was from 4:00 p.m. with the event to begin at 4:45 p.m. for sensory children. She stated Parks & Recreation was in need of volunteers to help with the event; and she asked those who were available to telephone (860) 464-9112; (2) Drug Take Back Day was scheduled for Saturday, October 29, 2022 at the Ledyard Police Department, in Ledyard Center from 10:00 a.m. – 2:00 p.m.

VII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of October 12, 2022

Moved by Councilor Ryan, seconded by Councilor Irwin

VOTE: 8 – 0 Approved and so declared

IX. COMMUNICATIONS

Chairman Dombrowski stated a Communications List has been provided and he noted the referrals listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Ingalls stated although the Administration Committee has not met since the last Town Council Meeting they have a number of items on tonight's agenda.

Community Relations Committee

Councilor Paul stated the Community Relations Committee met on October 19, 2022 and addressed the following: (1) Winter Preparations and Operations – Councilor Paul stated Public Works Director/Town Engineer Steve Masalin would be attending the Committee's November 16, 2022 meeting to give a presentation on the many services the Public Works Department does. He encouraged residents to attend the meeting in-person at the Town Hall Annex Building or join them on-line via Zoom. He stated this would be an opportunity for residents to ask questions such as: "Why do you plow me in after I shoveled out my driveway" or to obtain information regarding mailboxes, etc. He provided Flyers regarding the Public Works Presentation for Councilors to distribute around town.

Finance Committee

Councilor Saums stated the Finance Committee held their hybrid meeting on October 19, 2022. He stated in addition to the items on tonight's agenda the Committee discussed the following: (1) Annual Audit Fiscal Year Ending June 30, 2022 – Councilor Saums noted that Finance Director Matthew Bonin reported the Annual Audit work was continuing and that it was going well; (2) Interest Earnings – Councilor Saums stated Finance Director Matthew Bonin reported that he had been in communication with Dime Bank about the interest the Town was receiving on its accounts with the bank. He stated Dime Bank has agreed for the town to move some money into higher interest yielding accounts. He stated there was good news on this note, and the Mayor would likely have more to say during his report later this evening; (3) American Rescue Plan Act Funding and Status of ARPA Projects – Councilor Saums stated the Finance Committee, the Mayor, and the Finance Director reviewed the ARPA funds that were approved, what has been spent, and what remained to be initiated. He stated about half of the projects were either underway or complete. He noted that Finance Director Matthew Bonin stated for the ARPA Projects that have been completed to-date, there was an excess of \$31,000 in funds that could be spent elsewhere. Councilor Saums stated for other projects, like the Ag-Science VoAg Pole Barn floor the costs have come in more than expected, so they would continue to monitor the status of all projects. He stated the ARPA Projects List could be found in the Finance Committee Meeting Minutes; (4) Board of Education \$6,725,000 Various Projects Including School Roof Projects – Councilor Saums stated although the State has requested and received more information from the Town that the Finance Committee has not received any more information from the State regarding their requested resolution to set an increased estimated per square foot costs for the school roof project. The Town and the Board of Education would continue to pursue this; (5) Public Works Heavy Equipment Capital Plan – Councilor Saums stated that Public Works Director/Town Engineer Steve Masalin attended their meeting and reported that the town's catch basin cleaner and the sweeper were 20 and 22 years old. He stated although they were in fairly good condition, they would need refurbishment work relatively soon or be replaced. He stated because maintaining these pieces of seasonal use equipment has been expensive, that Public Works has decided to liquidate them through GovDeals while they

still had significant value, and to rent equipment or pay for services when needed rather than replace these seasonal pieces of equipment. He stated in return, the Public Works Department determined that acquiring a rubber-tired excavator that could be used throughout the year for multiple purposes would offer a better return on the town's equipment investment. Councilor Saums stated the Mr. Masalin would reflect the changes in his budget for the upcoming Fiscal Year 2022/2023 and present them to the Town Council at budget time. Councilor Saums stated that he appreciated the forethought of the Public Works Director relative to not purchasing and maintaining large pieces of equipment for seasonal jobs that could be achieved through other methods.

Land Use/Planning/Public Works Committee

Councilor Paul stated the LUPPW Committee has not met since the last Town Council meeting. He noted the Committee's next meeting was scheduled for Monday, November 7, 2022.

Water Pollution Control Authority

Councilor Saums stated the WPCA met on October 25, 2022 and addressed the following; (1) Waste Water Treatment Facility Solar Panels – The Solar Panel Operator has only mowed once since the project changed hands. There were a few solar panels that needed to be replaced. Wastewater Supervisor Steve Banks has contacted the Solar Panel Operator to ask them to discuss the Terms of the Agreement; (2) Multi-Model Pathway Project – Councilor Saums stated because Local Transportation Capital Improvement Projects (LOTICIP) Grant Funding was being used to construct the Multi-Model Pathway the State Historic Preservation Office has required an archeological dig along the route of the Ledyard Center Sewer Line Extension. This would involve about 90 - 100 test holes at a cost of an additional \$15,000 for a Phase I Study. He stated if anything significant was found that a Phase II Dig would be required. Also, Groton Utilities provided comments stating that Multi-Model Pathway design plan required a number of changes regarding the location of fire hydrants, and water system infrastructure, as he reported last month. The WPCA has requested the Mayor call a meeting of all parties the week of October 31, 2022 to discuss how the additional costs would be paid, and by whom; (3) Ledyard Center Water Storage Tank Painting – Councilor Saums stated only one bidder provided a proposal in the amount of \$32,500 to paint the roof of the Storage Tank on Route 117. In addition, the bidder provided a \$285,000 quote to paint the entire external structure. Councilor Saums stated although the rest of the Water Storage Tank did not require painting at this time, that painting it would extend the life another ten years. He stated the Water Storage Tank was fifteen years old, noting that they were five years past the time of when they thought it would need to be painted. He stated the WPCA would be requesting a bid waiver in the amount of \$32,500 to paint the top of the Ledyard Center Water Storage Tank. He stated the WPCA has the funding in place for the project and that they planned to start the project in the Spring, 2023.

XI. MAYOR'S REPORT

Mayor Allyn, III, reported on the following: (1) Coastal Mudd Works Pottery Studio Ribbon Cutting – Ledyard Center – Mayor Allyn stated he attended the Ribbon Cutting on October 13, 2022. He stated the owner was a Ledyard resident and that she had some amazing heirloom type of pieces; (2) Groton Elks Lodge Police Awards Dinner – October 14, 2022 – Mayor Allyn stated he attended the event at which Ledyard Police Officer Kyle Dugas received "*The Police Officer of the Year Award*". He stated the Award Dinner included State Police, Local Police from Southeastern Connecticut, and the Prison. He noted the background of the many Police Officers in serving multiple Tours of Duty in Iraq and other places around the world were incredible. He stated we had exceptional Police Officers, noting that Officer Dugas was one of them. He Congratulated Officer Dugas; (3) October 16, 2022 34th Annual Copp Walk – Mayor Allyn stated he spoke at the Annual Event, noting they had a nice turn-out and they have raised a little more than \$500,000 to feed those in need; (4) Gales Ferry District Tax Collection Services – Mayor Allyn stated the Gales Ferry District has asked the Town of Ledyard to provide tax collection services for the District. He stated several years ago the Town had provided these services for them. He noted in more recent years the Gales Ferry District hired a bookkeeper to handle the tax collection services for them, however, the bookkeeper has moved away. He stated he met with Tax Collector Kathy Demicis to discuss the Gales Ferry District's request for tax collection services relative to the town's cost to provide the service. He stated he would keep the Town Council informed as they work thru this process; (5) Building Official Replacement - Mayor Allyn stated he and Southeastern Connecticut Council of Governments (SCCOG) Executive Director conducted interviews to replace the Building Official. He stated Mr. Tom Weber, who had been serving as a Regional Building Official, took a serious fall and has been at Yale New Haven Hospital for a number of weeks, noting that it was highly improbable that Mr. Weber would be returning. He stated it was a very challenging environment for that position, noting that SCCOG posted the position at a

salary range of \$85,000 - \$105,000. He stated they had three Applicants, noting that one candidate did not show up on the day of the interview, and that they would be looking more closely at the other two Applicants. He went on to state that he was thankful for former Building Official Randy Dalton helping out on a consultant basis. He stated if Building Permits were not reviewed and signed that after 30 days they would automatically be approved; (6) Vacant Positions – Mayor Allyn stated Town Hall currently had nine positions posted, which included the Parks & Recreation Clerical Assistant, Mental Health Clinician, 2 Public Works positions, Zoning Enforcement Official who will be retiring at the end of the calendar year, and a per diem Dispatcher to name a few; (7) Atkinson Family Preserve Ribbon Cutting October 22, 2022 – Mayor Allyn stated he spoke at the event noting the Atkinson Preserve was a 200 acre parcel that abuts Groton Utilities and the Historic Nathan Lester House. He stated Dave Atkinson led a Trail Walk with the attendees, noting that it was a beautiful property. He stated parking was available near the Eversource Transmission Lines on Long Cove Road, noting there was map of the trails. He stated this was a regional opportunity, noting Ledyard, Groton Utilities, Avalonia Land Conservancy and the Atkinson Family came together to make this project happen. He stated the Town Council authorized the use of some Open Space Funding and Avalonia Land Conservancy wrote the Open Space and Watershed Acquisition Grants (OSWA); (8) Frontier Communications Fiber Optic Network – Mayor Allyn stated Frontier Communications was moving into Ledyard from Norwich, Mystic, and Preston to install a fiber optic network. He stated the project would cover 100% of Ledyard by December 31, 2022, noting that residents would have the opportunity to have fiber for their telephone, television and internet provider soon. He stated in response to Frontier Communications asking whether there was anything they could do for the town, that he provided photos of the overgrown parcel where the Frontier Station was located on the corner of Stoddards Wharf and Route 117. He stated within a week Frontier Communications took care of the overgrown parcel and he thanked them for their quick response in working to be a good neighbor; (9) Ag-Science Vo-Ag Pole Barn Floor – Mayor Allyn stated the concrete floor was scheduled to be poured next week. He stated the new floor would alleviate the American Disability Act (ADA) accessibility issues, noting that it would be a great benefit for folks with canes, walkers, strollers, wheelchairs etc.; (9) Higher Interest Accounts - Mayor Allyn credited Finance Director Matthew Bonin for yielding higher interest earnings on the \$14 million the town had at Dime Bank for large capital purchases such as fire trucks and heavy equipment. He stated Mr. Bonin met with the Bank Vice-President, who later issued a letter in which he agreed for Ledyard to transfer this cash to the higher interest earning Account (from .02 of 1% interest to 3.4% interest). Mayor Allyn stated based on the level of funding Ledyard had in that particular Account that their interest earnings would increase from \$9,600 annually to about \$270,000 annually, which would essentially be a risk-free investment; (10) Bottle Bill – Mayor Allyn stated Ledyard’s quarterly payment from the surcharge on nip bottles sold in town was up 24% from their first quarterly payment. He noted the town received \$13,027.06, which was for a total of 260,541 nip bottles that were sold during one quarter. He stated in looking at all the numbers in Southeastern Connecticut that it appears that people were drinking more alcohol, which was probably not good. However, he stated that Ledyard would need to begin looking at how they wanted to appropriate the revenue, noting on June 8, 2022 the Town Council adopted a “*Resolution Regarding Revenues Received From Beverage Container Surcharges*”. He stated the funding received from the “Bottle Bill” (Public Act No. 21-58 - An Act Concerning Solid Waste Management”) could only be used for the following purposes: (1) environmental measures intended to reduce the generation of solid waste; and (2) reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator, the installation of storm drain filters designed to block solid waste and beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf; (11) Election Day Trivia - Mayor Allyn stated election day was held on Tuesday because in the 1800’s the overall population was generally farm centric. He explained because the polling locations were as much as two travel days away, they knew that they would have to get to church on Sunday and after services they could continue to travel with their horse and carriage on Monday to be at the polling location on Tuesday to vote. He stated they would then travel back home to continue to work their farms.

Questions to the Mayor

Councilor Rodriguez addressed the October 22, 2022 Ribbon Cutting for the Atkinson Family Preserve and she requested clarification, questioning whether the event was for the Atkinson-Dirlam Preserve. Mayor Allyn stated the Atkinson-Dirlam Preserve was located at

765 Long Cove Road, Gales Ferry. He stated after the Ribbon Cutting they walked the Atkinson Property which was on the side of the road where the reservoir property was located. He stated they did not walk the 22-acre Dirlam Property, which was on the other side of the road, noting that the Dirlam parcel was acquired at the same time as the Atkinson parcel.

Councilor Ryan stated a constituent mentioned to him that they were having difficulty getting the Building Inspector to come to their house. He stated the resident stated the Building Inspector was not available. Mayor Allyn explained that Mr. Tom Weber, who had been serving as a Regional Building Official, took a serious fall and that he has been at Yale New Haven Hospital for a number of weeks, noting that it was highly improbable that Mr. Weber would be returning. He stated Ledyard's former Building Official Randy Dalton has been helping out with New Construction and that he would also be doing the Permit Plan Reviews and Sign-offs. He stated Ledyard was in an incredible predicament, noting that he has communicated with every town in Southeastern Connecticut, noting that only three towns in New London County had an Assistant Building Official and they did not have excess capacity that would allow them to help Ledyard.

Councilor Ingalls questioned the academic background required for a Building Official. Mayor Allyn noted the qualifications for a Building Official included the following: five years of experience in the building trades (commercial or residential construction) in addition to taking fifteen classes for fifteen different trades and passing all fifteen tests (from foundations and footings to shingling, electrical, plumbing, residential solar array etc.). He stated they had to know a lot and that the pool of people was very thin. He stated they were actively communicating with some retired Building Officials.

Councilor Saums addressed the revenues the town was receiving from the nip bottle surcharge. He suggested Ledyard have competition to see which group brought in the most bags of nip bottles during their Town-Wide Earth Day Clean-Up. Mayor Allyn stated that the nip bottle revenue could be used for roadside clean-up and that perhaps they could use of the revenue to buy the groups safety vests, gloves, bags, etc. Councilor Saums stated Southeastern Connecticut Regional Resource Recycling Authority (SCRRA) purchases those types of supplies. He was suggesting that they use some of the nip bottle revenue as cash prizes to the group that brought in the most bags of nip bottles. Mayor Allyn stated he would have to investigate whether Councilor Saums' suggestion met one of the four specific uses of the funding.

XII. OLD BUSINESS

Finance Committee

1. No Action on the Discussion and possible action on the MOTION to authorize the Permanent Municipal Building Committee (PMBC) to increase the bid amount for the Gales Ferry School and Juliet W. Long School roofing projects to \$50.00 per square foot to account for inflation.

In addition, the Permanent Municipal Building Committee may, with Town Council approval, modify the scope of the "*Various School Improvement Projects*" to include the replacement of the roofs at the Central Office, Gales Ferry School, and Juliet W. Long School; installation of solar equipment at Gales Ferry School and Juliet W. Long School; upgrades to the building management systems at Gales Ferry School; and electrical and HVAC upgrades at Juliet W. Long School) to stay within the authorized amount \$6,725,000, as approved by the townspeople at the February 22, 2022 town-wide referendum.

Also, the Town Council acknowledges that the Town of Ledyard is aware that the State of Connecticut notified the Board of Education that the State would only provide a reimbursement rate of 75% for the cost of the Gales Ferry School roof. This reduction in State grant reimbursement was based the State's record that the school was not accepted until 2006, although the Gales Ferry School project was completed in 1999; therefore, the school did not meet the State's the 20-year criteria for full reimbursement.

The Town Council, by consensus, agreed to remove this item from their Agenda, noting that the Finance Committee could bring it back to the Town Council at a later time.

RESULT: REMOVE FROM AGENDA

XI. NEW BUSINESS

MOTION to amend the Agenda to add a
MOTION to set a Hybrid Public Hearing date for November 9, 2022 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, in accordance with CGS 07-163e, to receive comments and recommendations regarding the following:

*“Nathan Lester House Lease Between the
Town of Ledyard and
Sharon E and Matthew S. Primett”*

Located at 153 Vinegar Hill Road, Gales Ferry

Moved by Councilor Ryan, seconded by Councilor Rodriguez

VOTE: 8 - 0 Approved and so declared

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

Chairman Dombrowski stated this item would be added as Item #8 under “General Items” this evening.

Finance Committee

1. MOTION to grant a bid waiver in the amount of \$34,000 to Yale New Haven Health for firefighter physicals.

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums noted at the Town Council’s September 14, 2022 meeting a Bid Waiver for the same dollar amount was approved for Physicians One to perform the town’s firefighter physicals. He stated at that time Administrator of Emergency Services Steve Holyfield was working with Physicians One on the details of the Memorandum of Understanding. However, he stated on September 29, 2022 Mr. Holyfield received correspondence from Physicians One stating that the vendor would no longer offer appointment style firefighter physicals, as proposed in their own Bid Proposal, and would only be offering clinic style exams. He went on to state in subsequent discussions with Yale New Haven Health, that they were willing and able to provide appointments for the firefighters physical exams at their Pequot Health Center Occupational Health Facility. Therefore, he stated tonight’s action was to change from using Physicians One to Yale New Haven Health.

Administrator of Emergency Services Steve Holyfield stated that Yale New Haven Health (YNHH) pricing was similar to that of Physicians One, ranging from \$350-\$500 per physical depending on the examination components clinically required. He stated the clinic style of exams that Physicians One proposed in their September 29, 2022 email continued to be an undesired arrangement, explaining that it was challenging to try to get 10-12 volunteer firefighters together for the clinic style physical exams and that it did not work well for the recruitment and retention of volunteers. He stated Yale New Haven Health would be able to provide appointments, however, he stated that they do not offer weekend appointments, which was their main drawback.

VOTE: 8 - 0 Approved and so declared

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

2. MOTION to approve a proposed “*Authorizing Resolution of the of the Ledyard Town - Council State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security*” as contained in the draft dated October 3, 2022.

DRAFT: 10/3/2022

Res: 006-2022/xxx

AUTHORIZING RESOLUTION
OF THE LEDYARD TOWN COUNCIL
STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND
PUBLIC PROTECTION, DIVISION OF EMERGENCY MANAGEMENT AND
HOMELAND SECURITY

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on October 26, 2022 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Ledyard may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Fred B. Allyn, III as Mayor of the Town of Ledyard is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Approved by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

The undersigned further certifies that Fred B. Allyn, III now holds the office of Mayor and that he has held that office since May 1, 2017.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2022.

(SEAL)

Patricia A. Riley, Town Clerk

Moved by Councilor Saums, seconded by Councilor Ingalls
Discussion: Councilor Saums explained that each year the Town was required to approve the “*Authorizing Resolution of the of the Ledyard Town Council - State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency*”

Management and Homeland Security” to be eligible to receive grant funding to purchase emergency management equipment and other grants.

Councilor Saums went on to explain that Ledyard belongs to DEMIS Region 4, which included all of Eastern Connecticut. He stated Region 4 was scheduled to receive \$343,000 in Federal Funding to purchase various equipment for their Region. He stated the Region agreed to purchase a second Utility Terrain Vehicle (UTV) along with large towable generators, light boards, command tents that have heating and cooling, etc. He stated the assets purchased with the federal funding would be available to all towns in Region 4. He stated the equipment would be housed in towns throughout the Region 4 District and that each town would be responsible to maintain the equipment housed in their town. He stated should a piece of equipment be needed in another area that the town that housed the equipment would be responsible to bring it to the town that was in-need of the equipment, due to an emergency situation.

VOTE: 8 - 0 Approved and so declared

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

Administration Committee

3. MOTION to approve a proposed job description for a Clinical Therapist/Outpatient Clinician as contained in draft dated September 19, 2022.

Moved by Councilor Ingalls, seconded by Councilor Rodriguez

Discussion: Councilor Ingalls stated the Clinical Therapist/Outpatient Clinician was a new 28-hour per week position that would work under the supervisor of Director of Youth Services Kate Sikorski-Maynard. She explained during the appropriation of funding received from American Rescue Plan Act (ARPA) the Finance Committee recommended and the Town Council approved to allocate \$190,000 to hire for a part-time (28 hours) Clinician for a three-year period. She went on to explain that because mental health needs were exasperated by the Covid-19 Pandemic that it was agreed that using some of the ARPA funding to alleviate and remediate the need to provide mental health support was a good and appropriate use of the funds. She concluded by stating the town would not be obligated to keep this Clinician position once the ARPA Funding has been used. She noted Director of Youth Services Kate Sikorski-Maynard worked with Administrator of Human Resources Director to draft the job description.

Councilor McGrattan, Youth & Social Services Liaison, noted the Board approved the Clinical Therapist job description approved the proposed Job Description at their September 20, 2022 meeting

VOTE: 8 - 0 Approved and so declared

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

4. MOTION to appoint Ms. Jessica Buhle, (D) 65 Pheasant Run Drive, Gales Ferry, to the Parks & Recreation Commission to complete a three-year (3) term ending December 29, 2023 filing a vacancy left by Ms. Leandri.

Moved by Councilor Ingalls, seconded by Councilor Rodriguez

Discussion: Councilor Saums thanked Ms. Buhle for her work on the Economic Development Commission.

Councilor Ryan noted that Ms. Buhle did an excellent job in organizing the Regatta Weekend in June.

VOTE: 8 - 0 Approved and so declared

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

CONSENT CALENDAR

*5. MOTION to reappoint the following members to the Agricultural Commission for a three-year (3) term ending September 24, 2025:

- Ms. Allison Angelini (U) 193 Iron Street Ledyard (Regular Member)
- Ms. Katie Yuhas (U) 34 Meetinghouse Lane, Ledyard (Regular Member)
- Mr. Steve Martic (R) 59 R-2 Long Pond South, Ledyard (Alternate Member)

*6. MOTION to reappoint the following members to the Library Commission for a two-year (2) term ending November 7, 2024:

- Ms. Carol Ganz (U) 184 Avery Hill Road, Ledyard
- Mr. Ralph Hightower (D) 1-O Lakeside Drive, Ledyard
- Ms. Rebecca Nash (D) 8 Osprey Drive, Gales Ferry

Moved by Councilor Ingalls, seconded by Councilor Irwin
 8 - 0 Approved and so declared

VOTE:

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

Finance Committee

7. MOTION to approve a proposed “*Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” as contained in the draft dated October 3, 2022.

DRAFT: 10/3/2022

Res: 003-2022/XXX

AUTHORIZING RESOLUTION
 OF THE LEDYARD TOWN COUNCIL
 STATE OF CONNECTICUT DEPARTMENT OF
 ENERGY AND ENVIRONMENTAL PROTECTION
 UPGRADES TO THE WHITFORD BROOK BRIDGE AND BUSH POND DAM

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, located at 741 Colonel Ledyard Highway, Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on October 26, 2022 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

BE IT RESOLVED, that the Town of Ledyard may enter into with and deliver to the State of Connecticut Department of Energy and Environmental Protection any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, as Mayor of the Town of Ledyard, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard to enter into a Personal Service Agreement/Grant Contract under the State of Connecticut Department of Energy and Environmental Protection to receive a \$3,000,000 grant for upgrades to the Whitford Brook Bridge and Bush Pond Dam; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, Mayor, is hereby authorized to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Frederic B. Allyn III, now holds the office of Mayor and that he has held that office since May 1, 2017 and will continue in his capacity as Chief Executive Officer until December 5, 2023.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2022.

(SEAL)

Patricia A. Riley, Town Clerk

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums stated State Senator Cathy Osten has secured a \$3,000,000 Grant from the State of Connecticut Department of Energy and Environmental Protection’s Bond funding to replace the Whitford Brook Bridge and for upgrades to the Bush Pond Dam.

Councilor Saums explained the \$3,000,000 State funding would be for both the Bridge replacement and to replace/reconstruct the Colonel Era Stone Dams on Bush Pond and that there would not be enough State funding to pay for the full cost to replace the Bridge. Therefore, he stated Ledyard and Stonington would each share the remaining \$300,000 cost of the Bridge Replacement (\$150,000 for each town). He stated the new Bridge would have a 100-year service cycle. He stated the Lantern Hill Valley Association would address the earthen dam on Long Pond.

Mayor Allyn, III, stated the Lantern Hill Road Bridge over Whitford Brook, which was on the State Bridge List as being in Stonington, goes between the towns of Stonington and Ledyard. He stated the infrastructure report indicated that the bridge was poorly rated, and the condition of the Bridge has been a concern for some time. He stated the Bush Pond Dams were located in North Stonington, noting that these projects would involve three towns (Ledyard, Stonington and North Stonington).

Councilor Saums went on to state a few years ago, during the process to replace the bridge, that Stonington backed out of the Agreement to share the cost 50/50. However, he stated during the interim the towns (Stonington & Ledyard) made some temporary repairs to the bridge.

Mayor Allyn stated to accept the State of Connecticut Department of Energy and Environmental Protection \$3,000,000 Grant Funding the proposed Resolution had to be adopted. He stated that the town also needed to provide a Certificate of Insurance, which has already been provided to the State.

VOTE: 8 - 0 Approved and so declared

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

General Items

8. MOTION to set a Hybrid Public Hearing date for November 9, 2022 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, in accordance with CGS 07-163e, to receive comments and recommendations regarding the following:

*“Nathan Lester House Lease Between the
Town of Ledyard and
Sharon E and Matthew S. Primett”*

Located at 153 Vinegar Hill Road, Gales Ferry

Moved by Councilor Ryan, seconded by Councilor Saums

VOTE: 8 - 0 Approved and so declared

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

9. Discuss Work Session Items as time permits. – None.

XV. ADJOURNMENT

VOTE: Councilor Rodriguez moved to adjourn, seconded by Councilor Ingalls
8 – 0 Approved and so declared. The meeting adjourned at 8:09 p.m.

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

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and
correct copy of the minutes of the Regular Town Council
Meeting held on October 26, 2022.

