



# TOWN OF LEDYARD

## Finance Committee

## Meeting Minutes

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

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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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=C479NYR1oUdNKqj41bbxxrvd49fDho.1>**  
**by Audio only: Telephone: +1 646 558 8656; Meeting ID: 825 4108 0487; Passcode: 971576**

**I. CALL TO ORDER**

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

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

**II. ROLL CALL**

**Present:** Jessica Buhle  
Carmen Garcia-Irizarry  
**Excused:** Tim Ryan

In addition, the following were present:

Fred Allyn, II~~Mayor~~  
Matthew Bonin Finance Director  
John Rich~~Police Chief~~  
Steve Masalir~~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**

None.

**IV. PRESENTATIONS / INFORMATIONAL ITEMS**

None.

**V. APPROVAL OF MINUTES**

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

**RESULT: NO ACTION**

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

Finance Director Matthew Bonin stated before he gets into his report that he would like to ask the newly elected Town Council to please keep the lines of communication with Department Heads and with the Mayor open. He asked that the Town Council reach out to him if they had financial questions, noting that his door was always open.

Mr. Bonin continued by reporting on the following: (1) Annual Audit Fiscal Year Ending Juen 30, 2025 - Mr. Bonin stated the Draft Audit has been completed and that he hoped to receive it by the end of the week so that he could begin to review the Report; (2) Town Council Liaison Assignments - Mr. Bonin asked that the Liaisons assigned to the Permanent Municipal Building Committee and to the Water Pollution Control Authority to try to attend their meeting assignments. Councilor Garcia-Irizarry noted that she was assigned as the Liaison to the Permanent Municipal Building Committee, and that she planned to attend their meetings; (3) Fiscal Year 2026/2027 Budget Preparation - Mr. Bonin stated that the module in the Munis System was opened this week for Department Heads to begin to enter their data for the Fiscal Year 2026/2027 Budget.

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

Finance Director Matthew Bonin noted that he would have the six-month Budget versus Actual Reports for the January 7, 2026 Finance Committee meeting.

**VIII. OLD BUSINESS**

Councilor Buhle explained that although the Finance Committee does have some old business items, as they reviewed during their Organizational Meeting earlier this evening, that because tonight was the first Regular Meeting for this newly assigned Finance Committee all items would appear under New Business this evening.

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

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Police Chief John Rich explained that funding was included in the Fiscal Year 2025/2026 Budget to purchase and install four Automated License Plate Readers Devices (ALPR) on the State roadways in Ledyard along Route 12 in Gales Ferry, Route 117 in Ledyard Center, and Route 214. He stated the License Plate Readers were cameras that watch the traffic and make images of the license plates. He provided the following examples of how the Automated License Plate Readers would be used:

- Track Stolen Vehicles - Chief Rich explained that law enforcement had the ability to match the records with the Department of Motor Vehicles records and the on-line processing system to track stolen cars. He stated when a vehicle has been reported stolen that the Police Departments would receive an alert if the vehicle has passed by from the License Plate Readers.
- Investigative Resource - Chief Rich stated the License Plate Readers were also helpful as an investigative resource if a vehicle has been involved in a crime. He stated that Police Officers could obtain a printout of the description of the vehicles that went by the License Plate Reader to see if there were any vehicles that matched the description, included the license plate.
- Locate Missing or Endangered People - Chief Rich stated that the License Plate Readers were also helpful with Amber Alerts and Silver Alerts.

Chief Rich went on to explain the License Plate Readers would not be used to:

- Measure Speed
- Automatically send Tickets
- Do not have facial recognition software

Chief Rich stated although the Ledyard Police Department and the Ledyard Emergency Communications Center found and another provider, that Flock Safety was the sole provider of this service in their region, noting that surrounding agencies including the Connecticut State Police, Groton Town, Groton City, Mashantucket, Norwich, and Stonington Police were all Flock Safety clients; which was the justification for this Vendor to be included on the Standing Bid Waiver List. He stated to use the system most effectively for crime prevention and investigation, that it was critical for Ledyard to be able to share and receive ALPR data from their local and state law enforcement partners. He stated because the cost was \$12,000 for the current fiscal year, which was above the purchasing threshold, he has requested Flock Safety be included on the Standing Bid Waiver List.

Councilor Buhle noted there has been concerns regarding data privacy specifically with regard to Flock Safety's privacy protection; therefore, she questioned whether there was any consideration to wait until another vendor was available in their area.

