



TOWN OF LEDYARD  
CONNECTICUT  
LEDYARD TOWN COUNCIL

MINUTES

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
<http://www.ledyardct.org>

Chairman Kevin J. Dombrowski

FINANCE COMMITTEE

Roxanne Maher  
(860) 464-3203

FISCAL YEAR 2023/2024 WORK SESSION  
MONDAY, MARCH 13, 2023; 12:00 P.M.  
HYBIRD MEETING FORMAT  
VIDEO CONFERENCE & IN-PERSON  
COUNCIL CHAMBERS, ANNEX BUILDING

**DRAFT**

- I. **CALL TO ORDER** – The Work Session was called to order by Councilor Saums at 12:00 p.m.

Councilor Saums welcomed all to the Video Conference Meeting; and he noted that the remote meeting information for the Town Council Finance Committee Budget Work Session and members of the Public to participate in this afternoon’s meeting 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
Andra Ingalls	Town Councilor	Present	Remote
Tim Ryan	Town Councilor	Present	Remote
Bill Saums	Town Councilor	Present	Remote
Kevin Dombrowski	Town Council Chairman	Present	In-Person
Mary McGrattan	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Present	Remote
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Fred Allyn III	Mayor	Present	In-Person
Matthew Bonin	Former Finance Director	Present	In-Person
Jim Mann	Director of Emergency Mgt/Fire Marshall	Present	In-Person
Steve Holyfield	Administrator of Emergency Services	Present	In-Person
Jon Mann	Ledyard Center Fire Chief	Present	In-Person
Tony Saccone	Gales Ferry Fire Chief	Present	In-Person
John Rich	Police Chief	Present	In-Person
Kenneth Creutz	Police Captain	Present	In-Person
Heather Haddon	Animal Control Officer	Present	In-Person
Paula Smith	Chief of Dispatch	Present	In-Person
Ed Lynch	Water Pollution Control Authority Chairman	Present	In-Person
Steve Banks	Wastewater Supervisor	Present	In-Person
Karen Goetchuis	Administrative Supervisor - Nursing	Present	In-Person
Justin Dube	MIS Director	Present	In-Person
Jason Hartling	Superintendent of Schools	Present	Remote
Roxanne Maher	Administrative Assistant	Present	In-Person

III. PRESENTATIONS

DEPARTMENTS' PROPOSED FISCAL YEAR 2023/2024 BUDGET

**12:00 p.m. 10120301 Fire Marshal Jim Mann**

Mayor proposed \$98,314 an increase of \$4,796 or 5.1% over the approved Fiscal Year 2022/2023 budget.

**12:05 p.m. 10120401 Emergency Management Director Jim Mann**

Mayor proposed \$20,450 a decrease of \$390 or -1.9% from the approved Fiscal Year 2022/2023 budget.

**12:10 p.m. 10120401 Administrator of Emergency Services Steve Holyfield**

Mayor proposed \$469,569 an increase of \$27,721 or 6.3% over the approved Fiscal Year 2022/2023 budget.

**12:15 p.m. 10120501 LCFD – Ledyard Center Fire Chief Jon Mann and Administrator of Emergency Services Steve Holyfield**

Mayor proposed \$126,130 no change from the approved Fiscal Year 2022/2023 budget.

**12:20 p.m. 10120551 GFFD – Gales Ferry Fire Chief Tony Saccone and Administrator of Emergency Services Steve Holyfield**

Mayor proposed \$215,094 an increase of \$11,220 or 5.5% over the approved Fiscal Year 2022/2023 budget.

Councilor Saums thanked the Emergency Services Volunteers for their service to the town, noting the training required and their dedication to help the residents during very critical situations was of significant value to their community.

**12:30 p.m. 10120105 ACO – Heather Haddon and Police Chief John Rich**

Mayor proposed \$99,752 an increase of \$20,917 or 26.5% over the approved Fiscal Year 2022/2023 budget.

Police Chief John Rich noted the increases were related to wages, and operational costs. He stated the Animal Control Staff and that the ACO Facility was doing well.

**12:35 p.m. Emergency Dispatch Center - Paula Smith and Police Chief John Rich**

Department 10120103 - Mayor proposed \$634,801 an increase of \$69,816 or 12.4% over the approved Fiscal Year 2022/2023 budget.

