



# TOWN OF LEDYARD

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Finance Committee Meeting Minutes

Chairman  
Kevin J. Dombrowski

### Regular Meeting

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Wednesday, May 17, 2023

5:00 PM

Town Hall Annex Building - Hybrid  
Format

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WORKING DRAFT

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

**<https://us06web.zoom.us/j/84446703784?pwd=SG83TUptY2k2RnRMZWlPc25tUmtxQT09>**

**by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 844 4670 3784; Passcode: 079622**

#### I CALL TO ORDER

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

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

#### II. ROLL CALL

**Present:** Councilor Andra Ingalls  
Councilor Tim Ryan

**Excused:** Councilor Bill Saums

In addition, the following were in attendance:

S. Naomi Rodriguez Town Councilor  
Fred Allyn, III Mayor  
Matt Bonin Finance Director  
Steve Masalin Public Works Director/Town Engineer  
Roxanne Maher Administrative Assistant

#### III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None.

V. APPROVAL OF MINUTES

MOTION to approve the Finance Committee Regular Meeting Minutes of May 3, 2023

Moved by Councilor Ingalls, seconded by Councilor Ryan

VOTE: 2 - 0 Approved and so declared

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Andra Ingalls

**SECONDER:** Tim Ryan

**AYE:** 2 Ingalls and Ryan

**EXCUSED:** 1 Saums

VI. FINANCE DIRECTOR'S REPORT

Finance Director's Report

Finance Director Matthew Bonin stated that he would provide his report under the Financial Reports this evening.

VII. FINANCIAL REPORTS

Financial Reports

- Revenue Year to Date Report vs. Actuals - April 30, 2023
- Expenditure - Year to Date Report vs. Actuals - April 30, 2023

Finance Director Matthew Bonin stated the following reports were attached the Agenda on the meeting portal and he noted the following:

- Expenditure Year-to Date Report- April 30, 2023
  - ✓ Healthcare Lines would see budgetary savings this year.
  - ✓ Utilities were continuing to trend over budget.
  - ✓ Dispatch Salaries continue to trend over budget.
- Revenue Year-to Date Report- April 30, 2023
  - ✓ Tax Collections thru March 31, 2023 was at 98.9%.
  - ✓ Interest Income on Deposits was \$360,000 ahead of budget and it was

expected  
to earn about \$100,000 over the next two months.

- ✓ Nursing Revenues was trending to be \$250,000 - \$300,000 under budget.
- ✓ Board of Education Tuition was trending under budget.

Mr. Bonin noted when the Fiscal Year 2022/2023 Budget was prepared \$1 Million was budgeted to come out of the Mil Rate Stabilization Fund to balance the budget. However, he explained he did not believe they would need to take the entire \$1 Million out of the Mil Rate Stabilization Fund to balance the current year's budget.

## VIII. OLD BUSINESS

1. Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Public Works/Town Engineer Steve Masalin provided an update on the following projects:

- HVAC Systems have been completed and were operational at the Senior Citizens Center and the Emergency Services Building.
- HVAC System at the Town Hall - They were waiting for some administrative work from the State to complete the HVAC System for the Vault because of its purpose to store sensitive and historical documents. Also, some warrantee work needed to be completed as well.
- Streetlight Banner Brackets have been installed in Ledyard Center and the new Banners were now in place. Because the wreaths that they were previously using for the Holiday Season do not fit the size of the brackets that the Beautification Committee was considering winter/seasonal banners instead of the wreaths. Councilor Ingalls, Liaison to the Beautification Committee stated the wreaths were a creative solution for the first year, noting that they were inexpensive and were not meant to be used as a long-term holiday decoration.
- Automated Doors at the Senior Citizens Center - The doors have been installed and were operational.
- Sidewalk Infill - No activity has been engaged for the sidewalk work in Ledyard Center or Gales Ferry. Mr. Masalin stated although \$35,000 was earmarked for this work, that he did not know if any meaningful work could be done with the \$35,000.
- Town Hall Door Replacement - Considering augmenting the funding to install automated doors in the front of the Town Hall building. Buildings and Grounds Forman Shawn Ruszczyk met with the contractor this week to scope out the project.

Councilor Ryan thanked Mr. Masalin for the update regarding the ARPA Funded Projects noting that based on his report this evening that three more projects have been completed; and he stated this was Good News!

**RESULT:** NO ACTION

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

No Action.

Councilor Ryan stated the Finance Committee was waiting for the Ledyard Youth Services, and the Ledyard Prevention Coalition to propose some ideas for the best use of the Opioid Settlement Payments.

**RESULT:** NO ACTION

3. Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 “An Act Concerning Solid Waste Management” in accordance with “Resolution Regarding Revenues Received from Beverage Container Surcharges” adopted on June 8, 2022.

No Action.

Councilor Ingalls stated that she reached out to the Beautification Committee about scheduling a town-wide clean-up day.

**RESULT:** NO ACTION

4. Any other Old Business proper to come before the Committee.

None.

#### IX. NEW BUSINESS

1. MOTION to appoint CliftonLarsonAllen LLP to conduct auditing services for the General Government, WPCA, and Schools for the fiscal year ending June 30, 2023, in accordance with Chapter III, Section 11 of the Town Charter.

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Councilor Ryan stated last year the town solicited Requests for Proposals (RFP#2022-09) for the Annual Audit. He stated because the town only received two bids a bid waiver was granted to CliftonLarsonAllen LLP last year. He stated although the contract was for two year (FY 2022 and FY 2023) with two one-year options, that 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”. Therefore, Councilor Ryan stated that the appointment of the CliftonLarsonAllen LLP for the second year of the contract was an Administrative Action.

