



Chairman Kevin J.
Dombrowski

TOWN OF LEDYARD CONNECTICUT

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

Town Council

~ AMENDED AGENDA ~

Regular Meeting

Wednesday, June 28, 2023

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/83077542752?pwd=aGFXWUFSUitGajRhYmZqRUR5QU9pdz09>

Only: Telephone: +1 646 558 8656; Meeting ID: 830 7754 2752; Passcode: 097236

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 following Town Council Minutes

- Special Meeting Minutes of June 14, 2023
- Regular Meeting Minutes of June 14, 2023

Attachments: [TC-MIN-2023-06-14-Exec Seession-POLICE CONTRACT .pdf](#)
[TC-MIN-2023-06-14.pdf](#)

IX. COMMUNICATIONS

Communications List - June 28, 2023

Attachments: [C-LIST-2023-06-28.pdf](#)
[East Drive Paving- email thread Jamision- Public Works -2023-06-20.pdf](#)
[Retirement Action LTR 2023-06-20.pdf](#)
[DTC -Nominations -Budget Cmt-e-mail-2023-6-14.pdf](#)
[Retirement Action LTR 2023-06-20.pdf](#)
[Budget Transformation Cmt- RTC-email dated-2023-.06-26pdf.pdf](#)
[Budget Transformation Cmt- Board of Education Appointments-email dated-2023-.06-26pdf.pdf](#)
[White Supremacist Group Sign in Ledyard & Preston-Hurt email dated 2023-06-27.pdf](#)
[TOWN COUNCIL ACTIONS-MTG-2023-06-14.pdf](#)
[MIL RATE-FY 2023-2023-LTR DATED 2023-06-15.pdf](#)
[Request CGS 8-24 Review- 334 & 538R Colonel Ledyard Highway- Ltr to Planning & Zoning-2023-06-15 .pdf](#)

X. REFERRALS

XI. COUNCIL SUB COMMITTEE, LIAISON REPORTS

1. Administration Committee
2. Community Relations Committee
3. Finance Committee
4. Land Use/Planning/Public Works Committee

5. Water Pollution Control Authority

6. Liaison Reports

XII. REPORT OF THE MAYOR:

XIII. OLD BUSINESS

XIV. NEW BUSINESS

Administration Committee

1. MOTION to approve an updated Library Technician I - Reference Job Description as presented in the draft dated May 3, 2023.

Attachments: [2023.03 Library Technician I - Reference.docx](#)

2. MOTION to approve an updated Assistant Librarian I - Youth Services Job Description as presented in the draft dated June 14, 2023.

Attachments: [Assistant Librarian I - Youth Services-DRAFT2023-06-14.docx](#)

3. MOTION to approve an updated Assistant Librarian II - Adult Services Job Description as presented in the draft dated June 14, 2023.

Attachments: [Assistant Librarian II - Adult Services-DRAFT-2023-06-14.docx](#)

4. MOTION to approve an updated Library Director Job Description as dated in the draft dated May 3, 2023.

Attachments: [2023.03 Library Director.docx](#)

5. MOTION to appoint Ms. Margaret Boyd, (U) 257 Whalehead Road, Gales Ferry, to the Ledyard Housing Authority to complete a five-year term ending March 31, 2026 to fill a vacancy left by Ms. Evans.

Attachments: [HOUSING AUTHORITY-2023-05-30.pdf](#)
[Resign-Evans- Hosuing Authority-2023-05-03.pdf](#)
[Appoint Applicaiton-Boyd - Housing Authority -2023-05-25.pdf](#)

6. MOTION to disband the following Town Commissions:

- Parks and Recreation Commission
- Senior Citizens Commission

Attachments: [ORD-#100-016 \(REV 1\) COMBINE PARKS & RECREATION AND SENIOR CITIZENS COMMISSION -2023-04-26.docx](#)

7. MOTION to appoint nine members to the newly combined Parks, Recreation & Senior Citizens Commission, in accordance with Ordinance #001-016 (rev. 1) “An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard” as follows:

Regular Members

- Mr. Kenneth DiRico (U) 8 Melanie Lane, Gales Ferry, term ending June 28, 2026
- Ms. Lucrezia Finegan (R) 1331 Baldwin Road, Gales Ferry, term ending June 28, 2026
- Ms. Jessica Cobb (7 Whippoorwill Drive, Gales Ferry, term ending June 28, 2025
- Ms. Loretta Kent (D) 1363 Baldwin Hill Road, Gales Ferry. Term ending June 28, 2024
- Ms. Norma Sokolski (R) 14 Mary Belle Circle, Ledyard, term ending June 28, 2026
- Ms. Margaret Anne Harding (R) 50 Pheasant Run Drive, Gales Ferry, term ending June 28, 2025
- Ms. Paula Crocker (U) 1500 Route 12, Gales Ferry, term ending June 28, 2025

Alternate Members

- Mr. Charles Gallagher ((R) 12 Sherwood Trace, Gales Ferry, term ending June 28, 2024
- Ms. Marjorie Winslow (D) 3 Wolf Ridge Gap, Ledyard, term ending June 28, 2024
-

Attachments: [Combined Parks Recreation & Senior Citizens Appoitment Recommendations-P&R-2023-05-25.pdf](#)
[Combined Parks Recreation & Senior Citizens Appoitment Recommendations-SC-2023-05-22.pdf](#)
[ORD-100-016 \(rev 1\)-Establishing-Combined Parks-Recreation-Senior-Citizens-Commission.-2023-05-26.pdf](#)
[Combine Parks & Recreation -Senior Citizens- DiRicco - Reqeust Members-2023-04-27.pdf](#)
[Combine Parks & Recreation -Senior Citizens- Sokolski- Reqeust Members-2023-04-27.pdf](#)

8. MOTION to revise Resolution #002-2023/Mar 23 “Resolution Establishing A Committee To Transform Review The Budget Process” as presented in the draft dated June 27, 2023.

Attachments: [002-2023-MAR-22- \(Rev 1\) Resolution Review Budget Process Cmt-DRAFT-2023-06-27.docx](#)

9. MOTION to appoint members to the Committee to Review the Budget Process in accordance with the structure provided in Resolution #002-2023/Mar 23 “Resolution Establishing A Committee To Review The Budget Process”.