Chief Rich stated that he was aware of the concerns that have been circulating and he explained in Connecticut that Flock Safety has included filters for search terms. He stated according to new State Laws that searches could not be returned to anyone

requesting things such as a person's reproductive rights, as an example. He went on to note the *Trust Act in Connecticut* as it relates to local Police Departments interacting with Federal Authorities for *Immigration Enforcement*. He stated the parameters for that to be legal in Connecticut were very narrow. He stated a Judicial Warrant would be issued for local Police Departments to get involved with a situation that involved a person's immigration status. He stated as of May, 2025 that there were Civil Penalties if the terms of the *Trust Act* were violated. He stated as a local Police Department that Ledyard, nor any other Police Department in Connecticut, does Immigration Enforcement, explaining that Immigration was a Civil Administrative Process. He stated that they would not be involved in assisting with an Immigration situation unless there was a Judicial Warrant for a specific person; at which time they may share information; or apprehending the person.

Chief Rich noted that the License Plate Readers do not have some of the other misinformation that has been circulating in cyberspace about these devices.

**VOTE: 2-0 Approved and so declared**

**RESULT: RECOMMENDED FOR APPROVAL**

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

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

**EXCUSED:** 1 Ryan

The Finance Committee thanked Chief Rich for attending tonight's meeting  
Chief Rich left the meeting at: 5:08 p.m.

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.

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Public Works Director/Town Engineer Steve Masalin explained that the Public Works Department has been researching various attachment options that would leverage the use of their Volvo Excavator that was purchased in 2023 to screen materials such as rocks and roots and would allow them to reuse soil or fill and/or to transport or to dispose other materials.

Mr. Masalin went on to note that Public Works found a "*Used*" screening bucket that would meet their needs for \$19,500. He stated the 2020 Cobra Model S3-90/XS25 screening bucket was a lightly used unit explaining that it has been sitting in the showroom for some time and was only used once locally last month for a demo. He stated for a price comparison that in researching options they received one quote for a comparable *new* bucket that would cost around \$60K and a refurbished *used* one for around \$46K. He explained that if they had a screening device it would result in

significant cost savings in materials and in transportation of materials.

Mr. Masalin went on to explain the Company shipped the screening bucket from New Jersey to Connecticut for the demo he mentioned, and that the company has left the screening bucket in Connecticut pending Ledyard's interest to purchase the piece of equipment. Therefore, he stated that Ledyard would not have to pay to have the unit transported from New Jersey. He stated that the Public Works Large Equipment Capital Account had the funding for this purchase; and that the use of these funds would not compromise the long-term Capital Reserve Plan. He concluded his remarks by noting that he included a video showing how the screening budget would work to the agenda on the meeting portal.

**VOTE: 2- 0 Approved and so declared**

**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.

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Public Works Director/Town Engineer Steve Masalin explained that Schneider Geospatial was a unique integrated digital asset management software program that was capable of managing the town's fleet, streets, sewer, water and more. He stated the Public Works Department would be transitioning to the Fleet Management Module in Fiscal Year 2026/2027 for all town-owned fleet management needs. The reporting capabilities and integration would occur at the fuel pumps and would increase the efficiency and extend the longevity of the fleet. He stated the annual hosting cost of \$7,500 was nearly half the cost of the current fleet management program contract that would be ending on July 1, 2026. The new Fleet Management Module would provide a more robust fleet management system with additional integration capabilities and reporting features.

Mr. Masalin continued by providing some background explaining when the Public Works Service Manager Position was eliminated several years ago that he absorbed the fleet preventive maintenance management in terms of routine oil changes, tracking, and distributing the work orders and other paperwork, etc., noting that he spends about 30 minutes per day handling this work which required drawing data from the vehicle odometer readings, hour readings that track them at the vehicle station, etc. He stated that he then had to enter all of that data into a spreadsheet; and then transfer that data into their current Program.

Mr. Masalin went on to explain that the Mayor's Office would be absorbing some of the administrative work regarding the fleet routine preventive maintenance; and at the same time they were working to automate as much as possible with the Schneider Geospatial Program; which would once a day download the data from the fuel station and automatically update the files and trigger work orders for the next service. He stated it would then electronically notify the mechanics and they would manage it on-line and keep electronic records. He stated because of the complexity to track all of the vehicle data that this was a needed improvement in their fleet maintenance tracking process. He stated because Ledyard now provided maintenance to the Town of Preston's Fleet that they would also be included in the program. He stated the contract with Schneider Geospatial would begin on January 1, 2026 so they could start the transition work and be ready for implementation on July 1, 2026. He stated that he had funding in the current fiscal year budget (fy 25/26) to cover the contract for the first six-months noting that they would begin with the fleet and maybe expand to include the highway vehicles, and the building maintenance management as well.

**VOTE: 2- 0 Approved and so declared**

**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

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Public Works Director/Town Engineer stated that periodically the town sells surplus equipment that was at the end of its useful life using the Gov Deals on-line auction site. He stated that \$12,994.00 was received from the October/November 2025 as noted above. He stated that it has been the Town's practice to appropriate revenues to the respective capital reserve funds to supplement/offset direct budgetary appropriations in meeting their lifecycle replacement costs and other needs.

