



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
council@ledyardct.org

Town Council ~ AGENDA ~

Chairman S. Naomi
Rodriguez

Regular Meeting

Wednesday, December 11, 2024

7:00 PM

Town Hall Council Chambers

In-Person: Council Chambers Town Hall Annex

Remote: Information noted below:

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

<https://us06web.zoom.us/j/87432774360?pwd=vtReYnhYM1OLcavTC1azlOxbYpiSDN.1>

Audio Only: Telephone: +1 646 558 8656; Meeting ID: 874 3277 4360; Passcode: 690310

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. PRESENTATIONS
- V. RESIDENT & PROPERTY OWNERS (COMMENTS LIMITED TO THREE (3) MINUTES)
- VI. COMMITTEE COMMISSION AND BOARD REPORTS
- VII. COMMENTS OF TOWN COUNCILORS
- VIII. REVIEW AND APPROVAL OF MINUTES

MOTION to approve the Town Council Regular Meeting Minutes of November 13, 2024

Attachments: [TC-MIN-2024-11-13](#)

- IX. COMMUNICATIONS

Communications List - December 11, 2024

Attachments: [C-LIST-2024-12-11](#)
[Ethics Commisison - Wilkinson-email-2024-11-18](#)
[Quartelry Meetings-Board of Educaiton-Superintendent-Mayor Town Council ltr-2024-11-19](#)
[Resignation Panosky - Retirement Board-2024-11-19](#)
[Route 12 Corridor Study-Goman + York-Kelley email-2024-11-19](#)
[Action LTR-Retierment Board- 11-19-24](#)
[Compost-Food Waste PILO Program-Tainter-Rodriguez email thread-20245-11-25](#)
[Resignation-Crocker-Housing Authroty-ltr-2024-11-25](#)
[Parks-Recreation-Senior Citizens-Request Alternate -Schneider be moved to Regular Membaer-2024-11-30](#)
[Police Accrediation- Mayor-Chairman email thread-2024-12-02](#)
[Police Accrediation- Mayor-Ryan- email thread-2024-12-02](#)
[Action Letter WPCA -2024-11-26](#)
[ACTION LTR- PMBC MTG-2024-12-02](#)
[Re Appointment Endorsement-Retirment Board-RTC-2024-11-4](#)
[Quartelry Meetings-Board of Educaiton-Superintendent-Mayor Town Council ltr-2024-11-19](#)
[Appointent Application-Spanziani-Planning & Zoning-2024-11-29](#)
[DTC Appointent Application-Spanziani-Planning & Zoning-2024-12-04](#)
[Ethics Commission-Edwards email-2024-12-07](#)
[Reappointment Endrosemment Board of Assessment Appeals-RTC -2024-12-10](#)
[Reappointment Endrosemment Southeastern CT Regional Resource Recovery Authority \(SCRRA\) -2024-12-10](#)
[Route 12 Corridor Study-Gorman + York-Edwards email-2024-12-11](#)
[Goman + York Report - mark ups-2024-12-11](#)
[EThis Commission-Porazzi-email-2024-12-11](#)
[Ryan -Board of Education Report-2024-12-10](#)
[ACTION LTR-TOWN COUNCIL MTG-2024-11-13](#)
[Appoint Applicaiton-MacGregor-Admin Cmt Request Additonal Information-2024-11-14](#)
[Appoint Applicaiton-Roman-Admin Cmt Request Additonal Information-2024-11-14](#)
[Appoint Ltr -Kapusta -Social Services Board -2024-11-13](#)
[Quarterly Meetings - Board of Education-Town Council-Superintendnet-Mayor-ltr 2024-11-14](#)
[Request Re-appointment-Board of Assessment Appeals 2024-11-18](#)
[Request Re-appointment-Board of Assessment Appeals -RTC-2024-11-18](#)
[Request Re-appointment-SCRRA-RTC-2024-11-18](#)
[Budget Schedule-Fiscal Year 2025-2026- Memo dated-2024-12-05](#)

[Budget Work Session Draft Schedule-Fiscal Year 2025-2026-Memo dated-2024-12-05](#)

[ARPA Funding-Board of Education-Garcia-Irizarry email-2024-12-09](#)

- X. REFERALS
- XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS
 - 1. Administration Committee
 - 2. Community Relations Committee for Diversity, Equity, & Inclusion
 - 3. Finance Committee
 - 4. Land Use/Planning/Public Works Committee
 - 5. Liaison Reports
- XII. REPORT OF THE MAYOR:**
- XIII. OLD BUSINESS
- XIV. NEW BUSINESS

Administration Committee

1. MOTION to appoint the following as Regular Members of the Planning and Zoning Commission:
 - Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard, to complete a three (3) year term ending October 31, 2026 filling a vacancy left by Ms. Cobb;
 - Mr. Matthew Miello (R) 12 Cardinal Lane, Gales. Ferry, to complete a three (3) year term ending October 31, 2027 filling a vacancy left by Mr. Capon.

Attachments: [Planning & Zoning Appointments - Move Alternates to Regular Members-Capon email-2024-10-28](#)
[Resignation-Cobb-Planning & Zoning-2024-10-23](#)
[Planning & Zoning - Capon Not Seeking Reappointment ltr-2024-10-24](#)
[PLANNING. & ZONING-2024 -10-24-2024](#)
2. MOTION to appoint Mr. Michael Marelli (D) 4 Lee Brook Road, Ledyard, to the Inland Wetlands and Watercourses Commission, as a Regular Member of the Inland Wetland and Watercourses Commission to complete a two (2) year term ending October 31, 2025 to fill a vacancy left by Mr. Maugle.

Attachments: [Appoint Inland Wetland Watercourses Commission Regular Member-Marelli-DeBrodt email-2024-11-2024](#)
[Appointment Application-Marelli-Inland-Wetland-Watercourses -DTC-2024-09-24](#)
[INLAND WETLAND & WATERCOURSES COMMISSION-2024-10-24](#)
3. MOTION to appoint Mr. Robert Graham (U) 72A Long Pond Road, South, Ledyard, to the Inland Wetlands and Watercourses Commission, as a Alternate Member of the Inland

Wetland and Watercourses Commission to complete a two (2) year term ending October 31, 2026 to fill a vacancy left by Mr. Marelli.

Attachments: [APPOINT APPLICATION ROBERT-GRAHAM --INLAND WETLAND & WATERCOURSES-2024--10-09](#)
[INLAND WETLAND & WATERCOURSES COMMISSION-2024-10-24](#)

4. MOTION to appoint Ms. Wendy Hellekson (D) 14L Lakeside Drive, Ledyard, to the Library Commission to complete a two (2) year term ending November 7, 2026 filling a vacancy left by Ms. Nash.

Attachments: [DTC-Appointment Application-Hellekson- Library Commission-2024-09-10](#)
[RESIGN-NASH-LIBRARY COMMISSION LTR-2024-09-03](#)
[LIBRARY COMMISSION-2024-10-24](#)

5. MOTION to appoint Ms. Carol Schneider, (D) 101 Inchcliffe Drive, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission as a Regular Member to complete a three (3) term June 28, 2026 to fill a vacancy left by Ms. Sokolski.

Attachments: [Appointment-Parks-Recreation-Senior Citizens - move Alternat Schneider to Regular Member-email-2024-11-30](#)
[Resignation-Sokolski-Parks-Recreation & Senior Citizens ltr-2024-10-22](#)
[PARKS-REC & SENIOR CITIZENS COMMISSION-2024-10-24](#)

6. MOTION to appoint Ms. Stephanie Bacon (D) 6 Patricia Court, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, as an Alternate Member, to complete a three (3) year term June 28, 2025 to fill a vacancy left by Ms. Schneider.

Attachments: [Appointment-Parks-Recreation-Senior Citizens - move Alternat Schneider to Regular Member-email-2024-11-30](#)
[DTC Appointmetn Applicaiton-Beacon- Parks - Recreation- Senior Citizens Commisison-2024-11-05](#)
[Resignation-Sokolski-Parks-Recreation & Senior Citizens ltr-2024-10-22](#)
[PARKS-REC & SENIOR CITIZENS COMMISSION-2024-10-24](#)

Finance Committee

7. MOTION to approve a proposed “Authorizing Resolution of the of the Ledyard Town -Council State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security” as contained in the draft dated November 25, 2024.

Attachments: [RES-HOMELAND SECURITY-DRAFT-2024-11-25](#)

8. MOTION to update the American Rescue Plan Act (ARPA) Projects list to transfer the unencumbered balance of \$1,680 from the Nathan Lester House Projects to the Sawmill Projects.

In addition, grant a Bid Waiver to Savy & Sons of Aniston, Connecticut in the amount of \$46,404 due to the lack of receiving the required three bids in response to Bid #2025-03 (Up-Down Sawmill Penstock Repairs/Improvement) in accordance with Ordinance

#200-001 (rev.1) "An Ordinance for Purchasing".

Attachments: [Up-Down Sawmill Bid - Savy Sons-2024-10-2024](#)

9. MOTION to appropriate an additional \$74,000 out of the American Rescue Plan Act (ARPA) Funding designated for Youth Mental Health Clinicians to Child and Family Agency for a combined total of \$164,888 to extend the contract to provide services into the 2025/2026 School Year.
10. MOTION to increase the budget for the Rotary Drum Thickener Panel American Rescue Plan Act (ARPA) Project by \$3,118.33.
11. MOTION to appropriate American Rescue Plan Act (ARPA) Funding in the amount of \$10,000 for the Up-Down Sawmill Improvements.
12. MOTION to appropriate American Rescue Plan Act (ARPA) Funding as follows providing adequate ARPA Funding is available:
 - \$14,999 for Smart Projectors for the Board of Education @ \$3,000 each
 - \$10,000 to install a concrete barrier wall in the Boiler Room at the High School's Agri-Science Building
 - \$50,000 to install a Solid Playground Surface at the Juliet W. Long School
 - 10,000 to the Parks & Recreation Summer Camp Scholarships
 - \$2,500 to conduct an A2 Survey of the Spicer Homestead Ruins
 - \$20,000 to purchase CPR Devices
 - \$5,500 to purchase/install an ADA Compliance counter in the Town Clerk's Office.
13. MOTION to appropriate any American Rescue Plan Act (ARPA) Funding not obligated by the end of calendar year 2024 shall be re-classified to the Colby Drive, Fairway Drive and Route 117 Design and Engineering Project, or other applicable town projects, with a correlating amount of existing funding for said projects transferred back to Account #21090305-58915 (Undesignated).
14. MOTION to approve two tax refunds in the combined total amount of \$6,559.73 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures.
 - Marlie Schmidt \$3,901.97
 - Anthony & Genelle Smith \$2,657.76

Attachments: [AIR#24-1058 Tax Refund](#)

15. MOTION to grant a Bid Waiver to Perkins Home Improvement LLC of Norwich, CT in the amount of \$20,700 due to lack of receiving the required three bids in response to Bid #072-PI-31 (Rehabilitation Work - 43 Blacksmith Dr.) in accordance with Ordinance #200-001 (rev.1) "An Ordinance for Purchasing".

Attachments: [Perkins Home Improvement, LLC - bid response.pdf](#)

16. MOTION to approve the Town Council Department Fiscal Year 2025/2026 Budget in the amount of \$226,728.

Attachments: [Town Council Dept Budget-FY-25-26-Draft-2024-11-19](#)
[TC Budget-Year to Date-2024-10-30](#)
[001-2023-FEB-22- RES DEPT HEAD ADMINSTRATORS](#)
[BENEFITS.pdf](#)

17. MOTION to approve the Town Council Department Fiscal Year 2025/2026 Capital Improvement Budget in the total amount of \$1,500.

Attachments: [TC-CIP FY 24-25-2024-10-30](#)
[CIP Form 2 Spreadsheet-2024-10-30-FISCAL YEAR 2025-2026](#)
[Town Council Laptop Quotes-2024-08-08-20-#1](#)

General Business

18. MOTION to cancel the Town Council’s Regular Meeting of December 25, 2024 for the Christmas Holiday.

XV. ADJOURNMENT

DISCLAIMER:

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

The Town Council's Official Agenda and final Minutes will be on file in the Town Clerk's Office.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1162

Agenda Date: 12/11/2024

Agenda #:

MINUTES

Minutes:

MOTION to approve the Town Council Regular Meeting Minutes of November 13, 2024



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL

Chairman S. Naomi Rodriguez

MINUTES
LEDYARD TOWN COUNCIL – REGULAR MEETING
WEDNESDAY, NOVEMBER 13, 2024; 7:00 PM
HYBRID FORMAT
VIDEO CONFERENCE VIA ZOOM

DRAFT

I. CALL TO ORDER – Chairman Rodriguez called the meeting to order at 7:06 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Rodriguez welcomed all to the Hybrid Meeting. She stated for the members of the Town Council and 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. PLEDGE OF ALLEGIANCE

III. ROLL CALL –

Attendee Name	Title	Status	Location
April Brunelle	Town Councilor	Present	In-Person
Jessica Buhle	Town Councilor	Present	In-Person
Carmen Garcia-Irizarry	Town Councilor	Present	In-Person
Kevin Dombrowski	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Remote	In-Person
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Tim Ryan	Town Councilor	Remote	In-Person
Tony Saccone	Town Councilor	Present	In-Person
Gary St. Vil	Town Councilor	Present	Remote

IV. INFORMATIONAL ITEMS/PRESENTATIONS – None.

V. RESIDENTS AND PROPERTY OWNERS

Mr. Steve Munger, 12 Nutmeg Drive, Gales Ferry, stated he was present this evening to address the following:

- **Election Day – November 5, 2024** - Mr. Munger stated during elections that he stands outside the polling locations and holds the US American Flag and signs. He noted that Councilor Buhle brought her 10-year-old son with her to the polls. He went on to state this year election day was on his birthday, noting that a friend made him Lopia (banana wrapped in filo dough) and asked him how old he was. He stated that he replied stating that he was 70- years old and he noted that Councilor Buhle’s son stated that he did not look 70-years old and that he was going to call him “21” because that was how old he thought he looked. He stated most of the morning all those who were at the polls stood together (democrats and republicans). However, he stated later in the day they split up, noting that his group was all men and that the other group was all woman. He stated Councilor Buhle’s son came over to his group and stated that he wanted to be with the guys, Mr. Munger noted that Councilor Buhle’s son was so cute. He stated at the end of the day when he said goodbye to Councilor Buhle’s son he said, “*It was nice to meet you, have a good day kid*”; and that Councilor Buhle’s son replied stating “*Have a good day kid*”. Mr. Munger went on to note that Councilor Buhle’s son went on to state “*Mr. Munger was not a kid, but that he was 21*”. Mr. Munger stated that he wanted to share this story with the Town Council noting that Councilor Buhle’s son was amazing; and that he made him feel good that day.
- **Flying Third Party Flags on Town Property** – Mr. Munger stated that he was against flying any flag other than the US American Flag on town property. He stated that he was surprised the Democrats wanted to change the town’s practice to only fly the US American Flag, because they called themselves the “*Party of Unity*”. Mr. Munger stated the town had unity

right now with flying the US American Flag which represented everybody. He stated now they wanted to start flying flags that would automatically be divisive, noting that he was not just talking about the gay flag, noting that any flag would be divisive. He encouraged the town to keep the US American Flag where it should be, so that they all stay united and that they leave the other stuff for meetings like this one.

- **Local Elections for the Town Council and the Board of Education** – Mr. Munger stated the Town Council and Board of Education should work together, without interfering with each other.
- **Trunk or Treat Friday, October 25, 2024** – Mr. Munger stated Trunk or Treat was a great Kids Event in town. He stated he was disappointed and disheartened to see political signs at a Kids Event. He suggested the next time the town does something for the Kids that they leave it for the Kids.

Mr. Munger stated he respected that the members of the Town Council were investing their time; however, he stated that he disagreed with some of the things they were doing. He suggested they take a deep breath and think before making decisions. He thanked the Town Council for the opportunity to address them this evening.

Chairman Rodriguez thanked Mr. Munger for this comments.

VI. COMMITTEE COMMISSION AND BOARD REPORTS – None.

VII. COMMENTS OF TOWN COUNCILORS

Chairman Rodriguez stated the 2024 Presidential Election was behind them. She gave a huge *Thank You* to the Registrars; those who volunteered to work at the polls; and those who worked for two weeks during the Early Voting. She stated that she heard Ledyard residents frequently comment on how much they appreciated the Early Voting opportunity. She went on to thank their Connecticut State Legislators for having the foresight to provide such a wonderful opportunity. She stated that over one-third (36%) of Ledyard's voters took advantage of the Early Voting, and that 85 % of Ledyard's voters cast their ballot in this year's election. She stated that democracy was a team sport, and Ledyard did its part! Chairman Rodriguez again thanked the Registrars and all the volunteers who made Early Voting and Election Day run smoothly.

Chairman Rodriguez went on to congratulate and thank everyone who ran for Office and made our democracy work. She stated that they need to continue to treat each other with dignity and respect, with due sensitivity for the election results, noting that they need to continue living and working together in our community.

Chairman Rodriguez stated small acts of kindness and caring would go a long way over the next few weeks, and she encouraged all to look towards Thanksgiving, and the holidays in December with an eye to those in Ledyard who were less fortunate, noting that for some that the holidays may bring sadness. She stated that there were plenty of opportunities to give and donate, and she encouraged residents to do so as they could afford. She noted the State Legislature would begin its session on January 8, 2025 and she encouraged residents to reach out to Ledyard's delegation with appropriate needs or concerns.

Chairman Rodriguez continued by noting that November 11, 2024 was Veterans Day and that she wanted to say *Thank You* to all of our Veterans in Town. She stated their bravery, courage, sacrifice, and love of country was appreciated. She stated that it was because of our military service members that our country was the Land of the Free and Home of the Brave. She stated that it was because of our Veterans that our great democracy was intact, noting that they were grateful to all of our Veterans, and she again thanked them and their families for their Service.

Chairman Rodriguez concluded her comments by stating that she would also like to thank Ledyard's Beautification Committee for the Veterans Day signs they displayed in town. She stated the signs were a great idea and the families that participated were proud to have the name of their loved ones on a sign, noting that they proudly posted pictures of the signs on social media. She stated at their November 12, 2024 meeting the Beautification Committee agreed to do the signs again next year. She stated *Kudos and Thank You again to the Beautification Committee!*

Councilor Brunelle stated today was *World Kindness Day* and she encouraged people to do something kind for someone today and everyday.

Councilor Brunelle continued by thanking the Ledyard Center Fire Department and her neighbors in the Highlands, noting on Monday, November 11, 2024 at approximately 3:15 p.m. a minor set her lawn on fire. She stated that her neighbor was able to get a picture of the act and that the Fire Department was able to put the fire out quickly, noting that they were fortunate that there was no major damage. She stated when the Police Officers visited the minor they had to bring the individual in for evaluation. She stated if the minor had received the mental health services they needed that perhaps they may not have set her lawn on fire. She stated thankfully, although things were very dry, the fire did not go far.

Councilor Saccone noted Councilor Dombrowski's comments at the Town Council's October 23, 2024 meeting regarding the fire danger. He stated yesterday a Red Flag Warning was issued, which meant there were wind gusts between 30-40 miles per hour. He stated if a brush fire started that it could have spread a mile a minute, as they have seen happening out west. He stated both the Ledyard Center Fire Company and Gales Ferry Fire Company each responded to about a dozen illegal burns. He stated the Red Flag Warnings have been on the news, the radio, social media, in the newspapers, and has been discussed at public meetings such as this meeting. He stated residents should curtail any burning, because the smallest wind gust could become an extreme danger to the people in their town. He urged residents to use caution and not to have campfires for several months.

Councilor Buhle noted Mr. Munger's comments (see above V. Residents and Property Owners) regarding Election Day. She stated it was a great experience to bring her son to the polls on November 5, 2024. She stated her son asks a lot of great questions about policy, etc. and that he wanted to go to the polls with her and hold signs. She stated it was good for her son to see the kindness between both political parties, noting that everyone was friendly, and it was fun. She stated that she was glad that her son chose to be a part of Election Day.

Councilor Garcia-Irizarry noted the Red Flag Fire Warning, and she questioned whether the town could use the digital signs in Ledyard Center and Gales Ferry, and the town's website to post the Fire Danger Alert. Mayor Allyn, III, replied stating that it was his understanding that a message was posted on the digital signs regarding the Red Flag Fire Alert and on the Town's website, but that he would confirm that the message was posted tomorrow.

Councilor Ryan, attending remotely, stated he echoed the sentiments that were said this evening about the Election, Veterans Day, the Red Flag Fire Alert, and the Precautions. He also noted that the Marine Corp Birthday happens the day before Veterans Day every year. He stated it was an important holiday, and he stated Happy Belated Birthday to the Marine Corp.

Councilor Ryan went on to state that he appreciated the efforts of the Registrar's Office this past election. He stated that he had friends that worked in Registrars Offices in surrounding municipalities and that he was hearing about the amount of people flowing into the office and their effort to make sure that it went smoothly. He noted that Ledyard did not have some of the difficulties that were experienced in surrounding municipalities with the early voting and the signing of the ballots. He stated he was grateful for Ledyard's Registrar's Office.

Chairman Rodriguez noted that this year was the Marine Corp's 249 Birthday. Councilor Ryan stated that Chairman Rodriguez was correct, noting that next year would be a milestone birthday for the Marine Corp stating that they would be celebrating 250 years.

Councilor St. Vil, attending remotely, echoed Chairman Rodriguez's comments in expressing his appreciation for the Veterans in our community and in our country who have done so much for all of us. He stated that he also appreciated all the folks who worked hard to make Election Day a success in our Town.

Councilor St. Vil continued by noting that November was Native American Heritage Month. He stated he would like to take this opportunity to honor the heritage and contributions of our Native People. He stated that November was their collective opportunity to recognize and honor the rich history, diverse cultures, and enduring contributions of America's Indigenous People, who have contributed to this country, state, and community.

VIII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the following:

Public Hearing Minutes of October 23, 2024

Regular Meeting Minutes of October 23, 2024

Moved by Councilor Buhle, seconded by Councilor Dombrowski

VOTE: 9 – 0 Approved and so declared

IX. COMMUNICATIONS

Chairman Rodriguez stated a Communications List has been provided on the meeting portal for tonight's meeting, and she noted referrals were listed.

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Garcia-Irizarry stated the Administration Committee met earlier this evening noting that they addressed the following: (1) Several appointments to town committees; and (2) Discussed an Ethics Commission and a Code of Ethics.

Community Relations Committee for Diversity Equity & Inclusion

Councilor Brunelle stated the Community Relations Committee for Diversity, Equity & Inclusion next meeting was scheduled for Wednesday, November 20, 2024.

Finance Committee

Councilor Saccone stated the Finance Committee met on November 6, 2024 and they have a number of items on tonight's agenda.

Land Use/Planning/Public Works Committee

Councilor St. Vil stated the LUPPW Committee met on November 4, 2024 and continued to discuss the following items: (1) Historic Designation of the Spicer Homestead Ruins – Councilor St. Vil stated members of the Historic District Commission attended the LUPPW Committee meeting and he noted that they would be seeking approval to submit a Grant Application to obtain funding to pay for an A2 Survey of the property. He stated the Commission would also be working with the Town Planner, Finance Director, and the Mayor to complete a Grant Application to obtain funding to help pay for the A2 Survey and other costs related to seeking a historic designation. He stated the Historic District Commission would be providing a briefing to the Town Council at a future meeting regarding their desire to apply for grant funding; (2) Blighted properties; (3) Noise issue, and (4) Illegal Dumping issue. Councilor St. Vil stated the Committee would continue to discuss these topics at their December 2, 2024 meeting.

Permanent Municipal Building Committee

Councilor Brunelle stated the PMBC met on November 4, 2024; however, she was not able to attend the meeting; and the minutes were not yet available.

Fire Departments

Councilor Saccone stated although he did not have anything to report that he wanted to thank the career firemen for the great job they have been doing during this Red Flag Fire Alert, dry season.

Ledyard Farmers' Market Committee

Chairman Rodriguez noted that the Farmers Market Committee cancelled their November 4, 2024 meeting.

Retirement Board

Chairman Rodriguez stated the Retirement Board will be meeting on Tuesday, November 19, 2024.

Library Commission

Councilor Garcia-Irizarry stated the Library Commission's next meeting was scheduled for November 18, 2024.

Board of Education

Councilor Garcia-Irizarry stated the Board of Education met on November 12, 2024 and she noted the following was discussed: (1) Late Buses – Students attended the meeting to advocate for the implementation of Late Buses; (2) Annual Audit – Fiscal Year Ending June 30, 2024 – Superintendent Jason Hartling and Business Manager Kenneth Knight were working with Auditors CliftonLarsonAllen on the Annual Audit; (3) Water Leak Gallup Hill School – A water leak that was caused by a water fountain affected 8-classrooms. During the clean up the classrooms were not used for several days; (4) Annual Budget Fiscal Year 2025/2026 - Budget Letter of Directive – Councilor Garcia-Irizarry noted the Board of Education extensively discussed the October 24, 2024 Budget Letter of Directive. She noted although the letter did not instruct the Board of Education to fire teachers, that some members of the Board of Education questioned the language in the following paragraph:

“While the Town has continued to reduce expenses including the elimination of departments and our workforce, as technology improvements have enabled efficiencies, we are once again asking that we work to continue to approach the preparation of our Fiscal Year 2025/2026 budget with the objective of minimizing expenses wherever we can find an opportunity and ensure that our tax dollars are spent wisely”.

Councilor Garcia-Irizarry stated that some Board of Education Members questioned whether the Town Council was instructing the Board of Education to fire teachers. She noted that Board Members Kate DiPalma-Herb and Joanne Kelley responded explaining that the Budget Letter of Directive was similar to previous years. She went on to note that Superintendent Hartling stated that he was not intending to fire anyone, because they already did not have enough teachers; (5) Mental Health Clinicians – Councilor Garcia-Irizarry stated the Board of Education discussed the Mental Health Clinicians that were being paid from the General Government's American Rescue Plan Act (ARPA) Funding. Councilor Garcia-Irizarry noted during her Liaison Report that she tried to provide clarification regarding the use of the General Government ARPA Funding for the Mental Health Clinicians. She stated that she explained that there were two ARPA allocations for the Mental Health Clinicians as follows: (a) One Mental Health Clinician was at the Middle School and that she saw students in the Media Center; and (b) The \$90,000 ARPA Funding that was supporting the Child and Family Agency Clinicians at the Juliet W. Long School and the Gales Ferry School. She stated after the Meeting Mr. Hartling spoke with her about the Mental Health Clinician, noting that the Clinician was a Town Employee, and that she was receiving students. She stated that Mr. Hartling also stated that all of the students' needs were being met based on the number of Clinicians they had at each school. Councilor Garcia-Irizarry stated that she suggested Mr. Hartling send an email to Mayor Allyn, III, and Chairman Rodriguez to clarify the use of the Clinician at the Middle School.

Councilor Brunelle interjected, stating that she also attended the Board of Education's November 12, 2024 meeting, and that during the Public Comment she read the same Mental Health data that she read at the Town Council's October 23, 2024 meeting; and that she also mentioned that her lawn was set on fire. She stated during the Meeting that School Superintendent Jason Hartling brought up the subject of the Mental Health Clinician. She stated Mr. Hartling's statements were confusing, noting that first he said that he has given the Middle School Clinician many referrals; and then he stated that he could give the Clinician referrals, but because she was a Town Employee, and not a Board of Education Employee, that it was not the Board of Education's responsibility to refer students to the Clinicians.

Councilor Garcia-Irizarry continued her Board of Education Liaison report as follows: (6) Amendments to Ordinance #100-015 (rev 1) “*An Ordinance Establishing a Permanent Municipal Building Committee*” – Councilor Garcia-Irizarry noted that School Superintendent Jason Hartling stated with 2 Temporary Members for each project that he did not believe the Board of Education had proper representation because the Board of Education was bringing in the 60% State and Federal Grant Funding for the school projects.

Councilor Dombrowski addressed Mr. Hartling’s comments regarding the Board of Education’s Temporary Members on the Permanent Municipal Building Committee (PMBC). He explained that State Statute dictates otherwise, noting that *House Bill 5524*, which was signed by the Governor this Legislative Session and became effective on July 1, 2024 stated the following:

“§ 168 — *SCHOOL BUILDING COMMITTEE MEMBERSHIP*
Requires that school building committees established to undertake a school building project as defined in Section 10-282 include the school board chair or a designee.”

Councilor Dombrowski went on to explain that State Statute does not give the Board of Education control of the Permanent Municipal Building Committee or the funds.

Councilor Garcia-Irizarry continued by stating during the Board of Education meetings that they discuss a lot of misinformation relative to the Town Council. She stated that she would be happy to clarify the misinformation; however, she stated the Board of Education Members do not ask her questions, noting that the Board of Education was not using her attendance at their meetings to their benefit. She went on to state that she has tried to extend an olive branch and that she has suggested that it would be nice if the Board of Education Members attended the Town Council meetings, because they could answer questions in real-time and eliminate the misinformation. She noted that she appreciated that Board of Education Member Mr. Grabner regularly attended the Town Council meetings.

Councilor Garcia-Irizarry went on to note Mr. Munger’s comments earlier this evening (see above V. Residents and Property Owners) and she stated that some Board of Education Members believe that the Town Council was meddling in the affairs of the Board of Education. She stated as the stewards of the taxpayers money that Town Council was responsible to make sure the money was being utilized properly. She stated that it almost comes across that the Board of Education was its own entity, however, she stated the schools were part of the Town; and at the end of the day the Town Council and the taxpayers were the ones who approved the Annual Budget (General Government and Board of Education).

Councilor Brunelle noted before the Board of Education went into executive session at their November 12, 2024 meeting, she mentioned that during Town Council meetings if there was a representative at their meeting that the Town Council would ask whether they had anything to add to the discussion; or whether they wanted to clarify, noting that the Town Council welcomed their comments. Therefore, she questioned the reason the Board of Education does not ask the Town Council Liaison to respond to their questions; or to provide clarification during their meetings. She stated the Board of Education Members responded stating that she had a good point.

Chairman Rodriguez addressed Councilor Garcia-Irizarry’s Board of Education Liaison Report noting the following:

- ***Annual Budget Letter of Directive*** – Chairman Rodriguez stated the *Budget Letter of Directive* has been sent to the Mayor and the Board of Education every year to start the budget process. She stated the Finance Committee reviews the letter, which was basically a boiler plate outlining the components of the budget and they provide some updates based on the current economic climate and financial impacts to the town; and that some recommendations were made. She stated the Finance Committee votes to forward the Budget Letter of Directive to the Town Council for action, noting that the Mayor has reviewed the letter, and the letter was on the meeting portal for members of the public, including the Board of Education Members, to read and to provide comments via email or letter. She stated the

Budget Letter of Directive, and this process was a standard practice, noting that former Town Council Chairman Dombrowski could attest to that.

Chairman Rodriguez stated nowhere in the Budget Letter of Directive for Fiscal Year 2025/2026 did it say to fire teachers. She stated that this statement was misinformation and miscommunication; and should not have been said.

Councilor Dombrowski noted as Chairman Rodriguez stated, the Annual Budget Letter of Directive was a boiler plate letter that has been used with some minor edits depending on the budget cycle for the last 14-years he has served on the Town Council. He stated the following language was suggested by the 2008 *Budget Review Transformation Committee* and has been used ever since:

“While the Town has continued to reduce expenses including the elimination of departments and our workforce, as technology improvements have enabled efficiencies, we are once again asking that we work to continue to approach the preparation of our Fiscal Year 2025/2026 budget with the objective of minimizing expenses wherever we can find an opportunity and ensure that our tax dollars are spent wisely”.

Councilor Dombrowski explained that the language noted above was asking if Departments had increases to consider other areas to provide some off-sets. He stated nowhere in the Budget Letter of Directive does the Town Council direct the Mayor or the Board of Education to fire or remove employees. He stated that it may suggest that if they had duplicate agencies doing the same work that they consider combining those duties/responsibilities to gain efficiencies to make better use of the funds that were available. He stated this language was in the Annual Budget Letter of Directive when he served as the Town Council Chairman and when Chairman Linda Davis, Chairman John Rodolico, and Chairman Sean Sullivan served in this capacity. He stated the Budget Letter of Directive stated that they were aware that there were contractual increases that have been negotiated, and that living expenses for utilities and materials cost more today than in previous years. Therefore the Town Council was asking that they look for savings to reduce the increases.

Mayor Allyn, III, addressed the Budget Letter of Directive noting that he echoed Councilor Dombrowski’s comments. He went on to state that the letter was actually condensed from what it once was. He stated in terms of staffing the letter leaves it up to the leaders of each unit to determine the appropriate staffing level.

Councilor Garcia-Irizarry provided clarification, noting that the points that Councilor Dombrowski made regarding the Budget Letter of Directive were also made by Board of Education Members Kate DiPalma-Herb and Joanne Kelley, noting that they have both been on the Board of Education for a longer period of time than some of the other Members.

Chairman Rodriguez noted on July 17, 2024 she received an email from Board of Education Chairman Anthony Favry in which he suggested Quarterly Leadership Meetings be held with himself, the Superintendent of Schools, Mayor Allyn, III, and herself. She stated they all thought it was a great idea, noting that Mayor Allyn suggested they go with Chairman Favry’s schedule because he traveled for work. However, she stated because no Quarterly Leadership Meetings were scheduled, that she took the initiative to organize a meeting, noting although Chairman Favry was not able to attend, that she along with Mayor Allyn and Superintendent Hartling met on September 23, 2024. She stated that she would reach out to Chairman Favry through a letter stating that they should meet again and that they would plan for any date that Chairman Favry was available, noting that she would make herself available. She questioned whether Mayor Allyn agreed with her suggestion. Mayor Allyn stated that he agreed.

XI. MAYOR’S REPORT

Mayor Allyn, III, reported on the following: (1) Mental Health Clinicians – American Rescue Plan Act Funding (ARPA) – Mayor Allyn stated at the November 6, 2024 Finance Committee Meeting that he informally floated the idea to take the remaining ARPA Funding from the Middle School Mental Health Clinician and reallocate it to extend the contract with the Child

and Family Agency to provide services for the 2025-2026 School year. He stated the amount of funding remaining may not be enough to pay for the full school year, but that it would help. He stated that the Finance Department was working on a Contract Amendment to extend the Child and Family Agency's services. He stated the Child and Family Agency Program has been well received by both the schools (Juliet W. Long & Gallup Hill School) and staff. He stated the General Government was reaching across the aisle to provide funding for a need at the schools, however, he stated it was not within their purview, and was obviously not well received, noting that they would need to try another route; (2) Early Voting 2024 Presidential Election – Mayor Allyn stated 3,626 or 35.7% of Ledyard voters cast their Vote Early, 368 or 3.6% Absentee Votes were cast; and there were 303 Same Day Registration (SDR) voters. He stated Ledyard cast 4,319 votes before Election Day. He noted that they would expect the Absentee Votes to increase next year with the new “No Excuse Absentee Ballot”. He stated the State-Wide Average Turnout was 74.17% ; Ledyard's turnout was 83.21%; East Hampton had the highest voter turnout with an 89.64%; and Hartford had the lowest voter turnout with 43%. He stated Ledyard had the 4th highest voter turnout within their 10-area towns; (3) Demolition 334 Colonel Ledyard Highway – Mayor Allyn stated the town received this property through a foreclosure for the non-payment of multiple Blight Liens that had been placed on the property. He stated the house was demolished and removed from the site. He stated the town was working on the final preparations to convey the property to Avalonia Land Conservancy as part of the Founders Preserve conveyance. He noted the townspeople approved the transfer of the property to Avalonia Land Conservancy at the October 28, 2020 Special Town Meeting; (4) Ledyard Center Sewer Line Extension Project Phase I – Mayor Allyn stated all the pipe was in the ground and has been pressure tested. He stated the paving would be done on Monday, November 18, 2024; which would include the Gallup Hill Intersection and some portions of the Multi-Use Pathway. He stated work continues on the retaining wall; (5) Ledyard Center Sewer Line Extension Project Phase III (from Ledyard High School to Pennywise Lane) – Mayor Allyn stated this work was scheduled to begin on November 30, 2024. He stated that he along with the Town Engineer, Town Planner, and the Contractors met with the Board of Education to review the aerial view photos, where the sewer lines would lead, and how the construction work would affect the High School Property, before moving onto Gallup Hill Road; (6) Energy Assistance Thames Valley Council for Community Action (TVCCA) – Mayor Allyn stated Ledyard was an intake site for residents to apply for Energy Assistance. He explained that the town does not have funding to assist residents with energy, noting that TVCCA was the funding source. He stated to date over 5,200 Energy Assistance Applications have been received, which was more than half of the Applications TVCCA received last year, noting that they were just beginning the heating season; (7) Connecticut Main Street Center Webinar – November 4, 2024 – Mayor Allyn explained that the Connecticut Main Street Center was a subset of the Federally Funding Main Street USA Program to try to stimulate downtown growth in all 169 Connecticut towns. He stated Connecticut Main Street Center would be in Ledyard between December 14, 2024 and January 14, 2025. He stated they would do a walking tour of Ledyard Center from the Post Office to the Bill Library; and a driving tour in Gales Ferry from the area of the Dollar Store to Long Cove Road and Route 12. He stated Connecticut Main Street Center understands that Ledyard has two downtown centers, noting that they would be working on both areas conducting a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis, and provide information which may tie in with the Route 12 Corridor Study that the town was conducting; (8) School Roof Projects – Mayor Allyn noted the following: (a) Juliet W. Long School Roof Project has been completed; and (b) Gales Ferry School Roof Project was continuing to have major issues. He explained that the Roof Material Company came up from Florida and based on their inspection that was done on November 11, 2024 they identified that the installation of the roof material was improper, noting that a lot of the roof panels would have to be removed from the building. He stated this information would be put in a letter to the Permanent Municipal Building Committee (PMBC) and that they were going to start to address the issues; (9) School(s) Consolidation Improvement Projects (Middle School & Gallup Hill School) – Mayor Allyn stated the State Auditors were at Town Hall on November 12, 2024 to begin their work. He stated they collected information and went back to their State Offices to work on the final figures. He stated Colliers Consultant did a great job with putting all the data together and that they were hopeful that the State Audit would go smoothly, noting that the State owed Ledyard about \$2 million in grant funding for the projects. He stated once the State released the funding to Ledyard that the town would then go out to obtain the Final

Bonding for the School Project(s); (10) United Way Asset Limited, Income Constricted, Employed (ALICE) Report – Mayor Allyn noted that 31% of Ledyard Residents fall within the ALICE classifications, noting that this was up from 21% that was reported in the 2020 Report. He stated Ledyard was ranked 11th tied with East Lyme. He explained the drivers of ALICE were housing costs, utility costs, healthcare costs; grocery costs, and childcare costs; (11) Groton Utilities Public Announcement - Water Services – Mayor Allyn stated Groton Utilities will be repairing a 12” water main tomorrow night (November 14, 2024). He stated Water Services would be shut off from Lorenz Parkway north from 10:00 p.m. – 5:00 a.m. on Friday, November 15, 2024; (12) Property Revaluation – Mayor Allyn stated per State Statute Ledyard’s Property Revaluation was scheduled for next year explaining that the field surveys would begin this year. He stated Tax Assessor Adrianna Hedwall informed him that the Field Auditors began work this week and that the work would be completed by Spring 2025. He went on to explain in accordance with State Statute that Revaluation Forms would be mailed to every property owner in November, 2025 noting that both the old assessment and new assessment would be included on the Revaluation Form. He stated that property owners would have the opportunity to dispute their new assessment through the Board of Assessment Appeals; (13) Burning Leaves – Mayor Allyn stated that it staggered him to see how many people were burning leaves in windy conditions, noting that burning leaves was illegal in the entire state of Connecticut; especially with the dry conditions and the Red Flag Alert Warnings that have been issued. He stated there have been 150 brush fires in the State. He stated residents could bring their leaves to the Transfer Station for free, they could mulch them up, compost them, or give them to someone else to compost.... But do not burn your leaves.

Questions to the Mayor

Councilor Saccone addressed the dry conditions and the Red Flag Alert Warnings, noting that last night he saw someone flick a cigarette out the car window. He stated that he could see the sparks bounce off the road. He stated if those sparks made it to the dry vegetation along the side of the road it could have been a problem.

Councilor Garcia-Irizarry noted that Public Works Director Steve Masalin was present this evening and she questioned how the PILOT Compost Program was going relative to the participation, etc. Public Works Director/Town Engineer Steve Masalin stated since the PILOT Program began in July, 2024 that he has paid two Blue Earth Compost Invoices. He stated Blue Earth Compost was servicing 4 – 6 carts per month. He stated for October Blue Earth Compost picked up 750 pounds of Food Waste from Ledyard’s Transfer Station, which was lower than the amount that was collected in September. He stated the cost to compost the Food Waste was costing ten-times more than sending it out with the household trash.

Councilor Garcia-Irizarry stated the original arrangement with Blue Earth Compost was supposed to be \$196 per month, regardless of the Food Waste weight. She stated that she has posted on her social media page that there were still some compost pails available at the Transfer Station for Free; and that residents could purchase extra compostable bags and extra pails at the Transfer Station. She stated that there have been a number of positive comments regarding the PILOT Compost Program, however, she stated that some residents were having difficulty bringing their Food Waste to the Transfer Station during the regular hours of operation. She stated that she was looking for ideas on how the town could increase the participation and solutions that would provide residents with a bigger window on when they could bring their Food Waste to the Transfer Station.

Mayor Allyn questioned how many residents cannot get to the Transfer Station on Tuesday, Wednesday, or Saturday. He stated if it was a small number of residents that he would ask how many residents owned or rented a house where they could have a Southeastern Connecticut Regional Resource Recovery Authority (SCRRA) composting bin in their back yard to compost their food waste at their home. He stated for those living in an apartment having a SCRRA composting bin in their back yard was not an option. Councilor Garcia-Irizarry noted that 10-15 residents have brought to her attention through social media their issue about getting to the Transfer Station during the operating hours. She questioned whether they could try placing a Food Scrap Collection container in an area that was available 24/7 for a period of time. She stated if they did not see an increase in participation then they could go back to what they had been doing.

Public Works Director/Town Engineer Steve Masalin stated that he was not prepared to speak about the Compost PILOT Program this evening. He explained that he believed that to operate a Transfer Station that the Department of Energy and Environmental Protection (DEEP) required everything to be secured behind fencing. However, he stated he did not know how much flexibility they would have. He stated there were 23 complementary Compost Starter Kits remaining from the original 100 Kits. He stated because he expected the PILOT Program would go past the initial 100 Starter Kits that he spent money and purchased an additional 50 more Starter Kits. Therefore, he stated based on the number of Kits that have been picked-up that the town had 77 participants in the PILOT Program.

