



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203

Fred B. Allyn III
Mayor

Kristen Chapman
Executive Assistant to the Mayor

May 22, 2024

Michelle Gilman
CT Department of Administrative Services
450 Columbus Boulevard
Hartford, CT 06103

**Subject: State Project No. 072-090 RNV – Ledyard Middle School
Late Filing Penalty Waiver Request**

Dear Ms. Sun:

The Town of Ledyard would like to formally request a waiver of any late filing penalties for failing to submit a final grant application within one year from the date of completion and acceptance of the school building project by the board of education as outlined in CGS 10-287(d)(1) as it pertains to the Ledyard Middle School Renovation Project.

Late filing of the final grant application can be attributed in part to the following:


1. Lack of knowledge of the requirement. The renovation project, by town charter, was assigned to the Permanent Municipal Building Committee. The Committee is made up of town citizens that volunteer their time to sit on the committee. Understandably so, the members of the committee were not familiar with the process and related requirements.
2. Lack of guidance from the construction manager. The town did not hire an independent owner's representative to assist with the project. As such, the town relied on the guidance of the construction manager. There was turnover over of senior level personnel that the town believes led to a lack of project oversight and guidance.
3. Lack of timely review of state change orders. The Town hired Colliers Project Leaders in May 2022 to assist with the closeout process. Colliers quickly identified that several state change orders that had been submitted to the State had not been responded to in a timely manner and assisted in the review of them.
4. Staff turnover. There was staff turnover at both the Town and the Board of Education that led to inconsistencies with project knowledge and execution and ultimately impacted the process.

Additionally, and probably most important, is the financial hardship that the late filing penalty would cause to the town. The town is already incurring significant borrowing costs as the Town carries the short-term notes necessary to fund the project while the Town awaits final reimbursement. The Town would be forced to bond additional monies to address the impact of the penalty which would cause a ripple effect 20 years into the future.

Upon review of C.G.S. 10-287(d)(1), it states the commissioner "may" withhold ten percent of reimbursement. Our interpretation is that it's not "required" to be withheld. As noted above, doing so would only further penalize our town when monies have been held back on the project.

In closing, we hope that you look favorably upon our request to waive any such penalty.

Sincerely,



Fred B. Allyn, III
Mayor
Town of Ledyard

Cc: Jason S. Hartling, Superintendent, Ledyard Public Schools
Matthew Bonin, Director of Finance, Town of Ledyard
Wayne Donaldson, Facilities Director, Ledyard Public Schools
Charles Warrington, Colliers Project Leaders
Ella Sun, Director of Grants Administration
Cathy Osten, State Senator