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-737

Agenda Date: 11/16/2022

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

Communications List November 9, 2022

Correspondence List:

(type text here)

COMMUNICATIONS LISTING FOR NOVEMBER 9, 2022

INCOMING CORRESPONDENCE

1. Retirement Board ltr dated 9/29/2022 re: 2022 New Meeting Time
2. RTC Appointment Application dated 11/2/2022 re: Gallagher – Parks & Recreation Commission
3. Senior Commission/DTC/RTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
4. Parks & Recreation/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
5. Planning & Zoning/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
6. Ms. Diaz/Chairman Dombrowski e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents
7. Ms. Segal-Miles /Chairman Dombrowski e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents
8. Mr. Hurt/Councilor Rodriguez e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents
9. Ms. Diaz/RTC Chairman Juber e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents
10. Mr. Jamison e-mail dated 11/8/2022 re: Issue regarding Southeastern Connecticut Water Authority (SCWA) water

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 10/27/2022 re: Action ltr. Town Council Regular Meeting of October 26, 2022
2. Admin Asst ltr to Town Clerk dated 10/27/2022 re: Town Council Quorum – pertaining to approved Resolutions
3. Admin Asst ltr to Town Clerk dated 10/27/2022 re: Town Council & Sub Committees 2023 Meeting Schedules
4. LTC ltr dated 10/26/2022 to Buhle re: Appointment to Parks & Recreation Commission
5. LTC ltr dated 10/26/2022 to Angelini re: Re-appointment to Agricultural Commission
6. LTC ltr dated 10/26/2022 to Yuhas re: Re-appointment to Agricultural Commission
7. LTC ltr dated 10/26/2022 to Martic re: Re-appointment to Agricultural Commission
8. LTC ltr dated 10/26/2022 to Ganz re: Re-appointment to Library Commission
9. LTC ltr dated 10/26/2022 to Hightower re: Re-appointment to Library Commission
10. LTC ltr dated 10/26/2022 to Nash yu7 re: Re-appointment to Library Commission
11. Admin Asst ltr(s) Planning & Zoning/DTC dated 10/24/2022 re: Request Reappointment endorsement
12. Admin Asst memo dated 11/7/2022 to Perkins Coie: re: Request estimated Legal Fees for Fiscal Year 2023/2024

NOTICE OF AGENDAS

1. Housing Authority Agenda 11/7/2022
2. Permanent Municipal Building Cmt Agenda 11/7/2022
3. Economic Development Commission Agenda 11/1/2022
4. Inland Wetland & Water Courses Commission Agenda 11/1/2022- Cancelled
5. Farmers Market Committee Agenda 11/2/2022-
6. Conservation Agenda 11/8/2022
7. Nursing Agenda 11/8/2022- Cancelled
8. Planning & Zoning Agenda 11/10/2022

9. LUPPW Cmt Agenda 11/7//2022
10. Finance Cmt Agenda 11/2/2022
11. Admin Cmt Agenda 11/19/2022
12. Public Hear Agenda 11/9/2022
13. Town Council Sp. Agenda 11/9/2022
14. Town Council Agenda 11/9/2022

MINUTES

15. Housing Authority Minutes 10/03/2022
16. Permanent Municipal Building Cmt Sp. Minutes 10/11//2022
17. Economic Development Commission Minutes 10/4/2022
18. Farmers Market Committee Sp. Minutes 5/25/2-22
19. Conservation Minutes 10/11/2022
20. Cemetery Committee Minutes 10/11/2022
21. Planning & Zoning Minutes 10/13/2022
22. LUPPW Cmt Minutes 10/3//2022
23. Finance Cmt Minutes 10/19/2022
24. Admin Cmt Minutes 10/12/2022
25. Town Council Minutes 10/26/2022

REFERRALS

Administration Committee

1. RTC Appointment Application dated 11/2/2022 re: Gallagher – Parks & Recreation Commission
2. Senior Commission/DTC/RTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
3. Parks & Recreation/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
4. Planning & Zoning/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement



TOWN OF LEDYARD CONNECTICUT

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

Chairman Kevin J. Dombrowski

October 19, 2022

Ms. Norma Sokolski, Chairman
Senior Citizens Commission
14 Mary Belle Circle
Ledyard, Connecticut 06339

Dear Chairman Sokolski:

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

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

Senior Citizens Commission

2 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Marjorie Winslow 3 Wolf Ridge Gap Ledyard, CT 06339	D	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	{ } Excellent { <input checked="" type="checkbox"/> } Good { } Fair { } Poor
Mr. John W. Thomas 23 Bittersweet Drive Gales Ferry, CT 06335	R	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	{ } Excellent { <input checked="" type="checkbox"/> } Good { } Fair { } Poor
Ms. Cynthia McLane 20 Norman Drive Gales Ferry, CT 06335	R	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	{ <input checked="" type="checkbox"/> } Excellent { } Good { } Fair { } Poor
Ms. Margaret Anne Harding 50 Pheasant Run Drive Gales Ferry, CT 06335	R	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	{ <input checked="" type="checkbox"/> } Excellent { } Good { } Fair { } Poor
Ms. Katherine Milde 185 Spicer Hill Road Ledyard, CT 06339	D	12/9/2022	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	{ } Excellent { <input checked="" type="checkbox"/> } Good { } Fair { } Poor

Appointment Endorsements

rm:9/1/2020



TOWN OF LEDYARD CONNECTICUT

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

Chairman Kevin J. Dombrowski

October 19, 2022

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

Dear Ms. Rodriguez:

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

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

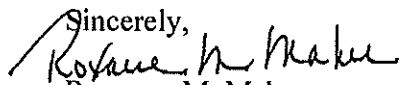
Senior Citizens Commission

2 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Marjorie Winslow 3 Wolf Ridge Gap Ledyard, CT 06339	D	12/9/2022	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
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Ms. Cynthia McLane 20 Norman Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<input type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Ms. Margaret Anne Harding 50 Pheasant Run Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<input type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor
Ms. Katherine Milde 185 Spicer Hill Road Ledyard, CT 06339	D	12/9/2022	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments: _____

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

Sincerely,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT

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

Chairman Kevin J. Dombrowski

October 19, 2022

Mr. Stanley Juber, Chairman
Republican Town Committee
13 Iron Street
Ledyard, Connecticut 06339

Dear Mr. Juber:

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

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

Senior Citizens Commission

2 Year Term

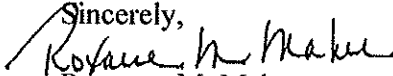
Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Ms. Marjorie Winslow 3 Wolf Ridge Gap Ledyard, CT 06339	D	12/9/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor
Mr. John W. Thomas 23 Bittersweet Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<u>Y</u> N	{ }Excellent { } Good { } Fair { } Poor
Ms. Cynthia McLane 20 Norman Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<u>Y</u> N	{ }Excellent { } Good { } Fair { } Poor
Ms. Margaret Anne Harding 50 Pheasant Run Drive Gales Ferry, CT 06335	R	12/9/2022	Y N	<u>Y</u> N	{ }Excellent { } Good { } Fair { } Poor
Ms. Katherine Milde 185 Spicer Hill Road Ledyard, CT 06339	D	12/9/2022	Y N	Y N	{ }Excellent { } Good { } Fair { } Poor

Appointment Endorsements

rm:10/03/2022

Committee Comments: _____

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

Sincerely,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

LEDYARD TOWN COMMITTEE APPLICATION

FROM: DTC **RTC** OTHER

NAME OF COMMITTEE TO BE APPOINTED TO:

Parks & Recreation

APPLICANT'S NAME: Charles Gallagher

ADDRESS: 12 Showwood Trace Gales Ferry, CT 06335

HOW LONG - YEARS: 6 years

TELEPHONE/CELL PHONE: 757 771 4352

E-MAIL ADDRESS Charlescgallagher@gmail.com

PARTY AFFILIATION: D **(R)** U (CIRCLE ONE)

BACKGROUND/ QUALIFICATIONS:

(Type Here) I have 3 children in Ledyard Public Schools and sports who benefit from the Parks & Rec department. I coach football and baseball and I care about how our town is represented to other communities. I am a hard & dependable worker who works well with groups of diverse people.

The Bottom of Form to be completed by Nominating Committee/Office Use

TO FILL VACANCY LEFT BY:

FOR A PERIOD ENDING:

INTERVIEWED BY: Ledyard RTC Nominating

DATE: 11/2/22

RESUME ATTACHED: YES NO

LETTER RECOMMENDATION ATTACHED: YES NO

Roxanne Maher

From: Alyssa Siegel-Miles <alyssajsiegel@gmail.com>
Sent: Monday, November 07, 2022 8:51 AM
To: Town Council Group; BOE@ledyard.net; LedyardRTC@gmail.com
Cc: Nicole Cruz
Subject: Concern about comments on Ledyard RTC FB page
Attachments: Screenshot_20221105_184849_Facebook.jpg; Screenshot_20221105_184243_Facebook.jpg

Hello,

I am writing to express my concern about comments that have been allowed to remain on the Ledyard RTC Facebook page.

The Glacken family gives so much to our town and our country. Nicole Cruz-Glacken is a para-educator in our schools, a navy spouse and and the mother of a navy soldier.

She is being harassed and repeatedly called a terrorist. This slanderous lie should not be permitted on a party's official Facebook page. There is absolutely no excuse for the Ledyard RTC to allow the continued bullying, slander and harassment of an active duty officer and LPS para educator.

Please do not allow this dangerous and reckless behavior to continue.

Thank you.

Alyssa Siegel-Miles
712 Colonel Ledyard Hwy.
Ledyard, CT 06339



Zack Cromer

Nicole Cruz Glacken He wasn't on the post at all. He only jumped on when I made a comment. Scroll back and look for yourself.

You're a terrorist plain and simple. If you dont want to be labeled one, than I suggest you denounce BLM organization and don't attach yourself to a terrorist group.

And I still find it hilarious that you tried to dismember Ledyard RTC but now you're pleading for their rescue. 🤡 It's kind of like you protesting to defund the police but calling 911 in an emergency. 🤡 Can't make it up.

Write a comment...





Zack Cromer

Chris Glacken You're missing out on a great article about white liberal men continuing to keep the black man down. Rejoin the forum and I'll tag you in it.

And I'm sure I can find one about woke liberals like your wife being terrorists, but really you're wife is the perfect example of it.

18h Like Reply

Roxanne Maher

From: Nina Diaz <ninadiaz24@yahoo.com>
Sent: Monday, November 07, 2022 8:22 AM
To: Town Council Group
Cc: msphoenixcruz@gmail.com
Subject: RTC behavior

Some people who received this message don't often get email from ninadiaz24@yahoo.com. [Learn why this is important](#)

Good morning,

I am writing as a concerned resident who has watched the Republican town Committee repeatedly allow the slander and harassment of a long term family which includes both an active duty naval officer and LPS para educator. This family is repeatedly tormented by members on the RTC page primarily Zack Cromer and Frank Busch both who claim to be residents of our town. The RTC does absolutely nothing to stop the constant and repeated harassment and slander which includes but is not limited to calling the female para a terrorist, cop hater and more as well as calling her husband the white devil and accusing him of adultery. I've known this family for years and they are upstanding community members. I am formally requesting this behavior be looked into by the town council and addressed most promptly.

Best-
G.Diaz

[Sent from Yahoo Mail on Android](#)



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

council@ledyardct.org

October 27, 2022

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

Dear Mayor Allyn:

At its Regular Meeting held on October 26, 2022 the Town Council took the following actions:

- Amended the Agenda to add
MOTION to set a Hybrid Public Hearing date for November 9, 2022 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, in accordance with CGS 07-163e, to receive comments and recommendations regarding the following:

*“Nathan Lester House Lease Between the
Town of Ledyard and
Sharon E and Matthew S. Primett”
Located at 153 Vinegar Hill Road, Gales Ferry*

- Granted a bid waiver in the amount of \$34,000 to Yale New Haven Health for firefighter physicals.
- Approved a proposed *“Authorizing Resolution of the of the Ledyard Town -Council State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security”* as contained in the draft dated October 3, 2022.
- Approved a proposed *“Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam”* as contained in the draft dated October 3, 2022.
- Approved a proposed job description for a Clinical Therapist/Outpatient Clinician as contained in draft dated September 19, 2022.

- Appointed Ms. Jessica Buhle, (D) 65 Pheasant Run Drive, Gales Ferry, to the Parks & Recreation Commission to complete a three-year (3) term ending December 29, 2023 filing a vacancy left by Ms. Leandri.
- Reappointed the following members to the Agricultural Commission for a three-year (3) term ending September 24, 2025:
 - Ms. Allison Angelini (U) 193 Iron Street Ledyard (Regular Member)
 - Ms. Katie Yuhas (U) 34 Meetinghouse Lane, Ledyard (Regular Member)
 - Mr. Steve Martic (R) 59 R-2 Long Pond South, Ledyard (Alternate Member)
- Reappointed the following members to the Library Commission for a two-year (2) term ending November 7, 2024:
 - Ms. Carol Ganz (U) 184 Avery Hill Road, Ledyard
 - Mr. Ralph Hightower (D) 1-O Lakeside Drive, Ledyard
 - Ms. Rebecca Nash (D) 8 Osprey Drive, Gales Ferry
- Set a Hybrid Public Hearing date for November 9, 2022 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, in accordance with CGS 07-163e, to receive comments and recommendations regarding the following:

*“Nathan Lester House Lease Between the
Town of Ledyard and
Sharon E and Matthew S. Primett”*
Located at 153 Vinegar Hill Road, Gales Ferry

The Town Council, by consensus, agreed to remove the following item from the Agenda:

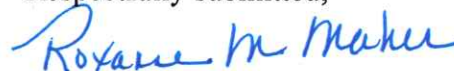
- Discussion and possible action on the MOTION to authorize the Permanent Municipal Building Committee (PMBC) to increase the bid amount for the Gales Ferry School and Juliet W. Long School roofing projects to \$50.00 per square foot to account for inflation.

In addition, the Permanent Municipal Building Committee may, with Town Council approval, modify the scope of the *“Various School Improvement Projects”* to include the replacement of the roofs at the Central Office, Gales Ferry School, and Juliet W. Long School; installation of solar equipment at Gales Ferry School and Juliet W. Long School; upgrades to the building management systems at Gales Ferry School; and electrical and HVAC upgrades at Juliet W. Long School) to stay within the authorized amount \$6,725,000, as approved by the townspeople at the February 22, 2022 town-wide referendum.

Also, the Town Council acknowledges that the Town of Ledyard is aware that the State of Connecticut notified the Board of Education that the State would only provide a reimbursement rate of 75% for the cost of the Gales Ferry School roof. This reduction in State grant reimbursement was based the State's record that the school was not accepted until 2006, although the Gales Ferry School project was completed in 1999; therefore, the school did not meet the State's the 20-year criteria for full reimbursement.

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

Respectfully submitted,



Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

cc: Director of Finance
Treasurer
Administrator of Emergency Services
Administrator of Human Resources
Director of Emergency Management
Historic District Commission
Director of Youth Services
Public Works Director/Town Engineer



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

October 27, 2022

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

Dear Ms. Riley:

At its regular meeting on October 26, 2022, at which a quorum was present and acting throughout the meeting, the Town Council approved the following:

- Approved a proposed “*Authorizing Resolution of the of the Ledyard Town -Council State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security*” as contained in the draft dated October 3, 2022.
- Approved a proposed “*Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” as contained in the draft dated October 3, 2022.

A working draft of the Minutes from this meeting and the video recording are available on the Granicus-Legistar Meeting portal at: <https://ledyardct.legistar.com/Calendar.aspx>

Should you have any questions regarding this action, please feel free to contact Chairman Dombrowski or me.

Respectfully submitted,

Roxanne M. Maher
Administrative Assistant
to the Town Council

Attachments:
Voting Sheets
Draft Minutes



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

October 27, 2022

Ms. Jessica Buhle
65 Pheasant Run Drive
Gales Ferry, Connecticut 06335

Dear Ms. Buhle:

CONGRATULATIONS! The Town Council, at its meeting on October 26, 2022 appointed you as a member of the Parks and Recreation Commission, to complete a three (3) year term ending December 29, 2023, filling a vacancy left by Ms. Leandri.

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

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

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Parks and Recreation Commission



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

MEMORANDUM

Date: October 27, 2022
To: Town Clerk, Patricia Riley
From: Town Council Administrative Assistant, Roxanne M. Maher *Roxanne M. Maher*

Subject: 2023 Calendar Meeting Dates

RE: General State Statutes of Connecticut Section-1-225

As required by Connecticut State Statute 1-225 the following meeting dates are reported:

2023 CALENDAR MEETING SCHEDULE

Town Council (2nd & 4th Wednesday, Council Chambers 7:00 p.m.)

January 11, 25	February 8, 22	March 8, 22	April 12, 26
May 10, 24	June 14, 28	July 12, 26	August 9, 23
September 13, 27	October 11, 25	November 8, 22	December 13, 27
January 10, 24, 2024			

Administration Committee (2nd Wednesday, Annex Building 5:30 p.m.)

January 11	February 8	March 8	April 12
May 10	June 14	July 12	August 9
September 13	October 11	November 8	December 13
January 10, 2024			

Community Relations Committee (3rd Wednesday, Annex Building 6:30 p.m.)

January 18	February 15	March 15	April 19
May 17	June 21	July 19	August 16
September 20	October 18	November 15	December 20
January 17, 2024			

Finance Committee (1st & 3rd Wednesday, Annex Building 5:00 p.m.)

January 4, 18	February 1, 15	March 1, 15	April 5, 19
May 3, 17	June 7, 21	July 5, 19	August 2, 16
September 6, 20	October 4, 18	November 1, 15	December 6, 20
January 3, 17, 2024			

Land Use/Planning/Public Works Committee (1st Monday, Annex Building 6:00 p.m.)

January 2	February 6	March 6	April 3
May 1	June 5	July 3	August 7
September 5*	October 2	November 6	December 4
January 2*, 2024			

Flood/Erosion Control Board

This Board will meet on an as needed basis.

- ^ Denotes meeting cancelled due to holiday
 * Denotes regular meeting date scheduled is different from regular schedule



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

October 27, 2022

Ms. Allyson Angelini
193 Iron Street
Ledyard, Connecticut 06339

Dear Ms. Angelini:

CONGRATULATIONS! The Town Council, at its meeting on October 26, 2022 reappointed you as a regular member of the Agricultural Commission, to serve as a representative of the Farming Community, to complete a three (3) year term ending September 24, 2025.

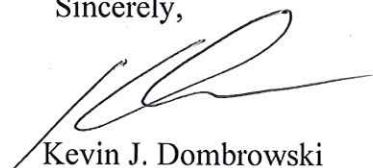
As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Agricultural Commission (Farming Community) meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and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

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

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

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

Sincerely,



Kevin J. Dombrowski
Chairman

cc: Town Clerk
Agricultural Commission (Farming Community)



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

October 27, 2022

Ms. Carol Ganz
184 Avery Hill Road
Ledyard, Connecticut 06339

Dear Ms. Ganz:

CONGRATULATIONS! The Town Council, at its meeting on October 26, 2022 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2024.

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

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

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

October 27, 2022

Mr. Ralph Hightower
10 Lakeside Drive
Ledyard, Connecticut 06339

Dear Mr. Hightower:

CONGRATULATIONS! The Town Council, at its meeting on October 26, 2022 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2024.

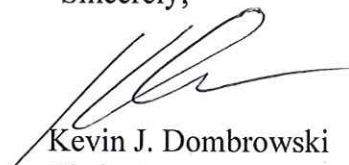
As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Library Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings.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

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

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

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

Sincerely,



Kevin J. Dombrowski
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

CONNECTICUT

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Chairman Kevin J. Dombrowski

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

October 27, 2022

Mr. Steve Martic
59R-2 Long Pond South
Ledyard, Connecticut 06339

Dear Mr. Martic:

CONGRATULATIONS! The Town Council, at its meeting on October 26, 2022 reappointed you as an alternate member of the Agricultural Commission, to serve as a representative of the Community-at-Large, to complete a three (3) year term ending September 24, 2025.

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

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Agricultural Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

October 27, 2022

Ms. Rebecca Nash
8 Osprey Drive
Gales Ferry, Connecticut 06335

Dear Ms. Nash:

CONGRATULATIONS! The Town Council, at its meeting on October 26, 2022 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2024.

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

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

October 27, 2022

Mrs. Katie Yuhas
223 Whalehead Road
Gales Ferry, Connecticut 06335

Dear Mrs. Yuhas:

CONGRATULATIONS! The Town Council, at its meeting on October 26, 2022 reappointed you as a regular member of the Agricultural Commission to serve as a representative from the Community-at-Large, to complete a three (3) year term ending September 24, 2025.

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

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Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m. Should your schedule conflict with regular business hours, please call the Town Clerk's Office at 860.464.3257 to arrange a time to be sworn-in.

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

Sincerely,

Kevin J. Dombrowski
Chairman

cc: Town Clerk
Agricultural Commission



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

October 24, 2022

Mr. J.A. Capon, Chairman
Planning and Zoning Commission
37 Silas Dean Road
Ledyard, Connecticut 06339

Dear Mr. Capon:

A member of the Planning and Zoning Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

Planning & Zoning Commission

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Gary St. Vil 2 Thomas Steet Ledyard, CT 06339	D	12/31/2022	Y N	Y N	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

October 24, 2022

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

Dear Ms. Rodriguez:

A member of the Planning and Zoning Commission are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

Planning & Zoning Commission

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Gary St. Vil 2 Thomas Steet Ledyard, CT 06339	D	12/31/2022	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

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

Sincerely,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
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Chairman Kevin J. Dombrowski

MEMORANDUM

TO: Mr. Donald C. Baur, Perkins Coie
FROM: Roxanne M. Maher, Administrative Assistant for the Ledyard Town Council
DATE: November 7, 2022

Re: Projected Billing for Fiscal Year 2023/2024 Budget

The Town of Ledyard has begun its preparation toward the annual budget process for the Fiscal Year 2023/2024.

To adequately appropriate the necessary funds for the support of Tribal Issues and ongoing tax litigation by your Firm, Attorney Lloyd Langhammer and other general counsel we are requesting estimated legal fees for next fiscal year.

The Town Council is also interested in a projected breakdown and description of the remaining fees for Fiscal Year ending June 30, 2023.

Should you have any questions regarding this request please feel free to contact me at telephone number (860) 464-3203; E-Mail: council@ledyardct.org.

Your response by November 28, 2022 would be of great assistance.

Thank you for your attention regarding this request.

cc: Finance Committee
Mayor

COMMUNICATIONS LISTING FOR NOVEMBER 9, 2022

INCOMING CORRESPONDENCE

1. Retirement Board ltr dated 9/29/2022 re: 2022 New Meeting Time
2. RTC Appointment Application dated 11/2/2022 re: Gallagher – Parks & Recreation Commission
3. Senior Commission/DTC/RTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
4. Parks & Recreation/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
5. Planning & Zoning/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
6. Ms. Diaz/Chairman Dombrowski e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents
7. Ms. Segal-Miles /Chairman Dombrowski e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents
8. Mr. Hurt/Councilor Rodriguez e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents
9. Ms. Diaz/RTC Chairman Juber e-mail thread dated 11/7/2022 re: RTC Facebook page comments regarding residents

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 10/27/2022 re: Action ltr. Town Council Regular Meeting of October 26, 2022
2. Admin Asst ltr to Town Clerk dated 10/27/2022 re: Town Council Quorum – pertaining to approved Resolutions
3. Admin Asst ltr to Town Clerk dated 10/27/2022 re: Town Council & Sub Committees 2023 Meeting Schedules
4. LTC ltr dated 10/26/2022 to Buhle re: Appointment to Parks & Recreation Commission
5. LTC ltr dated 10/26/2022 to Angelini re: Re-appointment to Agricultural Commission
6. LTC ltr dated 10/26/2022 to Yuhas re: Re-appointment to Agricultural Commission
7. LTC ltr dated 10/26/2022 to Martic re: Re-appointment to Agricultural Commission
8. LTC ltr dated 10/26/2022 to Ganz re: Re-appointment to Library Commission
9. LTC ltr dated 10/26/2022 to Hightower re: Re-appointment to Library Commission
10. LTC ltr dated 10/26/2022 to Nash yu7 re: Re-appointment to Library Commission
11. Admin Asst ltr(s) Planning & Zoning/DTC dated 10/24/2022 re: Request Reappointment endorsement
12. Admin Asst memo dated 11/7/2022 to Perkins Coie: re: Request estimated Legal Fees for Fiscal Year 2023/2024

NOTICE OF AGENDAS

1. Housing Authority Agenda 11/7/2022
2. Permanent Municipal Building Cmt Agenda 11/7/2022
3. Economic Development Commission Agenda 11/1/2022
4. Inland Wetland & Water Courses Commission Agenda 11/1/2022- Cancelled
5. Farmers Market Committee Agenda 11/2/2022-
6. Conservation Agenda 11/8/2022
7. Nursing Agenda 11/8/2022- Cancelled
8. Planning & Zoning Agenda 11/10/2022
9. LUPPW Cmt Agenda 11/7/2022
10. Finance Cmt Agenda 11/2/2022

11. Admin Cmt Agenda 11/19/2022
12. Public Hear Agenda 11/9/2022
13. Town Council Sp. Agenda 11/9/2022
14. Town Council Agenda 11/9/2022

MINUTES

15. Housing Authority Minutes 10/03/2022
16. Permanent Municipal Building Cmt Sp. Minutes 10/11//2022
17. Economic Development Commission Minutes 10/4/2022
18. Farmers Market Committee Sp. Minutes 5/25/2-22
19. Conservation Minutes 10/11/2022
20. Cemetery Committee Minutes 10/11/2022
21. Planning & Zoning Minutes 10/13/2022
22. LUPPW Cmt Minutes 10/3//2022
23. Finance Cmt Minutes 10/19/2022
24. Admin Cmt Minutes 10/12/2022
25. Town Council Minutes 10/26/2022

REFERRALS

Administration Committee

1. RTC Appointment Application dated 11/2/2022 re: Gallagher – Parks & Recreation Commission
2. Senior Commission/DTC/RTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
3. Parks & Recreation/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement
4. Planning & Zoning/DTC ltr(s) dated 11/2/2022 re: Reappointment endorsement

Roxanne Maher

From: William Jamieson Jr <williamjamiesonjr@gmail.com>
Sent: Tuesday, November 08, 2022 7:42 AM
To: Town Council Group
Subject: Fwd: SCWA and East Drive

Please see below email.

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

From: Blakely Elizabeth Jamieson <blakelyelizabethjamieson@gmail.com>
Date: Tue, Nov 8, 2022, 6:38 AM
Subject: SCWA
To: John Rich <chief.rich@ledyardct.org>, Fred Allyn, III <mayor@ledyardct.org>
Cc: William Jamieson, Jr. <williamjamiesonjr@gmail.com>

Hello Chief Rich and Mayor Fred,

I would say "Good Morning", but that is the exact opposite of the morning I am having. Our neighborhood was woken up at 430am today due to yet another issue with SCWA and their antiquated water system. There have been issues with the water for a few days, and despite reaching out Sunday, we did not receive any call back. This morning we were woken up by all manner of construction equipment, high power lights aimed at our house, and people yelling. When my husband went outside to try to talk to one of the SCWA employees he was told to "Shut the fuck up and get the fuck back in your house before I call the cops". Sadly, he did call the cops. The police response is the fastest I have ever seen to any phone call that's been placed in this neighborhood. Upon arrival, your officer went right over, shook his friends hand, and told my husband to go inside. Is it normal procedure in the Town of Ledyard to yell at people on their own property? This is beginning to feel like a pretty blatant trend by your officers. We call for help, you yell at us. We are verbally attacked on our own property, and your officers show up and shake that person's hand. This is unacceptable and frankly I am tired of being repeatedly disrespected at my home by employees of this town. Please let me know what your availability is. This requires a meeting with actual tangible solutions. I am done being given false hope and hearing you say "We will look into that" with no follow up action.

Blakely Jamieson

Roxanne Maher

From: Nina Diaz <ninadiaz24@yahoo.com>
Sent: Tuesday, November 08, 2022 4:50 PM
To: stanjub@juno.com
Cc: Kevin J. Dombrowski; Town Council Group; msphoenixcruz@gmail.com
Subject: Re: RTC behavior

Some people who received this message don't often get email from ninadiaz24@yahoo.com. [Learn why this is important](#)

Thanks for reaching out. So while I'm specifically speaking about the slander and harassment that occurred on the RTC page, that is solely my concern. Are you familiar with the Glacken family and their character or even how the accusations the RTC has allowed to continually be made about both Mr. and Mrs. Glacken could physically, emotionally and or monetarily impact them and or their children? I saw the RTC preach "free speech" yesterday shortly after my original email was sent, there is a large difference in free speech and voicing an opinion that wouldn't affect one's ability to have security clearances or working in public schools vs accusing individuals of terrorism, adultery ect that would absolutely affect their employment and ability to support their family, bring potential harm to their property and family as well as affect how their children are treated. While the RTC may not be directly involved, the RTC absolutely allowed for it to continue and have a "safe place" to take place.

Bottom line, the RTC is guilty by association and this makes you look worse now than before.

[Sent from Yahoo Mail on Android](#)

On Tue, Nov 8, 2022 at 4:34 PM, stanjub@juno.com <stanjub@juno.com> wrote:

Hi Nina,

This is Stan Juber; I'm the Chairman of the Ledyard RTC.

The exchange between Zack Cromer and Chris Glacken was taken down a day or 2 ago, after several attempts to get them to edit and moderate their comments failed. We generally do not edit or block comments, but in this case we made an exception after our efforts to tone down the argument failed.