Councilor Buhle noted the social media posts regarding the Revaluation Field Inspections. She stated as a Military Community there were a lot of Military Spouses that were home while their partners were deployed or at work; and she explained that many were not comfortable with allowing someone into their home. Therefore, she questioned what would happen if someone were to decline the Revaluation Field Inspector to enter into their home. Mayor Allyn, III, stated that the property owner did not have to allow the Revaluation Field Inspectors into their home. However, he explained that the Revaluation Company would then send a *Data Mailer* that would ask the property owner to provide information regarding their home such as: the kitchen, bathrooms, were they dated, were they new, did the home have hardwood floors, central air conditioning, etc. He stated once the form was completed the property owner would be required to sign and attest to authenticity of the information and that they would be required to return the *Data Mailer* to the Revaluation Company. He stated the revaluation would be based on the information the property owner provided in the *Data Mailer*.

Chairman Rodriguez stated that she has heard some residents say that they were not going to let the Revaluation Field Inspectors into their house, because their taxes would go up, noting that they made improvements to their home without obtaining the proper building permits. She noted the resident stated if they do not allow the Revaluation Field Inspectors into their house that the town would not find out about the improvements until they sold their house.

Mayor Allyn stated Municipalities were statutorily required to conduct a Revaluation of property every five years. He stated he saw a social media post that said the town should mail notices to every household to inform them about the Revaluation. However, he stated the Revaluation was similar to the Annual Budget Referendum. He stated the town voted on a Budget every year, and that Property Revaluations were conducted every five years, and that they have for the past 75-years. He stated that he has seen a lot of angry responses about the Revaluation, noting that he only learned yesterday afternoon at 4:00 p.m. that the Revaluation Field Inspectors were already working in Ledyard. He went on to note that the next Revaluation was going to be done in four years, because the Governor adjusted the next cycle to try to get a number of towns on the same Revaluation schedule to try to save money.

Chairman Rodriguez questioned what would happen if the property owner was not home when the Revaluation Field Inspector stopped by. Mayor Allyn stated that they would leave a note on the door stating that Vision Appraisal stopped by their home, and would allow the people to make appointments for them to revisit the property to see the inside of their home.

XII. OLD BUSINESS – None.

XIII. NEW BUSINESS

Administration Committee

1. MOTION to adopt proposed amendments to Ordinance #100-015 (rev.1) “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*”.

DRAFT *9/11/2024*

Ordinance # 100-015 (*rev.1*)

AN ORDINANCE ESTABLISHING
A PERMANENT MUNICIPAL BUILDING COMMITTEE
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard

Section 1. Authority

Pursuant to Chapter IV, Section 7 of the Town Charter, a Permanent Municipal Building Committee is hereby established.

Section 2. Purpose

The Permanent Municipal Building Committee shall have continued responsibility for the execution of ~~major-select~~ construction and maintenance projects for the Town of Ledyard *as assigned by the Town Council*. The Permanent Municipal Building Committee will oversee and supervise the design, construction, renovation, demolition and removal of Town and Board of Education buildings *that fall within the approved budget*, as well as any significant installation, renovation or upgrade of service equipment and major systems as provided herein.

The Permanent Municipal Building Committee may have responsibility for the execution of buildings or infrastructure projects associated with the provisions of water and/or sewer, if deemed appropriate by the Town Council.

For projects whose total project cost is estimated to exceed \$500,000, an Owner's Representative and/or Consulting Engineer shall be hired through a quality-based selection process to assist the Permanent Municipal Building Committee with management and oversight of such project(s). The Owner's Representative or Consulting Engineer shall not have authority to make decisions, approvals, or otherwise act on behalf of the Permanent Building Committee unless specifically designated to do so by contract. The Owner's Representative or Consulting Engineer shall be required to have the requisite experience, knowledge, qualifications, personnel and capacity necessary to manage such a project.

The selection of an Owner's Representative or Consulting Engineer shall be publicly advertised through a Request for Proposal to solicit proposals from interested parties. The Request for Proposal shall provide a clear scope of services that specifies the roles and responsibilities of the Owner's Representative or Consulting Engineer. Where possible, it shall clearly specify the level of oversight during construction so that proposals from multiple firms can be clearly leveled during the evaluation process.

The selection of the Owner's Representative or Consulting Engineer shall be awarded to the firm that provides the best value to the Town of Ledyard. The best value is defined as the firm providing the highest quality, expertise, and knowledge for the proposed project. This shall also include the quality of referrals from a minimum of three references provided by the proposers. It shall also consider the fee for the work; however, the fee shall not be the sole basis for award.

When a project involves the purchase of replacement equipment costing more than \$500,000, a waiver to bypass the solicitation of bids for the engagement of an Owner's Representative or Consulting Engineer may be approved by the Town Council; as requested by the Permanent Municipal Building Committee prior to purchase and installation of the equipment.

The Permanent Municipal Building Committee shall comply with provisions provided in Ordinance 200-001 (rev.1) (An Ordinance for Purchasing) with regard to the competitive bid process; and shall interview a minimum of two firms prior to selection. Should only one firm be determined qualified to perform such work, the Permanent Municipal Building Committee may request a waiver for such a requirement should the firm's proposal be reasonable for the proposed scope of work.

The Permanent Municipal Building Committee shall make a written recommendation to the Town Council for the award of such services. The recommendation shall include a summary of proposers, a weighed ranking sheet for the selection, and reasons why the Permanent Municipal Building Committee is recommending such a firm.

The final decision of award will lie with the Town Council. The Town Council possesses the authority to reject the recommendation and refer it back to the Permanent Municipal Building Committee for further action relative to making another recommendation for the award of such services in the best interest of the Town of Ledyard.

Where external funding sources are used to fund the project, such requirements of the funding authority shall apply to the selection process as well. Where conflicts occur between this ordinance and the funding authority's requirements, the most stringent requirement(s) shall be applicable as determined by Mayor or their designee.

The Requests for Proposals for Owner's Representatives or Consulting Engineers is subject to review by the Town Director of Finance. The Director of Finance is responsible for ensuring that all required local and state purchasing requirements are met and that all insurance requirements are included in the Request for Proposal.

From time to time, the Permanent Municipal Building Committee may be asked to undertake certain studies or projects by the Town Council. In case of multiple projects, the Town Council may form a separate building committee for a particular project.

Section 3. Membership

The Permanent Municipal Building Committee shall consist of the following members appointed by the Town Council:

Regular Members: Five (5). These members, to the extent possible, shall include those with experience in finance, engineering, architecture, project management, or the building trades. They shall be appointed *by the Town Council* for a term of three (3) years.

Temporary Members: For each municipal project, up to two (2) temporary members who are a member or representative of the Proposing Body shall be appointed by the Town Council.

For Board of Education projects, at least one *of their two* temporary members shall be ~~the a~~ Board of Education *Chairman or their designee* ~~member.~~ *Board of Education Temporary Members shall be appointed by the Town Council.*

Temporary Members shall serve for the term of the project they have been appointed for.

Temporary members shall have the right to vote on the activities of the Permanent Municipal Building Committee only with respect to the particular project for which such members were appointed.

Ex-Officio Members: The Town Finance Director, *Public Works Director*, Board of Education Business Manager and/or his designee, *Board of Education Director of Facilities and Grounds*, Town Engineering Technician, Town Planner and the Permanent Municipal Building Committee's Town Council Liaison shall be non-voting ex-officio members.

Quorum: A quorum shall consist of a majority of *Regular* voting members.

Section 4. Terms of appointment

Regular members shall be appointed by the Town Council for a term of three (3) years. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

Any vacancy in the Permanent Municipal Building Committee other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council. The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter.

Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting.

Any member of the Permanent Municipal Building Committee who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Permanent Municipal Building Committee. The vacancy shall be filled as herein before provided. Additionally, the Permanent Municipal Building Committee may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

It shall be the responsibility of the Chairman of the Permanent Municipal Building Committee to notify the Town Council when a member has not properly performed his duties.

Annually, the regular members of the Permanent Municipal Building Committee shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by the Permanent Municipal Building Committee from its regular membership.

Section 5. Powers and Duties

The Permanent Municipal Building Committee is authorized to develop design plans and drawings for municipal building projects directed by the Town Council, primarily in accordance with the Town's Capital Improvements Projects List.

The Permanent Municipal Building Committee is authorized to recommend to the Mayor to retain the services of architects and/or engineers for the purpose of planning, designing, building and administrating major capital projects. The process shall utilize a quality-based selection similar to that outlined in Section 2 for the Owner's Representative or Consulting Engineer. Such selection shall be based on experience, knowledge, capacity and expertise as well as the fee for performing such work.

~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~ *When an Owner's Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner's Representative prior to selecting the architect and/or engineer, so that the Owner's Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms.*

The Permanent Municipal Building Committee is authorized to develop schedules and ~~cost estimates~~ *budgets* for municipal building projects. *However, when an Owner's Representative is required, the Owner's Representative shall be responsible for drafting such schedules and budgets; and shall be approved by the Permanent Municipal Building Committee. The Owner's Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance, as approved by the Permanent Municipal Building Committee.*

The Permanent Municipal Building Committee is authorized to recommend to the Mayor the execution of municipal building project contracts as may be approved by the Town Council.

The Permanent Municipal Building Committee shall have authority over all change order requests. The Permanent Municipal Building Committee shall also coordinate all applications for grants and other financial assistance documents *except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.* The Permanent Municipal Building Committee shall submit change orders and grants/financial assistance documentation to the appropriate authority in a timely manner and with timely notification to the Town Council. The Town Council is the authority to modify or change the scope of the project.

The Permanent Municipal Building Committee shall at least quarterly report its activity to the Town Council and to the Proposing Body, if applicable; and shall submit a final report upon completion of each project. The Permanent Municipal Building Committee is also authorized to conduct periodic reviews and audits of the physical condition of all municipal

and school buildings and grounds, including service equipment and major systems and make recommendations to the Town Council for inclusion into the Town’s Capital Improvements Projects List and should work with the Mayor’s Office and the appropriate boards and commissions and agencies.

It is understood that the agencies assigned responsibility for specific buildings, grounds, capital, and facilities shall assess, prioritize, seek funding and actively support administration of projects assigned to the Permanent Municipal Building Committee.

The Permanent Municipal Building Committee shall, with assistance from the Proposing Body ensure that projects are completed, including the close-out of required reports, in a timely manner.

Section 6. Spending Funds

The Permanent Municipal Building Committee may expend such funds as the Town Council, or if required the Town Meeting, may appropriate to carry out its duties as described herein. There shall be no intermingling of funding between projects.

Section 7. Definitions:

For the purpose of this Ordinance, the following definitions shall apply:

1) “Major maintenance” shall include capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years.

“Major maintenance” shall not include routine maintenance and upkeep of a building or other structures, or its service equipment, which is performed on a regular basis.

2) “Service equipment and major systems” shall include boilers, elevators, generators, HVAC systems, septic systems, fire alarms, electrical service including wiring and fixtures, major plumbing service, building skin (roofs, gutters, masonry, windows, exterior paint, floor covering, etc.) It shall not include information system technology (computers and computer systems).

3). “Proposing Body” means the Town of Ledyard appointed or elected board or commission sponsoring or requesting a construction or major maintenance project or for a project initiated by the Permanent Building Committee itself, the board or commission whose facility would be the recipient thereof.

Section 7. Severability

If any provision of this Ordinance shall be held invalid by a court having competent jurisdiction, such invalidity shall not affect any of the other provisions of this Ordinance that can be given effect without the invalid provision and for this purpose the provisions of the Ordinance are hereby declared severable.

Section 8. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and Renumbered by the Ledyard Town Council on: _____

S. Naomi Rodriguez, Chairman

Approved/Disapproved on: _____

Fred B. Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions: Ordinance #119 *“An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard”* Adopted March 26, 2008; Ordinance #138 *“An Ordinance Amending an Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard: Adopted June 24, 2015; Effective: July 31, 2015; **Ordinance renumbered from Ordinance #138 to Ordinance #100-015 as part of the Town Council’s 2017-2019 Ordinance Update Initiative; September 25, 2019.***

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #138 to Ordinance #100-015.

2015: Removed the project threshold of \$25,000 requiring all capital building/improvement projects and projects that are capital in nature; that is, having a useful life of five or more years be assigned to the Permanent Municipal Building Committee.

2019: Title – Removed “Ordinance Amending” – Per Town Attorney not required. Section 4 added language regarding members attendance relative to resignation/replacement. Removed Section 9 *“Cancellation”* - Per Town Attorney the *“Cancellation Section”* was not needed. The *“Revisions”* and *“History”* paragraph indicates that the previous ordinance has been updated and replaced. Added new Section 9 *“Effective Date”* to be consistent with Town Ordinance format.

2024: Section 2 “Purpose” Paragraph 1 replaced the word ~~major~~ with *“select” and* Added Paragraphs 2 – 6.

Section 3: *“Membership” Added: “.....Chairman or their designee. Also, the following language was added for clarification: **Board of Education Temporary Members shall be appointed by the Town Council”***

“Public Works Director, Board of Education Director of Facilities and Grounds.

Section 5 “Powers and Duties”:

Paragraph 2- The following language was replaced: ~~The Permanent Municipal Building Committee is authorized to interview architects and/or engineers for the purpose of planning, designing, building and completing municipal building projects, and based on said interviews and cost estimates, to hire suitable candidates.~~ “When an Owner’s Representative is required for the project, the Permanent Building Committee shall provide a recommendation for the hiring of an Owner’s Representative prior to selecting the architect and/or engineer so that the Owner’s Representative may assist with the development of the Request for Proposal, the selection process, project control budgets, project schedules, contracts and other material necessary to properly solicit comprehensive proposals by interested firms”.

Paragraph 3: Replaced: ~~cost estimates~~ with *“budgets”* Also added: *“However, when an Owner’s Representative is required, the Owner’s Representative shall be responsible for drafting such schedules and budgets. The Owner’s Representative shall also be responsible for developing a project cash flow projection for review by the Town Director of Finance*

NEW Paragraph 4

Paragraph 5 Added the following language: *except for school construction grants through the Department of Education. Such grant applications are the responsibility of the Superintendent of Schools and the Board of Education.*

Moved by Councilor Garcia-Irizarry, seconded by Councilor Brunelle
Discussion: Councilor Garcia-Irizarry stated a Public Hearing was held on October 23, 2024, noting that one resident inquired about the availability of the Permanent Municipal Building Committee to help other town commissions with their Capital Improvement Projects.

Councilor Garcia-Irizarry went on to note that Ordinance #100-015 (rev.1) “*An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard*” was being amended to provide language for the hiring of an Owners Representative or Consulting Engineer for Projects exceeding \$500,000. The intent of this provision was to provide support and oversight of the process and to review the activities on a daily basis, working in conjunction with the volunteer members of the Permanent Municipal Building Committee (PMBC). She explained by having professionals regularly on the construction site would help to ensure that timelines were followed, and to enable problems that arise to be addressed and adjudicated in a timely fashion. In addition, the amendments provided additional clarification.

VOTE: 9– 0 Approved and so declared

RESULT:	APPROVED 9- 0
MOVER:	Carmen Garcia-Irizarry, Town Councilor
SECONDER:	April Brunelle, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Paul, Rodriguez, Ryan, Saccone, St. Vil

Finance Committee

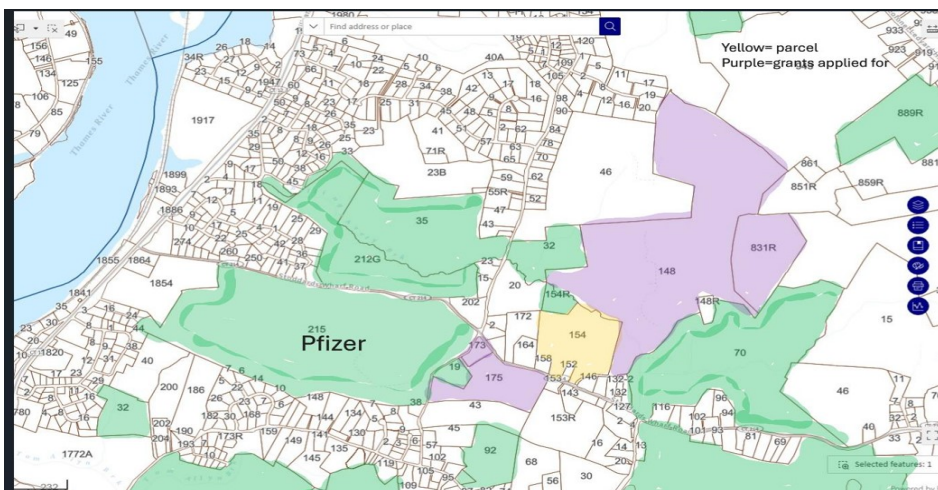
- MOTION to authorize the Mayor to issue a “*Letter of Commitment*” to Avalonia Land Conservancy, Inc., in response to their request of \$80,000 from Account #210-101210-12101-58920 (Open Space Fund) to provide financial support with the acquisition of 154 Stoddard’s Wharf Road 35.95+/- acres of Open Space; to be payable to Avalonia Land Conservancy, Inc, Seller or closing law firm at the time of the closing.

Moved by Councilor Buhle, seconded by Councilor Saccone

Discussion: Mayor Allyn, III, explained in accordance with Ordinance #200-009 “*An Ordinance Providing for a the Transfer of Certain Revenue from Real Estate Conveyance Tax to Specific Town of Ledyard Funds*” that “.....*A sum equal to forty percent (40%) of the money thus received shall be deposited to Fund 8, the Parks and Recreation Capital and Non-Recurring Expense Fund; an additional forty percent (40%) of said money shall be deposited to Fund 6, Capital and Non-Recurring Funds, to be used only for capital/infrastructure expenses; and the remaining twenty percent (20%) of said money shall be deposited to Fund 6, Capital and Non Recurring Funds, with an Acquisition of Open Space Allocation.*”

Mayor Allyn noted that the Open Space Account had a \$501,000 balance. He stated that the town had previously allocated funding from the Open Space Account to Avalonia Land Conservancy to help with the acquisition of a property that Avalonia Land Conservancy did not end up acquiring. However, he stated Avalonia Land Conservancy President Dennis Main approached the town to seek financial assistance for Avalonia Land Conservancy acquire 154 Stoddard’s Wharf Road 35.95+/- acres of Open Space.

Mayor Allyn reviewed the map below explaining that 154 Stoddard’s Wharf Road was identified as the yellow parcel and that the green parcels were currently open space. Therefore, he stated the acquisition of this parcel was in a good location for the connection of the Tri-Town Trail (Bluff Point to Preston Plains Park). He noted that Avalonia Land Conservancy President Dennis Main was attending tonight’s meeting via Zoom and he invited him to provide additional information regarding the acquisition of this parcel.



Avalonia Land Conservancy President Dennis Main, attending remotely, thanked the Town Council and Mayor Allyn, III, for their support and for considering the funding request to assist with the acquisition of 154 Stoddard's Wharf Road 35.95+/- acres to be preserved as Open Space. He stated Avalonia Land Conservancy was looking to create some Greenways and Habitat Connections by daisy chaining the parcels in that area. He stated 154 Stoddard's Wharf Road would also help the Tri-Town Trail Association to eventually get their connectivity.

Mr. Main continued by thanking the Land Use/Planning/Public Works Committee for their work with the Historic District Commission to obtain a Historic Preservation Designation of the Spicer Homestead Ruins. He stated that his Grandmother's Grandfather, Price Spicer, was the last descendent of a long line of Spicers that lived at that Homestead.

Mr. Main also addressed the demolition of 334 Colonel Ledyard Highway, as Mayor Allyn reported earlier this evening. He stated the Founders Preserve was going to be a great Preserve, noting in his recent visit to the property he counted 23 Great Blue Herons, including chicks that were nesting. He stated it was an awesome habitat where the Old Paint Mill Pond was. He stated being able to offer bow hunting on the Founders Preserve Property to more constituents, as allowed by Ordinance#100-018 (rev. 1) "*An Ordinance Providing Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties*", would be something new for Avalonia Land Conservancy. He stated he would like to take a moment to remember Virginia Lamb who recently passed away from cancer, noting that she grew up next to the Founders Preserve Property. He stated Ms. Lamb was the Valedictorian of the First Ledyard High School Graduating Class of 1967; and that her mother Ellen worked at Town Hall for many years.

Mr. Main concluded his remarks by again thanking Mayor Allyn, III, and the Town Council for their support of Avalonia Land Conservancy.

VOTE: 9- 0 Approved and so declared

RESULT:	APPROVED 9- 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Paul, Rodriguez, Ryan, Saccone, St. Vil

- MOTION to appropriate \$27,950 to Account 21020301-57300-G0015 (Fire Marshall – New Equipment – State Grant).

In addition, authorize the expenditure of up to \$27,950 for radio equipment upgrades to the Emergency Operations Center (EOC).

The funding source for this project is the Town of Ledyard's FY 2025 Nuclear Safety Emergency Program Funding Allocation (2025-45).

Moved by Councilor Saccone, seconded by Councilor Buhle

Discussion: Mayor Allyn, III, noted that Director of Emergency Management/Fire Marshall Jim Mann apologized that he was not able to attend tonight's meeting, noting that he was still out doing inspections this evening.

Mayor Allyn noted that this was a Nuclear Safety Emergency Program Funding (NSEF) Grant, and he explained that the town was required to purchase the equipment and that the NSEF Program would reimburse the town 100%.

Councilor Saccone stated the Emergency Operations Center (EOC) was located in the basement of the High School explaining that the radio reception at the EOC was poor. He stated this upgraded equipment would help with better reception during the use of the Emergency Operation Center.

VOTE: 9- 0 Approved and so declared

RESULT:	APPROVED 9- 0
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Paul, Rodriguez, Ryan, Saccone, St. Vil

4. MOTION to update the American Rescue Plan Act (ARPA) Projects List and allocation to add the Town Hall Vertical Lift Project in the amount of up-to \$135,000.

In addition, grant a Bid Waiver to Lifeway Mobility in the amount of \$45,600 for the installation of a Town Hall Vertical Lift, to meet ARPA Projects December 31, 2024 Deadline.

Moved by Councilor Buhle, seconded by Councilor Saccone

Discussion: Public Works Director/Town Engineer Steve Masalin stated the Town has included \$400,000 for the installation of an elevator for Town Hall in the Capital Improvement Plan (CIP) for many years. He stated the proposed Vertical Lift was a less costly alternative to accomplish their essential needs. He stated the Vertical Lift had a capacity rating of 750 pounds which was a little less than an elevator; and would handle the Town Hall needs on a routine basis. He stated that architectural plans were ready, and the plans and project has been reviewed by the Building Inspector.

Mr. Masalin went on to explain that the Town had a Sourcewell Bid to construct the \$135,000 structure which included funding for the electrical, Heating Ventilation and Air Conditioning (HVAC) modifications, and other contingency costs. He noted that a bid waiver in the amount of \$45,600 was being requested for the Vertical Lift that would go inside the structure.

Mr. Masalin described the Vertical Lift explaining that an external structure would be built on the Town Hall where the out-cove was between the Town Hall and the Police Facility. He went on to note that a Vertical Lift was an economical alternative to an elevator because in addition to the \$400,000 cost to install an elevator, that there would also be routine Certification Inspection costs that were also high, noting that an elevator would require a separate mechanical room, hydraulics, etc. He stated although he was not familiar with Vertical Lifts that Building Foreman Shawn Ruszyk and the Architect researched the options that would meet the needs of Town Hall; and also comply with American Disabilities Act (ADA).

Mayor Allyn, III, noted the Vertical Lift would be a tremendous help for residents who come into Town Hall with walkers, wheelchairs, and other mobility issues especially with the new *No Excuse Absentee Ballots*, noting that residents would still need to come into Town Hall to get an Absentee Ballot Application.

Chairman Rodriguez stated while on vacation in Maine that she saw something that looked like an elevator on a building that was adjacent to the hotel property, but the structure was not an elevator. She stated because she had not seen a Vertical Lift before that she was curious to see how it worked. She stated that the Vertical Lift worked wonderfully for them and that she was pleased to see they were installing a Vertical Lift at the Town Hall. She thanked the Public Works Department for coming forward with the idea.

VOTE: 9- 0 Approved and so declared

RESULT:	APPROVED 9- 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Paul, Rodriguez, Ryan, Saccone, St. Vil

5. MOTION to update the American Rescue Plan Act (ARPA) Projects List as follows:

- Remove the Erickson Park Enhancements \$55,000 from the ARPA Projects List.
- Add the following Parks, Recreation & Senior Citizens Center Projects to the ARPA Projects List:

✓ Gales Ferry Tennis Court Repairs	\$22,478.00
✓ Gales Ferry Basketball Court Repairs	\$ 9,930.00
✓ Gales Ferry Fence Replacement	\$11,556.00
✓ Senior Center Floor Main Room	\$11,255.00
✓ Senior Center Kitchen Floor	\$3,629.00
✓ <u>Senior Center Vestibule Floor</u>	<u>\$ 1,028.00</u>
✓ TOTAL:	\$59,876.00

In addition, reallocate the \$55,000 from the Erickson Park Improvements plus an additional \$4,876 for a total allocation in the amount of \$59,876 for the Parks, Recreation & Senior Citizens Center Projects. Source of additional ARPA funding transfer to be determined.

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Parks, Recreation, & Senior Citizens Director Scott Johnson, Jr., attending remotely, addressed the proposal to expand the parking area at the Erickson Park. He explained that a lot of work has been done at the Erickson Park to redirect the water to prevent the boat launch from washing out, noting that swales, rift raff, and a rain garden have been installed.

Mr. Johnson went on to explain when they looked into paving the designated area of the parking lot at the Erickson Park that they found that they would be eliminating the absorption area for the water; and also found that expanding the parking lot would cause more drainage issues. He went on to explain that if they expanded the parking lot they would need to install a retaining wall, which would add to the cost of the project. Therefore, he stated he was suggesting that they abandon the Erickson Park Parking Lot Improvement Project and redirect the \$55,000 ARPA Funding; and allocate an additional \$4,876 for a total allocation in the amount of \$59,876 to facilitate the Projects listed above.

Mr. Johnson continued by reviewing the following projects:

- ✓ Gales Ferry Tennis Court Repairs - \$22,478.00 – Repair cracks in the surface, install new sleeves, posts and tennis nets. The contractor for the crack repairs was a Sourcewell Contractor.
- ✓ Gales Ferry Basketball Court Repairs \$9,930.00 – Repair cracks in the surface.
- ✓ Gales Ferry Fence Replacement \$11,556.00 - Repair cracks, and fence footings. A new fence would not be installed.
- ✓ Senior Center Floor Main Room - \$11,255.00 - Remove the tile and install the epoxy concrete flooring material, similar to what they did at the Public Works Garage.
- ✓ Senior Center Kitchen Floor - \$3,629.00- Remove the tile and install the epoxy concrete flooring material, similar to what they did at the Public Works Garage. The epoxy flooring was being done by a vendor who was on the State Bid List.
- ✓ Senior Center Vestibule Floor \$1,028.00 - Remove the tile and install the epoxy concrete flooring material, similar to what they did at the Public Works Garage.

Mr. Johnson went on to explain that the Senior Center received a separate American Rescue Plan Act (ARPA) disbursement from the State to be used specifically for Senior Centers. He stated that these funds would be used to replace the carpet and a number of other improvements. However, he stated under the Senior Center ARPA Funding they did not have enough money to address the flooring in the Main Room, Kitchen, and Vestibule. He stated redirecting the Erickson Park Improvement Funding to replace the tile flooring in the Senior Center would bring that entire area of the building up-to-date.

Councilor Saccone thanked Mr. Johnson for his work in putting this Project List together in a short amount of time to redirect these ARPA Funding before the December 31, 2024 deadline. He stated the Projects List Mr. Johnson presented included some great projects that have been in need of repair/replacement for a number of years. He stated using the ARPA Funding was a great opportunity to fulfill those needs.

Mayor Allyn, III, addressed abandoning the Erickson Park Enhancement Project to expand the Parking Lot, explaining when the Contractors visited the site they determined that cutting the grade out would lead to more drainage runoff and potentially blow out the new boat launch. He also noted that because they would need to build a retaining wall that it would eliminate the ability for the mowers to drive up to that area. He stated in assessing the Erickson Park Enhancement Project to expand the parking lot they found that a lot more would be required to mitigate the drainage and other issues, noting that it was not going to be a cost-effective project.

Councilor Dombrowski stated he was not opposed to abandoning the Erickson Park Enhancement Projects; or with moving forward with the projects presented this evening. However, he questioned whether \$55,000 for the Erickson Park Enhancement Project; or these additional projects were included in the Capital Improvement Plan, noting that the ARPA Projects List was included in the Capital Improvement Plan (CIP) that was approved as part of Fiscal Year 2022/2023 Budget.

Councilor Ryan responded to Councilor Dombrowski stating that the ARPA Projects List was included in the overall budget plan; noting that that he would need to look back to check on how the ARPA Projects were handled relative to the Capital Improvement Plan (CIP). He went on to state that some of the Erickson Park Enhancement Projects were completed. However, he noted as Mayor Allyn explained, they found that any additional work to the Parking Lot area would be detrimental to the work that was already done at Erickson Park.

Councilor Dombrowski explained that the Planning Commission was the authority that reviewed the Capital Improvement Plan (CIP), not the Town Council. Therefore, he stated that he wanted to make sure they were not bypassing that process. Mr. Johnson stated that the Parks and Recreation Commission approved and put some projects forward for Erickson Park which included the stone dust path and redirecting the path to allow the parking lot project to take place with the use of the ARPA Funding. However, he stated that the Parks and Recreation Commission did not approve the projects through their Capital Improvement Plan (CIP).

Mayor Allyn stated the following Parks and Recreation projects were included in the Capital Improvement Plan (CIP); Storage Container, Pickleball Court; Automated Locks; Blonders Park Basketball Court Repairs; and Judge Crandall Park Door. He stated the Projects presented this evening were not included in the Capital Improvement Plan. Councilor Dombrowski stated based on the list of projects that were included in the Capital Improvement Plan that he was comfortable with the motion as presented this evening.

VOTE: 9- 0 Approved and so declared

RESULT:	APPROVED 9- 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tim Ryan, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Paul, Rodriguez, Ryan, Saccone, St. Vil

- MOTION to transfer and appropriate \$100,446 to CNR account # 21012103-53305 Revaluation from CNR account # 21090305-58915 Undesignated.
Moved by Councilor Ryan, seconded by Councilor Buhle
Discussion: Mayor Allyn, III, stated as he reported earlier this evening (see above XI Mayor's Report), that in accordance with State Statute Ledyard was required to conduct a full Revaluation this year. He stated based on an estimated cost of \$187,000; and in preparation for the Revaluation that funding has been allocated to the Capital Improvement Plan (CIP) for the past few years.

Mayor Allyn went on to explain that because the town only received two bids, at their August 14, 2024 meeting the Town Council granted a Bid Waiver to Vision Government Solution. He stated both of the bids received came in higher than the \$187,000 that was budgeted noting that Vision Government Solutions in the amount of \$87,446 was both the better value and lower cost. Therefore, he stated this request was to appropriate \$100,446 to provide adequate funding to cover the cost of the Revaluation.

VOTE: 9- 0 Approved and so declared

RESULT:	APPROVED 9- 0
MOVER:	Tim Ryan, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Paul, Rodriguez, Ryan, Saccone, St. Vil

General Items

7. MOTION to cancel the Town Council’s Regular Meeting of November 27, 2024 for the Thanksgiving Holiday.
Moved by Chairman Rodriguez, seconded by Councilor Dombrowski
Discussion: None.

VOTE: 9- 0 Approved and so declared

RESULT:	APPROVED 9- 0
MOVER:	S. Naomi Rodriguez, Chairman
SECONDER:	Kevin Dombrowski, Town Councilor
AYES:	Brunelle, Buhle, Dombrowski, Garcia-Irizarry, Paul, Rodriguez, Ryan, Saccone, St. Vil

XV. ADJOURNMENT

Councilor Buhle moved to adjourn, seconded by Councilor Brunelle
VOTE: 9 - 0 Approved and so declared. The meeting adjourned at 8:28 p.m.

Transcribed by Roxanne M. Maher
Administrative Assistant to the Town Council

I, S. Naomi Rodriguez, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and
correct copy of the minutes of the Regular Town Council
Meeting held on November 13, 2024.

S. Naomi Rodriguez, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1163

Agenda Date: 12/11/2024

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

Communications List - December 11, 2024

Correspondence List:

(type text here)

COMMUNICATIONS LISTING FOR DECEMBER 11, 2024

INCOMING CORRESPONDENCE

1. Mayor ltr dated 11/13/2024 re: Appointment Ltr Kapusta to Social Services Board
2. Ms. Wilkinson email 11/18/2024 re: Ethics Commission
3. Board of Education Chairman Favry email dated 11/19/2024 re: Leadership Quarterly Meeting Proposed Dates for 2025.
4. Ms. Kelley email dated 11/19/2024 re: Gorman + York Gales Ferry Route 12 Corridor Study
5. Retirement Board Chairman ltr dated 11/19/2024 re: Retirement Board Member Panosky resigned, no longer lives in town
6. Retirement Board ltr dated 11/21/2024 re: Actions Meeting of 11/19/2024
7. Tainter/Chairman Rodriguez/ Councilor Garcia-Irizarry email thread dated 11/26/2024 re: PILOT Food Waste Compost Program
8. Ms. Crocker ltr dated 11/22/2024 re: Resign Housing Authority
9. Parks, Recreation & Senior Citizens Commission Chairman email dated 11/30/2024 re: Request Alternate Member Schneider be moved to Regular Member to fill Sokolski Vacancy
10. Mayor-Chairman Rodriguez- Councilor Ryan email thread dated 12/1/2024 re: Police Department scored 100% on Accreditation
11. WCA ltr dated 12/3/2024 re: Actions Meeting of 11/26/2024
12. Permanent Municipal Building Cmt (PMBC) ltr dated 12/3/2024 re: Actions of 12/2/2024 Meeting
13. Retirement Board -RTC ltr dated 12/3/2024 re: Reappointment Endorse Reappointment of Members
14. DTC Appointment Application 12/5/2025 re: Recommendation -Spaziani planning & Zoning Commission
15. Ms. Edward email 12/8/2024 re: Ethics Commission
16. Board of Assessment Appeals-RTC ltr-12/11/2024 re: Reappointment Members
17. RTC ltr dated 12/11/2024 re: Reappointment Southeastern CT Regional Resources Recovery Authority Members (SCRRA)
18. Ms. Edwards email dated 12/11/2024 re: Gorman + York – Route 12 Corridor Study
19. Mr. Porazzi email 12/11/2024 re: Ethics Commission

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 11/14/2024 re: Action ltr. Town Council Regular Meeting of November 13, 2024.
2. LTC ltr dated 11/14/2024 to Roman re: Insufficient Appointment Application information to appoint to the Inland Wetland & Watercourses Commission. Can resubmit Application
3. LTC ltr dated 11/14/2024 to MacGregor re: Insufficient Appointment Application information to appoint to the Inland Wetland & Watercourses Commission. Can resubmit Application
4. LTC ltr to Board of Education dated 11/14/2024 re: Leadership Quartetly Meetings
5. Admin Assist ltr 11/18/2024 re: Request Reappointment Recommendation Board of Assessment Appeals
6. Admin Assist ltr to RTC dated 11/18/2024 re: Request Reappointment Recommendation Board of Assessment Appeals

7. Admin Assist ltr to RTC dated 11/18/2024 re: Request Reappointment Recommendation Southeastern Connecticut Regional Resource Recovery Authority (SCRRA)
8. Finance Cmt memo dated 12/5/2024 to Leadership re: Preliminary Fiscal Year 2025/2026 Schedule
9. Finance Cmt memo dated 12/5/2024 to All Departments re: Preliminary Fiscal Year 2025/2026 Budget Work Session Schedule
10. Councilor Garcia-Irizarry email to Board of Education dated 12/9/2024 re: General Government American Rescue Plan Act Funding for School Projects.
11. Councilor Ryan email to Town Council dated 12/11/2024 re: Report Board of Education Meeting-12/10/2024.

NOTICE OF AGENDAS

1. Historic District Commission Agenda 11/18/2024
2. Library Commission Agenda 11/18/2024
3. Retirement Board Agenda 11/19/2024
4. Parks, Recreation & Senior Citizens Agenda 11/19/2024
5. Agricultural Commission Agenda 11/19/2024
6. Zoning Board of Appeals Agenda 11/20/2024
7. Water Pollution Control Authority Agenda 11/26/2024
8. Community Rel Cmt for DEI Agenda 11/20/2024
9. Housing Authority Agenda 12/2/2024
10. Permanent Municipal Building Cmt Agenda 12/2/2024
11. Ledyard Beautification Cmt Agenda 12/3/2024
12. Economic Development Commission Agenda 12/3/2024
13. Inland Wetland & Water Courses Commission Agenda 12/3/2024
14. Farmers Market Committee Agenda 12/4/2024 – Cancelled
15. Public Safety Commission Agenda 12/9/2024
16. Conservation Commission Agenda 12/10/2024
17. Planning & Zoning Commission Agenda 12/12//2024
18. LUPPW Cmt Agenda 12/2/2024
19. Finance Cmt Agenda 11/20/2024 - Cancelled
20. Finance Cmt Agenda 12/4/2024
21. Admin Cmt Agenda 12/11/2024
22. Town Council Agenda 12/11/2024

MINUTES

1. Historic District Commission Minutes 10/21/2024
2. Library Commission Minutes 10/21/2024
3. Retirement Board Minutes 10/15/2024
4. Parks, Recreation & Senior Citizens Minutes 10/15/2024
5. Agricultural Commission Minutes 10/15/2024
6. Zoning Board of Appeals Minutes 8/26/2024
7. Water Pollution Control Authority Minutes 10/22/2024
8. Public Safety Commission Minutes 9/16/2024
9. Housing Authority Minutes 11/4/2024

10. Permanent Municipal Building Cmt Minutes 11/4/2024
11. Ledyard Beautification Cmt Minutes 11/12/2024
12. Economic Development Commission Minutes 11/12/2024
13. Inland Wetland & Water Courses Commission Minutes 11/12/2024
14. Conservation Commission Agenda 11/12//2024
15. Planning & Zoning Commission Minutes 11/14/2024
16. LUPPW Cmt Minutes 11/4/2024
17. Finance Cmt Minutes 11/6/2024
18. Admin Cmt Minutes 11/13/2024
19. Town Council Minutes 11/13/2024
20. Community Rel Cmt for DEI Minutes 10/16/2024'
21. Town Council Agenda 10/23/2024

REFERRALS

Administration Committee

1. Retirement Board Chairman ltr dated 11/19/2024 re: Retirement Board Member Panosky resigned, no longer lives in town
2. Ms. Crocker ltr dated 11/22/2024 re: Resign Housing Authority
3. Parks, Recreation & Senior Citizens Commission Chairman email dated 11/30/2024 re: Request Alternate Member Schneider be moved to Regular Member to fill Sokolski Vacancy
4. Retirement Board -RTC ltr dated 12/3/2024 re: Reappointment Endorse Reappointment of Members
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6. Board of Assessment Appeals-RTC ltr-12/11/2024 re: Reappointment Members
7. RTC ltr dated 12/11/2024 re: Reappointment Southeastern CT Regional Resources Recovery Authority Members (SCRRA)

Roxanne Maher

From: LYNN WILKINSON <lynnwilkinson57@comcast.net>
Sent: Monday, November 18, 2024 9:19 AM
To: Town Council Group; Fred Allyn, III
Subject: Town Council meeting 11/13/2024 Ethics Commission

11/18/2024
Lynn Wilkinson
57 Terry Road
Gales Ferry, CT 06335

Ledyard Town Council
Mayor Fred Allyn

Dear Town Council and Mr. Allyn,
I have just finished watching the video from the last council meeting, and I have several comments and concerns.

Of the 169 towns in Connecticut, we are in the minority with no ethic commission, or code of ethics for elected officials. I fail to see how correcting this lack is "a solution looking for a problem ". The example given of successfully addressing embezzlement is all well and good, but many ethical issues are not nearly so clear cut. Financial gain is not the only measure of ethics violation, and I am disappointed to see an elected official ignore that in his statements.

Furthermore, although I understand a commission to investigate wrongdoing can be called, an *independent* commission would do more for the public trust. This is the very reason so many asked for independent studies to supplement application to P&Z recently. Essentially asking a body to investigate itself (should the need ever arise) would do little to assuage resident's concerns about potential improprieties.

Ledyard is in a period of rapid change, and there are many impactful projects on the table, with presumably more to come. There is a lot of fear and uncertainty, which is not unusual in these circumstances. Adopting a code of ethics and an Ethics Commission, which seems to be fairly standard practice in Connecticut towns, is hardly following your friends off the proverbial bridge; it would improve voter confidence in our elected official's decisions, and lay many concerns about transparency to rest.

I hope that going forward, the council will be open to considering the taxpayer's requests, rather than relying on the old standard of " this is how we've always done it".

Respectfully,
Lynn Wilkinson



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Chairman S. Naomi Rodriguez

November 19, 2024

Chairman Anthony Favry
Board of Education
1 Lucienne Way
Ledyard, Connecticut 06339

Dear Chairman Favry:

Thank you for your prompt response to my November 14, 2024 letter and for proposing the following dates for Leadership Quarterly Meetings Roundtable Updates to include you, Superintendent Hartling, Mayor Allyn, III, and myself.

- Tuesday, December 17, 2024 at 8:00 a.m.
- Tuesday, April 8, 2025 at 8:00 a.m.
- Wednesday, August 13, 2025 at 8:00 a.m.

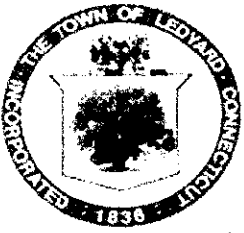
Mayor Allyn, III and I are both available on the proposed dates and we have marked our calendars, and look forward to meeting with you and Mr. Hartling in the Mayor's Office.

These meetings will be a great opportunity for us to engage in productive conversations as we all strive to move the town forward to benefit our students, and taxpayers.

Sincerely,

S. Naomi Rodriguez
Chairman

cc:
Mayor Fred Allyn, III
Superintendent Jason Hartling
Board of Education Members
Town Council



TOWN OF LEDYARD
CONNECTICUT

RETIREMENT BOARD

Town of Ledyard
Ledyard, CT 06339
<http://www.ledyardct.org>

Chairperson John Rodolico

To: Ledyard Town Council

From: Retirement Board

Date: November 19, 2024

Please be advised that Daniel Panosky has resigned from the Ledyard Retirement Board effective October 15, 2024. I am requesting that the Town Council provide a replacement at its earliest possible convenience.