Attachments: [002-2023-MAR-22- \(Rev 1\) Resolution Review Budget Process Cmt-DRAFT-2023-06-27.docx](#)
[BUDGET TRANSFORAMTION CMT-BOE-REQUEST MEMBERS-LTR-2023-03-23.pdf](#)
[BUDGET TRANSFORAMTION CMT-DTC-RTC--REQUEST MEMBERS-MEMO-2023-03-23.pdf](#)
[Ribe-Budget Cmt-e-mail-2023-6-13.pdf](#)
[DTC -Nominations -Budget Cmt-e-mail-2023-6-14.pdf](#)
[Jessica Buhle Education.doc](#)
[Minna DeGaetano.doc](#)
[TY Lamb Resume 2021.doc](#)
[Jones-Budget Cmt-e-mail-2023-6-20.pdf](#)
[Budget Transformation Cmt- RTC-email dated-2023-.06-26pdf.pdf](#)
[Budget Transformation Cmt- Board of Education Appointments-email dated-2023-.06-26pdf.pdf](#)

Finance Committee

10. MOTION to approve the following proposed project to be eligible for the Neighborhood Assistance Act (NAA) tax credits:

· Habitat for Humanity of Eastern Connecticut to support a full rehabilitation of a single-family split-level home locate at 42 Laurel Leaf Drive, Gales Ferry, CT total cost \$182,803.07 with \$20,000 requested in accordance Neighborhood Assistance Act (NAA) eligibility.

Attachments: [NAA-01_fillable 2023](#)
[2023 Connecticut Neighborhood Assistance Act Proposal](#)

11. MOTION to grant a bid waiver to Laboratory Design & Supply of Buford Georgia in the amount of \$51,713.30 for LPS Bid 23-5 (Aquaculture Classroom Cabinetry) due to lack of three bids, in accordance with Ordinance #200-001 (rev 1) “An Ordinance for Purchasing”.

Attachments: [ASTE Grant FY22-23-PROJECT LIST-2023-06-06.docx](#)
[BOE BID LPS-23-05-LABORATORY DESIGN & SUPPLY](#)
[PROPOSAL-QUOTE-CABINETRY-2023-05-30.pdf](#)
[BOE BID WAIVER REQUEST-AQUACULTURE](#)
[CABINET-AG-SCIENCE-2023-06-14.pdf](#)
[BOE BID LPS-23-05-CABINETRY.pdf](#)

General Business

12. Discuss Work Session Items as time permits.

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 #: 23-1789

Agenda Date: 6/28/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the following Town Council Minutes

- Special Meeting Minutes of June 14, 2023
- Regular Meeting Minutes of June 14, 2023



TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

Chairman Kevin J. Dombrowski

MINUTES
LEDARD TOWN COUNCIL
SPECIAL MEETING
WEDNESDAY, JUNE 14, 2023; 6:30 PM
COUNCIL CHAMBERS, TOWN HALL ANNEX

- I. CALL TO ORDER – Chairman Dombrowski called the special meeting to order at 6:31 p.m. at the Council Chambers, Town Hall Annex Building.

Chairman Dombrowski stated the Zoom Information for remote participation was provided to attendees for tonight’s meeting.

II. ROLL CALL

Attendee Name	Title	Status	Location
Kevin Dombrowski	Town Councilor	Present	In-Person
Andra Ingalls	Town Councilor	Present	In-Person
Whit Irwin	Town Councilor	Excused	
John Marshall	Town Councilor	Excused	
Mary McGrattan	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Present	In-Person
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Timothy Ryan arrived 6:35 p.m.	Town Councilor	Present	Remote
William Saums	Town Councilor	Present	In-Person

III. BUSINESS OF THE MEETING

1. MOTION to enter into executive session for the purpose of reviewing records, reports and statements with respect to strategy for collective bargaining pertaining to the Ledyard Police Union, AFSCME Council 4, Local 2693 for the period of July 1, 2023 to June 30, 2026.

The executive session to include all Town Councilors present, Mayor Allyn, III, Police Chief John Rich, Attorney Chris Engler (Remote), and Administrative Assistant Roxanne Maher.

Moved by Councilor Saums, seconded by Council Ingalls

VOTE: 6 - 0 Approved and so declared

RESULT: ADOPTED 6 - 0
MOVER: Bill Saums, Chairman
SECONDER Andra Ingalls, Town Councilor
AYES: Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Saums
LATE: Ryan
EXCUSED: Irwin, Marshall

Entered into executive session at 6:32 p.m.

Came out of executive session at 7:02 p.m.

IV. ADJOURNMENT

VOTE: Councilor Saums moved to adjourn, seconded by Councilor Ingalls.
7- 0 Approved and so declared. The meeting adjourned at 7:02 p.m.

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

I, Kevin J. Dombrowski, Chairman of the Ledyard Town Council,
hereby certify that the above and foregoing is a true and correct copy of
the minutes of the Special Town Council Meeting held on June 14, 2023

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL

Chairman Kevin J. Dombrowski

MINUTES
LEDARD TOWN COUNCIL – REGULAR MEETING
WEDNESDAY, JUNE 14, 2023; 7:00 PM
HYBRID FORMAT
VIDEO CONFERENCE VIA ZOOM

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

Chairman Dombrowski welcomed all to the Hybrid Meeting. He 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.

Chairman Dombrowski apologized for the late start of tonight’s meeting noting that the Town Council had a special meeting prior to this one that ran a few minutes over.

- II. PLEDGE OF ALLEGIANCE

- III. ROLL CALL –

Attendee Name	Title	Status	Location
Kevin Dombrowski	Town Councilor	Present	In-Person
Andra Ingalls	Town Councilor	Present	In-Person
Whit Irwin	Town Councilor	Excused	
John Marshall	Town Councilor	Excused	
Mary McGrattan	Town Councilor	Present	In-Person
Gary Paul	Town Councilor	Present	In-Person
S. Naomi Rodriguez	Town Councilor	Present	In-Person
Timothy Ryan	Town Councilor	Present	Remote
William Saums	Town Councilor	Present	In-Person

- IV. INFORMATIONAL ITEMS/PRESENTATIONS – None.

- V. RESIDENTS AND PROPERTY OWNERS – None.

- IV. COMMITTEE COMMISSION AND BOARD REPORTS – None.