Councilor Buhle questioned what was sold. Mayor Allyn, III noted the following:

- Public Works Large Truck was a 25 year old dump truck
- Public Works Light Equipment was various shop equipment and miscellaneous auto parts for vehicles the town no longer had, etc.
- Police Vehicle was a Police Cruiser

**VOTE: 2- 0 Approved and so declared**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

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

**EXCUSED:** 1 Ryan

The Finance Committee thanked Mr. Masalin for attending tonight's meeting  
Mr. Masalin left the meeting at: 5:22 p.m.

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.

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Land Use Director/Town Planner Elizabeth Burdick provided some background explaining in October, 2024 the full-time Land Use Fiscal Assistant II took a 12-week Family Medical Leave Act (FMLA) for maternity leave. She stated that to provide coverage the Town hired a retired and experienced former Ledyard Land Use Department employee, Rosanne Kotowsky, temporarily for 20-hours per week to fill-in. She stated subsequently, the full-time Land Use Fiscal Assistant, II decided not to return to work and resigned on February 6, 2025 to stay home with her child. She stated in an effort to reduce costs, a permanent part-time 20-hour per week Fiscal Assistant II was hired to replace the full-time 35-hour per week position. However, she explained that the Land Use Department has been overwhelmed with a backlog of work noting that during the months of August and September alone, they received 237 permits. She noted although the new part-time Fiscal Assistant II has tried to continue to manage to the best of her ability all of her responsibilities, including all fiscal matters related to the Department, telephone calls, purchase orders, and payment of invoices, process permits and collects permit fees, assists with managing the budget, as well as assisting the in-person public requesting information about building, zoning, wetlands & blight matters that it was the professional opinion of the Building Official and herself that to ensure the job was being done efficiently the Fiscal Assistant II position needed to return to a full-time status. She stated that the part-time 20-hour per week Fiscal Assistant II was already receiving benefits, explaining that the transfer of the \$11,284.20 would be to cover the salary for the remainder of this fiscal year through June 30, 2026. She stated that she would be including the full-time Fiscal Assistant II position would be included in the upcoming Fiscal Year 2026/2027 Budget.

Building Official Seamus Quinn provided some data noting as of December 3, 2025 the Building Department Account Contributions that go into the General Fund were as follows:

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• State Fee Account 21225A	\$ 6,481.79
• Town Retainage	\$ 266.37
• Building Permit Account 47040	\$ 349,179.98
• TOTAL:	\$ 355,928.14

Councilor Buhle questioned whether the intention was to include the Fiscal Assistant II as a full-time position in the Fiscal Year 2026/2027 Budget. Mr. Quinn stated that the Fiscal Assistant II would be a full-time position in the Fiscal Year 2026/2027 Budget.

Councilor Buhle questioned whether the Fiscal Assistant II would be able to assist with Grant Applications, etc. Ms. Burdick stated that the Fiscal Assistant II would not participate in the management of Grants or writing Grants. She noted in the past that she has suggested that a part-time Grant Writer would be an asset to the town.

Ms. Burdick continued by explaining that both the Land Use Fiscal Assistant II; and the Land Use Office Assistant were cross-trained; so they could cover for each other, and take permits in for each other, noting that all of the Land Use Staff was cross-trained.

Ms. Burdick also noted that Building Official Seamus Quinn would be taking Family Medical Leave Act (FMLA) for paternity leave in February, 2026. She stated during the time Mr. Quinn was would be out of the Land Use Office they would be hiring two Building Officials to provide coverage, noting that the Fiscal Assistant II would be coordinating inspections and providing the perinate paperwork for both of the Building Officials during Mr. Quinn's absence. Therefore, she stated that it was important for the Fiscal Assistant II to be in the office full-time to cover assisting the public at the counter. She concluded by stating that historically the Fiscal Assistant II has been a full-time position, and unfortunately their experiment to save money and reduce the position to part-time did not work.

**VOTE: 2- 0 Approved and so declared**

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

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

**EXCUSED:** 1 Ryan

Councilor Buhle thanked Ms. Burdick and Mr. Quin for attending tonight's meeting. Ms. Burdick and Mr. Quinn left the meeting at 5:28 p.m.

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

Finance Director Matthew Bonin stated the Ledyard Water Pollution Control Authority (WPCA) was the only Department that does not have regular administrative oversight. He stated the WPCA was a fairly critical position, noting that the volunteer WPCA Members should not be relied on to perform this important administrative role.