Sincerely,

Chairperson John Rodolico

Roxanne Maher

From: Roxanne Maher
Sent: Tuesday, November 19, 2024 4:58 PM
To: Town Council Group
Subject: Fwd: GOMAN + YORK

Sent from my iPhone

Begin forwarded message:

From: Joanne Kelley <joannekelley44@gmail.com>
Date: November 19, 2024 at 4:15:28 PM EST
To: Roxanne Maher <council@ledyardct.org>, "Fred Allyn, III" <mayor@ledyardct.org>
Subject: **GOMAN + YORK**

Dear Town Councilors, Mayor Fred:

I have heard that the town is employing this firm to do the Route 12 Corridor Study and I have grave concerns about the decision to hire this firm.

I am participating in the Public Hearing on the Land Use Special Exception Permit currently being considered by Ledyard Planning and Zoning. GOMAN + YORK was contracted by the town, I believe, to opine on both residential property values and overall economic impact on the town as a result of this proposal.

The GOMAN + YORK Land Use and Proximate Properties report of October 10, 2024 contains a citation from a relevant study (Wiley, 2015) on this issue that GOMAN + YORK Planner Donald J. Poland presented on September 14, 2024 at the public hearing. The citation as he presented reads as follows:

*properties "in close proximity to industrial development sites" **may experience** "a localized contraction in house price...during the predevelopment period(...) yet the existing trend (in property value) is largely unaffected in the period that follows an industrial development completion" (Wiley 2015)*

In *The Impact of Commercial Development on Surrounding Residential Property Values (Wiley, 2015)* the actual language is as follows:

*"In close proximity to industrial development sites, a localized contraction in house prices **appears** during the predevelopment period and this may be the market response to a zoning change that allows the new project to be constructed"*

The author, Mr. Poland, removes a critical word and inserts his own words which completely alters the meaning of the finding of the study. The second part of his citation does appear in the text and I take no issue with that part, although I believe it is out of context.

Mr. Poland bases his conclusion that there will be no negative value impact on proximate properties on this altered citation. I have serious ethical and competency concerns regarding the hiring of his firm for future work. The findings of this report on property value bleeds over into the overall economic impact study GOMAN + YORK also provided since it does not include any negative revenue projections which would occur with a loss of property values.

As a long time proponent for the Route12 Corridor study (and resulting future improvement) I would hate to see it not done competently, ethically or usefully. Please reconsider this hire.

Sincerely,

Joanne M. Kelley

--



Chairman John Rodolico

TOWN OF LEDYARD CONNECTICUT RETIREMENT BOARD

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3220

November 21, 2024

Mayor Fred B. Allyn, III
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on November 19, 2024, the Retirement Board took the following actions.

- Approved Fiducient Advisor's recommendation of retaining 7.5% to Causeway International Value, adjusting the John Hancock International Dynamic Growth to 7.5%, and replacing Invesco Developing Market Fund with Arga Emerging Markets Value and Driehaus Emerging Markets Growth each at 3%.

Respectfully submitted,

Christina Hostetler
Town Hall Assistant

cc: Director of Finance
Director of Human Resources
Treasurer
Town Council

Roxanne Maher

From: Naomi Rodriguez
Sent: Tuesday, November 26, 2024 12:57 AM
To: Molly Tainter; Town Council Group
Subject: Re: Feedback on Compost Program

Hello Ms. Tainter,

I'm so happy that you appreciate the new pilot program for composting. Thank you for your letter, the Town Council appreciates resident input.

Respectfully,

Naomi Rodriguez,
Ledyard Town Councilor

From: Molly Tainter <mollytainter@gmail.com>
Sent: Tuesday, November 12, 2024 8:54 AM
To: Town Council Group <TownCouncil@ledyardct.org>
Subject: Feedback on Compost Program

Hello!

I just wanted to say as a new resident of Ledyard (moved here in 2023), I'm so appreciative of the pilot program for composting.

When we lived in Rhode Island we utilized a paid program called Black Earth Compost that picked up our compost 2 times a month. It was expensive and we didn't have the luxury of choosing when they came. With this pilot, I've loved that when our deep freezer has a few bags, we can bring them right over to the Transfer Station on our own timeline.

This is a great way we can all make a little difference for our environment and I hope it continues on past year one.

Thanks!
Molly Tainter
42 Robinhood Dr.
Gales Ferry, CT 06335

November 25, 2024

Ledyard Town Council
Ledyard Town Hall
741 Colonel Ledyard Highway
Ledyard, CT 06339

Please accept this letter as my resignation from the Ledyard Housing Authority effective immediately.

V/R

A handwritten signature in cursive script that reads "Paula J Crocker". The signature is written in black ink and is positioned above the printed name and contact information.

Paula J Crocker
pjc4753@aol.com
860-984-7404

cc: Ledyard Housing Authority
Charles Duzy, Chairman

Roxanne Maher

From: kenneth dirico <diricokj@comcast.net>
Sent: Saturday, November 30, 2024 10:42 AM
To: Carmen Garcia Irizarry; Naomi Rodriguez; Scott Johnson; jessilynn.p.cobb@gmail.com; Roxanne Maher
Subject: Adjustment of Parks, Recreation & Senior Citizens Center Commission

Chairman Councilor Garcia-Irizarry,

As Chairman for the Parks, Recreation & Senior Citizens Center Commission I would like to adjust the recent appointment of Stephanie Bacon from commissioner to alternate member and move Alternate Member Carol Ann Schneider to commissioner status.

Commissioner Norma Sokolski, a long standing member of the decommissioned Senior Citizens Center Commission and continued champion of Senior Citizens Center business and activities on the Parks, Recreation & Senior Citizens Center Commission has recently resigned. Ms. Schneider has been an alternate member in good standing and should be an appropriate replacement for Ms. Sokolski.

If the Administration Committee has any questions or needs to discuss this request further please reach out to me or Director Scott Johnson.

Sincerely,

Ken DiRico
Chairman
Parks, Recreation & Senior Citizens Center Commission

Roxanne Maher

From: Naomi Rodriguez
Sent: Monday, December 2, 2024 3:22 PM
To: Fred Allyn, III; Town Council Group
Subject: Re: Ledyard PD secures POST accreditation- 2 years ahead of schedule!

Mayor Allyn,

Great news indeed! Our Ledyard Police Department is exceptional and I'm so glad that the review states what we already know!

Take Care,

Naomi

From: Fred Allyn, III <mayor@ledyardct.org>
Sent: Monday, December 2, 2024 10:07 AM
To: Town Council Group <TownCouncil@ledyardct.org>
Subject: Ledyard PD secures POST accreditation- 2 years ahead of schedule!

All,

I wanted to give you an update. Some time ago, I shared with the Council that Ledyard had been randomly selected by the State to complete accreditation review. We were the first town to be selected. Attached is the accreditation outcome report, with a cumulative score of 100%. Well done by the men and women of the Ledyard PD!

Best,

Fred

Fred B. Allyn III



Mayor, Town of Ledyard, CT
741 Colonel Ledyard Hwy.
Ledyard, CT 06339
Tel (860) 464-3221
www.ledyardct.org

NOTICE* Effective June 11, 2018
Town Hall hours are 7:30AM-4:45PM Mon-Thurs
CLOSED FRIDAYS

Roxanne Maher

From: Timothy Ryan
Sent: Monday, December 2, 2024 12:14 PM
To: Fred Allyn, III
Cc: Town Council Group
Subject: Re: Ledyard PD secures POST accreditation- 2 years ahead of schedule!

Mayor - great news! Thanks for sharing; a testament to the department's great work and its leadership!

-Tim
Timothy Ryan

On Dec 2, 2024, at 10:07 AM, Fred Allyn, III <mayor@ledyardct.org> wrote:

All,

I wanted to give you an update. Some time ago, I shared with the Council that Ledyard had been randomly selected by the State to complete accreditation review. We were the first town to be selected. Attached is the accreditation outcome report, with a cumulative score of 100%. Well done by the men and women of the Ledyard PD!

Best,

Fred

Fred B. Allyn III

<image001.png>

Mayor, Town of Ledyard, CT

741 Colonel Ledyard Hwy.

Ledyard, CT 06339

Tel (860) 464-3221

www.ledyardct.org

NOTICE* Effective June 11, 2018

Town Hall hours are 7:30AM-4:45PM Mon-Thurs

CLOSED FRIDAYS

<Ledyard PD Tier 2 Accreditation Final Outcome Report 11.2024.pdf>



TOWN OF LEDYARD
CONNECTICUT
WATER POLLUTION CONTROL AUTHORITY

Chairman Ed Lynch

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3220
E-Mail Address:
wpcal.ledyard@ledyardct.org

December 3, 2024

Mayor Fred B. Allyn, III
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on November 26, 2024, the WPCA took the following actions. Please feel free to contact Chairman Lynch should you have any questions regarding this meeting.

- Approved payment to Groton Utilities invoice #0026061, dated October 31, 2024, in the amount of \$2,253.46, for lead inventory.

Respectfully submitted,

Christina Hostetler
Town Hall Assistant

cc: Mayor
Director of Finance
Treasurer/Assistant Director of Finance
Town Council



**TOWN OF LEDYARD
CONNECTICUT
PERMANENT MUNICIPAL BUILDING COMMITTEE**

741 Colonel Ledyard Hwy
Ledyard, Connecticut 06339
860-464-3222

Chairman Gary Schnieder

December 3, 2024

Mayor Fred Allyn, III
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Dear Mayor Allyn:

At its Regular Meeting held on December 2, 2024, The Permanent Municipal Building Committee took the following actions:

- Authorized Chairman Schneider to sign “Change Order Cover Sheet” outlining all change orders approved to date for School Roof Projects
- Approved STV Construction Inc. Inv #90032347 dated 10.24.2024 in the amount of \$6856.40 for Ledyard Schools – Gales Ferry School
- Approved STV Inc. Inv #90032348 dated 10.24.2024 in the amount of \$7,272.08 for Ledyard Schools – Juliet Long School
- Approved STV Construction Inc. Inv #90032622 dated 11.20.2024 in the amount of \$5,623.68 for Ledyard Schools – Gales Ferry School
- Approved STV Construction Inc. Inv #90032623 dated 11.20.2024 in the amount of \$13,020.00 for Ledyard Schools – Juliet Long School
- Approved Friar Architecture Inc. Inv #2023-121A-06 dated 11.3.2024 in the amount of \$4,515.00 for Project 2023-121A Ledyard – Juliet Long HVAC
- Approved The Day Publishing Order Number d010189470 dated 11.27.2024 in the amount of \$668.40 for Invitation to Bid State Project #072-001 HVACN

Please feel free to contact Chairman Schneider should you have any questions regarding this meeting.

Respectfully submitted,

Kristen Chapman
Executive Assistant to the Mayor
PMBC Support Staff

cc: Town Council, Director of Finance, Director of Facilities - BOE, STV



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3200

Chairman S. Naomi Rodriguez

November 4, 2024

Mr. John Rodolico, Chairman
Retirement Board
40 Long Pond Road
Gales Ferry, Connecticut 06335

Dear Chairman Rodolico:

Members of the Retirement Board are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of the member's block and kindly return to the Town Council Office at council@ledyardct.org.

Pension Board

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. John Rodolico 40 Long Pond Road Ledyard, CT 06339	R	1/20/2025	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Mr. Roger Codding 13 Helmlock Circle Gales Ferry, CT 06335	R	1/20/2025	<input checked="" type="radio"/> Y <input type="radio"/> N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Board's Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher
Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3200

Chairman S. Naomi Rodriguez

November 4, 2024

Mr. Cory Watford, Chairman
Republican Nominating Committee
429 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Chairman Watford:

Members of the Retirement Board are due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of the member's block and kindly return to the Town Council Office at council@ledyardct.org.

Pension Board

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. John Rodolico 40 Long Pond Road Ledyard, CT 06339	R	1/20/2025	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ }Excellent { } Good { } Fair { } Poor
Mr. Roger Codding 13 Helmlock Circle Gales Ferry, CT 06335	R	1/20/2025	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ }Excellent { } Good { } Fair { } Poor

Board's Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

[Handwritten signature]
11/4/24

Sincerely,
Roxanne M. Maher
Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Chairman S. Naomi Rodriguez

November 19, 2024

Chairman Anthony Favry
Board of Education
1 Lucienne Way
Ledyard, Connecticut 06339

Dear Chairman Favry:

Thank you for your prompt response to my November 14, 2024 letter and for proposing the following dates for Leadership Quarterly Meetings Roundtable Updates to include you, Superintendent Hartling, Mayor Allyn, III, and myself.

- Tuesday, December 17, 2024 at 8:00 a.m.
- Tuesday, April 8, 2025 at 8:00 a.m.
- Wednesday, August 13, 2025 at 8:00 a.m.

Mayor Allyn, III and I are both available on the proposed dates and we have marked our calendars, and look forward to meeting with you and Mr. Hartling in the Mayor's Office.

These meetings will be a great opportunity for us to engage in productive conversations as we all strive to move the town forward to benefit our students, and taxpayers.

Sincerely,

S. Naomi Rodriguez
Chairman

cc:
Mayor Fred Allyn, III
Superintendent Jason Hartling
Board of Education Members
Town Council

Application Form

Profile

Rhonda _____ Spaziani _____
First Name Middle Initial Last Name

rhondaspaz@aol.com _____
Email Address

9 Sunset Road _____
Home Address Suite or Apt

Gales Ferry _____ CT 06335 _____
City State Postal Code

Mobile: (860) 303-1728 _____ Home: (860) 464-2055 _____
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Planning & Zoning Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am deeply committed to the growth and well-being of our town, and I believe my skills, experience, and dedication align well with the responsibilities of the Planning and Zoning Commission. My background demonstrates a strong ability to engage in thoughtful planning, decision-making, and collaboration, which are essential for effectively discharging the duties specified in Chapters 124 and 126 of the General Statutes. Relevant Experience and Skills: Understanding of Planning and Development: I have a strong interest in land use and development and appreciate the delicate balance between growth and conservation. This perspective ensures I will approach decisions with care, prioritizing Ledyard's long-term sustainability and community needs. Analytical and Decision-Making Abilities: My ability to evaluate complex information equips me to review Subdivisions, Site Plans, Special Permits, and regulatory amendments with a thorough and critical eye. I am comfortable interpreting data, regulations, and feedback to arrive at equitable and informed conclusions. Commitment to Conservation and Development Goals: I understand the importance of maintaining and updating the Plan of Conservation and Development (POCD) and the Housing Plan. These documents shape Ledyard's future, and I am enthusiastic about contributing to their evolution and implementation. Community Engagement: I am committed to listening to residents' concerns, understanding their perspectives, and integrating their needs into the town's planning and zoning efforts. Collaborative Spirit: As someone who thrives in teamwork-oriented environments, I will work effectively with the Land Use Department, fellow commission members, and other stakeholders to achieve our shared goals. My Vision for Ledyard: I envision a future where Ledyard continues to grow while preserving its unique charm, ensuring accessibility to quality housing, and prioritizing environmental sustainability. I aim to foster development that aligns with our town's values, enhances quality of life, and respects our natural and historical resources. Serving on the Planning and Zoning Commission would be both an honor and an opportunity to contribute meaningfully to the town I care about deeply. I am confident that my skills and commitment make me a strong candidate, and I look forward to the possibility of helping shape Ledyard's future.

Community Involvement

I am an active and dedicated member of the Ledyard community, involved in various initiatives that promote wellness, connection, and engagement. I teach classes at the Ledyard Senior Center and a fitness center in Gales Ferry, sharing my passion for health and well-being with residents of all ages. My commitment to service extends to education, as I offer free yoga and meditation classes at Three Rivers and host free community wellness activities through my yoga and Barre studio. Additionally, my husband and I co-chair the Eastern Connecticut Chapter of the American Wine Society, fostering community through shared interests. I have recently begun attending Democratic Town Committee (DTC) meetings, demonstrating my commitment to civic involvement and staying informed about local governance. I am also facilitating a Community Gathering to bring people together in meaningful dialogue. My husband and I prioritize staying connected to town affairs, regularly attending community meetings both in person and via Zoom. These experiences have deepened my understanding of our town's needs and strengthened my desire to contribute to its growth and development.

Educational Background

I hold a bachelors in Psychology, a Masters in Counseling, and completed significant amount of doctoral coursework in postsecondary developmental education, I am also an E-RYT 500 Yoga Teacher, Reiki Master Teacher, and Master Hypnosis Teacher.

Three Rivers Community
College

Employer

Coordinator, College and
Career Success Academic
Discipline.

Job Title

[RhondaResume2022.doc](#)

Upload a Resume

Party Affiliation**Party Affiliation ***

Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Rhonda Spaziani

Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Thursday, December 5, 2024 12:06 AM
To: Roxanne Maher
Subject: Planning & Zoning Alternate Vacancy

Hello Roxanne,

The DTC Nominating Committee has voted on 12/4/24 to forward/recommend Ms. Rhonda Spaziani to fill the open alternate vacancy on the Planning & Zoning Commission. Thank you.

Respectfully,

Naomi Rodriguez, Chair
DTC Nominating Committee

Roxanne Maher

From: Deborah K <whistldyxc@gmail.com>
Sent: Saturday, December 7, 2024 11:25 AM
To: Carmen Garcia Irizarry
Cc: Town Council Group
Subject: Ethics progress

Dear Chair and Administration Committee members,

I had meant to get this to you weeks ago, but life here in Gales Ferry has had much going on recently. I have watched the Administrative Committee in action regarding formation of a Code of Ethics and an Ethics Committee. After reviewing again the meetings of Sept. 11th and Nov. 12th, I want to thank those who are putting in the work to get this important task accomplished. I feel Chairperson Garcia-Irizarry and Councilors Brunelle and Buhle expressed a very good understanding of how an Ethics Committee can be helpful on many levels. Unfortunately, I was extremely disappointed to observe that the full Administrative Committee is not on board with having an informative discussion on the topic and, in fact, Councilor Dombrowski stated at the outset (several times - Sept.) he would vote against it, if pursued. He confirmed the same at the subsequent Nov. meeting. As a resident, I would like to see all of our elected officials participate in the process, regardless of personal feelings.

I commend and encourage those willing to work, to push forward, and I look forward to reading the final draft proposal. This is something that has been requested several times over previous years and is an important step in guidance and transparency for both residents and those who serve our Town in any capacity.

Thank you for your efforts,

Deborah Edwards
30 Bluff Road West
Gales Ferry, CT



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman S. Naomi Rodriguez

November 18, 2024

Mr. Roger Coddling, Chairman
Board of Assessment Appeals
13 Helmlock Circle
Gales Ferry, Connecticut 06335

Dear Mr. Coddling:

A member of the Board of Assessment Appeals is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

Board of Assessment Appeals

4 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Roger Coddling 13 Helmlock Circle Gales Ferry, CT 06335	R	12/04/2024	(Y) N	Y N	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

Committee Comments:

_____ *Roger Coddling* 11/19/2024

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman S. Naomi Rodriguez

November 18, 2024

Mr. Cory Watford, Chairman
Republican Nominating Committee
42 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Chairman Watford: :

A member of the Board of Assessment Appeals is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

Board of Assessment Appeals

4 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Roger Coddling 13 Helmlock Circle Gales Ferry, CT 06335	R	12/04/2024	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

12/9/24



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman S. Naomi Rodriguez

November 18, 2024

Mr. Cory Watford, Chairman
Republican Nominating Committee
42 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Chairman Watford: :

A Member of the Southeastern Connecticut Regional Resources Recovery Authority is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office.

Southeastern CT Regional Resource Recovery Authority

3 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Joseph Lozier 198 Gallup Hill Road PO Box 275 Ledyard, CT 06339	R	1/31/2025	Y N	<input checked="" type="radio"/> Y <input type="radio"/> N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,

Roxanne M. Maher
Administrative Assistant

Roxanne Maher

From: Deborah K <whistldyxc@gmail.com>
Sent: Tuesday, December 10, 2024 3:43 PM
To: Town Council Group
Cc: Naomi Rodriguez
Subject: Goman + York
Attachments: Goman + York Report - mark ups.pdf

Roxanne - Would you please forward the below email to the Finance Committee? I could not find contact info for them specifically on our Town Website. Thank you for your assistance.

Good afternoon Members,

First, I want to ask if the Finance Committee Member Roster is accurate? I recently notified the Administration Committee that their roster does not appear to have been updated, and just wondering if someone from Finance has checked their own data on the Town website.

Second, but my true reason for writing, is the granting of a bid waiver for Goman + York to provide a comprehensive study of the Route 12 Corridor. Within days of this firm providing a report to P&Z regarding the Economic Impact to our Town of an application to quarry on the former Dow site, Goman + York was provided this waiver. I feel the waiver was done in haste, without ample time for Councilors and Committees to truly evaluate the quality and content of the report provided. I have many questions, but of high priority are:

- 1) Who was involved in the decision to engage G+Y for the Impact Report?
- 2) Has G+Y provided any services to Ledyard prior to the October Report?
- 3) Did members of the Finance Committee read the Impact Report prior to deciding upon a bid waiver for the Route 12 study?

I took the time to review the G+Y Impact Study, inserting many questions and observations into the report. I have attached it for your review and you will find my remarks in **Blue Font**, along with some highlighted G&Y statements. This report has been provided to P&Z as an Exhibit for the current GFI application during Public Hearing. I have also attached it to this email and hope each of you will take the time to review. Although my remarks/questions can be found on several pages throughout this report, I am bringing your attention specifically to Pages 5, 18, 23, 25, 29, 33 and 34 because these are direct financial questions/concerns. I do not find the Impact Report comprehensive at all and, in fact, found the presenter (Mr. Poland) biased. From comments made by other citizens and experts, I know I am not alone in these feelings.

I am urging members of this Committee and others to read the provided report, ask questions and reconsider engaging Goman + York for the Route 12 Corridor study or any other future needs Ledyard may have.

Thank you for your time -
Sincerely,

Deborah Edwards
30 Bluff Road West
Gales Ferry, CT



Fiscal and Economic Impact Study

1737-1761 Route 12 Ledyard, CT

October 2024

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Executive Summary

Conclusions and Recommendations

Executive Summary

Goman+York received a request to prepare a Fiscal & Economic Impact Study (FEIS) from The Town of Ledyard regarding a 10-year extraction encompassing 40 acres of land, which will yield 26 acres of developable industrial land on the Gales Ferry Intermodal Site. (1737-1761 Route 12)

Goman+York reviewed the applicant's submissions of the extraction process timeline and future conceptual developments. The general approach of our methodology is to make conservative assumptions, given the high-risk nature of real estate development and the current market volatility.

The request before the Commission is unique due to the necessary extraction process as well as the attractiveness of the site due to its location on the Thames River and accessibility to the Providence and Worcester Railroad.

Economic Impact – Summary of Findings

From the perspective of economic impact, the proposed excavation and conceptual future warehouse/industrial buildings are projected to create and/or sustain approximately 32 FTE site preparation jobs, 45 FTE Construction Jobs, 130 permanent warehouse jobs, and approximately \$5,700,630 in wealth creation in the Norwich-New London Region per year after completion. In short, the proposed development will have a meaningful positive economic impact in the Norwich-New London Region.

Municipal Impact Summary of Findings

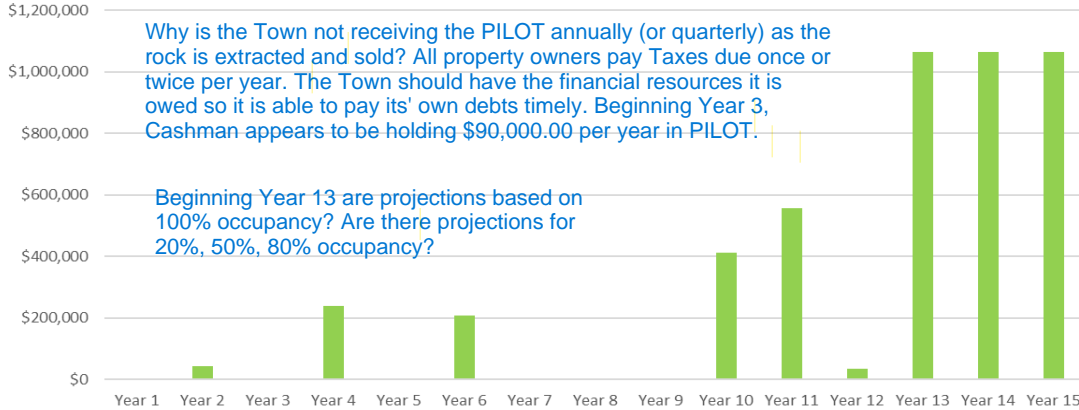
Based upon the entirety of our municipal fiscal impact analysis, Goman+York concludes that the **Fee in Lieu of Taxes** throughout the extraction process, as well as the conceptual 260,000 sq. ft. of industrial warehouse, will generate a net positive fiscal impact for the Town of Ledyard. In addition to the **Payment in Lieu of Taxes (PILOT)**, the one-time permitting fees will result in approximately \$522,798 in permit revenue, offsetting the costs associated with administering the entitlement process. Once occupied, we estimate that the warehouses will generate approximately \$1,282,159 in real and personal property tax revenues annually, of which approximately \$1,064,192 will be net fiscal positive tax revenue after the estimated expenses incurred for general government services.

What is the accurate and legal name of this payment? FILOT; PILOT
The author flips back and forth with this identifier throughout the report.

Municipal Impact of Site Preparation and Development

Executive Summary

Net Fiscal Impact



Net Fiscal Impact: Fee-in-Lieu of Taxes & Future Tax Revenue

This graph indicates that the town will continue to receive, at a minimum, the baseline tax equal to the Current Assessed Value of the Land as-is throughout the extraction and development period. The town will also collect the fee-in-lieu of tax payments in years 2, 4, 6, and 10. Years 11 and 12 are assumed to be the construction period for the proposed 260,000 square feet of industrial space; years 13, 14, and 15 represent the projected future tax revenue from the newly constructed industrial space. When the Development is Stabilized in Year 13, the site is projected to be net positive at approximately \$1,064,192.

Detailed Fiscal Impact Analysis of Proposed Extraction Site

Revenue	Extraction Period										Development		Stabilized			
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
Current Assessment	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$33,104,212	\$33,104,212	\$33,104,212	
Real Property	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$40,000	\$40,000	\$1,165,599	\$1,165,599	\$1,165,599	
PILOT		\$40,000		\$237,500		\$206,250				\$408,750						
Personal Property	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822			\$116,560	\$116,560	\$116,560	
Total	\$20,047	\$60,047	\$20,047	\$257,547	\$20,047	\$226,297	\$20,047	\$20,047	\$20,047	\$20,047	\$428,797	\$562,798	\$40,000	\$1,282,159	\$1,282,159	\$1,282,159

Year 11 Math error on total

Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11+
General Gov. Serv.	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 6,800 \$ 6,800 \$ 217,967 \$ 217,967 \$ 217,967
Total	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$6,800 \$6,800 \$217,967 \$217,967 \$217,967

Net Fiscal Impact	\$1,467	\$41,467	\$1,467	\$238,967	\$1,467	\$207,717	\$1,467	\$1,467	\$1,467	\$1,467	\$410,217	\$555,998	\$33,200	\$1,064,192	\$1,064,192	\$1,064,192
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Assignment & Project Overview

The Assignment

Introduction

The Assignment

Goman+York was engaged to provide a preliminary analysis to determine the municipal fiscal and economic impact of the proposed excavation of 40 acres and the future development of 26 acres of industrial land. This analysis also considers the costs and benefits to the Town of Ledyard related to this proposal.

Our analysis includes:

- An industrial market overview of the site's unique location;
- The Developer's current investment in the site;
- A detailed economic impact analysis of the proposed development;
- A detailed municipal fiscal analysis of the proposed development, including the proposed payment in lieu of taxes; and
- A review of the Pro Forma Development Costs and any related information provided by the developer.

Professional Team



Mike Goman
CRX, CLS, CSM
Principal



Don Poland
SVP, Planning &
Strategy



Brad Senft
SVP & Managing
Director



Justin LaFountain
SVP, Planning and
Economic
Development



Alyssa Fleming
Research & Data
Analyst



Derek O'Connor
Research & Data
Analyst

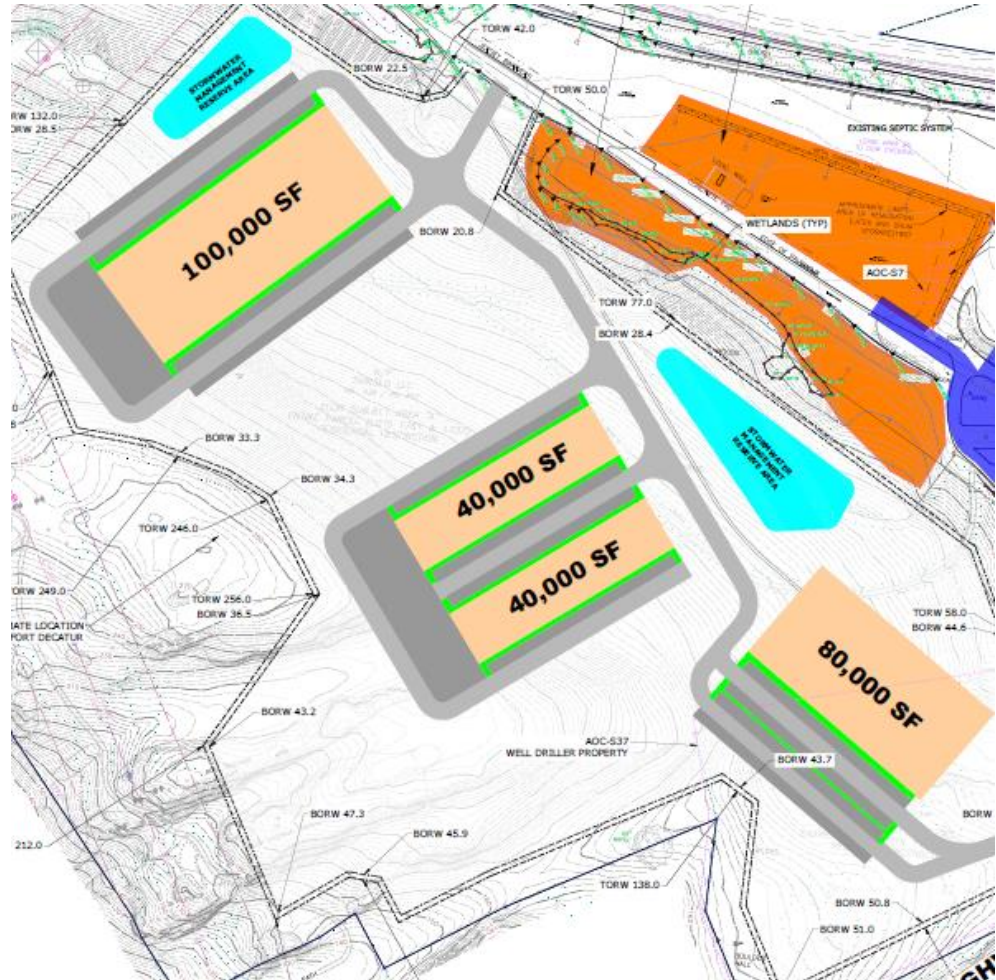
Development Proposal

Project Overview



Potential Construction Key Facts

- 26 acres
- 260,000 SF
- 1 Warehouse – 100,000 SF
- 1 Warehouse – 80,000 SF
- 2 Warehouse – 40,000 SF



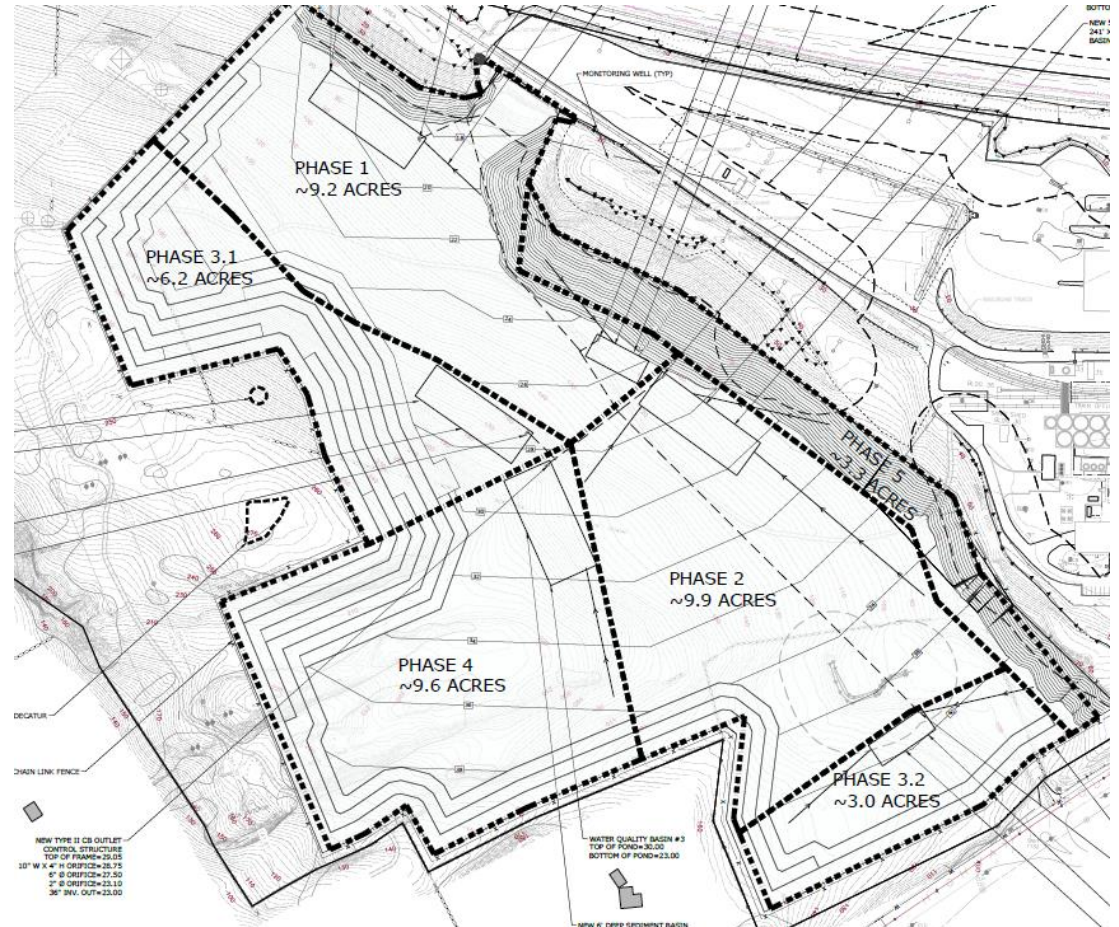
Development Proposal

Project Overview

Proposed Work Key Facts

- Extraction of 40 acres of land to create 26 acres of Developable Industrial Land
- Extraction of an estimated 3,570,000 cubic yards of marketable stone
- Completed in four phases over 10 years

*Check on previous extraction estimates given during applicant's initial presentation.





Market Overview

Site Location

Market Overview

Site Location

The site at 1737-1761 Route 12 is strategically located at the center of the stable and thriving Norwich Market, which is strengthened by a significant manufacturing presence. It borders the strong capital market of Hartford, an area that has experienced considerable industrial growth as a connector between New York and Boston. Both Connecticut submarkets are centrally positioned in New England, making them valuable logistics assets for the surrounding economies and providing them easy access to the economic opportunities of New York and Boston. Robust transportation networks directly link central Connecticut to these major cities through interstate highways and rail systems, with proximity to Long Island Sound and Bradley International Airport enhancing connectivity. The Norwich Market serves as a key employment hub, with major employers such as General Dynamics Electric Boat and the Naval Submarine Base New London, each creating thousands of jobs. The Norwich Market benefits from the longevity provided by these institutions, as well as the economic vitality of the previously mentioned surrounding market areas.

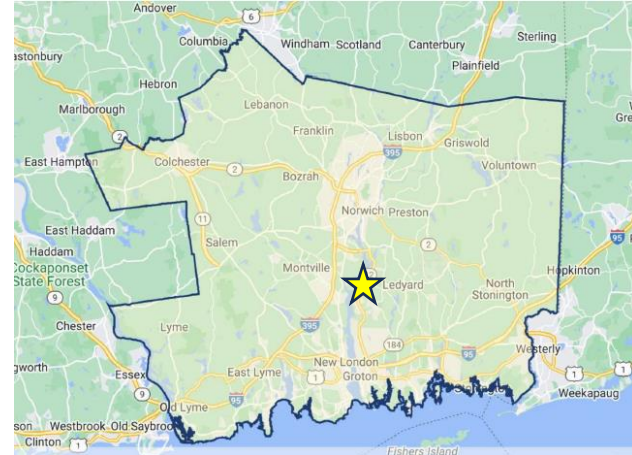


Industrial Market and Submarket Overview

Market Overview

Norwich Industrial Market

The Norwich Industrial Market stands out among surrounding markets. The market is in southeastern CT, bordering Rhode Island and the Long Island Sound. The market is relatively small, with a total inventory of 21.5 million square feet, of which approximately 13M SF (60%) is specialized industrial space. The vacancy rate is currently 2.8%, a decrease of 1.1% over the past 12 months, while the national average increased by 1.7%. Rents are approximately \$9.7/SF, reflecting a 3.6% growth over the past year and a 19.9% cumulative increase over the past three years.



New London Industrial Market

The New London Industrial submarket is distinctive due to its location along the Thames River and New London Harbor. The market has a total inventory of 11.1M SF, with 8.7M SF (79%) being specialized industrial space. The vacancy rate is currently 0.3%, with no significant change over the past year. Rents are approximately \$11.50/SF and have grown at nearly the same rate as the greater Norwich market. This submarket has also seen recent new construction, notably by General Dynamics (Electric Boat), which built a 200K SF facility in Groton.



Source: CoStar

Absorption and Vacancy

Market Overview

Norwich Industrial Market

- Norwich's Vacancy has continued to decrease over the last 5 years and currently sits slightly over **3%**.
- The absorption of approximately **1.1M SF** over the past five years has driven the downward trend in vacancy rates.

New London Industrial Market

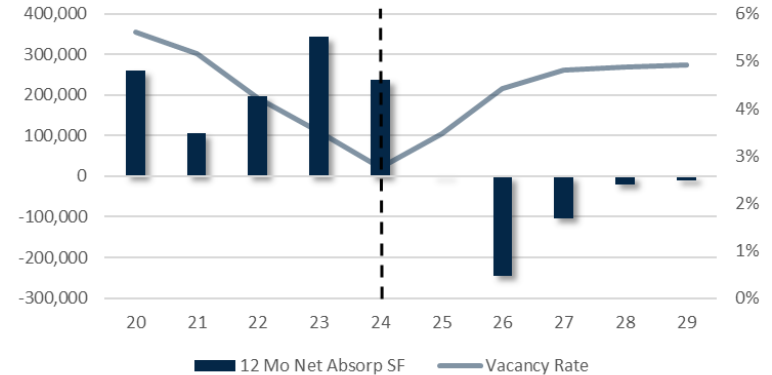
- New London's Vacancy rate has remained under **1%** over the last 5 years.
- The uniqueness of inventory along the Thames River, with access to ports and rail, creates an attractive environment for prospective tenants.
- The absorption spike in 2023 can be attributed to General Dynamics (Electric Boat) completion of a new 200,000 SF facility in 2022.

Forecast

- The outlook for New London and the greater market of Norwich is similar, predicting negative absorption and leading to an increase of approximately **2%** in vacancy over the next 5 years. This is likely due to the assumption that the market will normalize as the vacancy levels of both markets are historically low.

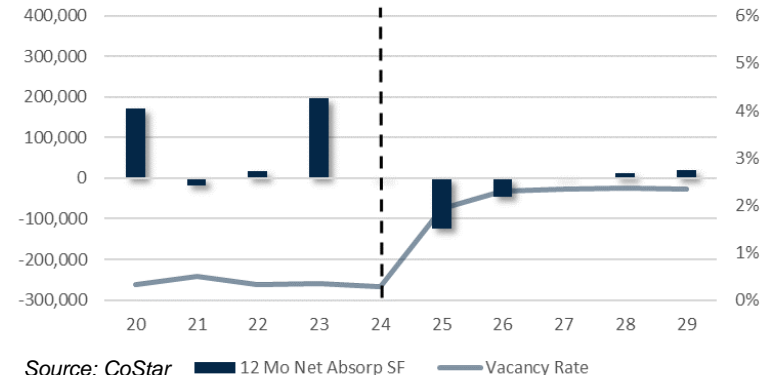
Norwich Industrial Market

12 Mo Net Absorption SqFt and Vacancy



New London Industrial Market

12 Mo Net Absorption SqFt and Vacancy



Source: CoStar

Market Rent

Market Overview

Norwich Industrial Market

- Norwich's Market Asking Rent has increased from **\$7.71** in 2020 to **\$9.68** in 2024 YTD.
- Rent Growth was very strong to start the decade and has since settled down to typical percentages of around **3.57%** 2024 YTD.

New London Industrial Market

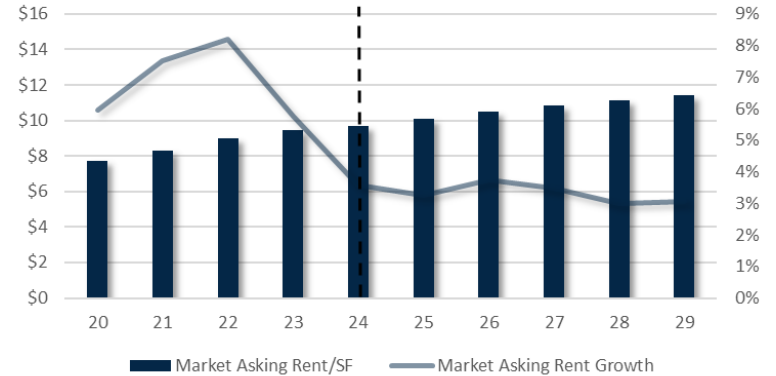
- New London Market Asking Rent has gone from **\$9.13** in 2020 to **\$11.47** in 2024 YTD.
- Rent growth was notably strong at the beginning of the decade but has since stabilized to an average rate of approximately 3.57%, following a similar trend to the greater Norwich market.

Forecast

- The economic outlook for New London is comparable to the broader Norwich market, with both expected to grow at similar rates. However, New London is projected to maintain an approximate \$2.00 premium through 2029, reflecting its strategic location along the Thames River and its multimodal transport advantages.