- VI. COMMENTS OF TOWN COUNCILORS

Councilor Paul began his comments by wishing all a Happy Flag Day! He continued by stating the Yale-Harvard Regatta Day Festival held on Saturday, June 10, 2023 in Gales Ferry was awesome. He stated that he set-up a large screen inside the Pavilion to show the Race to folks who did not want to go down to the Thames River to see the Race. He stated the weather was terrific and it was a great community event, noting that the crowd was cheering throughout the Races. He thanked Economic Development Commissioner Jessica Buhle, Charlene Johnson from Sweet Hill Farm, the Ledyard Lions, the Ledyard Police Department and both the Gales Ferry and Ledyard Center Fire Departments and all those who participated and came out to support the event. He stated he could not wait to next year!

Councilor Rodriguez acknowledged that June was Pride Month; and she stated that she hoped someday everyone would feel comfortable to live their truth openly; and celebrate the freedom to be themselves without hate, judgement, or ridicule, and may their loved ones accept them for who they are. She stated to quote Connecticut State Treasurer Eric Russell “Pride is a reminder that progress does not happen by accident. It’s been earned through generations of struggle and sacrifice. And it’s not inevitable, the work doesn’t end”.

Councilor Rodriguez continued by noting, as Councilor Paul stated, today was Flag Day and she thanked all those who have served, sacrificed for our flag, and our freedom.

Councilor Ryan stated that he would like to echo Councilor Paul's comments on Flag Day and regarding the June 10, 2023 Yale-Harvard Regatta Festival. He stated he went to the Regatta with his kids noting that it was a great time, and the weather was great too. He went on to state that he was sad that the Farmers Market was cancelled this afternoon because of the storm that came thru late this afternoon. He stated he was looking forward to next week's Farmers' Market.

Councilor Ryan continued by noting on tonight's Consent Calendar the Town Council would be voting *"to transfer non-refundable over payments to the General Fund"*. He stated during the Finance Committee's June 7, 2023 they discussed State Statute 12-129 which stated: *"...over payments that were over three-years old cannot be refunded and over payments under \$5.00 may not be refunded"*, which he understood. However, he stated after the Finance Committee meeting he received a telephone call from a resident who was on the Non-Refundable List, and was dismayed that their overpayment was not being refunded noting that their overpayment was between \$100 - \$150 over a two-year period. He stated in speaking with Tax Collector Kathy Demicis, who was very helpful and informative, that she explained that the Tax Collector's Office sends letters to the party who paid the taxes to notify them that the taxes were overpaid. However, he stated for people who have their taxes escrowed thru their mortgage lender that the lender then employs a servicing company that pays the property taxes. He stated in this particular case the servicing company was sent two letters, but that neither of the letters made it to the resident to inform them that there had been an overpayment of taxes. He stated that he directed the resident to the website where they could see the history of the taxes paid and he suggested that they contact the mortgage lender. However, he stated he did not think that residents should have to do that. He stated in speaking with Tax Collector Kathy Demicis he asked whether her Office could also send a copy of the overpayment letter to the property owner, in addition to the servicing company. He stated Ms. Demicis explained that sending a copy of the overpayment letter to the property owner was not a satisfactory solution because the person living at the property may not actually be the property owner. He stated although he did not have a recommendation on how this type of situation could be resolved, that he wanted to make the Town Council aware of what was happening with the overpayment of taxes.

Councilor Rodriguez noted the Non-Refundable Tax Overpayments List that was provided to the Finance Committee was for overpayments that were three years old. Therefore, she questioned whether the Non-Refundable Tax Overpayments List could be provided every year and include the most current year. Chairman Dombrowski stated the Town Council reviewed the Non-Refundable Tax Overpayments List on an annual basis. He explained the keeping the Non-Refundable Tax Overpayments List up-to-date to the current year was the Tax Collectors responsibility not the Town Council's responsibility.

Mayor Allyn, III, stated the Tax Collector does keep the Non-Refundable Tax Overpayments List updated to the current year.

Chairman Dombrowski commented on the particular case Councilor Ryan mentioned this evening, and he questioned if the servicing company was making the tax payment how did the double payment of taxes occur. He stated if the servicing company made the double tax payment and if the double payment was taken out of the escrowed account, that it should have picked-up by the mortgage company in the arrears of the escrow account. He also questioned whether the overpayment that was being discussed this evening occurred in 2018 when there was a mil rate change and a supplemental tax bill went out, noting that everyone received an additional billed amount mid-term during that year. He stated if this was the case the tax bill could have been paid twice, once by the servicing company and once by the property owner. Councilor Ryan stated that the resident was a property owner in 2018 when the supplemental tax bill was issued. However, he stated that he reviewed the resident's tax records on-line, and that the \$100 - \$150 overpayment was not related to the payment of the 2018 supplemental tax bill. He stated the \$100 - \$150 was a combined overpayment that occurred over a two-year period. He stated although it was not a significant amount that it was the principle. Councilor Saums stated some of the tax overpayments were significant noting that there were some that were \$2,000. He stated the property owners should contact their lender/escrow company. Councilor Ryan noted

Councilor Saums’ comment and he stated that he suggested the resident contact their escrow company.

Councilor Ryan continued to note in speaking with Tax Collector Kathy Demicis that the state statute does not require the town to notify when an overpayment was made, but that it has been the town’s practice to do so. He stated he thought it was great that the Tax Collector’s Office notifies when an overpayment has been made and he suggested the Town make this practice a Town Policy. He concluded his comments by stating that his guidance to the resident was to contact their bank, who they had been with for many years, to try to resolve the matter.

Chairman Dombrowski thanked Councilor Ryan for his comments, noting that this was the first time they had heard of such a situation, and appreciated his insight.

Councilor Ingalls stated at the Finance Committee’s June 7, 2023 meeting they learned that the Permanent Municipal Building Committee (PNBC) was not holding their meetings in a Hybrid Format and that they were not recording their meetings. She stated that she has made Chairman Dombrowski aware of this, noting that he would be picking up the baton. Councilor Saums stated when the Finance Committee discussed their concern that the PMBC was not holding Hybrid meetings or recording the meetings, noting that they meet at the Board of Education Central Office, that Superintendent of Schools Jason Hartling, who was in attendance, stated that there was equipment in the room for recording. Councilor Saums noted that anyone could record a Zoom Meeting using their laptop. Chairman Dombrowski stated that he would send PMBC Chairman Gary Schneider a letter regarding the matter, and that he planned to attend one of their meetings. He stated he found this disconcerting noting that the PMBC was responsible for overseeing and spending significant amounts of tax dollars, and because one of the PMBC Members continues to send the Town Council emails regarding transparency and other issues about access to minutes, noting that the PMBC was one of the least transparent Committees.