I don't know of any interaction between Chris Glacken and Frank Busch on the Ledyard RTC Facebook page, but I know that they have had exchanges on other Ledyard-related Facebook pages. Zack Cromer and Chris Glacken have also had heated exchanges on other Ledyard-related Facebook pages, but we have no control over anything but the Ledyard RTC page.

Thank you,

Stan Juber
Chairman, Ledyard RTC

----- Original Message -----

From: Nina Diaz <ninadiaz24@yahoo.com>

To: KJDom@ledyardct.org, Town Council Group <TownCouncil@ledyardct.org>
Cc: "msphoenixcruz@gmail.com" <msphoenixcruz@gmail.com>, "Stanley Juber (stanjub@juno.com)" <stanjub@juno.com>
Subject: Re: RTC behavior
Date: Tue, 8 Nov 2022 19:58:35 +0000 (UTC)

Who is the rtc chair please

[Sent from Yahoo Mail on Android](#)

On Mon, Nov 7, 2022 at 7:13 PM, Kevin J. Dombrowski <KJDom@ledyardct.org> wrote:

Nina,
Thank you for reaching out, while I don't like nor agree with this type of behavior, the Town Council does not have any authority to investigate any political group.
Also, as far as I know, the two individuals mentioned are not members of the RTC.
I am forwarding this to the RTC chair for their action to address how they would handle what someone has posted on their Facebook page.

Regards,
Kevin Dombrowski
Chair
Ledyard Town Council

From: Nina Diaz <ninadiaz24@yahoo.com>
Sent: Monday, November 7, 2022 8:21 AM
To: Town Council Group <TownCouncil@ledyardct.org>
Cc: msphoenixcruz@gmail.com <msphoenixcruz@gmail.com>
Subject: RTC behavior

Some people who received this message don't often get email from ninadiaz24@yahoo.com. [Learn why this is important](#)

Good morning,
I am writing as a concerned resident who has watched the Republican town Committee repeatedly allow the slander and harassment of a long term family which includes both an active duty naval officer and LPS para educator. This family is repeatedly tormented by members on the RTC page primarily Zack Cromer and Frank Busch both who claim to be residents of our town. The RTC does absolutely nothing to stop the constant and repeated harassment and slander which includes but is not limited to calling the female para a terrorist, cop hater and more as well as calling her husband the white devil and accusing him of adultery. I've known this family for years and they are upstanding community members. I am formally requesting this behavior be looked into by the town council and addressed most promptly.

Best-
G.Diaz

[Sent from Yahoo Mail on Android](#)

Roxanne Maher

From: Naomi Rodriguez
Sent: Monday, November 07, 2022 4:28 PM
To: Jacob Hurt
Cc: Roxanne Maher
Subject: Re: Ledyard RTC FB page Comments

Good Afternoon Mr. Hurt,

This is to acknowledge that I have received and read your letter in its entirety. Thank you for your letter, the Town Council appreciates resident input.

Respectfully,

Naomi Rodriguez,
Ledyard Town Councilor

From: Jacob Hurt <jacob.d.hurt2@gmail.com>
Sent: Monday, November 7, 2022 10:46 AM
To: boe@ledyard.net <boe@ledyard.net>; ledyardrtc@gmail.com <ledyardrtc@gmail.com>
Cc: Town Council Group <TownCouncil@ledyardct.org>; Nicole Cruz <msphoenixcruz@gmail.com>; Alyssa Siegel-Miles <alyssajsiegel@gmail.com>
Subject: Ledyard RTC FB page Comments

Some people who received this message don't often get email from jacob.d.hurt2@gmail.com. [Learn why this is important](#)

Good Morning,

Recently, the RTC made, and subsequently deleted, a post regarding a Ledyard AgriSci event. In its explanation, the RTC said "we regret unnecessarily adding heat rather than light to the debate over issues affecting the people of Ledyard".

This is commendable, and reflects an understanding of the kind of effect such a post can have on the volunteer who made the original mistaken post. I appreciate that the RTC's intent was not to direct any outrage towards that volunteer.

On its page, the RTC also took great exception to any implication that parents are villains, monsters, or terrorists. 5 days ago, the RTC re-posted a cartoon from last year's elections. A screenshot of this post is attached. In it, the implication is that parents who want to be vocally involved in BOE meetings or their child's education are somehow bad. The cartoon, and the discussion around it, generated plenty of controversy. While I personally think the cartoon added plenty of 'heat rather than light to the debate', I can appreciate the RTC's attempt to stand up for parents who are looking out for their kids.

With those 2 recent instances in mind, I am troubled by comments on the RTC's page that refer to someone in this town, by name, and imply that they (in the mind of the commenter) are a member of a terrorist group. Such comments definitely add heat and not light, and raise the risk of outrage being directed at someone for something not even relevant to the topic at hand. It is not beyond belief that in 2022, such comments could lead to unintended consequences for this particular resident or her family. I know Nicole and her family, and she deserves none of this treatment, let alone her spouse and kids. None of us would want to be treated this way, so it is not ok that anyone is calling her (or implying that she is) a terrorist, or that such a thing is tolerated. I do not know the individual making the accusation, but someone does - and that individual needs a timely lesson from someone they trust on why this behavior is not ok.

My ask for all involved here is simple: Delete the comments and make it clear that no resident of this town, especially a parent of 4 working hard as a BOE employee, should be treated like that online or in person, or that any such implication about a resident should be allowed to remain visible on the social media page of a major political party. We don't treat any of our residents like this, no matter how much we may disagree with them.

The elected officials and major party leaders of this town are uniquely positioned to use their voices to turn the temperature down in Ledyard. I ask that you do so. Make it clear not just to the commenter, but the entire town, that this is not acceptable.

Thank you for your time.

Jacob Hurt
6 Nugget Hill Drive



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-065

Agenda Date: 11/9/2022

Agenda #: 1.

REPORT
ADMINISTRATION COMMITTEE

Fiscal Year 2022/2023 Report:
Administration Committee

Meeting Action Detail:

Town Council Meeting 11/09/2022

File #: [22065](#) Version: 6

Type: Report

Title: Administration Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-066

Agenda Date: 11/9/2022

Agenda #: 2.

REPORT
COMMUNITY RELATIONS COMMITTEE

Fiscal Year 2022/2023 Report:
Community Relations Committee

Meeting Action Detail:

Town Council Meeting 11/09/2022

File #: [22066](#) Version: 6

Type: Report

Title: Community Relations Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-067

Agenda Date: 11/9/2022

Agenda #: 3.

REPORT
FINANCE COMMITTEE

Fiscal Year 2022/2023 Report:
Finance Committee

Meeting Action Detail:

Town Council Meeting 11/09/2022:

File #: [22067](#) Version: 6

Type: Report

Title: Finance Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-068

Agenda Date: 11/9/2022

Agenda #: 4.

REPORT
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Fiscal Year 2022/2023 Report:
Land Use/Planning/Public Works Committee

Meeting Action Detail:

Town Council Meeting 10/26/2022:

File #: [22068](#) Version: 5

Type: Report

Title: Land Use/Planning/Public Works Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-296

Agenda Date: 11/9/2022

Agenda #: XII.

REPORT

REPORT OF THE MAYOR:

REPORT OF THE MAYOR

Mayor Report Fiscal Year 2022/2023:

Meeting Action Detail:

Town Council Meeting 11/09/2022:

File #: [22296](#) Version: 6

Type: Report

Title: Mayor's Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-247

Agenda Date: 11/9/2022

Agenda #: 1.

GENERAL DISCUSSION

Subject/Application:

MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for December 14, 2022 at 6:00 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed amendments to Ordinance #300-027 (rev 2) *“An Ordinance Regulating Parking And Other Activities In Town Roads And Rights-Of-Way And Providing Penalties For The Violation Thereof”* as contained in draft dated October 13, 2022.

Background:

In accordance with Chapter III, Section 5 *“Public Hearing on and Passage of Ordinances”* of the Town Charter; a public hearing was required to be held prior to the adoption of an Ordinance.

Meeting Detail:

Town Council Meeting 10/12/2022:

File #: [22247](#) Version: 1

Type: General Discussion

Title: MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for October 26, 2022 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed *“An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties”* as contained in the draft dated **June 8, September 28, 2022.**

Action: No Action

Minute Note:

Chairman Dombrowski stated in working to prepare letters to notify the residents about the Public Hearing regarding the proposed draft *“An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties”* that he spoke with Public Works Director/Town Engineer Steve Masalin about whether one of the streets from which residents had expressed concerns regarding the commercial vehicles was a town road. He stated during their discussion Mr. Masalin suggested rather than create a separate ordinance that they consider adding the commercial vehicle language to Ordinance #300-027 (rev 1) *“An Ordinance Regulating Parking and Other Activities in Town Roads and Rights*

-of-Way and Providing Penalties for the Violation Thereof". Therefore, Chairman Dombrowski suggested the Town Council not set a public hearing this evening and that the Land Use/Planning/Public Works Committee revisit the proposal.

Councilor Ingalls stated that she agreed with the idea to include the Commercial Vehicle Parking provision in Ordinance #300-027 (rev 1). However, she suggested this initiative not be delayed any longer than it needed to be, noting that she understood their residents frustration.

Administrative Assistant Roxanne Maher noted in a conversation with Mr. Masalin that proposed amendments to Ordinance #300-027 (rev 1) could be presented at the Land Use/Planning/Public Works Committee's November 7, 2022 meeting.

The Town Council agreed to remove this item from the Agenda, noting that a motion to set a public hearing date would come forward at a later time regarding a proposed Ordinance.

RESULT: NO ACTION

REMOVE FROM AGENDA

Administration Committee Meeting 9/28/2022

File #: [22247 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280) Version: 1

Type: General Discussion

Title: MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for October 26, 2022 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding a proposed "*An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties*" as contained in the draft dated ~~June 8~~, **September 28**, 2022.

Mover: Irwin ~~Seconder~~: McGrattan

Action: Recommend to Approve

Minutes Note:

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls explained that in accordance with Chapter III, Section 5 "*Public Hearing on and Passage of Ordinances*" of the Town Charter; a public hearing was required to be held prior to the adoption of an Ordinance.

Councilor Ingalls suggested the Town Council notify the residents who live on Oakwood Drive, Gales Ferry be notified of the October 26, 2022 Public Hearing date regarding the proposed "*An Ordinance Regulating Parking of Commercial Vehicles on Public Streets in Residential Zones and/or In Front of Residentially Used Properties*".

VOTE: 3 - 0 Approved and so declared.

Action: [Recommend to Approve](#)

Sec. 7-148. Scope of municipal powers. (a) **Definitions.** Whenever used in this section, "municipality" means any town, city or borough, consolidated town and city or consolidated town and borough.

(b) **Ordinances.** Powers granted to any municipality under the general statutes or by any charter or special act, unless the charter or special act provides to the contrary, shall be exercised by ordinance when the exercise of such powers has the effect of:

(1) Establishing rules or regulations of general municipal application, the violation of which may result in the imposition of a fine or other penalty including community service for not more than twenty hours; or

(2) Creating a permanent local law of general applicability.

(c) **Powers.** Any municipality shall have the power to do any of the following, in addition to all powers granted to municipalities under the Constitution and general statutes:

(1) **Corporate powers.** (A) Contract and be contracted with, sue and be sued, and institute, prosecute, maintain and defend any action or proceeding in any court of competent jurisdiction;

(B) Provide for the authentication, execution and delivery of deeds, contracts, grants, and releases of municipal property and for the issuance of evidences of indebtedness of the municipality;

(2) **Finances and appropriations.** (A) Establish and maintain a budget system;

(B) Assess, levy and collect taxes for general or special purposes on all property, subjects or objects which may be lawfully taxed, and regulate the mode of assessment and collection of taxes and assessments not otherwise provided for, including establishment of a procedure for the withholding of approval of building application when taxes or water or sewer rates, charges or assessments imposed by the municipality are delinquent for the property for which an application was made;

(C) Make appropriations for the support of the municipality and pay its debts;

(D) Make appropriations for the purpose of meeting a public emergency threatening the lives, health or property of citizens, provided such appropriations shall require a favorable vote of at least two-thirds of the entire membership of the legislative body or, when the legislative body is the town meeting, at least two-thirds of those present and voting;

(E) Make appropriations to military organizations, hospitals, health care facilities, public health nursing organizations, nonprofit museums and libraries, organizations providing drug abuse and dependency programs and any other private organization

performing a public function;

(F) Provide for the manner in which contracts involving unusual expenditures shall be made;

(G) When not specifically prescribed by general statute or by charter, prescribe the form of proceedings and mode of assessing benefits and appraising damages in taking land for public use, or in making public improvements to be paid for, in whole or in part, by special assessments, and prescribe the manner in which all benefits assessed shall be collected;

(H) Provide for the bonding of municipal officials or employees by requiring the furnishing of such bond, conditioned upon honesty or faithful performance of duty and determine the amount, form, and sufficiency of the sureties thereof;

(I) Regulate the method of borrowing money for any purpose for which taxes may be levied and borrow on the faith and credit of the municipality for such general or special purposes and to such extent as is authorized by general statute;

(J) Provide for the temporary borrowing of money;

(K) Create a sinking fund or funds or a trust fund or funds or other special funds, including funds which do not lapse at the end of the municipal fiscal year;

(L) Provide for the assignment of municipal tax liens on real property to the extent authorized by general statute;

(3) **Property.** (A) Take or acquire by gift, purchase, grant, including any grant from the United States or the state, bequest or devise and hold, condemn, lease, sell, manage, transfer, release and convey such real and personal property or interest therein absolutely or in trust as the purposes of the municipality or any public use or purpose, including that of education, art, ornament, health, charity or amusement, cemeteries, parks or gardens, or the erection or maintenance of statues, monuments, buildings or other structures, require. Any lease of real or personal property or any interest therein, either as lessee or lessor, may be for such term or any extensions thereof and upon such other terms and conditions as have been approved by the municipality, including without limitation the power to bind itself to appropriate funds as necessary to meet rent and other obligations as provided in any such lease;

(B) Provide for the proper administration of gifts, grants, bequests and devises and meet such terms or conditions as are prescribed by the grantor or donor and accepted by the municipality;

(4) **Public services.** (A) Provide for police protection, regulate and prescribe the duties of the persons providing police protection with respect to criminal matters within the limits of the municipality and maintain and regulate a suitable place of detention

within the limits of the municipality for the safekeeping of all persons arrested and awaiting trial and do all other things necessary or desirable for the policing of the municipality;



File #: 22-418

Agenda Date: 11/9/2022

Agenda #: 2.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to authorize the Permanent Municipal Building Committee (PMBC) to set the bid rate for the Gales Ferry School and Juliet W. Long School roofing projects at \$50.00 per square foot to account for inflation.

In addition, the Permanent Municipal Building Committee may, with Town Council approval, modify the scope of the “*Various School Improvement Projects*” to include the replacement of the roofs at the Central Office, Gales Ferry School, and Juliet W. Long School; installation of solar equipment at Gales Ferry School and Juliet W. Long School; upgrades to the building management systems at Gales Ferry School; and electrical and HVAC upgrades at Juliet W. Long School) to stay within the authorized amount \$6,725,000, as approved by the townspeople at the February 22, 2022 town-wide referendum.

Also, the Town Council acknowledges that the Town of Ledyard is aware that the State of Connecticut notified the Board of Education that the State would only provide a reimbursement rate of 75% for the cost of the Gales Ferry School roof. This reduction in State grant reimbursement was based the State’s record that the Board of Education accepted the school in 2006, although the Gales Ferry School project was completed in 2001; therefore, the State believed that school did not meet the State’s the 20-year criteria for full reimbursement.

Background:

Per the attached “*Resolution Appropriating \$6,725,000 For Various School Improvement Projects; and Authorizing the Issue of Bonds and Notes in the Same Amount to Finance Said Appropriation*” **The Permanent Municipal Building Committee shall be the School Building Committee for the project. The Town Council is authorized to determine the scope and particulars of the project. The Town Council may reduce or modify the scope of the project, and the entire appropriation may be spent on the project as so reduced or modified.**

This motion would authorize the Permanent Municipal Building Committee (PMBC) to find savings in other areas of the School Projects authorized in the Bond Resolution noted above and attached to this LF to accommodate the increase costs of the Juliet W. Long School Roof and the Gales Ferry School Roof due to inflation costs; as well as the reduced grant reimbursement from the State for the Gales Ferry School.

Should the Permanent Municipal Building Committee (PMBC) find that they need to modify the scope of the school projects, such as eliminate a project, the PMBC would require Town Council approval.

Town-wide Referendum 2/22/2022: The Townspeople approved to Bond \$6,725,000 for various school improvement projects, including replacement of the roofs at the Central Office, ***Gales Ferry School, and Juliet W. Long School***; installation of solar equipment at Gales Ferry School and Juliet W. Long School. (See attached Bond Resolution Appropriating \$6,275,000 for Various School Improvement Projects; and Authorizing

the Issue of Bonds and Notes in the Same to Finance Said Appropriation).

In a letter dated September 2, 2022 the Board of Education indicated that the State has requested the Town Council take the following:

- Authorize the Project Funding be increased for the reroofing of the Gales Ferry School and Juliet W. Long School be increased from \$35.000 per foot to \$50.000
- Acknowledge that the town is aware that the State will only provide a reimbursement rate of 75%.

Because of inflation the State was requiring the Town Council to authorize increasing the bid cost from \$35.00 per foot to \$50.00 per foot.

In addition, because the Gales Ferry School was not 20 years old the reimbursement rate would be reduced by 20%. (see attached Superintendent of School letter dated 9/2/2022)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

Additional time is needed to review the information as presented by the Board of Education in the letter dated September 2, 2022.

Mayor Comment/Recommendation:

I support the adjustment to the project fund allocation targets for the roofs. Inflationary pressures continue to drive costs higher. Preference is to complete Central Office roof ASAP to see what competitive price we can get before moving to schools as we may be able to reassign unspent dollars from Central Office Roof project to school roofs / HVAC.

Meeting Action Detail:

Town Council Meeting 10/26/2022

File #: [22418 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280) Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Action: Remove from Agenda

The Town Council, by consensus, agreed to remove this item from their Agenda, noting that the Finance Committee could bring it back to the Town Council at a later time.

Action: Remove from Agenda

Finance Committee Meeting 10/19/2022

File #: [22418](#)

<https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>

Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Action: No Action

Finance Committee Meeting 10/5/2022

File #: [22418](#)

<https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>

Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Action: No Action

Discussion: Councilor Saums stated the Finance Committee had forwarded this Motion to the Town Council's September 28, 2022 Meeting with the hope that they would have received the requested information from State before the Meeting. However, he stated because the State had not yet responded, the Town Council took no action.

Councilor Saums went on to state that he and Finance Director Matthew Bonin have continued to try to obtain written confirmation from the State noting that because the Office of School Construction Grants and Review Mr. Robert Ficeto has not responded to their e-mails that he reached out to State Senator Cathy Osten to see if she could look into the matter. He noted that Senator Osten had a meeting the State Department of Administrative Services (DAS) this week and that she would try to assist the town in getting someone from the State to respond to Ledyard's questions as noted below:

Please confirm the following, or provide the original notice that was sent to the Ledyard Board of Education supporting the State's request:

1. *The Town needs to increase the estimated bid price to \$50.00 per foot for both roofs due to inflation.*
2. *The Town will only receive reimbursement on only 75% of the total approved project cost for the Gales Ferry School because the State did not accept the projects (which were completed in 1999) until 2006, and therefore the State does not consider the roofs to be 20 years old.*

Councilor Saums thanked Superintendent of Schools Jason Hartling and Board of Education Director of Facilities and Grounds Wayne Donaldson for attending tonight's meeting and he asked whether they had any additional/updated information regarding the State's request.

Superintendent of Schools Jason Hartling stated although he had not received any documentation from the State that in his on-going effort to deal with the timing of the Gales Ferry School Roof and in researching the files at the Board of Education Office and that he located a document the Board of Education submitted to the Department of Commerce which indicated the Gales Ferry School Construction was completed in September, 2001. He stated Mr. Donaldson forwarded the document to the State. He stated the Department of Commerce document may not be exactly what the State was looking for, that he hoped that it would bolster Ledyard's case that the Gales Ferry School Construction Project was completed well before the 2006 date the State had on-file.

Board of Education Director of Facilities and Grounds Wayne Donaldson noted that he received a response from Mr. Ficeto on another subject matter, however, Mr. Ficeto has not responded to their questions regarding the School(s) Roof Projects. He stated that he would continue to reach-out to Mr. Ficeto.

Councilor Saums stated that he would also follow-up with Senator Osten regarding her meeting with Department of Administrative Services (DAS). He expressed concerns regarding the timing by not taking the required actions to move these roof projects forward; however, he also commented on the importance to act in the best interest of the residents; and that they were not doing something based on "*Because the State said so*".

Action: No Action

Town Council Meeting 9/28/2022

File #: [22418](#)

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Action: No Action

(see attached e-mail dated 9/28/2022 Saums to Senator Osten)

Refer back to Finance Committee Meeting 10/5/2022

Councilor Saums stated he and Finance Director Matthew Bonin have been trying to obtain written confirmation from the State regarding their requests for the Town Council to take these actions. He noted the Finance Committee forwarded this item to the Town Council with the caveat that if the requested information from the State was not received before tonight's meeting that they would ask the Town Council not to act on the item. Therefore, he stated because they have not received the requested information from the State, that he would like to have the Finance Committee revisit this item at their October 5, 2022 with the hope that they would receive the requested information from the State by next week.

Finance Cmt Meeting 9/21/2022

File #: [22418](#)

[https://ledyardct.legistar.com/LegislationDetail.aspx?](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280)

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Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Mover: Ryan Seconder: Ingalls

Result:

Agenda note:

Action: Recommend to Approve

Moved by Councilor Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background noting that based on the Board of Education's letter dated September 2, 2022 the Finance Committee discussed a request for the Town Council take the following actions:

- Authorize the Project Funding be increased from \$35.000 per square foot to \$50.000 per square foot for the reroofing of the Gales Ferry School and Juliet W. Long School; and
- Acknowledge that the town is aware that the State will only provide a Grant reimbursement rate of 75% of the cost of the Gales Ferry School Roof Project.

Councilor Saums stated because more information was needed the Finance Committee did not act on the Board of Education's request at their September 7, 2022 meeting. He stated during the past week that both he and Finance Director Matthew Bonin have reached out to Mr. Robert Ficeto at the State Board of Education to obtain the State's documentation that was mandating the Town Council take a formal action to increase the bid amount for the roof projects from \$38.00 to \$50.000 per square foot; and that they acknowledge the State was now only going to provide grant funding for the Gales Ferry School roof in the amount of 75% of the cost, explaining that according to the State's records, the Gales Ferry School Project was not accepted by the Board of Education until 2006; although the School was completed and opened to students in 1999. Therefore, he stated the grant funding would be reduced because the State's records indicated that the roof did not meet the 20-year replacement lifecycle requirement for the normal grant reimbursement (65% of 100% of the project cost).

Councilor Saums went on to state at the February 22, 2022 Town-wide Referendum the townspeople approved to Bond \$6,725,000 for various school improvement projects, which included the school(s) roof projects. Therefore, he stated the town believed that they would have enough money for the roof projects even with inflation.

Councilor Saums stated although a number of e-mails have been exchanged that little information by way of documentation from the State has been received. He went on to state in an e-mail received today (9/21/2022) Mr. Ficeto's noted the Town Council's action needed to include the following three things:

- (1) The name of school where the project was taking place;
- (2) The type of work (i.e.: oil tank replacement, roof replacement, asbestos abatement);
- (3) The dollar amount.

Councilor Saums stated he continued to have concerns about the need to take these actions because the town has not seen any documentation from the State in which they have mandated the Town Council take additional actions. He suggested the Finance Committee forward this action to the Town Council pending confirmation from the State that they have requested the Legislative Body take additional actions. He stated if Ledyard has not received confirmation from the State before the Town Council's September 28, 2022 meeting, then the Town Council would not act on the Motion.

Superintendent of Schools Jason Hartling stated Board of Education Director of Facilities and Grounds Wayne Donaldson was on vacation this week. He provided an overview of the preparation process to submit a proposed project to the State, noting that they meet with State Officials to discuss nuances and guidelines. He stated during a Pre-Submittal Conference Mr. Donaldson had with State Officials that the State shared the State's Mandates. Therefore, he stated it was a verbal request, and therefore, they did not have the State's required Mandates in writing. He stated that he fully supported trying to get something in writing from the State; and that he appreciated Mr. Bonin and Councilor Saums hard work to try to get documentation from the State.

Councilor Ryan requested clarification on the grant reimbursement for the school(s) roof projects.

Superintendent Hartling explained Ledyard's State Grant Reimbursement Rate for the School Roof Projects was 65% of the total project cost, which was based on the *State's Needs Profile for Ledyard*. However, he explained, what the State was now saying, was because the records show that the Ledyard Board of Education did not accept the Gales Ferry School Project until 2006; even though it was completed and opened to students in 1999; that Gales Ferry School roof did not meet the 20-year replacement lifecycle requirement for the normal 65% grant reimbursement of the full 100% project cost. Therefore, the grant reimbursement rate for the Gale Ferry School roof was now going to be 65% on 75% of the total project cost. He stated all the other roof projects would receive a grant reimbursement rate of 65% of the total 100% cost of the project.

Councilor Ryan expressed concern that the Ledyard Board of Education did not accept the Gales Ferry School Project until 2006 when it was completed in 1999. Mr. Hartling noted that he was not with Ledyard 20-years ago; therefore, he could not speak to what occurred. However, he stated the only rationale he could apply to the delay in the Board of Education formally accepting the completion of the Gales Ferry School project was that in 2006 Ledyard must have gone back to the State for another Grant Program and the State told them that they could not apply for another grant until they closed out the open project that was still on the State's Books.

Councilor Ryan questioned the reason the State would require the Town to take a formal action stating that they would increase the bid amount from \$34.00 to \$50.00 per square foot for the roof replacement projects. Mr. Hartling explained that the State does not want the School District to present a project, only to come back and say that they

needed more money for the project. He noted the State was looking to make sure the project cost was a realistic, accurate placeholder number. He stated before the Board of Education could solicit bids for the School Roof Projects that they had to have the State's approval.

Councilor Saums stated because the Gales Ferry School actually met the 20-year lifecycle replacement, noting that the roof has been leaking for some time and it needed to be replaced, that the thought was that they would move forward with the project and continue to work with our State Legislators to obtain the 65% grant reimbursement on the full 100% cost of the roof replacement project.

Councilor Ingalls addressed closing out the Gales Ferry School Project when it was completed in 1999 and she questioned whether the Board of Education needed to received something from the State before the Board of Education could vote to close the project. Mr. Hartling explained there were multiple stages in closing out a school construction project. He stated the marker the State used was for Boards of Education to vote to accept and close out the project. He noted as an example of the process that the Board of Education has voted to accept and close out the Middle School and Gallup Hill School(s) Consolidation/ Improvement Projects. He stated once the Ledyard Board of Education forwarded their action to the State, there were a number of steps the State would take to close out the project for grant reimbursement, which included many years of waiting for the State to conduct their Audit of the project.

Councilor Ingalls questioned how the town received the grant funding for the Gales Ferry School Project if the project was not closed out at the time it was completed in 1999. Mr. Hartling provided an overview of how construction projects receive the State Grant Funding. He explained that the State provides some grant funding as they worked through the construction process. However, he stated the State holds back a certain percentage of the grant funding until the State has completed their Audit of the project. He noted as an example for the Middle School and Gallup Hill School(s) Consolidation/Improvement Projects the State would be holding back 11% of the grant funding, noting that this funding would not be released to the Town until the State has completed their Project Audit. He concluded by stating that the date the State was using for Gales Ferry School Project Completion was the date the Board of Education accepted the project, which was in 2006.