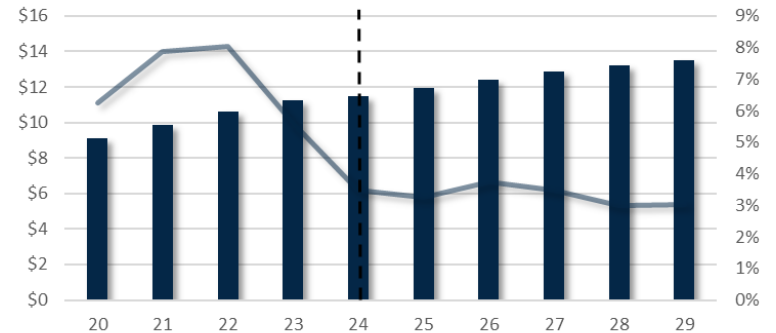
Norwich

Market Asking Rent



New London

Market Asking Rent



Source: CoStar Market Asking Rent/SF Market Asking Rent Growth

1737-1761 Site Specific Analysis

Market Overview

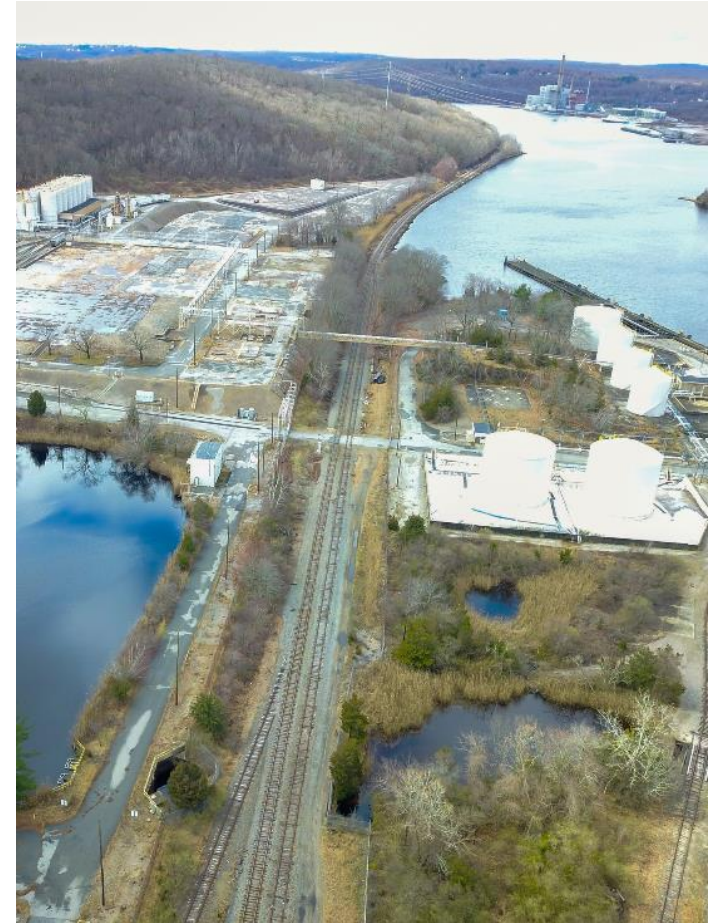
Multimodal Industrial Site

- **Railroad:** The Providence/Worcester Railroad crosses through the site with multiple rail sidings, allowing for direct access to rail freight transport.
- **Interstates:** The site has signalized entry to CT-12, which is 6 miles from access to I-95, as well as 6 miles from I-395 access, making it easily accessible by truck from any direction. *Was the long term construction/repair of both bridges accounted for in this study?*
- **Deep Water Port:** The site has an 850 linear feet deep-water pier with bulkhead space in the Thames River which opens into the Long Island Sound, providing significant barge loading and offloading capacity.

Site 1737-1761 Rte. 12 has a unique intermodal quality, providing a strong position in a volatile market. With added transportation potential, the site is able to increase connectivity and efficiency, reducing transit times and costs. This makes the site functional for a diverse range of businesses and uses, maximizing its potential. The combination of lower transportation costs and hurdles, with increased accessibility, allows for a site like 1737-1761 Rte. 12 to shift uses in response to changes in a market. This creates increased demand and potential value for multimodal industrial sites and, historically, commands a higher rent than current market rates.

The study, 'Job Creation Factors for Inland and Near Dock Intermodal Facilities' published by the University of Memphis' Intermodal Freight Transportation Institute, states, "Intermodal facilities and logistics parks have been shown to be major catalysts for economic development. They attract warehousing and distribution companies, as well as transportation service businesses, including brokers and freight forwarders. The resulting establishment of adjacent industrial areas has significant employment and income effects."ⁱ Sites like 1737-1761 Rte. 12 have the potential to not only sustain a high value but also offer a catalytic economic impact to surrounding sites and areas by creating and sustaining commerce and jobs.

i. [research_job_creation_factors.pdf \(memphis.edu\)](https://www.memphis.edu/research/job_creation_factors.pdf)





Sterling Site Analysis

Intro

Sterling Site Analysis

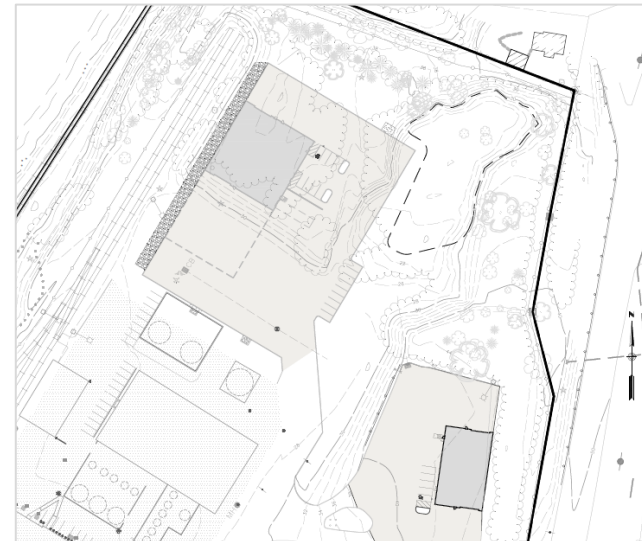
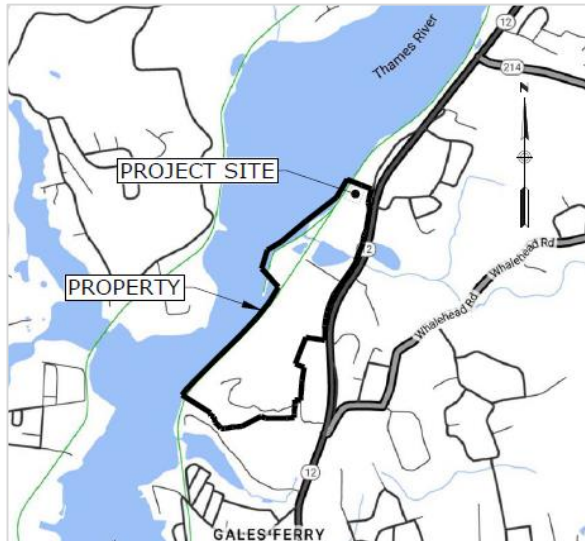
Sterling Building Site Plans

This report presents the Fiscal and Economic Impact of the extraction site. However, it would be remiss to overlook the additional investments Gales Ferry Intermodal LLC is planning to make as a result of recent approvals. Recognizing these investments highlights the developer's commitment to the town of Ledyard and the effort to maximize the property's potential.

Goman+York conducted an analysis based on the Sterling Buildings site plans to evaluate the potential impact of future investments on the site. While this development is smaller in size and scope compared to the extraction proposal, the numbers indicate a significant potential increase in tax revenue from the site as a whole.

The approved Sterling buildings, located on the northern portion of the parcel (as shown in the image on bottom right), include:

- 2 Industrial buildings, each consisting of 10,000 SF
- 1 Industrial/Office building, consisting of 6,000 SF



Impact & Overview

Sterling Site Analysis

Development Costs & Impact

Goman+York utilized industry-standard software to estimate construction costs for the Sterling Building site plans. The estimated cost of \$8,035,943 includes \$6,192,495 in construction or "hard costs", representing the value of the site improvements.

By deducting costs that do not qualify as improvements, Goman+York was able to calculate potential property taxes from the development. Based on these calculations, the potential stabilized property taxes amount to \$142,160 annually.

To put this figure into perspective, Goman+York also assessed the current land value. Using the current land assessment and total parcel acreage, a per-acre value of \$12,940 was derived.

As shown in the table on the bottom right, an estimate of the acreage of the Sterling Building site was used to calculate the tax revenue increase, highlighting the significant contribution this portion of the parcel could generate.

Are all acres in a parcel assessed at the same value? Are there variables that would increase/decrease portions of a multi-acre parcel?
 What is the estimated "Assessed Value" (not market value) of the Sterling parcel when fully developed? Is it normal to value site improvements (construction costs) at 100%? Example: If I added a bedroom to our home and it cost \$40,000 of which \$30,000 were "hard costs", would the Assessed Value of our home increase \$30,000? Or would the additional bedroom be assessed as part of the whole, possibly more or possibly less than the \$30,000 hard costs?

Total Acreage	157.97
Land Value	\$ 2,044,140
Value Per Acre	\$ 12,940
Sterling Site Acres	4.50
Current Value	\$ 58,230.23
Current Taxes	\$ 2,050.29
Potential Property Taxes	\$ 142,160.00

Development Estimates	\$	\$/SF	% Total
Land Costs	\$556,820	\$21.42	6.9%
Construction Costs	\$6,192,495	\$238.17	77.1%
Soft Costs	\$576,184	\$22.16	7.2%
Financing & Leasing Costs	\$371,282	\$14.28	4.6%
Developer Fees	\$339,162	\$13.04	4.2%
Total Development Cost	\$8,035,943	\$309.07	100.0%



Municipal Fiscal Impact Analysis

Introduction and Revenues

Municipal Fiscal Impact Analysis

Changing Landscape of Commercial Space

The form and function of settlement patterns are forever shifting and changing around technological and transportation innovations, economics, and our social-cultural ways of living in our (built) environment. For example, the first industrial mills and factories were located alongside rivers (their source of power and transportation), and towns and cities were constructed around them. Riverside locations were later abandoned once electricity was available. The arrival of rail resulted in the abandonment of many ports as manufacturing relocated along the rail lines. Later, interstate highways further transformed and reorganized the location and site of industry at interchanges and access ramps (i.e., the industrial park) and large single-story buildings that consolidated production, assembly, warehouse, and distribution on a single floor.

With these changes in the location, form, and function of industry, there have also been changes in how industrial production was and is performed. Fordism, the stockpiling of raw materials and finished products, gave way to just-in-time manufacturing, a process where raw materials are delivered and used for scheduled manufacturing runs, and finished products are shipped to the end-user when they come off the production line.

Industrial uses adjust and adapt to these shifts and changes. The Gales Ferry Intermodal site has existed through these many eras of industrial production, and the site itself has shifted and changed in form, function, and use over time—the site has adapted to changes in market and economics, including industrial decline. The proposed application is yet another example of this process of industrial adaptation.



Introduction and Revenues

Municipal Fiscal Impact Analysis

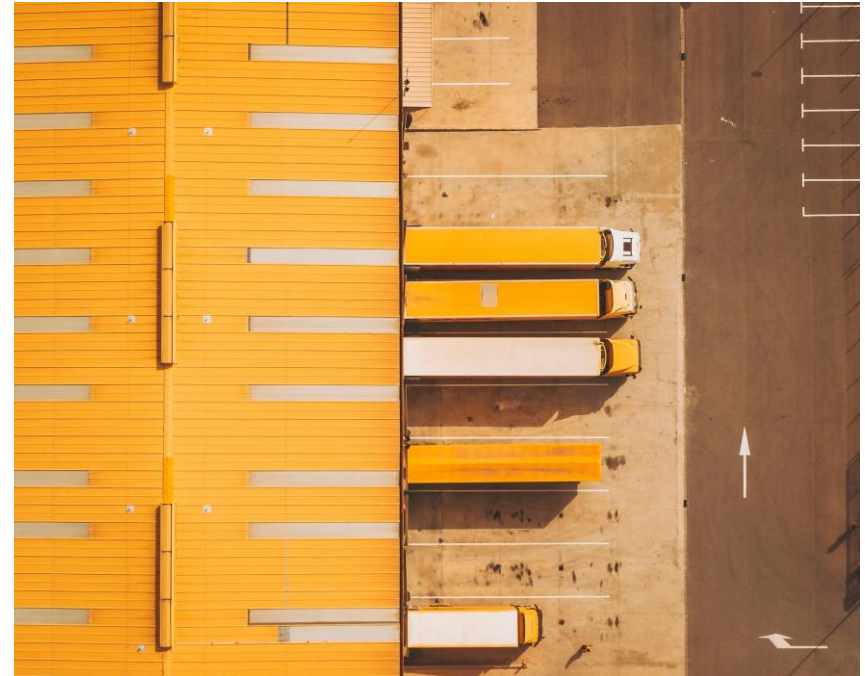
Changing Landscape of Commercial Space (continued)

From the perspective of land use and community planning, communities and planning and zoning commissions are continually confronted with changing markets, demand for new land uses, and the reuse of existing sites. For example, in the retail sector, it is now common to see restaurant pad-site on shopping center parcels, to have residential apartments added to shopping mall sites, and to see the proliferation of drive-thru windows—even standalone drive-thru-only coffee shops. Today, in the office sector—a commercial real estate asset class that has been decimated by the pandemic and the shift to hybrid and remote work—it is now common to see the conversion of office buildings into self-storage and residential apartments.

The industrial sector is no different. Older mills have been converted to residential housing and other uses for decades. In recent years, the industrial sector has seen the proliferation of large state-of-the-art distribution centers—driven by the rise of e-commerce—that breathe new life into some industrial areas. The Gales Ferry Intermodal site is not immune to these shifts and changes in industrial forms, functions, and use. In fact, for the site to remain economically viable, it must adapt to changes in markets, economics, and industrial production. In addition, due to the site's prime location and unique situation as an industrial site, it will remain industrial. **A bold and certain statement.**

Why must it remain industrial?

The challenge community planning faces is not to resist change, but to embrace and manage change. Adaptation is the foundation of resilience. Foresight and intentional action are the remedies to complacency, uncertainty, and obsolescence. The proposed application presents an opportunity for adaptation, to reposition the site to better compete for investment and development.



Introduction and Revenues

Municipal Fiscal Impact Analysis

Fiscal Impact Analysis – Introduction

Goman+York Property Advisors was asked to conduct a municipal fiscal impact analysis of the proposed improvements to the Gales Ferry Intermodal Site. The site is approximately 165 acres, located on the banks of the **Themes River**, and has a long history of **intensive** industrial use. In addition, the site is well positioned regionally in the I-395 corridor and midway between New York and Boston. The site is proximate to the Hartford market and part of the Norwich-New London market—a market positioned to grow with the expansion of **Electric Boat's military contracts**. Furthermore, the site is exceptionally accessible via a deepwater pier, a rail line, and a state highway.

Once a prosperous site of Dow/Chevron, the site has experienced **industrial decline** since its departure—the result of shifts and changes in the industrial section. As part of Dow/Chevron's departure, approximately 300,000 square feet of industrial buildings were demolished, negatively impacting Ledyard's commercial and industrial grand list. From 2005 to 2020, the Dow/Chevron site depreciated from nearly \$9,000,000 in assessed value to \$3,790,000, a loss of approximately \$5,180,000 in assessed value. Over the last 10 years, the Town has lost \$1,110,975 in property taxes, an average of \$111,097 annually. This loss of industrial property value and tax revenue results in a tax burden shift to the residential side of the grand list and residential taxpayers. In other words, the residential taxpayers have had to make up the \$1,110,975 in lost tax revenue. This shift is compounded by long-term and short-term trends in commercial and industrial property values stagnating or declining while residential property values rising—a shift that has affected many Connecticut towns.

Contracts were reduced and layoffs are occurring or planned.

During the site's intensive industrial use, the river and shoreline were polluted. During intensive industrial use, this site became a Superfund Site. Since the decline of its intensity of use, the river has been healing, fish and wildlife returning.



Introduction and Revenues

Municipal Fiscal Impact Analysis

Fiscal Impact Analysis

Today, the Gales Ferry Intermodal Site is experiencing new investment as the owners work to better position the site for success in future markets. This new investment is evidenced by the recent application and approval of three buildings totaling 26,000 square feet of new construction industrial space. The owner's efforts to reposition the site are also evidenced by this proposed application for 260,000 square feet of new construction industrial space.

The preparation of the site involves substantial grading and extraction of surface and subsurface material to create a level site suitable for the development of the **potential** 260,000 square feet of industrial space. Therefore, the application proposes to extract an estimated 3,570,000 cubic yards of marketable stone from the site in 4 phases over a 10-year extraction period. During this site extraction period, the applicant has proposed a fee-in-lieu of taxes at the rate of \$0.25 per cubic yard of removed stone—in addition to the existing property taxes being paid on the land.

The **fee-in-lieu of tax payments**, based on the estimated amount of marketable stone extracted for each of the 4 phases, is estimated to total \$892,500 or **an average of \$89,250 per year in revenue for the Town**—an amount that is equal to 80% of the \$111,097 in yearly tax losses over the past 10 years. The payments will vary annually based on the amount of stone extracted each year.

The proposal is to pay upon completion of each phase, not annually. Although Cashman will be selling aggregate monthly, the Town will not benefit at the same rate. Why is that?



Expenditures – General Government

Municipal Fiscal Impact Analysis

General Government Services Methodology

To estimate the impact on general government services and expenditures associated with the proposed application for the Gales Ferry Intermodal Site, we review the Town Budget and isolate sources of revenues and expenditures to determine the proportionate amount of services and expenditures that can be attributed to the proposed application and site.

As a starting point for thinking carefully about municipal fiscal impacts, it is important to recognize that it is commonly understood that commercial and industrial land uses are fiscal positives regarding municipal tax revenue. For example, a 2012 study published by the American Farmland Trust and Connecticut Conference of Municipalities explained that commercial land uses in Connecticut require, on average, only \$0.27 in community services for every \$1.00 generated in tax revenue. The primary reason for this—commercial properties pay more in taxes than the services they require and receive—is the significant portion of municipal budgets allocated to public education and the fact that commercial/industrial properties do not utilize education-related services.

Our review of the Town Budget revealed that the Board of Education budget accounts for \$38,369,823 or 57% of the total budget of \$67,430,573. General Government Services account for the balance, \$29,060,750 or 43% of the total budget. This is consistent with other municipal budgets in Connecticut, where education expenditures typically account for 50% to 60% of total expenditures.

However, the Town's budget narrative explains that the General Government Service budget also carries \$8,828,000 in expenditures that are attributed directly to education costs. Therefore, the General Government is inflated as a share of the total, and the Education budget is underrepresented. To account for this, the \$8,828,000 in education expenditure in the General Government is shifted to the Education portion of the Total Budget. This increases the Education budget to \$47,197,823 or 69.9% of the Total Budget and reduces the General Government budget to \$20,232,750 or 30.1% of the Total Budget.

The increase in actual Education expenditures from 57% of the Total Budget to 69.9% is important to understand. The 69.9% in Education spending is high when compared to other Connecticut towns. Therefore, the fiscal cost of commercial and industrial properties on the cost of general government services will be less than \$0.27 in community services for every \$1.00 generated in tax revenue, as discussed above. This is because commercial and industrial land uses do not impact education expenditures.

Another consideration when thinking through the municipal fiscal impacts is that the site of the proposed 260,000 square feet of industrial space and the location of the material extraction is part of an existing and developed industrial site that is already using General Government service and paying taxes for those services. Therefore, it is imperative to consider the marginal costs of General Government services. For example, the proposed development site and future development would not utilize services from the Library, Parks & Recreation, Probate, Senior Center, Registrar of Voters, and Social Services.

Expenditures – General Government

Municipal Fiscal Impact Analysis

General Government Services Methodology

Recognizing the high percentage of Education expenditures, the low percentage of General Government expenditures, and the marginal costs of General Government services, require that the \$0.27 in community services for every \$1.00 generated in tax revenue be discounted. In addition, the discount recognizes that the site's access via water, rail, and state highway reduces impacts on local roads and public works services. The discount also recognizes that industrial uses typically require less in public safety services than commercial retail and office, which generate more traffic on public roads and greater occurrences of loss prevention. Therefore, the \$0.27 in community services for every \$1.00 generated in tax revenue is discounted to \$0.17 in community services for every \$1.00 generated in tax revenue.

For years 1 through 10 the assessed land value and the fee-in-lieu of taxes are assumed as the total assessed value (\$109,297). The \$109,297 is then multiplied by the \$0.17, which results in an estimated \$18,580 per year in General Government service expenditures.

For years 11 through 12, the property taxes are increased from the assessed land value of \$18,225 to \$40,000 to account for the land having development potential. The \$40,000 is then multiplied by the \$0.17, which results in an estimated \$6,800 per year in General Government service expenditures.

For years 13 through 15, after the 260,000 square feet of industrial space have been constructed, the taxes per year are estimated at \$1,282,159 and multiplied by the \$0.17, which results in an estimated \$217,967 per year in General Government service expenditures.

The graph and table on the following page provide the yearly Net Fiscal Impact. In the table and graph, the fee-in-lieu of taxes (PILOT) is shown as it will be received in four payments at the end of each phase of extractions. However, for the fiscal impact calculations, the total PILOT fee is averaged over the 10 years of all 4 phases, to provide a combined value of taxes on the land value and the fee-in-lieu of taxes, which is used to estimate the fiscal impact.

This discount methodology seems a "shell game". What formula was used to determine a reduction to \$0.17? If the industry standard is \$0.27, then that should be used. Where is the accounting for increased truck traffic (100 per day, 6 days per week) on roads? Especially trucks heavily loaded with aggregate or other.

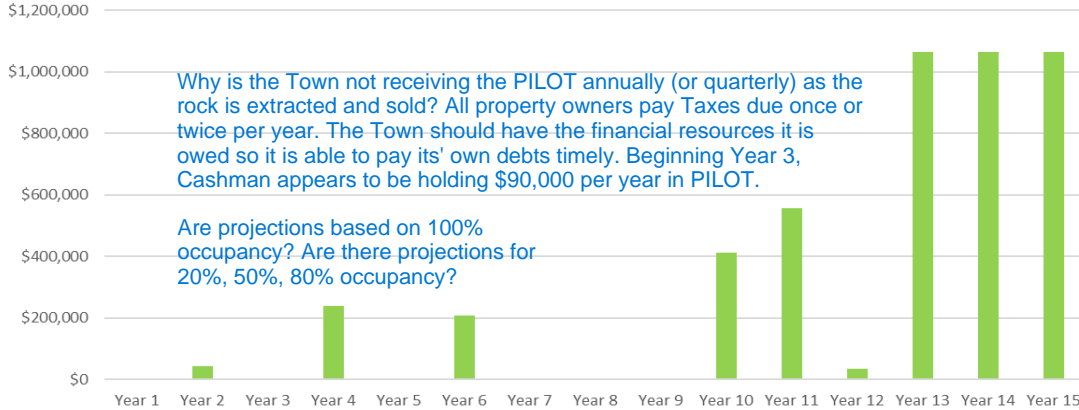
Although the report is averaging a 10 year period, the revenue payments to the Town are only happening in 4 of the 10 years. Expenses to the Town are incurred every year and Cashman is using the owed Revenue for their own benefit, is it interest free? The expenditures to the Town calculate to \$29,510.19 per year in years 1-10 at \$0.27 (industry discount).

Years 11 through 12 the expenses to the Town are estimated to be \$10,800 per year at \$0.27 (industry discount).

Municipal Impact of Site Preparation and Development

Executive Summary

Net Fiscal Impact



Net Fiscal Impact: Fee-in-Lieu of Taxes & Future Tax Revenue

This graph indicates that the town will continue to receive, at a minimum, the baseline tax equal to the Current Assessed Value of the Land as-is throughout the extraction and development period. The town will also collect the **fee-in-lieu of tax payments in years 2, 4, 6, and 10**. Years 11 and 12 are assumed to be the construction period for the proposed 260,000 square feet of industrial space, years 13, 14, and 15 represent the projected future tax revenue from the newly constructed industrial space. When the Development is Stabilized in Year 13, the site is **projected to be net positive by approximately \$1,064,192**.

Detailed Fiscal Impact Analysis of Proposed Extraction Site

Revenue	Extraction Period										Development		Stabilized			
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	
Current Assessment	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$517,602	\$33,104,212	\$33,104,212	\$33,104,212	
Real Property	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$18,225	\$40,000	\$40,000	\$1,165,599	\$1,165,599	\$1,165,599	
PILOT		\$40,000		\$237,500		\$206,250				\$408,750						
Personal Property	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822	\$1,822			\$116,560	\$116,560	\$116,560	
Total	\$20,047	\$60,047	\$20,047	\$257,547	\$20,047	\$226,297	\$20,047	\$20,047	\$20,047	\$20,047	\$428,797	\$562,798	\$40,000	\$1,282,159	\$1,282,159	\$1,282,159

Year 11 Math error on total

Expenditures	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11+
General Gov. Serv.	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 18,580	\$ 6,800 \$ 6,800 \$ 217,967 \$ 217,967 \$ 217,967
Total	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$18,580	\$6,800 \$6,800 \$217,967 \$217,967 \$217,967

Net Fiscal Impact	\$1,467	\$41,467	\$1,467	\$238,967	\$1,467	\$207,717	\$1,467	\$1,467	\$1,467	\$410,217	\$555,998	\$33,200	\$1,064,192	\$1,064,192	\$1,064,192
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Summary – Revenue Table

One Time Municipal Impact Fees

One-Time Development Fees

In addition to the yearly recurring revenues from property taxes and the fee-in-lieu of taxes offered by the applicant, the proposed 260,000 square of industrial **construction** will pay one-time permitting fees. These fees are designed to offset the cost of government costs services (i.e., **permitting, inspections, and other related municipal expenses**) directly related to the development. These fees (revenues) come primarily from land use permit fees and building permit fees. The land use fees are nominal, while the building permit fees are substantial.

Per the Town of Ledyard Building Department webpage, the building permit fees are charged at a rate of \$15 for every \$1,000 (or part thereof) of estimated value (Materials and labor). In addition, the fee includes a State Fee of \$0.26 per \$1,000 of estimated value. Therefore, the fee received by the Town is \$14.74 per \$1,000 in estimated value.

To calculate the building permit fee, the hard costs of construction, or \$47,291,732 for the **conceptual** 260,000 square feet of industrial space, were used and reduced by 25% to \$35,468,799 to account for construction costs not covered by code. Therefore, the estimated value (material and labor) for the building fee is \$35,468,799. The \$35,468,799 is then divided by 1,000 (= 35,468) and multiplied by \$14.74 for a total building permit fee of \$522,798.

The Town of Ledyard will receive approximately \$522,798 in a one-time development fee for the building permits, in addition to other nominal fees.

To be clear: There is no construction, there is excavation of a quarry.
Should we total up the employee hours spent on Cashman applications over the past 2+ years? How about the legal fees incurred to date?



Is the Special Use Permit a building permit or a land use permit?
Other than Sterling, there is no application received for "construction".



Economic Impact Analysis

Multipliers and Calculations

Economic Impact Analysis

Economic Impact – Multipliers & Calculations

Our economic impact assessment aims to provide the Town of Ledyard with a reasonable and conservative estimate of the economic impact of the proposed site preparation (material extraction) and **proposed** 260,000 square feet of industrial space. The applicant stated that building will occur as the "market requires". There are no direct applications, contracts or letters of intent provided.

Site Preparation Jobs

The applicant provided a list of 32 jobs, by position title, associated with the site preparation (material extraction). We believe this list of jobs to be reasonable. Using the U.S. Bureau of Labor Statistics, *Occupational Employment and Wages in Norwich-New London-Westerly, May 2022*, the average hourly wage for construction and extraction is \$31.83. Assuming a 40-hour work week, \$31.83 per hour equals an annual salary of \$66,206. Multiplied by **32** jobs, \$2,118,592 of income and \$1,588,944 in discretionary spending are estimated to be generated per year in the Norwich-New London Region.

Construction Jobs

To calculate the construction jobs created by the **conceptual** 260,000 square feet of industrial space, we use a formula based on the labor hour and construction cost multipliers to estimate employment.

Per our estimates, the hard costs of construction are \$47,291,732. The calculation, total hard construction costs of \$47,291,732 x 1.9 (labor hour multiplier) = \$89,854,290 / \$1,000 (per \$1,000 of construction cost) = 89,854 hours / 2,000 (1-year full-time employment hours) = **45** full-time equivalent (FTE) construction jobs to be created and/or sustained **during the construction period.**

IF there is a construction period - 10 years down the road.

Based on the BLS average annual construction salary of \$66,206, the 45 construction jobs will result in \$2,979,270 of income and \$2,234,452 in discretionary spending is estimated to be generated per year in the Norwich-New London Region during the construction phase.

Permanent Jobs

To calculate the permanent jobs created by 260,000 square feet of industrial space, we start by considering the industry standard of between one employee per 1,000 square feet and one employee per 2,000 square feet. To be conservative, one employee per 2,000 square feet is used. Therefore, we estimate that 260,000 square feet of industrial space will result in **130** jobs.

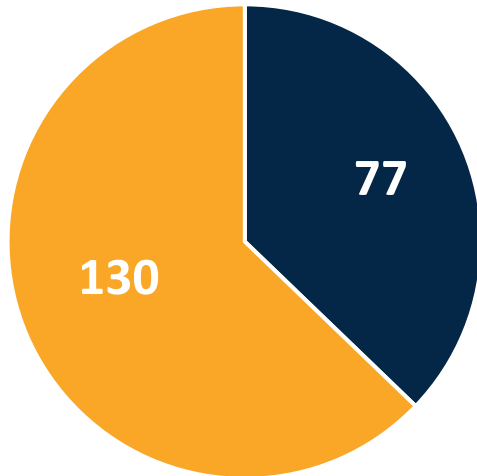
Based on the BLS average annual production worker **salary of \$58,468**, the **130** permanent jobs will result in **\$7,600,840 of income, and \$5,700,630 in discretionary spending** is estimated to be generated per year in the Norwich-New London Region once construction is completed.

Discretionary spending is defined as money spent by consumers on things other than necessary things such as food, clothes, and fuel. Do you know of anyone earning \$58,000 per year who can afford to spend 75% of it on non-essentials? These calculations are saying that only \$14,500 of annual salary is spent on Food, Utilities, Fuel, etc. The rest (\$44,000) is for non-essentials. Where are these employees living?! A one bedroom apartment in this area would cost that employee 40% of their salary. Then add groceries, insurance, gas and clothes. Goman + York needs to check their numbers.

Job Creation Estimates

Economic Impact Analysis

New Jobs (FTE)



- Temporary Site Prep & Construction Jobs
- Permanent FTE Jobs



Total FTE Jobs Created Directly from the Development:

77

New, Permanent, FTE Jobs Created On-Site and in the Surrounding Area:

130

Explain the math regarding wages and discretionary spending, please.
The 50/30/20 rule is 50% essentials; 30% discretionary; 20% savings - all after tax.

Type	Jobs	Income (Per Year)	Discretionary Spending (Per Year)
Site Preparation	32 <small>\$66,000</small>	\$2,118,592	75% \$1,588,944
Construction FTE	45 <small>\$66,206</small>	\$2,979,270	75% \$2,234,452
Permanent	130 <small>\$58,468</small>	\$7,600,840	75% \$5,700,630



Grand List and CIP Impact Analysis

1761 Route 12 Historical Assessment Analysis

Grand List and CIP Impact Analysis

Decline in Assessed Value and Tax Revenue

The chart above illustrates the steady decline in both the assessed value and tax revenue generated from this parcel over the past decade. Between 2005 and 2020, the property lost 58% of its value, resulting in a 43% reduction in tax revenue.

Key Points:

- **2005:** The property’s assessed value was nearly \$9 million, generating \$224,022 in tax revenue.
- **2020:** The assessed value has dropped to \$3.79 million, with tax revenue declining to \$127,234.
- **10 Year loss:** Over the last 10 years, the parcel’s assessed value has declined by more than **\$4.4 million**. Assuming the assessed value in 2014 remained constant through 2023, the total loss of taxes equaled **\$1,110,975 or \$111,097** per year.
- **Mill Rate Impact:** Despite a 35% increase in the mill rate, tax revenue has decreased due to Dow Chemicals’ departure in 2015, and Trinseo’s departure in 2015.

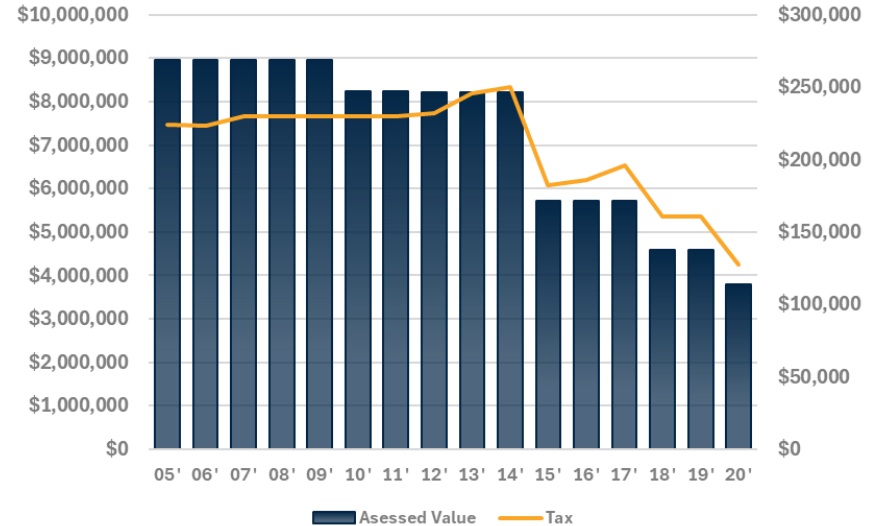
Goman + York forgot to include this Key Point:

The Dow Chemical site was a Superfund site. That designation has a serious impact on the assessed value. Superfund sites contain toxic pollutants. Superfund sites are polluted locations in the United States requiring a long-term response to clean up hazardous material contaminations.

Seems like a Key Point that should have been included in their report.

<https://cumulis.epa.gov/supercpad/CurSites/csitinfo.cfm?id=0100051>

Assessed Value and Taxes by Revaluation Year



Year	Assessed Value	Tax	Mill Rate
2005	\$8,968,050	\$224,022	24.98
2010	\$8,227,800	\$229,802	27.93
2015	\$5,716,690	\$182,362	31.9
2020	\$3,786,720	\$127,234	33.6
\$ Loss	-\$5,181,330	-\$96,788	8.62
% Loss	-58%	-43%	35%

Grand List Impact

Grand List and CIP Impact Analysis

Summary

The development of Gales Ferry Intermodal LLC has the potential to significantly boost the town's tax revenue and reduce the burden on residential taxpayers. As shown in the tables, the development will move Gales Ferry from 4th to 2nd place among top taxpayers, dramatically increasing its assessed value and contribution to the town's tax base.

Key Points

- **Current Contribution (2023 Grand List)**
 - Gales Ferry Intermodal is currently ranked 4th, contributing 0.30% of the grand list.
- **Post-Development Impact:**
 - After development, its assessed value will rise to \$36.89 million, making it the 2nd largest taxpayer and contributing 2.80% of the total grand list.
- **Real Estate Taxable Property Table Explanation:**
 - The future assessments for the categories were projected using recent years' growth rates, while the assessed value of the development was added to the industrial category, significantly boosting its share from 0.5% to 3.0%.
- **Tax Base Shift:**
 - The industrial sector's growth in Ledyard will help to reduce the residential tax burden, which drops by 2.3% over time (pending future mill rate changes and revaluations).

2023 Grand List		
Top Tax Payers	Total Assessed	G/L Ratio
CONN LIGHT & POWER CO	\$91,031,549.00	6.91%
TRIBAL NATION & GAMING ENTERPRISE	\$21,084,481.00	1.60%
FOX RUN-LEDYARD LLC	\$7,649,890	0.58%
GALES FERRY INTERMODAL LLC	\$3,954,580.00	0.30%
NS RETAIL HOLDINGS	\$3,072,020.00	0.23%

Post Extraction Site Development		
Top Tax Payers	Total Assessed	G/L Ratio
CONN LIGHT & POWER CO	\$91,031,549.00	6.91%
GALES FERRY INTERMODAL LLC	\$36,890,932.39	2.80%
TRIBAL NATION & GAMING ENTERPRISE	\$21,084,481.00	1.60%
FOX RUN-LEDYARD LLC	\$7,649,890	0.58%
NS RETAIL HOLDINGS	\$3,072,020.00	0.23%

There is an assumption in this chart (14 yrs. later) that no growth of the other Companies listed has happened. Only GFI shows growth, coming into 2nd place.

Real Estate Taxable Property

Year	2023		2037		Delta
	Assessment	%	Assessment	%	%
Residential	\$949,888,667	90.9%	\$1,026,686,986	88.6%	-2.3%
Commercial	\$53,570,278	5.1%	\$57,901,425	5.0%	-0.1%
Industrial	\$5,013,540	0.5%	\$34,331,032	3.0%	2.5%
Misc	\$36,472,391	3.5%	\$39,421,177	3.4%	-0.1%
Total	\$1,044,944,876	100.0%	\$1,158,340,620	100.0%	N/A

Again, I need these numbers explained. GFI has a Post-Extraction assessment of \$36,890,932. On the Real Estate Taxable chart Industrial Assessment is \$5,013,540. In 2037 (14 years later) Industrial Assessment is shown at \$34,331,032. What happened to \$2,559,900 in Assessed Value shown in the Post-Extraction chart? The Site Development is also 14 years down the road so shouldn't they match?

CIP Impact

Grand List and CIP Impact Analysis

Summary

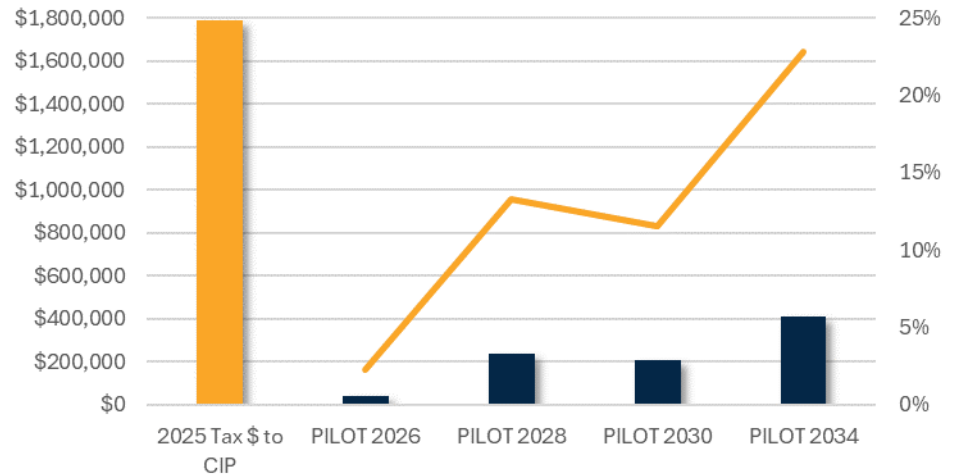
The table shows the projected PILOT (Payment In Lieu of Taxes) payments that will directly fund the town's Capital Improvement Plan (CIP) budget, as proposed by the applicant. This contribution is compared to the portion of the CIP budget derived from taxes, illustrating the significant impact of the PILOT payments over time.

Year	2026	2028	2030	2034
PILOT	\$40,000	\$237,500	\$206,250	\$408,750
2025 Tax \$ to CIP	\$1,791,098	\$1,791,098	\$1,791,098	\$1,791,098
PILOT % of CIP	2%	13%	12%	23%

Key Takeaways:

- **Growing Impact:** In 2026, the PILOT covers just 2% of the CIP, but in 2034, it will cover a substantial 23% of the town's CIP budget **if the CIP budget remains consistent**.
- **Predictable Revenue:** These PILOT payments provide reliable funding that reduces the town's reliance on tax revenues to support crucial capital improvement projects.
- **Major Financial Relief:** As the excavation removes more significant amounts of stone, the PILOT contribution increases, reaching \$237,500 in 2028, covering 13% of the taxes that CIP, offering substantial financial relief to the town.
- **Long-Term Benefits:** As the payments increase over the term, they offer a growing share of the CIP budget, ensuring sustainable development without overburdening residential taxpayers.

PILOT and CIP Tax \$



*When has a gov't. budget remained consistent for 8 years?

*How is it predictable and reliable when the quantity of sold aggregate is unknown and Cashman is not paying until completion of each Phase?

*This would be much more significant to the Town if Cashman were paying as frequently as they are selling. At the very least payments should be annual, if not semi-annual.

From: Carlo M Porazzi <porazzicm@gmail.com>
Sent: Wednesday, December 11, 2024 12:58 PM
To: Town Council Group
Subject: Ethics Commision

Ledyard Town Council,

As a current resident and taxpayer I am writing to voice my support for the formation of a Ledyard Ethics Commission.

I find it very concerning that Ledyard is one of the few towns that does not have this oversight committee. The objection over forming this committee by at least one standing member of the town council is also concerning. Simply having a code of ethics established with no board to administer is much like the example given of having laws but no police force. In my opinion there have been and are instances of poor judgement by town leaders in local matters and I believe the establishment of this commission will allow for complaints to be lodged, with pertinent facts supporting. I also agree this will go far in increasing trust between residents and Ledyard local government, something I believe is waning currently.

To that matter, while the draft I read is a very good start I would offer some changes if I may:

- Sec 2 - the follow sentence leaves some ambiguity as to what this could allow: "Specific portions of this Ordinance shall not be applicable if they conflict in whole or in part with any labor agreement, employment contract or state statute." It would be beneficial if some high -level examples could be provided
- Sec 4, subsection J & M - I would suggest any former member of town government be prohibited from representing any party seeking business with or in the town, or seeking employment

with that party for a term of three (3) years from their vacancy of their town position

- Any reference or suggestion, explicit or implied, to the mayor in office at the time having any control or oversight in the dealings of the Ethics Committee except for receiving reports of current status and/or findings

Thank you for your consideration,

Carlo Porazzi

30 Chapman Ln

Gales Ferry

On Dec 11, 2024, at 11:32 AM, Naomi Rodriguez <NaomiR@ledyardct.org> wrote:

Good Morning Councilor Ryan,

Great Report. Thank you for attending this meeting, it is important to have a town council representative present and to provide input along with clarifications.

Thank you again for your help in this matter.