VII. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of May 24, 2023
Moved by Councilor Rodriguez, seconded by Councilor McGrattan
7– 0 Approved and so declared

VOTE:

IX. COMMUNICATIONS

Chairman Dombrowski stated a Communications List has been provided. He noted the referrals listed.

COMMUNICATIONS LISTING FOR JUNE 14, 2023

INCOMING CORRESPONDENCE

1. Senior Citizens ltr dated 5/25/2023 re: Recommendations to serve on Combined Parks, Recreation, & Senior Citizens Commission
2. Parks & Recreation email dated 5/25/2023 re: Recommendations to serve on Combined Parks, Recreation, & Senior Citizens Commission
3. Ms. Boyd Appointment Application dated: 5/25/2023 re: Housing Authority
4. Ms. Ribe Appointment Application email dated 6/12/2023 re: Committee to Transform Budget Process
5. Board of Education ltr dated 6/6/2023 re: ASTE 2023 Supplemental Spending Request
6. Ledyard Prevention Coalition ltr dated 5/30/2023 re: Proposal for National Opioid Settlement Funding
7. Ledyard Youth Services email dated 6/5/2023 re: Proposal for National Opioid Settlement Funding
8. DTC email dated 6/14/2023 re: Nominations - Committee to Transform Budget Process

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 05/25/2023 re: Action ltr. Town Council Regular Meeting of May 24, 2023.
2. LTC ltr to Crocker dated 5/25/2023 re: Reappointed to Housing Authority
3. LTC ltr to CliftonLarsonAllen LLP dated 5/24/2023 re: Appointed Auditor – Annual

4. Audit Report Fiscal Year Ending June 30, 2023
5. Ingalls/Dombrowski email thread dated 6/14/2023 re: Hybrid Meetings- Recording Meetings Permanent Municipal Building Committee (PMBC) Policy #2022-03-22-01

NOTICE OF AGENDAS

1. Housing Authority Agenda 6/5/2023
2. Permanent Municipal Building Cmt Agenda 6/5/2023
3. Economic Development Commission Agenda 6/6/2023
4. Inland Wetland & Water Courses Commission Agenda 6/5/2023
5. Beautification Committee Agenda 6/6/2023
6. Farmers Market Committee Agenda 6/8/2023 - Cancelled
7. Conservation Commission Agenda 6/13/2023
8. Cemetery Committee Agenda 6/13/2023
9. Planning & Zoning Agenda 6/8/2023
10. Finance Cmt Agenda 6/7/3/2023
11. LUPPW Cmt Agenda 6/5/2023
12. Admin Cmt Agenda 6/14/10/2023
13. Town Council Sp. Executive Session Agenda 6/14/10/2023
14. Town Council Agenda 6/14/2023

MINUTES

1. Housing Authority Agenda 5/1/2023
2. Permanent Municipal Building Cmt Agenda 5/1/2023
3. Economic Development Commission Agenda 5/2/2023
6. Inland Wetland & Water Courses Commission Agenda 5/2/2023
7. Farmers Market Committee Agenda 5/3/2023
8. Conservation Commission Agenda 5/9/2023
9. Planning & Zoning Agenda 5/11/2023
10. Finance Cmt Agenda 5/3/2023
11. LUPPW Cmt Agenda 5/1/2023
12. Admin Cmt Agenda 5/10/2023
13. Town Council Agenda 5/10/2023

REFERRALS

Administration Committee

1. Ms. Boyd Appointment Application dated: 5/25/2023 re: Housing Authority
2. Ms. Ribe Appointment Application email dated 6/12/2023 re: Committee to Transform Budget Process
3. DTC email dated 6/14/2023 re: Nominations - Committee to Transform Budget Process

X. COUNCIL SUB COMMITTEE, LIAISON REPORTS

Administration Committee

Councilor Ingalls stated the Administration Committee met earlier this evening and addressed the following: (1) Job Description Updates for the Library; and (2) Appointment for the newly Combined Parks, Recreation, and Senior Citizens Commission. She noted these items would be included on the Town Council's June 28, 2023 Agenda. She also announced that the Administration Committee would hold a Special Meeting on June 28, 2023 at 6:00 p.m. to address appointments to the Budget Transformation Committee. She stated that she would entertain renaming the Committee to avoid misleading anyone about the work that has been assigned to the Committee. She concluded by noting that this was a short-term (4 month) initiative noting that their Final Report was due to the Town Council on October 27, 2023.

Community Relations Committee

Councilor Paul stated the Community Relations Committee has not met since the last Town Council meeting. He noted their next meeting was scheduled for June 21, 2023 at 6:30 p.m.

Finance Committee

Councilor Saums stated the Finance Committee met on June 7, 2023 and he noted in addition to the items on tonight's Agenda that the Committee also discussed the following: (1) Fiscal Year 2023/2024 State Revenues – Councilor Saums noted that Finance Director

