



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL


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

MEMORANDUM

DATE: December 8, 2022

TO: All Town Councilors
Mayor Fred Allyn, III
Board of Education
Finance Director
Administrator of Emergency Services
Animal Control Officer
Building Department
Economic Development
Emergency Dispatch Center
Fire Marshall
Gales Ferry Fire Department
Historic District Commission

Land Use Department (Planning & Zoning)
Ledyard Fire Department
Library
Nursing Department
Parks and Recreation Department
Police Department
Public Works Department
Registrar of Voters
Senior Citizens Commission
Social Services Department
Town Clerk
Water Pollution Control Authority
Inland Wetland and WaterCourses

FROM: William D. Saums, Finance Committee Chairman 

Re: **Preliminary Budget Work Session Schedule for Fiscal Year 2023/2024**

Attached please find the preliminary budget work session schedule for the Fiscal Year 2023/2024 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 16, 2023 to reschedule. A final schedule will be distributed on February 21, 2023.

Thank you for your cooperation.

DRAFT:10/13/2022

NOTE THIS IS A TENTATIVE SCHEDULE OUTLINE. THE DATES HAVE NOT BEEN ACTUALLY BEEN SET YET.

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

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

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

November Submit reservation request to High School to reserve Auditorium for
April Public Hearing and May Annual Town Meeting

December Town Council prepares and approves Town Council budget to submit to
Mayor's Office.

3rd Monday All Departments submit preliminary budget to Mayor's Office
January (1/15/2023) Per Town Charter

4th Monday Board of Education shall file budget estimates to Mayor's Office
February (2/27/2023) Per Town Charter

1st Monday Mayor submits budget to Town Council and files with Town Clerk's
March Office.
(3/6/2023) Per Town Charter

March Finance Committee conducts Departmental Budget Work Sessions
Departments submits budget material to Town Council.

(3/29/2023) Town Council finalizes budget.
(This Date is NOT dictated by Charter)

(4/06/2022) Town Council files proposed budget with Town Clerk's Office for Public
Hearing.
(This Date is NOT dictated by Charter)

On OR Before the Town Council conducts one or more Public Hearings on the proposed
Last Monday April budget at the Ledyard High School, 24 Gallup Hill Road
(4/17/2023) Per Town Charter

APRIL 19 or 26, 2023 Town Council Votes to Finalize Budget (Special Meeting)
(This Date is NOT dictated by Charter)

1st Monday of
May (5/1/2023)
Per Town Charter

Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

3rd Monday May
(5/15/2023)
(Tuesday 5/16/2023)
Per Town Charter

Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day. Should the referendum on the budget refer the budget 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.

Forth Monday
In June (6/28/2023)
Per Town Charter

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

** The budget must be presented as a Resolution

Preliminary Schedule Fiscal Year 2023/2024 Budget

March 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|-----------|---|---|-----------|-----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 MAYOR'S BUDGET DUE LUPPW 6:00 CC | 7 | 8 FINANCE 5:00 CC | 9 BUDGET WORK SESSIONS 12:00 MAYOR 12:30 FINANCE 12:45 HUMAN RESOURCES 1:00 MIS DEPARTMENT 1:15 LAND USE 1:15 EDC 1:15 BUILDING 1:15 PLANNING//ZONING 1:15 IWWC 1:30 PUBLIC WORKS 1:45 CIP 2:00 BUDGET WORK | 10 | 11 |
| 12 | 13 BUDGET WORK SESSIONS 12:00 FIRE MARSHALL 12:00 EMERG MGT 12:00 ADMIN OF EMERG SERV 12:15 GFFD 12:15 LCFD 12:30 ACO 12:30 DISPATCH 12:30 POLICE 1:00 WPCA 1:15 BUDGET WORK | 14 | 15 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC | 16 BUDGET WORK SESSIONS 12:00 TOWN CLERK 12:05 REGISTRARS 12:15 HISTORIC 12:30 NURSING 12:30 SENIOR CITIZENS 12:30 PARKS & REC 12:45 YOUTH & SOCIAL SERVCIES 1:00 LIBRARY 1:45 BUDGET WORK | 17 | 18 |
| 19 | 20 | 21 | 22 FINANCE 5:00 CC COMM REL 6:30 CC | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 TOWN COUNCIL 7:00 CC Approve Budget for Public Hearing | 30 | 31 | |

April 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|-----------------------|--|-----------------------|-----------------------|----------|
| | | | | | | 1 |
| 2 | 3 LUPPW 6:00 CC | 4 | 5 FINANCE 5:00 CC | 6 | 7 SCHOOL VACATION | 8 |
| 9 | 10 SCHOOL VACATION | 11 SCHOOL VACATION | 12 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC | 13 SCHOOL VACATION | 14 SCHOOL VACATION | 15 |
| 16 | 17 PUBLIC HEARING Fiscal Year 2023/2024 Budget | 18 | 19 FINANCE 5:00 CC COMM REL 6:30 CC | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 TOWN COUNCIL 7:00 CC (Finalize Budget for Annual Town Meeting) | 27 | 28 | 29 |
| 30 | | | | | | |

May 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|--|---|-----------|-----------|-----------|
| | 1 TOWN COUNCIL FILES FY 23/24 BUDGET WITH TOWN CLERK LUPPW 6:00 CC | 2 | 3 FINANCE 5:00 CC | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC | 11 | 12 | 13 |
| 14 | 15 ANNUAL TOWN MTG FY 23/24 BUDGET 7:00 LHS AUDITORIUM | 16 TOWN-WIDE REFERENDUM FY23/24 BUDGET ON VOTING MACHINES | 17 FINANCE 5:00 CC (If Budget Fails-Review) COMM REL 6:30 CC | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 TOWN COUNCIL 7:00 CC (If Budget Fails-Review) | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| | | | | | | |

June 2023

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