Respectfully,

Naomi Rodriguez

From: Timothy Ryan <tryan@ledyardct.org>

Sent: Wednesday, December 11, 2024 10:58 AM

To: Roxanne Maher <council@ledyardct.org>

Cc: Town Council Group <TownCouncil@ledyardct.org>; Fred Allyn, III <mayor@ledyardct.org>

Subject: Notes from 12/10 BOE Meeting

Rox / Council Members - my submitted notes from the 12/10 Board of Education Meeting are provided below; let me know if you have any questions and my apologies again for not being able to be present at council tonight.

Separately, I just wanted to note that I was impressed with how the meeting was run. I observed a well managed meeting where the chair kept the agenda moving and maintained discussions so that they were, respectful, concise and germane to the topic at hand. Of note, outside of the public comment agenda item, at no time were there any comments or interjections allowed from anyone who was not a regular or ex-officio member of the Board. This, in particular, helped tremendously to maintain focus and increase efficiency.

Ledyard Town Councilor Timothy Ryan

Notes from 12/10/24 Board of Education regular meeting:

- Mr. Anthony Favry and Ms. Mary Harris were elected as chair and vice chair, respectively.
- There was one comment from the public, and it was a concern regarding the proposed use of the Cashman property and its proximity to JWL and LMS; vis-a-vis health concerns (air quality, noise, etc.)
 - Member of the public requested a BOE member to be at the next public hearing and/or meeting regarding the property.
- A LPS staff member, Catherine Dowler, was the 2024 recipient of the DoDEA Inspire Award.
- LMS Gym floor is nearly complete; should be ready by Monday 12/16/24.
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- Councilor Ryan provided an overview of recent Finance Committee actions that have an impact on the Schools.
 - Councilor Ryan stated that, for any projects \geq \$5k in value, three quotes would need to be obtained. Additionally it was stated that for any projects \geq \$15k in value, the work would need to go out to bid, unless a state contract was available.
 - The solid surface for the JWL Playground was received with some apprehension, as a design has not been approved by the board yet. Councilor Ryan reiterated that federal guidelines only mandated that funds needed to be obligated for a specific use, and not necessarily started, by the end of this calendar year. Councilor Ryan encouraged the school administration to work with the town executive staff to come up with a potential path forward.
- A presentation was given regarding the 'Ignite Reading' program that is planned for implementation next year for the early elementary grades; the program is a 1:1 interactive online reading tutor program that pairs students with a dedicated tutor

with a goal to improve literacy. Data was provided that indicated the program has experienced success in other districts.

- A discussion regarding the status of the budget development for school year 2025/26 took place, and it was noted by the Board Finance Chair (Mr. Ty Lamb) that, currently, the projection was indicating a 6.4% increase over this current year.
 - Drivers include costs associated with special needs education, transportation, and annual contractual increases.
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Timothy Ryan



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
council@ledyardct.org

Chairman S. Naomi Rodriguez

November 14, 2024

Mayor Fred Allyn, III
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on November 13, 2024 the Town Council took the following actions:

- Adopted proposed amendments to Ordinance #100-015 (rev.1) *“An Ordinance Establishing a Permanent Municipal Building Committee for the Town of Ledyard”*.
- Authorized the Mayor to issue a *“Letter of Commitment”* to Avalonia Land Conservancy, Inc., in response to their request of \$80,000 from Account #210-101210-12101-58920 (Open Space Fund) to provide financial support with the acquisition of 154 Stoddard’s Wharf Road 35.95+/- acres of Open Space; to be payable to Avalonia Land Conservancy, Inc, Seller or closing law firm at the time of the closing.
- Appropriated \$27,950 to Account 21020301-57300-G0015 (Fire Marshall – New Equipment – State Grant).

In addition, authorize the expenditure of up to \$27,950 for radio equipment upgrades to the Emergency Operations Center (EOC).

The funding source for this project is the Town of Ledyard’s FY 2025 Nuclear Safety Emergency Program Funding Allocation (2025-45).

- Updated the American Rescue Plan Act (ARPA) Projects List and allocation to add the Town Hall Vertical Lift Project in the amount of up-to \$135,000.

In addition, granted a Bid Waiver to Lifeway Mobility in the amount of \$45,600 for the installation of a Town Hall Vertical Lift, to meet ARPA Projects December 31, 2024 Deadline.

- Updated the American Rescue Plan Act (ARPA) Projects List as follows:
 - Removed the Erickson Park Enhancements \$55,000 from the ARPA Projects List.
 - Added the following Parks, Recreation & Senior Citizens Center Projects to the ARPA Projects List:

✓	Gales Ferry Tennis Court Repairs	\$22,478.00
✓	GF Basketball Court Repairs	\$9,930.00

✓	GF Fence Replacement	\$11,556.00
✓	Senior Center Floor Main Room	\$11,255.00
✓	Senior Center Kitchen Floor	\$3,629.00
✓	<u>Senior Center Vestibule Floor</u>	<u>\$1,028.00</u>
✓	TOTAL:	\$59,876

In addition, reallocate the \$55,000 from the Erickson Park Improvements plus an additional \$4,875 for a total allocation in the amount of \$59,876 for the Parks, Recreation & Senior Citizens Center Projects. Source of additional ARPA funding transfer to be determined.

- Transfer and appropriate \$100,446 to CNR account # 21012103-53305 Revaluation from CNR account # 21090305-58915 Undesignated.
- Canceled the Town Council's Regular Meeting of November 27, 2024 for the Thanksgiving Holiday.

Please feel free to contact Chairman Rodriguez should you have any questions regarding this meeting.

Respectfully submitted,



Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

cc: Director of Finance
Treasurer
Director of Emergency Management
Parks, Recreation, & Senior Center Director
Permanent Municipal Building Committee
Public Works Director/Town Engineer
Tax Assessor



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
council@ledyardct.org

November 14, 2024

Mr. George S. MacGregor
47 Rose Hill Road
Ledyard, Connecticut 06339

Dear Mr. MacGregor:

Thank you for your application to serve on the Inland Wetland and Watercourses Commission; and for attending the Administration Committee's November 13, 2024 meeting. As discussed, in considering candidates to serve on the town's land use regulatory commissions the Administration Committee looks for individuals who have qualifications, experience, and background that would lend to the work of the commission.

In reviewing your application the Administration Committee noted that the information you provided regarding your Education Background and Experience did not demonstrate that you were familiar with guiding principles that protect the environment and our wetlands and watercourse areas.

The Administration Committee would be happy to reconsider your Application along with others received, should you like to resubmit your Application to provide more information and/or your resume'.

Enclosed please find a list of our current vacancies for your review. Also, a list of vacancies can be found by visiting <https://www.ledyardct.org/244/Commissions-Committees-Boards> , where you can also view a description of each of the town's committees and boards for you to consider, as you may find that your skill set would be of benefit to other committees.

Please contact Town Council Administrative Assistant Roxanne Maher at (860) 464-3202 or e-mail: council@ledyardct.org should you like to be reconsidered for the Inland Wetland and Water Courses Commission or another committee.

The Administration Committee appreciates your interest in volunteering to serve our community and your desire to give back.

Sincerely,

Carmen Garcia- Irizarry
Committee Chairman
Administration Committee

Attachments

cc: Republican Town Committee
Republican Nominating Committee

Application Form

Profile

George _____ S _____ MacGregor _____
 First Name Middle Initial Last Name

g.scott.macgregor@gmail.com _____
 Email Address

47 rose hill rs _____ J _____
 Home Address Suite or Apt

Ledyard _____ CT _____ 06339 _____
 City State Postal Code

Mobile: (860) 908-7207 _____ Home: (860) 908-7207 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Inland Wetland And Water Courses Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Give back

Community Involvement

Ledyard fail and jp

Educational Background

Northeastern

Self employed _____ Self employed _____
 Employer Job Title

Upload a Resume

Party Affiliation

Party Affiliation *

Republican

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Scott mac

Town of Ledyard
Committee/Commission/Board

Vacancy Report November 13, 2024

Committee/Commission/Board	Party	Term	Term Expiration	Appointing Authority
Board of Assessment Appeals (Regular Member)	D-R-U	4 year	12/05/2027	Town Council
Board of Assessment Appeals (Alternate Member)	D-R-U	4 year	(New Position)	Town Council
Board of Assessment Appeals (Alternate Member)	D-U	4 year	(New Position)	Town Council
Cable Advisory Board	Board of Education Rep	2 Year	7/1/2022	Mayor
Cable Advisory Board	D-R-U	2 Year	7/1/2022	Mayor
Conservation Commission (Alternate Member)	D-U-R	3 Year	7/31/2026	Mayor
Conservation Commission (Alternate Member)	D-U-R	3 Year	7/31/2026	Mayor
Economic Development Commission	D-R-U	3 Year	9/1/2025	Mayor
Inland Wetland & Water Courses (Alternate Member)	R-U	2 Year	10/31/2025	Town Council
Inland Wetland & Water Courses (Alternate Member)	D-R-U	2 Year	10/31/2025	Town Council
Ledyard Beautification Committee	D-R-U	3 Year	10/26/2025	Town Council
Ledyard Beautification Committee	D-R-U	3 Year	10/26/2027	Town Council
Ledyard Farmers Market (Alternate Member)	D-R-U	3 Year	5/9/2026	Town Council
Ledyard Farmers Market (Alternate Member)	D-R-U	3 Year	5/9/2024	Town Council
Retirement Board (Alternate Member)	D-R-U	3 Year	8/26/2026	Town Council
Southeastern CT Water Authority	SCWA Ratepayer	2 Year	8/31/2026	Town Council
Zoning Board of Appeals (Alternate)	D-R-U	6 Year	12/6/2029	Mayor
Zoning Board of Appeals (Alternate)	D-R-U	6 Year	12/6/2029	Mayor
Zoning Board of Appeals (Alternate)	D-R-U	6 Year	12/6/2029	Mayor

Apply on-line at:

<https://www.ledyardct.org/244/Commissions-Committees-Boards>

Or Scan QR Code



Or:

- Visit the Town's website at <http://ledyardct.org>
- From the "Department Drop Down menu select **Committee/Commissions/Boards**
- Click on the **Vacancy** Tab – You can review List
- Click on **Apply Tab** – Located at top right corner of screen
- Follow prompts

Contacts:

Republican Nominating Committee

Cory Watford
Telephone (860) 861-9627
E-Mail: cowboysr9@gmail.com

Democrat Nominating Committee

Naomi Rodriguez
Telephone: (860) 381-9209
E-Mail: ledyarddtcncnaomi@comcast.net

Unaffiliated

Administrative Assistant Roxanne Maher:
Telephone (860) 464-3203
e-mail council@ledyardct.org

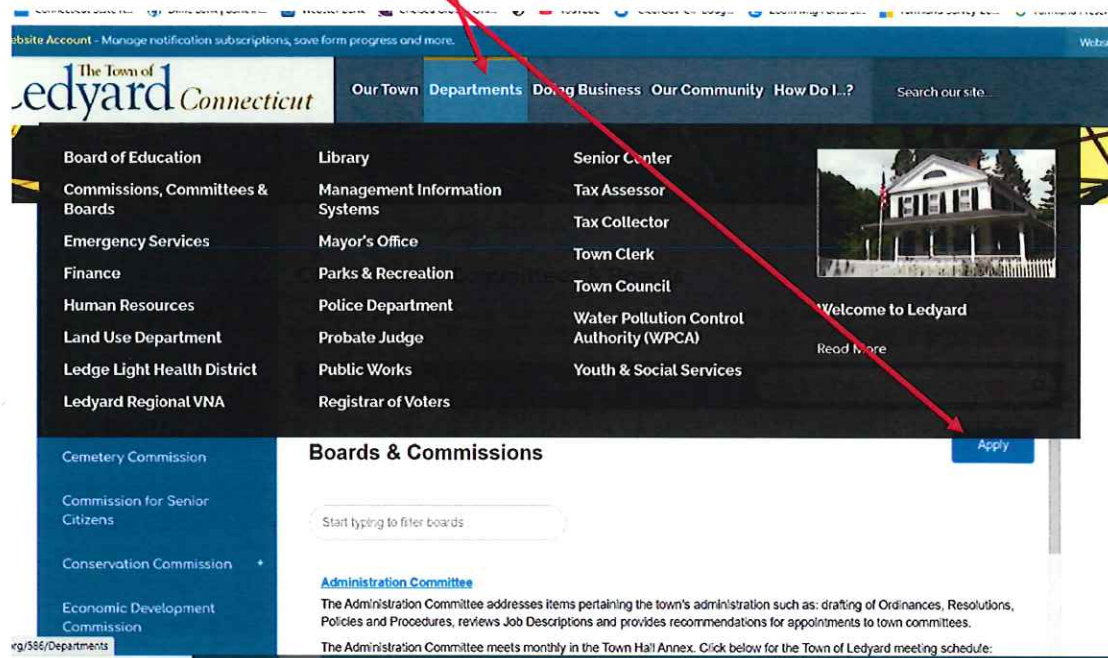
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- Click on **Apply Tab** – Located at top right corner of screen
- Follow prompts



Roxanne Maher

From: Roxanne Maher
Sent: Tuesday, October 1, 2024 10:06 AM
To: Cory Watford
Cc: Sharon Pealer; Roxanne Maher
Subject: RE: Two - Appointment Application - IWWC
Attachments: Appointment Application-Roman - Inland Wetland & Watercourses Commisison 2024-09-16.pdf; Appointment Application-MacGreggor-Inland Wetland & Watercourses-2024-09-30.pdf

Good Morning Cory:

Please find attached the following Appointment Applications for the RTC to provide their recommendation/endorsement:

- Michael Roman – IWWC
- George (Scott) MacGregor – IWWC

Please let me know if you have any questions.

Thank you,
 Roxanne

From: Roxanne Maher <council@ledyardct.org>
Sent: Monday, September 16, 2024 4:25 PM
To: Cory Watford <cowboysr9@gmail.com>
Cc: Sharon Pealer <pealerl@att.net>; Roxanne Maher <council@ledyardct.org>
Subject: Appointment Application - IWWC

Good Afternoon Cory:

Please find attached an Appointment Application from Mr. Roman who is interested in serving on the Inland Wetland & Watercourses Commission for the RTC recommendation /endorsement.

Please let me know if you have any questions or I can be of any additional help.

Thank you,

Roxanne Maher

From: Corey Watford <cowboysr9@gmail.com>
Sent: Tuesday, October 15, 2024 9:43 AM
To: Roxanne Maher
Subject: Re: Two - Appointment Application - IWWC
Attachments: Screenshot_20241015_093832_Gmail.jpg

Roman Michael, and George macgregor

On Tue, Oct 15, 2024, 9:16 AM Roxanne Maher <council@ledyardct.org> wrote:

Good Morning Cory:

In your email could you please be more specific in the two Appointment Applications (names) the RTC was endorsing and the date of the Meeting.

Thank you,

Roxanne

From: Corey Watford <cowboysr9@gmail.com>
Sent: Tuesday, October 15, 2024 7:46 AM
To: Roxanne Maher <council@ledyardct.org>
Subject: Two - Appointment Application - IWWC

Good morning Roxanne.

The Republican nominating committee had a meeting last week. We recommend both of them to the IWWC. Next week at the meeting I'll bring up the person for the library committee.

Corey watford

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

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Chairman S. Naomi Rodriguez

TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
council@ledyardct.org

November 14, 2024

Mr. Michael Roman
7M Lakeside Drive
Ledyard, Connecticut 06339

Dear Mr. Roman:

Thank you for your application to serve on the Inland Wetland and Watercourses Commission. In considering candidates to serve on the town's land use regulatory commissions the Administration Committee looks for individuals who have qualifications, experience, and background that would lend to the work of the commission.

In reviewing your application the Administration Committee noted that the information you provided regarding your Education Background and Experience did not demonstrate that you were familiar with guiding principles that protect the environment and our wetlands and watercourse areas.

The Administration Committee would be happy to reconsider your Application along with others received, should you like to resubmit your Application to provide more information and/or your resume'.

Enclosed please find a list of our current vacancies for your review. Also, a list of vacancies can be found by visiting <https://www.ledyardct.org/244/Commissions-Committees-Boards> , where you can also view a description of each of the town's committees and boards for you to consider, as you may find that your skill set would be of benefit to other committees.

Please contact Town Council Administrative Assistant Roxanne Maher at (860) 464-3202 or e-mail: council@ledyardct.org should you like to be reconsidered for the Inland Wetland and Water Courses Commission or another committee.

The Administration Committee appreciates your interest in volunteering to serve our community and your desire to give back.

Sincerely,

Carmen Garcia-Irizarry
Committee Chairman
Administration Committee

Attachments

cc: Republican Town Committee
Republican Nominating Committee

Ledyard, CT Boards & Commissions

Submit Date: Sep 16, 2024

Application Form**Profile**

Michael Anthony Roman
 First Name Middle Initial Last Name

aaland&fence@yahoo.com
 Email Address

7M Lakeside Drive
 Home Address Suite or Apt

Ledyard CT 06339
 City State Postal Code

Home: (860) 639-8422
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Inland Wetland And Water Courses Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Has a landscaping business and also worked in the logging business and is interested in serving the community.

Community Involvement

N/A Just moved back to Ledyard and would like to get involved in the Community

Educational Background

Ledyard High School graduate

Semi-Retired - Self Employed
 Employer Job Title

Upload a Resume

Party Affiliation**Party Affiliation ***

Republican

Michael Anthony Roman

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

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I Agree

Signature (type full name below)

Michael Roman

Michael Anthony Roman

Town of Ledyard
Committee/Commission/Board

Vacancy Report November 13, 2024

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Democrat Nominating Committee

Naomi Rodriguez
Telephone: (860) 381-9209
E-Mail: ledyarddtcncnaomi@comcast.net

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Administrative Assistant Roxanne Maher:
Telephone (860) 464-3203
e-mail council@ledyardct.org

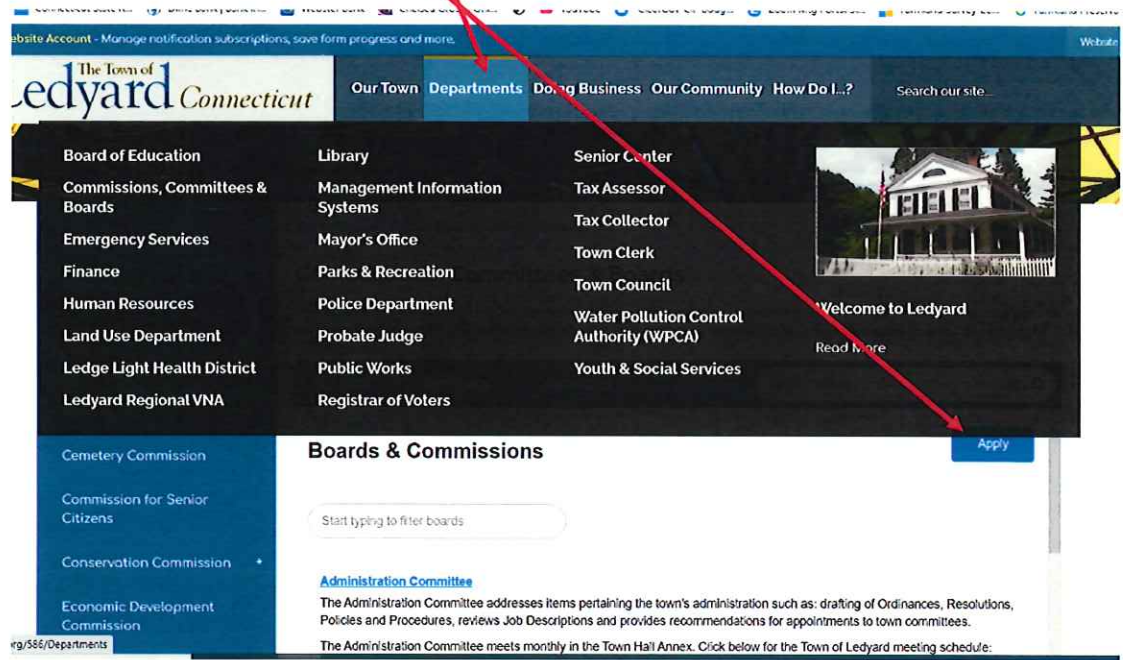
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**TOWN OF LEDYARD
CONNECTICUT
OFFICE OF THE MAYOR**

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3222
FAX (860) 464-1126

November 13, 2024

Jacqueline Kapusta
47 Terry Road
Gales Ferry, CT 06335

Dear Jacqueline Kapusta:

It is my pleasure to appoint you as a regular member of the Social Services Board, to complete a two-year term ending October 22, 2025.

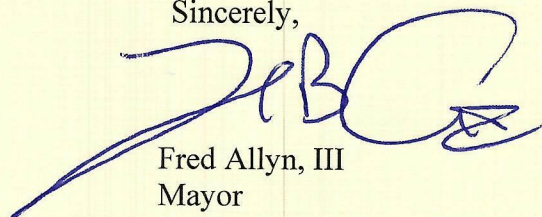
The Town's Meeting Portal (InSite) will aid you in preparation for the Social Services Board meetings by providing materials and supporting documentation, daily and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Social Services Board scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible. Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

I would like to take this opportunity to thank you for your willingness to volunteer for this board and for helping to make the Town of Ledyard a better place to live.

Please do not hesitate to contact me if there are any issues that you would like to discuss.

Sincerely,



Fred Allyn, III
Mayor

cc: Town Clerk
Town Council
Social Services Board



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Chairman S. Naomi Rodriguez

November 14, 2024

Chairman Anthony Favry
Board of Education
1 Lucienne Way
Ledyard, Connecticut 06339

Dear Chairman Favry:

In following up to our July, 2024 correspondence maintaining open communication is essential as we work to share information between our respective organizations, discuss immediate concerns and issues, and collaborate in an effort to achieve goals for our schools and community.

As previously suggested planning Quarterly Leadership Roundtable Updates to include you, Superintendent Hartling, Mayor Allyn, III, and myself will be a great opportunity to foster our relationship and is essential in working to meet all of our expectations.

Please provide some dates that you will be available in November and December so that we can schedule a meeting.

As we embark on the planning of the upcoming Fiscal Year 2025/2026 Budget our concerted efforts in working to present a responsible spending plan would be of value to the Town, Board of Education, students, and our taxpayers.

I look forward to hearing back from your soon.

Sincerely,

S. Naomi Rodriguez
Chairman

Attachments

cc:
Mayor Fred Allyn, III
Superintendent Jason Hartling
Board of Education Members
Town Council

From: Anthony Favry <afavry@ledyard.net>

Sent: Tuesday, July 16, 2024 8:54 AM

To: Temp Council <fall3@ledyardct.org>; Naomi Rodriguez <NaomiR@ledyardct.org>

Cc: Jay Hartling <jhartling@ledyard.net>

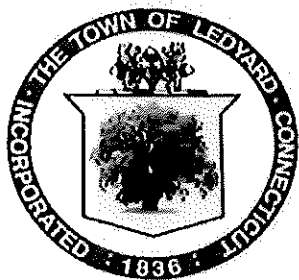
Subject: Quarterly Leadership Meetings

Good Morning Mayor Fred & Chairman Rodriguez,

I wanted to gauge your interest in setting up quarterly town leadership meetings for us to collectively roundtable updates across our respective organizations as well as provide a forum for us to raise any immediate concerns or issues as well as collaborate.

Please let me know your thoughts. Thanks in advance.

Thank You,
Anthony



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
towncouncil@ledyardct.org

Chairman S. Naomi Rodriguez

July 17, 2024

Chairman Anthony Favry
Board of Education
1 Lucienne Way
Ledyard, Connecticut 06339

Dear Chairman Favry:

Congratulations in recently being elected by your peers to fill the vacancy left by former Chairman Alex Rode, who stepped down, unfortunately because of health issues.

The Board of Education's confidence in you was clearly demonstrated in their support, as your many years of experience and leadership in previously serving as their Chairman was of value to your fellow Board Members and to our community.

Maintaining open communication is essential as we work to share information between our respective organizations, discuss immediate concerns and issues, and collaborate in an effort to achieve goals for our schools and community.

Planning Quarterly Leadership Roundtable Updates to include you, Superintendent Hartling, Mayor Allyn, III, and myself will be a great opportunity to foster our relationship and is essential in working to meet all of our expectations.

I look forward to working with you and members of the Board of Education as we strive to move our community forward.

Sincerely,

S. Naomi Rodriguez
Chairman

cc:

Mayor Fred Allyn, III
Superintendent Jason Hartling
Board of Education Members



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman S. Naomi Rodriguez

November 18, 2024

Mr. Roger Coddling, Chairman
Board of Assessment Appeals
13 Helmlock Circle
Gales Ferry, Connecticut 06335

Dear Mr. Coddling:

A member of the Board of Assessment Appeals is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

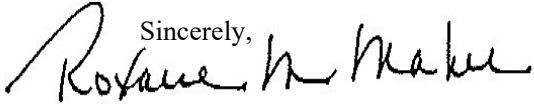
Board of Assessment Appeals

4 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Roger Coddling 13 Helmlock Circle Gales Ferry, CT 06335	R	12/04/2024	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,


Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman S. Naomi Rodriguez

November 18, 2024

Mr. Cory Watford, Chairman
Republican Nominating Committee
42 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Chairman Watford: :

A member of the Board of Assessment Appeals is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office at council@ledyardct.org

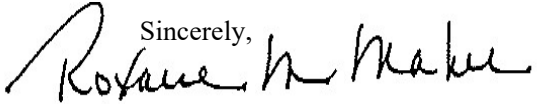
Board of Assessment Appeals

4 Year Term

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Roger Coddling 13 Helmlock Circle Gales Ferry, CT 06335	R	12/04/2024	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,


Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
FAX (860) 464-1485
E-Mail Address:
council@ledyardct.org

Chairman S. Naomi Rodriguez

November 18, 2024

Mr. Cory Watford, Chairman
Republican Nominating Committee
42 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Dear Chairman Watford: :

A Member of the Southeastern Connecticut Regional Resources Recovery Authority is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

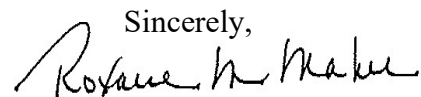
Please complete the shaded areas of each Commission members block and kindly return to the Town Council Office.

Southeastern CT Regional Resource Recovery Authority **3 Year Term**

Member's Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Joseph Lozier 198 Gallup Hill Road PO Box 275 Ledyard, CT 06339	R	1/31/2025	Y N	Y N	{ } Excellent { } Good { } Fair { } Poor

Committee Comments:

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,


Roxanne M. Maher
Administrative Assistant



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3023
council@ledyardct.org

MEMORANDUM

DATE: December 5, 2024

- | | |
|---|---|
| <p>TO: All Town Councilors
Mayor Fred Allyn, III
Board of Education
Finance Director
Finance Department (Tax Assessor/Collector)
Administrator of Human Resources
Animal Control Officer
Economic Development
Emergency Dispatch Center
Fire Marshall
Gales Ferr Fire Department
Historic District Commission</p> | <p>Land Use Departments (Building-Planning & Zoning/Inland Wetlands)
Ledyard Fire Department
Library Director
MIS Director
Parks, Recreation & Senior Citizens Director
Police Chief – Department
Public Works Director – Department
Registrar of Voters
Social Services Coordinator
Town Clerk</p> |
|---|---|

FROM: Tony Saccone, Finance Committee Chairman *Anthony G. Saccone Sr.*

Re: **Preliminary Budget Work Session Schedule for Fiscal Year 2025/2026**

Attached please find the preliminary budget work session schedule for the Fiscal Year 2025/2026 Budget. As we have done in past years, the Finance Committee will hold work sessions during regular business hours. Budget work session time slots have been allocated appropriately to each department.

The Budget Work Sessions will be held in a hybrid format for Department Heads attending in-person in the Council Chambers, while providing access for other members of their departments and the public to attend remotely by video conference using the Zoom platform.

The Finance Committee does not intend to break between each work session. Therefore, once a department's work session has completed, we will immediately move to review the next department's budget as sequentially listed on the tentative schedule.

Please review your department's scheduled work session and your availability. Please ensure you are in attendance 10 – 15 minutes prior to your scheduled time to maximize efficiency of the departmental budget work session process. If you are not able to attend the budget work session at the designated time for your department, please contact the Town Council Office at (860) 464-3203 no later than February 17, 2025 to reschedule. A final schedule will be distributed on February 20, 2025.

Thank you for your cooperation.

**BUDGET PREPARATION
SUGGESTED SCHEDULE/GUIDE
AND
ANNUAL TOWN BUDGET PROCESS
(Suggested Schedule Guide)**

(Please Note Some Dates are Subject to Change)

Key:

Pink: Suggested Date - Not Dictated by Town Charter;

Green/Blue: Dictated by Town Charter.

Reference: Town Charter Chapter VII - Pages (s) 28 – 31

October/November (Election Year-Dec) Town Council prepares and submits letter of Directive for Fiscal Year Budget to Mayor and Board of Education.

November/December - Town Council prepares a Budget Letter of Directive to provide guidance to the Mayor and Board of Education.

(This Date is NOT dictated by Charter)

December – Town Council approves Town Council Department budget to submit to Mayor's Office.

(This Date is NOT dictated by Charter)

Per Town Charter

(1/21/2025)

3rd Monday in January All Departments submit preliminary budget to Mayor's Office (Monday 1/20/2025 is Martin Luther King Day Holiday).

Per Town Charter

(2/24/2025)

4th Monday in February the Board of Education shall file budget estimates to Mayor's Office.

Per Town Charter

(3/3/2025)

1st Monday in March the Mayor submits budget to Town Council and files with Town Clerk's Office.

March

Finance Committee conducts Departmental Budget Work Sessions. Departments review and submits budget materials to Town Council.

(3/26/2025)

Town Council finalizes budget.

(This Date is NOT dictated by Charter)

(4/01/2025)

Town Council files proposed budget with Town Clerk's Office for Public Hearing.

(This Date is NOT dictated by Charter)

Per Town Charter On or Before Last Monday in April
(4/07/2025)

On OR Before the last Monday in April the Town Council conducts one or more Public Hearings on the proposed budget at the Council Chambers. (School Vacation 4/14/2024 - 4/18/2024)

4/23/2025

Town Council Votes to Finalize Budget
(This Date is NOT dictated by Charter)

Per Town Charter

(5/5/2025)

1st Monday of May the Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

Per Town Charter

(5/19/2025)

3rd Monday in May Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day (Tuesday).

Per Town Charter

(Tuesday 5/20/2025)

Vote on Budget on voting machine

Per Town Charter

Should the Referendum does not approve the budget; the budget will be referred back to the Council, the Town Council should reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum.

In the event the second referendum does not approve a budget, the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted.

Per Town Charter

6/24/2024

On or before the **Fourth Monday in June**, the Town Council shall fix the tax rate in mils.

** The budget must be presented as a Resolution

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>March 2025</h1>						
						1
2	3 MAYOR'S BUDGET DUE LUPPW 6:00 CC	4	5 FINANCE 5:00 CC	6 BUDGET WORK SESSIONS 12:00 MAYOR 12:30 FINANCE 12:45 HUMAN RESOURCES 1:00 LAND USE 1:00 EDC 1:00 BUILDING 1:00 PLANNING//ZONING 1:00 IWWC 1:30 PUBLIC WORKS 1:45 CIP 2:00 BUDGET WORK	7	8
9	10 BUDGET WORK SESSIONS 2:00 FIRE MARSHALL 2:00 EMERG MGT 2:00 ADMIN OF EMERG SERV 2:15 GFFD 2:15 LCFD 2:30 ACO 2:30 DISPATCH 2:30 POLICE 3:00 WPCA 3:30 BUDGET WORK	11	12 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	13 BUDGET WORK SESSIONS 12:00 TOWN CLERK 12:10 REGISTRARS 12:15 HISTORIC 12:30 PARKS-REC- SENIORS 12:45 SOCIAL SERV 1:00 SCHOOL NURSES 1:15 LIBRARY 1:30 MIS DEPARTMENT 1:45 CIP 2:15 BUDGET WORK	14	15
16	17	18	19 FINANCE 5:00 CC (Recommend FY 25/65 Budget to Town Council) COMM REL 6:30 CC	20	21	22
23	24	25	26 TOWN COUNCIL 7:00 CC APPROVE BUDGET FOR PUBLIC HEARING	27	28	29
30	31					

Sunday	Monday	Sunday	Wednesday	Thursday	Friday	Saturday
April 2025						
		1	2 FINANCE 5:00 CC	3	4	5
6	7 LUPPW 6:00 CC PUBLIC HEARING Fiscal Year 2025/2026 Budget	8	9 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	10	11	12
13	14	15	16 FINANCE 5:00 CC COMM REL 6:30 CC	17	18	19
	SCHOOL VACATION	SCHOOL VACATION	SCHOOL VACATION	SCHOOL VACATION	SCHOOL VACATION	
20	21	22	23 TOWN COUNCIL 7:00 CC (Finalize Budget for Annual Town Meeting)	24	25	26
27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2025						
				1	2	3
4	5 TOWN COUNCIL FILES FY 25/26 BUDGET WITH TOWN CLERK LUPPW 6:00 CC	6	7 FINANCE 5:00 CC	8	9	10
11	12	13	14 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	15	16	17
18	19 ANNUAL TOWN MTG FY 25/26 BUDGET 7:00 COUNCIL CHAMBERS	20 TOWN-WIDE REFERENDUM FY25/26 BUDGET ON VOTING MACHINES	21 FINANCE 5:00 CC (Review If Budget Fails) COMM REL 6:30 CC	22	23	24
25	26 MEMORIAL DAY	27	28 TOWN COUNCIL 7:00 CC (If Budget Fails-Review)	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June 2025</i>						
1	2 LUPPW 6:00 CC	3	4 FINANCE 5:00 CC	5	6	7
8	9	10 SECOND TOWN-WIDE REFERENDUM ON MACHINES (If Required)	11 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC SET MILL RATE (On or Before the 4th Monday in June)	12	13	14
15	16	17	18 FINANCE 5:00 CC COMM REL 6:30 CC	19	20	21
22	23	24	25 TOWN COUNCIL 7:00 CC	26	27	28
29	30					



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3023
council@ledyardct.org

MEMORANDUM

DATE: December 5, 2024

- TO: All Town Councilors
 Mayor Fred Allyn, III
 Board of Education
 Finance Director
 Finance Department (Tax Assessor/Collector)
 Administrator of Human Resources
 Animal Control Officer
 Economic Development
 Emergency Dispatch Center
 Fire Marshall
 Gales Ferr Fire Department
 Historic District Commission
- Land Use Departments (Building-Planning & Zoning/Inland Wetlands)
 Ledyard Fire Department
 Library Director
 MIS Director
 Parks, Recreation & Senior Citizens Director
 Police Chief – Department
 Public Works Director – Department
 Registrar of Voters
 Social Services Coordinator
 Town Clerk

FROM: Tony Saccone, Finance Committee Chairman *Anthony G. Saccone Sr.*

Re: **Preliminary Budget Work Session Schedule for Fiscal Year 2025/2026**

Attached please find the preliminary budget work session schedule for the Fiscal Year 2025/2026 Budget. As we have done in past years, the Finance Committee will hold work sessions during regular business hours. Budget work session time slots have been allocated appropriately to each department.

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Thank you for your cooperation.

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16	17	18	19 FINANCE 5:00 CC (Recommend FY 25/65 Budget to Town Council) COMM REL 6:30 CC	20	21	22
23	24	25	26 TOWN COUNCIL 7:00 CC APPROVE BUDGET FOR PUBLIC HEARING	27	28	20
30	31					

Roxanne Maher

From: Carmen Garcia Irizarry
Sent: Monday, December 9, 2024 4:25 PM
To: Anthony Favry
Cc: boe@ledyard.net; Town Council Group; Jay Hartling
Subject: BOE December 10th Regular Meeting

Dear Chairman Favry and BOE members,

I hope you all had a nice weekend. I won't be able to attend tomorrow's regular BOE meeting as I will be across the hall in the LHS auditorium for the LMS Band concert. Councilor Ryan will be attending the meeting as the Town Council liaison.

Although, I won't be at the meeting I would like to give you a few updates that Councilor Ryan can go into more details during the meeting. Last week, the Finance committee met and after discussing projects that came under budget, it was determined that there were funds available for additional projects. The committee discussed new projects for which the funds could be used. After careful consideration, the committee approved Town ARPA funds for several school projects including \$50,000 for the surface of the GFS/JWL playground. Councilor Jessica Buhle brought to the attention of the committee the need of additional funds for the playground project, and the GFS/JWL PTO President, Sheila Downes, spoke during the meeting and provided additional information and answered questions that the committee had. These funds were approved with the condition that one of the contractors from the quotes the GFS/JWL PTO has is state-approved or that the contractor that did the surface for the playground behind the Gales Ferry library, who is state-approved, can do the work. The reason for this is that if the contractor is not state-approved then the project has to go to bid for a period of at least 10 business days (any project above \$15,000 has to go to bid per the Town Charter), discuss the bids, choose one, and have the contract signed by December 31st (per ARPA funds rules all contracts have to be signed by December 31st or the Town loses the funds). Unfortunately, it would be almost impossible to accomplish all this in such a short period of time.

The final approval of these funds will go on Wednesday to the whole Town Council at our regular meeting in the Town Hall Annex at 7pm. Before the regular Town Council meeting, the Administration committee has its regular meeting at 5:30pm also at the Town Hall Annex.

If you have any questions before this Wednesday's Town Council meeting, please feel free to reach out to me, the Chairman of the Finance committee - Mr. Tony Saccone, or any of the Finance committee members - Councilor Tim Ryan and Councilor Jessica Buhle.

I am really excited about the Town being able to transfer funds, in addition to the \$70,000 already approved in the 2024-2025 budget, to the GFS/JWL playground project. The GFS/JWL PTO has done a marvelous job raising the majority of the funds needed for this project, and this would mean that they now can focus on other needs at the schools. I want to commend the GFS/JWL PTO President Sheila Downes, the rest of the PTO members, Mr. Westkott and our own Town Councilor Jessica Buhle for all the work they have done to make this project a reality.

Thank you very much for your attention!!

Respectfully,
Carmen N. Garcia-Irizarry
Ledyard Town Councilor - BOE liaison
Sent from my iPad



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0539

Agenda Date: 12/11/2024

Agenda #: 1.

REPORT
ADMINISTRATION COMMITTEE

Fiscal Year 2024/202 Report:
Administration Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0540

Agenda Date: 12/11/2024

Agenda #: 2.

REPORT
COMMUNITY RELATIONS COMMITTEE

Fiscal Year 2024/2025 Report:

Community Relations Committee for Diversity, Equity, & Inclusion

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0541

Agenda Date: 12/11/2024

Agenda #: 3.

REPORT
FINANCE COMMITTEE

Fiscal Year 2024/2025 Report:
Finance Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0542

Agenda Date: 12/11/2024

Agenda #: 4.

REPORT
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Fiscal Year 2024/2025 Report:
Land Use/Planning/Public Works Committee

Meeting Action Detail:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0561

Agenda Date: 12/11/2024

Agenda #: XII.

REPORT

REPORT OF THE MAYOR:

REPORT OF THE MAYOR

Mayor Report Fiscal Year 2024/2025:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0921

Agenda Date: 12/11/2024

Agenda #: 1.

APPOINTMENT

Motion/Request:

MOTION to appoint the following as Regular Members of the Planning and Zoning Commission:

- Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard, to complete a three (3) year term ending October 31, 2026 filling a vacancy left by Ms. Cobb;
- Mr. Matthew Miello (R) 12 Cardinal Lane, Gales. Ferry, to complete a three (3) year term ending October 31, 2027 filling a vacancy left by Mr. Capon.

Background:

Regular Planning & Zoning Commission Member Jessica Cobb resigned from the Commission (see attached letter dated 10/23/2024.)

Regular Planning & Zoning Commission Member J.A (Tony) Capon chose not to continue to serve on the Commission when his term expired on October 31, 2024 (see attached lettere dated 10/23/2024

Planning & Zoning Commission Chairman requested the following two Alternate Member be appointed as Regular Members Jessica Cobb and Mathew Miello. (see attached Roster).

Administrative Notes:

N/A

Nominating Committee Recommendation:

N/a

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under

this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Roxanne Maher

From: Capon, J Anthony <tcapon@pitt.edu>
Sent: Monday, October 28, 2024 3:11 PM
To: Naomi Rodriguez
Cc: Elizabeth Burdick; Roxanne Maher
Subject: PZC Vacancies

Naomi,

As of Friday, PZC will have two vacant regular member positions. I recommend that Matt Mielo be appointed to fill my position and Beth Ribe be appointed to fill Jessica Cobb's position. They are both willing to serve. The composition of the commission will be:

Regular members: Marty Wood (D), Paul Whitescarver (R), Howard Craig (U), Matt Mielo (R), Beth Ribe (U)
Alternate members: Jim Harwood (D), Vacant, Vacant

Tony Capon
Chairman, PZC

Jessica Cobb
7 Whippoorwill Dr.
Gales Ferry, CT 06335
October 23, 2024

ATTN: Ledyard Town Clerk Patricia Riley

CC: Ledyard Town Council Administrative Assistant Roxanne Maher, Ledyard Planning and Zoning Chair Tony Capon, Ledyard Land Use Director Liz Burdick, and Ledyard DTC Nominating Chair Naomi Rodriguez

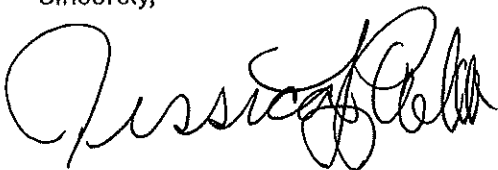
It has been my honor and privilege to serve on the Ledyard Planning and Zoning Commission for the last couple of years, and it with regret that I announce my resignation from this commission effective October 25, 2024.

I want to thank Chairman Capon for his incredible leadership on this commission; it has not been an easy last couple of years. I also want to thank our town planner Ms. Burdick for coming online on such short notice and working so hard to get up to speed quickly on the several complicated applications that were under consideration. I think Ledyard is in great hands with these two navigating the commission through the challenging applications we are facing and will face in the future.

I also want to thank my fellow commissioners for their hard work and dedication. You have all approached the issues that have come before this commission with careful consideration, and through your varied questions, I have learned so much.

My sincerest thanks go to the Town of Ledyard for allowing me this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Cobb", written in a cursive style.

Jessica Cobb

October 23, 2024

Ms. Naomi Rodriguez
Chairman
Ledyard Town Council

Dear Ms. Rodriguez,

My current three-year term on the Planning and Zoning Commission ends October 31, 2024. After some reflection I have decided to step down at the end of my term and not seek reappointment. When the stress of serving in a volunteer position in the town exceeds the satisfaction derived from contributing to the town, one needs to decide whether that is the best use of time. I have appreciated the opportunity to serve on PZC, the last three years as chairman. But it is time to walk away.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony Capon', with a long horizontal line extending to the right.