Matthew Bonin reported that State revenue to Ledyard were expected to be about \$275,000 higher than projected, however, Mr. Bonin recommended the Committee not change the proposed 34.56 Mil Rate. Councilor Saums stated the notable revenues expected to come higher than budgeted were Education Cost Sharing (ECS); Payment In Lieu Of Taxes (PILOT); Motor Vehicle Reimbursements. The Committee discussed the increase in state revenues and agreed that past history has proven that state revenue received did not always total up to the amount budgeted by the State Legislature; (2) Board of Education Roof Projects - Owner's Representative Services for Select Capital Projects – Councilor Saums stated Finance Director Matthew Bonin reported that he attended the PMBC June 5, 2023 meeting to follow-up on the PMBC's Bid Waiver request pertaining to their selection of STV Construction Inc. (\$91,496). Councilor Saums explained the Finance Committee denied the bid waiver request at their April 5, 2023 meeting because the PMBC had not followed Due Process by negotiating with one company but not both companies that submitted bids in the first round, commenting that this practice could open the town up to liabilities and lawsuits. He noted that it was his understanding that there was some grousing by the PMBC regarding the Finance Committee's decision; however, he stated that his response to the PMBC was that the town has to follow the laws, policies and regulations of the town. Councilor Saums went on to state the PMBC rebid the work (LPS#23-01) and received the required three bids, noting that the PMBC selected STV Construction Inc., who were the low bid; (3) Hybrid Meetings & Recording – Councilor Saums the Permanent Municipal Building Committee (PMBC) was not recording their meetings; nor were their meetings being made available to the public for remote access (Hybrid Format). Councilor Saums stated the latter was a violation of the Town's Policy:#2022-03-23-01 *"Policy And Guidelines For Remote Meeting Participation"* that was adopted on March 23, 2022 which stated: *".....Town's appointed Committees/Commissions/Boards may conduct all of their in-person meetings in a Hybrid Format enabling both in-person and remote participation, providing the appropriate technology and equipment is available at the physical meeting location"*. He stated the Finance Committee was unanimous in their opinion that PMBC meetings should be hybrid meetings and due to the large dollar decisions made by the Committee, that the meetings should also be recorded. He stated there was no excuse for this lack of adherence to town policy; (4) Opioid Settlement Funding – Councilor Saums stated the Finance Committee discussed but took no action on the opioid settlement proposal from the Ledyard Prevention Coalition because no one from the Coalition was present to answer questions; (5) 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 (Nip Bottles) – Councilor Saums stated the Finance Committee discussed the use of the Solid Waste (nip) funding the town received quarterly from the State, and agreed to keep the item on the agenda until the fall, 2023. In the meantime, the Committee planned to come up with some proposals for spending the money for an organized volunteer collection program. He stated that Councilor Ingalls reported that the Ledyard Beautification Committee was excited to participate and to perhaps host the collection effort. Councilor Saums stated more would be forthcoming on this topic.

Land Use/Planning/Public Works Committee

Councilor Paul stated the LUPPW Committee met on June 5, 2023 and he noted in addition to the one item they have on tonight's Agenda the Committee also continued their work to update the List of the Assignment of Administrative Control of Town-Owned or Town Leased Properties.

Ledyard Housing Authority

Councilor McGrattan stated UConn Health would be presenting an eight-week Seminar on Health and Wellness at the Kings Corner Manor Senior Housing Facility in Gales Ferry. She stated the residents would be able to select the subjects they would like to talk about.

Councilor McGrattan continued by reporting that the improvement projects at the Kings Corner Manor Senior Housing Facility were moving along noting that they were working on the sidewalks this week.

Ledyard Beautification Committee

Councilor Ingalls stated the Beautification Committee was getting their feet under them, noting that they had a lot of new members. She stated that she spoke with Committee Chairman Jen Eastbourne about the possibility for the Committee to head up the organization of the Roadside Cleanup that would partner with non-profit organizations. She noted that the Finance Committee was working to

consider options to use the funding the town received from the Nip Bottle Surcharge (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. (Nip Bottles) and to reward non-profits for helping with the initiative. She stated the Beautification Committee was willing to participate in the Roadside Cleanup project.

Councilor Rodriguez stated that she was aware of two residents who were interested in serving on the Beautification Committee and that she would forward their names to the Republican Nominating Committee Chairman Mike France to submit their appointment applications. She also noted that the Ledyard Garden Club donated \$100.00 to the Beautification Committee, which was very generous.

Water Pollution Control Authority

Councilor Saums stated that although the WPCA has not met since the last Town Council meeting that he wanted to report that the Smith & Loveless skid mounted pump station was up and running. He complemented the Mayor, Wastewater Supervisor Steve Banks and WPCA Chairman Ed Lynch for their work and oversight of the project.

XI. MAYOR’S REPORT

Mayor Allyn, III, stated he had a fantastic trip abroad, noting he met a lot of terrific people. He stated in speaking to people in England and Scotland that he found their countries were incredibility similar on many things.

Mayor Allyn reported on the following: (1) State Legislative Session – Mayor Allyn stated the Legislative Session was now closed and he noted the following: (a) Affordable Housing Bill (Fair Share Bill) – Mayor Allyn stated a watered-down version was approved, noting that \$250,000 was put aside to conduct a State-Wide Affordable Housing Needs Study. The 1-2 year Study would begin later this year; (b) Payment In Lieu of Taxes (PILOT) – Mayor Allyn stated \$19 million was added to the PILOT Program, noting that Ledyard would receive \$1,000,994 or \$75,894 more than the current year; (c) Early Voting – Mayor Allyn stated \$1.8 million was budgeted for Early Voting, noting Ledyard would receive \$10,500 for next year; (d) Body Camera and Dash Camera Grants – Mayor Allyn stated Grant Funding for Body Camera and Dash Cameras was extended thru Fiscal Year 2025; (e) Total State Revenue to Ledyard was \$334,706 more than projected with \$203,00 for the General Government and \$111,000 for the Board of Education Cost Sharing + 1% (ECS); (3) Wastewater Treatment Plan Skid Pump Station – Mayor Allyn stated as Councilor Saums reported, the Smith & Loveless skid mounted pump station was up and running. He complemented and thanked WPCA Chairman Ed Lynch Wastewater Supervisor Steve Banks for their work and oversight of the project. He stated the old 240-volt transformers were replaced with 208-volt transformers, which the new pumps required; (4) LED Signs (American Rescue Plan Act Funding) – Mayor Allyn stated he was continuing to work with the Connecticut Department of Transportation (DOT) to obtain a Lease to place the LED Sign in Ledyard Center. He stated anything in-front of the stonewalls in Ledyard Center would require a lease from the State. He stated the Lease was a one-time cost of \$500 for the administration cost. He stated the LED Sign would be placed in-front of the Town Green; (5) Road Work Projects – Mayor Allyn reported micro resurface work would begin tomorrow (June 15, 2023) on Long Cove Road and Whalehead Road. He stated there would be alternating traffic over the next week in the area.

