



# TOWN OF LEDYARD

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Finance Committee Meeting Minutes

Chairman Gary St. Vil

### Regular Meeting

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Wednesday, December 3, 2025

5:00 PM

Town Hall Annex Building - Hybrid  
Format

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### WORKING DRAFT

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below:

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

**<https://ledyardct.zoom.us/j/82541080487?pwd=C479NYRIoUdNKqj41bbxxrvd49fDho.1>**

**by Audio only: Telephone: +1 646 558 8656; Meeting ID: 825 4108 0487; Passcode: 971576**

#### I CALL TO ORDER

**Present:** Jessica Buhle  
Carmen Garcia-Irizarry

**Excused:** Tim Ryan

#### II. ROLL CALL

In addition, the following were present:

Fred Allyn, II Mayor  
Matthew Bonin Finance Director  
John Ricci Police Chief  
Steve Masalin Public Works Director/Town Engineer  
Elizabeth Burdick Land Use Director/Town Planner  
Seumas Quinn Building Official  
Ed Lynch Water Pollution Control Authority Chairman  
Kristen Chapman Mayor's Executive Assistant  
Roxanne Maher Administrative Assistant

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

#### IV. PRESENTATIONS / INFORMATIONAL ITEMS

#### V. APPROVAL OF MINUTES

MOTION to approve the Finance Committee Regular Meeting Minutes of October 15, 2025

**Vi.** Finance Director's Report - Fiscal Year 2025-2026

**VII.** Financial Reports - Fiscal Year 2025-2026

**VIII.** OLD BUSINESS

**IX.** NEW BUSINESS

**\*\*ADD ON\*\***

- 1.** MOTION to add Flock Group DBA Flock Safety to the Fiscal Year 2025/2026 Standing Bid Waiver List.

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

- 2.** MOTION to grant a Bid Waiver to Ransome Attachments, 106 Ark Road, Lumberton, NJ 08048, in the amount of \$19,500 for a used 2020 Cobra Model S3-90/XS25 screening bucket attachment.

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

- 3.** MOTION to grant a Bid Waiver to Schneider Geospatial of Indianapolis, Indiana, in the amount of up-to \$15,000 to engage in the Simplistic City Fleet Portal - Vehicle Maintenance and Management Program.

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

- 4.** MOTION to approve appropriations from the receipt of sales of vehicles through GovDeals in the total amount of \$12,994.00 to the following capital accounts as follows:
- \$5,300 to Public Works Large Truck CNR Account #21040101-57312;
  - \$4,194 to Public Works Light Equipment CNR Account #21040101-56314;

- \$3,500 to Police Vehicle CNR Account # 21020101-57510
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**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

5. MOTION to approve an additional appropriation of \$11,285 from Undesignated Fund Balance to Account 10114301-51800 (Part-time Wages/Fiscal Assistant II) to increase the hours of Land Use Department Fiscal Assistant II from 20-hours to 35-hours per week to support a demanding workload.

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

6. Discussion relative to the need for an administrator position to oversee the WPCA

**\*\*ADD ON\*\***

7. MOTION to authorize the Mayor to sign a contract for the Water Pollution Control Authority (WPCA) to engage Arcadis Engineering Consultants, East Greenwich, Rhode Island, to verify Service Lines and prepare a cost estimate for Lead Survey.

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

**\*\*ADD ON\*\***

8. MOTION to approve a revised Appendix A- Qualifying Income Schedule in accordance with Ordinance #200-005 (rev. 1) "An Ordinance to Provide Property Tax Relief for Certain Homeowners Age Sixty-Five or Over or Permanently and Totally Disabled (rev.1)" for the filing period of February 1, 2026 - May 15, 2026

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

9. Discussion scheduling Regular Quarterly Joint Finance Committee Meetings between the

Town Council and Board of Education.

10. MOTION to approve a Budget Letter of Directive to the Mayor and Board of Education for the preparation of the Fiscal Year 2026/2027 Budget, as presented in the draft dated November 24, 2025.

**RESULT:** CONTINUE

11. MOTION to approve the Town Council Department Fiscal Year 2026/2027 Budget in the amount of \$289,255.

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

12. MOTION to approve the Town Council Department Fiscal Year 2026/2027 Capital Improvement Budget in the total amount of \$1,500.

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

**AYE:** 2 Buhle and Garcia-Irizarry

**EXCUSED:** 1 Ryan

13. Review draft preliminary Budget Work Session Schedule for Fiscal Year 2026/2027.

**RESULT:** DISCUSSED

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

**RESULT:** CONTINUE

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

**RESULT:** COMPLETED

16. Continued discussion regarding upcoming potential Grant Opportunities.

**RESULT:** CONTINUE

117. Any New Business proper to come before the Committee

- X. ADJOURNMENT

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