Tony Capon
Chairman, PZC

PLANNING & ZONING COMMISSION

	Name	Term Expiration
D	Vacant (Cobb, Jessica)	10/31/2026
D	Wood Marcelle (Marty) 11 South Glenwoods Road Gales Ferry, Connecticut 06335	10/31/2027
D	Vacant (Capon, J.A. Tony)	10/31/2027
U	Craig, Howard 64 Stoddards View Gales Ferry, Connecticut 06335	10/31/2025
R	Whitescarver, Paul 6 Stoddards View Gales Ferry, Connecticut 06335	12/ 31/ 2026

ALTERNATES

R	Miello, Matthew 12 Cardinal Lane Gales Ferry, Connecticut 06335	10/31/2026
U	Ribe, Beth 129 Rose Hill Road Ledyard, Connecticut 06339	12/31/2026
D	Harwood, James 10 Eska Drive Ledyard, Connecticut 06339	12/31/2025

Town Council Appointment

3 Year Term

5 Reg. Members
3 Alt. Members

Zoning Citation Officer

Eric Treaster
10 Huntington Way
Ledyard, Connecticut 06339
Email: bsaofnl-eric@yahoo.com

Blight Enforcement Officer

Eric Treaster



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0856

Agenda Date: 12/11/2024

Agenda #: 2.

APPOINTMENT

Motion/Request:

MOTION to appoint Mr. Michael Marelli (D) 4 Lee Brook Road, Ledyard, to the Inland Wetlands and Watercourses Commission, as a Regular Member of the Inland Wetland and Watercourses Commission to complete a two (2) year term ending October 31, 2025 to fill a vacancy left by Mr. Maugle.

Background:

Mr. Marelli has a BS in Marine Transportation, Licensed Deck Officer-Mass; Maritime Academy RI Tree Steward, RI Licensed Arborist, Rhode Island Nursery & Landscape Certified Horticulturalist, CT Supervisory Pesticide Applicator.

Mr. Marelli has been an active member of the community serving on the Conservation Commission for over 10 years and as it's Chairman for 8 years.

Mr. Marelli is also a member of the Agricultural Commission since it's inception 4 years ago, serving as the Commission's Vice-Chairman.

Mr. Marelli is interested in serving on the Inland Wetland & Watercourses Commission because he believes that the areas of interest is shared by the IWWC and the Conservation Commission were closely related. His years of experience on the Conservation Commission could provide a benefit to the IWWC.

(please see attached Application)

Administrative Notes:

Town Council Meeting 10/23/2024 : Mr. Marelli was appointed as an Alternate Member of the IWWC.

The IWWC currently has 1 Regular Member vacancy and
2 Alternate Member vacancies.

IWWC Chairman DeBrodt has requested Mr. Marelli be appointed as a Regular Member to fill the vacancy left by Mr. Maugle.

Nominating Committee Recommendation:

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

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Total Membership	Maximum from One Party
3	2
4	3
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9	6
More than 9 Two-thirds of total membership	

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(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for

which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Roxanne Maher

From: Roxanne Maher
Sent: Wednesday, November 13, 2024 3:33 PM
To: Roxanne Maher
Subject: FW: IWWC Members

From: Debrodt, Justin T CTR (USA) <justin.t.debrodt.ctr@us.navy.mil>
Sent: Wednesday, November 13, 2024 2:58 PM
To: Roxanne Maher <council@ledyardct.org>; Justin DeBrodt <justin.debrodt.ctr@navy.mil>; j.debrodt@juno.com
Cc: Elizabeth Burdick <planner@ledyardct.org>
Subject: RE: IWWC Members

Roxanne,

My apologies for not replying earlier. I wanted a chance to meet and speak to the new members before making a recommendation. After hearing from them at last night's IWWC meeting both seem like great candidates and I recommend Mr. Michael Marelli to be appointed as a regular member.

Thank you.

r/

Justin DeBrodt
(860)861-2937

Application Form

Profile

<u>Michael</u>	<u>E.</u>	<u>Marelli</u>
First Name	Middle Initial	Last Name

memarelli@sbcglobal.net
Email Address

<u>4 Lee Brook Drive</u>	<u></u>
Home Address	Suite or Apt

<u>Ledyard</u>	<u>CT</u>	<u>06339</u>
City	State	Postal Code

<u>Mobile: (860) 389-4218</u>	<u></u>
Primary Phone	Alternate Phone

Which Boards would you like to apply for?

Inland Wetland And Water Courses Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I believe that the areas of interest shared by the IWWC and the Conservation Commission are closely related. I feel that with my years of experience on the Conservation Commission, it can bring a benefit to the IWWC.

Community Involvement

Currently Ledyard Conservation Commission-10+ years; 8 years Chairperson Currently Ledyard Agricultural Commission- 4 year; Vice-chair

Educational Background

B.S. Marine Transportation, Licensed Deck Officer-Mass. Maritime Academy RI Tree Steward, RI Licensed Arborist, Rhode Island Nursery and Landscape Certified Horticulturalist, CT Supervisory Pesticide Applicator

<u>Retired</u>	<u></u>
Employer	Job Title

Upload a Resume

Party Affiliation

Michael E. Marelli

Party Affiliation *

Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Michael E Marelli

Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Wednesday, September 25, 2024 4:43 PM
To: Roxanne Maher
Subject: IWWC Vacancy - Mike Marelli

Hello Roxanne,

The DTC Nominating Committee has voted on 9/25/24 to forward/recommend Mr. Mike Marelli to fill the open vacancy on the Inland Wetland & Watercourses Commission. Thank you.

Respectfully,

Naomi Rodriguez, Chair
DTC Nominating Committee

INLAND WETLANDS AND WATERCOURSES COMMISSION

	Name	Term Expiration
R	Vacant (Maugle, Paul)	10/31/2025
U	DeBrodt, Justin (Chairman) 5 Erins Way Ledyard, Connecticut 06339	10/31/2025
R	Pealer, Dan 48 Highland Drive Ledyard, Connecticut 06339	10/31/2026
D	Thompson, Lynmarie R. 2 Blackwell Drive Gales Ferry, Connecticut 06335	10/31/2026
U	Ribe, Beth E. 129 Rose Hill Road Ledyard, Connecticut 06339	10/31/202

Alternate Members

D	Marelli, Michael 4 Lee Brook Drive Ledyard, Connecticut 06339	10/31/2026
D	Thompson, James 6 Pennywise Lane Ledyard, Connecticut 06339	10/31/2026
D	Vacant (St. Vil, Gary)	10/31/2025
U	Vacant (Persano, John)	10/31/2025

Town Council Appointment 2 Year Term 5 Reg Members 4 Alt Members



File #: 24-0920

Agenda Date: 12/11/2024

Agenda #: 3.

APPOINTMENT

Motion/Request:

MOTION to appoint Mr. Robert Graham (U) 72A Long Pond Road, South, Ledyard, to the Inland Wetlands and Watercourses Commission, as a Alternate Member of the Inland Wetland and Watercourses Commission to complete a two (2) year term ending October 31, 2026 to fill a vacancy left by Mr. Marelli.

Background:

Mr. Robert Graham is a retired physician, has an AB in Physics, UC Berkley, MD, UCSF Board-Certified Emergency Medicine. He worked as the Chief of Emergency Services at Westerly Hospital for over 20-years.

Mr. Graham is interested in maintaining and improving the health of our waters. He is aware that unrestrained development is detrimental and he would like to have a voice in shepherding the use of our land and protecting their most natural resource, water.

Mr. Graham has been an active participant in the community. He is a member of the Lantern Hill Valley Alliance for 15 years and has served on its Board for over 20 years, holding officer positions. He is also a member of the Alliance for the Mystic River Watershed and Co-Chairman of the Water Quality Committee. (see attached).

Administrative Notes:

Currently the IWWC has the following vacancies:

- One Regular Member
- Two Alternate Member Vacancies

(See attached Roster)

Nominating Committee Recommendation:

As a registered “Unaffiliated” Mr. Graham’s application is forward to the Administration Committee for consideration.

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Application Form**Profile**

Robert (Bob)

First Name

G

Middle
Initial

Graham

Last Name

rgmegraham@comcast.net

Email Address

72A Long Pond Rd S

Home Address

Suite or Apt

Ledyard

City

CT

State

06339

Postal Code

Mobile: (860) 912-4044

Primary Phone

Mobile: (860) 608-5620

Alternate Phone

Which Boards would you like to apply for?

Inland Wetland And Water Courses Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

As a retired physician, I am interested in maintaining and improving the health of our waters. I am fully aware that unrestrained development is detrimental. I would like to have a voice in shepherding the use of our land and protecting our most precious natural resource, water.. I understand there are vacancies on this committee, and I would be happy to serve.

Community Involvement

I have been a member of the Lantern Hill Valley Alliance (formerly the Lantern Hill Valley Association) for nearly fifty years and served on its board for over twenty years, holding officer positions. I am also a member of the Alliance for the Mystic River Watershed and co-chair of the Water Quality Committee.

Educational Background

AB in Physics, UC Berkley; MD, UCSF; Board-certified Emergency Medicine

Retired

Employer

Chief Emergency Services,
Westerly Hospital, Westerly,
RI for over twenty years

Job Title

Upload a Resume

Party Affiliation**Party Affiliation ***

Unaffiliated

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

I Agree

Signature (type full name below)

Robert G. Graham

INLAND WETLANDS AND WATERCOURSES COMMISSION

	Name	Term Expiration
R	Vacant (Maugle, Paul)	10/31/2025
U	DeBrodt, Justin (Chairman) 5 Erins Way Ledyard, Connecticut 06339	10/31/2025
R	Pealer, Dan 48 Highland Drive Ledyard, Connecticut 06339	10/31/2026
D	Thompson, Lynmarie R. 2 Blackwell Drive Gales Ferry, Connecticut 06335	10/31/2026
U	Ribe, Beth E. 129 Rose Hill Road Ledyard, Connecticut 06339	10/31/202

Alternate Members

D	Marelli, Michael 4 Lee Brook Drive Ledyard, Connecticut 06339	10/31/2026
D	Thompson, James 6 Pennywise Lane Ledyard, Connecticut 06339	10/31/2026
D	Vacant (St. Vil, Gary)	10/31/2025
U	Vacant (Persano, John)	10/31/2025

Town Council Appointment 2 Year Term 5 Reg Members 4 Alt Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0922

Agenda Date: 12/11/2024

Agenda #: 4.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Wendy Hellekson (D) 14L Lakeside Drive, Ledyard, to the Library Commission to complete a two (2) year term ending November 7, 2026 filling a vacancy left by Ms. Nash.

Background:

Ms. Hellekson is currently employed as a Media Specialist at the Gallup Hill School. She has master of Library/Information Science with K-12 Certification from Kent State University, Ohio, a Master of Teaching in TESOL with Public School Certification, from The School for International Training now SIT Graduate Institute Brattleboro, Vermont, and a Bachelor of Science in Psychology, from Northeastern University, Boston Massachusetts.

Ms. Hellekson also has a Certification from Connecticut Profession TESOL; Connecticut School Library-Medial Specialist (in process of recertification (2/7/2025)).

Ms. Hellekson is a second-generation librarian and believes in town libraries. As a school librarian she feels that she can add a different lens to the town library.

Ms. Hellekson is an active member of the community currently serving as the Democratic Town Committee Chair. (see attached resume')

Administrative Notes:

Ms. Rebecca Nash has submitted her resignation from the Library Commission effective 11/7/2024 (see attached)

With Ms. Nash's resignation the Library Commission has one vacancy. (see attached roster).

Nominating Committee Recommendation:

9/19/2024 - The Democratic Nominating Committee endorsed the appointment of Ms. Hellekson to the Library Commission. (see attached).

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter "Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions

established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Saturday, September 21, 2024 1:05 AM
To: Roxanne Maher
Subject: Library Commission Vacancy - Wendy Hellekson
Attachments: Hellekson Resume 2024 Commission.pdf

Hello Roxanne,

The DTC Nominating Committee voted on 9/19/24 to forward/recommend Ms. Wendy Hellekson to fill the open vacancy on the Library Commission left by Ms. Rebecca Nash. Please see attached Ms. Hellekson's resume. Thank you.

Respectfully,

Naomi Rodriguez, Chair
DTC Nominating Committee

Application Form

Profile

Wendy _____ Hellekson _____
First Name Middle Initial Last Name

wendy@hellekson.com _____
Email Address

14L Lakeside Drive _____
Home Address Suite or Apt

Ledyard _____ CT _____ 06339 _____
City State Postal Code

Home: (860) 319-4840 _____
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Library Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am a second generation librarian and I believe strongly in town libraries and would love to support ours in a more active role. Our current library does an excellent job servicing the town and I feel that I can add a different lens to the process as a school librarian. I would also enjoy learning how their library is structured and that may help inform my librarianship.

Community Involvement

I am the current chair of the Ledyard Democratic Town Commission.

Educational Background

Please see my resume, I have extensive educational and library experience.

Town of Ledyard _____ Media Specialist _____
Employer Job Title

Hellekson Resume 2024 Commission.pdf _____
Upload a Resume

Party Affiliation

Party Affiliation *

 Democrat

Disclaimer & FOIA Information

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Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

 I Agree**Signature (type full name below)**

Wendy Hellekson

Wendy Hellekson
 Ledyard, Connecticut 06339
 Cell: 860.319.4840
 Email: wendy@hellekson.com
 Online Portfolio: <https://whelleks.wixsite.com/mlis-portfolio>
 Gallup Hill School Library Page: <https://galluplibrary.my.canva.site/home>

Education, Honors, and Certifications

Education

Master of Library/Info Science with K-12 Certification Kent State University <i>Kent, Ohio</i>	Aug. 2019
Master of Teaching in TESOL with Public School Certification The School for International Training now SIT Graduate Institute <i>Brattleboro, VT</i>	2005
Bachelor of Science in Psychology Northeastern University <i>Boston, Massachusetts</i>	2001

Certifications

Expiration

Connecticut Professional Certification #C032010000131 TESOL Connecticut SCHOOL LIBRARY-MEDIA SPECIALIST	2/7/2025 Currently in recertification process.
---	---

Specialized Training

Capturing Kids Hearts

Trained in Capturing Kids Hearts - creating a respectful classroom.

Strategic Instruction Model Strategies (SIM Strategies) Attended

training in and/or teach using the following:

Sentence Writing Strategy, Word Identification, Fundamentals of Paraphrasing and Summarizing, Paraphrasing Strategy, LINC'S Vocabulary Strategy, Sentence Writing Strategy (proficiency), Paragraph Writing Strategy, Error Monitoring Strategy, Assignment Completion Strategy, Test Taking Strategy, SLANT

Accelerated Reader – Renaissance

Implemented a building wide effort to increase reading. Students were required to read 20 minutes a day building-wide and were given awards and prizes for meeting their reading goals. Cataloged all the books in the classroom (roughly 700) in terms of accelerated reader goals and provided students the skills to find books within their reading range. Became the building-wide manager for the software and made sure it was accurate.

Data Driven Decision Making (DDDM)

Implements Data Driven Decision Making in my classroom and as a building coach. This is the use of data to inform the teacher how they should proceed with instruction. This helps the school with the district drive towards DDDM. I am able to show others how to use DDDM in their own classes.

Wendy Hellekson

Résumé– Con't 2

Google Certification

Basic Google Certification – 16 hours of online coursework

Marzano

Attended 2-day seminar in Marzano techniques to inform and instruct my teaching. Also, a building coach for Marzano.

Explicit Direct Instruction

Attended a weeklong training in EDI. Techniques involved keeping students active and engaged in lessons. Increases retention of lesson information.

Computer Skills

Very strong computer skills. I am interested in any programs that can enhance classroom instruction or provide useful data for DDDM

- *ALEKS* – online math program.
- Ellevation – EL progress monitoring software
- Fluent in *Microsoft Office Suite* including: Word, Excel, PowerPoint, Outlook, and Publisher.
- Follett: Destiny, Destiny Quest.
- PowerSchool trainer for Ella T. Grasso.
- Unofficial Google Trainer at Ella T. Grasso
- ParentSquare
- SmartBoard use and implementation

Employment

Media Specialist at Gallup Hill School

August 2022 – Present

Ledyard Board of Education, *Ledyard, CT*

- Teaches Pre-K through 5th grade classes in AASL standards.
- Teaches basic computer proficiency in the Google Suite to 3rd -5th grade.
- Maintain a library of 10,000 volumes: check-ins and outs and keeping up with the latest technology and media.
- Maintain out-facing website for students, teachers and guardians.

TESOL Instructor at Ella T. Grasso Technical High School

August 2005 – August 2022

State of CT Technical High School System, *Groton, CT*

- Teaches EL classes to students that identifies and addresses areas of instructional need in English Language Acquisition.
- Coteaches in academic classes alongside core subject teachers.
- Monitors student progress and ensures progress in English Language acquisition and literacy.

EFL Instructor – *LiveUSA* Online

2005-2006

- Taught English Language as a foreign language online to Chinese students throughout Asia.

Student Teaching

Fall 2004

Student Teacher – *Keene School District* Keene New Hampshire Assisted teaching K-8:

- Taught ESL to elementary students
- Used Brain Gym as a way to engage learners.

Student Teacher – *Putney Center School* Putney Vermont

Spring 2005

- Assisted in a 3rd Grade class
- taught cursive writing and literacy skills to students

MLIS Practicum

Spring 2019

100 hours – *Ella T. Grasso Technical High School* – Groton, Connecticut

- Added and removed books from the collection.
- Cataloged original materials
- Marketed the library to the students and staff through posters and morning/afternoon announcements and videos with other staff members
- Set the library up to be moved to a new building,
- Taught classes in research methods using Google operators and using an online database.

Allied Employment*School Based Interventionist*

Healthcare and Rehabilitative Services of Vermont (HCRS) *Springfield, Vermont* 2001-2003

- Employed behavior modification techniques to help transition elementary and middle school students back to public school.
- Trained and certified in several de-escalation techniques

The Putney School, intermittent employment *Putney, Vermont*

1996-2005

Library Assistant

- Cataloging books, checking books in and out, make book buying recommendations, book shelving, student monitoring in the evenings, and assisted students with research.

Summer Programs Assistant to the Assistant Director

- Data entry, Filing, photocopying, scheduling adults and students in evening classes, driving a bus, arranging for the technical aspects of assemblies and other special events.
- Assisted students, staff and parents with issues related to boarding summer camp.
- Assisted with advertising

Language Abilities

- Low Moderate Spanish and French– able to communicate and write letters home to parents and instruct students in academics. Study both to help increase my effectiveness
- Russian study regularly

Professional Affiliations

TESOL – 2005 to present

American Library Association – 2016- present

Connecticut Library Association – 2017 – present

References available on request

Rebecca Nash
8 Osprey Drive
Gales Ferry CT 06335

September 3, 2024

Attn: Ledyard Town Council
CC: Mayor Fred Allyn, Library Director Jen Smith and Commission Chair John Bolduc
Sent via email

I am writing to confirm my decision not to be reappointed to the Ledyard Library Commission when my term ends on November 7. During my twenty years of service to the commission, I have had the privilege to work with countless other dedicated commission members and I have appreciated their support, mentorship and friendship.

In addition to being a commission member, I have served as recording secretary, vice chair and chair. My four years as chair included some truly challenging times for the library – staff layoffs, a global pandemic and a transition in leadership for the library. I am proud to have led the commission through those times and to have helped the library come out even stronger.

Serving with Gale Bradbury during half of her 40 year tenure was a true pleasure. Similarly, I am thrilled to have been part of the hiring process that brought Jen Smith to Ledyard Library. I feel confident stepping away from the commission at this time knowing that the library is in such good hands. Similarly, the commission itself is a great blend of newer and more seasoned members who will continue to thoughtfully advocate for and support the library's mission.

My last meeting with the commission will be October 21, 2024 and I will step down November 7, 2024 when my term expires. My connection with the library will continue, as it has since I first moved to Ledyard and was greeted by name on my second visit to the library. I remain grateful to the Ledyard Library staff and volunteers who continue to make the library a vibrant heart of our community.

With my continued good wishes,

Rebecca

Rebecca Nash

LIBRARY COMMISSION

	Name	Term Expiration
U	Bolduc, John (Chairman) 14 Monticello Drive Gales Ferry, Connecticut 06335	11/07/2025
D	Grenger, Ellin M. 15 Bittersweet Drive Gales Ferry, Connecticut 06335	11/ 07/ 2025
D	Candler, Barbara 3 Goulart Road Ledyard, Connecticut 06339	11/ 07/2025
D	Wright, Cynthia 6 Laurel Leaf Drive Gales Ferry, Connecticut 06335	11/ 07/ 2025
D	Hightower, Ralph 1-0 Lakeside Drive Ledyard, Connecticut 06335	11/ 07/ 2026
U	Racich, Rolf 18 Brewster Drive Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Vacant (Nash, Rebecca) Effective 11/7/2024	11/ 07/ 2026
U	Diette, Peter 15 Hyde Park Gales Ferry, Connecticut 06335	11/ 07/ 2026
D	Rumery, Elizabeth (Vice-Chairman) 22 Bluff Road Gales Ferry, Connecticut 06335	11/ 07/ 2025

Town Council Appointment

2 Year Term

9 Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1127

Agenda Date: 1/8/2025

Agenda #: 5.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Carol Schneider, (D) 101 Inchcliffe Drive, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission as a Regular Member to complete a three (3) term June 28, 2026 to fill a vacancy left by Ms. Sokolski.

Background:

Ms. Schneider has been an Alternate Member of the Paks, Recreation & Senior Citizens Commission in good standing.

Paks, Recreation & Senior Citizens Commission Chairman Kenneth DiRicco has requested Ms. Schneider be moved from an Alternate Member to a Regular Member to fill the vacancy left by Ms. Sokolski. (Please see attached email dated 11/30/2024)

Administrative Notes:

Please see attached roster.

Currently the Parks, Recreation & Senior Citizens Commission has one vacancy available.

Nominating Committee Recommendation:

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Roxanne Maher

From: kenneth dirico <diricokj@comcast.net>
Sent: Saturday, November 30, 2024 10:42 AM
To: Carmen Garcia Irizarry; Naomi Rodriguez; Scott Johnson; jessilynn.p.cobb@gmail.com; Roxanne Maher
Subject: Adjustment of Parks, Recreation & Senior Citizens Center Commission

Chairman Councilor Garcia-Irizarry,

As Chairman for the Parks, Recreation & Senior Citizens Center Commission I would like to adjust the recent appointment of Stephanie Bacon from commissioner to alternate member and move Alternate Member Carol Ann Schneider to commissioner status.

Commissioner Norma Sokolski, a long standing member of the decommissioned Senior Citizens Center Commission and continued champion of Senior Citizens Center business and activities on the Parks, Recreation & Senior Citizens Center Commission has recently resigned. Ms. Schneider has been an alternate member in good standing and should be an appropriate replacement for Ms. Sokolski.

If the Administration Committee has any questions or needs to discuss this request further please reach out to me or Director Scott Johnson.

Sincerely,

Ken DiRico
Chairman
Parks, Recreation & Senior Citizens Center Commission

10/22/2024

Ledyard Town Council

This is my resignation from the Parks, Recreation and Senior Citizens Commission. The ordinance as implemented does not provide for true representation of senior needs and concerns.

Norma P. Sokolski

Norma P. Sokolski

PARKS, RECREATION AND SENIOR CITIZENS COMMISSION

	Name	Term Expiration
D	Cobb, Jessica 7 Whippoorwill Drive, Gales Ferry, Connecticut 06335	6/28/2025
U	Crocker, Paula P.O. Box 452 1500 Route 12 Gales Ferry, Connecticut 06335	6/28/2025
U	DiRico, Kenneth Melanie Lane Gales Ferry, Connecticut 06335	6/28/2026
R	Finegan, Lucrezia 1331 Baldwin Road Gales Ferry, Connecticut 06335	6/28/2026
R	Harding, Margaret Anne 50 Pheasant Run Drive Gales Ferry, Connecticut 06335	6/28/2025
U	Kent, Loretta 1363 Baldwin Hill Road Gales Ferry, Connecticut 06335	6/28/2027
R	Vacant (Sokolski, Norma)	6/28/2026

Alternate Members

U	Hawes, Lauren 8 Warbler Way Gales Ferry, Connecticut 06335	6/28/2027
D	Schneider, Carol 101 Inchcliffe Drive Gales Ferry, Connecticut 06335	6/28/2025

Town Council Appointment

3 Year Term 7 Regular Members; 2 Alternate Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0971

Agenda Date: 1/8/2025

Agenda #: 6.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Stephanie Bacon (D) 6 Patricia Court, Gales Ferry, to the Parks, Recreation & Senior Citizens Commission, as an Alternate Member, to complete a three (3) year term June 28, 2025 to fill a vacancy left by Ms. Schneider.

Background:

Administration Cmt Mtg- 11/13/2024: The Committee forwarded a recommendation to the Town Council to appoint Ms. Bacon to the Parks, Recreation & Senior Citizens Commission to fill a vacancy left by Ms. Sokolski.

In an email dated 11/30/2024 Parks, Recreation & Senior Citizens Commission Chairman Kenneth DiRicco requested that long standing Alternate Member Carol Schneider be moved to a Regular Member to fill Ms. Soloski's vacancy and the new appointment of Ms. Bacon be seated as an Alternate Member.

Because no further action was taken on the Administration Committee's November 13, 2024 recommendation the Committee can revisit the action to make the appointment adjustment as recommended by the Commission.

Ms. Bacon has a BA in Psychology and an MS in Mental Health Counseling with a specialization in children and families.

Ms. Bacon is currently an active member in the community serving as the Secretary and Division Coordinator for Ledyard Soccer Club and that she was involved with the Gales Ferry School/Juliet W. Long PTO.

Ms. Bacon would like to take a more active role in the community and make a difference for residents in town. (see attached Application & Resume')

Ms. Sokolski resigned from the Parks, Recreation & Senior Citizens Commission. (see attached letter dated 10/23/2024.)

Administrative Notes:

Currently the Parks, Recreation & Senior Citizens Commission has one vacancy available.

Nominating Committee Recommendation:

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for

which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Roxanne Maher

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Sent: Saturday, November 30, 2024 10:42 AM
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Subject: Adjustment of Parks, Recreation & Senior Citizens Center Commission

Chairman Councilor Garcia-Irizarry,

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Commissioner Norma Sokolski, a long standing member of the decommissioned Senior Citizens Center Commission and continued champion of Senior Citizens Center business and activities on the Parks, Recreation & Senior Citizens Center Commission has recently resigned. Ms. Schneider has been an alternate member in good standing and should be an appropriate replacement for Ms. Sokolski.

If the Administration Committee has any questions or needs to discuss this request further please reach out to me or Director Scott Johnson.

Sincerely,

Ken DiRico
Chairman
Parks, Recreation & Senior Citizens Center Commission

Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Tuesday, November 5, 2024 9:43 AM
To: Roxanne Maher
Subject: Parks, Recreation & Senior Citizens Commission

Hello Roxanne,

The DTC Nominating Committee has voted unanimously on 10/22/24 to forward/recommend Ms. Stephanie Bacon to fill a vacancy on the Parks, Recreation & Senior Citizens Commission for Ms. Norma Sokolski. Thank you.

Respectfully,

Naomi Rodriguez, Chair
DTC Nominating Committee

Application Form

Profile

Stephanie _____ M _____ Bacon _____
 First Name Middle Initial Last Name

bacons1984@gmail.com _____
 Email Address

6 Patricia Court _____ Suite or Apt _____
 Home Address

Gales Ferry _____ CT _____ 06335 _____
 City State Postal Code

Home: (860) 705-5639 _____
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Parks, Recreation & Senior Citizens Commission: Submitted

Education & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I would like to take on a more active role within my community and help make a difference for the members of our town.

Community Involvement

I am actively involved within the GFS/JWL PTO and am the Secretary and Division Coordinator for Ledyard Soccer Club.

Educational Background

BA in Psychology and an MS in Mental Health Counseling with a specialization in children and families

N/A _____ Stay At Home Parent _____
 Employer Job Title

[Resume.doc](#) _____
 Upload a Resume

Party Affiliation

Party Affiliation * Democrat

Disclaimer & FOIA Information

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

Please Agree with the Following Statement

If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.

 I Agree**Signature (type full name below)**

Stephanie M Bacon

Stephanie Marie Bacon
 6 Patricia Court Gales Ferry, CT 06335
 (860) 705-5639
 bacons1984@gmail.com

- Areas of Specialty**
- Children's Mental Health
 - Substance Abuse
 - Reactive Attachment Disorder
 - Wraparound Training
 - Parent Advocacy

- Education**
- Master of Science in Mental Health Counseling** *August, 2015*
Capella University, Minneapolis, MN-Blended Learning Program
- Bachelor of Arts in Psychology** *August, 2002 - May, 2006*
University of Connecticut, Storrs, CT

- Experience**
- RECREATION AND PARKS DEPARTMENT, Waterford, CT** *May 2008-present*
- Director, Aquatics Department*
- Coordinate weekly and monthly schedules for all lifeguards and assistants for the Aquatics department
 - Oversee swim lessons, open and lap swim, Special Olympics and private functions at the town pool
 - Co-run monthly in-service trainings, complete all necessary documentation and provide evaluations to employees every six months
 - Create and implement new aquatics programs based upon the requests of town residents and pool patrons
- COMMUNITY HEALTH RESOURCES, Manchester, CT** *August 2009-January 2015*

Care Coordinator

- Assist families in developing individual, family-focused service plans and provide coordination, follow-up and advocacy for the children and families
- Work in conjunction with the local community collaborative to monitor services, identify service gaps and seek to develop resources to fill them.
- Care Coordination serves children ages 0 – 18, or up to age 21 if they still receive education services. Eligible children have been diagnosed with an emotional or mental health disorder and are at risk for being placed outside of the home in either a residential or hospital setting, are receiving services from multiple agencies and are having difficulties functioning in the home, school or community.

Caseworker, Community Support For Families Program

- Establish and/or strengthen relationships between families and mental health services, school supports, outreach services and other programs that are identified within the DCF Safety plan
- Help to provide families with links to community resources that will allow them to meet their basic needs and take a more active role in determining what they need to be a successful family unit
- This program is a voluntary, step down program for those families identified by the Department of Children and Families that are in need of strengthening their natural and community support systems. It is intended to help provide parents with a voice as they navigate the parent/child relationship, enhance parenting skills and support families as they work to access resources available within their community and their child's education system.

SOUND COMMUNITY SERVICES, New London, CT*September 2007-March 2011***Substance Abuse Crisis Counselor**

- Worked in collaboration with inpatient and outpatient providers to grant access to services that would work to provide housing and counseling to teenagers and adults with dual substance abuse and mental health diagnosis.
- Coordinated treatment services within halfway house for five individuals at a time, including treatment plans, weekly house meetings, life skills lessons, medication management and group sessions.

Community Service Activities

- Ledyard Soccer Club Secretary 2024-present
- Ledyard Soccer Club Division Coordinator U5/6, U7/8, U9/10G Fall 2022-present
- GFS/JWL PTO Member & Room Parent 2022-present
- Member of the WRAP CT training Committee 2010, 2011
- Organizer of the Communities Raising Children Fall Event, 2009, 2010, 2011
- Member of the Communities Raising Children Collaborative 2009, 2010, 2011

10/22/2024

Ledyard Town Council

This is my resignation from the Parks, Recreation and Senior Citizens Commission. The ordinance as implemented does not provide for true representation of senior needs and concerns.

Norma P. Sokolski

Norma P. Sokolski

PARKS, RECREATION AND SENIOR CITIZENS COMMISSION

	Name	Term Expiration
D	Cobb, Jessica 7 Whippoorwill Drive, Gales Ferry, Connecticut 06335	6/28/2025
U	Crocker, Paula P.O. Box 452 1500 Route 12 Gales Ferry, Connecticut 06335	6/28/2025
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Town Council Appointment

3 Year Term 7 Regular Members; 2 Alternate Members



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1097

Agenda Date: 12/11/2024

Agenda #: 7.

RESOLUITON

Motion/Request:

MOTION to approve a proposed “*Authorizing Resolution of the of the Ledyard Town -Council State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security*” as contained in the draft dated November 25, 2024.

Background:

Each year the Town is required to approve the “*Authorizing Resolution of the of the Ledyard Town Council - State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security*” to be eligible to receive grant funding to purchase emergency management equipment.

The “*FFY 2025 State Homeland Security Grant Program Region 4 Memorandum of Agreement*” stated that the towns that make up Region 4 would share their equipment with other towns that were in their Region. He stated this was a great grant program, noting that there was no cost to the town.

Ledyard belongs to DEMIS Region 4, which included all of Eastern Connecticut. Region 4 was scheduled to receive Federal Funding to purchase various equipment for their Region.

The assets purchased with the federal funding would be available to all towns in Region 4. The equipment would be housed in towns throughout the Region 4 District and each town would be responsible to maintain the equipment housed in their town. Should a piece of equipment be needed in another area that the town that housed the equipment would be responsible to bring it to the town that was in-need of the equipment due to an emergency situation.

DRAFT: 11/25/2024

Res: 006-2024/_____

AUTHORIZING RESOLUTION
OF THE LEDYARD TOWN COUNCIL
STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND
PUBLIC PROTECTION, DIVISION OF EMERGENCY MANAGEMENT AND
HOMELAND SECURITY

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on _____ at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Ledyard may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Fred B. Allyn, III as Mayor of the Town of Ledyard is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Approved by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

The undersigned further certifies that Fred B. Allyn, III now holds the office of Mayor and that he has held that office since May 1, 2017.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2024.

(SEAL)

Patricia A. Riley, Town Clerk

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

This is an annual boilerplate agreement with DEMHS to permit receipt of grant funding.

Body:

(type text here)

Meeting Action Detail:

DRAFT

Res : 006-2024/ _____

AUTHORIZING RESOLUTION
OF THE LEDYARD TOWN COUNCIL
STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND
PUBLIC PROTECTION, DIVISION OF EMERGENCY MANAGEMENT AND
HOMELAND SECURITY

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Approved by the Ledyard Town Council on: _____

S. Naomi Rodriguez, Chairman

The undersigned further certifies that Fred B. Allyn, III, now holds the office of Mayor and that he has held that office since May 1, 2017.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2024.

(SEAL)

Patricia A. Riley, Town Clerk



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1054

Agenda Date: 12/11/2024

Agenda #: 8.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to update the American Rescue Plan Act (ARPA) Projects list to transfer the unencumbered balance of \$1,680 from the Nathan Lester House Projects to the Sawmill Projects.

In addition, grant a Bid Waiver to Savy & Sons of Aniston, Connecticut in the amount of \$46,404 due to the lack of receiving the required three bids in response to Bid #2025-03 (Up-Down Sawmill Penstock Repairs/Improvement) in accordance with Ordinance #200-001 (rev.1) "*An Ordinance for Purchasing*".

Background:

In response to Bid #2025-03 (Up-Down Sawmill Penstock Repairs/Improvement) the town only received one bid from Savy & Sons of Amston, Connecticut in the amount to f\$46,400.000. Therefore, a Bid Waiver is requested. (Please see attached).

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



COMPANY NAME Ledyard Historic District Commission		TODAY'S DATE 10/24/2024
		JOB ID 2012-1881608-01
PROJECT ADDRESS 172 Iron Street, Ledyard, Connecticut, 06339		
PROJECT NAME Sawmill Pipe Repair		PROJECT CONTACT Ledyard Historic District Commission, William Barns
PROPOSAL COMPOSED BY Gino Padewski		SALES REP CONTACT NUMBER (860) 204-7479

Project Description

This is a Savy and Sons Mainline CIPP service proposal. The Town of Ledyard in conjunction with the Ledyard Historic District Commission has requested a proposal for repair work to be completed on the historic "Up-Down Sawmill Penstock" that has been leaking along the entire penstock. Savy and Sons is proposing the following repairs to address the water infiltration in accordance to the requested scope of work, proposal #2025-03.

Savy and Sons will begin by setting up a temporary by pass using sand bags and other natural materials at the "wood head gate" to prevent water from entering the penstock while work is being rendered.

After the bypass has been set up, Savy and Sons will begin prepping the rectangular concrete and steel pipe sections of the penstock for application of CIPP "Cured In Place Pipe". CIPP is a minimally invasive trenchless solution where pipes can be repaired and returned to service without disturbing the area around the pipe. Using the CIPP materials approach will allow Savy and Sons to complete a water tight pipe repair without digging or removing materials from the site and maintaining the structural and historical integrity of the site.

After the CIPP preparation has been completed, Savy and Sons can then begin to install the 25' of 24", UV cured, 12mm CIPP liner starting in the rectangular concrete section of the penstock and wood head gate to the out fall into 30" steel tank leading to the Tyler water turbine.

When curing has been completed and the liner has its final shape and ridged form, Savy and Sons will fill the annular space above and below the new CIPP liner in the rectangular section of the penstock pipe with MS 10,000 UL, a flowable fill designed to fill large voids. This work will be performed with Savy and Sons concrete pumping equipment that allows for pressure regulation ensuring the materials do not disturb the newly installed liner or historic foundation and building. Filling the annular space will help support the new CIPP liner and prevent future water infiltration above and below the newly installed liner.

After all the work has been completed, Savy and Sons will perform a visual and CCTV inspection to confirm the quality of the repair. We anticipate the project to take 4-5 days to complete.

debris and/or clogged pipes and cut and descale blockages as discovered and necessary. anything other than roots/ rocks/ dirt and debris that cannot be removed using standard drain cleaning jetting and descaling equipment will require an additional Robotic cutting service below.

Vacuum and Removal

If vacuum services are required in order for Savy & Sons to complete inspection and/or jetting services, the rates are listed below.

~Jet/ Vacuum Combo Truck With 2 Operators Rates:

- \$2,000 minimum charge for 4 hours port to port
- \$4,000.00 per day 8 hours port to port
- After 4 hour minimum charge, hourly rate will be charged at \$500/ hr

Disposal Costs:

- \$195/ ton (non hazardous material)
- \$235 / ton (hazardous material)
- \$400 lab material testing (REQUIRED for any debris other than sewer)
- A 4 ton minimum load charge shall apply, unless customer has a suitable dump site.
- PRICING DOES NOT INCLUDE DEBRIS DISPOSAL COST, THIS WILL BE BILLED UPON COMPLETION.

Additional Service Pricing if required:

This proposal price does NOT include Traffic control. If traffic control is needed a 48 hour notice is required for Savy & Sons to hire Traffic Control

Project Specific Notes:

- Does not include job specific or necessary permit fees, once this proposal is signed, Savy & Sons will apply for permits and all associated costs will be added to the project total cost.
- CBYD will be performed before project start.
- If an on-site witness inspector is required for this service, a predetermined time of inspection must be planned prior to job start.
- Customer to provide on site hydrant or 2"+ water fill up source as needed for jet/vac combo truck.

Savy and Sons will first locate all on site access points and or clean outs and CCTV (closed circuit television) and perform a pipe camera inspection. This inspection will determine the condition of the pipe and be recorded for documentation.

At this point we will assess and determine the repair and lining options as Savy & Sons can dig and replace or use trenchless technology to install Cured in Place Pipe systems. Savy and Sons are certified applicators of many Cured In Place Pipe systems that we will install.

Pipe Preparation and Reinstatement

technologies.

CIPP Lining Solution CIPP (Cured In Place Pipe Lining) technology is a resin-saturated felt tube made of polyester, fiberglass cloth and resin impregnation. It is inverted with air or pulled into a damaged pipe. This system will create a monolithic seamless liner inside the pipe which increases original flow rate by eliminating all pipe joints and reducing friction . CIPP Lining is best suited for straight pipe runs but can be used for bends in some instances.

SIPP Lining Solution SIPP (Spray In Place Pipe Lining) technology is 100% Solids Epoxy resin that is spray/brush applied in multiple layers and provides a damp proof, corrosion resistant, wear-resistant lining. The lining thickness and material can be adjusted based on your specific project needs. We offer solutions for high heat, high pressure and even NSF/ANSI 61 potable water.

Both SIPP and CIPP application methods create little to no dig solutions making it a "Trenchless" technology. This makes for a cost effective and less disruptive method rather than the traditional "dig and replace" pipe repair methods. Both of these methods hold extreme chemical resistance.

Savy and Sons SIPP/ CIPP Warranty Both systems carry a full ten year warranty and have a 50 year life expectancy per ASTM- F 1216 Third Party Testing. Max flow temps not to exceed 140F. No cables/ drain snake type equipment to be used after liner is installed. Call Savy & Sons for all future service. Please see Savy and Sons Warranty for details. Custom warranty options are available at owners request.

Please Note: Savy and Sons will submit the video inspection report and written report to the customer.

Customer agrees to pay the Inspection charge in full.

Total Estimated Project Cost \$46,404.00
.....

Payment terms & conditions: A nonrefundable 50% down payment due before project start. Upon receiving invoice, customer agrees to pay the remaining 50% in full within 30 days of when customer receives invoice.

We accept checks or credit card for your convenience (3% additional merchant fee added to total invoice)
There will be a 2% late fee on any invoice not paid after 30 days, an additional 2% will be charged every 15 days thereafter. If Invoice is 30 days delinquent, a bond claim will be filed. If invoice is 60 total days delinquent, a mechanics lien may be filed to enforce collection and buyer agrees to pay all costs accrued.

Please Note:

1. Any project scheduled after November 1st may be subject to price increase due to below freezing weather conditions which require additional equipment and services.
2. Due to the current situation that COVID-19 and other circumstances beyond our control has caused, material pricing is only valid for 5 days upon receipt of this proposal . If any COVID-19 testing or specific protocol is required, pricing is subject to change.

This constitutes the full agreement between buyer and Savy & Sons, changes will only be executed upon written and signed orders and may result in change of costs. This proposal is valid for 5 days of proposal date.