Mr. Bonin explained that the Finance Department does a lot of transactional activity for the WPCA. He stated the WPCA contributes \$50,000 per year to the General Fund to off-set the time that he, the Assistant Finance Director, and others in the Finance Department spends to handle the work they do for the WPCA. He stated there was a lot of transactional activity such as paying invoices, recording the receipts for water and sewer bills, etc. He stated while the Finance Department handles these transactional activities that it was not the role of the Finance Department to approve the WPCA's invoices for payment, and/or to manage their budget, noting that each of the Department Heads manages their budgets.

Mr. Bonin continued by noting that currently the Finance Department was holding off on the payment of several Groton Utilities (GU) Invoices because there were a number of things co-mingled on the invoices. He stated that the Finance Department was trying to get Groton Utilities to split out the costs listed on the Invoices relative to the particular activities that they pertained too. He noted as an example that one Invoice included software maintenance charges that the WPCA should not be paying for because those costs were already built into the Groton Utilities Contract.

Mr. Bonin stated that currently there was no administrative oversight of the Groton Utilities Contract to make sure they were doing what they were supposed to be doing; and they were not being charged for the things that were already built into the contract.

Mr. Bonin went on to note that the WPCA previously had an Administrator; and that he was recommending that a part-time administrative position be restored for the following reasons:

- Review, verify, and approve invoices for payment.
- Provide administrative oversight of the Groton Utilities Contract.
- Provide administrative oversight of all phases of Grant Management
- Improve communication between the WPCA and the Finance Department given all the work the Finance Department does for the WPCA

Mr. Bonin continued by addressing the Grant Application process noting that the WPCA submitted a Grant Application for "Clean Water Funds". He stated per Ordinance #200-001 "*Purchasing Ordinance of and for the Town of Ledyard*" Section 4: Grant Funding Application Process: "*All applications for new grant funding shall be considered and approved by the Town Council prior to applying with the grantor. The grant seeker will create a legislative file and attach a completed Grant Request Form and other pertinent information about the grant, the*

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*grantor, and project for which the grant funds will be used.*" However, he stated this process was not followed.

Mr. Bonin went on to state as he mentioned earlier this evening, that it was important for the Town Council Liaison to attend the WPCA meetings to ensure that the items that required Town Council approval were being forwarded in a timely manner.

Mayor Allyn, III, explained up until about 15-years ago the WPCA had a full-time Executive Assistant and a part-time 20- hours per week Office Assistant. He stated when the WPCA contracted with Groton Utilities to handle their Water Operations and Billing they did away with the WPCA Office Staff.

Mayor Allyn went on to note that there was a need for a part-time (8 - 10-hours per week) administrator for the WPCA to coordinate the various components to ensure that the things that needed to be forwarded to the Town Council were forwarded; and that things such as invoices were processed and paid in a timely manner, etc. He stated the WPCA was a substantial operation, and although Groton Utilities was handling the billing that there was still a lot of administrative work that needed to be done.

Councilor Buhle stated while reinstating a part-time administrator for the WPCA was only a discussion as this time, she questioned whether they had an idea of the type of wages that would be paid, noting that the individual may need some specialized experience. Finance Director Matthew Bonin stated that it would be a professional position for someone that was in that field who was looking to transition into retirement and was looking to work part-time; or it could be a consulting group that does similar work for other entities. Councilor Buhle noted that potentially this work could be contracted out and that they did not necessarily have to hire additional staff.

Mr. Ed Lynch, 11 Red Brook Lane, Ledyard, Water Pollution Control Authority (WPCA) Chairman, stated that bringing on administrative support would have an impact on the WPCA Budget. He stated in addition to the 11% increase in the water rate scheduled for January, 2026, that ratepayers should understand with the administrative support the increase could be as much as 15%. He stated the ratepayers would need to understand these costs.

Councilor Buhle questioned whether the addition of administrative support for the WPCA would reduce the workload for the Finance Department. Finance Director Matthew Bonin stated that it would not. Councilor Buhle stated the cost for a 8 - 10-hours per week Consultant Services would be about \$25,000 per year. WPCA Chairman Lynch stated that the Consultant would probably have to attend the WPCA monthly meeting which would also add a couple more hours.

Councilor Garcia-Irizarry questioned:

(1) Who the WPCA Administrator would be reporting to?

WPCA Chairman Ed Lynch stated the WPCA Administrator would report to the Mayor.

(2) The Permanent Municipal Building Committee (PMBC) had a number of expenses and invoices that require administrative oversight. Therefore, Councilor Garcia-Irizarry questioned who was supporting the PMBC; and how the WPCA different was from the PMBC?