Questions to the Mayor -

Councilor Ingalls addressed the \$500.00 Connecticut Department of Transportation Lease for the location of the LED Sign in Ledyard Center and she questioned whether this was an annual fee. Mayor Allyn stated it was a one-time fee to pay for the administration of the lease, which could involve a survey and other expenses. He explained there was no charge to annually renew the lease.

Councilor McGrattan commented on the State-wide Affordable Housing Study (Fair Share Bill), noting that they could wallpaper the town with the number of studies that have been conducted on housing. She stated The New London Day Newspaper was currently doing a housing study. She questioned who was going to be on the State’s Committee to conduct the Housing Study and whether the State was going to take into consideration all the housing studies that have already

been done. Mayor Allyn stated it remains to be seen as to who would be on the State’s Housing Study Committee. He noted Councilor McGrattan was right, and he stated last year the Southeastern Connecticut Council of Governments (SCCOG) conducted a Housing Study of the twenty-one SCCOG Towns; and therefore, they questioned why the State would conduct a Housing Study in this area because a study was already done, and he commented that this happens far too often. Councilor McGrattan commented in conducting their study that the State would then come up with solutions that the towns would not like and object to. Mayor Allyn stated the Fair Share Bill included a lot of solutions the town’s did not like. Chairman Dombrowski commented that they would not be able to conduct a State-Wide Housing Study for \$250,000, noting that it would cost the town \$30,000 just to conduct a study on the Route 12 Corridor. Therefore, he questioned how the State was going to be able conduct a study of Affordable Housing for 169 Municipalities. Mayor Allyn stated in the 11th hour of the Legislative Session they decided to put the Fair Share Bill aside and came up with the Study. He stated that he agreed with the Councilors’ comments, stating \$250,000 was going to be about 10% of what the State would need to conduct an Affordable Housing Study for the entire state.

Mayor Allyn continued by noting he tracked a number of House Bills that could have been favorable for Ledyard, such as bringing the Pequot-Mohegan Fund Formulation up to level that it was originally designed for. However, he stated the Pequot-Mohegan Fund Formulation Bill along with number of other Bills did not make it through the State’s Legislative process.

XII. OLD BUSINESS – None.

XI. NEW BUSINESS

CONSENT CALENDAR

*1. MOTION to transfer tax accounts in the amount of \$60,136.02 listed in the report dated May 31, 2023, to the “Suspense File”.

In addition, authorize the transfer of non-refundable over payments in the amount of \$7,665.82 to the general fund listed in the report dated May 31, 2023.

*2. MOTION to approve three tax refunds in the combined total amount of \$8,419.16 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

- David Carman & Heather Hanson \$2,438.42
- Joseph St. Germain Jr. \$2,653.86
- Patricia Mignault \$3,326.88

Moved by Councilor Ingalls, seconded by Councilor McGrattan
VOTE: 7- 0 Approved and so declared

RESULT: APPROVED 7 - 0	
MOVER:	Andra Ingalls, Town Councilor
SECONDER	Mary McGrattan, Town Councilor
AYES:	Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums
EXCUSED:	Irwin, Marshall

Finance Committee

1. MOTION to appropriate and transfer \$201,239 from Account #10188210-59300 (Transferred Funds) to Account #2101402-49002 (CNR Transfers In);

In addition, appropriate \$201,239 to Account #21070101-58261 (BOE CNR Ag-Science);

And authorize the Board of Education to spend up to \$271,960 as outlined in the Board of Education Agricultural Science & Technology(ASTE) 2022/2023 request.

ASTE Grant 2022/2023 Request				
Item	Description	Educational Value Students/Purpose	Vendor	Estimate
CVA I Training Materials	12 Veterinary Assistant Manuals	Provides each student with the appropriate resource to assist them with their Veterinary Assistant Certification	Texas Veterinary Medical Association	\$1 ,969.40
Aquaculture Cabinets	Cabinetry for Aquaculture Classroom	To replace the current aquaculture cabinets that are rotting and falling apart from the moisture. These are composite and rot resistant.	Wayne's Contact	\$55,000.00
Livestock Management Supplies	Blocking Stand and Show Rail	To provide additional livestock management skills to students for handling purposes	Sydell	\$2,500.00
Automatic Gate	Automatic gate	Provides a secure gate that is automatic using the badge system to replace the current gate between the Ag circle and heading to the back of AgSci	Wayne's Contact	\$15,000.00
Barn sill plate	Replace rotted sill on the back wall of the barn.	Maintain structural integrity of the barn structure for the safety of students.	Wayne's Contact	\$15,000.00
Small Animal Management Supplies	A variety Of small animal management supplies	Provides the small animals with enrichments and management items.	Amazon	\$1,367.00
Veterinary Medicine	Blood collection items	Provides animal science students with ample blood collection materials.	Patterson Veterinary	\$325.00
Chillers & Flow Switches	2 Chillers and 4 flow switches	Maintains the aquaculture tanks	Pentair Aquatic	\$6,200.00
Flotec Utility Pump	3 Utility Pumps	Maintains the aquaculture tanks	Farm Tek	\$2,900.00
Panels & Gates for Barn Stalls	Country Line- Wire Filled Gates: 12'x50 in (Qty 7), 4'x 50in (Qty 6) & 8'x50 in (Qty 6)	Provides for student safety while working in the barn as well as the ability to make the stalls a variety of sizes	Tractor Supply	\$4,500.00
Livestock Storage Feed Bins	10 lockable storage bins for livestock feed. 24"H x 24"W x 28" D	Prevents rodents from getting into feed bins	State Line Tack	\$2,682.00
Livestock Waterers	Add four automatic waterers in the barn	We do not have automatic waterers in the barn and these would help for all four seasons. Same waterers as outside.	Drinking Post Waterer	\$2,296.00
Plumbing for Livestock Waterers	Plumbing to install the livestock waterers	This will allow the students to focus on developing skills during class rather than maintenance tasks such as tending to frozen water buckets to make sure the underground fittings are not plastic. We want Brass.	Wayne's quote	\$3,000.00
Livestock Feed Room	Rodent proof feed room in a section of a barn stall	Prevent rodents from eating the livestock feed.	Wayne's quote	\$11,000.00
Water Shut Off	Livestock water shut off	Allows the option to shutoff the water without needing to shut the whole system down.	Wayne's quote	\$1,000.00
Cab for Ag Truck	cab for F350	Cargo protection	Cap City	\$3,000.00
Window Screens	Window screen for classroom/lab space high up windows	Allow for proper ventilation without birds flying in the building	Wayne's quote	\$2,500.00
Washer & Dryer	Stacking washer & dryer	Current washer & dryer has reached its age limit.	Keith's Appliances	\$4,498.00
Barn Organization	Lockable storage cabinets, tool organizer	Allows for better barn organization	Amazon	\$2,000.00
Vertical Hydroponic System	HydroCycle Vertical NFT Lettuce & Herb System - 4" Pro 5' System and accessories	Provides additional Hydroponics and Aquaponics Systems for the Aquaponics Greenhouse as well as teaming with Hort. to increase vegetable and fruit production.	FarmTek	\$13,411.00