The Finance Committee agreed to forward this action to the Town Council pending confirmation from the State that they have requested the Legislative Body take these actions.

VOTE: 3 - 0 Approved and so declared

Finance Cmt Meeting 9/7/2022

File #: [22418](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280)
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Version: 1

Type: Financial Business Request (FBR)

Title: Discussion regarding the request to modify the cost of the Board of Education roof replacement projects, as requested in the Board of Education's letter dated September 2, 2022.

Mover: Secunder:

Result: Agenda note: Action: Continued

Councilor Saums stated in a letter dated September 2, 2022 the Board of Education indicated that the State has requested the Town Council take the following actions:

- Authorize the Project Funding for the reroofing of the Gales Ferry School and Juliet W. Long School be increased from \$35.000 per foot to \$50.000;
- Acknowledge that the town is aware that the State will only provide a reimbursement rate of 75%.

Councilor Saums noted the State has requested the above actions because of inflation. He stated based on the Board of Education's letter the State was requiring the Town Council to authorize increasing the bid cost from \$35.00 per foot to \$50.00 per foot.

Councilor Saums went on to note that the Board of Education also indication that because the Gales Ferry School was not 20 years old the reimbursement rate would be reduced by 20%.

Councilor Saums stated when the Town Council received the Board of Education's letter on September 6, 2022 he contacted Finance Director Matthew Bonin to discuss the State's request. He stated Mr. Bonin provided the spreadsheet regarding the May, 2022 Bonding as attached.

It was noted at the town-side referendum held on February 22, 2022, the townspeople approved to Bond \$6,725,000 for various school improvement projects, including replacement of the roofs at the Central Office, **Gales Ferry School, and Juliet W. Long School**; installation of solar equipment at Gales Ferry School and Juliet W. Long School *"Resolution Appropriating \$6,275,000 for Various School Improvement Projects; and Authorizing the Issue of Bonds and Notes in the Same to Finance Said Appropriation"*.

Councilor Saums stated based on the spreadsheet the original request for the schools' roof projects totaled \$3.42 million, the new request was for \$4.499 million. However, the *Authorizing Resolution* bonded \$6.75 million. Therefore, it appeared that the town had enough money bonded for the reroofing project and he asked Board of Education Director of Grounds and Facilities Wayne Donaldson whether he could provide clarification regarding the State's request.

Board of Education Director of Grounds and Facilities Wayne Donaldson explained the original Town Council Resolution had the lower amount. Therefore, he noted the State was requiring a new Resolution or a supplemental Resolution to provide additional funding for the projects; otherwise, the State would only act on the original amount in the Resolution for the Grant reimbursement.

Superintendent of Schools Jason Hartling explained that the State was looking for the Town Council to vote to approve the new bid requirements that the State was putting forward was acceptable. He stated whether that dollar amount was covered in the current bonding was something that Finance Director Matthew Bonin could answer. He stated this was a technical approval piece at the Town Council level to satisfy the State and their process.

Mr. Donaldson also noted that according to the State's records, the Gales Ferry School roof was not accepted by the Board of Education until 2006. He stated although the School opened in 1999 that the State's records indicate that the roof does not meet the 20-year limit. Therefore, he explained the State would reduce the reimbursement by 20%; and that the State was looking for the Town Council to acknowledge this 20% reduction in the grant reimbursement to the town.

Mr. Hartling stated although the Gales Ferry School Project was completed in 1999 that the Board of Education does not have anything to counter the State's record that the Gales Ferry School project was not accepted until 2006. He stated the Gales Ferry School roof absolutely needed to be replaced, noting that it was failing and causing damage. He suggested the matter be addressed as follows:

- Town Council accept the State's record.
- Town meet with their Legislators to request that they support the additional reimbursement to the town.

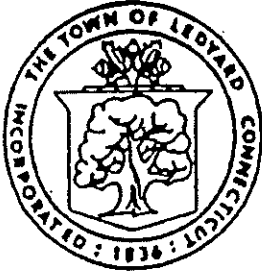
Councilor Saums stated the Gales Ferry roof that has been leaking for years and he agreed that it had to be replaced and that the town should go after the remaining funding through their Legislators. He stated more work was needed on this request and that they would continue this discussion at their September 21, 2022 meeting.

Mr. Hartling addressed the urgency for the State to approve these roof projects so that the Board of Education could solicit bids for the work. He noted the number of qualified bidders for all construction projects were limited. Therefore, he stated they would like to solicit bids as soon as possible for the upcoming summer construction season. Mayor Allyn, III addressed soliciting bids too early and he questioned the ability for contractors to hold their prices to the summer construction season. He stated that he was comfortable with the Finance Committee addressing their request at their September 21, 2022 meeting.

Finance Director Matthew Bonin questioned the origin of the Board of Education's roof projects numbers that were provided in their September 2, 2022 letter. Mr. Donaldson stated he obtained a cost estimate in the amount of \$35.00 per square foot was provided by the contractor who put the new roofs on the Town Hall and the Annex Building this summer. He stated in developing his numbers that he increased the dollar amount to \$48.00 per square foot because he knew the Board of Education's roof projects were going to be a year out.

RESULT: CONTINUED
Meeting: 09/21/2022 5:00 p.m.

Next



**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, CT 06339

BUILDING OFFICIAL
Ledyard, Connecticut

CERTIFICATE OF OCCUPANCY

OWNER/APPLICANT TOWN OF LEDYARD/BOARD OF EDUCATION

This is to certify the building at 1854 Route 12 - K-2 Elementary School
on Permit No. 00-179, Use Group A & E Type Construction 2-C
conforms substantially to the requirements of the Connecticut Basic Building Code,
and is hereby approved for Occupancy as Indicated below.

Approved for occupancy with the condition that the individual classroom toilet
facilities shall not be occupied until State approval of requested modification
has been submitted to the Building Official.

8-22-01
DATE

Randy H. Dalton
BUILDING OFFICIAL

Roxanne Maher

From: William Saums
Sent: Monday, October 03, 2022 3:01 PM
To: Andra Ingalls (aningalls@yahoo.com); Timothy Ryan; Fred Allyn, III; Matthew Bonin; Jason S. Hartling (JHartling@Ledyard.net); Donaldson Wayne (wdonaldson@ledyard.net)
Cc: Roxanne Maher
Subject: Update on school roofs

All:

As you know, I emailed Cathy Osten about the situation with lack of direction from the state regarding the school roofs.

I saw her on Saturday, and she told me she has a meeting with DAS this week and will follow up.

She also asked if Mr. Ficeto still works for the state, since they've had so much turnover. I've not received an email rejection, so I doubt that, but it would be worthwhile to attempt to reach your contacts by phone again so we can take action on the motion this Wednesday. We need the following:

1. Confirmation of the two statements in my email to Mr. Ficeto last week, or a clear explanation of what he requires.
2. Rewriting the motions and resolutions in response to the comments Mr. Ficeto made to Wayne and Matt previously.
3. Redrafting the motions and resolutions to address Wayne's concerns.

I'd like to move this item off our agenda and on to the Council so the schools can get on the construction calendar sooner rather than later.

Thank you,

-Bill Saums
(O) 1-860-572-7181
(M) 1-401-225-5362

Roxanne Maher

From: William Saums
Sent: Wednesday, September 28, 2022 3:27 PM
To: Osten, Cathy (Osten@senatedems.ct.gov)
Cc: Roxanne Maher; Jason S. Hartling (JHartling@Ledyard.net); Fred Allyn, III; Kevin J. Dombrowski; Matthew Bonin; Donaldson Wayne (wdonaldson@ledyard.net)
Subject: FW: Resolutions required by the State of Connecticut
Attachments: sample resolutions.pdf

Hi Cathy,

I hope you are doing well. Ledyard and I need your help.

I sent the email below to Mr. Ficeto a week ago, with no response. Prior to that our new finance director Matt Bonin pursued the State regarding a vague requirement that the Town pass a resolution increasing the estimate per square foot bid amounts in order to spend the money we have already bonded for to replace our 22 year old leaking roofs on two of our school buildings. Phone call after phone call from our finance director has not been returned.

Finally, Matt was given Mr. Ficeto's email address. Mr. Ficeto's responses were unhelpful, yet he was critical of how our original ordinance authorizing the bonding for these projects months ago were written, and he did not answer Mr. Bonin's question.

The Town Council cannot in good conscience attempt to write a resolution based on what was said to the BOE facilities director in a phone conversation without some form of written evidence supporting the State's 'requirement'. Yet, it is our loss if we take no action.

At a minimum, I would like Mr. Ficeto, or someone at the State level to confirm the two statements highlighted below so that we can proceed with our work.

Can you provide some support in order for us to receive a response from Mr. Ficeto and get him to answer my questions, and provide some clear direction regarding what he requires?

Thank you.

Sincerely,

-Bill

From: William Saums
Sent: Sunday, September 25, 2022 7:46 AM
To: Donaldson Wayne (wdonaldson@ledyard.net) <wdonaldson@ledyard.net>
Cc: Matthew Bonin (finance.director@ledyardct.org) <finance.director@ledyardct.org>; Jason S. Hartling (JHartling@Ledyard.net) <JHartling@Ledyard.net>; Roxanne Maher (council@ledyardct.org) <council@ledyardct.org>; Frederic B. Allyn, III (mayor@ledyardct.org) <mayor@ledyardct.org>
Subject: FW: Resolutions

Wayne,

As mentioned, this is what I sent the State. Matt Bonin finally got this person's email after a week of calling. And he has not been helpful.

-Bill

From: William Saums

Sent: Wednesday, September 21, 2022 10:28 AM

To: robert.ficeto@ct.gov

Cc: Matthew Bonin (finance.director@ledyardct.org) <finance.director@ledyardct.org>; Jason S. Hartling (JHartling@Ledyard.net) <JHartling@Ledyard.net>; Frederic B. Allyn, III (mayor@ledyardct.org) <mayor@ledyardct.org>; Dombrowski, Kevin (kjdom@ledyardct.org) <kjdom@ledyardct.org>; Roxanne Maher (council@ledyardct.org) <council@ledyardct.org>

Subject: FW: Resolutions

Dear Mr. Ficeto,

Thank you for replying to our Finance Chair Matt Bonin yesterday with your response below.

I'm the finance chair for the Ledyard Town Council. The Town Council received word that the Board of Education was notified by the State of Connecticut of required changes to our project proposals for the Gales Ferry School roofing project and the Juliet W. Long roofing project. We understand that the State is requiring the Town Council to authorize an increased bid of \$50.00 per square foot for both projects. In addition, The State has determined that the construction of Gales Ferry School was not accepted until 2006, and therefore will receive reimbursement on only 75% of the total approved project cost. Both changes require Town Council approval/acknowledgement.

I'm looking for supporting documentation in the form of written notice from the State regarding these specific requirements. As Mr. Bonin noted in his email to you below, we believe that the Town, by a referendum vote, has already authorized proper funding for this project. That said, the Town Council is prepared to authorize the additional request as stated above but would like some formal documentation from the State because if the dollar amounts do exceed what was bonded, we may be required to go back to the voters for additional funding.

Please confirm the following, or provide the original notice that was sent to the Ledyard Board of Education supporting the State's request:

1. The Town needs to increase the estimated bid price to \$50.00 per foot for both roofs due to inflation.
2. The Town will only receive reimbursement on only 75% of the total approved project cost for the Gales Ferry School because the State did not accept the projects (which were completed in 1999) until 2006, and therefore the State does not consider the roofs to be 20 years old.

The finance committee meets tonight and intends to take action on this matter promptly, and we appreciate your attention to this matter.

Thank you.

Sincerely,

William D. Saums
Ledyard Town Council
Finance Committee Chair

From: Ficeto, Robert <Robert.Ficeto@ct.gov>

Sent: Tuesday, September 20, 2022 12:15 PM

To: Matthew Bonin <finance.director@ledyardct.org>

Subject: FW: Resolutions

What was sent in detail to wayne. Everything needed is listed. thanks

From: Ficeto, Robert

Sent: Monday, September 12, 2022 6:24 AM

To: Wayne Donaldson <wdonaldson@ledyard.net>

Cc: Gelineau, Angela <Angela.Gelineau@ct.gov>

Subject: RE: Resolutions

Funding Resolution

The dates of each funding resolution needs to be listed. The signed minutes of the meetings allocating said amounts need to be uploaded in the respective application section as well. If there was a town meeting include the signed minutes. If there was a referendum, the voting tally must be uploaded sign by town clerk and the actual language as appeared on the voting machine must be uploaded. Make sure that the total amounts satisfy the local share requirement as per state statue.

I have also included the sample language for the initial resolutions for application . thanks

From: Wayne Donaldson <wdonaldson@ledyard.net>

Sent: Friday, September 9, 2022 9:38 AM

To: Ficeto, Robert <Robert.Ficeto@ct.gov>

Subject: Resolutions

You don't often get email from wdonaldson@ledyard.net.

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Bob attached is the resolution for the additional funds and for the acknowledgement of the reduced funding for the Gales Ferry Roof. I will just change the name and dollar amounts for the other two projects for the additional funding. I am going away on the 13th so if you can look these over and suggest or make any needed adjustments I would appreciate it as the town meeting is occurring while I am away.

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

May 2022 Borrowing - BANS		Total	Grants		5%	Total to	
		Request	Estimate	Bond	Contingency	Auth	
Education	Central Office: Roof Replacement	312,675	96,038	216,637	incl	312,675	See the School Roof Estimates file
Education	GFS: Solar	767,079	471,216	295,863	incl	767,079	See the School Roof Estimates file
Education	GFS: Roof Replacement	2,439,600	1,498,646	940,954	incl	2,439,600	See the School Roof Estimates file
Education	JWL: Solar	1,009,136	619,912	389,224	incl	1,009,136	See the School Roof Estimates file
Education	JWL: Roof Replacement	1,369,505	841,287	528,218	incl	1,369,505	See the School Roof Estimates file
Education	GFS: Building Management System upgrade	115,000	*	115,000	5,750	120,750	See BT Lindsay Bid for BMS GFS (project is in progress)
Education	JWL: HVAC upgrade	400,000	*	400,000	20,000	420,000	Estimate from B.T. Lindsay & Co. for Mitsubishi ductless system, electrical work, and CO control system.
Education	JWL: electrical upgrade	190,000	118,066	71,934	9,500	199,500	Based on verbal estimates from several electricians, per Wayne. Need upgrade to accommodate HVAC upgrade.
		6,602,995	3,645,165	2,957,830		6,638,245	
	Issuance Costs						
	BANs 5/2022	30,000				28,663	
	Bond 5/2023	60,000				57,325	
						6,724,233	REQUIRES REFERENDUM
Town	Library Roof Replacement	130,000	*	130,000	6,500	136,500	Estimate from Public Works - awaiting more exact numbers from regional purchasing group's bid solicitations
Town	Town Hall Roof Replacement	115,000	*	115,000	5,750	120,750	Estimate from Public Works - awaiting more exact numbers from regional purchasing group's bid solicitations
Town	Town Hall Annex Roof Replacement	50,000	*	50,000	2,500	52,500	Estimate from Public Works - awaiting more exact numbers from regional purchasing group's bid solicitations
		295,000		295,000		309,750	
	Issuance Costs						
	BANs 5/2022	30,000				1,337	
	Bond 5/2023	60,000				2,675	
						313,762	REQUIRES TOWN MEETING
	* Not eligible for state grants						
	Current Tax Levy	40,200,819		Schools	96%	6,638,245	
	5% of tax levy	2,010,041		Town	4%	309,750	
						6,947,995	



Ledyard Public Schools

Administrative Offices

September 2, 2022

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

Dear Chairman Dombrowski:

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

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

Mr. Dombrowski, Chair
Ledyard Town Council

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

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

Sincerely,



Jason S. Hartling
Superintendent of Schools

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

ASTE Spring 2022 Wish List					Attachment #1
Item	Description	Educational Value to Students/Purpose	Estimate	Actual Price	Vendor
Kidding Panels	Behlen Country Gray 8'x4' Kidding Panel	To allow for additional pasture space for the livestock.	\$3,585.00		Shagbark
Kidding & Lambing Supplies	Lambing jug panels and birthing supplies	To provide adequate lambing and kidding space requirements to promote successful birthing	\$1,790.00		Premier 1
Boat Canoe Trailer	6 place canoe/kayak trailer	To store and transport our departmental canoes	\$5,000.00		My Sports Boat
Reptile & Bird Cages	Custom reptile & bird cages	To house reptiles and birds with appropriate heating, ventilation and space	\$45,000.00		Will vary
Fiberglass Step Ladder	10 foot fiberglass step ladder	To have students safely grab equipment and materials from the overhead storage	\$250.00		Home Depot
Greenhouse Supplies	Propagation mats, fertilizer, soil, vermiculite	To start seeds for student sales. To teach students how to make their own soil	\$3,252.00		890 and 2362
FFA Supplies	FFA Jackets, Certificates, Manuals	To provide students with FFA jackets to borrow at FFA events, provide certificates for awards and FFA manuals for curricular activities.	\$1,000.00		National FFA
AgSci Student Bathrooms	Additional Lockers for Students	We need additional units for our female students.	\$6,600.00		C & A Distributors Inc.
Calf Hutch	Calf hutch with inside hay rack	To provide appropriate housing for small ruminants	\$1,700.00		Farmer Boy
Veterinary Supplies	Lift table, catherers, blood pressure monitor, exam lights	To create a replica of a veterinary hospital with a variety of veterinary tools and equipment	\$15,000.00		Patterson Veterinary
FFA Official Dress	Official Dress, Slacks, Skirts, Shirts	To provide FFA Official Dress for students to borrow to attend FFA events	\$1,155.00		Amazon
Small Animal Supplies	Rabbit supplies	To provide the rabbits with necessary supplies and enrichment	\$1,148.00		Amazon
Hydroponics Supplies	FloraGro, Starter Plugs	Provides students with appropriate equipment and supplies to sustain the current hydroponics systems in the aquaponics greenhouse	\$1,648.00		Farm Tek
Fish Tank Display	Fish tank and display materials and supplies	To create a professional fish tank exhibit in the AgSci office	\$9,400.00		Wet Pets Emporium
Water Garden Supplies	Regenerative blower, pumps, digital temp controls	This equipment will be used to run the water garden and aquaculture lab	\$2,880.00		Pentair
Aquarium Supplies	Filters	Provides our students with the opportunity to upgrade and maintain the current aquaculture filtration equipment.	\$758.00		Amazon
Livestock Supplies	Variety of enrichment for the livestock	To provide the livestock with mental and physical stimulation	\$2,750.00		Amazon
Ag Mechanics Supplies	Variety of deck screws and nails	To construct construction projects	\$375.00		Home Depot
Ag Mechanics Tools	Variety of tools and supplies	To provide students with additional tools to work in smaller groups	\$3,200.00		Amazon

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

Gales Ferry & Juliet Long School Roof and HVAC Projects

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

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

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

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

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

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

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

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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-647

Agenda Date: 11/9/2022

Agenda #: 3.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve a supplemental appropriation of \$25,000 to Account #10140107-56306 (Tree Removal) from Undesignated to provide adequate funding for ongoing removal of hazard trees in the Town rights-of-way.

Background:

In 2018 the region was struck with a significant gypsy moth infestation, which resulted in a substantial kill of oak trees in particular. The eventual impact of this extended into 2020 and is still being seen. The impact of this to our trees was augmented by the spread into our area in 2019 of the Emerald Ash Borer that dramatically affected our ash trees. The progressive effects of this continue to unfold.

As a result, substantial funding beyond the traditional \$4,000 annual budget amount have been required to tackle the needed removals in our rights-of-way. The following details this:

	<u>Supplemental Appropriation</u>	<u>Budget Transfer</u>	<u>Total Additional</u>
FY19	\$25,000	\$ 3,400	\$28,400
FY20		\$49,000	\$49,000
FY21		\$11,400	\$11,400
FY22	\$25,000	\$ 6,400	\$31,400

This amounts to an average additional annual funding need of more than \$30,000. The need for removal of hazard trees persists and we have assembled a list so far of more than twenty (20) trees that need to come down in our road rights-of-way. We have spent \$760 on spontaneous needs related to storm damage, leaving \$3,240 in the account, which is wholly inadequate to meet the present need, full identification of which remains ongoing.

Department Comment/Recommendation:

Not knowing where the public works budget at large is headed at this stage of the fiscal year, and yet recognizing the immediate need for tree removal, I request a supplemental appropriation of \$25,000, as was granted in FYs 2019 and 2022.

Finance Director Comment/Recommendation:

Tree removal expenses have averaged in excess of \$34,000 over the last four years. Given past history and future needs identified by the Public Works Director, a significant increase in the appropriation for Tree Removal appears necessary in the next budget cycle.

Mayor Comment/Recommendation:

I concur with the request. Further, I recommend budgeting \$35,000 for FY23 to reflect a more accurate line item need.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-686

Agenda Date: 11/9/2022

Agenda #: 4.

TAX REFUND

Motion/Request:

MOTION to approve two tax refunds in the combined total amount of \$33,831.45 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures

Background:

In accordance with policies established for the Tax Collection Department, refunds to taxpayer exceeding \$2,400 are to be approved by the Town Council.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

Double payments on school bus taxes. I support the motion for refund of the overpayments.

Application for Refund of Taxes Paid

Return to: Ledyard Tax Collector's Office
741 Colonel Ledyard Highway
Ledyard, CT 06339

Amount of Refund
\$ 18,111.05

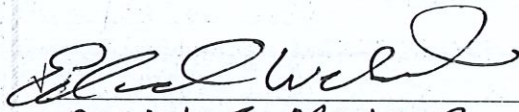
Student Transportation of America
c/o Ed Welch
1350 Baldwin Hill Rd
Gales Ferry, CT 06335

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.


I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.



ASSISTANT MANAGER

Signature of Applicant/Agent
(Title of agent, where applicable)



Tax Collector's Signature

✓ 9/20/2022

Date Signed

9/29/22

Date

Do Not Write Below This Box -- Office Use Only

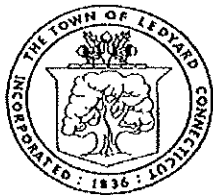
Date of Payment: 7/21/2021
Grand List Year: 2020
Grand List Number: 230287, 230288,
230289, 230290, 230291, 230292, 230293,
230294, 230295, 230296 & 230297
Payment Type: Check
Tax Type: MV PP RE SMV
Reason: double payment
Property Owner: *Student Transportation of America*
Property Location: *1350 Baldwin Hill Rd Gales Ferry*

ACTION TAKEN BY GOVERNING BODY

At a regular meeting of the Ledyard Town Council, held on the _____ day of _____, 2022, it was voted to refund property taxes amounting to \$_____ to _____.

Kevin J. Dombrowski

STATEMENT OF ACCOUNT CONDITION



Tax Collector
 TOWN OF LEDYARD
 741 Colonel Ledyard Hwy
 Ledyard, CT 06339
 Phone: 860-464-3232 or 464-3233
 Monday - Thursday, 7:30a.m.-4:15p.n

WELLS FARGO EQUIPMENT FIN INC
 800 WALNUT ST
 ATTN: SHAYNE VANDER ESCH
 DES MOINES, IA 50309-3605

9/13/2022

Note: State Law requires that interest be charged and collected on all past due property taxes/ installments, at a rate of 1 1/2% per month (18%yr) from due date. Payments must be applied to oldest outstanding interest, tax and lien in order. Minimum interest is 2.00 for each overdue installment.

ADDITIONAL INTEREST IS DUE IF NOT PAID BY: **9/13/2022**

Make checks payable to: LEDYARD TAX COLLECTOR

List #	Year	Type	Property Desc	Amt Due	Interest	Fees	Liens	Bond	Total
230287	2020	MOTOR VEHICLE	IC CO 2016 AB31950 4DRBUC8P6GB226859	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230288	2020	MOTOR VEHICLE	IC CO 2016 AB29378 4DRBUC8P0GB226856	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230289	2020	MOTOR VEHICLE	IC CO 2016 AB32018 4DRBUC8P1GB226851	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230290	2020	MOTOR VEHICLE	IC CO 2016 AB32022 4DRBUC8P7GB226854	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230291	2020	MOTOR VEHICLE	IC CO 2016 AB31953 4DRBUC8P9GB226855	-1,673.95	0.00	0.00	0.00	0.00	-1,673.95
230292	2020	MOTOR VEHICLE	IC CO 2016 AB29379 4DRBUC8P4GB226861	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230293	2020	MOTOR VEHICLE	IC CO 2016 AB32024 4DRBUC8P4GB226858	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230294	2020	MOTOR VEHICLE	IC CO 2016 AB31954 4DRBUC8P2GB226857	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230295	2020	MOTOR VEHICLE	IC CO 2016 AB32021 4DRBUC8P5GB226853	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230296	2020	MOTOR VEHICLE	IC CO 2016 AB32023 4DRBUC8P3GB226852	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
230297	2020	MOTOR VEHICLE	IC CO 2016 AB32038 4DRBUC8P2GB226860	-1,643.71	0.00	0.00	0.00	0.00	-1,643.71
				-18,111.05	0.00	0.00	0.00	0.00	-18,111.05

Please return Original Bill(s) or this statement with your payment.

Application for Refund of Taxes Paid

Return to: Ledyard Tax Collector's Office
741 Colonel Ledyard Highway
Ledyard, CT 06339

Amount of Refund
\$ 15,720.40

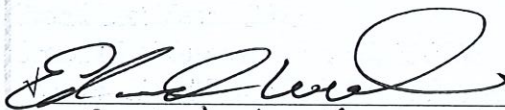
Student Transportation of America
c/o Ed Welch
1350 Baldwin Hill Rd
Gales Ferry, CT 06335


PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.

I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.


ASSISTANT MANAGER
Signature of Applicant/Agent
(Title of agent, where applicable)


Tax Collector's Signature

✓ 9/26/2022
Date Signed

9/29/2022
Date

Do Not Write Below This Box -- Office Use Only

Date of Payment: 7/21/2022 Tax Type: MV PP RE SMV
Grand List Year: 2021 Reason: **double payment**
Grand List Number: 230284, 230285, Property Owner: *Student Transportation of America*
230286, 230287, 230288, 230289, 230290, Property Location: *1350 Baldwin Hill Rd Gales Ferry*
230292, 230293 & 230294
Payment Type: *Check*

ACTION TAKEN BY GOVERNING BODY

At a regular meeting of the Ledyard Town Council, held on the _____ day of _____, 2022, it was voted to refund property taxes amounting to \$ _____ to _____.

Kevin J. Dombrowski

STATEMENT OF ACCOUNT CONDITION



Tax Collector
 TOWN OF LEDYARD
 741 Colonel Ledyard Hwy
 Ledyard, CT 06339
 Phone: 860-464-3232 or 464-3233
 Monday - Thursday, 7:30a.m.-4:15p.n

WELLS FARGO EQUIPMENT FIN INC
 800 WALNUT STREET
 ATTN: SHAYNE VANDER ESCH
 DES MOINES, IA 50309

9/13/2022

Note: State Law requires that interest be charged and collected on all past due property taxes/ installments, at a rate of 1 1/2% per month (18%yr) from due date. Payments must be applied to oldest outstanding interest, tax and lien in order. Minimum interest is 2.00 for each overdue installment.