Finance Director Matthew Bonin noted that 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.

Councilor Ryan noted that the cost breakdown for each of the entities for the Annual Audit work as follows:

**Year 2 FYE 2023**

- General Government: \$28,700
- Board of Education: \$14,920
- WPCA: \$9,225
- State Single Audit: \$7,685
- Federal Single Audit: \$7,685
- **TOTAL: \$68,465**

Councilor Ryan questioned the reason the Board of Education’s cost was less than the General Government’s cost, noting that the education budget was far greater and had more line items than the town’s budget.

Finance Director Matthew Bonin explained that although the education budget was greater than the town budget that it was audited as one line in the budget. He also explained that the Auditor determined the breakout costs for each of the audited entities.

VOTE: 2 - 0 Approved and so declared

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Andra Ingalls

**SECONDER:** Tim Ryan

2. MOTION to grant a bid waiver to WMC Consulting Engineers in the amount of \$478,000 for RFQ/RFP 2023-07 (Engineering Services-Whitford Brook Watershed Infrastructure Improvements) due to not receiving three bids; in accordance with Ordinance #200-001 (rev 1) “An Ordinance for Purchasing”.

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Public Works Director/Town Engineer Steve Masalin stated in response to the Request for Qualifications (RFQ#2023-07) (Whitford Brook Watershed

Infrastructure Improvements -1 ) the town only received two proposals. He stated the Proposals were due on April 12, 2023 and that he along with Planner Sam Alexander from Southeastern Connecticut Council of Governments (SCCOG), and Dave Murphy from Southeastern CT Stormwater and Climate Resilience Agency (SERCA) that they interviewed the Engineering Firms that submitted proposals. He stated both Engineering Firms interviewed well and there was not a significant difference in the costs. He stated the consensus of the Group was to award the contract to WMC Consulting Engineers. He stated although the town would have typically received several proposals for this type of project that the cost of the two proposals received came in within the range of what they would have seen if they had a bigger pool of participants.

Mr. Masalin presented both of the RFP's received, and he explained that this Design Work and the Permitting Process was only one milestone within the whole \$3 Million Watershed Initiative that was being done along Lantern Hill Road and the Whitford Brook, which included the replacement of the Lantern Hill Road/Whitford Bridge (between Ledyard and Stonington) that has languished for years, and for other components that needed to be replaced or improved related to the watershed area.

Councilor Ryan questioned whether the Agreement Ledyard had with Stonington extended into the bridge work at Long Pond. Mayor Allyn, III, explained that State Senator Cathy Osten secured the \$3 Million for the replacement of the bridge, which was supposed to be shared between the two towns (Ledyard & Stonington). However, he stated this funding would not pay for the replacement of the Dams, which were on private property. He noted Mr. Masalin had some creative suggestions that may allow them to leverage some of the funding to get more of the overall Watershed Project done.

Mr. Masalin stated there were a lot of stakeholders involved in this Watershed Project, noting that they have met with residents Betsy Graham and Terry Fedors. He explained the Local Bridge Program has become a funding option that the town could use again. He stated WMC Consulting Engineers was the engineers for the Lantern Hill Road Bridge and he noted in speaking with WMC Consulting Engineers they were going to submit an Application for Local Bridge Funding. However, he explained although Stonington would be a party in the Memorandum of Understanding (MOU) that Mayor Allyn, III, was working on, that the Local Bridge Application would not include Stonington as a party. He went on to note that there would be other Memorandum of Understanding (MOU) for some of the other parties because these dams were on private property. He stated for State Funding to be devoted to private dams was an unusual facet of the projects, and he noted that working thru this project was going to be challenging.

Mayor Allyn stated, as Mr. Masalin mentioned, it was unusual for State Funding to go toward something that was privately owned. He stated when someone purchases a property they most likely know that the property had a dam that was holding back water, which was a liability.

Councilor Ryan questioned whether the town could reach back to the property owner for the costs to maintain the dams. Mayor Allyn stated the town does not maintain the dams. However, he explained for this particular case, because the dams have been there for such a long time and needed to be redone, and because the private property owners did not fund to repair the dams, that the town would be administering the funding and the work for the replacement of the dams because they were an important piece of the waterway.

Mr. Masalin explained because the State would not allow a private party to be the administrator of the grant funding; and therefore, as the Mayor noted, the town inherited the administration of the funding. However, he explained to succeed with the Watershed Project the town has to put together a Memorandum of Understanding (MOU); noting that he believed the town has done a good job with drawing a firm line, while recognizing that there were private stakeholders involved. He went on to note the Lantern Hill Valley Association (LHVA) has put a significant amount of effort in lobbying to get this state funding. However, he stated the more people they have sitting at the table the more difficult it was to try to keep control of the project.

Councilor Ryan noted that Mr. Masalin seemed to be comfortable with the selection of WMC Consulting Engineers for the Design Work and Permitting Process. Mr. Masalin explained that they could not ignore the saving and the experience that WMC Consulting Engineers had because they have been working in this watershed area and on the bridge for quite some time. He stated the next step in the process was to issue a Request for Qualifications for the project.

VOTE: 2 - 0 Approved and so declared

**RESULT:** RECOMMENDED FOR APPROVAL

**MOVER:** Andra Ingalls

**SECONDER:** Tim Ryan

**AYE:** 2 Ingalls and Ryan

**EXCUSED:** 1 Saums

3. Any other New Business proper to come before the Committee.

None.

X. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Ryan.  
VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 5:19 p.m.

Respectfully submitted,

Timothy Ryan  
Acting Committee Chairman  
Finance  
Committee

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