ASTE Grant 2022/2023 Request				
Item	Description	Educational Value Students/Purpose	Vendor	Estimate
Plumbing supplies for Greenhouse	FW Webb supplies to link school source water to Aquaponics greenhouse.	Greenhouse has no source water. Plumbing from School to Aquaponics greenhouse is necessary.	FW Webb	\$2,000.00
Greenhouse Supplies	Variety of supplies and items for Natural Resource Products & Biotechnology class	Provides additional Classroom experiences for Natural Resource students	Amazon	\$1,700.00
Greenhouse Bench	Poly-Tex 6' Double Bench Display with Purlin, Rolling Benches & Exhaust Fan	Provides for more space to hold plants, equipment to maximize space for hanging baskets, new exhaust fan to help prevent heating of greenhouses to 120 degrees during the summer months.	Griffin	\$31,530.00
Hydroponic System for Greenhouse	HydroCycle 8"Verdcal Aeroponic Hobby System and additional supplies	Hydroponic systems to start year round vegetables for a student run in school food pantry, grow lights to help with winter production, carts to help with movement and storage of soil and plans.	FarmTek	\$14,611.00
Natural Resource Lab Kits	DNA Electrophoresis Labs. Classroom kits and supplies	Materials needed for new classes offered in 2023•24 School year (Natural Resource Products and Biotechnology).	Nasco	\$1,131.00
Stainless Steel Table	Deluxe stainless steel worktable with bottom shelf 96 x 36" plus accessories	New stainless steel table and accessories for potting room, removes the old wooden Table prone to injuries.	Utlene	\$1,753.00
Installation of Lights to greenhouse	Electrical & mechanical installation	Insults the lights	Wayne's quote	\$1,000.00
Aquarium Hoods & Accessories	A variety of aquarium hoods, LED lights, aquarium plants and accessories	Provides additional aquarium experiences for the student projects	Wet Pets Emporium	\$3,910.00
Midmark (Mason Company) Space Saver Kennels AND Cat Runs or Cat Towers	Four 4'x4' Space Saver Kennels and two 16"x36"x72" Cat Towers	Kennels will provide the ability to separate dogs when they are not In the CR with and their space saving will allow us to convert Indoor space for other purposes when dogs are not present. the cat will provide secure housing when fostering cats. but also allow for appropriate square for program owned rabbits as exercise areas as well.	Midmark (formerly Mason Company)	\$29,125.00
Cabinetry and Countertops in Veterinary Lab Space	Cabinetry and Countertops to setup mock veterinary exam and treatment areas	Will allow students to practice and apply authentic veterinary assisting and etching skills in a realistic setting. Will also allow for more secure storage of veterinary equipment such as autoclave, centrifuge, microscopes, syringes and needles, etc.	Wayne's quote from his vendor	\$16,400.00
Cement Pad	Poured cement pad for creating outdoor dog training space	Provides students with secured individualized outdoor area for training dogs during applicable classes	Wayne's quote from his vendor	\$5,400.00
Agility Equipment	Professional grade agility equipment	Provides students with industry quality obstacles and equipment for training.	Max200	\$2,800.00

ASTE Grant 2022/2023 Request				
Item	Description	Educational Value Students/Purpose	Vendor	Estimate
Various Companion Animal and Vet Science Supplies	Supplies to support student learning objectives in animal health, companion animal, behavior and training, veterinary science and animal disease courses.	iPads will be supportive of portfolio creation with apple pencils for student to more easily create their google site portfolios, they will also be helpful for video editing for numerous video project raised dog beds for kennel maintenance and training courses, fetal dopier for pregnancy checking small animals, portable vacuums for cleaning more easily Inside of new custom cages. cameras for adding to outdoor training and animal spaces.	Amazon	\$6,800.00
Change locks for lab doors to classroom In small animal areas	Locks will be changed so that access to the classroom can be locked from the lab spaces.	Employees for animal care on weekends and holidays.	Wayne's quote	sno.00
Canine Vet Trainer	Canine model for training students to do venipuncture, catheterization, bladder palpation, injections and lymph node palpation	Supports learning objectives in companion animal and vet sci courses as well as CVA skills and MxCC course objectives.	Reality Works	\$2,951.73
TOTAL				\$271,960.13

Moved by Councilor Ryan, seconded by Councilor Ingalls

Discussion: Councilor Saums explained the town receives funding specifically for the Vo-Ag Science Program. He noted for Fiscal Year 2022/2023 the town budgeted \$850,000 in the General Fund for Vo-Ag Science Funding (ASTE) Revenues. However, he stated the town received \$1,051,239 in funding; or \$201,239 more than the projected budgeted revenue. Therefore, he stated the Board of Education has requested authorization to use the additional funding received for Vo-Ag Capital Items that were needed. He stated the List of items for the Agricultural Science & Technology Education was extensive noting that it included some large purchases and some smaller items as well. He stated the Board of Education would solicit bids for the items that cost over \$15,000. He stated tonight’s action was to approve the Board of Education’s Agricultural Science & Technology (ASTE) spending plan as listed above and to authorize them to spend the additional \$201,239 of ASTE Funding; plus \$70,721 from their existing Ag-Science Capital Funding for a total expenditure of \$271,960.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0