Finance Director Matthew Bonin explained difference between the PMBC Projects and the WPCA was that Owner's Representatives have been hired for each of the PMBC Projects. He stated the Owner's Representatives were outside consultants who have been hired to act on behalf of the Town to oversee the Projects. He stated the Owners Representatives reviewed the invoices and verified that the work was done prior to forwarding the invoices to the PMBC to approve for payment. He stated once the PMBC approved the invoices they go to the Finance Department for payment. He noted that the PMBC had far less transactional activity than the WPCA.

Councilor Buhle stated that reinstating a WPCA Administrator seemed valid and that it was something they should consider in the upcoming Fiscal Year 2026/2027 Budget preparation.

**RESULT: DISCUSSED**

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.

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry  
Discussion: Mr. Ed Lynch, 11 Red Brook Lane, Ledyard, Water Pollution Control Authority (WPCA) Chairman, explained that the Connecticut Department of Public Health (DPH) was making all utilities find out where they have lead piping. Therefore, he stated the Connecticut Department of Public Health (CT DPH) was requiring that all water systems in Connecticut to comply with the Lead Survey requirement. He stated in working to follow the process provided by the by Department of Public Health (DPH) that the Ledyard Water Pollution Control Authority solicited Requests for Qualifications (RFQ #2026-02 *Lead and Copper Rules Revisions Compliance*).

Mr. Lynch went on to explain that because the Ledyard Water Pollution Control Authority (WPCA) had a legacy water (inherited) system, all service lines have not been documented in terms of the construction material and location of the service lines. Therefore, he stated that they were being required in some cases to physically verify the material of construction by digging them up (actually they call it "pot

hole"). Therefore, this was going to be a significant cost project, noting that even if the physical verification of the service lines were already documented that they still needed to be verified by an inspection at the curb stop, meter pit, and/or basement which involved a significant time, noting that they can only do about two or three a day.

Mr. Lynch continued by explaining that the Ledyard WPCA contracts with Groton Utilities, and he noted during the past two-years that Groton Utilities has been working to find out where the 539 "unknowns" in Ledyard's water system were located; noting that they also had another 1,200 - 1,300 water service lines that have been documented but that they would still have to be verified; as mentioned above.

Mr. Lynch stated the DPH was providing grants to both economically stressed and non-stressed communities; and that the WPCA has followed the Department of Public Health's (DPH) Guidelines, which were attached to the Agenda packet on the meeting portal (**Ledyard Lead and Copper Rules Revisions Compliance RFQ 2026-02**). He stated that the WPCA has been following the DPH Guidelines and solicited and received the following three proposals (1) Arcadis Engineering from Rhode Island, (2) Westen & Sampson from Massachusetts, and (3) H2M from New Jersey; that provided capabilities - not costs. He stated the WPCA conducted a review and have selected Arcadis Engineering Consultants, East Greenwich, Rhode Island, as the Engineering Firm to manage and conduct the survey. He stated the results of the WPCA's work to evaluate the proposals received were included in the spreadsheet titled "**Clean Lead Survey Spreadsheet Final Tally**" and was attached to the Agenda on the meeting portal. He noted that Arcadis Engineering Consultants was doing the work in New London stating that they had resources here in the local area and they had experience with the Connecticut Department of Health (DPH), noting that the other two firms were out of state and they did not have experience with Connecticut's DPH.

Mr. Lynch explained that the Department of Public Health (DPH) process stated that once they have identified the Engineering Firm, they would then need a quote from them in order to enter into a contract for the Lead Survey work. Therefore, he stated that tonight's request was for the Mayor to sign a contract with Arcadis Engineering Consultants to provide a cost estimate; and then the WPCA would negotiate the contact cost. He stated the cost to do the work could be as much as \$300,000 - \$400,000 to physically verify the material of construction of the water system and document the locations. He stated the WPCA would qualify for a Clean Water Grant in the amount of 25% of the Project Cost; and that they would also be eligible for a no-interest loan to cover the rest of the cost. He addressed the importance to submit the Grant Application to the Department of Public Health before the end of the calendar year because they would be awarding grant funding at the beginning of the year and if the DPH does not receive a lot of Grant Applications that Ledyard may be able to obtain more than the 25% in grant funding.

Finance Director Matthew Bonin noted that the Clean Water Fund Grant was a 75%

no interest loan and 25% Grant funding. He stated that they would need to budget funding to pay the Clean Water Fund Loan back. He stated that he had concerns noting there were a lot of unknowns with this Lead Survey Project that the State Department of Health (DPH) was requiring them to do.

Mr. Lynch noted that if the Ledyard WPCA does not have the Lead Survey completed by December, 2027 that the penalties could impact the town's ability to receive grant funding and many other things. He stated that they do not have a choice, noting that they

have to conduct the Lead Survey as prescribed in the process provided by the Department of Public Health (DPH). He stated that most of Ledyard's water system was constructed after the 1980's at which time no one was installing lead or galvanized pipe. Therefore, he stated that he would be shocked if they found any lead in the construction materials.