The Group discussed the budget overrun of the Dispatch Salaries Account, noting that the town moved to the Pitman Schedule to alleviate the pressure that was on the overtime budget. However, the Pitman Schedule did not seem to be correcting the overtime cost issues. It was noted that this was something that they need to continue to discuss in the upcoming contract negotiations.

**12:45 p.m. 10120101 Police Department Police Chief John Rich and Lieutenant Kenneth Creutz**  
Mayor proposed \$2,751,520 an increase of \$58,690 or 2.2% over the approved Fiscal Year 2022/2023 budget.

The Finance Committee and Chief Rich discussed: (1) Overtime costs; (2) Staffing and Retirements; (3) Vehicle replacement schedule.

**1:30 p.m. Water Pollution Control Authority Chairman Ed Lynch and Waste Water Supervisor Steve Banks**

Chairman Ed Lynch presented a proposed Fiscal Year 2023/2024 Water Operations Budget as follows:

Sewer Operations: \$707,027.52 an increase of \$19,658.55 or 4.5% over the Fiscal Year 2022/2023 Budget.

Water Operations: \$1,518,724.32 no increase over the Fiscal Year 2022/2023 Budget.

Mr. Lynch and Wastewater Treatment Supervisor Steve Banks noted the following:

**Sewer Operations Budget:**

- Sewer Rate Increase - WPCA Chairman Ed Lynch the WPCA would be increasing the sewer rates by 4.5%. He stated in accordance with Section 5 of Ordinance #400-001 “*An Ordinance Establishing a Water Pollution Control Authority*” the WPCA would be scheduling a Public Hearing to present the increased rates.
- Account #50190623-56220 Electricity - \$50,000 an increase of \$5,000. Wastewater Supervisor Steve Banks noted that issues continued with the Solar Panel company, noting that they were working with the Attorney. Assistance Finance Director Ian Stammel noted that the electric credits they were receiving from the solar panels has reduced the Wastewater Treatment Plant electrical costs by about \$10,000 annually. Mr. Banks stated it was his understating that with the solar panels that they were supposed to see about a 50% reduction in their electric bills.
- Account 50190926-5200- Healthcare - \$50,564.54 an increase of \$5,883.17 with bringing an additional employee into the healthcare plan.
- Wastewater Treatment Facility – Wastewater Supervisor Steve Banks thanked the Town Council and Mayor for appropriating American Rescue Plan Act (ARPA) Funding for the \$99,414.00 for the Sewer Feed Pump System Replacement - Highlands Wastewater Treatment Plant. He stated Russel Resources, Inc., C/O Smith & Loveless of Maine has delivered the Sewer Feed Pump System Replacement - Highlands Wastewater Treatment Plant, and that it would be installed on or about May 1, 2023; noting that the feed pump was part of the Ledyard Center Sewer Line Extension Project
- Ledyard Center Sewer Line Extension Project - WPCA Chairman Ed Lynch addressed the Ledyard Center Sewer Line Extension Project noting that the sewer line would run from the High School to Ledyard Center (along Route 214/Route 117 to Colonel Ledyard Highway) and would construct an estimated 2,450 linear feet of sewer line. He stated the sewer line would support additional economic development behind the former Ledyard Center School, as well as support existing businesses in Ledyard Center. He stated the new Developments would spread the costs to operate the Wastewater Treatment Facility over a larger number of sewer customers.

