

TOWN OF LEDYARD

741 Colonel Ledyard Highway Ledyard, Connecticut 06339

Finance Committee Meeting Minutes

Chairman Gary St. Vil

Regular Meeting

Wednesday, October 15, 2025

5:00 PM

Town Hall Annex Building - Hybrid Format

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://us06web.zoom.us/j/87505139543?pwd=2GqtIHF7bFDtuebLCib7Lnd9atzFpK.1 by Audio only: Telephone: +1 646 558 8656; Meeting ID: 875 0513 9543; Passcode: 482120

I CALL TO ORDER

the Meeting was called to order by Committee Chairman Councilor Saccone at 5:00 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

Present: Tony Saccone

Tim Ryan

Excused: Jessica Buhle

In addition, the following were present:

Fred Allyn, IIMayor
Matthew Bonin Finance Director
Jeff Erhart Gales Ferry Fire Chief District #2
Jason Hartlin&chool Superintendent
Roxanne Maher Administrative Assistant

- MOTION to amend the Agenda to change New Business Item # 3 from a MOTION to a only a Discussion as noted below:
- (3) **Discussion regarding MOTION to recommend the Town Council** the appropriation **of the receipt of additional Impact Aid Revenues**. and transfer \$157,133 from Account #10188210-59300 (Transferred Funds) to Account #22570101-58250 (BOE CNR Reserve Fund);

In addition, appropriate \$157,133 to Account #225670101-58250 (BOE CNR Reserve Fund).

Moved by Councilor Ryan, seconded by Councilor Saccone

Discussion: None.

VOTE: 2- 0 Approved and so declared

A motion was made by Ryan, seconded by Saccone, that this be Approved and so declared. The motion carried by the following vote:

RESULT: APPROVED AND SO DECLARED

MOVER: Tim Ryan SECONDER: Tony Saccone

AYE: 2 Saccone and Ryan

EXCUSED: 1 Buhle

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 September 17, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Tim Ryan SECONDER: Tony Saccone

VI. Finance Director's Report - Fiscal Year 2025-2026

Finance Director Matthew Bonin reported on the following: (1) Annual Audit Fiscal Year Ending Juen 30, 2025 - Mr. Bonin stated LawsonAllenClifton LLP began work on the Annual Audit, noting last week they were on-sit at the Town Hall. However, he stated a lot of the work they do can now be done remotely, noting they have access to the Munis Financial System. He stated

attached to tonight's Agenda on the Meeting Portal were the "Pre-Audit Final Reports" explaining these Reports were done after the Finance Department has completed their Year-End Adjustments. He stated the Annual Audit was now being handled by the Auditors..

RESULT: CONTINUE

VII. Financial Reports - Fiscal Year 2025-2026

Finance Director Matthew Bonin note the following:

- **Pre-Audit Finals** Mr. Bonin stated attached to tonight's Agenda on the Meeting Portal were the "*Pre-Audit Final Reports*" explaining these Reports were done after the Finance Department completed their Year-End Adjustments. He stated the Annual Audit work was being handled by the Auditors.
- *Projected Surplus Report* Mr. Bonin stated that he provided the Finance Committee with hard copies this evening of the Projected Surplus for Fiscal Year Ending June 30, 2025. He stated that this Report was based on the Year-to-Date Budget verses Actuals Revenues Report and Expenditures Report. He noted the following projections:
 - ✓ General Government Projected Surplus Just under a \$200,000 Surplus for the General Government- Mr. Bonin stated that this number included not having to use the Mil Rate Stabilization Fund, as had been budgeted.

Councilor Saccone questioned the dollar amount that they had planned to use from the Mil Rate Stabilization Fund. Mr. Bonin stated that it was about \$1 million.

- o Agri-Science (Vo-Ag) \$250,636 Revenue Overage. Mr. Bonin explained that the Projected Surplus Report already takes into consideration the transfer of the \$250,636 to the Board of Education Capital Account; as approved by the Town Council at their September 10, 2025 meeting.
- o *Impact Aid \$157,133 Revenue Overage* Mr. Bonin stated the Projected Surplus does not take into account moving the Impact Aid Revenue overage, should there be action to do that.
- ✓ Board of Education Projected Operating Budget Surplus Just under \$213,000. Mr. Bonin stated in accordance with "A Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education" Adopted on September 28, 1988; that these funds would be transferred to the Board of Education's Capital Account. Mr. Bonin explained that this transfer of surplus funds; which would come off of the Fund Balance, would take place in the next fiscal year, because it has to done after the Annual Audit has been completed.