ADDITIONAL INTEREST IS DUE IF NOT PAID BY: 9/13/2022

Make checks payable to: LEDYARD TAX COLLECTOR

List #	Year	Type	Property Desc	Amt Due	Interest	Fees	Liens	Bond	Total
230284	2021	MOTOR VEHICLE	IC CO 2016 AB31953 4DRBUC8P9GB226855	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230285	2021	MOTOR VEHICLE	IC CO 2016 AB31950 4DRBUC8P6GB226859	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230286	2021	MOTOR VEHICLE	IC CO 2016 AB29379 4DRBUC8P4GB226861	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230287	2021	MOTOR VEHICLE	IC CO 2016 AB32038 4DRBUC8P2GB226860	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230288	2021	MOTOR VEHICLE	IC CO 2016 AB32023 4DRBUC8P3GB226852	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230289	2021	MOTOR VEHICLE	IC CO 2016 AB31954 4DRBUC8P2GB226857	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230290	2021	MOTOR VEHICLE	IC CO 2016 AB32021 4DRBUC8P5GB226853	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230292	2021	MOTOR VEHICLE	IC CO 2016 AB32022 4DRBUC8P7GB226854	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230293	2021	MOTOR VEHICLE	IC CO 2016 AB29378 4DRBUC8P0GB226856	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
230294	2021	MOTOR VEHICLE	IC CO 2016 AB32018 4DRBUC8P1GB226851	-1,572.04	0.00	0.00	0.00	0.00	-1,572.04
				<u>-15,720.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-15,720.40</u>

Please return Original Bill(s) or this statement with your payment.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-721

Agenda Date: 11/9/2022

Agenda #: 5.

GRANT REQUEST

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

MOTION to authorize the Mayor to sign an “*Indemnification and Hold Harmless Agreement*” between Heather L. Flack, Executor of the Estate of the late Jesse R. Wilcox, Jr., and the Ledyard Historic District Commission for the removal of a mounted mill water turbine located at 1009 Shewville Road, Ledyard, as presented in the draft dated November 2, 2022.

Background:

The Historic District Commission has the opportunity to acquire a mounted mill water turbine from the Estate of Mr. Jesse R. Wilcox, Jr., of 1009 Shewville Road, Ledyard, for only the cost to remove the equipment and relocate it to one of the Historic Commission’s properties. (Please see attached Agreement).

The Historic District Commission has obtained a quote from Stonewall Construction in the amount of \$1000.00 to perform the relocation of the mounted mill water turbine. Funds for this relocation project provided from Saw Mill Maintenance Account #10110103-54501.

Department Comments/Recommendation:

(Type text here)

Finance Director Comments/Recommendation:

(Type text here)

Mayor Comments/Recommendation:

(Type text here)

Please Complete the Grant Request Form Below:

TOWN OF LEDYARD
GENERAL GOVERNMENT
GRANT APPLICATION POLICY AND PROCESS

The Ledyard Town Council will approve all grant applications submitted by the Town to any governmental

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

Grants, for these purposes include:

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

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

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

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

Linda C Davis

Linda C. Davis, Chairman

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

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

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

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

GRANT REQUEST FORM

Requestor	Historic District Commission	Date	11/2/2022
Dept/Commission/Board	Historic District Commission		

Name of Grant N/A

Type of Grant (State of CT, Federal, Private Foundation, Individual - if combination, explain)

Private Donation - Mounted Water Mill Turbine

Reason for Applying for this Grant

Amount of Town Match \$1000.00 for Removal and Relocation (Stonewall Construction)

Source of Town Match Saw Mill Maintenance Budget 101101013-54501

In-Kind Match - Explain

N/A

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

Signed Name

Printed Name

Date

ATTACHMENT 1

Code of Federal Regulations: 2 CFR

§200.318 General procurement standards.

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

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

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an

organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

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

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

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

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

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

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

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

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

(i) The actual cost of materials; and

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

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no

positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

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

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

§200.319 Competition.

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

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

(2) Requiring unnecessary experience and excessive bonding;

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

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

(5) Organizational conflicts of interest;

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

(7) Any arbitrary action in the procurement process.

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

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

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product

or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

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

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

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

§200.320 Methods of procurement to be followed.

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

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

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

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

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

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

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

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

must be publicly advertised;

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

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

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

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

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

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

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

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

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

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

(e) [Reserved]

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

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

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

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in

response to a written request from the non-Federal entity; or

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

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

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

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

(b) Affirmative steps must include:

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

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

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

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

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

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

§200.322 Procurement of recovered materials.

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

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

§200.323 Contract cost and price.

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

point, the non-Federal entity must make independent estimates before receiving bids or proposals.

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

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

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

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

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

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

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

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

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

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

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

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

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to

be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

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

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

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

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

§200.326 Contract provisions.

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

DRAFT: 11/2/2022

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT is made this _____ day of _____, ~~October,~~ 2022, between the Heather L. Flack, Executor of the Estate of Jesse R. Wilcox, Jr., late of 1009 Shewville Road, Ledyard, Connecticut (hereinafter referred to as the "Owner"), and the Ledyard Historic District Commission with its principal place of business located at 741 Colonel Ledyard Highway, Ledyard, Connecticut (hereinafter referred to as the "Contractor") for the removal of the mounted mill water turbine located at 1009 Shewville Road, Ledyard, Connecticut (hereinafter referred to as the "Property").

WHEREAS, the Owner desires the removal of the mounted mill water turbine located on the Property (hereinafter referred to as the "Work") and the Contractor is willing to remove said turbine in exchange for the turbine.

THEREFORE, IT IS AGREED AS FOLLOWS:

To the fullest extent permitted by law, ~~the Contractor~~ *each party (the Indemnifying Party)* shall indemnify and hold harmless the ~~Owner, Owner's~~ *other party, other party's* consultants, agents, and employees of any of them *(the Indemnified Party)* from and against claims, damages, losses and expenses including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself) including loss of use resulting therefore, but only to the extent caused in whole or in part by negligent acts or omissions of the ~~Contractor,~~ *Indemnifying Party* anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

This agreement shall be binding on all parties hereby, jointly, and severally. The parties understand and agree that if it is necessary for the ~~Owner~~ *Indemnified* to take legal action against the ~~Contractor~~ *Indemnifying* to enforce any part of this agreement that the ~~Contractor~~ *Indemnifying* agrees to pay all reasonable attorney fees and court costs.

This Contract shall be governed by the law of the State of Connecticut.

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all other prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this day _____ of ~~October,~~ _____ 2022. Owner

Estate of Jesse R. Wilcox, Jr.

Heather L. Flack. Executor
Contractor
Ledyard Historic District Commission

Duly authorized

DRAFT



File #: 22-626

Agenda Date: 11/9/2022

Agenda #: 6.

AGENDA ITEM
CORRESPONDENCE

Subject:

MOTION to approve a Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget, as contained in the draft dated November 2, 2022.

Background:

**BUDGET PREPARATION
SUGGESTED SCHEDULE/GUIDE
AND
ANNUAL TOWN BUDGET PROCESS
(Suggested Schedule Guide)**

Reference: Town Charter Chapter VII - Pages (s) 28 - 31

October/November Town Council prepares and submits letter of Directive for Fiscal Year Budget (Election Year-Dec) to Mayor and Board of Education

November Submit reservation request to High School to reserve Auditorium for April Public Hearing and May Annual Town Meeting

November/December Town Council prepares and approves Town Council budget to submit to Mayor's Office.

3rd Monday All Departments submit preliminary budget to Mayor's Office
January (1/15/2023) Per Town Charter

4th Monday Board of Education shall file budget estimates to Mayor's Office
February (2/27/2023) Per Town Charter

1st Monday Mayor submits budget to Town Council and files with Town Clerk's Office.
March (3/6/2023) Per Town Charter

March Finance Committee conducts Departmental Budget Work Sessions
Departments submits budget material to Town Council.

(3/29/2023) Town Council finalizes budget.
(This Date is NOT dictated by Charter)

(4/06/2022) Town Council files proposed budget with Town Clerk's Office for Public Hearing.
(This Date is NOT dictated by Charter)

On OR Before the Town Council conducts one or more Public Hearings on the proposed
Last Monday April budget at the Ledyard High School, 24 Gallup Hill Road
(4/10/2023) Per Town Charter

APRIL 12, 2023 Town Council Votes to Finalize Budget (Special Town Council Mtg)
(This Date is NOT dictated by Charter)

1st Monday of Town Meeting Town Council files proposed budget with Town Clerk's Office for Annual May (5/1/2023)
Per Town Charter

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

Forth Monday On or before the **Fourth Monday in June**, the Town Council shall fix the tax
In June (6/28/2023) mils.
Per Town Charter

** The budget must be presented as a Resolution

Meeting Action Detail:

Finance Committee Meeting 11/02/2022:

File #: [22226](#) Version: 2

Type: Agenda Item - Correspondence

Title: MOTION to approve a Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget, as contained in the draft dated November 2, 2022.

Mover: Saums Second: Ryan

Action: Recommend to Approve

Minute Note:

Updated draft to November 2, 2022

Action: Recommend to Approve

Finance Committee Meeting 10/19/2022:

File #: [22226](#) Version: 1

Type: Agenda Item - Correspondence

Title: Discussion and possible action to prepare a draft Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2023/2024 Budget.

Action: Continued

Minute Note:

Councilor Saums explained to begin the Annual Budget process for Fiscal Year 2023/2024 that the Town Council needed to provide a *Budget Letter of Directive* to the Mayor and the Board of Education. He stated a very rough draft letter was provided to begin the discussion this evening, noting that there were some numbers in the draft letter that he would ask Finance Director Matthew Bonin to assist the Finance Committee with updating.

The Finance Committee briefly discussed the draft Letter of Directive. Councilor Saums asked the Committee to provide suggestions to him in preparation for their November 2, 2022 meeting.

Action: Continued



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

Chairman Kevin J. Dombrowski

November _____, 2022

DRAFT: 11/02/2022

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

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

Dear Mayor Allyn:

Dear Chairman Favry:

Pursuant to Chapter VII, Section 3 of the Ledyard Town Charter, the Ledyard Town Council has approved the standard format for the Fiscal Year 2023/2024 budget submittal.

As we work to prepare our budgets for the coming year, we must continue to remain mindful of the economic challenges caused by the COVID public health emergency. This recovery process has resulted in the Corona Virus Relief Funding (CRF) from the Federal Government for residents, businesses, and municipalities to come to an end. In addition, we are experiencing supply chain delays and inflation on interest rates, staples, heating fuel, and gasoline impacting the cost of living for our residents, as well as the town in working to provide necessary services to our community.

While Ledyard has been a good custodian of its taxpayers' funds, and year over year, the Town Council has asked that costs be reduced as staff has become more efficient, our workforce has been reduced, and employees have worked to do more with less. [At the same time, costs continue to increase, as do resident and student needs.](#) We need to continue to approach the preparation of our Fiscal Year 2023/2024 budget with the objective of reducing expenses wherever we can find an opportunity.

As in years past funding from the State for the upcoming year continues to remain uncertain, and therefore, we encourage you to look for reductions where possible in areas such as contractual expenses through renegotiation, and corresponding decreases in operating budgets where contractual increases do exist. Any increase in specific line items in the budget or new expenditures should be offset with corresponding reductions in other line items. An increase in revenue for any services provided should also be considered.

In addition,

- FY2023/2024 state revenue figures are unknown at this time but are expected to remain stable compared to FY2023.
- We do not anticipate an increase in Educational Cost Sharing over FY23.
- We do not expect to see further mill rate increases as a result of the police headquarters and school building projects, but we do expect to bond new roofs and other building improvements for several buildings, which will further increase future bonding costs.
- The Town's required pension contribution may decrease by \$225,000.
- Healthcare costs are expected to increase as they do every year; the first indications will arrive around mid-December.
- Tiping fees for municipal solid waste are increasing every year by approximately 4 percent. The Town has worked successfully to increase the interest revenue it receives from its savings.

Deleted: ; except that FY24 state revenue numbers will show an increase in PILOT State Revenue of \$630,239...

Deleted: should increase slightly by \$32,149

Deleted: will

Deleted: 1,723

Deleted: Recycling revenue is now zero and disposing of both trash and recyclables will become more costly....

Deleted: ¶

With the General Government receiving its final disbursement of the \$4,327,000 American Rescue Plan Act (ARPA) funding in September, 2022; work has continued to implement and manage the projects selected for the use of the ARPA funding. In some cases, we reassessed the priority of the projects because of rising costs. The Federal ARPA funding must be obligated by the end of the 2024 calendar year and expended by the end of 2026; and cannot be used to offset municipal operational costs or to reduce taxes for residents.

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

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The budget format should include all items specified in Section 1 and Section 3 of Chapter VII of the Ledyard Town Charter (see attached). In addition, the attached information provided by the Finance Committee will aid you in your budget preparations.

The Capital Improvement Plan (CIP) should attempt to maintain the normal funding levels for long-term capital expenditures and regular capitalized item maintenance. All items should be reviewed and prioritized with regard to potential savings or increases in efficiency or services. Extending the in-service times of vehicles and equipment should be considered when justifiable. Additional reserve funds for large cost maintenance items such as roof replacements or parking lot maintenance should be identified and analyzed to determine the appropriate amount of annual funding. We recommend the Board of Education and General Government review their respective list of major maintenance items (e.g., building repairs, boiler replacement/repair, parking lot repaving) and present a plan for funding sufficient capital in the CIP to support replacement or repair/upgrade, as applicable.

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

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

The Ledyard Town Charter requires that the Board of Education submit their proposed budget, in the format prescribed above, to the Mayor by February 27, 2023 (fourth Monday in February); and the Mayor submit a proposed budget to the Town Council on or before March 6, 2023 (the first Monday of March). It is anticipated that budget work sessions will be held during regular business hours. Your consent is respectfully requested for Town Hall staff to attend work sessions/meetings with the Town Council and its subcommittees as we make every effort to develop workable plans that can be implemented on July 1, 2023. If the members of the Town Council can be of any assistance to you or your staff in preparing your proposed budget, please feel free to call on us.

Sincerely,

Kevin J. Dombrowski
Chairman
Ledyard Town Council

cc: Finance Director
Business Manager

Budget Submittal Data & Format

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

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

1.0 Budget Message (Executive Summary)

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

Please provide the budget message in PDF Format.

2.0 Grand List

Section II shall provide historical, current, and projected Grand List figures for fiscal years 2018/2019 through 2023/2024.

Please provide the Grand List in Microsoft Excel format.

3.0 Revenue and Expense Summary

Section III shall provide historical, current, and budget year Revenue and Expense Summary figures for fiscal years 2018/2019 through 2023/2024. All figures must balance to the data provided in the Revenue and Expense details sections of the budget. All figures for audited years must balance to the audited financial statements.

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

Current fiscal year data shall include budgeted, amended, received or expended as of December 31, 2022. Separately the Mayor's recommendations for the amounts to be appropriated should be included for the fiscal year 2023/2024 for all line items (other than Board of Education line items).

Amended budget figures shall be the sum of the adopted budget figures plus any transfers and additional appropriations as of December 31, 2022.

Fiscal Years 2018/2019 through 2023/2024 shall be presented in ClearGov.

4.0 Revenue Detail

Section IV shall provide historical, current, and budget year Revenue Detail figures for fiscal years 2018/2019 through 2023/2024. All figures for audited years must balance to the audited financial statements.

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

Current fiscal year data shall include budgeted, amended, and received as of December 31, 2022, Department projected, and Mayor projected for fiscal year 2022/2023. Budgeted figures shall be the amounts included in the fiscal years approved budget. Amended revenue figures should equal budgeted. Revenue shall be those monies received as of December 31, 2022.

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

Fiscal Years 2018/2019 through 2023/2024 shall be presented in ClearGov.

5.0 Revenue Narratives

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

Revenue Narratives will be provided in ClearGov.

6.0 Expense Detail

Section VI shall provide historical, current, and budget year Expense Detail figures for Fiscal Years 2018/2019 through 2023/2024. All figures for audited years must balance to the audited financial statements.

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

Current fiscal year data shall include budgeted, amended, received, or expended as of December 31, 2022.

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

Fiscal Years 2018/2019 through 2023/2024 shall be presented in ClearGov.

7.0 Expense Narratives

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

Expense Narratives will be provided in ClearGov.

8.0 Salaries

Section VIII shall provide current and budget year salary detail figures for Fiscal Years 2022/2023 and 2023/2024 using the salary spreadsheet provided by the finance department.

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

This information shall be derived from Munis.

9.0 Health Insurance

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

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

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

Please provide the Health Insurance information in Microsoft Excel format and upload it into ClearGov. Please provide any additional health insurance backup data in PDF Format.

10.0 Capital and Non-Recurring Detail

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

specifically identified so that the total funds required for tax levy can be clearly determined.

Please provide the Capital and Non-Recurring detail in ClearGov.

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

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

Please provide LoCIP and any other grant funding received in FY 2021/2022, the current year and the FY 2023/2024 year in Excel format. Please provide any additional LoCIP backup data in PDF Format.

12.0 Capital Reserve Funds

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

1. Balance as of December 31, 2022.
2. Revenue from grants and contributions from the general fund for FY 2021/2023.
3. Departments' requested funding for FY 2023/2024.
4. Mayor's projected funding for FY 2023/2024.
5. Departments actual and five-year projected payments or expenses for FY 2019/2020 through FY 2024/2025.
6. Mayor's actual and five year projected payments or expenses for FY 2019/2020 through FY 2024/2025.

Please upload the Reserve Funds in Excel to ClearGov. Please provide any additional Reserve Funds backup data in PDF Format.

13.0 Long Term Capital Improvement Plan

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

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

14.0 Long Term Debt Service

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

1. Issue Date
2. Years Financed
3. Maturity Date
4. Interest Rate
5. Balance as of June 30, 2022
6. Projected Balance as of June 30, 2023
7. Monthly Principal and Interest
8. Other Monthly costs if any
9. Principal due at Maturity
10. Interest due at Maturity
11. Other due at Maturity

Please upload the Long Term Debt Service in Excel to ClearGov. Please provide any additional Long Term Debt Service backup data in PDF Format.

16.0 Library Budget – Fund 0202

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

Data shall be uploaded in Excel to ClearGov with PDF documents as required.

17.0 Other Liabilities

Section XVII shall provide details on all other town liabilities such as sick time, comp time, state grant reimbursements owed, etc. as of June 30, 2022.

Data shall be shall be uploaded in Excel to ClearGov.

18.0 Fund Balances

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

NOTE THIS IS A TENTATIVE SCHEDULE OUTLINE. THE DATES HAVE NOT BEEN ACTUALLY BEEN SET YET.

**BUDGET PREPARATION
SUGGESTED SCHEDULE/GUIDE
AND
ANNUAL TOWN BUDGET PROCESS
(Suggested Schedule Guide)**

Reference: Town Charter Chapter VII - Pages (s) 28 – 31

October/November Town Council prepares and submits letter of Directive for Fiscal Year Budget
(Election Year-Dec) to Mayor and Board of Education

November Submit reservation request to High School to reserve Auditorium for
April Public Hearing and May Annual Town Meeting

December Town Council prepares and approves Town Council budget to submit to
Mayor's Office.

3rd Monday All Departments submit preliminary budget to Mayor's Office
January (1/15/2023) Per Town Charter

4th Monday Board of Education shall file budget estimates to Mayor's Office
February (2/27/2023) Per Town Charter

1st Monday Mayor submits budget to Town Council and files with Town Clerk's
March Office.
(3/6/2023) Per Town Charter

March Finance Committee conducts Departmental Budget Work Sessions
Departments submits budget material to Town Council.

(3/29/2023) Town Council finalizes budget.
(This Date is NOT dictated by Charter)

(4/06/2022) Town Council files proposed budget with Town Clerk's Office for Public
Hearing.
(This Date is NOT dictated by Charter)

On OR Before the Town Council conducts one or more Public Hearings on the proposed
Last Monday April budget at the Ledyard High School, 24 Gallup Hill Road
(4/10/2023) Per Town Charter

APRIL 12, 2023 Town Council Votes to Finalize Budget (**Special Town Council Mtg**)
(This Date is NOT dictated by Charter)

1st Monday of
May **(5/1/2023)**
Per Town Charter

Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

3rd Monday May
(5/15/2023)
(Tuesday 5/16/2023)
Per Town Charter

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

Forth Monday
In June **(6/28/2023)**
Per Town Charter

On or before the **Fourth Monday in June**, the Town Council shall fix the tax mils.

** The budget must be presented as a Resolution

DRAFT



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-723

Agenda Date: 11/9/2022

Agenda #: 4.

RESOLUTION

Motion/Request:

Background:

The Town received the State Department of Housing Award Letter dated October 11, 2022.

The Grant Amount was increased from \$1,500,000 to \$1,608,827.

To accept the additional funding the Town Council was required to restate the “*Certified Resolution of Application- Small Cities Program - Kings Corner Manor, Senior Housing*” to reflect the actual award amount.

The Grant amount increased by \$108,827. (Please see attached Award Letter 10/11/2022)

Additional Background Information:

In accordance with the Community Development Block Program (CBDG) that a Public Hearing was held on March 11, 2020 to obtain public comment regarding the Town’s interest in submitting a Grant Application to obtain a \$1.5 million to make improvements the Kings Corner Manor Senior Housing Facility such as energy efficient doors, windows, heating and cooling systems, along with handicap accessible showers, etc. He stated at their subsequent meeting Town Council adopted the “*Certified Resolution of Application- Small Cities Program - Kings Corner Manor, Senior Housing*”.

Because it had been a year since the Resolution was adopted that the State has requested the Town restate the Resolution as part of the Grant Application to make the much needed improvements to the Kings Corner Manor Senior Housing Facility.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)



**TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL**

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

Chairman Kevin J. Dombrowski

DRAFT: 11/2/2022

Res: 300-2022/Nov 9

The below is a certified a true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on March 11, 2020; and was restated by the Ledyard Town Council on June 9, 2021; which has not been rescinded or modified in any way whatsoever, with the exception of an increase in the grant amount from \$1,500,000 to \$1,608,827 (Modified Award Letter dated 10/11/2022). The Town Council restated the “*Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” at its Meeting on _____.

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this _____ day of _____ 2022.

Patricia A. Riley, Town Clerk

**CERTIFIED RESOLUTION
OF APPLICANT
SMALL CITIES PROGRAM
KINGS CORNER MANOR, SENIOR HOUSING**

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Ledyard make application to the State for \$1,608,827 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement, therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE LEDYARD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Ledyard in an amount not to exceed \$1,608,827 is hereby approved, and that the Mayor of the Town of Ledyard is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Ledyard.

Adopted by the Ledyard Town Council on March 11, 2020

Restated by the Ledyard Town Council on: June 9, 2021

Restated by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

History:

2022: The Town Council adopted the *Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” on March 11, 2020. As part of the Grant Application Process the Resolution needed to be restated (June 9, 2021). In response to the Modified Award Letter dated October 11, 2022 the Town Council restated the *Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” to increase the grant amount from \$1,500.000 to \$1,608,827.

2021: The Town Council adopted the *Certified Resolution of Application- Small Cities Program – Kings Corner Manor, Senior Housing*” on March 11, 2020. As part of the Grant Application Process the Resolution needed to be restated (June 9, 2021).

DRAFT



Ned Lamont
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



Seila Mosquera-Bruno
Commissioner

October 11, 2022

Fred B. Allyn, II
Mayor
Town of Ledyard
Ledyard Town Hall
74 Colonel Ledyard Highway
Ledyard, CT 06339

Subject: **AWARD LETTER - Small Cities Grant #SC2007201A
\$1,608,827.00 for Town of Ledyard/King's Corner Manor-Ledyard**

Dear Mayor Allyn:

Congratulations! Consistent with Governor Lamont’s commitment to promote housing and economic opportunities for low and moderate-income residents throughout the state, the Town of Ledyard’s application for Community Development Block Grant (CDBG) Small Cities funding has been approved. Grant funding is in the amount of **One Million Six Hundred Eight Thousand Eight Hundred Twenty Seven Dollars (\$1,608,827.00)** for a King's Corner Manor-Ledyard.

This letter serves to outline certain basic provisions and conditions of this funding award. **This letter is not a contract by the State of Connecticut.** The State shall not be bound until an Assistance Agreement (the “Contract”) has been fully executed in accordance with all applicable local, state, and federal laws. Notwithstanding any other provisions of this letter, the Department of Housing (DOH) may elect to withdraw this award of funds if the municipality has made any material misrepresentation of the project data supporting this funding request in the application or in any supplemental materials or information it has furnished. DOH may also withdraw this award if the municipality abandons or terminates the project, or if it makes any change in the scope of the project or the project financing plan.

Enclosed please find the Contract and the other documents that must be executed to accept this grant. Please print, sign, date, and return one copy of all documents within thirty (30) days of the date of this letter:

1. Project Schedule (Revised/Updated) – **Appendix I**
2. Financing Plan & Budget - **Appendix II**
3. Local Assurances - **Appendix III**
4. Opinion of Counsel
5. Project Expenditures Account Agreement (for PEAA account)
6. Authorized Signatures Form
7. Applicant/Recipient Disclosure/Update Form
8. Updated Resolution that has not been rescinded or modified within 30 days of contract signing.
9. Direct Deposit (ACH) Accounts and Instructions (new grantees must submit this form to the Office of State Comptroller as noted on the bottom of the

Mayor Fred B. Allyn, II
Ledyard/Grant#SC2007201A

form. Grantees with existing Small Cities ACH Accounts do not need a new account but must ensure that all funds are deposited into an award year specific PEAA Account from the ACH account.

The Project Schedule that was submitted with your application must be revised to reflect the currently anticipated start date and expenditure rate for this grant. The “budget period” on the Project Schedule and Financing Plan & Budget must be listed as 5/1/2021 to 4/30/2023.

As conditions of the grant award, please send the following documents to DOH:

1. Contract Documents Compliance Certification (All Projects)
Complete and sign the certification form and label as Exhibit 4.5H
2. Architect’s or Engineer’s License (As Applicable)
Label as Exhibit 4.5P6
3. Architect’s or Engineer’s Liability Insurance (As Applicable)
Label as Exhibit 4.5P7
4. Submit the Pre–Construction Meeting Form that you use for your projects. Signature lines for owner, contractor, and town representative (project manager) must be included on the form. Label as Exhibit 4.7L
5. Provide a sample landlord-tenant agreement indicating the 5-year minimum Fair Market Rents (FMR) affordability period (for housing rehab programs) or sample Deed Restriction/Restrictive Covenant (for Public Housing Modernization projects)
6. Subrecipient Agreement between the Town/City and the subrecipient that will administer any portion of the proposed project, if applicable
7. Architectural & Technical Services (ATS) Review Notes – DOH will provide additional comments
8. Temporary Relocation Plan that recognizes COVID-19 and social distancing.
9. Firm commitment letter from Eversource for the leveraged funds.

Please return the above documents (excluding the ACH account form) and any questions or concerns about the award to:

Lilia Kieltyka
Department of Housing
lilia.kieltyka@ct.gov

Thank you for your participation in the Small Cities Program.

Yours in Housing & Community Development,

Seila Mosquera-Bruno
Commissioner

cc: Kent Lewis,SC2007201A

Enclosures



File #: 22-193

Agenda Date: 11/9/2022

Agenda #: 8.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to adopt a proposed “*Resolution of the Ledyard Town Council to Opt-Out of Public Act 21-29 Regarding Multi-Family Parking Spaces And Accessory Apartments*” as contained in the draft dated October 17, 2022.

Background:

Connecticut Public Act 21-29 (PA 21-29) modified Section 8-2 of the Connecticut General Statutes to limit the number of parking spaces which may be required by zoning regulations for multi-family developments.

PA 21-29 also modified Section 8-2 of the Connecticut General Statutes to establish specific provisions regarding zoning regulations for accessory apartments. Unless a municipality votes to opt out of PA 21-29 the local zoning regulations would be required to adhere to the PA 21-29 provisions regarding multi-family parking spaces and accessory apartments.