- New Developments – WPCA Chairman Ed Lynch noted that the Planning & Zoning Commission has indicated that the Habitat for Humanity 35 – 40 Affordable Homes Project planned for Colby Drive would be coming forward soon, noting that Habitat for Humanity were finishing up a project in Norwich and would be turning their attention this project in Ledyard. He stated the piping would be installed along Route 117 while they were constructing the Multi-Model Pathway. Therefore, he stated to avoid tearing up a newly paved road that he would like to have the T and Stub installed for the Colby Drive Project.
- **Water Operations Budget:**
  - Water Operations: \$1,518,724.32 no increase over the Fiscal Year 2022/2023 Budget.
  - Groton Utilities Water Operations Contract – WPCA Chairman Ed Lynch stated the town entered into a new three-year contract with Groton Utilities and that the cost decreased.
  - Water Purchase Agreement - Mr. Lynch explained that the Water Purchase Agreement was separate from the price of water.
    - ✓ Account #50501663-54110 Route 12 - \$257,576 no change
    - ✓ Account #50501663-54115 Route 117 - \$252,514 no change
  - Account #50590991-59305 \$130,000 - Capital Non-Recurring Account - Councilor Saums stated that he was pleased that the WPCA has again this year allocated \$130,000 to their Capital Non-Recurring Account for future maintenance costs.
  - Ledyard Center Water Storage Tank Maintenance – WPCA Chairman Ed Lynch stated the Contractor has been hired to paint the roof of the Route 117 Water Storage Tank, noting that the work was scheduled to start work in April or May. He also stated the WPCA has the funding to pain the top of Water Storage Tank set aside in their Capital Account
  - Southeastern Connecticut Water Authority (SCWA) Well in Ledyard Center – WPCA Chairman Ed Lynch stated that SCWA was looking to add a new SCWA Ledyard Division Well that would be located across the street from the Ledyard Center Water Storage Tank. He explained that the State required that SCWA control a 150-foot radius around each well; which would come onto town property where the Route 117 Ledyard Center Water Storage Tank was located. He stated the WPCA has requested a meeting with the Department of Public Health (DPH); however, he stated to-date they have not heard back from DPH to schedule a meeting. He stated the WPCA questioned why the Department of Public Health (DPH) would approve an expansion of SCWA’s existing failing well in the shadow of Ledyard’s Water Storage Tank for a number of reasons. Chairman Dombrowski stated the Town Council has not received a formal request from SCWA.

Councilor Saums stated per Ordinance #400-001 that “*The Town Council shall approve the water system budget. This shall be provided to the residents at the Annual Town Meeting on the budget.*” He explained although the Town Council was interested in the Sewer Operations Budget that per the Ordinance that the Town Council was not required to approve the Sewer Operations Budget, noting that it was provided for informational purposes only.

**1:40 p.m. 10130101 Visiting Nurse Association Department- Administrative Supervisor Karen Goetchuis**

Mayor proposed \$785,600 a decrease of \$57,042 or -6.8% from the approved Fiscal Year 2022/2023 budget.

**10130103 –School Nursing Department**

Mayor proposed \$332,476 an increase of \$18,270 or 5.2% over the approved Fiscal Year 2022/2023 budget.

**1:50 p.m. MIS Director Justin Dube**

**Department 10112151 Management Information Systems( MIS) Justin Dube**

Mayor proposed \$342,332 an increase of \$4,619 or 1.4% over the approved Fiscal Year 2022/2023 budget.

Mr. Dube noted that the MIS Department Budget included contracts/licenses for the various software platforms the town used such as the Munis Financial Software, Granicus/Legistar Meeting Portal; Land Use software along with other operational expenses.

eFax – The Finance Committee asked Mr. Dube to look into replacing fax machines with eFax from local multifunction copier/printer/scanner. MIS Director Justin Dube stated that they previously changed from the fax machines to eFax; however, he stated after a year the company significantly increased the cost. Superintendent of Schools Jason Hartling noted that the Board of Education has been pleased with the eFax company they have been using and that he would share the vendor information with Mr. Dube.

**2:00 p.m. Budget Work**

During the work sessions the Finance Committee asked questions about line items in each budget category. The Committee also explained to each Department that should there be any changes in State Revenues proposed by the Governor's Budget, that they may want to meet again with the Finance Committee to offer alternatives, suggestions and recommendations as the Finance Committee works to put forward a recommended Fiscal Year 2023/2024 Budget.

The Committee commented that as they have been working thru the Budget Work Sessions that they were pleased to see that Department Heads worked to off-set General Government contractual increases with reductions in other expenses to find efficiencies. They also noted that it was apparent that the Mayor and his staff were well prepared to answer the Committee's questions and that they appreciated the level of detail they provided.

Councilor Saums stated the Finance Committee would reserve their review of the Capital Improvement Plan to their March 20, 2023 Budget Work Session.

IV. ADJOURNMENT

The Fiscal Year 2023/2024 Budget Work Session adjourned at 2:15 p.m.

Respectfully submitted,

William D. Saums  
Committee Chairman  
Finance Committee