Councilor Ryan questioned whether the net results would mean that the Fund Balance for start of the current fiscal year (25/26) would be slightly less than the previous year. Mr. Bonin stated that Councilor Rayn's was correct, noting with transferring the Board of Education's \$213,000 Operating Surplus from Fund Balance to their Capital Account, that the Fund Balance for the current fiscal year would be less than the prior

year.

Councilor Saccone with the transfer of the Board of Education's Operating Budget Surplus of \$213,000 that they would receive a total of \$463,000 in their Capital Account. Mr. Bonin stated that once the Annual Audit was completed that the Board of Education would have received \$250,636 (Agri-Science (Vo-AG *Revenue Overage*) plus the \$213,000 (BOE Operating Surplus). He stated although he did not expect the surplus number would change, however, he stated that they had to wait until the Annual Audit has been completed.

Councilor Ryan stated post Audit, if the numbers hold, that thew town's Undesignated Fund Balance would be equivalent to the previous year. Mr. Bonin stated correct, explaining that there was a town goal to increase their Undesignated Fund Balance. Mayor Allyn, III noted that the "Town of Ledyard Fund Balance Reserve Policy" that the Town Council adopted on May 23, 2028 set a goal to increase the Town's Undesignated Fund Balance. He stated that they were trying to meet that goal in some small incremental manner each year that they can.

RESULT: CONTINUE

VIII. OLD BUSINESS

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

Mayor Allyn, III, stated that the Town would continue to receive funding from the from the Sackler Family Trust - Purdue Pharma Distributor Opioid Settlement through 2034; noting that recently the Town received notification that three or four manufactures would be settling. He suggested as the Finance Committee prepares its "Transition Memo" to the incoming Committee that they suggest putting this item on their Agenda twice a year consider the distribution of funds to non-profits that were doing the work in their community for Opioid Prevention and Recovery which included a variety of different programs such as

- Ledyard Prevention Coalition
- Community Speaks Out
- Connecticut Recovery Support.
- The DARE Program in Ledyard Public Schools

Councilor Saccone questioned whether other towns were doing anything different with the Settlement Funding. Mayor Allyn stated he has seen towns do a number of things with the Settlement Funding noting as an example the Groton heavily invested in Community Speaks Out. However, he stated that he believed that Ledyard was doing a good job to level spreading the funding amongst other Organizations, similar to how they used their American Rescue Plan Act (ARPA) Funding. He noted that the Organizations that Ledyard has provided funding to range from helping individuals with addition, to rehousing people, to helping them get some workforce experience and productive, and the working with the kids. He stated that hopefully

the Community Relations Committee for Diversity, Equity & Inclusion to seek out other partners for the future.

Finance Director Matthew Bonin stated that some towns have not allocated any of the Opioid Settlement Funding they have received. Mayor Allyn stated as of last year that 95% of Connecticut towns had not yet allocated even \$1 of the funding.

Councilor Saccone questioned whether there has been any discussion at the State level to change how the Opioid Settlement Funding could be used. Mayor Allyn explained that the Opioid Settlement Funding was Federal Settlement with the Opioid Manufactures and Distributors, noting that it was a global legal settlement. He stated the scope of the use of the funding was limited, however, Ledyard was meeting the scope of the use of the funds.

RESULT: CONTINUE

2. 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.

Mayor Allyn stated all of the *American Rescue Act* Funding (ARPA) has been allocated to the various approved projects. He explained the Department Heads were working to get their projects completed. He stated other than a final accounting that there was not going to much for the incoming Finance Committee to do regarding this Agenda item.

Finance Director Matthew Bonin noted the Ledyard Center Sewer Line Extension Project and he explained for Phase II of the Sewer Line Extension Project the town originally used Undesignated Funds. However, he stated that they were able to restore some of those funds based on the final costs of Phase I, and Phase III. He stated all of the ARPA Funding has been allocated; and that there should not be any additional actions required.

Councilor Ryan requested clarification regarding the distribution of the ARPA Funding. Mayor Allyn stated the ARPA Funding was distributed directly from the US Federal Treasury.

RESULT: CONTINUE

3. Continued discussion regarding upcoming potential Grant Opportunities.

Mayor Allyn, III, stated today Public Works Director/Town Engineer Steve Masalin had a Meeting with Southeastern Connecticut Council of Governments (SCCOG) to discuss a new Local Transportation Capital Improvement Program (LoTCIP) Grant Application to seek funding to replace one of the bridges located on Lantern Hill Road that was not rated high. He stated this was a Pre-Application to see if the Project was eligible for the LoTCIP Funding. He stated if today's meeting was

favorable that it would save the Town about \$1.2 million. He stated Southeastern Connecticut Council of Governments (SCCOG) has \$17 million available for eligible LoTCIP Projects. He stated that Ledyard already knows that the Lantern Hill Road Bridge fits their criteria.