Municipality may opt out of the parking spaces and accessory apartment provisions of section 8.2 of the CT General Statutes, as amended by January 1, 2023.

On October 13, 2022 the Ledyard Planning and Zoning Commission unanimously voted to opt-out from the parking spaces and accessory apartment provisions of Section 8-2 of the CT General Statutes, as amended by the applicable provisions of PA 21-29 and forwarded their action to the Town Council

Municipalities (Town Council) may opt out of the parking spaces and accessory apartment provisions of section 8.2 of the CT General Statutes, as amended by January 1, 2023.

Additional Background:

The LUPPW Committee has been keeping an eye on the Planning & Zoning Commission’s work regarding Public Act #21-29

The Planning & Zoning Commission May 12, 2022 Public Hearing regarding a proposed Zoning Regulation revision pertaining to Accessory Dwelling Units was continued to June 14, 2022 and continued again to June 28, 2022.

Should the Planning & Zoning Commission decided to adopt the proposed Accessory Dwelling Units Regulation, they would then decide to Opt-Out of Public Act #21-29.

The Planning & Zoning Commission’s proposed Accessory Dwelling Units Regulation currently complied with

the State's Accessory Dwelling Units Regulation provided in Public Act #21-29 "*An Act Concerning The Zoning Enabling Act, Accessory Apartments, Training For Certain Land Use Officials, Municipal Affordable Housing Plans And A Commission On Connecticut's Development And Future*".

The Planning & Zoning Commission has recognized by having their own Accessory Dwelling Units Regulation that it would provide Ledyard with flexibility in the future to add other restrictions such as minimum lot requirements, etc.

If Ledyard does not Opt-Out of Public Act #21-29 they would be locked into the State's Accessory Dwelling Unit Regulations.

Meeting Action Detail:

LUPPW Cmt Meeting 9/19/2022

File #: [22193 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5741907&GUID=00E3BA57-516C-4B6C-AF8F-7C069AD09142>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5741907&GUID=00E3BA57-516C-4B6C-AF8F-7C069AD09142) Version: 1

Type: General Discussion

Title: Continued discussion regarding Public Act #21-29 "An Act Concerning The Zoning Enabling Act, Accessory Apartments, Training For Certain Land Use Officials, Municipal Affordable Housing Plans And A Commission On Connecticut's Development And Future".

Action: [Continued](#)

Minute Note:

Chairman Dombrowski reported at their September 8, 2022 meeting the Planning & Zoning Commission approved the Zoning Regulations Update, which included Ledyard's Regulations for Accessory Dwelling Units (ADU). He stated the new Zoning Regulations would become effective on September 28, 2022. He explained by Ledyard having their own Accessory Dwelling Units (ADU) Regulations that the town would be able to Opt-Out of the State's ADU Regulations; and it would provide the town with more flexibility in regulating the Accessory Dwelling Units in our community.

Chairman Dombrowski went on to explain the next step in the process was for the Planning & Zoning Commission to vote to recommend the Town Council *Opt-Out of Public Act #21-29 (Accessory Dwelling Units)*. He stated that he would expect the Planning & Zoning Commission's recommendation to *Opt-Out of Public Act #21-29* to be presented to the LUPPW Committee in the coming weeks. He stated to *Opt-Out of the Public Act #21-29 ADU* that it would require a two-thirds vote of the Town Council.

LUPPW Cmt Meeting 8/1/2022

File #: [22193](#)

[https://ledyardct.legistar.com/LegislationDetail.aspx?](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5741907&GUID=00E3BA57-516C-4B6C-AF8F-7C069AD09142)

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Version: 1

Type: General Discussion

Title: Continued discussion regarding Public Act #21-29 "An Act Concerning The Zoning Enabling Act, Accessory Apartments, Training For Certain Land Use Officials, Municipal Affordable Housing Plans And A Commission On Connecticut's Development And Future".

Action: [Continued](#)

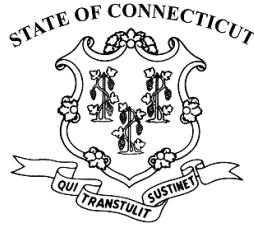
Minutes Note:

Chairman Dombrowski stated at their July 28, 2022 meeting the Planning & Zoning Commission approved Application PZ#22-7RA regarding comprehensive revisions to all sections of the Zoning Regulations, which also included proposed Regulations for Accessory Dwelling Units (ADU). He explained the next step in the process was for the Planning & Zoning Commission to vote to forward a recommend to the Legislative Body (Town Council) to Opt-Out of State's "*Act Concerning The Zoning Enabling Act, Accessory Apartments, Training For Certain Land Use Officials, Municipal Affordable Housing Plans And A Commission On Connecticut's Development And Future*".

The LUPPW Committee noted by Ledyard having their own Accessory Dwelling Unit Regulations (ADU) that the Town would have more flexibility going forward and would not be locked into the State's Accessory Dwelling Unit (ADU) Regulations.

Chairman Dombrowski stated that he would expect the Planning & Zoning Commission's recommendation to *Opt-Out of Public Act #21-29* to come before the LUPPW Committee at their September 13, 2022 meeting. He stated to *Opt-Out of the Public Act #21-29 ADU* that it would require a two-thirds vote of the Town Council.

Action: [Continued](#)



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Public Act No. 21-29

AN ACT CONCERNING THE ZONING ENABLING ACT, ACCESSORY APARTMENTS, TRAINING FOR CERTAIN LAND USE OFFICIALS, MUNICIPAL AFFORDABLE HOUSING PLANS AND A COMMISSION ON CONNECTICUT'S DEVELOPMENT AND FUTURE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 8-1a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(a) "Municipality" as used in this chapter shall include a district establishing a zoning commission under section 7-326. Wherever the words "town" and "selectmen" appear in this chapter, they shall be deemed to include "district" and "officers of such district", respectively.

(b) As used in this chapter and section 6 of this act:

(1) "Accessory apartment" means a separate dwelling unit that (A) is located on the same lot as a principal dwelling unit of greater square footage, (B) has cooking facilities, and (C) complies with or is otherwise exempt from any applicable building code, fire code and health and safety regulations;

(2) "Affordable accessory apartment" means an accessory apartment that is subject to binding recorded deeds which contain covenants or

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restrictions that require such accessory apartment be sold or rented at, or below, prices that will preserve the unit as housing for which, for a period of not less than ten years, persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income;

(3) "As of right" means able to be approved in accordance with the terms of a zoning regulation or regulations and without requiring that a public hearing be held, a variance, special permit or special exception be granted or some other discretionary zoning action be taken, other than a determination that a site plan is in conformance with applicable zoning regulations;

(4) "Cottage cluster" means a grouping of at least four detached housing units, or live work units, per acre that are located around a common open area;

(5) "Middle housing" means duplexes, triplexes, quadplexes, cottage clusters and townhouses;

(6) "Mixed-use development" means a development containing both residential and nonresidential uses in any single building; and

(7) "Townhouse" means a residential building constructed in a grouping of three or more attached units, each of which shares at least one common wall with an adjacent unit and has exterior walls on at least two sides.

Sec. 2. Section 8-1c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(a) Any municipality may, by ordinance, establish a schedule of reasonable fees for the processing of applications by a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or inland wetlands commission.

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Such schedule shall supersede any specific fees set forth in the general statutes, or any special act or established by a planning commission under section 8-26.

(b) A municipality may, by regulation, require any person applying to a municipal zoning commission, planning commission, combined planning and zoning commission, zoning board of appeals or inland wetlands commission for approval of an application to pay the cost of reasonable fees associated with any necessary review by consultants with expertise in land use of any particular technical aspect of such application, such as regarding traffic or stormwater, for the benefit of such commission or board. Any such fees shall be accounted for separately from other funds of such commission or board and shall be used only for expenses associated with the technical review by consultants who are not salaried employees of the municipality or such commission or board. Any amount of the fee remaining after payment of all expenses for such technical review, including any interest accrued, shall be returned to the applicant not later than forty-five days after the completion of the technical review.

(c) No municipality may adopt a schedule of fees under subsection (a) of this section that results in higher fees for (1) development projects built using the provisions of section 8-30g, as amended by this act, or (2) residential buildings containing four or more dwelling units, than for other residential dwellings, including, but not limited to, higher fees per dwelling unit, per square footage or per unit of construction cost.

Sec. 3. Subsection (j) of section 8-1bb of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(j) A municipality, by vote of its legislative body or, in a municipality where the legislative body is a town meeting, by vote of the board of selectmen, may opt out of the provisions of this section and the [provision] provisions of subdivision (5) of subsection [(a)] (d) of section

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8-2, as amended by this act, regarding authorization for the installation of temporary health care structures, provided the zoning commission or combined planning and zoning commission of the municipality: (1) First holds a public hearing in accordance with the provisions of section 8-7d on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said sections within the period of time permitted under section 8-7d, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered.

Sec. 4. Section 8-2 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(a) (1) The zoning commission of each city, town or borough is authorized to regulate, within the limits of such municipality: [~~the~~] (A) The height, number of stories and size of buildings and other structures; (B) the percentage of the area of the lot that may be occupied; (C) the size of yards, courts and other open spaces; (D) the density of population and the location and use of buildings, structures and land for trade, industry, residence or other purposes, including water-dependent uses, as defined in section 22a-93; [~~]~~ and (E) the height, size, location, brightness and illumination of advertising signs and billboards; [~~Such bulk regulations may allow for cluster development, as defined in section 8-18~~] except as provided in subsection (f) of this section.

(2) Such zoning commission may divide the municipality into districts of such number, shape and area as may be best suited to carry out the purposes of this chapter; and, within such districts, it may regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land. All [~~such~~] zoning regulations shall be uniform for each class or kind of buildings, structures or use of land throughout each district, but the regulations in one district may

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differ from those in another district. [, and]

(3) Such zoning regulations may provide that certain classes or kinds of buildings, structures or [uses] use of land are permitted only after obtaining a special permit or special exception from a zoning commission, planning commission, combined planning and zoning commission or zoning board of appeals, whichever commission or board the regulations may, notwithstanding any special act to the contrary, designate, subject to standards set forth in the regulations and to conditions necessary to protect the public health, safety, convenience and property values. [Such regulations shall be]

(b) Zoning regulations adopted pursuant to subsection (a) of this section shall:

(1) Be made in accordance with a comprehensive plan and in [adopting such regulations the commission shall consider] consideration of the plan of conservation and development [prepared] adopted under section 8-23; [Such regulations shall be]

(2) Be designed to (A) lessen congestion in the streets; [to] (B) secure safety from fire, panic, flood and other dangers; [to] (C) promote health and the general welfare; [to] (D) provide adequate light and air; [to prevent the overcrowding of land; to avoid undue concentration of population and to] (E) protect the state's historic, tribal, cultural and environmental resources; (F) facilitate the adequate provision for transportation, water, sewerage, schools, parks and other public requirements; [Such regulations shall be made] (G) consider the impact of permitted land uses on contiguous municipalities and on the planning region, as defined in section 4-124i, in which such municipality is located; (H) address significant disparities in housing needs and access to educational, occupational and other opportunities; (I) promote efficient review of proposals and applications; and (J) affirmatively further the purposes of the federal Fair Housing Act, 42 USC 3601 et

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seq., as amended from time to time;

(3) Be drafted with reasonable consideration as to the [character] physical site characteristics of the district and its peculiar suitability for particular uses and with a view to [conserving the value of buildings and] encouraging the most appropriate use of land throughout [such] a municipality; [. Such regulations may, to the extent consistent with soil types, terrain, infrastructure capacity and the plan of conservation and development for the community, provide for cluster development, as defined in section 8-18, in residential zones. Such regulations shall also encourage]

(4) Provide for the development of housing opportunities, including opportunities for multifamily dwellings, consistent with soil types, terrain and infrastructure capacity, for all residents of the municipality and the planning region in which the municipality is located, as designated by the Secretary of the Office of Policy and Management under section 16a-4a; [. Such regulations shall also promote]

(5) Promote housing choice and economic diversity in housing, including housing for both low and moderate income households; [, and shall encourage]

(6) Expressly allow the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development prepared pursuant to section 8-37t and in the housing component and the other components of the state plan of conservation and development prepared pursuant to section 16a-26; [. Zoning regulations shall be]

(7) Be made with reasonable consideration for [their] the impact of such regulations on agriculture, as defined in subsection (q) of section 1-1; [.]

(8) Provide that proper provisions be made for soil erosion and

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sediment control pursuant to section 22a-329;

(9) Be made with reasonable consideration for the protection of existing and potential public surface and ground drinking water supplies; and

(10) In any municipality that is contiguous to or on a navigable waterway draining to Long Island Sound, (A) be made with reasonable consideration for the restoration and protection of the ecosystem and habitat of Long Island Sound; (B) be designed to reduce hypoxia, pathogens, toxic contaminants and floatable debris on Long Island Sound; and (C) provide that such municipality's zoning commission consider the environmental impact on Long Island Sound coastal resources, as defined in section 22a-93, of any proposal for development.

(c) Zoning regulations adopted pursuant to subsection (a) of this section may: [be]

(1) To the extent consistent with soil types, terrain and water, sewer and traffic infrastructure capacity for the community, provide for or require cluster development, as defined in section 8-18;

(2) Be made with reasonable consideration for the protection of historic factors; [and shall be made with reasonable consideration for the protection of existing and potential public surface and ground drinking water supplies. On and after July 1, 1985, the regulations shall provide that proper provision be made for soil erosion and sediment control pursuant to section 22a-329. Such regulations may also encourage]

(3) Require or promote (A) energy-efficient patterns of development; [.] (B) the use of distributed generation or freestanding solar, wind and other renewable forms of energy; [.] (C) combined heat and power; and (D) energy conservation; [. The regulations may also provide]

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(4) Provide for incentives for developers who use [passive solar energy techniques, as defined in subsection (b) of section 8-25, in planning a residential subdivision development. The incentives may include, but not be] (A) solar and other renewable forms of energy; (B) combined heat and power; (C) water conservation, including demand offsets; and (D) energy conservation techniques, including, but not limited to, cluster development, higher density development and performance standards for roads, sidewalks and underground facilities in the subdivision; [. Such regulations may provide]

(5) Provide for a municipal system for the creation of development rights and the permanent transfer of such development rights, which may include a system for the variance of density limits in connection with any such transfer; [. Such regulations may also provide]

(6) Provide for notice requirements in addition to those required by this chapter; [. Such regulations may provide]

(7) Provide for conditions on operations to collect spring water or well water, as defined in section 21a-150, including the time, place and manner of such operations; [. No such regulations shall prohibit]

(8) Provide for floating zones, overlay zones and planned development districts;

(9) Require estimates of vehicle miles traveled and vehicle trips generated in lieu of, or in addition to, level of service traffic calculations to assess (A) the anticipated traffic impact of proposed developments; and (B) potential mitigation strategies such as reducing the amount of required parking for a development or requiring public sidewalks, crosswalks, bicycle paths, bicycle racks or bus shelters, including off-site; and

(10) In any municipality where a traprock ridge or an amphibolite ridge is located, (A) provide for development restrictions in ridgeline

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setback areas; and (B) restrict quarrying and clear cutting, except that the following operations and uses shall be permitted in ridgeline setback areas, as of right: (i) Emergency work necessary to protect life and property; (ii) any nonconforming uses that were in existence and that were approved on or before the effective date of regulations adopted pursuant to this section; and (iii) selective timbering, grazing of domesticated animals and passive recreation.

(d) Zoning regulations adopted pursuant to subsection (a) of this section shall not:

(1) Prohibit the operation of any family child care home or group child care home in a residential zone; [. No such regulations shall prohibit]

(2) (A) Prohibit the use of receptacles for the storage of items designated for recycling in accordance with section 22a-241b or require that such receptacles comply with provisions for bulk or lot area, or similar provisions, except provisions for side yards, rear yards and front yards; [. No such regulations shall] or (B) unreasonably restrict access to or the size of such receptacles for businesses, given the nature of the business and the volume of items designated for recycling in accordance with section 22a-241b, that such business produces in its normal course of business, provided nothing in this section shall be construed to prohibit such regulations from requiring the screening or buffering of such receptacles for aesthetic reasons; [. Such regulations shall not impose]

(3) Impose conditions and requirements on manufactured homes, including mobile manufactured homes, having as their narrowest dimension twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards or on lots containing such manufactured homes, [which] including mobile manufactured home parks, if those conditions and requirements are

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substantially different from conditions and requirements imposed on (A) single-family dwellings; [and] (B) lots containing single-family dwellings; [. Such regulations shall not impose conditions and requirements on developments to be occupied by manufactured homes having as their narrowest dimension twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards which are substantially different from conditions and requirements imposed on] or (C) multifamily dwellings, lots containing multifamily dwellings, cluster developments or planned unit developments; [. Such regulations shall not prohibit]

(4) (A) Prohibit the continuance of any nonconforming use, building or structure existing at the time of the adoption of such regulations; [or] (B) require a special permit or special exception for any such continuance; [. Such regulations shall not] (C) provide for the termination of any nonconforming use solely as a result of nonuse for a specified period of time without regard to the intent of the property owner to maintain that use; [. Such regulations shall not] or (D) terminate or deem abandoned a nonconforming use, building or structure unless the property owner of such use, building or structure voluntarily discontinues such use, building or structure and such discontinuance is accompanied by an intent to not reestablish such use, building or structure. The demolition or deconstruction of a nonconforming use, building or structure shall not by itself be evidence of such property owner's intent to not reestablish such use, building or structure; [. Unless such town opts out, in accordance with the provisions of subsection (j) of section 8-1bb, such regulations shall not prohibit]

(5) Prohibit the installation, in accordance with the provisions of section 8-1bb, as amended by this act, of temporary health care structures for use by mentally or physically impaired persons [in accordance with the provisions of section 8-1bb] if such structures

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comply with the provisions of said section, [.] unless the municipality opts out in accordance with the provisions of subsection (j) of said section;

(6) Prohibit the operation in a residential zone of any cottage food operation, as defined in section 21a-62b;

(7) Establish for any dwelling unit a minimum floor area that is greater than the minimum floor area set forth in the applicable building, housing or other code;

(8) Place a fixed numerical or percentage cap on the number of dwelling units that constitute multifamily housing over four units, middle housing or mixed-use development that may be permitted in the municipality;

(9) Require more than one parking space for each studio or one-bedroom dwelling unit or more than two parking spaces for each dwelling unit with two or more bedrooms, unless the municipality opts out in accordance with the provisions of section 5 of this act; or

(10) Be applied to deny any land use application, including for any site plan approval, special permit, special exception or other zoning approval, on the basis of (A) a district's character, unless such character is expressly articulated in such regulations by clear and explicit physical standards for site work and structures, or (B) the immutable characteristics, source of income or income level of any applicant or end user, other than age or disability whenever age-restricted or disability-restricted housing may be permitted.

(e) Any city, town or borough which adopts the provisions of this chapter may, by vote of its legislative body, exempt municipal property from the regulations prescribed by the zoning commission of such city, town or borough, [;] but unless it is so voted, municipal property shall be subject to such regulations.

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[(b) In any municipality that is contiguous to Long Island Sound the regulations adopted under this section shall be made with reasonable consideration for restoration and protection of the ecosystem and habitat of Long Island Sound and shall be designed to reduce hypoxia, pathogens, toxic contaminants and floatable debris in Long Island Sound. Such regulations shall provide that the commission consider the environmental impact on Long Island Sound of any proposal for development.

(c) In any municipality where a traprock ridge, as defined in section 8-1aa, or an amphibolite ridge, as defined in section 8-1aa, is located the regulations may provide for development restrictions in ridgeline setback areas, as defined in said section. The regulations may restrict quarrying and clear cutting, except that the following operations and uses shall be permitted in ridgeline setback areas, as of right: (1) Emergency work necessary to protect life and property; (2) any nonconforming uses that were in existence and that were approved on or before the effective date of regulations adopted under this section; and (3) selective timbering, grazing of domesticated animals and passive recreation.]

[(d)] (f) Any advertising sign or billboard that is not equipped with the ability to calibrate brightness or illumination shall be exempt from any municipal ordinance or regulation regulating such brightness or illumination that is adopted by a city, town or borough, pursuant to subsection (a) of this section, after the date of installation of such advertising sign or billboard. [pursuant to subsection (a) of this section.]

Sec. 5. (NEW) (*Effective October 1, 2021*) The zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds vote, may initiate the process by which such municipality opts out of the provision of subdivision (9) of subsection (d) of section 8-2 of the general statutes, as amended by this act, regarding limitations on parking spaces for dwelling units,

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provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d of the general statutes on such proposed opt-out, (2) affirmatively decides to opt out of the provision of said subsection within the period of time permitted under section 8-7d of the general statutes, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provision of subsection (d) of section 8-2 of the general statutes, as amended by this act.

Sec. 6. (NEW) (*Effective January 1, 2022*) (a) Any zoning regulations adopted pursuant to section 8-2 of the general statutes, as amended by this act, shall:

(1) Designate locations or zoning districts within the municipality in which accessory apartments are allowed, provided at least one accessory apartment shall be allowed as of right on each lot that contains a single-family dwelling and no such accessory apartment shall be required to be an affordable accessory apartment;

(2) Allow accessory apartments to be attached to or located within the proposed or existing principal dwelling, or detached from the proposed or existing principal dwelling and located on the same lot as such dwelling;

(3) Set a maximum net floor area for an accessory apartment of not less than thirty per cent of the net floor area of the principal dwelling, or one thousand square feet, whichever is less, except that such regulations may allow a larger net floor area for such apartments;

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(4) Require setbacks, lot size and building frontage less than or equal to that which is required for the principal dwelling, and require lot coverage greater than or equal to that which is required for the principal dwelling;

(5) Provide for height, landscaping and architectural design standards that do not exceed any such standards as they are applied to single-family dwellings in the municipality;

(6) Be prohibited from requiring (A) a passageway between any such accessory apartment and any such principal dwelling, (B) an exterior door for any such accessory apartment, except as required by the applicable building or fire code, (C) any more than one parking space for any such accessory apartment, or fees in lieu of parking otherwise allowed by section 8-2c of the general statutes, (D) a familial, marital or employment relationship between occupants of the principal dwelling and accessory apartment, (E) a minimum age for occupants of the accessory apartment, (F) separate billing of utilities otherwise connected to, or used by, the principal dwelling unit, or (G) periodic renewals for permits for such accessory apartments; and

(7) Be interpreted and enforced such that nothing in this section shall be in derogation of (A) applicable building code requirements, (B) the ability of a municipality to prohibit or limit the use of accessory apartments for short-term rentals or vacation stays, or (C) other requirements where a well or private sewerage system is being used, provided approval for any such accessory apartment shall not be unreasonably withheld.

(b) The as of right permit application and review process for approval of accessory apartments shall require that a decision on any such application be rendered not later than sixty-five days after receipt of such application by the applicable zoning commission, except that an applicant may consent to one or more extensions of not more than an

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additional sixty-five days or may withdraw such application.

(c) A municipality shall not (1) condition the approval of an accessory apartment on the correction of a nonconforming use, structure or lot, or (2) require the installation of fire sprinklers in an accessory apartment if such sprinklers are not required for the principal dwelling located on the same lot or otherwise required by the fire code.

(d) A municipality, special district, sewer or water authority shall not (1) consider an accessory apartment to be a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless such accessory apartment was constructed with a new single-family dwelling on the same lot, or (2) require the installation of a new or separate utility connection directly to an accessory apartment or impose a related connection fee or capacity charge.

(e) If a municipality fails to adopt new regulations or amend existing regulations by January 1, 2023, for the purpose of complying with the provisions of subsections (a) to (d), inclusive, of this section, and unless such municipality opts out of the provisions of said subsections in accordance with the provisions of subsection (f) of this section, any noncompliant existing regulation shall become null and void and such municipality shall approve or deny applications for accessory apartments in accordance with the requirements for regulations set forth in the provisions of subsections (a) to (d), inclusive, of this section until such municipality adopts or amends a regulation in compliance with said subsections. A municipality may not use or impose additional standards beyond those set forth in subsections (a) to (d), inclusive, of this section.

(f) Notwithstanding the provisions of subsections (a) to (d), inclusive, of this section, the zoning commission or combined planning and zoning commission, as applicable, of a municipality, by a two-thirds

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vote, may initiate the process by which such municipality opts out of the provisions of said subsections regarding allowance of accessory apartments, provided such commission: (1) First holds a public hearing in accordance with the provisions of section 8-7d of the general statutes on such proposed opt-out, (2) affirmatively decides to opt out of the provisions of said subsections within the period of time permitted under section 8-7d of the general statutes, (3) states upon its records the reasons for such decision, and (4) publishes notice of such decision in a newspaper having a substantial circulation in the municipality not later than fifteen days after such decision has been rendered. Thereafter, the municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, by a two-thirds vote, may complete the process by which such municipality opts out of the provisions of subsections (a) to (d), inclusive, of this section, except that, on and after January 1, 2023, no municipality may opt out of the provisions of said subsections.

Sec. 7. Subsection (k) of section 8-30g of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(k) The affordable housing appeals procedure established under this section shall not be available if the real property which is the subject of the application is located in a municipality in which at least ten per cent of all dwelling units in the municipality are (1) assisted housing, (2) currently financed by Connecticut Housing Finance Authority mortgages, (3) subject to binding recorded deeds containing covenants or restrictions which require that such dwelling units be sold or rented at, or below, prices which will preserve the units as housing for which persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income, (4) mobile manufactured homes located in mobile manufactured home parks or legally approved accessory apartments, which homes or

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apartments are subject to binding recorded deeds containing covenants or restrictions which require that such dwelling units be sold or rented at, or below, prices which will preserve the units as housing for which, for a period of not less than ten years, persons and families pay thirty per cent or less of income, where such income is less than or equal to eighty per cent of the median income, or (5) mobile manufactured homes located in resident-owned mobile manufactured home parks. For the purposes of calculating the total number of dwelling units in a municipality, accessory apartments built or permitted after January 1, 2022, but that are not described in subdivision (4) of this subsection, shall not be counted toward such total number. The municipalities meeting the criteria set forth in this subsection shall be listed in the report submitted under section 8-37qqq. As used in this subsection, "accessory apartment" [means a separate living unit that (A) is attached to the main living unit of a house, which house has the external appearance of a single-family residence, (B) has a full kitchen, (C) has a square footage that is not more than thirty per cent of the total square footage of the house, (D) has an internal doorway connecting to the main living unit of the house, (E) is not billed separately from such main living unit for utilities, and (F) complies with the building code and health and safety regulations] has the same meaning as provided in section 8-1a, as amended by this act, and "resident-owned mobile manufactured home park" means a mobile manufactured home park consisting of mobile manufactured homes located on land that is deed restricted, and, at the time of issuance of a loan for the purchase of such land, such loan required seventy-five per cent of the units to be leased to persons with incomes equal to or less than eighty per cent of the median income, and either [(i)] (A) forty per cent of said seventy-five per cent to be leased to persons with incomes equal to or less than sixty per cent of the median income, or [(ii)] (B) twenty per cent of said seventy-five per cent to be leased to persons with incomes equal to or less than fifty per cent of the median income.

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Sec. 8. Subsection (e) of section 8-3 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(e) (1) The zoning commission shall provide for the manner in which the zoning regulations shall be enforced, except that any person appointed as a zoning enforcement officer on or after January 1, 2023, shall be certified in accordance with the provisions of subdivision (2) of this subsection.

(2) Beginning January 1, 2023, and annually thereafter, each person appointed as a zoning enforcement officer shall obtain certification from the Connecticut Association of Zoning Enforcement Officials and maintain such certification for the duration of employment as a zoning enforcement officer.