Assumptions:

2. Above quantities are for estimating purposes only. Actual quantities recorded in the field will be invoiced. We are assuming quantities/dimensions provided to us by customer. If quantities/dimensions are agreed upon, any work exceeding those number will be subject to additional charge. If there are any project changes the price is subject to change
3. Pricing assumes that any utilities are not active. If live utilities are found and restrict work from progressing, additional charges may be applied.
4. Owner to supply access to all safe openings, all necessary permits, police details and/or traffic control if needed. If parking is off-site, customer to provide temporary location for contractor to load/unload equipment.
5. If owner does not provide and accept responsibility of debris disposal, additional cost for debris disposal will be applied.
6. Any project concerns such as odors, noise, vibrations, dust, over-spray must be formally discussed prior to work. Any unexpected hold-points will be additional charge.
7. Check-in/Check-out/Orientation procedures to be disclosed by customer prior to proposal. Unexpected delays caused by undisclosed check-in/check-out/Orientation procedures will be additional charge.
8. Contractor projects hold a standard 1 year craftsmanship warranty. See warranty page for full details regarding Warranties. Executed warranty will be sent once completed and paid in full
9. All work will be performed during regular work hours unless otherwise noted.
10. Where applicable the owner will receive and store (or permit the contractor to store) within one hundred feet of the work area, and properly protect from damage or loss, the materials and equipment for carrying out this contract, and allow the contractor reasonable use of light, heat, water, power and available elevators, hoists etc. necessary to perform this contract as well as access to roof, if required.
11. Contractor will provide submittals and a Work Schedule prior to commencement of any work, if so required. Submittals and sample testing provided to the owner are a representative sample. Finish products may vary slightly in color, texture, etc.
12. Any alteration or deviation from above specification involving extra costs will be executed only upon a written change order and will become an extra charge over and above the contract price.
13. All pricing is based on all existing materials being non-hazardous and does not include any special removal or disposal costs associated with such.
14. Total project cost does not include prevailing wage rates unless otherwise noted. If the project is prevailing wage, additional costs will apply.
15. Pricing does not include bid, performance or payment bonds unless otherwise stated in this specific proposal.

GENERAL TERMS AND CONDITIONS

- I. General Conditions: These general conditions are incorporated by reference into the proposal and are part of the Agreement under which services are to be performed by the Contractor for the Customer.
- II. Customer Supplied Labor: Where the Customer supplies labor for the Contractor; the Customer will indemnify the Contractor for liability, loss or expense for work related injuries to the Customer's employees. The Customer agrees to waive all rights of subrogation against the Contractor arising out of the work in this Agreement.
- III. Damage Limitations: Under no circumstances will the Contractor be responsible for indirect, incidental or consequential damages. The Contractor also is not responsible for the rendering of or failure to render architectural, engineering or surveying professional services.
- IV. Preexisting Conditions: The Contractor will not be responsible for liability, loss or expense where the primary cause of the claim or damage is pre existing conditions including unsound concrete, faulty, inadequate or defective design, construction, maintenance or repair of property or contamination of the subsurface where the condition existed prior to the start of the Contractor's work. Customers are responsible for loss of service caused by the preexisting conditions at the jobsite.

be responsible for any additional costs or claims associated with any permitting, treatment, transport, storage or disposal of the removed debris, regardless if it is hazardous or non-hazardous.

VI. Indemnification: The Customer and Contractor will each indemnify the other for liability, loss and expense incurred by the other party resulting from a negligent act or omission in performance of work under this Agreement, or any breach of any provision of this Agreement. If both parties are jointly at fault, each will indemnify the other in proportion to their relative fault. The Customer will also indemnify Contractor for liability, loss and expense resulting from Contractor's services if the Contractor is acting at the direction or instruction of the Customer, or where the primary cause of any damages is due to information provided by the Customer, or for any environmental condition that arises as a result of the performance of the work under this Agreement. In the event of any litigation arising from or related to this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable attorneys' fees and costs incurred in such litigation.

VII. Entire Agreement: This proposal together with any written documents, which may be incorporated by specific reference herein, constitutes the entire agreement between the parties and supersedes all previous communications between them, either oral or written. The waiver by contractor of any term, condition or provision herein stated shall not be construed to be a waiver of any other term, condition or provision hereof.

By signing this proposal, you give Savy & Sons permission to feature this project anonymously on our website and advertising platforms as an informational awareness case study to help others.

By signing this proposal you are agreeing that our attached presented Certificate of Insurance meets your companies requirements and are accepted. Any added items to our Certificate of Insurance may be subject to a price change

Please sign and return via e-mail or fax before start of project.
Thank you for your consideration.

Signature Date

COMPANY NAME
Ledyard Historic District Commission
.....
PRINTED NAME
William Barns
.....



File #: 24-1055

Agenda Date: 12/11/2024

Agenda #: 9.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate an additional \$74,000 out of the American Rescue Plan Act (ARPA) Funding designated for Youth Mental Health Clinicians to Child and Family Agency for a combined total of \$164,888 to extend the contract to provide services into the 2025/2026 School Year.

Background:

The Town Council initially allocated \$190,000 of ARPA Funding to provide Youth Mental Health Clinicians at the schools.

Town Council Meeting - 8/14/2024 Because the Youth Mental Clinician's services were being underutilized, and in light of the State not providing funding to provide Child and Family Agency Services at the Gales Ferry School and Juliet W. Long School, at the Town Council's August 14, 2024 meeting \$90,888 was reallocated from the original Youth Mental Clinician's allocation to pay for the Child and Family Agency Services at both of these Elementary Schools for one school year (2024-2025).

Finance Committee Meeting 11/6/2024 : With the Child and Family Agency Program being well received by both the schools (Juliet W. Long & Gallup Hill School) and staff, Mayor Allyn, III informally floated the idea to take the remaining ARPA Funding from the Middle School Mental Health Clinician and reallocate the funds to extend the services of the Child and Family Agency to continue to provide services in the 2025-2026 School year.

Although the remaining \$74,000 may not be enough to pay for the Child and Family Agency Services for the full school year, that it would help.

The Finance Department was working on a Contract Amendment to extend the Child and Family Agency's services.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

The remaining balance in the Youth Mental Health Clinician line is \$74,642. \$642 is being held back to cover any remaining cases that the subcontracted clinician is still working on.

Mayor Comment/Recommendation:
(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1165

Agenda Date: 12/11/2024

Agenda #: 10.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to increase the budget for the Rotary Drum Thickenner Panel American Rescue Plan Act (ARPA) Project by \$3,118.33.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1158

Agenda Date: 12/11/2024

Agenda #: 11.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate American Rescue Plan Act (ARPA) Funding in the amount of \$10,000 for the Up-Down Sawmill Improvements.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1159

Agenda Date: 12/11/2024

Agenda #: 12.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate American Rescue Plan Act (ARPA) Funding as follows providing adequate ARPA Funding is available:

- \$14,999 for Smart Projectors for the Board of Education @ \$3,000 each
- \$10,000 to install a concrete barrier wall in the Boiler Room at the High School's Agri-Science Building
- \$50,000 to install a Solid Playground Surface at the Juliet W. Long School
- 10,000 to the Parks & Recreation Summer Camp Scholarships
- \$2,500 to conduct an A2 Survey of the Spicer Homestead Ruins
- \$20,000 to purchase CPR Devices
- \$5,500 to purchase/install an ADA Compliance counter in the Town Clerk's Office.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1160

Agenda Date: 12/11/2024

Agenda #: 13.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to appropriate any American Rescue Plan Act (ARPA) Funding not obligated by the end of calendar year 2024 shall be re-classified to the Colby Drive, Fairway Drive and Route 117 Design and Engineering Project, or other applicable town projects, with a correlating amount of existing funding for said projects transferred back to Account #21090305-58915 (Undesignated).

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1058

Agenda Date: 12/11/2024

Agenda #: 14.

TAX REFUND

Motion/Request:

MOTION to approve two tax refunds in the combined total amount of \$6,559.73 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

- Marlie Schmidt \$3,901.97
- Anthony & Genelle Smith \$2,657.76

Background:

In accordance with policies established for the Tax Collection Department, refunds to taxpayer exceeding \$2,400 are to be approved by the Town Council.

Finance Director Comment/Recommendation:

Both refunds are due to a double payment of the January 2022 installment.

Mayor Comment/Recommendation:

(type text here)

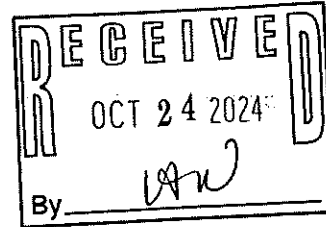
Application for Refund of Taxes Paid

Return to: Ledyard Tax Collector's Office
741 Colonel Ledyard Highway
Ledyard, CT 06339

Amount of Refund
\$3,901.97

Date: October 22, 2024

<i>Corelogic Centralized Refunds</i>
<i>P O Box 9202</i>
<i>Coppell, TX 75019-9760</i>



PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.

Please provide payment information to validate the request for refund.

I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

[Signature]
Signature of Applicant/Agent
(Title of agent, where applicable)

[Signature]
Tax Collector's Signature

10/24/24
Date Signed

11/19/2024
Date

Do Not Write Below This Box -- Office Use Only

Date of Payment: <i>1/20/2022</i>	Tax Type: <i>MV PP RE SMV</i>
Grand List Year: <i>2020</i>	Reason: <i>Double payment for Jan 2022 installment</i>
Grand List Number: <i>165220</i>	Property Owner: <i>Marlie Schmidt Gardner</i>
Payment Type: <i>Check</i>	Property Location: <i>439 Colonel Ledyard Hwy</i>
<input checked="" type="checkbox"/> <i>Received by mail/email</i>	<input type="checkbox"/> <i>Hand delivered in the office</i>

ACTION TAKEN BY GOVERNING BODY

At a regular meeting of the Ledyard Town Council, held on the _____ day of _____, 2024, it was voted to refund property taxes amounting to \$ _____ to _____.

S. Naomi Rodriguez

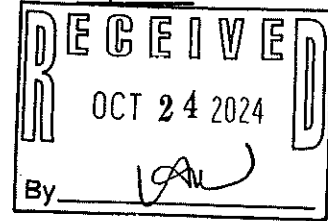
Application for Refund of Taxes Paid

Return to: Ledyard Tax Collector's Office
741 Colonel Ledyard Highway
Ledyard, CT 06339

Amount of Refund

\$2,657.76

Date: October 10, 2024



<i>Corelogic Centralized Refunds</i>
<i>P O Box 9202</i>
<i>Coppell, TX 75019-9760</i>


PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.

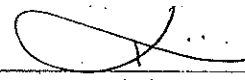
Please provide payment information to validate the request for refund.

I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

✓ 

Signature of Applicant/Agent
(Title of agent, where applicable)



Tax Collector's Signature

✓ 10/24/24

Date Signed

11/19/2024

Date

Do Not Write Below This Box -- Office Use Only

Date of Payment: <i>1/1/2022</i>	Tax Type: <i>MV PP RE SMV</i>
Grand List Year: <i>2020</i>	Reason: <i>Double payment for Jan 2022 installment</i>
Grand List Number: <i>114910</i>	Property Owner: <i>Anthony & Genelle Smith</i>
Payment Type: <i>Check</i>	Property Location: <i>19 Van Tassell Dr</i>
<input checked="" type="checkbox"/> <i>Received by mail/email</i>	<input type="checkbox"/> <i>Hand delivered in the office</i>

ACTION TAKEN BY GOVERNING BODY

At a regular meeting of the Ledyard Town Council, held on the _____ day of _____, 2024, it was voted to refund property taxes amounting to \$ _____ to _____.

S. Naomi Rodriguez



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1125

Agenda Date: 12/11/2024

Agenda #: 15.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to grant a Bid Waiver to Perkins Home Improvement LLC of Norwich, CT in the amount of \$20,700 due to lack of receiving the required three bids in response to Bid #072-PI-31 (Rehabilitation Work - 43 Blacksmith Dr.) in accordance with Ordinance #200-001 (rev.1) "*An Ordinance for Purchasing*".

Background:

The town offers a Housing Rehabilitation Revolving Loan program which provided qualifying homeowners with the ability to borrow money from the town at zero interest for critical home improvements such as the replacement of a boiler/heating system, roof, septic system, etc.

When the funds were paid back to the town, either when the house was sold, the title was transferred, or refinanced; that the funds then become available to be loaned to other qualifying homeowners.

In response to Bid #072-PI-31 (Rehabilitation Work - 43 Blacksmith Dr.- siding), only two bids were received. As a result, a bid waiver is being requested.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

INSTRUCTIONS TO BIDDERS

Mail or deliver this entire completed bid package in a sealed envelope to be received no later than 2:00 P.M. on November 19, 2024.

TO: Town of Ledyard
Mayor's Office
741 Colonel Ledyard Highway
Ledyard, CT 06339

To be noted on the outside of the envelope:

DO NOT OPEN UNTIL 2:00 P.M. on November 19, 2024.

Project #072-PI-39
Lori Anne McCullough
43 Blacksmith Drive
Ledyard, CT 06339

Mandatory pre-bid conference
November 12, 2024 at 9:00 A.M.
43 Blacksmith Drive
Ledyard, CT 06339

All interested contractors are required to attend. PPE required.

Note: Contractor is to submit the entire bid package and any addendum issued. All bids must be filled in completely. It is suggested that the contractor retain a copy of the entire bid package.

All bids shall remain in effect for forty-five (45) calendar days after the receipt of bids.

CONTRACTOR'S BUSINESS NAME: Perkins Home Improvement, LLC

AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER
WBE/ SBE/ MBE & SECTION 3 DESIGNATED BUSINESSES
ARE ENCOURAGED TO APPLY

GENERAL CONDITIONS

OWNER: Lori Anne McCullough
ADDRESS: 43 Blacksmith Drive
Ledyard CT 06339

PROJECT: 072-PI-31

1. The Contractor, unless otherwise specified, shall provide all labor, materials, tools, equipment, and related items, and pay all necessary taxes, fees, and permits necessary to complete all of his work as detailed on the attached scope of work.
2. All rehabilitation, alterations, repairs, or extensions shall be in compliance with all applicable codes of the Municipality. All electrical, heating, and plumbing work shall comply with the rules and regulations of the National, State and Local Codes. Before commencing work, contractors and/or subcontractors shall obtain all necessary permits.
3. The Contractor certifies that he has familiarized himself with the requirements of the specifications and plans and understands the extent and character of the work to be done, and inspected the premises and given his full attention to any and all areas with which he might become specifically involved. He must familiarize himself with all conditions relating to and affecting his work and bid.
4. The selected Contractor must, prior to contract signing, supply the Town and the Owner with the original certificates of insurance for general liability, auto liability, and worker's compensation, as applicable. General liability insurance shall be a broad form contractual endorsement with minimum limits of one million (\$1,000,000.00) dollars per occurrence for bodily injury and five hundred thousand (\$500,000.00) dollars per occurrence for property damage. Auto Liability insurance shall cover hired and non-hired autos in accordance with State law. Workers' Compensation Insurance shall have a minimum limit of one hundred thousand (\$100,000.00) dollars for each accident. The Contractor shall indemnify and save harmless the Owner and the Town under these policies. The contractor shall name the Owner, the Town, and A&E Services Group, LLC as additional insured as their interests may appear on the General Liability Insurance.
5. The Owner may cancel this contract by _____ and not be liable to the Contractor or the Municipality. Should the Owner opt to cancel they must sign and send the attached cancellation notice, see Attachment A, to the Contractor, otherwise the Owner shall issue a Notice to proceed authorizing the contractor to commence with the proposed improvements. Should the Notice to Proceed not be issued prior to 10 consecutive calendar days from the date of the expiration date of the right to cancel then the Contract will become Null and void.
6. The Contractor shall commence work under this contract prior to _____ and complete the work by_____.

7. The Contractor and Owner agree that all services offered by the Municipality and A&E Services Group, LLC. (hereinafter referred to as the "Program Manager"), which may affect the Contractor and Owner, are offered to facilitate the project implementation and applicable program compliance. The Contractor and Owner agree to, upon review and acceptance of such services provided, indemnify, defend, save and hold harmless the Municipality and Project Manager, their officers, agents and employees from and against any and all damage, liability, loss, expense, judgment or deficiency of any nature whatsoever (including, without limitation, reasonable attorney's fees and other costs and expenses incident to any suit, action or proceeding) incurred or sustained by Municipality or Project Manager which shall arise out of or result from Project Manager's actions performed in good faith of services pursuant to the Professional Services Contract. The Contractor and Owner agree that the Project Manager shall not be liable to the Contractor or Owner, its heirs, successors or assigns, for any act performed within the duties and scope of employment pursuant to Professional Services Contract.
8. All materials shall be new and of acceptable quality to what is specified. The property Owner shall select all colors for materials. All work performed, and materials utilized must be performed and installed in accordance with the applicable manufacturer's latest instructions and specifications. If there is a conflict between the specifications and manufacturer's installation instruction, the manufacturer's installation instructions shall prevail.
9. All work shall be neat and accurate and done in a manner in accordance with customary trade practices.
10. All manufacturers' warranties are to be extended to the property Owner free and clear of all liens.
11. The Contractor shall provide a written warranty and guarantee for labor and materials for a one (1) year period from the date of the Certificate of Completion. This guarantee shall be in addition to and not in limitation of, in lieu of, or modify any other guarantee that is due the property Owner from any manufacturer. See enclosed sample letter of warranty and guarantee.
12. The Contractor shall repair or replace all work, materials, and equipment which are found to be defective during the construction and guarantee period. Repair shall include any damage to surrounding work caused by the failure and/or necessary for the repair or replacement of the defect. All repairs and replacements shall be performed at no additional expense to the Owner and shall be completed prior to final payment.
13. The Contractor shall be responsible and take all necessary measures and precautions to protect and safe keeping of the surroundings from damage occurring due to the performance of their work. If such damage occurs, it will be repaired by the Contractor at no cost to the Owner. All on-site maintenance relating to the performance of the work shall be the responsibility of the Contractor until the Certificate of Completion is issued. The project shall be maintained in a habitable and safe condition daily if the project is to remain occupied.
14. The Contractor shall be responsible to remove and lawfully dispose of all debris resulting from his work in accordance applicable laws and regulations unless otherwise specified.

15. The Contractor shall reinstall any accessories removed while performing the work.
16. No changes shall be made to the contracts scope of work by either the Owner or Contractor without the written consent of the Project Manager. Any approved change in the scope of work will not commence until a written change order is processed and fully executed by the property Owner, Contractor, and the Program Manager. Any work performed without a fully executed change order may not be eligible for payment.
17. The Contractor may request a maximum of ___ progress payments. Payments will be made only for work completed, inspected, and approved by the local authority having jurisdiction over the work, the Owner, and Program Manager. The Contractor's request shall be in the form of an itemized bill, made to the Owner, for the portion of work completed to date. No payment will be made for materials stored on site. Payment requests shall be accompanied by a fully executed Lien Waiver, on a form provided by the Program Manager or other documentation, satisfactory to the Program Manager and Owner. The Contractor shall be responsible for obtaining the signatures and presenting them upon final payment.
18. Working hours shall be Monday – Friday 7:30 AM – 5:00 PM. Unless otherwise agreed to by the Owner. The Owner shall be responsible to make the property available to the Contractor during these hours. If the Owner is not available during these hours, they shall appoint someone to be there as their representative.
19. If the Contractor is delayed at any time in the progress of the work by any act or neglect of the Owner, or by changes ordered in the work or by labor disputes, fire, unusual delay in delivery of materials, transportation, adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Contractor's control, or by delay authorized by the Owner pending dispute resolution or by any other cause which justifies the delay, the contract time shall be extended by Change Order for such reasonable time as may be agreed upon by all parties. It shall be the responsibility of the Contractor to request and document in writing the reasons for such extensions within three (3) calendar days of the occurrence.
20. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, or if the Contractor does not commence or pursue the work as hereinafter stated within the contract period, then the Owner shall have the right to terminate this agreement and to hire a successor Contractor to perform the remaining work. Any such termination shall be by certified mail to the Contractor to the address noted in this agreement and shall be effective as of the date of mailing.
21. In the event of termination payments by the Owner to the original contractor and successor contractor shall be as follows:

The successor Contractor shall first be paid and then the terminated Contractor. Payments to the terminated Contractor shall be limited to those funds remaining after payment to the successor Contractor but shall not exceed the value of the work performed by the terminated

Contractor. Should the total cost for work performed by the successor contractor under this contract exceed the amount stated in this agreement due to the Contractor's termination, then the Owner shall have a cause of action against the terminated Contractor for any such additional cost.

22. All claims or disputes between the Owner and Contractor arising out of or related to the work shall be resolved by the Program Manager, Town Representative and Local Code Official. It is understood and agreed by the parties hereto that neither party will institute any form of legal action, including, but not limited to, attaching the assets of the other party, unless and until it has made a good faith attempt to have the dispute resolved in accordance with the provisions of this Section. Noncompliance with the conditions precedent constitutes a waiver of the right to assert said claim.
23. The Contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual preference, national origin, or mental or physical disability during the performance of this agreement. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, without regard to their race, color, creed, religion, sex, sexual preference, national origin or mental or physical disability. This provision will be inserted in all subcontracts for work covered by this agreement.
24. In the event of the Contractor's noncompliance with this equal opportunity clause or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further contracts in accordance with procedures authorized in Presidential Executive Order 11246, or by rule, regulations, or order of the Secretary of Labor or as provided by law.
25. No officer, employee or member of the Governing Body of the Town shall have any financial interest, direct or indirect, in this contract or the proceeds of this loan.
26. The Owner and/or Town retains the right to reject any or all bids or any part of any bid in part or in whole if deemed to be in the best interest of the Owner and/or Town.
27. Substitutions of materials from that specified are only allowed on an approved/equal basis. The Contractor must submit written documentation of the substitute item or material for approval by the Owner and Program prior to making such substitution. Any items or material substituted by the Contractor without prior written approval of the Owner and Program will at Contractor's expense be replaced if it is determined not to be equal to the item or material specified. Any surrounding, adjoining, or dependent items affected by replacement of unequal substituted material shall also be replaced, reworked, and reinstalled at no cost to the Owner.

28. Bids shall contain prices for general categories of work and/or items as specified on the attached sheets. In the event of a discrepancy between prices listed in the specifications and those on the cost summary sheet, the prices listed on the specification for that section shall prevail. In the case of a mathematical error by the Contractor, the correct sum of the individual line items in the specifications (not in the cost summary) shall be the Contractor's bid.
29. All bids shall remain in effect for forty five (45) calendar days.
30. The Owner will supply all necessary power required by the Contractor at no additional cost to complete his work. Power shall be limited to the use of existing outlets and shall not exceed the existing capacity of the system. Power required over the capacity of the existing electrical system shall be the responsibility of the Contractor. Heating during construction shall be supplied by the owner.
31. The specifications and drawings, if any, are complimentary. Work described in the specifications does not necessarily have to appear on the drawings, nor does work described on the drawings necessarily have to appear in the specifications. The Contractor is responsible for estimating all work whether described in the specifications, the drawings, or both. If there is a discrepancy between the drawings and the specifications, the specifications shall prevail. All work, whether described in the specifications, or the drawings is to be included in the bid summary sheet by appropriate line item. The contract will only be awarded to general Contractor's bidding on ALL line items.

ATTACHMENT A

Notice of Cancellation

«Date»

You may cancel this transaction without any penalty or obligation, within three business days from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within ten business days following receipt by the seller of your cancellation notice, and any security interest out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk. If you do make the goods available to the seller and the seller does not pick them up within twenty days of the date of the cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to «Business_Name» at «Contractor_Address», «Contractor_CityStateZip», not later than midnight of «Contract_Cancel_Date».

I hereby cancel this transaction.

Signed

Date

Lori Anne McCullough
43 Blacksmith Drive
Ledyard CT 06339
Project # 072-PI-31

Project Meetings

1. The selected Contractor shall attend a contract signing and pre-construction meeting as scheduled by the Owner and Project Manager.
2. The selected Contractor shall attend periodic job meetings during the course of construction, on site, as required.

Product and Execution

1. Workers shall be experienced and skillful in performing the work assigned to them.
2. Contractor shall verify critical dimensions, operations and functions in the field before ordering or fabricating items which must fit adjoining construction. The Contractor shall verify all existing conditions and dimensions prior to the work. Any and all discrepancies shall be reported to the Owner and Project Manager prior to ordering any materials or performing the work.
3. The Contractor shall follow manufacturer's instructions for assembly, installation and product adjustment. In the event of conflicting specifications the specifications of the manufacturer shall prevail.
4. The Contractor shall notify the Owner and Project Manager, within 24 hours of discovery, in the event unforeseen circumstances. If the work is deemed additional or extra by the Project Manager then a change order will be negotiated, executed and authorized by the Contractor, Owner and Project Manager prior to the commencement of the work. Any work performed prior to the execution of a change order may not be considered for payment.
5. The specifications do not attempt to detail every task and procedure required to perform the work in full. The Contractor shall perform the work as required to complete the work in a professional manner using customary trade practices and standard work practices.

Removal of Debris and Site Maintenance

1. The contractor shall include in their bid the cost of trash containers and the removal and lawful disposal of said debris off site as required.
2. The Contractor shall coordinate with the Owner for the placement of trash containers if necessary prior to the start of the proposed work.
3. The Contractor shall be responsible for the daily clean up and maintenance of the site. All debris, construction materials, scrap, rubbish etc. shall be placed in a trash container or dumpster on a daily basis. Sidewalks, driveways and pedestrian ways shall be clean and free of debris at the end of each day.

Lori Anne McCullough
43 Blacksmith Drive
Ledyard CT 06339
Project # 072-PI-31

4. The Owner shall not place anything in the dumpster without prior approval from the Contractor.

Material Delivery, Storage and Handling

1. The Contractor shall determine and comply with manufacturer's recommendation on product handling, storage installation and protection.
2. Products shall be delivered to the job site in their manufacturers' original containers, with labels intact and legible. Do not deliver materials to job site until they can be properly protected.
3. Maintain packaged materials with seals unbroken and labels intact until time of use.
4. The Owner and or Project Manager may reject materials and products which do not bear identification satisfactory to the Owner or Project Manager

Submittal

The following list of submittals is for the convenience of all parties concerned it is not necessarily a complete list of all submittals required.

1. Submit the following before the start of work:
 - a. Copy of building permit.
 - b. Material submittals.
2. Submittals before Certificate of Completion and final payment.
 - a. Acceptance of work from local Building Official.
 - b. All warranty and guarantee information.
 - c. Signed and notarized lien waivers from first tier subcontractors and suppliers.
 - d. TCLP and lead clearance test results if required.

Lori Anne McCullough
43 Blacksmith Drive
Ledyard CT 06339
Project # 072-PI-31

Warranties and Guarantees

1. The Contractor shall issue the Owner a written Notice of Guarantee after the date of receipt of Certificate of Completion. Submit to the Owner on letterhead in the following form:
Name of Project and date

I/We, (FIRM NAME), hereby warrant, and guarantee workmanship on labor for the renovations performed at _____, CT as per contract signed on _____ for a period of ONE (1) YEAR from the date of the Certificate of Completion.

Signed
Dated

End of Section

Lori Anne McCullough
 43 Blacksmith Drive
 Ledyard CT 06339
 Project # 072-PI-31

WINDOWS

General

Work in this section shall be governed by the Contract Documents. Contractor shall provide all materials, labor, equipment and services necessary, to perform and complete the work specified herein and or as required by job conditions.

Intent

The intention of this section of the specification includes but not limited to the following:

1. Install replacement style windows as specified in opening as listed below.
2. Bedroom windows to be framed for egress access.

Manufacturers

- a. Harvey Building Product. Waltham, MA 1-800-598-5400 www.harveybp.com or approved equal.
- b. Mercury Excelum, East Windsor, CT 1-800-292-1802 www.mercuryexcelum.com or approved equal.

Quality Assurance

1. Manufacturer Qualifications: Minimum ten (10) years producing vinyl (PVC) windows.
2. Source Limitations: Obtain window units from one manufacturer through a single source.
3. Provide window units independently tested and found to be in compliance with ANSI/AAMA/NWDA 101/I.S.2-97 and current A440-05 performance standards listed above.
4. Specified fenestration with the following characteristics:

WINDOWS			
Climate Zone	U-Factor¹	SHGC²	
Northern	≤ 0.22	≥ 0.17	Prescriptive
	= 0.23	≥ 0.35	
	= 0.24		Equivalent Energy Performance
	= 0.25		
	= 0.26	≥ 0.40	

5. Code Compliance: Provide windows that are labeled in compliance with the jurisdiction having authority over the project.

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43 Blacksmith Drive
Ledyard CT 06339
Project # 072-PI-31

General Construction Notes

1. The Contractor shall perform the work to accommodate to the greatest extent reasonable the normal use of the premises by the Owner during the construction period.
2. It is the Owners intention to proceed with the dwelling occupied during the entire construction project. Coordinate with the Owner in all construction operations to minimize conflict, and to facilitate the Owner usage of the dwelling, parking, and access to the building. Working hours are Monday – Friday 8:00 AM – 5:00 PM unless otherwise agreed to by the Owner.
3. The Contractor shall maintain containment within the work area when performing lead based paint reduction activities as required, until such time as clearance is received.
4. The Contractor shall coordinate any and all short-term interruptions or shutdowns with the Owner prior to commencing.
5. The Contractor shall take every precaution to ensure the safety of the occupant(s) during all phases of construction. The Contractor shall to the greatest extent reasonable maintain a least one exit for access. Coordinate restrictions and closures with Owner.
6. The Contractor shall be responsible for protecting the dwelling and contents from weather and or physical damage during construction.
7. The Contractor shall be responsible for any damage caused to the building and or contents caused by lack of said protection to the dwelling or contents until completion of the contract at no additional cost to the Owner.
8. The Contactor will be responsible for the movement of the owner's furnishings as required to facilitate the proposed work The Owner is responsible for the movement and safe keeping of valuable personal items and kick-knacks.
9. The Contractor shall assume full responsibility for the protection and safekeeping of his materials and products under this Contract stored on the site. The Contractor shall move any stored products under the Contractor's control which interfere with operations of the Owner.
10. Plants, shrubs, and lawn areas are to be protected from damage and debris. Repair and/ or replacement of all damage to existing landscaping shall be done at no additional cost to the Owner.

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Ledyard CT 06339
Project # 072-PI-31

Project Meetings

1. The selected Contractor shall attend a contract signing and pre-construction meeting as scheduled by the Owner and Project Manager.
2. The selected Contractor shall attend periodic job meetings during the course of construction, on site, as required.

Product and Execution

1. Workers shall be experienced and skillful in performing the work assigned to them.
2. Contractor shall verify critical dimensions, operations and functions in the field before ordering or fabricating items which must fit adjoining construction. The Contractor shall verify all existing conditions and dimensions prior to the work. Any and all discrepancies shall be reported to the Owner and Project Manager prior to ordering any materials or performing the work.
3. The Contractor shall follow manufacturer's instructions for assembly, installation and product adjustment. In the event of conflicting specifications the specifications of the manufacturer shall prevail.
4. The Contractor shall notify the Owner and Project Manager, within 24 hours of discovery, in the event unforeseen circumstances. If the work is deemed additional or extra by the Project Manager then a change order will be negotiated, executed and authorized by the Contractor, Owner and Project Manager prior to the commencement of the work. Any work performed prior to the execution of a change order may not be considered for payment.
5. The specifications do not attempt to detail every task and procedure required to perform the work in full. The Contractor shall perform the work as required to complete the work in a professional manner using customary trade practices and standard work practices.

Removal of Debris and Site Maintenance

1. The contractor shall include in their bid the cost of trash containers and the removal and lawful disposal of said debris off site as required.
2. The Contractor shall coordinate with the Owner for the placement of trash containers if necessary prior to the start of the proposed work.
3. The Contractor shall be responsible for the daily clean up and maintenance of the site. All debris, construction materials, scrap, rubbish etc. shall be placed in a trash container or dumpster on a daily basis. Sidewalks, driveways and pedestrian ways shall be clean and free of debris at the end of each day.

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Project # 072-PI-31

Warranties and Guarantees

1. The Contractor shall issue the Owner a written Notice of Guarantee after the date of receipt of Certificate of Completion. Submit to the Owner on letterhead in the following form:
Name of Project and date

I/We, (FIRM NAME), hereby warrant, and guarantee workmanship on labor for the renovations performed at _____, CT as per contract signed on _____ for a period of ONE (1) YEAR from the date of the Certificate of Completion.

Signed
Dated

End of Section

Lori Anne McCullough
 43 Blacksmith Drive
 Ledyard CT 06339
 Project # 072-PI-31

WINDOWS

General

Work in this section shall be governed by the Contract Documents. Contractor shall provide all materials, labor, equipment and services necessary, to perform and complete the work specified herein and or as required by job conditions.

Intent

The intention of this section of the specification includes but not limited to the following:

1. Install replacement style windows as specified in opening as listed below.
2. Bedroom windows to be framed for egress access.

Manufacturers

- a. Harvey Building Product. Waltham, MA 1-800-598-5400 www.harveybp.com or approved equal.
- b. Mercury Excelum, East Windsor, CT 1-800-292-1802 www.mercuryexcelum.com or approved equal.

Quality Assurance

1. Manufacturer Qualifications: Minimum ten (10) years producing vinyl (PVC) windows.
2. Source Limitations: Obtain window units from one manufacturer through a single source.
3. Provide window units independently tested and found to be in compliance with ANSI/AAMA/NWDA 101/I.S.2-97 and current A440-05 performance standards listed above.
4. Specified fenestration with the following characteristics:

WINDOWS			
Climate Zone	U-Factor ¹	SHGC ²	
Northern	≤ 0.22	≥ 0.17	Prescriptive
	= 0.23	≥ 0.35	Equivalent Energy Performance
	= 0.24		
	= 0.25	≥ 0.40	
	= 0.26		

5. Code Compliance: Provide windows that are labeled in compliance with the jurisdiction having authority over the project.

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Ledyard CT 06339
Project # 072-PI-31

6. Energy Star Rated- windows shall be Energy Star Certified.

Vinyl Replacement Window Features

1. Provide and install replacement windows as specified below.
2. Replacement windows shall be as specified regarding size, shape, operation and features.
3. Window frames shall be nominal 0.070 inch (1.8mm) thick polyvinyl chloride (PVC) with miter cut and fusion welded corners. Contoured sash design shall be a nominal 0.070-inch (1.7mm) thickness with fusion welded corners. Color: White.
4. Glazing: Low E, 5/8 inch (22mm) nominal thickness, insulated glass units are silicone glazed with an exterior glazing bead.
5. Sash Balances: Block and tackle, complying with AAMA-902. Balance cords shall be anchored to locking terminal housings when the sash is tilted in.
6. Weather Stripping: In compliance with AAMA 701.2.
7. Screens: Half screen, with extruded aluminum frame and 18 x 16 charcoal finished fiberglass mesh screening on double hung.
8. Grill work: Match existing grills.

Installation

1. Remove and dispose of existing windows and storms.
2. Replace any rotted exterior trim with like kind material.
3. Build out sills & casings on all windows with 2" nominal stock so as to extend beyond face of siding.
4. Windows shall be trimmed with full sill coverage extending beyond new replacement window. Sills shall be installed first and cut formed and fitted in such a manner to provide a counter flashing for the casings to ensure positive water drainage. Casings shall be cut, formed, and fitted to the sill and extend onto the head casing. The head casing shall be installed last overlapping the side casings.
5. Provide and install windows in accordance with manufacturer's installation instructions. Install windows plumb, level and square so as to operate freely and latch securely.

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6. Install spun fiberglass insulation within window header and under sill prior to installing window. Insulate between wooden window jambs and vinyl replacement window using low expansion foam insulation.
7. Apply full bead of caulking around perimeter of interior side of exterior window stops and sill. Set window into caulk bead and secure.

Egress Framing

1. Frame windows in each bedroom to egress code dimensions, utilizing existing rough opening widths. Trim out interior to match existing. Paint extension jambs and casings to match original.

Location & Window Type:

Living room A wall picture and 2 – double hung flankers.

Back right bedroom D wall 1 – double hung.

Front right bedroom A wall 1 – double hung.

Front center bedroom A wall 1 – double hung.

Note: Bedroom windows to be framed for egress access.

End of Section

Cost \$ 6,000.00

Lori Anne McCullough
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Project # 072-PI-31

DOORS

General

Work in this section shall be governed by the Contract Documents. Contractor shall provide all material, labor, equipment, permits, taxes, and fees necessary, as required to perform and complete the work specified herein and or as required by job conditions.

Intent

The intent of the proposed work includes but not limited to the following:

1. Replace front entry door, lockset, and storm door.

Exterior Doors Manufacturer

1. Therma-Tru Doors
2. Jeld-Wen Doors
3. Feather River Doors

Fiberglass Door Quality Standards

1. Door - Doors shall be 1 ¾" thick, pre-hung, in swing, smooth fiberglass doors, with 1/16" minimum thickness face panels.
2. Door Edges - Doors edges shall be machinable kiln dried pine and primed. Door bottom edge shall be moisture and decay resistant composite.
3. Lock Area - Lock area shall be reinforced with solid blocking for lockset. Doors shall be bored for 2 ¾" backset for locksets.
4. Door Core - Door core shall be CFC – free foamed in place polyurethane with density rate of 2.0 pcf minimum, K- factor of 0.15 for minimum thermal resistance.
5. Glazing - Factory glazed with two (2) panes of 1/8" minimum, tempered, glass with 3/8" – ½" airspace.
6. Frames- frames shall be milled from 5/4" kiln-dried pine, profiled with ½" stop. Jamb depth shall be as required individual application. Exterior brickmould shall be WM180 pattern.
7. Sills - Standard Unit doors shall have Mill Finish, Composite Adjustable Sill, with light wood cap.
8. Sills – Adjustable sill.

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Project # 072-PI-31

9. Hinges - Hinges shall be 4" x 4" x .098" Self-Aligning, Brushed Nickel finish.
10. Weather Stripping - Weather stripping shall be foam filled compression weather-stripping, Medium Reach., color Bronze.
11. Sweeps - Standard Unit Doors - Bottom Sweeps shall be Kerf Applied Single -Bulb Bottom Sweep, Color Bronze

Entry Door

1. Remove doors listed in intent above, including jambs, sill, trim, and any other material which would interfere with the installation of new door.
2. Contractor shall inspect condition of rough opening and framing and notify owner and program manager of any adverse conditions.
3. Install new door as per manufacturers installation instructions. Install door plumb, level, and square in rough opening. Shim between jambs and rough opening and fasten with appropriately sized fasteners for rigid installation.
4. Install low expansion insulation spray foam between rough opening and new door jamb filling all voids.
5. Install pine casings on interior of new doors to match existing. Glue all miters.
6. Provide and install new locksets and deadbolts as specified below. All locks shall keyed alike.
7. Apply one coat of latex primer to bare wood.
8. Apply two coats of semi-gloss latex paint to new doors and trim. Owner's choice of colors for the doors and trim.

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Project # 072-PI-31

Storm Door

1. Remove and dispose of storm doors listed in intent above.
2. Provide and install storm doors equal to Larson Savannah Series or approved equal. Doors shall be equipped with retractable glass and screen panels. See door schedule.
3. Door shall be measured to fit existing openings. Swing to match existing door.
4. Door shall be installed plumb and square to fit tightly, operate freely and latch securely.
5. New door shall be equipped with external expander with soffit vinyl sweep at bottom. All hardware such as push-button latch, pneumatic door closer and hurricane chain are required. Glazing's to be in accordance with State and Local regulations.

End of Section

Cost \$ 1,600.00

Lori Anne McCullough
43 Blacksmith Drive
Ledyard CT 06339
Project # 072-PI-31

VINYL SIDING

General

Work in this section shall be governed by the Contract Documents. Contractor shall provide all materials, labor, equipment and services necessary, to perform and complete the work specified herein and or as required by job conditions.

Intent

The intent of the proposed work shall include but not limited to the following:

1. Install 3/8" backer board, double 4" vinyl siding on entire house. Install vented vinyl soffit material, aluminum coil stock on all exterior trim.

References

1. ASTM D 635-Standard Method for Rate of Burning of Self Supporting Plastics in a Horizontal Position
2. ASTM D 638 - Standard Methods for Tensile Properties of Plastics.
3. ASTM D 648-Test Method for Deflection Temperature of Plastics under Flexural Load.
4. ASTM D 696-Standard Test Method for Coefficient of Linear Thermal Expansion of Plastic Between -30 degree C and 30 degrees C.
5. ASTM D 1435-Standard Practice Method for Outdoor Weathering of Plastics.
6. ASTM D 1929 - Standard Test Method for Ignition Properties of Plastics.
7. ASTM D 2843-Standard Test Method for Density of Smoke from Burning or Decomposition of Plastics.
8. ASTM D 3679 - Standard Specification for Rigid Poly Siding.
9. ASTM D 4101 - Standard Specification for Propylene Plastic Injection and Extrusion.
10. ASTM D 4216 - Standard Specification for Rigid Poly Compounds and Related Plastic Building Product Compounds.
11. ASTM D 4226 - Standard Test Methods for Impact Resistance of PVC Building Products.
12. ASTM D 4477 - Standard Specification for Rigid Poly Soffit.

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Ledyard CT 06339
Project # 072-PI-31

13. ASTM D 5206 - Standard Windload Resistance Test.
14. ASTM E 84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
15. ASTM E 119 - Standard Test Methods for Fire Test of Building Construction and Materials.

Manufacturer

1. Install one of the following manufacturers of siding:
 - a. Fairfield, .044, double 4" siding as manufactured by Style Crest Inc.
 - b. Carvedwood, .044, double 4" siding as manufactured by Mastic
 - c. Timberlake, .044 double 4" siding as manufactured by Kaykan
2. Install one of the following manufacturers of coil stock:
 - a. Alcoa, aluminum coil stock, minimum .019 thickness
3. Install one of the following manufacturers of soffit:
 - a. Mastic Soffit, Pro-Tech Plus triple 4 center vent.
 - b. CertainTeed / Wolverine Soffit, Universal triple 4 center vent

Accessories

1. Install the following accessories for complete installation as required.
 - a. Aluminum starter strip
 - b. 3 ½" wide corner posts
 - c. Under sill
 - d. J-channel
 - e. Light block(s)
 - f. Sill cock / split blocks
 - g. Dryer/vent(s)
 - h. Gable vent(s)

Fasteners

1. 2" minimum galvanized or corrosion resistant nail as recommended by manufacturer of siding products for the installation of the siding, soffit and ceiling material.
2. 1" – 1 ¼" color coated nails to match aluminum coil stock.

Caulking

1. Provide 100 % silicone based caulking material. Caulking material shall be color matched to the material where being applied.

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Ledyard CT 06339
Project # 072-PI-31

Installation

1. Install 3/8" backer board on all exterior wall surfaces of house. Cut material tight to openings.
2. Install double 4" clapboard style solid vinyl siding. Install all products in accordance to the latest printed installation instruction of the manufacturer.
3. All materials shall be installed true, plumb and square, in accordance to customary trade practices. Fasten siding panels by placing nail centered in nailing slot. Fasten siding every 16" on center. Drive nails straight leaving space between head of the nail and the panel to allow for expansion and contraction. Allow spacing at both ends of the panels and trim for expansion and contraction
4. Any item(s) that can be removed and remounted on new siding shall be removed and remounted. Any item(s) which cannot be removed shall be equipped with a split light block, such as water spigots. The siding contractor shall review the items with the Consultant that can and cannot be removed and remounted prior to commencing work.
5. Splice new siding around electrical conduit penetrating building.
6. Remove and dispose of wood soffit to create venting access. Install white triple 4" center vent soffit panels at soffits.
7. Remove gable vents and install plywood in openings as to prep for siding installation.