Councilor Saccone questioned whether the Mayor reminded Mr. Masalin the weight limit of the Bridge to be 42-tons based the weight of Fire Apparatus. Mayor Allyn stated that he did convey Councilor Saccone's recommendation for both of the Lantern Hill Road Bridges and that he asked that Bridges be engineered to bear 50-tons.

Councilor Ryan questioned whether the \$1.2 million would pay for Ledyard's share of the cost for the Bridge. Mayor Allyn stated the \$1.2 million would pay for the total cost of the Lantern Hill Road Bridge, explaining that this Bridge on Lantern Hill Road was solely Ledyard's responsibility. He stated the second Bridge on Lantern Hill Road, which was currently out of service was the bridge that was shared between Stonington and Ledyard. He stated this Bridge was being paid by the State Local Bridge Program.

RESULT: CONTINUE

4. Discussion scheduling Regular Quarterly Joint Finance Committee Meetings between the Town Council and Board of Education.

The Finance Committee agreed with upcoming November 4, 2025 General Election to recommend the incoming Finance Committee Members of the Town Council and Board of Education continue their Joint Finance Committee meetings; and to schedule a Joint Meeting shortly after the two groups were seated sometime in early December, 2025.

RESULT: CONTINUE

5. Any Old Business proper to come before the Committee.

IX. NEW BUSINESS

1. MOTION to authorize the submission of a grant request to the State of Connecticut for the removal of foam and cleaning of the foam system for Gales Ferry Engine 21.

MOTION to recommend the Town Council authorize the submission of a grant request to the State of Connecticut in the amount of \$7,425 for the removal of foam and cleaning of the foam system for Gales Ferry Engine 21.

Discussion: Gales Ferry Fire Chief Jeff Erhart provided some background stating that the existing legacy Firefighting Foam has been found to have Per- and Polyfluoroalkyl Substances (PFAS) in the product. He stated that changes to State Laws and awareness in industry have resulted in new ''Clean Foams'' becoming the

industry standard. He explained that the that the State of Connecticut has allocated funding to support Departments in the state including the payment of hazardous waste contractors to remove the old foam and clean the foam systems in the apparatus in order to prevent firefighter and environmental exposure to PFAS.

Chief Erhart continued by stating that Gales Ferry Engine 21 has the Firefighting Foam; however, he stated that they cannot use it; and they cannot dump the Firefighting Foam on the ground. He stated that he obtained a quote from one of the few Vendor that do this type of work, Croft, and that he also he confirmed with Jeff Morrissette, State Fire Administrator, that the quote and level of work was consistent with what he has been seeing with regard to what other Fire Companies have done. He stated that this was a reimbursement grant noting that the town would have to pay for the removal of the Firefighting Foam up front and then submit a Form and the invoices to the State to receive the reimbursement from the State.

Chief Erhart stated in speaking with Ledyard Center Fire Chief Jon Mann that District #1 also had a Fire Engine with the Firefighting Foam. Therefore, he noted that the Ledyard Center Fire Department - District #1 would most likely be seeking authorization to submit the Grant Application for the removal of foam and cleaning of the foam system in their truck.

Councilor Saccone stated that it was his understanding that the State Grant Funding was running out quickly at the beginning of the fiscal year, and he questioned whether Chair Erhart found this to be the case. Chief Erhart stated when he talked with State Fire Administrator, Jeff Morrissette about the availability of the funding that he did not mention whether the funding goes quickly. However, he stated that Mr. Morrissette noted that the State Legislation was only going to Municipalities and was not necessarily going to independent Fire Companies or Tax Districts. However, he stated during their discussion, that he explained to Mr. Morrissette that the Gales Ferry Fire Company was a town related function, and that they were a town agency and that Mr. Morrissette understood.

Councilor Saccone stated when they put the Firefighting Foam in Engine 21 that it cost about \$300; noting that it was now going to cost \$7,425 to get rid of it. Chief Erhart explained that once the Firefighting Foam was removed and the foam tank and water tank was cleaned that they would put the approved "New Foam" into the Engine 21. He stated that the foam mixed with the water for petroleum based fires, such as care fires, etc.

Finance Director Matthew Bonin stated at the \$7,425 they would be required to seek three quotes in accordance with Ordinance #200-001 (rev 1) "An Ordinance for Purchasing". Mr. Erhart stated that he would work to seek additional quotes, noting that he would ask the State if they had a list of Vendors that due this type of hazardous mitigation work.