Mayor Allyn, III addressed the challenge to solicit Requests for Qualifications (RFQ); accept a Contractor; and then be locked into agreeing to a contract, without knowing the cost. He stated that the town never wanted to enter into an agreement without knowing the cost. However, he stated this was the process the State Department of Public Health (DPH) has set up; and that they had to follow the DPH process to be eligible for the Grant Funding. WPCA Chairman Ed Lynch stated the added value to using Arcadis Engineering Consultants was that they document the work and have worked with Connecticut's Department of Public Health (DPH). Therefore, he stated that Arcadis Engineering Consultants knows what reports the DPH would accept.

Councilor Buhle stated that once they know the cost for the Lead Survey Project that it would be a WPCA expense, and therefore, it would impact the ratepayers and not the taxpayers. WPCA Chairman Lynch stated that the WPCA does have some Capital Funding, however, the capital account was designated to paint the Water Storage Tanks and for Emergency Repairs. He stated when the Route 117 and Route 12 Water Projects were constructed that the projects were paid through Bonding, noting although all the town's residents did not benefit from those water projects that the taxpayers approved for the town to bond the projects. Therefore, he stated that they may have to go back to the townspeople for funding to facilitate the Lead Survey Project. Mayor Allyn, III, noted that they were hopeful that they would receive the Grant Funding.

Mr. Lynch stated that his question was: "*What was Southeastern Connecticut Water Authority (SCWA) was doing to meet the DPH's requirement to conduct the Lead Survey*". He stated the concern for Ledyard was that SCWA could tell the State Department of Health (DEP) that they were done; and walk away. He explained per state statute that the Ledyard WPCA would be required to take over the SCWA Water System.

Mr. Lynch went on to state in 2018 Groton Utilities spent \$54 million to rebuild their 80 year Water Plant,. He stated the Project was funded through Connecticut's

Drinking Water State Revolving Fund, which included a \$15 million state grant and \$39 million in low-interest loans. He stated that Groton Utilities now had a very advanced plant and their water was absolutely clean, noting that they have no Per-and-Polyfluoroalkyl Substances, (PFA) in their water because they use turbidity treatment. He stated part of the terms to receive the Department of Public Health (DPH) Grant Funding was that Groton Utilities would interconnect all of the water systems into SCWA. Therefore, Mr. Lynch stated that Ledyard was tied into the SCWA System, explaining that this work was all done by Groton Utilities and it did not cost Ledyard anything. He noted the cost just to put the interconnect to Norwich cost \$1.6 million, explaining that Groton Utilities and Norwich Public Utilities connected their water systems via the Poquetanuck Cove Crossing Water Interconnection which was completed in 2024. He stated this work involved the installation of a 1,220-foot, metered water main to bridge a gap between the two water systems at the Preston/Ledyard border to strengthen the resilience of both water systems. He explained when SCWA lost a pump a few years ago all they had to do was open the valve and they were able to keep water flowing for SCWA customers. He explained that the water that went into the SCWA System was metered so the WPCA could charge SCWA for the water they used. Therefore, he stated should SCWA decide to walk away tomorrow that all the Ledyard WPCA had to do was open the valve, noting that no construction was required to do that. He stated if SCWA was to go bankrupt that the Ledyard WPCA would have to run that water system.

Councilor Buhle stated that it does not appear that conducting the Lead Survey was optional, noting that Montville and Waterford were already cutting holes in their roads to verify location and construction material of the water service lines. Mr. Lynch stated that he agreed with Councilor Buhle's comments, noting that Ledyard was behind in getting the Lead Survey underway, noting that they needed to get it moving as soon as possible; explaining that the Lead Survey Project needed to be completed by December 31, 2027.

Councilor Buhle questioned whether they would need to budget for traffic control for various areas in town such as the intersections at Route 117; etc., for the safety of the workers. Mayor Allyn stated depending on the road that Police Chief Rich had the authority to determine whether a private flagging company; or the Police Department would need to provide traffic control.

Councilor Buhle stated at this point they were choosing a Firm based on qualifications and not cost. She stated that they would be locking in with the Firm and then negotiating the contract. Mr. Lynch stated because Arcadis Engineering was already doing this work that they know about the Grant Funding. Therefore, he stated that he hoped Arcadis Engineering would help facilitate the Grant Funding for the WPCA.

