



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339

towncouncil@ledyardct.org
860 464-3203
Roxanne Maher
Administrative Assistant

Chairman S. Naomi Rodriguez

MINUTES
FINANCE COMMITTEE
SPECIAL MEETING

Monday, May 19, 2025

6:00 PM

Annex Meeting Room - Video Conference

DRAFT

- I. CALL TO ORDER - The Meeting was called to order by Committee Chairman Councilor Saccone at 6:00 p.m. at the Council Chambers Town Hall Annex Building.

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

II. ROLL CALL

Attendee Name	Title	Status	Location	Arrived	Departed
Jessica Buhle	Town Councilor	Present	In-Person	6:00 pm	6:07 pm
Tim Ryan	Town Councilor	Present	In-Person	6:00 pm	6:07 pm
Tony Saccone	Town Councilor	Present	In-Person	6:00 pm	6:07 pm
Elizabeth Burdick	Land Use Director/Town Planner	Present	In-Person	6:00 pm	6:07 pm
Sarah Lufler	Executive Director Habitat for Humanity	Present	In-Person	6:00 pm	6:07 pm
Caroline Wells	Regional Planner Center Housing Development	Present	In-Person	6:00 pm	6:07 pm
Beth Sabilia	Director Center for Housing Development	Present	In-Person	6:00 pm	6:07 pm
Eric Treaster	Resident	Present	In-Person	6:00 pm	6:07 pm
Roxanne Maher	Administrative Assistant	Present	Remote	6:00 pm	6:07 pm

VIII. BUSINESS OF THE MEETING

1. MOTION to recommend the Town Council approve a “*Certified Resolution of Application-Small Cities Program – Habitat for Humanity*” for housing infrastructure; authorizing the Mayor to submit a 2025 Application in the amount of up-to \$1 million to the State Department of DOH for funds under the CDBG Small Cities Program. This grant will be a pass-through to support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes, on Colby Drive, Ledyard, Connecticut.

DRAFT: 5/15/2025

Res : 003-2025/June _____

The below is a certified true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on _____; and has not been rescinded or modified in any way whatsoever.

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

(SEAL)
Clerk

Patricia A. Riley, Town

**CERTIFIED RESOLUTION
OF APPLICANT
SMALL CITIES PROGRAM
HABITAT FOR HUMANITY- COLBY DRIVE**

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 million in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement, therefore, should one be offered for housing infrastructure. This grant will be a pass-through support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes.

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 \$1,000,000 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 _____ 2025

S. Naomi Rodriguez, Chairman

History:

2025: The Town of Ledyard applied for the 2025 CDBG pass-through grant to Habitat for Humanity for \$1 million dollars for construction of 16 single family and 11 duplex homes on Colby Drive.

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: Land Use Director/Town Planner Elizabeth Burdick stated that Habitat for Humanity of Southeastern Connecticut has been working through the process to construct 38 Affordable Housing Units on Colby Drive. She explained that the proposed 2025 Small Cities Community Development Grant would be a pass-thru from the Town to Habitat for Humanity to aid them with their project. She stated that this was the same process the Town facilitated in 2020 for the Kings Corner Manor Senior Citizens Housing Improvements. She stated because the Kings Corner Manor was not a town entity that per the State's Grant process that they could not apply for the Grant. Therefore, the Town submitted the CDGG Grant Application on behalf of the Kings Corner Manor and they were awarded the CDGG grant funding in the amount of \$1,608,827; along with receiving an additional \$1 million from Connecticut Housing Finance Authority (CHFA) other grant funding which allowed them to completely renovate the Senior Citizens housing units that were originally built in the 1980's. She stated that the proposed Resolution presented this evening would be the same process.

Ms. Burdick continued by introducing the following representatives who were present this evening to provide some background regarding their proposed project on Colby Drive: Executive Director of Habitat for Humanity of Southeastern Connecticut Sarah Lufler, Regional Planner for Center for Housing Opportunity Eastern Connecticut Caroline Wells, and Director of the Center for Housing Opportunity Eastern Connecticut Beth Sabilia.