Mr. Bonin explained that tonight's request was only to apply for the Grant, noting

that once the grant funding has been received they would have to appropriate the funds.

Mayor Allyn stated that this grant program was a reimbursement, noting that the town would have to pay up-front to have the engine cleaned and then the State would reimburse the town.

Councilor Ryan stated that this Motion was only to authorize the town to submit the Grant Application, noting that it does not authorize them to spend the money. He questioned how critical was this request. Chief Erhart stated it was not time sensitive.

The Finance Committee agreed to remove the following language "in the amount of \$7,425" as a "Friendly Amendment" from the Motion.

The Finance Committee asked Chief Erhart to come back when he has obtained the required three quotes, at which time they would authorize the funding to have the work done. Mayor Allyn suggested Chief Erhart try to obtain the three quotes for the Finance Committee's November 5, 2025 meeting, explaining that because of the Holidays the Town Council typically only meets once during the months of November and December.

VOTE2-0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Tim Ryan SECONDER: Tony Saccone

- 2. MOTION to amend the Fiscal Year 2025/2026 Standing Bid Waiver List to include the following:
 - · Freightliner/Alliance in East Hartford.

MOTION to recommend the Town Council amend the Fiscal Year 2025/2026 Standing Bid Waiver List to include the following Vendors:

- Groton Utilities for Emergency Repairs to the Ledyard Water Infrastructure
- Freightliner/Alliance in East Hartford.

Moved by Councilor Ryan, seconded by Councilor Saccone Discussion:

• Groton Utilities for Emergency Repairs to the Ledyard Water Infrastructure Mayor Allyn explained that the Water Pollution Control Authority (WPCA) contracts with Groton Utilities for water supply and delivery as well as maintenance of the water infrastructure. He stated when a watermain breaks that Groton Utilities repairs the waterline. He stated because Groton Utilities was a subcontractor for the Town of Ledyard, however, repairing a watermain could be sizable work. He stated that he talked with WPCA Chairman Ed Lynch about what constitutes an "Emergency Repair" noting that if it was a watermain break that obviously was an Emergency

Repair. However, he stated if there were other things that might be biddable work that they needed to be prepared for that. He stated that WPCA Chairman Ed Lynch was going to try to define what constituted an Emergency. He stated that Groton Utilities was their water provider, noting that they had the equipment, manpower, capability, and therefore, it probably made sense for them to do a good amount of that work. He stated that Groton Utilities did a major watermain valve repair on a 16" watermain at the corner of Lorenze Parkway and Route 117 in the middle of the night; explaining that this was something that they did not have time to solicit bids for. However, he stated if they were going to add Groton Utilities to the Standing Bid Waiver List that they needed to define what constituted an "Emergency"

Administrative Assistant Roxane Maher noted on September 25, 2019 the Town Council updated the July 13, 1994 "Procedures/Policy For Emergency Expenditures And Appropriations".

Councilor Ryan noted the Town already had a Policy in place to justify an "Emergency". He stated in reviewing WPCA Chairman Ed Lynch's September 24, 2025 email that his justification to include Groton Utilities on the Standing Bid Waiver List rests on the fact that Groton Utilities does their own due diligence. Finance Director Matthew Bonin stated that Ledyard does not know what Groton Utilities due diligence is.

Councilor Saccone stated that Groton Utilities can repair a fire hydrant within hours if not days. He noted when he worked at the Groton Subbase they would wait sixmonths before they even started to dig to repair a fire hydrant. He stated that Groton Utilities has always provided great service for the Fire Departments. Mayor Allyn stated that Ledyard had a fire hydrant that was poorly place on the Multi-Use Pathway at the intersection r of Gallup Hill Road and Colonel Ledyard Highway, and he noted that Groton Utilities was meticulous in moving the fire hydrant across the street to Colonel Ledyard Highway and placed it behind the guiderail. He stated Groton Utilities was good at what they do, noting it was their business. Councilor Saccone agreed with Mayor Allyn, noting that they had to be diligent with taxpayers money.

Councilor Ryan stated unless they had more information about Groton Utilities bid process, at this point he did not agree with adding Groton Utilities the Fiscal Year 2025/2026 Standing Bid Waiver List.

• Freightliner/Alliance in East Hartford.