Sec. 9. (NEW) (*Effective from passage*) (a) On and after January 1, 2023, each member of a municipal planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals shall complete at least four hours of training. Any such member serving on any such commission or board as of January 1, 2023, shall complete such initial training by January 1, 2024, and shall complete any subsequent training every other year thereafter. Any such member not serving on any such commission or board as of January 1, 2023, shall complete such initial training not later than one year after such member's election or appointment to such commission or board and shall complete any subsequent training every other year thereafter. Such training shall include at least one hour concerning affordable and fair housing policies and may also consist of (1) process and procedural matters, including the conduct of effective meetings and public hearings and the Freedom of Information Act, as defined in section 1-200 of the general statutes, (2) the interpretation of site plans, surveys, maps and architectural conventions, and (3) the impact of zoning on the environment, agriculture and historic resources.

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(b) Not later than January 1, 2022, the Secretary of the Office of Policy and Management shall establish guidelines for such training in collaboration with land use training providers, including, but not limited to, the Connecticut Association of Zoning Enforcement Officials, the Connecticut Conference of Municipalities, the Connecticut Chapter of the American Planning Association, the Land Use Academy at the Center for Land Use Education and Research at The University of Connecticut, the Connecticut Bar Association, regional councils of governments and other nonprofit or educational institutions that provide land use training, except that if the secretary fails to establish such guidelines, such land use training providers may create and administer appropriate training for members of commissions and boards described in subsection (a) of this section, which may be used by such members for the purpose of complying with the provisions of said subsection.

(c) Not later than March 1, 2024, and annually thereafter, the planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals, as applicable, in each municipality shall submit a statement to such municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, affirming compliance with the training requirement established pursuant to subsection (a) of this section by each member of such commission or board required to complete such training in the calendar year ending the preceding December thirty-first.

Sec. 10. Section 7-245 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

For the purposes of this chapter: (1) "Acquire a sewerage system" means obtain title to all or any part of a sewerage system or any interest therein by purchase, condemnation, grant, gift, lease, rental or otherwise; (2) "alternative sewage treatment system" means a sewage treatment system serving one or more buildings that utilizes a method

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of treatment other than a subsurface sewage disposal system and that involves a discharge to the groundwaters of the state; (3) "community sewerage system" means any sewerage system serving two or more residences in separate structures which is not connected to a municipal sewerage system or which is connected to a municipal sewerage system as a distinct and separately managed district or segment of such system, but does not include any sewerage system serving only a principal dwelling unit and an accessory apartment, as defined in section 8-1a, as amended by this act, located on the same lot; (4) "construct a sewerage system" means to acquire land, easements, rights-of-way or any other real or personal property or any interest therein, plan, construct, reconstruct, equip, extend and enlarge all or any part of a sewerage system; (5) "decentralized system" means managed subsurface sewage disposal systems, managed alternative sewage treatment systems or community sewerage systems that discharge sewage flows of less than five thousand gallons per day, are used to collect and treat domestic sewage, and involve a discharge to the groundwaters of the state from areas of a municipality; (6) "decentralized wastewater management district" means areas of a municipality designated by the municipality through a municipal ordinance when an engineering report has determined that the existing subsurface sewage disposal systems may be detrimental to public health or the environment and that decentralized systems are required and such report is approved by the Commissioner of Energy and Environmental Protection with concurring approval by the Commissioner of Public Health, after consultation with the local director of health; (7) "municipality" means any metropolitan district, town, consolidated town and city, consolidated town and borough, city, borough, village, fire and sewer district, sewer district and each municipal organization having authority to levy and collect taxes; (8) "operate a sewerage system" means own, use, equip, reequip, repair, maintain, supervise, manage, operate and perform any act pertinent to the collection, transportation and disposal of sewage; (9) "person" means any person, partnership,

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corporation, limited liability company, association or public agency; (10) "remediation standards" means pollutant limits, performance requirements, design parameters or technical standards for application to existing sewage discharges in a decentralized wastewater management district for the improvement of wastewater treatment to protect public health and the environment; (11) "sewage" means any substance, liquid or solid, which may contaminate or pollute or affect the cleanliness or purity of any water; and (12) "sewerage system" means any device, equipment, appurtenance, facility and method for collecting, transporting, receiving, treating, disposing of or discharging sewage, including, but not limited to, decentralized systems within a decentralized wastewater management district when such district is established by municipal ordinance pursuant to section 7-247.

Sec. 11. Subsection (b) of section 7-246 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(b) Each municipal water pollution control authority designated in accordance with this section may prepare and periodically update a water pollution control plan for the municipality. Such plan shall designate and delineate the boundary of: (1) Areas served by any municipal sewerage system; (2) areas where municipal sewerage facilities are planned and the schedule of design and construction anticipated or proposed; (3) areas where sewers are to be avoided; (4) areas served by any community sewerage system not owned by a municipality; (5) areas to be served by any proposed community sewerage system not owned by a municipality; and (6) areas to be designated as decentralized wastewater management districts. Such plan may designate and delineate specific allocations of capacity to serve areas that are able to be developed for residential or mixed-use buildings containing four or more dwelling units. Such plan shall also describe the means by which municipal programs are being carried out

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to avoid community pollution problems and describe any programs wherein the local director of health manages subsurface sewage disposal systems. The authority shall file a copy of the plan and any periodic updates of such plan with the Commissioner of Energy and Environmental Protection and shall manage or ensure the effective supervision, management, control, operation and maintenance of any community sewerage system or decentralized wastewater management district not owned by a municipality.

Sec. 12. Section 8-30j of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(a) (1) [At] Not later than June 1, 2022, and at least once every five years thereafter, each municipality shall prepare or amend and adopt an affordable housing plan for the municipality and shall submit a copy of such plan to the Secretary of the Office of Policy and Management, who shall post such plan on the Internet web site of said office. Such plan shall specify how the municipality intends to increase the number of affordable housing developments in the municipality.

(2) If, at the same time the municipality is required to submit to the Secretary of the Office of Policy and Management an affordable housing plan pursuant to subdivision (1) of this subsection, the municipality is also required to submit to the secretary a plan of conservation and development pursuant to section 8-23, such affordable housing plan may be included as part of such plan of conservation and development. The municipality may, to coincide with its submission to the secretary of a plan of conservation and development, submit to the secretary an affordable housing plan early, provided the municipality's next such submission of an affordable housing plan shall be five years thereafter.

(b) The municipality may hold public informational meetings or organize other activities to inform residents about the process of preparing the plan and shall post a copy of any draft plan or amendment

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to such plan on the Internet web site of the municipality. If the municipality holds a public hearing, such posting shall occur at least thirty-five days prior to the public hearing. [on the adoption, the municipality shall file in the office of the town clerk of such municipality a copy of such draft plan or any amendments to the plan, and if applicable, post such draft plan on the Internet web site of the municipality.] After adoption of the plan, the municipality shall file the final plan in the office of the town clerk of such municipality and [, if applicable,] post the plan on the Internet web site of the municipality.

(c) Following adoption, the municipality shall regularly review and maintain such plan. The municipality may adopt such geographical, functional or other amendments to the plan or parts of the plan, in accordance with the provisions of this section, as it deems necessary. If the municipality fails to amend and submit to the Secretary of the Office of Policy and Management such plan every five years, the chief elected official of the municipality shall submit a letter to the [Commissioner of Housing] secretary that (1) explains why such plan was not amended, and (2) designates a date by which an amended plan shall be submitted.

Sec. 13. (*Effective from passage*) (a) There is established a Commission on Connecticut's Development and Future within the Legislative Department, which shall evaluate policies related to land use, conservation, housing affordability and infrastructure.

(b) The commission shall consist of the following members:

(1) Two appointed by the speaker of the House of Representatives, one of whom is a member of the General Assembly not described in subdivision (7), (8), (9) or (10) of this subsection and one of whom is a representative of a municipal advocacy organization;

(2) Two appointed by the president pro tempore of the Senate, one of whom is a member of the General Assembly not described in

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subdivision (7), (8), (9) or (10) of this subsection and one of whom has expertise in state or local planning;

(3) Two appointed by the majority leader of the House of Representatives, one of whom has expertise in state affordable housing policy and one of whom represents a town with a population of greater than thirty thousand but less than seventy-five thousand;

(4) Two appointed by the majority leader of the Senate, one of whom has expertise in zoning policy and one of whom has expertise in community development policy;

(5) Two appointed by the minority leader of the House of Representatives, one of whom has expertise in environmental policy and one of whom is a representative of a municipal advocacy organization;

(6) Two appointed by the minority leader of the Senate, one of whom has expertise in homebuilding and one of whom is a representative of the Connecticut Association of Councils of Governments;

(7) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to planning and development;

(8) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to the environment;

(9) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to housing;

(10) The chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters

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relating to transportation;

(11) Two appointed by the Governor, one of whom is an attorney with expertise in planning and zoning and one of whom has expertise in fair housing;

(12) The Secretary of the Office of Policy and Management;

(13) The Commissioner of Administrative Services, or the commissioner's designee;

(14) The Commissioner of Economic and Community Development, or the commissioner's designee;

(15) The Commissioner of Energy and Environmental Protection, or the commissioner's designee;

(16) The Commissioner of Housing, or the commissioner's designee; and

(17) The Commissioner of Transportation, or the commissioner's designee.

(c) Appointing authorities, in cooperation with one another, shall make a good faith effort to ensure that, to the extent possible, the membership of the commission closely reflects the gender and racial diversity of the state. Members of the commission shall serve without compensation, except for necessary expenses incurred in the performance of their duties. Any vacancy shall be filled by the appointing authority.

(d) The speaker of the House of Representatives and the president pro tempore of the Senate shall jointly select one of the members of the General Assembly described in subdivision (1) or (2) of subsection (b) of this section to serve as one cochairperson of the commission. The Secretary of the Office of Policy and Management shall serve as the other

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cochairperson of the commission. Such cochairpersons shall schedule the first meeting of the commission.

(e) The commission may accept administrative support and technical and research assistance from outside organizations and employees of the Joint Committee on Legislative Management. The cochairpersons may establish, as needed, working groups consisting of commission members and nonmembers and may designate a chairperson of each such working group.

(f) (1) Except as provided in subdivision (2) of this subsection, not later than January 1, 2022, and not later than January 1, 2023, the commission shall submit a report to the joint standing committees of the General Assembly having cognizance of matters relating to planning and development, environment, housing and transportation and to the Secretary of the Office of Policy and Management, in accordance with the provisions of section 11-4a of the general statutes, regarding the following:

(A) Any recommendations for statutory changes concerning the process for developing, adopting and implementing the state plan of conservation and development;

(B) Any recommendations for (i) statutory changes concerning the process for developing and adopting the state's consolidated plan for housing and community development prepared pursuant to section 8-37t of the general statutes, and (ii) implementation of such plan;

(C) Any recommendations (i) for guidelines and incentives for compliance with (I) the requirements for affordable housing plans prepared pursuant to section 8-30j of the general statutes, as amended by this act, and (II) subdivisions (4) to (6), inclusive, of subsection (b) of section 8-2 of the general statutes, as amended by this act, and (ii) as to how such compliance should be determined, as well as the form and

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manner in which evidence of such compliance should be demonstrated. Nothing in this subparagraph may be construed as permitting any municipality to delay the preparation or amendment and adoption of an affordable housing plan, and the submission of a copy of such plan to the Secretary of the Office of Policy and Management, beyond the date set forth in subsection (a) of section 8-30j of the general statutes, as amended by this act;

(D) (i) Existing categories of discharge that constitute (I) alternative on-site sewage treatment systems, as described in section 19a-35a of the general statutes, (II) subsurface community sewerage systems, as described in section 22a-430 of the general statutes, and (III) decentralized systems, as defined in section 7-245 of the general statutes, as amended by this act, (ii) current administrative jurisdiction to issue or deny permits and approvals for such systems, with reference to daily capacities of such systems, and (iii) the potential impacts of increasing the daily capacities of such systems, including changes in administrative jurisdiction over such systems and the timeframe for adoption of regulations to implement any such changes in administrative jurisdiction; and

(E) (i) Development of model design guidelines for both buildings and context-appropriate streets that municipalities may adopt, in whole or in part, as part of their zoning or subdivision regulations, which guidelines shall (I) identify common architectural and site design features of building types used in urban, suburban and rural communities throughout this state, (II) create a catalogue of common building types, particularly those typically associated with housing, (III) establish reasonable and cost-effective design review standards for approval of common building types, accounting for topography, geology, climate change and infrastructure capacity, (IV) establish procedures for expediting the approval of buildings or streets that satisfy such design review standards, whether for zoning or subdivision

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regulations, and (V) create a design manual for context-appropriate streets that complement common building types, and (ii) development and implementation by the regional councils of governments of an education and training program for the delivery of such model design guidelines for both buildings and context-appropriate streets.

(2) If the commission is unable to meet the January 1, 2022, deadline set forth in subdivision (1) of this subsection for the submission of the report described in said subdivision, the cochairpersons shall request from the speaker of the House of Representatives and president pro tempore of the Senate an extension of time for such submission and shall submit an interim report.

(3) The commission shall terminate on the date it submits its final report or January 1, 2023, whichever is later.

Approved June 10, 2021



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-708

Agenda Date: 11/9/2022

Agenda #: 9.

CONTRACT/LEASE

Subject:

MOTION to authorize the Mayor to sign the "*Nathan Lester House Lease Between the Town of Ledyard and Sharon E and Matthew S. Primett*" located at 153 Vinegar Hill Road, Gales Ferry.

Background:

The Town has been entering into a Lease Agreement/Service Agreement for the Caretaker Quarters/ Duties for many years. The Lease and Service Agreement was revised and updated by legal in 2017.

Minor changes to this lease include: Caretaker time commitment valued at \$15.50 per hour and rent as well as Service Agreement payments to be made monthly as opposed to quarterly.

Department Comment/Recommendation:

**NATHAN LESTER HOUSE
LEASE**

THIS LEASE AGREEMENT entered into on this ____ day of October, 2022, by and between the **TOWN OF LEDYARD**, a municipal corporation existing under the laws of the State of Connecticut (herein the "Lessor") and **Sharon E. and Matthew S. Primett** (herein the "Lessee").

WITNESSETH:

WHEREAS, Lessor is the owner of the Nathan Lester House and outbuildings, structures of historical significance and extensive acreage with walking trails) located at 153 Vinegar Hill Road, Gales Ferry, Connecticut (collectively the "Nathan Lester House Complex"); and

WHEREAS, Lessor deems the preservation of the Nathan Lester House Complex and the contents of the Nathan Lester House and outbuildings to be of benefit to the citizens of the Town of Ledyard and the State of Connecticut; and

WHEREAS, Lessor desires to preserve and protect the Nathan Lester House Complex and the fixtures and furnishings of the Nathan Lester House and outbuildings, while at the same time making it available during regularly-scheduled hours for the education, welfare and enjoyment of the citizens of the Town of Ledyard and the State of Connecticut; and

WHEREAS, Lessor's Town Council by way of the Ledyard Historic District Commission (*herein "LHDC"*) established the Nathan Lester House Committee (*herein, "NLHC"*), a standing committee of the Ledyard Historic District Commission; and

WHEREAS, Lessor and Lessee hereby agree to enter into this Lease Agreement under the terms and conditions set forth herein;

NOW THEREFORE, the parties hereto hereby covenant and agree as follows:

1. **Premises.** In consideration of the rent hereinafter reserved and of the covenants, representations and agreements herein contained, Lessor does hereby lease to Lessee, and Lessee hereby leases from Lessor a portion of the Nathan Lester House commonly known as the "caretaker's quarters" and consisting of the second story rooms therein contained, the first floor kitchen and bathroom and living area, as well as the garden areas, lawn, and the small kitchen garden at the end of the caretakers quarters and behind the caretaker's quarters (collectively "The Caretakers Quarters").
2. **Occupancy and Use of The Caretakers Quarters.** The Caretakers Quarters shall be occupied solely by the Lessee and their immediate family limited to up to four members in total and no one else and the use shall be strictly as a private residential apartment. Under no circumstances shall Lessee permit any person or persons to remain on the premises for a period greater than one (1) week without prior written consent of the Lessor; which consent may be withheld for any reason. Lessee may use the Main House with prior written permission for an evening or day provided it does not conflict with scheduled events. Lessee may cut firewood from dead trees on the property for Lessee's own use.
3. **Term.** Subject to the terms and provisions herein contained, and the attached Service Agreement, the term of this Lease Agreement shall be for one (1) year and shall commence on November 1, 2022 and shall terminate on 12:00 a.m. _____, 2023 (the "Lease Term").
4. **Lease Rate:** The annual rental rate of the Caretaker's Quarters shall be Fifteen Thousand Five Hundred (\$15,500) DOLLARS, *payable in monthly installments of One Thousand Two Hundred Ninety-One and 67/100 (\$1,291.67) DOLLARS*. Rent is due on the first of the month and late on the tenth of the month. Lessee is also subject to possible eviction if late.

**NATHAN LESTER HOUSE
LEASE**

5. **Renewal Term.** Under no circumstances shall this Lease Agreement automatically renew. Upon the expiration of the Term hereof, and if agreed to, in writing, between Lessor and Lessee, the Lessee shall be the subject of a month-to-month tenancy under the same terms and conditions hereof unless and until a new lease agreement is entered into between Lessor and Lessee. If there is no such agreement between Lessor and Lessee, then Lessee shall be required to vacate the Nathan Lester House upon the expiration of the Term or any renewal thereof.
6. **Security Deposit.** The sum of One Thousand Two Hundred and Ninety One and 67/100 (\$1,291.67) DOLLARS representing the security for the faithful performance and observance by Lessee of the above terms, covenants and conditions of this Lease Agreement on Lessee's part to be observed and performed is due and payable at the time of the execution and delivery of this Lease Agreement.
7. **Lester House Rules.**
All of the house furnishings and farm tools are owned by the Ledyard Historical Society. All aforementioned furnishings and tools are to remain in the Nathan Lester House and outbuildings.
- (a) Lessee shall not re-arrange or remove from the Nathan Lester House or its outbuildings any furniture, fixtures, equipment or other artifacts within the Nathan Lester House except as may be approved in advance, in writing, by the LHDC;
 - (b) During the term of use and occupancy, Lessee shall neither perform nor permit any practice that may damage or otherwise be injurious to the Nathan Lester House, its outbuildings, furnishings or fixtures. Further, any maintenance or repair occasioned by the Lessee's misuse, neglect or waste or that of the Lessee's visitors or invitees shall be the sole responsibility of the Lessee.
 - (c) Lessee shall not permit cigarette, cigar, pipe, vape or other forms of smoking or tobacco inhalant within or outside the Nathan Lester House or its outbuildings;
 - (d) Lessee shall not possess or allow any animals or pets within or outside the Nathan Lester House or its outbuildings; Select small farm animals may be permitted subject to conditions imposed by the LHDC.
 - (e) Lessee shall not use any type of space heater, without prior written consent from both the LHDC and NLHC;
 - (f) Lessee shall not install any outdoor television antennas or satellite dishes on or about the Nathan Lester House or its outbuildings;
 - (g) Lessee shall not place air conditioning units within the windows of the Nathan Lester House, without the prior written consent from both the LHDC and NLHC.
 - (h) Lessor will supply and maintain the stove, dishwasher and refrigerator in the Caretakers Quarters. In case appliances fail, Lessee will notify Lessor, and Lessor will either have the appliance repaired or replaced.

**NATHAN LESTER HOUSE
LEASE**

8. **Lessee's Obligations.** Lessee covenants and agrees that it will, without additional charge perform the duties as noted in attached Appendix A to this Lease. (See Appendix A).
9. **Utilities.** In addition to the obligations set forth above, Lessee covenants and agrees that during the term of this Lease Agreement, ***Lessee shall pay for: a) Fifty (50%) Percent of all actual utility costs for heat and seventy-five percent (75%) for electricity.*** Under no condition, however, shall Lessee allow the temperature in the main house to fall below forty-eight (48) degrees Fahrenheit. Lessor shall not be responsible for any temporary interruption of any such services caused by circumstances beyond its control.
10. **Smoke Detectors.** Lessee shall keep and maintain the smoke detectors located within the Nathan Lester House in full operation and shall ensure that the batteries are operational at all times. Lessee hereby agrees to indemnify and hold Lessor, and its officers, employees, agents, attorneys harmless from and against any and all claims, liabilities, losses, damages, costs, expenses (including, without limitation, reasonable attorney's fees and expenses), causes of action, suits, injuries, claims, demands or judgments which arise out of or from Lessee's failure to keep and maintain the smoke detectors.
11. **Dangerous Materials.** Lessee shall not keep on the premises any item of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the Nathan Lester House or those that might be considered hazardous or extra hazardous by any responsible insurance company. Any ammunition shall be kept in a fire proof safe.
12. **Lead Paint Disclosure.** Lessee hereby acknowledges that the Nathan Lester House was built before 1978 and therefore, may contain lead-based paint. The federal government requires that landlords or sellers of property must disclose the potential presence of lead-based paint to their tenants or buyers. Attached hereto is a Lead Paint Disclosure, pamphlet, titled "Protect Your Family from Lead in your Home" and Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards (see Appendix B.)
13. **Alterations.** Lessee will not make any changes, either structural, cosmetic or to the grounds to and of the Nathan Lester House or the Caretakers Quarters therein contained, without receipt of prior written consent from both the LHDC and NLHC. Lessee will not make any changes in the appearance of any walls, floors, ceilings, windows, doors, appliances or fixtures. Lessee will not make any changes to furnishings without receipt of prior written consent from both the LHDC and NLHC; which consent may be withheld for any reason. ***Under no circumstances shall lessee make any electrical or plumbing changes or repairs.***
14. **Assignment and Subletting; Delegation or Assignment of Duties.** The duties to be provided by Lessee hereunder are personal in nature and therefore Lessee shall not be permitted to delegate or assign any of its duties to any third-party without the prior written consent of both the LHDC and NLHC; which consent may be withheld for any reason. Further, Lessee covenants not to assign this Lease Agreement, nor to sublet the Nathan Lester House or The Caretakers Quarters, or any portion thereof, nor any space therein.
15. **Right of Access.** Lessor, the LHDC and NLHC may, at any time during the term of this Lease Agreement, and during reasonable hours, with twenty-four (24) hours notification to the Lessee when possible, enter either to view the Nathan Lester House or to show the same to others or to make repairs or to replace, alter or make new or change existing connections from any fixtures, pipes, wires, ducts, conduits, appliances and other systems as needed.

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Lessor, the LHDC and NLHC may, during the sixty (60) calendar day period preceding the expiration of the Term hereunder, enter to show the Nathan Lester House to prospective tenants, all at times that shall not unreasonably interfere with Lessee's use hereunder.

16. **Damage to Premises; Inhabitable or Untenantable.** If the Nathan Lester House, or any part thereof, shall, for any reason, become, inhabitable or untenantable (as determined in the sole and absolute discretion of Lessor), Lessor shall have the right to terminate this Lease Agreement and neither Lessor nor Lessee shall have any further rights hereunder.
17. **Lessee's Contents Insurance.** Lessee shall be required to procure and maintain during the Term hereof, insurance sufficient to cover the replacement of its personal belongings and effects in the event of fire, theft, flood or other damage. A certificate demonstrating the same shall be provided to Lessor prior to the commencement hereof and said certificate shall not be cancellable without at least thirty (30) days written notice to Lessor.

Additionally, Lessee shall procure liability insurance on The Caretakers Quarters covering both Lessor and Lessee liability for personal injury in the amount of \$1,000,000 per person and 1,000,000 per occurrence. Lessee will pay Lessor for any loss or liability that Lessor has or incurs arising out of Lessee's occupancy of The Caretakers Quarters. A certificate naming the Lessor as an additional insured shall be provided to Lessor prior to the commencement hereof and said certificate shall not be cancellable without at least thirty (30) days written notice to Lessor
18. **Subordination of Lease.** This Lease and Lessee's interest hereunder are and shall be subordinate to any liens or encumbrances now or hereafter placed on the Nathan Lester House by Lessor, all advances made under any such liens or encumbrances, the interest payable on any such liens or encumbrances and any and all renewals or extensions of such liens or encumbrances.
19. **Surrender of Possession.** At the expiration of the Lease Term, Lessee shall surrender the Nathan Lester House and contents in as good a state and condition as they were at the commencement of this Lease Agreement, reasonable use and wear thereof and damages by the elements excepted. Lessee shall remove all of its goods and personal effects from The Caretakers Quarters which are not the property of Lessor and shall yield up to Lessor the Nathan Lester House and all keys (and any copies thereof), locks and other furniture, fixtures and artifacts therein belonging.
20. **Non-Discrimination.** In carrying out the terms and provisions of this Lease Agreement, Both Lessor hereby affirms that neither party shall discriminate against any person for any reason, including, but not limited to, age, race, color, national ethnicity, sex, religion, family status, disability, marital status, sexual orientation or lawful source of income.
21. **Default.** If Lessee fails to comply with any of the provisions of this Lease Agreement, including, but not limited to, the failure to comply with any duties imposed hereunder or which may be imposed by federal, state or local rule, law, regulation or ordinance, within seven (7) days after delivery of written notice by Lessor specifying the noncompliance and indicating the intention of Lessor to terminate the Lease Agreement by reason thereof, Lessor may terminate this Lease Agreement.
22. **Abandonment.** If at any time during the term of this Lease Agreement, or any renewals thereof, Lessee abandons the premises or any part thereof, Lessor may, at its option, obtain possession of the Nathan Lester House in the manner provided by law and without becoming liable to Lessee for damages or for any payment of any kind whatever. Lessor may, at its discretion, as agent for Lessee, re-let the Nathan Lester House, or any part thereof, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such re-letting, and, at Lessor's option, hold Lessee liable for any difference between the rent that would have been payable under this Lease during

**NATHAN LESTER HOUSE
LEASE**

the balance of the unexpired term if this Lease Agreement had continued in force and the net rent for such period realized by Lessor by means of such re-letting. If Lessor's right of re-entry is exercised following abandonment of the Nathan Lester House by Lessee, the Lessor may consider any personal property belonging to Lessee and left on the Nathan Lester House to also have been abandoned, in which case Lessor may dispose of all such personal property in any manner Lessor shall deem proper and is hereby relieved of all liability for doing so. For purposes of this paragraph abandonment shall be deemed to be defined as the continuous non-use by Lessee of The Caretakers Quarters for more than ten (10) calendar days.

23. **Attorney's Fees and Costs.** In connection with any litigation arising out of this Lease Agreement, the prevailing party shall be entitled to recover all actual costs incurred, including reasonable attorneys' fees.
24. **Termination Without Cause.** Notwithstanding anything herein contained to the contrary, either Lessor or Lessee may terminate this Lease Agreement without cause by giving the other written notice stating the date on which this Lease Agreement is to terminate. Such notice must be given at least thirty (30) days prior to the date of termination. If such written notice is given, this Lease Agreement shall terminate upon the date stated in the written notice.
25. **Binding Effect.** The covenants and conditions herein contained shall apply to and bind the heirs, legal representatives, successors and permitted assigns of the parties hereto, and all covenants are to be construed as conditions of this Lease Agreement.
26. **Recording.** The parties agree that neither this Lease Agreement (nor a notice thereof) may be recorded in the Land Records of the town in which the premises are so situated. To record such shall constitute a material breach of this Lease Agreement.
27. **Construction of this Lease Agreement.** In construing this indenture, feminine or neuter pronouns shall be considered those of masculine form and vice-versa, and the plural for the singular, and the singular for the plural, in any place in which the context may require. This agreement shall be governed by and construed in accordance with the laws of the State of Connecticut and any action or lawsuit arising from or relating to this agreement, shall be brought but only in the Superior Court of the State of Connecticut, County of New London.
28. **Merger.** This Lease Agreement, and all attachments hereto, embodies all the agreements between the parties and no representations not set forth herein in writing shall be binding on the Lessor or the Lessee, nor shall the modification or explanation of any of the terms or conditions of this lease be binding on the Lessor or the Lessee unless in writing and signed by them.
29. **Waiver.** No waiver of any breach or of any covenant, condition or agreement and no failure to give notice thereof shall constitute or operate as a waiver of any subsequent breach.