Executive Director of Habitat for Humanity of Southeastern Connecticut Sarah Lufler thanked the Finance Committee for the opportunity to address them this evening. She noted as Ms. Burdick mentioned, Habitat for Humanity has been working through the process to connect Colby Drive from the end of the cul-de-sac to Colonel Ledyard Highway and to build a total of 38 housing units on Colby Drive. She explained that this project would involve a significant amount of infrastructure, which in addition to building the road would include water, sewer and utilities. She stated although the \$1 million CDBG Grant funding would not go very far that it would help them to start the process.

Councilor Buhle questioned whether Habitat for Humanity has considered also applying for the Community Investment Fund (CFI) Grant; and if so, would the town also be required to assist with the CFI Grant Application. Ms. Lufler explained that concurrently that Habitat for Humanity was also applying for a Community Investment Fund (CFI) Grant; and that town would not be required to assist Habit for Humanity with the Grant Application process.

Ms. Burdick stated that the town's assistance was not required for Habitat for Humanity to apply for Community Investment Fund (CFI) Grant. She went on to note that today the Land Use Office received Applications for both the Inland Wetland and Water Courses Applications and the Planning & Zoning Commission for the housing units. She stated that she and Town Engineer Steve Masalin have been working with Habitat for Humanity for several months. She stated although the Applications were submitted at the same time that the Inland Wetlands and Water Courses Commission would act on the Applications first and then the Planning & Zoning Commission would act on the homes. She went on to explain that there was already some infrastructure in the ground, which included some storm drains from when Conover was looking to develop multi-family housing on Colby Drive about 20-years ago, noting that the road was never completed. She explained that the road had been roughed in and would come out by the Salty Heifer on Colonel Ledyard Highway.

Councilor Saccone questioned whether the 38 housing units would be for ownership or for rental properties; and whether there was an income limit. Ms. Lufler explained that the 38 housing units would be for ownership and that there was a qualifying income limit. She stated the median income for New London County was \$110,000 and to qualify for the Affordable Housing that a family of 4 could be earning 40% - 80% of the \$110,000 median income.

Ms. Lufler went on to explain that the homes were well designed noting that they were energy efficient and because they would be using Community Investment Funding (CFI) that they would be passive certified, meaning that they would meet stringent energy efficiency standards, aiming for minimal heating and cooling needs. She stated that they would be really good homes for 38 families.

Councilor Buhle questioned how Habitat for Humanity would pay to complete the infrastructure once they used up \$1 million CDBG Grant. Ms. Lufler stated that Habitat for Humanity has been self-funding the project; and that they have a \$1 million Line of Credit (LOC) with Liberty Bank, and as mentioned earlier they would also be applying for the Community Investment Grant to help with the construction of the houses. She went on to explain that Habitat for Humanity International would help with the infrastructure as well.

Councilor Buhle questioned whether Habitat for Humanity has obtained Letters of Support from elected officials to include with their Community Investment Fund Grant Application. Ms. Lufler stated that they have received the Letters of Support.

VOTE: 3- 0 Approved and so declared

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

2. MOTION to recommend the Town Council set a Hybrid Format Public Hearing (In-Person and Video Conference) date on Wednesday, June 4, 2025 at ~~5:45~~ 6:00 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to review and discuss its proposed *Habitat for Humanity* for housing infrastructure; authorizing the Mayor to submit a 2025 Application in the amount of up-to \$1 million to the State Department of DOH for funds under the CDBG Small Cities Program. This grant will be a pass-through to support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes, on Colby Drive, Ledyard, Connecticut.

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Councilor Saccone stated this motion was to schedule a Public Hearing, as required by the State Department of Housing (DOH), to receive funding under the CDBG Small Cities Program

VOTE: 3– 0 Approved and so declared

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

****POST MEETING NOTE 5/20/2025**** At the Town Council’s May 19, 2025 Special Meeting, Regional Planner for Center for Housing Opportunity Eastern Connecticut Caroline Wells noted that due to a timing requirement that the Public Hearing had to be held at 6:00 p.m.

X. ADJOURNMENT

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

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:07 p.m.

Respectfully submitted,

Anthony Saccone, Sr.
Committee Chairman
Finance Committee