Gales Ferry Fire Chief Jeff Erhart stated that Bull Dog has been the Gales Ferry Fire Company's main service provider for many years and that they were on the Standing Bid Waiver List. However, he stated that they have also used Freightliner/Alliance in the past for routine maintenance and repairs to their fire apparatus; along with a few other service providers. He stated that Freightliner/Alliance has been doing a lot of

repair work on their aging tanker truck and other aging pieces of apparatus. Therefore, they have intimate knowledge of the complexity of a couple of the Fire Company's apparatus which was a benefit to help troubleshoot problems quicker and more efficient. He stated the Public Works also used Freightliner/Alliance noting that he thought at one time they were on the Standing Bid Waiver List. He went on to explain that because of their aging fleet that their preventative maintenance, routine checks, and annual inspections cost on average a few thousand dollars. However, he stated with the addition of any repairs the cost often exceeds the \$5,000 limit in Ordinance #200-001 "Purchasing Ordinance" which would then require the Gales Ferry Fire Company to seek a minimum of three quotes. He stated although he as asking that Freightliner/Alliance be added to the Standing Bid Waiver List that he was trying to leverage the best work for the least amount of money. He stated because Bull Dog was on the Standing Bid Waiver List that they were limited to Bull Dog. He stated because the number of mechanics for fire service vehicles was limited that if he had a larger list of vendors that he could better leverage their options for maintenance and repair work.

Councilor Ryan stated by having multiple vendors on the Standing Bid Waiver List for the same purpose would basically put them back to Square One which was soliciting competitive bids. However, he stated for the Fire Departments and for the Police Department for instances such as emergency repairs; that it would be good to have the ability to contract with them quicker.

Councilor Ryan continued by noting Chief Erhart's October 2, 2025 email in which he mentioned that the Gales Ferry Tanker was at Freightliner/Alliance in East Hartford; and that the bills and repairs were going to fall somewhere between \$6,000 to \$10,000. Councilor Ryan questioned the original cost estimate. Chief Erhart stated for a number of years they were plagued by a Pump Pressure issue. He stated that they had a number of agencies look at the Pump Pressure issue explaining that sometimes they diagnosed the issue and sometimes they could not. He stated that they still have not been able to figure out the problem factor, noting that he thought it was an engineering issue in the system. He stated the last thing they have not replaced was the Pump Controller System, which was an electronic box, noting that device cost was just under \$5,000. He stated while the work was underway there were a number of other things that needed to be addressed such as the two air brake drums that needed to be replaced because they would not pass the Department of Transportation (DOT) Inspection. Therefore, he stated that the costs exceeded the \$5,000 threshold which would require them to solicit three quotes, noting that the Tanker has been sitting at Freightliner/Alliance.

Councilor Ryan stated the rationale noted in the request to add Freightliner/Alliance the Fiscal Year 2025/2026 Standing Bid Waiver List was because they were familiar with the Gales Ferry Fire Company's Freightliner Trucks. Chief Erhart stated that Freightliner/Alliance and do on the spot emergency repairs.

Councilor Saccone stated that the Gales Ferry Fire Company had used

Freightliner/Alliance in years past. However, he stated the reason they stopped using them was because they were in Hartford and they would charge \$90.00 an hour to have a driver bring the trucks to Hartford. Chief Erhart stated that the solution to save the cost for the driver, that a member from the Gales Ferry Fire Company drives the Truck to Hartford and then picks it up when the work has been completed.

The Finance Committee agreed to remove Groton Utilities for Emergency Repairs to the Ledyard Water Infrastructure as a "Friendly Amendment".

Councilor Ryan stated once the Finance Committee received additional information from the Water Pollution Control Authority, as noted by the Finance Director, that they could consider adding Groton Utilities to the Fiscal Yer 2025/2026 Standing Bid Waiver List.

VOTE: 2-0 Approved and so declared

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Tim Ryan SECONDER: Tony Saccone

3. MOTION to appropriate and transfer \$157,133 from Account #10188210-59300 (Transferred Funds) to Account #22570101-58250 (BOE CNR Reserve Fund);

In addition, appropriate \$157,133 to Account #225670101-58250 (BOE CNR Reserve Fund) ...end.

4. MOTION to appropriate \$8,000 to Account #20810201-50000-24207 (Cemetery Committee - Grant Expense) to recognize the grant awarded by the State of Connecticut Office of Policy and Management entitled "Neglected Cemetery Account Grant Program".

RESULT: RECOMMENDED FOR APPROVAL

MOVER: Tim Ryan SECONDER: Tony Saccone

- 5. Any New Business proper to come before the Committee
- X. ADJOURNMENT

Councilor Ryan moved the meeting be adjourned, seconded by Councilor Saccone VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Anthony Saccone, Sr. Committee Chairman

Finance

Committee

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