Councilor Garcia-Irizarry stated that she understands that they have to follow the process provided by the State Department of Public Health (DPH); and the need to

move this forward before the end of the calendar year. However, she stated at this point they do not know the cost for Arcadis Engineering to conduct the Lead Survey, noting that they also do not know if the other two Firms would have given them a better price. She expressed concerns regarding all the uncertainties and that they were side stepping the Town Charter because they did not obtain three bids. Councilor Buhle explained that the WPCA solicited Requests for Qualifications (RFQ) and they did receive three responses that were evaluated, which resulted in the selection of Arcadis Engineering. Finance Director Matthew Bonin stated that he did not see this as violating the Town Charter; especially when they were following the State Department of Public Health's instruction to pick one Firm to negotiate with.

Councilor Garcia-Irizarry questioned what would happen if they do not receive the Clean Water Grant Funding; and whether there was a contingency plan to get the funding to pay for the project. WPCA Chairman Ed Lynch stated if they did not receive the Grant Funding that they would still be required to conduct the Lead Survey Project. He went on to state that they did not have a contingency plan, noting that they should have one. However, he stated because the State Department of Public Health (DPH) has contacted them about the status of their Lead Survey Project that he would like to believe that the DPH has funds committed grant funding for Ledyard. He stated that he believed that DPH was waiting for Ledyard to notify the State which Contractor they selected.

Mr. Lynch stated that the WPCA would need to inform the DPH of their selection - and that Arcadis could help them with notifying the State Department of Health (DEP).

**VOTE: 2- 0 Approved and so declared**

**RESULT: RECOMMENDED FOR APPROVAL**

**MOVER:** Jessica Buhle

**SECONDER:** Carmen Garcia-Irizarry

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

**EXCUSED:** 1 Ryan

Councilor Buhle thanked Mr. Lynch for attending tonight's meeting.

Mr. Lynch left the meeting at 6:05 p.m.

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

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Mayor Allyn, III, explained that in addition to the State, the town provides tax relief to qualifying homeowners thru the adoption of 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".* He stated that every year the State updates the Qualifying Income Levels. He stated the provisions of the Ordinance required the town to annually update the "*Qualifying Income Schedule*" to be consistent with the State's Qualifying Income, which was based on the United States Social Security Administration Program.

In accordance with Ordinance #200-005 (rev.1) Paragraph 3 "*Qualifications*"; paragraph (e) "*Persons qualified for tax credit or deferment benefits under this Ordinance are those whose maximum income during the calendar year preceding the year in which application is made for the tax credit does not exceed the Qualifying Income Schedule, as hereby incorporated in the ordinance as though fully set forth herein. A copy of the approved Qualifying Income Schedule shall be filed with the Town Clerk when established and when amended. The income guidelines provided in the Qualifying Income Schedule (Appendix A) shall be adjusted to reflect a cost of living increase issued by the United States Social Security Administration, pending the approval of the Town Council prior to the first of January of the year of application.*"

Because the "*Qualifying Income Schedule*" was an Appendix to the Ordinance, and because they were not changing the Ordinance itself, a public hearing was not required.

Councilor Garcia-Irizarry questioned whether the town advertises these tax relief programs to let residents know that they were available. Mayor Allyn stated that he believed that the Veterans were very aware of the *Disabled Tax Reduction Benefit*; and that the Senior Citizens Center puts out information regarding the *Senior Citizens Tax Freeze Program*. He stated that he could provide a list of the number of people that receive these tax benefit/relief programs.

Councilor Buhle questioned whether Ledyard has an Ordinance to provide tax relief for income restricted homeowners who were not over the age of 65. Mayor Allyn replied "No".

**VOTE: 2- 0 Approved and so declared**

**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.

Councilor Buhle stated because both the Board of Education and the Town Council were sworn in on Monday, December 1, 2025 that she has not contacted the new

Board of Education Finance Committee Chairman to coordinate a joint meeting between the two Committees. She stated that the Board of Education has already started their Fiscal Year 2026/2027 Budget preparation work. Therefore, she stated that she would get a joint meeting scheduled soon, to make sure the Town Council would not be forgotten during the Board of Education's budget work.

**RESULT: CONTINUE**

**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.

Councilor Buhle stated that she was still working on language to be included in the Letter of Directive. She suggested the Finance Committee schedule a special meeting for Tuesday, December 9, 2025 to only address the Letter Budget of Directive. Councilor Garcia-Irizarry stated that she was available to attend a special meeting on December 9, 2025 at 5:00 p.m.

**RESULT: CONTINUE**

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

MOTION to recommend the Town Council approve the Town Council Department Fiscal Year 2026/2027 Budget in the amount of ~~\$259,255~~ \$289,255 (as amended at this meeting, please see below).

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Buhle stated as part of the Fiscal Year Budget Preparation process the Town Council was required to approve a Town Council Department Budget to be included in the Mayor's Fiscal Year 2026/2027 Budget submission. She explained that the Town Council's Department Budget would come back to the Finance Committee/Town Council as part of the Annual budget deliberation and preparation process.