**NATHAN LESTER HOUSE
LEASE**

30. **Notices.** Notices as provided under this Lease Agreement shall be deemed duly given if sent by certified mail, express mail or overnight courier addressed as follows:

If to Lessor:

Town of Ledyard
c/o Mayor's Office
741 Colonel Ledyard Hwy.
Ledyard, CT 06339

With a copy to:

Ledyard Historic Commission
c/o Chairman
741 Colonel Ledyard Hwy.
Ledyard, CT 06339

If to Lessee:

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**NATHAN LESTER HOUSE
LEASE**

Dated at Ledyard, Connecticut, this ____ day of _____, 2022.

Signed, Sealed and Delivered
in the Presence of:

LESSOR:
TOWN OF LEDYARD

Frederic B. Allyn, III, Mayor
Duly authorized

STATE OF CONNECTICUT)

) ss. Ledyard

COUNTY OF NEW LONDON)

Personally appeared Frederic B. Allyn, III, Mayor of the Town of Ledyard, personally known to me, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed and the free act and deed of the Town of Ledyard, before me.

Commissioner of Superior Court

Notary Public: _____

My Commission Expires: _____

**NATHAN LESTER HOUSE
LEASE**

LESSEE:
SHARON E. PRIMETT

LESSEE:
MATTHEW S. PRIMETT

STATE OF CONNECTICUT)

) ss. Ledyard

COUNTY OF NEW LONDON)

Personally appeared, Sharon E. Primett and Matthew S. Primett personally known to me, signers and sealers of the foregoing instrument, and acknowledged the same to be her and his free act and deed and the free act and deed of the Town of Ledyard, before me.

Commissioner of Superior Court

Notary Public: _____

My Commission Expires: _____

STATE OF CONNECTICUT)

) ss.Ledyard

COUNTY OF NEW LONDON)

Personally appeared _____, signer and sealer of the foregoing instrument, and acknowledged the same to be his/her free act and deed before me.

Commissioner of Superior Court

Notary Public: _____

My Commission Expires: _____

**Town of Ledyard
Service Agreement
with
Sharon E. and Matthew S. Primett**

Agreement

This Services Agreement (this "Agreement"), dated as of this ____ day of October, 2022 is made between Sharon E. and Matthew S. Primett at address 153 Vinegar Hill Road, Gales Ferry, CT 06335 (Contractor) and Town of Ledyard, CT, a Connecticut municipality located at 741 Colonel Ledyard Highway, Ledyard, CT 06339 ("Ledyard").

In consideration of the mutual covenants contained herein, Ledyard and Contractor hereby agree as follows:

1. **Provision and Purchase of the Services.** Contractor will perform the specific services set forth in the Statement of Work which is attached to and made a part of this Agreement (the "Services") in accordance with the terms and conditions of this Agreement. Ledyard will purchase the Services from Contractor. Unless otherwise agreed by Ledyard in writing, Contractor will furnish all equipment, personnel and ancillary services, and will also furnish and manage any inventory of supplies necessary to furnish the Services.
2. **Term.** This Agreement will commence November ____, 2022 and will continue until terminated or canceled as provided herein. Either party may cancel this Agreement at any time by giving the other party at least forty-five (45) days prior written notice.
3. **Independent Contractor.** Contractor will perform the Services as an independent Contractor for Ledyard, and this Agreement will not be construed to create a partnership, joint venture or employment relationship between Contractor and Ledyard. Contractor will not represent itself to be an employee or agent of Ledyard or enter into any agreement on Ledyard's behalf of or in Ledyard's name. Contractor will retain full control over the manner in which it performs the services and will not be entitled to worker's compensation, disability benefits, retirement, insurance or any other benefits afforded to employees of Ledyard.
4. **Compensation.** Ledyard will pay Contractor for Services rendered in accordance with the Statement of Work. Contractor will submit a monthly invoice to Ledyard detailing Services rendered and any non-covered expenses incurred during said month, and Ledyard will remit all properly payable amounts within thirty (30) days of Ledyard's receipt of any such invoice. Each invoice will describe, in detail and with respect to the relevant invoice period (a) the number of hours expended performing Services, itemized by task, (b) a description of the Services provided, (c) any work product created, and (d) the date, amount and description of any expenses incurred in carrying out the work for Services rendered in accordance with the Statement of Work. Notwithstanding anything herein to the contrary, Contractor may terminate this Agreement immediately without notice if any bill rendered by it to Ledyard remains unpaid in whole or in part forty-five (45) days after the invoice date of the bill.
5. **Out-of-Pocket Expenses** The out-of-pocket expenses will be those expenses reasonably necessary, and actually incurred in the performance of the Services, including but not limited to, travel, postage and overnight delivery services. To be eligible for reimbursement, all out-of-pocket expenses *must* include a paid receipt for reimbursement. No overtime shall be incurred in performing the Services.

**Town of Ledyard
Service Agreement
with**

Sharon E. and Matthew S. Primett

6. **Taxes.** In addition to the charges and out of pocket expenses provided for herein, Ledyard will pay all federal, state, and local sales, use, or other applicable taxes which may be imposed upon the Services rendered hereunder. Such taxes will be set forth by Contractor as a separate item on the invoice; however, Ledyard shall not be liable for any taxes levied or assessable on Contractor's income or net worth.
7. **Indemnification.** Each party (the "indemnifying party") agrees to indemnify and hold the other party (the "indemnified party") harmless from and against any claims, demands, liabilities, losses, damages, judgments or settlements, including all reasonable costs and expenses related thereto including attorneys' fees, resulting from any claim for bodily injury or death to any person (excluding the claims asserted by an employee against its employer) arising out of and caused by the negligence or intentional misconduct of the indemnifying party hereto in connection with this Agreement, to the extent that such claims, suits, damages, liability or expenses are not caused by the negligent act or omission or intentional misconduct of the indemnified party. The indemnified party shall immediately notify the indemnifying party of any claim giving rise to an obligation to indemnify.
8. **Limitation of Liability.** Either party's liability hereunder for damages to the other party under this Agreement, regardless of the form of action, will not in the aggregate exceed the total amount paid for the Services hereunder. This will be the parties' exclusive remedy. Neither party will be liable for any lost profits, nor for any claim or demand against either party by any other party. No action, regardless of form, arising out of the Services under this Agreement, may be brought by either party more than one (1) year after the cause of action has accrued.
9. **Warranty.** Contractor warrants that it will perform the services in a professional workmanlike manner in compliance with all standards and rules reasonably established in general by the industry, or specifically in writing by Ledyard from time to time.
10. **Force Majeure.** Contractor will not be liable for any failure to perform or delay in performance hereunder where such failure or delay is occasioned by force majeure or an Act of God (including, but not limited to, fire, embargo, labor strike, or interruption of electrical service), or circumstances beyond Contractor's control which will prevent Contractor from providing the Services in the normal and usual course of its business.
11. **No Waiver.** A party's failure at any time to enforce any of the provisions of this Agreement or any right with respect thereto, will not be construed to be a waiver of such provision or rights, nor to affect the validity of this Agreement. The exercise by a party of any right under the terms or covenants herein will not preclude or prejudice the exercising thereafter of the same or other rights under this Agreement.
12. **Compliance with Laws.** Contractor and Ledyard will comply with all applicable federal, state, county and local laws, ordinances, regulations and codes in the performance of this Agreement and shall provide timely information to each other.
13. **Parties in Interest.** All the terms, provisions and conditions of this Agreement will inure to the benefit of and will be enforceable by the parties hereto and their respective successors and assigns.

**Town of Ledyard
Service Agreement
with**

Sharon E. and Matthew S. Primett

- 14. Entire Agreement; Amendments.** Subject to the terms and conditions hereof: (a) this Agreement contains the entire understanding of the parties hereto in respect to the provision of the Services; (b) there are no restrictions, promises, warranties, covenants or undertakings other than those expressly set forth herein; (c) this Agreement supersedes all prior agreements and understandings between the parties with respect to such subject matter; (d) this Agreement may be amended only by a written instrument duly executed by the parties hereto or their respective successor or assigns; and (e) any condition to a party's obligations hereunder may be waived by such party.
- 15. Notices.** All notices, requests, demands and other communications hereunder will be in writing and will be deemed to have been duly given if delivered by hand (and duly receipted), mailed (certified or registered mail, return receipt requested) or sent via overnight courier as follows:

if to Contractor:

Sharon E. and Matthew S. Primett
153 Vinegar Hill Road
Gales Ferry, CT 06335

Attention:

Sharon Primett

if to Ledyard:

Town of Ledyard, CT
741 Colonel Ledyard Highway
Ledyard, CT 06339

Attention:

Mayor

- 16. Governing Law.** This Agreement will be governed and construed and enforced in accordance with the laws of the State of Connecticut, County of New London. Any judicial proceeding brought forth in connection with this Agreement may be brought in any court of competent jurisdiction in the state of Connecticut, and both parties hereby (i) accept, generally and unconditionally, the nonexclusive jurisdiction of such courts by any judgment rendered thereby, subject to any right of appeal, and (ii) irrevocably waive any objections that may now or hereafter have as to any such proceeding brought in such a court or that such a court is an inconvenient forum.
- 17. Headings.** The paragraph headings contained in this Agreement are for reference purposes only and will not affect the interpretation or meaning of this Agreement.

**Town of Ledyard
Service Agreement
with
Sharon E. and Matthew S. Primett**

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first above written.

Town of Ledyard, CT

By: _____
(Signature)

Printed Name: _____

Date: _____

Contractor

By: _____
(Signature)

Printed Name: _____

Date: _____

By: _____
(Signature)

Printed Name: _____

Date: _____

STATEMENT OF WORK NATHAN LESTER HOUSE

The Town of Ledyard (Ledyard) manages the Nathan Lester House property by way of the Ledyard Historic District Commission (“LHDC”) and its standing Committee the Nathan Lester House Committee (“NLHC”). The Town desires to enter into an independent relationship with the Contractor to ensure the use of the Nathan Lester House and its walking trails and premises (collectively “The Nathan Lester House Complex”) as both a historical and community resource.

In view of this independent relationship, and with the exception of the scheduled exhibition times, the Contractor is expected to fulfill Contractor’s obligations under this agreement within reasonable timetables established by the LHDC in consultation with the Contractor.

General Information

The Nathan Lester House and outbuildings are buildings of historical significance to the Town of Ledyard. Its premises and collections will be open to the general public during scheduled times.

The Nathan Lester House is viewed by the Town as an educational medium for local school groups as well as a community resource and tourist attraction.

DUTIES OF THE CONTRACTOR

1) General Management

The Contractor shall manage and operate The Nathan Lester House Complex diligently and in good faith under the auspices of the LHDC and the NLHC, Ledyard’s agents in this matter. Contractor, however, shall not be required to devote itself exclusively to the management, maintenance and operation of The Nathan Lester House Complex.

- a) The Contractor is responsible for being present to show the Nathan Lester House and outbuildings during all scheduled hours.
- b) When the Main House is being used by a group, Contractor shall attend, and shall inform visitors of building rules.
- c) Contractor must notify the LHDC and the Mayor’s office if Contractor will not be present on the day of a scheduled opening. Should circumstances arise necessitating the Contractor’s absence during a scheduled opening, a suitably trained substitute must be secured by the Contractor, at no cost to the Town or the LHDC, and the LHDC must be notified at least twenty-four (24) hours in advance of any such absence. The Contractor must train substitutes who have been approved in advance by the LHDC.
- d) Contractor shall attend meetings of the NLHC as determined to be mutually appropriate.
- e) Contractor is to function under certain specific financial appropriations and budgetary considerations for all aspects of Contractor’s duties and responsibilities. As such, Contractor is specifically prohibited from entering into any contracts or commitments involving the expenditures of money unless funds have been appropriated by Ledyard Town Council, and authorized in advance by the LHDC.

STATEMENT OF WORK

NATHAN LESTER HOUSE

2) Tours and Demonstrations.

Contractor is responsible for interpreting the history of the Lester Family, the Nathan Lester House and outbuildings, and the property to visitors. Contractor should become familiar with the history of the Nathan Lester House, its contents, and the outbuildings so that Contractor is both capable and knowledgeable in order to give tours.

- a) Contractor shall greet and guide visitors through the Nathan Lester House and outbuildings and conduct private tours as necessary.
- b) Tour dates and hours are as follows:

Memorial Day weekend through Last weekend of October: Tuesday and Thursday 2:00 PM to 4:00 PM

Saturdays, Sundays, Holiday Mondays and July 4th: 1:00 PM to 4:30 PM (Incl. Columbus Day Weekend)

After Labor Day weekend until Memorial Day weekend: by appointment only.

The grounds are open year-round sunrise until sunset.

3) Educational System.

Contractor is encouraged to promote and support events and programs which bring visitors, especially local residents, to showcase the historic qualities of the property. Examples of such include the Annual Old Fashioned 4th and Yule Tide Celebrations, Boy Scout Campouts, Ledyard Garden Club seminars, and other town sponsored events.

4) Promotion as Community Resource.

The Contractor is encouraged to support the LHDC and NLHC to promote and expand the use of the Nathan Lester House Complex as a community resource and tourist attraction.

5) Function Use.

The Nathan Lester House Complex, or portions thereof, may, from time-to-time be made available for use to organizations and groups for a fee. To ensure success of this use, Contractor shall be present at all such events. Contractor is not authorized to accept donations, bequests, etc., without prior authorizations from the LHDC.

6) Additional Duties and payment for services rendered.

Contractor will have certain duties as established by the NLDC, and modified from time to time in writing. Such duties shall be posted within the Nathan Lester House Complex. Payment to the Contractor is based on 19.25 hours per week of services at a monthly rate of **One Thousand Two Hundred Ninety One and 67/100 (\$1,291.67) DOLLARS**. Once invoiced by the Contractor, Ledyard shall process said payment in a timely manner. Ledyard may ask for additional project work that is outside the scope of this Statement of Work by providing a separate request for proposal. Contractor may accept or reject this additional project work as it sees fit. Contractor may also recommend projects to be scoped and proposed separately.

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS FOR TARGET HOUSING RENTALS AND LEASES

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(initial)

(a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing. (explain)

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller. (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment

(initial)

(c) Lessee has received copies of all information listed above.

(d) Lessee has received the pamphlet "**Protect Your Family from Lead in Your Home**".

Agent's Acknowledgment

(initial)

(f) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor

Date

Lessee

Date

Lessor

Date

Lessee

Date

Agent

Date

Agent

Date



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-588

Agenda Date: 11/23/2022

Agenda #: 10.

RESOLUITON

Motion/Request:

MOTION to approve a proposed “*Resolution Amending an Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection For Infrastructure Improvements For Bridges And Dams In the Lantern Hill Valley Region*” as contained in the draft dated November 8, 2022.

Background:

11/7/2022: In working with the Department of Energy and Environmental Protection (DEEP) they suggested Resolution #003-2022/Oct 26 “ *Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” be amended to add the following language: “...***Whitford Brook Bridge/Culvert, Hyde Mill Pentway Culvert, the Infrastructure of the Long Pond and Bush Pond Dams, and the Bush Pond Dike.*** (see attached)

State Senator Cathy Osten has secured a \$3,000,000 Grant from State of Connecticut Department of Energy and Environmental Protection for upgrades to the Whitford Brook Bridge and Bush Pond Dam.

The Lantern Hill Road Bridge over Whitford Brook, which was on the State Bridge List as being in Stonington, goes between the towns of Stonington and Ledyard. The infrastructure report indicated that it was poorly rated and the condition of the Bridge has been a concern for some time.

The \$3,000,000 State funding would be for both the Bridge replacement and to replace/reconstruction of the Colonel Era Stone Dams on Bush Pond. Therefore, there would not be enough State funding to pay for the full cost to replace the Bridge, leaving Ledyard and Stonington to each share the remaining cost of the Bridge Replacement, which has been estimated to cost about \$300,000 (\$150,000 for each town). The new Bridge would have a 100-year service cycle.

The Lantern Hill Valley Association would address the earthen dam on Long Pond.

The Bridge Replacement Project was already designed and shovel ready. Ledyard and Stonington shared the cost of the Design Work. Because the previous DEEP Permit for the replacement of the Bridge expired the Towns were working to update the DEEP Permit and would reapply to the Department of Transportation (DOT) for the Whitford Brook Bridge Replacement.

To accept the State of Connecticut Department of Energy and Environmental Protection \$3,000,000 Grant Funding the attached Resolution was required.

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

Senator Osten has been instrumental in securing these funds for the long-overdue Whitford Brook Bridge and the colonial era dam on Bush Pond. Both projects are listed on the State Climate Resiliency list of important projects.

Body:

DRAFT: 10/3/2022

Res: 003-2022/Oct 26

AUTHORIZING RESOLUTION
OF THE LEDYARD TOWN COUNCIL
STATE OF CONNECTICUT DEPARTMENT OF
ENERGY AND ENVIRONMENTAL PROTECTION
UPGRADES TO THE WHITFORD BROOK BRIDGE AND BUSH POND DAM

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, located at 741 Colonel Ledyard Highway, Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on October 26, 2022 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

BE IT RESOLVED, that the Town of Ledyard may enter into with and deliver to the State of Connecticut Department of Energy and Environmental Protection any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, as Mayor of the Town of Ledyard, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard to enter into a Personal Service Agreement/Grant Contract under the State of Connecticut Department of Energy and Environmental Protection to receive a \$3,000,000 grant for upgrades to the Whitford Brook Bridge and Bush Pond Dam; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, Mayor, is hereby authorized to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Frederic B. Allyn III, now holds the office of Mayor and that he has held that office since May 1, 2017 and will continue in his capacity as Chief Executive Officer until December 5, 2023.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2022.

(SEAL)

Patricia A. Riley, Town Clerk

Meeting Action Detail:

Town Council Meeting 10/26/2022:

File #: [22588](#) Version: 1

Type: Resolution

Title: MOTION to approve a proposed “*Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” as contained in the draft dated October 3, 2022.

Moved: Saums Seconded: Ryan

Action: Approved and so declared

Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums stated State Senator Cathy Osten has secured a \$3,000,000 Grant from the State of Connecticut Department of Energy and Environmental Protection’s Bond funding to replace the Whitford Brook Bridge and for upgrades to the Bush Pond Dam.

Councilor Saums explained the \$3,000,000 State funding would be for both the Bridge replacement and to replace/reconstruct the Colonel Era Stone Dams on Bush Pond and that there would not be enough State funding to pay for the full cost to replace the Bridge. Therefore, he stated Ledyard and Stonington would each share the remaining \$300,000 cost of the Bridge Replacement (\$150,000 for each town). He stated the new Bridge would have a 100-year service cycle. He stated the Lantern Hill Valley Association would address the earthen dam on Long Pond.

Mayor Allyn, III, stated the Lantern Hill Road Bridge over Whitford Brook, which was on the State Bridge List as being in Stonington, goes between the towns of Stonington and Ledyard. He stated the infrastructure report

indicated that the bridge was poorly rated, and the condition of the Bridge has been a concern for some time. He stated the Bush Pond Dams were located in North Stonington, noting that these projects would involve three towns (Ledyard, Stonington and North Stonington).

Councilor Saums went on to state a few years ago, during the process to replace the bridge, that Stonington backed out of the Agreement to share the cost 50/50. However, he stated during the interim the towns (Stonington & Ledyard) made some temporary repairs to the bridge.

Mayor Allyn stated to accept the State of Connecticut Department of Energy and Environmental Protection \$3,000,000 Grant Funding the proposed Resolution had to be adopted. He stated that the town also needed to provide a Certificate of Insurance, which has already been provided to the State.

VOTE:8 - 0 Approved and so declared

Action: Approved and so declared

Finance Committee Meeting 10/19/2022:

File #: [22588](#) Version: 1

Type: Resolution

Title: MOTION to approve a proposed “*Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” as contained in the draft dated October 3, 2022.

Moved: Ingalls Seconded: Ryan

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Councilor Saums stated the Lantern Hill Road Bridge over Whitford Brook, which was on the State Bridge List as being in Stonington, goes between the towns of Stonington and Ledyard. He stated the infrastructure report indicated that the bridge was poorly rated, and the condition of the Bridge has been a concern for some time.

Councilor Saums went on to state a few years ago, during the process to replace the bridge, that Stonington backed out of the Agreement to share the cost 50/50. However, he stated during the interim the towns (Stonington & Ledyard) made some temporary repairs to the bridge.

Mayor Allyn, III, stated State Senator Cathy Osten has secured a \$3,000,000 Grant from the State of Connecticut Department of Energy and Environmental Protection's Bond funding to replace the Whitford Brook Bridge and for upgrades to the Bush Pond Dam.

Mayor Allyn went on to explain because the \$3,000,000 State funding would be for both the Bridge replacement and to replace/reconstruct the Colonel Era Stone Dams on Bush Pond that there would not be enough State funding to pay for the full cost to replace the Bridge. Therefore, he stated Ledyard and Stonington would each share the remaining \$300,000 cost of the Bridge Replacement (\$150,000 for each town). He stated the new Bridge would have a 100-year service cycle. He stated the Lantern Hill Valley Association would address the earthen dam on Long Pond.

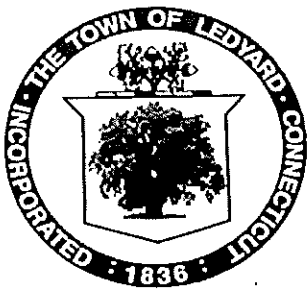
Mayor Allyn continued to explain the Regional Storm Resiliency Study identified the following areas: (1) Colonel Era Stone Dams on Bush Pond; (2) Whitford Bridge; and (3) Lantern Hill Road Bridge, which the Mashantucket Pequot Tribal Nation replaced after the storm that occurred in 2010 washed the bridge out.

Mayor Allyn went on to state that Public Works Director/Town Engineer Steve Masalin has been working to update the DEEP Permit and would reapply to the Department of Transportation (DOT) for the Whitford Brook Bridge Replacement. He stated to accept the State of Connecticut Department of Energy and Environmental Protection \$3,000,000 Grant Funding the proposed Resolution had to be adopted and they had to provide a Certificate of Insurance.

Public Works Director/Town Engineer Steve Masalin explained the Bridge Replacement Project was already designed and shovel ready. However, he stated because the previous DEEP Permit for the replacement of the Bridge had expired the Towns were working to update the DEEP Permit and would reapply to the Department of Transportation (DOT) for the Whitford Brook Bridge Replacement. He also noted that the Engineering Firm would be attending the Inland Wetland and Water Courses Commission's November 1, 2022 meeting to re-acquire the local permit.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD CONNECTICUT

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

Chairman Kevin J. Dombrowski

Res: 003-2022/Oct 26

AUTHORIZING RESOLUTION OF THE LEDYARD TOWN COUNCIL STATE OF CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION UPGRADES TO THE WHITFORD BROOK BRIDGE AND BUSH POND DAM

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, located at 741 Colonel Ledyard Highway, Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on October 26, 2022 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect.

BE IT RESOLVED, that the Town of Ledyard may enter into with and deliver to the State of Connecticut Department of Energy and Environmental Protection any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, as Mayor of the Town of Ledyard, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard to enter into a Personal Service Agreement/Grant Contract under the State of Connecticut Department of Energy and Environmental Protection to receive a \$3,000,000 grant for upgrades to the Whitford Brook Bridge and Bush Pond Dam; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, Mayor, is hereby authorized to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

Approved by the Ledyard Town Council on: October 26, 2022

Kevin J. Dombrowski, Chairman

The undersigned further certifies that Frederic B. Allyn III, now holds the office of Mayor and that he has held that office since May 1, 2017 and will continue in his capacity as Chief Executive Officer until December 5, 2023.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 27th
day of October 2022.

(SEAL)

Patricia A. Riley, Town Clerk

*Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And
Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam"*

KJD/rm

Submitted to T. Clerk's Office on: 10/27/2022/r. 179

DRAFT: 11/8/2022

Res: 003-2022/Oct 26
(rev 1)

RESOLUTION AMENDING AN
AUTHORIZING RESOLUTION
OF THE LEDYARD TOWN COUNCIL
STATE OF CONNECTICUT DEPARTMENT OF
ENERGY AND ENVIRONMENTAL PROTECTION
~~UPGRADES TO THE WHITFORD BROOK BRIDGE AND BUSH POND DAM~~
**FOR INFRASTRUCTURE IMPROVEMENTS FOR BRIDGES
AND DAMS IN THE LANTERN HILL VALLEY REGION.**

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, located at 741 Colonel Ledyard Highway, Ledyard, do hereby certify that the following is a true and correct copy of an resolution adopted by the Town Council at its duly called and held meeting on October 26, 2022 at which a quorum was present and acting throughout, and that the Resolution #003-2022/Oct 26 *has been amended to modify language per the State of Connecticut. The following is a true and correct copy of an amended resolution adopted by the Town Council at its duly called and held meeting on November 9, 2022 at which a quorum was present and acting throughout, the resolution noted below has not been modified, rescinded, or revoked, except to and is at present in full force and effect:*

BE IT RESOLVED, that the Town of Ledyard may enter into with and deliver to the State of Connecticut Department of Energy and Environmental Protection any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED, that Frederic B. Allyn III, as Mayor of the Town of Ledyard, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard to enter into a Personal Service Agreement/Grant Contract under the State of Connecticut Department of Energy and Environmental Protection to receive a \$3,000,000 grant for upgrades to the Whitford Brook Bridge, *Whitford Brook Bridge/Culvert, Hyde Mill Pentway Culvert, the Infrastructure of the Long Pond and Bush Pond Dams, and the Bush Pond Dike.*

Adopted by the Ledyard Town Council on October 26, 2022
Amended and Adopted by the Ledyard Town Council on November 9, 2022

Kevin J. Dombrowski, Chairman

*Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And
Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*

The undersigned further certifies that Frederic B. Allyn III, now holds the office of Mayor and that he has held that office since May 1, 2017 and will continue in his capacity as Chief Executive Officer until December 5, 2023.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2022.

(SEAL)

Patricia A. Riley, Town Clerk

.....
Revisions: Resolution #003-2022/Oct 26 “ *Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” adopted on October 26, 2022; Resolution #003-2022/Oct 26 (rev 1) “*Resolution Amending an Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection For Infrastructure Improvements For Bridges And Dams In the Lantern Hill Valley Region*” adopted on November 9, 2022.

History:

11/9/2022: Per the State of State of Connecticut Department of Energy and Environmental Protection Resolution #003-2022/Oct 26 “ *Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam*” was amended as follows to add the following language: “....***Whitford Brook Bridge/Culvert, Hyde Mill Pentway Culvert, the Infrastructure of the Long Pond and Bush Pond Dams, and the Bush Pond Dike.***”

10/26/2022: To accept the State of Connecticut Department of Energy and Environmental Protection grant funding in the amount of \$3,000,000 for upgrades to the Whitford Brook Bridge and Bush Pond Dam; a Resolution of the Ledyard Town Council was required.

Authorizing Resolution of the Ledyard Town Council State of Connecticut Department of Energy And Environmental Protection Upgrades to the Whitford Brook Bridge And Bush Pond Dam



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-728

Agenda Date: 11/9/2022

Agenda #: 11.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to cancel the Town Council Regular meeting scheduled for November 23, 2022 for the Thanksgiving Holiday.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-505

Agenda Date: 10/12/2022

Agenda #: 12.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss Work Session Items as time permits.