Aluminum Cladding

1. Install aluminum coil stock over the following items including but not limited to, all exterior door and window casings, rakes, fascia, returns, trims, posts, and headers.
2. Coil stock shall be formed and fashioned to follow existing design and contour of material being covered.
3. Windows shall be trimmed with full sill coverage. Sills shall be installed first and cut formed and fitted in such a manner to provide a counter flashing for the casings to ensure positive water drainage. Casings shall be cut, formed and fitted to the sill and extend onto the head casing. The head casing shall be installed last over lapping the side casings and cut with a 45 degree angle. Build out windows beyond siding depth.
4. Where any piece of coil stock is wider than 8" create a false bend to minimize cupping.

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Project # 072-PI-31

Cleaning:

1. The contractor shall clean up the job site on a daily basis. All nails, screws, metal and vinyl scraps shall be raked, or swept from sidewalks and grass areas.
2. Upon completion of work the Contractor shall wipe clean the siding material of all finger prints smudges or other markings.

End of Section

Cost \$ 10,700.00

Lori Anne McCullough
43 Blacksmith Drive
Ledyard CT 06339
Project # 072-PI-31

ELECTRICAL

General

Work in this section shall be governed by the Contract Documents. Contractor shall provide all material, labor, equipment, permits, taxes, and fees necessary, as required to perform and complete the work specified herein and or as required by job conditions.

Intent

The intent of the proposed work includes but not limited to the following:

1. Install smoke and CO detectors – 3 BR, 2 levels.
2. Replace front house entry exterior light fixture.

Smoke & Carbon Monoxide Detectors

1. Install FIRST ALERT Model BRK-SC0500B, or approved equal wireless, interconnected combination smoke detector and carbon monoxide detectors on two levels.
2. Install FIRST ALERT Model SA511B, or approved equal wireless, interconnected smoke detectors in each bedroom. Total of 3.

Light Fixture

1. Replace front house entry exterior light fixture. Allow \$75.00 for fixture.

End of Section

Cost \$ 2,000.00

Lori Anne McCullough
43 Blacksmith Drive
Ledyard CT 06339
Project # 072-PI-31

COST SUMMARY

WINDOWS	\$ <u>6,000.00</u>
DOORS	\$ <u>2,000.00</u>
SIDING	\$ <u>10,700.00</u>
ELECTRICAL	\$ <u>2,000.00</u>
TOTAL	\$ <u>20,700.00</u>

PROPERTY OWNER VERIFICATION

I the undersigned Owner acknowledge that I have fully read and understand the attached project specifications. I understand this to be the scope of work and the extent of the renovations to be performed at the property located at:

43 Blacksmith Drive, Ledyard CT 06339

I understand that any revisions to these specifications changing the scope of work can be made only for unforeseen circumstances. This is for my protection and for providing a clear understanding to the contractor who will provide a quote for the proposed work.

DATE:

10/20/24

OWNER:

Lori Anne McCullough
Lori Anne McCullough

I, the undersigned agree to provide all labor, material, permits, taxes, insurance, equipment, and related fees, necessary to complete the work as specified above for the property located at:

43 Blacksmith Drive, Ledyard CT 06339

All work will be performed in accordance to applicable codes.

Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/offer that it:

(a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) is, is not a women-owned business. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) is, is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are (check the blocks applicable to you):

- Black Americans
- Asian Pacific Americans
- Hispanic Americans
- Asian-Indian Americans
- Native Americans
- Hasidic Jewish Americans

(d) is, is not a bonafide Section 3 Company. "Section 3 company," as used in this provision, means that it meets the following definition:

1. 51% or more of the ownership of this company is owned by Section 3 residents, as defined by HUD.
2. Currently, at least 30% of the employees of the company are Section 3 residents, as defined by HUD.
3. At least 30% of the employees of the company were Section 3 residents, as defined by HUD, within three years of the date of first employment with this company.
4. I commit to subcontract at least 25% of the total value of this contract to Section 3 subcontractors, as these companies are defined above, and to provide the necessary evidence to substantiate this, prior to the award of contract.

Company Name: Perkins Home Improvement, LLC

Address: 269 Laurel Hill Avenue

Norwich, CT 06360

elaine.perkins@snet.net CT Consumer

Phone: 860-823-7348 Email: _____ Protection #: _____

EIN-SS# 77-0627044

Date: 11/13/2024 Print Name: Maloyd Perkins

Signature: *Maloyd Perkins*

Total Bid Amount: \$ 20,700.00

Amount Written: Twenty Thousand Seven Hundred & 00/100

(This information must be submitted in order to have your bid considered responsive.)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1052

Agenda Date: 12/11/2024

Agenda #: 16.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve the Town Council Department Fiscal Year 2025/2026 Budget in the amount of \$226,728.

Background:

As part of the Fiscal Year Budget Preparation process the Town Council is required to approve a Town Council Department Budget to be included in the Mayor's proposed budget (please see attached excel spreadsheet).

The Town Council's Department Budget would come back to the Finance Committee / Town Council as part of the Annual budget deliberation preparation process.

The proposed Fiscal Year 2025/2026 Town Council Department Budget is presented in the amount of \$226,728 an increase of \$21,910 over the current year's budget.

Increases include the following:

- \$20,000 Increase for Legal Fees regarding Tribal and Indian Law Issues; and Tax Recovery;
- \$1,910 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. .

The Town Council Department proposed Fiscal Year 205/2026 includes salaries for employees, funds for the annual audit along with legal fees and other operating expenses. There were no major changes to the expenses.

The Salary Lines are listed at the current year's salary, the Mayor's Office will update in accordance with the "*Resolution Establishing Administrator/Department Head Benefits*" "*Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July; and continuing until June 30, 2025, wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.*"

For clarification, the Town Council budget does not include funding for the members of the Town Council, they do not receive a stipend or compensation for serving the community.

The Town will solicit Requests for Proposals for Auditing Services for fiscal years ending June 30, 2025 and June 30, 2026; which also included two one-year extensions options.

Department Comment/Recommendation:

To approve the Town Council Department proposed Fiscal Year 2025/2026 as presented. The proposed budget was reasonable, there were no major changes to the expenses.

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

The Ledyard Town Council to ensure the Town's quality of life and to balance the financial and operations structure of the Town. to ensure the Town's quality of life and to balance the financial and operations structure of the Town.serves as the legislative & financial body of the community pursuant to the Town Charter for the residents and taxpayers of the Town of Ledyard. Also, to ensure the Town's quality of life and to balance the financial and operations structure of the Town.

Fund	Dept	Obj		Funct		Line Item Title	Line Item Description	Narrative - Justification	Status	2020/2021	2022/2023	Current Budgt Fiscal Year 2023/2024	Current Budget 2024/2025	Expenditures 2024/2025 10/30/2024	Department Proposed 2025/2026
1	10	1010		10101	5160	51600	TREASURER	Current Salary listed as a Place Holder to be adjusted during the Budget Preperation Process per Mayor / Finance Director	M	\$17,500	\$18,296	\$18,430	\$18,430	\$5,135	\$18,430
	10	1010		10101	5160	51602	ADMINISTRATIVE ASST.	Current Salary listed as a Place Holder to be adjusted during the Budget Preperation Process per Mayor / Finance Director	EB	\$62,417	\$65,860	\$68,166	\$80,217	\$23,648	\$80,217

101	10	1010	1010	5166	53600	AUDITOR'S FEE	<p>In accordance with Chapter III, Section 11 of the Town Charter: "The Town Council shall annually designate an independent public accountant or firm of independent public accountants to audit the books and accounts of the Town in accordance with the provisions of the General Statutes".</p> <p>.Place Holder to be adjusted one Proposals are received. Per Finance Director a 5% increase was included</p> <p>Annual Audit Report INCREASE:\$,1910</p>	<p>In accordance CGS 7-396 and 4-232 the Office of Management and Policy (OPM) must be notified of the Municipalities Appointed Auditor 30 days (May 31st) before the end of the Fiscal Year.</p> <p>The Town will solicit Requests for Proposals (RFP) for Auditing Services for fiscal years ending June 30, 2025 and June 30, 2026. ; which also included two one-year extensions options.</p> <p>Per Finance Director 5% was added to the current year's cost; as a holding place until Proposals are recieved</p> <p>Increase: \$,1910</p>	M	\$28,905	\$35,500	\$36,385	\$38,200	\$13,728	\$40,110
101	10	1010	10101	53600	53610	SPECIALLY APPROVED COUNSEL	<p>Legal Fees for continuing Tribal and Indian law issues and tax recovery. INCREASE:\$,20,000</p>	<p>Legal Fees for continuing Tribal and Indian law issues and tax recovery. This line was increased by \$20,000 based on pending cases. Increase \$20,000</p>	EB	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$70,000
101	10	1010	1010	53600	56100	OPERATING EXPENSES	<p>OPERATING EXPENSES \$3,971 Provides for the following:</p>		EB	\$3,485	\$2,560	\$2,560	\$3,971	\$288	\$3,971
							<p>1) General Miscel. Office Supplies:\$1,820..(No Increase)</p>	<p>Purchae Office Supplies sush as Archival Paper, Binders, DVD's; Name Plates, Frame TC Photo, Folders, etc..(No Increase)</p>							
							<p>2) BUDGET PRINTING - \$225.00 (No Increase)</p>	<p>Provides fSupplies to print the annual budget. (No Increase)</p>	M						

Town and Schools of Ledyard



YTD REPORT -TOWN COUNCIL-10/30/2024

FOR 2025 12							
ACCOUNTS FOR: 10110101 TOWN COUNCIL							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
51600 DEPARTMENT HEAD WAGES							
0101-10-1010-10101-51600 -		DEPARTMENT HEAD WAGES					
0.00	0.00	0.00	0.00	0.00	0.00	.0%	
TOTAL DEPARTMENT HEAD WAGES							
0.00	0.00	0.00	0.00	0.00	0.00	.0%	
51601 TREASURER							
0101-10-1010-10101-51601 -		TREASURER					
18,981.00	0.00	18,981.00	5,135.45	0.00	13,845.55	27.1%	
TOTAL TREASURER							
18,981.00	0.00	18,981.00	5,135.45	0.00	13,845.55	27.1%	
51602 ADMIN TOWN COUNCIL							
0101-10-1010-10101-51602 -		ADMIN TOWN COUNCIL					
70,217.00	10,000.00	80,217.00	23,648.20	0.00	56,568.80	29.5%	
TOTAL ADMIN TOWN COUNCIL							
70,217.00	10,000.00	80,217.00	23,648.20	0.00	56,568.80	29.5%	
53300 PROFESSIONAL/TECH SERVICES							
0101-10-1010-10101-53300 -		PROFESSIONAL/TECH SERVICES					
0.00	0.00	0.00	0.00	0.00	0.00	.0%	
TOTAL PROFESSIONAL/TECH SERVICES							
0.00	0.00	0.00	0.00	0.00	0.00	.0%	
53600 ACCOUNTING SERVICES/AUDIT							
0101-10-1010-10101-53600 -		ACCOUNTING SERVICES/AUDIT					
38,200.00	0.00	38,200.00	13,728.00	24,472.00	0.00	100.0%	

YTD REPORT -TOWN COUNCIL-10/30/2024

FOR 2025 12							
ACCOUNTS FOR: 10110101 TOWN COUNCIL	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL ACCOUNTING SERVICES/AUDIT	38,200.00	0.00	38,200.00	13,728.00	24,472.00	0.00	100.0%
53610 LEGAL SERVICES							
0101-10-1010-10101-53610 -	50,000.00	0.00	LEGAL SERVICES 50,000.00	0.00	30,000.00	20,000.00	60.0%
TOTAL LEGAL SERVICES	50,000.00	0.00	50,000.00	0.00	30,000.00	20,000.00	60.0%
53655 MEETING MANAGEMENT SYSTEM							
0101-10-1010-10101-53655 -	0.00	0.00	MEETING MANAGEMENT SYSTEM 0.00	0.00	0.00	0.00	.0%
TOTAL MEETING MANAGEMENT SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
54310 EQUIPMENT MAINTENANCE							
0101-10-1010-10101-54310 -	0.00	0.00	EQUIPMENT MAINTENANCE 0.00	0.00	0.00	0.00	.0%
TOTAL EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
55420 PRINTING/BINDING SERVICES							
0101-10-1010-10101-55420 -	0.00	0.00	PRINTING/BINDING SERVICES 0.00	0.00	0.00	0.00	.0%
TOTAL PRINTING/BINDING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
55555 COVID19 EXPENSES							
0101-10-1010-10101-55555 -			COVID19 EXPENSES				

YTD REPORT -TOWN COUNCIL-10/30/2024

FOR 2025 12							
ACCOUNTS FOR: 10110101 TOWN COUNCIL	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL COVID19 EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
56100 OPERATING EXPENSES							
0101-10-1010-10101-56100 -	3,971.00	0.00	OPERATING EXPENSES 3,971.00	288.98	1,010.02	2,672.00	32.7%
TOTAL OPERATING EXPENSES	3,971.00	0.00	3,971.00	288.98	1,010.02	2,672.00	32.7%
58100 DUES & FEES							
0101-10-1010-10101-58100 -	0.00	0.00	DUES & FEES 0.00	0.00	0.00	0.00	.0%
TOTAL DUES & FEES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
58300 EMPLOYEE REIMBURSEMENT							
0101-10-1010-10101-58300 -	0.00	0.00	EMPLOYEE REIMBURSEMENT 0.00	0.00	0.00	0.00	.0%
TOTAL EMPLOYEE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
58790 CONTINGENCY							
0101-10-1010-10101-58790 -	14,000.00	0.00	CONTINGENCY 14,000.00	0.00	0.00	14,000.00	.0%
TOTAL CONTINGENCY	14,000.00	0.00	14,000.00	0.00	0.00	14,000.00	.0%

YTD REPORT -TOWN COUNCIL-10/30/2024

FOR 2025 12							
ACCOUNTS FOR: 10110101 TOWN COUNCIL							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
TOTAL TOWN COUNCIL							
195,369.00	10,000.00	205,369.00	42,800.63	55,482.02	107,086.35	47.9%	
TOTAL EXPENSES							
195,369.00	10,000.00	205,369.00	42,800.63	55,482.02	107,086.35		

YTD REPORT -TOWN COUNCIL-10/30/2024

FOR 2025 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
195,369.00	10,000.00	205,369.00	42,800.63	55,482.02	107,086.35	47.9%	GRAND TOTAL

** END OF REPORT - Generated by ROXANNE MAHER **

RESOLUTION ESTABLISHING
ADMINISTRATOR/DEPARTMENT HEAD BENEFITS

WHEREAS, The Town Council recognizes the need to compensate its Administrators/Department Heads in a fair and equitable manner;

NOW, THEREFORE BE IT RESOLVED, That the Town Council reaffirms the practices, policies, plans and benefits set forth in the Town of Ledyard Employee Handbook which applies to all Employees, including Administrators/Department Heads and provides further that if the terms of this Resolution differ from the terms of the Town of Ledyard Employee Handbook, the provisions and terms of this Resolution shall apply exclusively.

For the purpose of this Resolution, the Town Council Chairperson shall be the immediate supervisor of the Administrative Assistant to the Town Council; the Chairperson of the Town Council Finance Committee shall be the immediate supervisor for the Town Treasurer; the Director of Finance shall be the immediate supervisor for the Assistant Director of Finance; the Mayor shall be the immediate supervisor for all other Administrators/Department Heads.

All benefits are computed based on a 40-hour work week. Benefits for employees working less than 40 hours will be pro-rated based on a 40-hour work week.

As of the date of this revision there are 17 non-union positions covered by the Administrator /Department Head Resolution:

1. Town Clerk
2. Director of Finance
3. Assistant Director of Finance/Treasurer
4. Director of Administrative Services/Mayoral Assistant
5. Director of Human Resources
6. Administrator of Emergency Services
7. Director of Civil Preparedness and Emergency Management
8. Library Director
9. Public Health Nursing Administrative Supervisor
10. Director of Parks and Recreation
11. Public Works Director/Town Engineer
12. Director of Planning and Development
13. Administrative Assistant to the Town Council
14. WPCA Wastewater Operations Supervisor
15. Mayor *
16. Chief of Police **
17. Police Captain **

* Elected position. Applicable sections of this Resolution are limited to insurance, pension, and workers compensation.

** Appointed/Contracted Position. Applicable sections of this Resolution are limited to those not specifically covered in the contract.

Note: At times some of the positions listed above may be unfilled, combined, or contracted. Appropriate adjustments to benefits will be made in these circumstances.

LEAVES AND ABSENCES

All leaves and absences are based on a 40 hour work week. Leave and absences for employees working less than 40 hours will be pro-rated based on a 40 hour work week.

VACATION

See Personnel Handbook

SPECIAL LEAVE

Special Holiday leave shall be granted on the days, or portions thereof, listed below:

- a. December 24, whenever it occurs on a Monday;
- b. December 24, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- c. December 26, whenever it occurs on a Friday;
- d. December 31, whenever it occurs on a Monday;
- e. December 31, after having worked one-half of their normal daily work schedule, whenever it occurs on a Tuesday, Wednesday, or Thursday;
- f. January 2, whenever it occurs on a Friday.

The above Holiday leave may be adjusted based on Town Hall schedules; e.g. if union contracts are negotiated to allow the Town Hall to be open on any of these days compensatory time-off may be granted.

The Administrators/Department Heads whose duties and responsibilities require them to work during periods of special leave shall be eligible for equivalent amounts of compensatory time off.

LEAVE OF ABSENCE WITHOUT PAY

All requests for a Leave of Absence Without Pay must be made in writing and approved in advance by the Mayor. If the leave is for more than five (5) days in any one month, the Administrator/Department Head shall not earn sick or vacation leave for that month. The Administrator/Department Head shall not be paid for any holiday or special leave day which may occur during the Leave of Absence Without Pay. In order to qualify to be paid for a holiday or a special leave day, an Administrator/Department Head who has been on a Leave of Absence Without Pay must have worked the last work day directly preceding said holiday or special leave day.

SICK LEAVE TERMINATION

Upon termination of service from the Town of Ledyard, all unused sick leave up to a maximum of fifty (50) days will be paid to the Administrator/Department Head in a lump sum payment, provided the individual has been an Employee of the Town for a minimum of ten (10) years, and said Administrator/Department Head is not terminated for cause.

Employees hired on or after July 1, 2014 with a minimum of ten (10) consecutive years of service will upon termination be paid for a maximum of twenty (20) days.

PERSONAL LEAVE

Each Administrator/Department Head shall be entitled to three (3) personal leave days annually without loss of pay, provided such Administrator/Department Head notifies the Supervisor at least twenty-four (24) hours in advance, except in the case of a personal emergency. Personal days may be used in conjunction with a holiday or vacation provided a two (2) week written notice is supplied to the Supervisor and provided approval is granted by the Supervisor. During an Employee's first fiscal year, he or she shall be eligible for one (1) personal day for every four (4) months worked.

COMPENSATORY TIME

Administrator/Department Heads may, with the advanced approval of the Supervisor or Mayor, be provided compensation in the form of compensatory time at the rate of one hour of compensatory time for each hour worked in excess of the maximum work week of each employee. Salaried exempt employees shall be eligible for compensatory time off for work

performed which is beyond the normal scope of duties. All compensatory time must be taken within three months, unless otherwise approved by immediate supervisor. Compensatory time which is not taken within three months of accrual will be forfeited.

INSURANCE

The Town shall continue to provide eligible Employees and their dependents substantially similar group health and dental insurance coverage and benefits as exist in the Town's conventional insurance plan. The Town reserves the right to change or provide alternate insurance carriers, health maintenance organizations, or benefit levels or to self-insure as it deems appropriate for any form or portion of insurance coverage, so long as the new coverage and benefits are substantially similar to the conventional insurance. The Town will not be responsible for changes unilaterally imposed by an insurance provider so long as the Town uses its best efforts to minimize changes by incumbent insurance providers from one plan year to another.

- a. Each Employee shall be responsible for fifty percent (50%) of the cost of the dental plan for spouse or family coverage, and the applicable Employee contribution rate, as set forth below, for the Employee's dental coverage.
- b. The Town will purchase for each Employee at no cost to Employee, life insurance which in the event of death of the Employee while employed by the Town, will provide a benefit of \$50,000 or a sum equivalent to the Employee's base salary, whichever is less.
- c. Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.
- d. Effective July 1, 2010 and each July 1 following, the co-insurance and co-pay contributions shall be the same as the lowest negotiated Town Hall labor contracts effective on that date.
- e. Employees may elect to waive all group insurance benefits, and in lieu thereof, be remunerated in the amount of twenty-five percent (25%) of the actual premium saved.
- f. Employees are required to notify Human Resources of significant changes to circumstances affecting insurance, including but not limited to births, death of dependents, marriage, adoptions, divorce, or change in eligibility of dependents.

PENSION

Employees hired prior to July 1, 2009 may be eligible to participate in the town's Defined Benefit Pension Plan. Details of this plan are provided in the Defined Benefit Summary Plan Description which will be provided to all eligible employees.

Employees hired on or after July 1, 2009 may be eligible to participate in the town's Defined Contribution Pension Plan. Details of this plan are provided in the Defined Contribution Summary Plan Description which will be provided to all eligible employees.

Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.

WORKERS' COMPENSATION

If an Employee is injured in the performance of his or her duties or is otherwise qualified for benefits under the Workers' Compensation Act, the net after tax difference between his or her regular base pay and Workers' Compensation shall be paid by the Employer for a period not to exceed six (6) months or until maximum recovery is attained (whichever is first.)

Until a determination is made as to the eligibility for Workers' Compensation payments, absences shall be charged, at the Employee's option, to accumulated sick leave and/or vacation time, provided eligibility requirements are met. The Employee's time will be credited when compensation becomes effective.

Notwithstanding the above, if the Town, in its sole discretion, advances pay before an eligibility determination is made, and the Employee is thereafter found ineligible or the Employee's eligibility is terminated for any reason, the deficiency shall be charged at the Employee's option to accumulated sick leave and/or accumulated vacation leave. However, if an Employee has not accumulated sufficient sick and/or annual leave to cover the period of absence, the Employee shall be considered on leave with pay and shall be required to repay the Town for any salary advanced while on leave with pay in the following manner:

- a. Sick Leave
- b. Vacation
- c. Personal Leave
- d. Incentives
- e. Wages
- f. Welfare Benefits

WAGES AND COMPENSATION

Employees shall be paid at the rate as designated by the Mayor or contractually negotiated. Increases in wages shall be effective on the first day of July; and continuing until June 30, 2025, wage increases may not be less than the percentage of the highest union contracted increase for that fiscal year.

Employees required to be available via cell phone outside of regular work hours who are not issued a Town cell phone, shall receive a monthly stipend for usage of their personal cell phone at a rate equivalent to the highest stipend paid to any of the Town's bargaining units.

With the implementation of this Resolution, retroactive reimbursement for wages and personal cell phones shall be paid to employees who were on staff as of July 1, 2022.

EDUCATION AND TRAINING

The Administrator/Department Head shall be reimbursed for travel expenses, meals, lodging, registration fees and other appropriate expenses as may be required when attending professional meetings, training and/or conducting Town business, provided prior approval to attend such meeting and incur such expenses is obtained from the immediate supervisor.

Any Administrator/Department Head who successfully completes an education or vocational course approved, in advance, by the immediate supervisor shall be reimbursed the cost of such courses up to a maximum of fifty percent (50%) not to exceed One Thousand Dollars (\$1,000) per year. Courses eligible for reimbursement must be at an accredited college or university and directly relate to the Administrator/Department Head's professional development. Employees who receive tuition reimbursement shall remain in the employment of the Town for one year following completion of the course or shall be required to reimburse the tuition.

LONGEVITY

In return for good and faithful service to the Town, each Administrator/Department Head shall receive the following longevity payments:

- a. Ten years, but less than fifteen years \$350.00
- b. Fifteen years, but less than twenty years \$450.00
- c. Twenty or more years \$550.00

Payment shall be paid in one lump sum annually on the pay date nearest the Administrator/Department Head’s anniversary date of employment.

Employees hired after July 1, 2014 shall not be eligible for Longevity payments.

TRIENNIAL REVIEW

The terms of this Resolution shall be reviewed every three (3) years from its adoption date by the Administrator/Department Heads and Town Council.

Adopted by the Ledyard Town Council on: February 22, 2023



Kevin J. Dombrowski, Chairman

Revisions: March 10, 1989; July 13, 1998; September 26, 1990; January 27, 1993; October 8, 2003; May 28, 2014; January 13, 2016.

History:

2023: Updated the titles of the following positions:

Librarian to Library Director; Assistant Finance Director to include Treasurer; Police Lieutenant to Police Capitan.

Insurance Section paragraph (c): Removed/replaced the following language
~~Effective with the adoption of this Resolution, each Employee shall be responsible for ten percent (10%) of the applicable conventional premium rate (COBRA rate) determined by the insurance carrier or administrator for all health and dental insurance benefits, excluding life insurance. An Employee with individual coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for individual coverage. An Employee and spouse or an Employee and eligible dependent, (two person coverage classification), shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for such two person coverage. An Employee with family coverage shall have deducted from his/her monthly wages ten percent (10%) of the monthly conventional premium rate (COBRA rate) for family coverage.~~

(New Language): Effective with the adoption of this Resolution, each employee shall be responsible for the percentage of the applicable conventional premium rate determined by the insurance carrier or administrator for all health and dental benefits as outlined in Paragraph d below.

Pension Section: Removed/replaced the following language:

~~Effective July 1, 2014 employees eligible for the Defined Contribution Plan will be auto-enrolled at an employee contribution rate of 3% of base salary effective the first day of the first full quarter of the fiscal year after the hire date. Unless the employee directs the town otherwise, the employee minimum contribution rate will increase by 1% on July 1st each year until an employee contribution rate of 15% is achieved. Employees have the right to opt out of or modify the auto-enrollment by notifying Human Resources within 90 days after the actions are effective. The Town will match the employee’s contributions up to a rate equal to the highest rate negotiated by Town Hall labor contracts currently in effect on July 1st of each fiscal year.~~

(New language) Effective July 1, 2022 employees eligible for the Defined Contribution Plan will be automatically enrolled at date of hire at a contribution rate of ten percent (10%) of base salary. The Town will match the employee's contribution effective six months after the date of hire.

Added New Section : "Wages and Compensation".

Longevity Section: Updated longevity payments as follows:

- | | | |
|----|---|-------------------------------------|
| a. | Ten years, but less than fifteen years | \$250.00 \$350.00 |
| b. | Fifteen years, but less than twenty years | \$350.00 \$450.00 |
| c. | Twenty or more years | \$450.00 \$550.00 |

(New Section): Triennial Review: The terms of this Resolution shall be reviewed and acknowledged every three (3) years from its adoption date by the Administrator/Department Heads and Town Council; and shall remain in place until further action is agreed upon by both parties.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1053

Agenda Date: 12/11/2024

Agenda #: 17.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve the Town Council Department Fiscal Year 2025/2026 Capital Improvement Budget in the total amount of \$1,500.

Background:

As part of the Fiscal Year Budget Preparation process the Town Council is required to approve a Capital Plan for Town Council Department.

The proposed Capital Plan was in the amount of \$1,500 (please see attached quote)

The Town Council is submitting a request for funding in the Town Council's New Equipment/Laptop Computer Replacement CNR Sinking Fund as they have in previous years.

This fund is used to provide members of the Town Council and the Administrative Assistant a laptop to conduct town business and purchase equipment to support/access the cloud-based meeting portal.

The attached quote in the amount of \$1,630.75 provides:

Dell Latitude 5550 Notebook \$1,630.75

- Windows 11 Pro
- 16GB Memory; 256 GB SSD Storage
- 15.6" Diagonal FHD Display

Include 5 years of damage replacement and support.

\$1,500.00 is being submitted/requested for the New Equipment/Laptop Replacement Initiative in Fiscal Year 2025/2026 CIP Budget.

Planning/Background Context:

The Town Council began planning for improvements for their technological needs in the 2006/2007 Fiscal Year budget by allocating \$2,000 per year for the replacement of the laptop computers for Councilors, over the years this funding allocation has been reduced to \$1,500 annually.

In 2011/2012 the Town Council transitioned to paperless meetings and being completely electronic with the use of laptop computers and a cloud-based meeting portal. This has reduced operating costs involving paper, copying, postage and other related office supplies.

\$1,500 is being submitted/requested for Fiscal Year 2025/2026

Initiative in Fiscal Year 2025/2026 CIP Budget.

10/30/2023 Current Account Balance:

\$2,612.29

Schedule: Laptop Replacement Sinking Fund/Town Council

Two laptops were purchased this year (Fiscal Year 2024/2025). Laptops are needed for Town Councilors to participate in their elected role relative to town business. As in years past some Councilors have chosen to use their own personal computer devices.

Laptop computers are issued and older laptops are replaced on an as-needed basis/rotation. There is no specific schedule.

Purchase of equipment to support access/participation to cloud-based meeting portal.

Coordination: New Equipment/Laptop Replacement Sinking Fund/Town Council

This sinking fund project does not coordinate with other projects.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

**Town Council
Capital Improvement Plan
Fiscal Year 2025/2026**

(1) Project Description: Laptop Replacement Sinking Fund/Town Council \$1,500

As technology and the use of portable computer devices have become essential for the town's day-to-day operations and necessary to conduct business.

The Town Council is submitting a request for funding in the Town Council's New Equipment/Laptop Computer Replacement CNR Sinking Fund as they have in previous years.

This fund is used to provide members of the Town Council and the Administrative Assistant a laptop to conduct town business and purchase equipment to support/access the cloud-based meeting portal.

The attached quote in the amount of \$1,630.75 provides:

Dell Latitude 5550 Notebook \$1,630.75 (see attached)

- Windows 11 Pro
- 16GB Memory; 256 GB SSD Storage
- 15.6" Diagonal FHD Display

Include 5 years of damage replacement and support.

\$1,500.00 is being submitted/requested for the New Equipment/Laptop Replacement Initiative in Fiscal Year 2025/2026 CIP Budget.

Planning/Background Context:

The Town Council began planning for improvements for their technological needs in the 2006/2007 Fiscal Year budget by allocating \$2,000 per year for the replacement of the laptop computers for Councilors, over the years this funding allocation has been reduced to \$1,500 annually.

In 2011/2012 the Town Council transitioned to paperless meetings and being completely electronic with the use of laptop computers and a cloud-based meeting portal. This has reduced operating costs involving paper, copying, postage and other related office supplies.

\$1,500 is being submitted/requested for Fiscal Year 2025/2026

Initiative in Fiscal Year 2025/2026 CIP Budget.

10/30/2023 Current Account Balance: \$2,612.29

Schedule: Laptop Replacement Sinking Fund/Town Council

Two laptops were purchased this year (Fiscal Year 2024/2025). Laptops are needed for Town Councilors to participate in their elected role relative to town business. As in years past some Councilors have chosen to use their own personal computer devices.

Laptop computers are issued and older laptops are replaced on an as-needed basis/rotation. There is no specific schedule.

Purchase of equipment to support access/participation to cloud-based meeting portal.

Coordination: New Equipment/Laptop Replacement Sinking Fund/Town Council

This sinking fund project does not coordinate with other projects.

Account Inquiry [Town and Schools of Ledyard]

Account

Fund	0210	CNR	Acct	0210-10-1010-10101-57300 -	
Org	21010101	TOWN COUN	Acct name	NEW EQUIPMENT	
Object	57300	NEW EQUIP	Type	Expense	Status Active
Project			Rollup		
			Sub-Rollup		
			<input type="checkbox"/> MultiYr Fund		

4 Year Comparison

Current Year

History

4 Year Graph

History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	FI
Original Budget	3,406.73	6,883.83	.00	
Transfers In	1,500.00	.00	6,883.83	
Transfers Out	.00	.00	.00	
Revised Budget	4,906.73	6,883.83	6,883.83	
Actual (Memo)	2,294.44	3,477.10	.00	
Encumbrances	.00	.00	.00	
Requisitions	.00			
Available	2,612.29	3,406.73	6,883.83	
Percent used	46.76	50.51	.00	

Form 2. Project Summary and Impact of Individual Project Proposal on Operating Budget

Date Prepared: 10/30/2024 Town Council
 Prepared By: Roxanne Maher
Approved By: Town Council
 Project Title: Laptop Replacements
 Work Done in Prior Years, if applicable:

Project Summary:

Cost Elements	Remaining Funding from Prior Years	FY26 Cost	FY27 Cost	FY28 Cost	FY29 Cost	FY30 Cost	FY31 Cost	FY32 Cost	Cost to Date	TOTAL
Planning/Design										\$ -
Site Acquisition										\$ -
Site Improvement										\$ -
Construction										\$ -
Purchase of Equipment										\$ -
Other										\$ -
Contingency										\$ -
TOTAL	\$ 3,058	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 13,558

Impact of Individual Project Proposal on Operating Budget:

Cost Elements	FY26 Cost	FY27 Cost	FY28 Cost	FY29 Cost	FY30 Cost	FY31 Cost	FY 32 Cost	Explanation
Payroll & Fringes								
Professional Services								
Miscellaneous Expenses								
Other								
TOTAL	\$ 3,058	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

10/18/05



A quote for your consideration.

To retrieve this eQuote online, log in to your [Dell Premier Page](#) and search for your eQuote number under “Quotes” in the top menu bar.

Quote No.: 3000180474280
Total (USD): \$2,978.80
eQuote Name: Town Council Laptops
eQuote Creator: mis.director@ledyardct.org
Quoted On: Aug. 20, 2024
Expires By: Sep. 19, 2024

Company Name: TOWN OF LEDYARD
Customer Number: 12740676
Phone: 8604643225
Premier Page Name: LEDYARD, CONNECTICUT

Contract Name: OMNIA-National Cooperative Purchasing Alliance (NCPA)
Contract Code: C000001019611
Customer Agreement Number: NCPA 01-143

Billing Address:
TOWN OF LEDYARD
TROCCHIO SHERYL
741 COLONEL LEDYARD HWY
LEDYARD , CT 06339-1511

Pricing Summary

	Qty	Unit Price	Discounted Unit Price	Subtotal
1. Latitude 5550 Premier discount	1	\$2,365.00 - \$1,016.95	\$1,348.05	\$1,348.05
2. Latitude 5450 Premier discount	1	\$2,965.00 - \$1,334.25	\$1,630.75	\$1,630.75
			Subtotal:	\$2,978.80
			Shipping:	\$0.00
			Estimated Tax:	\$0.00
			Total (USD):	\$2,978.80

Shipping Address:

TOWN OF LEDYARD
 Dube Justin
 741 COLONEL LEDYARD HWY
 LEDYARD , CT 06339

Shipping Method:

FREE Standard Delivery

Product Details

		Qty	Unit Price	Subtotal
1.	 Latitude 5550 (210-BLMN) Order Code: s0034l5550usr	1	\$1,348.05	\$1,348.05

Module	Description	Product Code	SKU	Qty
Base	Dell Latitude 5550 BTX Base	G4QDHMF	210-BLMN	1
Processor	Intel® Core™ Ultra 5 125U (12 MB cache, 12 cores, 14 threads, up to 4.3 GHz Turbo)	GWR5DJY	379-BFNZ	1
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GC7OFJV	658-BCSB	1
Base Options	Integrated Intel® graphics for Intel® Core™ Ultra 5 125U processor	GKJA2TQ	338-CNRG,338-CNRK	1
Chassis Options	Latitude 5550 Bottom Door, MTL U15	GBKOF2I	321-BKTQ	1
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	G7P3MRH	409-BCXY	1
Systems Management	Intel® vPro® Management Disabled	G31NCA7	631-BBSQ	1
Memory	16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel® Core™ processors)	GDT5YH9	370-BBTL	1
Storage	256 GB, M.2 2230, TLC, Gen 4 PCIe NVMe, SSD	GFMCS4E	400-BRFT	1
Additional Storage	No Additional Hard Drive	GNTOSJ7	401-AADF	1
Displays	15.6", FHD 1920x1080, 60Hz, IPS, Non-Touch, AG, 250 nit, 45% NTSC, FHD Cam	GTXQZ6G	391-BJHB	1
Keyboard	English US backlit Copilot key keyboard with numeric keypad, 99-key	GK5OBMC	583-BLNH	1
Mouse	No Mouse	G8043UZ	570-AADK	1
Wireless Driver	Intel AX211 WLAN Driver	GMPNA8K	555-BKQC	1
Wireless	Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card	GA8TF6I	555-BKLQ	1
Mobile Broadband	No Mobile Broadband Card	GR957IY	556-BBCD	1
Primary Battery	3-cell, 54 Wh, ExpressCharge™ Capable, ExpressCharge™ Boost Capable	GI2ZVN4	451-BDGX	1
AC Adapter	65W AC adapter, USB Type-C, EcoDesign	GHBR6U3	492-BDMN	1
PalmRest	No Security	GMWE2XS	346-BKLV	1
Protect your new PC	No anti-virus software	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
Power Cord	E4 Power Cord 1M for US	GC90V4B	537-BBDO	1

Setup and Features Guides	Latitude 5550 Quick Start Guide	GOWPY9Z	340-DMNY	1
Resource Media	No Resource USB Media	G5KFAU6	430-XXYG	1
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	340-AGIK	1
ENERGY STAR	ENERGY STAR Qualified	GFSJ2Q8	387-BBPC	1
FGA Module	5550_1HFY25_042/US/BTS	FG0034	998-GXFN	1
Non-Microsoft Application Software	Dell Additional Software	GX3QS7G	658-BFQB	1
Packaging	BTS MTL 65W ADPT	GCN35QL	340-DMLZ	1
Processor Label	Intel® Core™ Ultra 5 Non-vPro Label	GKG7T5M	389-FGSN	1
Transportation from ODM to region	Smart Selection Shipment (S)	G7V9AUK	800-BBQI	1
EAN POD Label	POD Label	GAX83SM	389-EDJB	1
Camera	FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	GKZIM8N	319-BBKK	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
ICPS	No ICPS	GJ5LQFG	650-BBBG	1
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	379-BDZB	1
Service	5Y Basic Onsite Service after remote diagnosis with Hardware-Only Support	NBD5	975-3461,997-8317,997-8328,997-8335	1
Accidental Damage	5-year Accidental Damage Service	AD5	815-9461	1
Keep Your Hard Drive	5 Years, Federal Keep Your Hard Drive Service	KHDFED5	980-9374	1

Qty Unit Price Subtotal

2.		Latitude 5450 (210-BLLY) Order Code: s002615450usr	1	\$1,630.75	\$1,630.75
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Module	Description	Product Code	SKU	Qty
Base	Dell Latitude 5450 BTX Base	G1RMAKO	210-BLLY	1
Processor	Intel® Core™ Ultra 7 155U (12 MB cache, 12 cores, 14 threads, up to 4.8 GHz Turbo)	GZEXFB1	379-BFPD	1
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GC7OFJV	658-BCSB	1
Base Options	Integrated Intel® graphics for Intel® Core™ Ultra 7 155U processor	GZ1K9UW	338-CNNM	1
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	G0Q2GED	409-BCXT	1
Systems Management	Intel® vPro® Management Disabled	GB70KOX	631-BBTF	1
Memory	16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel® Core™ processors)	GDT5YH9	370-BBTL	1
Storage	256 GB, M.2 2230, TLC, Gen 4 PCIe NVMe, SSD	GR5PCAV	400-BRGL	1
Displays	14.0", FHD 1920x1080, 60Hz, IPS, Non-Touch, AG, 250 nit, 45% NTSC, FHD Cam	G1RFD2O	391-BJGD	1
Keyboard	English US backlit Copilot key keyboard, 79-key	G4OPN8V	583-BLMY	1
Mouse	No Mouse	G8043UZ	570-AADK	1
Wireless Driver	Intel AX211 WLAN Driver	G9NILGC	555-BKPM	1
Wireless	Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card	GA8TF6I	555-BKLQ	1

Mobile Broadband	No Mobile Broadband Card	GR957IY	556-BBCD	1
Primary Battery	3-cell, 54 Wh, ExpressCharge™ Capable, ExpressCharge™ Boost Capable	GI2ZVN4	451-BDGX	1
AC Adapter	65W AC adapter, USB Type-C, EcoDesign	GHBR6U3	492-BDMN	1
PalmRest	No Security	GFUXS31	346-BKMJ	1
Security Software	No anti-virus software	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
Power Cord	E4 Power Cord 1M for US	GC90V4B	537-BBDO	1
Setup and Features Guides	Latitude 5450 Quick Start Guide	GLYEO2I	340-DMNG	1
Resource Media	No Resource USB Media	G5KFAU6	430-XXYG	1
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	340-AGIK	1
ENERGY STAR	ENERGY STAR Qualified	GFSJ2Q8	387-BBPC	1
FGA Module	5450_1Hfy25_056/US/BTS	FG0026	998-GWYQ	1
Non-Microsoft Application Software	Dell Additional Software	GX3QS7G	658-BFQB	1
Packaging	BTS 15/28W CPU + UMA + 65W Adapter ML	GG7DU38	340-DPFX	1
Processor Label	Intel® Core™ Ultra 7 Non-vPro Label	GP1MNR4	389-FGSP	1
Transportation from ODM to region	Smart Selection Shipment (VS)	G1U8Y59	800-BBQH	1
EAN POD label	POD Label	GAX83SM	389-EDJB	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
ICPS	No ICPS	GJ5LQFG	650-BBBG	1
Camera	FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	GKZIM8N	319-BBKK	1
Additional Optical	No Removable CD/DVD Drive	GDCPVR0	429-AATO	1
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	379-BDZB	1
Chassis Options	Latitude 5450 Bottom Door, U15	GLXBQ6R	321-BKTY	1
Service	5Y ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support	PN5	975-3461,989-3449,997-8317,997-8348,997-8349,997-8358	1
Accidental Damage	5-year Accidental Damage Service	AD5	815-9461	1
Keep Your Hard Drive	5 Years, Federal Keep Your Hard Drive Service	KHDFED5	980-9374	1

Need Help?



We're here to answer any of your Order Support questions. [Contact Us.](#)

CONNECT WITH DELL:



Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

Dell Marketing LP. U.S. only. Dell Marketing LP. is located at One Dell Way, Mail Stop 8129, Round Rock, TX 78682



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1161

Agenda Date: 12/11/2024

Agenda #: 18.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to cancel the Town Council's Regular Meeting of December 25, 2024 for the Christmas Holiday.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)