Councilor Buhle went on to note that the proposed Fiscal Year 2026/2027 Town Council Department Budget as presented this evening was in the amount of \$259,255 and she noted the following proposed increases:

**Increases include the following:**

- \$30,000 Increase for Legal Fees regarding Tribal and Indian Law Issues; and Tax Recovery;
- \$10,000 Increase for Audit Fees - The Town will solicit bids for the Annual Audit Services. Per Finance Director a 5% increase has been included. This budget line can be adjusted based on the bids received.

Councilor Garcia-Irizarry questioned the reason the Legal Fees increased by \$30,000. Mayor Allyn, III, explained that currently they were in Federal Court with the

Mashantucket Pequot Tribal Nation (MPTN) because they were looking to Annex up-to 5,000 acres, which was 20% of the land mass in the Town of Ledyard. He stated they were in mediation, noting that they do not know how long this case would go on for; or how much it was going to cost.

Councilor Buhle suggested the Town Council Department Fiscal Year 2026/2027 be amended to include \$30,000 for a PILOT Grant Writer program, that would work with Department Heads to identify projects on their Capital List or other opportunities where Grants may be applicable; and/or to help local businesses obtain grant funding or loans. She asked Mayor Allyn and Finance Director Matthew Bonin whether a PILOT Grant Writer Program should be included in the Town Council Department Budget; or whether it would be more appropriate to include it in another Town Department Budget. Mayor Allyn that it was appropriate to include a PILOT Grant Writer Program in the Town Council Department Budget. Finance Director Matthew Bonin noted that Connecticut Conference of Municipalities (CCM) had groups that were consultants that towns could work with to help them pursue grant funding. He stated that a Grant Writer would not be a full-time position and that it should be a Consultant.

Councilor Garcia-Irizarry stated that she was in-favor of having a part-time Grant Writer, noting that Ledyard needed help in this area.

MOTION to amend the Town Council Department Fiscal Year 2026/2027 Budget to include a New Account Line in the amount of \$30,000 for a part-time Grant Writer  
Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Buhle stated with the addition of the \$30,000 for a PILOT Grant Writer Program the Town Council Department's proposed Fiscal Year 2026/2027 Budget would now be in the amount of ~~\$259,255~~ \$289,255.

**VOTE: 2- 0 Approved and so declared**

Councilor Buhle called for a Vote on the Main Motin as amended as follows:  
MOTION to recommend the Town Council approve the Town Council Department Fiscal Year 2026/2027 Budget in the amount of ~~\$259,255~~ \$289,255 (as amended at this meeting, please see above).

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

**VOTE: 2- 0 Approved and so declared**

**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.

Moved by Councilor Buhle, seconded by Councilor Garcia-Irizarry

Discussion: Councilor Buhle stated as part of the Fiscal Year Budget Preparation process the Town Council was required to approve a Capital Plan for Town Council Department. She noted that the proposed Capital Plan was in the amount of \$1,500; and the funding was recorded in the Town Council's New Equipment/ Laptop Computer Replacement CNR Sinking Fund. She stated the funding was used to provide members of the Town Council and the Administrative Assistant a laptop to conduct town business and to purchase equipment to support/access the cloud-based meeting portal.

**VOTE: 2- 0 Approved and so declared**

**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.

Councilor Buhle noted the Budget Work Sessions were scheduled as follows:

- Thursday, March 5, 2026
- Monday, March 9, 2026
- Thursday, March 13, 2026

All Work Sessions would begin at 32:00 p.m. this year.

The Finance Committee noted that the scheduled looked good.

**RESULT:** DISCUSSED

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

Councilor Buhle stated that she did not have any updates to report this evening.

**RESULT:** CONTINUE

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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.

Finance Director Matthew Bonin stated that the Finance Committee could remove this item from their Agenda, noting that no future action was required by the Town Council. He stated that Ledyard followed all of the rules and regulations, noting that the town got a lot of projects accomplished. He noted that all the funding would be expended by December 31, 2025, noting that every penny was spent.

**RESULT: COMPLETED**

16. Continued discussion regarding upcoming potential Grant Opportunities.

Councilor Buhle stated earlier this evening the Finance Committee added \$30,000 to the Town Council Department Fiscal Year 2026/2027 to fund a new PILOT Grant Writer Program. She stated that she hoped the town would have a lot of potential grant opportunities with the new PILOT Grant Writer Program.

**RESULT: CONTINUE**

117. Any New Business proper to come before the Committee

None.

**X. ADJOURNMENT**

Without objection, Councilor Buhle adjourned the meeting at 6:23 p.m.

Respectfully submitted,  
Jessica Buhle.  
Committee Chairman  
Committee

Finance

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