MOVER: Bill Saums, Town Councilor

SECONDER Andra Ingalls, Town Councilor

AYES: Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums

EXCUSED: Irwin, Marshall

2. MOTION to grant a bid waiver for CWPM, LLC for Bid No. 2023-08 (Oversized Bulky Waste Removal) due to lack of three bids, in accordance with Ordinance #200-001 (rev 1) “An Ordinance for Purchasing”.
- Moved by Councilor Saums, seconded by Councilor Ingalls
- Discussion: Councilor Saums explained that the Town solicits bids for Bulky Waste Removal Services at the Transfer Station every two (2) years. He stated, as has been the case the last several times, the Town did not receive three or more bids. . He stated of the two proposals

received CWPM, LLC (formerly Sterling Superior Waste) was the low bidder versus Casella (formerly Willimantic Waster Paper Co., Inc. over the 2-year period. He stated CWPM was the currently their hauler and was the lower bid received, noting that cost was about a 16% increase over their current rate.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0	
MOVER:	Bill Saums, Town Councilor
SECONDER	Andra Ingalls, Town Councilor
AYES:	Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums
EXCUSED:	Irwin, Marshall

3. MOTION to authorize the Parks, Recreation, & Senior Citizens Director to overspend Senior Center General Fund 10130501-51800 (Van Driver Wages) in the amount not to exceed \$3,500 to cover cost thru June 30, 2023.
Moved by Councilor Saums, seconded by Councilor Ryan
Discussion: Councilor Saums explained that Parks, Recreation, & Senior Center Director Scott Johnson, Jr., was attending tonight’s meeting remotely to answer questions. Councilors Saums stated that there has been an increased need for transportation for the senior citizens; and therefore, additional funding was needed to carry them to the end of this fiscal year (June 30, 2023).

Councilor Ryan stated that Mr. Johnson included the additional funding for these expenses in the upcoming Fiscal Year 2023/2024 Budget.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0	
MOVER:	Bill Saums, Town Councilor
SECONDER	Tim Ryan, Town Councilor
AYES:	Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums
EXCUSED:	Irwin, Marshall

4. MOTION to authorize the Parks, Recreation, & Senior Citizens Director to overspend Parks & Rec General Fund 10160101-56220 (Electric) in the amount not to exceed \$5,200 to cover costs thru June 30, 2023.
Moved by Councilor Saums, seconded by Councilor Ingalls
Discussion: Councilor Saums stated the cost of electricity has increased, noting the rate increase that occurred in January, 2023 was not budgeted. Therefore, additional funding was needed to cover electricity expenses thru the end of the fiscal year (June 30, 2023).

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0	
MOVER:	Bill Saums, Town Councilor
SECONDER	Andra Ingalls, Town Councilor
AYES:	Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums
EXCUSED:	Irwin, Marshall

5. MOTION to set a Hybrid (In-Person & Video Conference) Public Hearing date for June 28, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits:
- Habitat for Humanity of Eastern Connecticut to support a full rehabilitation of a single-family split-level home located at 42 Laurel Leaf Drive, Gales Ferry, CT total cost \$143,752.08 with \$20,000 requested in accordance with Neighborhood Assistance Act (NAA) eligibility.
- Moved by Councilor Saums, seconded by Councilor Ryan
Discussion: Councilor Saums explained the State Department of Revenue Services in

conjunction with large corporations developed the Neighborhood Assistance Act (NAA) which provided a tax credit to businesses that make donations to nonprofits for projects approved by their local governments. He stated the NAA was not a grant program, it was a “corporation donation” initiative in which corporations could partner with non-profit organizations to sponsor or make donations toward an approved project for which they would receive a tax credit.

Councilor Saums went on to explain that last year the town approved this Habitat for Humanity project to support a full rehabilitation of a single-family split-level home located at 42 Laurel Leaf Drive, Gales Ferry, for the Non-Profit Organization (Habitat for Humanity) to be eligible to apply for the Neighborhood Assistance Tax Credit Program. However, he stated because the timing was very close to the deadline, the project was not eligible for the application by the time all of the paperwork was completed. He stated the only cost to the town was to publish a Notice in the newspaper and hold a Public Hearing. He stated tonight’s motion was to schedule the Public Hearing for June 28, 2023. He noted Ms. Bernadette Drennen, Habitat for Humanity Representative was present this evening remotely.

Ms. Bernadette Drennen, Habitat for Humanity Representative, thanked the Town Council for their support which would allow Habitat for Humanity to apply for the Neighborhood Assistance Act Program. She stated the work to the outside of the 42 Laurel Leaf Drive home has been completed. She stated the family that would be assigned to the home would be putting 200- 300 hours of sweat equity into the home.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0					
MOVER:		Bill Saums, Town Councilor			
SECONDER		Tim Ryan, Town Councilor			
AYES:		Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums			
EXCUSED:		Irwin, Marshall			

6. MOTION to approve the Standing Bid Waivers as follows: Vendors included in the Ledyard Standing Bid Waiver List for FY2023 Capital Region Purchasing Council Bids, State of Connecticut bids, other states' bids, and Federal Government bids.

**Town of Ledyard
Fiscal Year 2023/2024
Standing Bid Waiver List**

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Town Clerk	New Vision and Adkins Printing	Land Record Indexing	The Town has a contract with both vendors for these state mandated services.	Yes	N/A
MIS	Gemni Software	Computer Software Support	Assessor, Tax Collector software – current provider.	Yes	06/30/25
MIS	Tyler Technologies	Financial Software Support	Annual support, upgrades, and hosting fee for Munis software; sole provider of existing software.	Yes	N/A
MIS	Granicus	Meeting management and web streaming platform	Under contract for the next two years	No	06/30/25
Public Works	CLA Engineers	Consulting Engineers	MS4 program requirements per RFQ selection in FY05 and subsequent TC bid waiver.	Yes	N/A
Public Works	Twin Cedars, Inc.; Freightliner of Hartford; and RJ’s Diesel Repair, Inc	Truck/Heavy Equipment Service	These companies are specialized in heavy equipment repairs and familiar with the town’s equipment	Yes	N/A
Public Works	Morton Salt, Inc	Treated Salt	Proprietary Ice-B-Gone blend used exclusively by the Town.	Yes	N/A
Public Works	BETA Group, Inc.	Consulting Engineer	Annual Pavement Management support and periodic comprehensive road inspection survey and reporting. Selected in 2010 to provide these services and has been authorized through formal bid waivers since.	No	N/A
Public Works	Frost Solutions	Road Surface Monitoring Stations	Permanently-installed proprietary road surface and weather monitoring stations for winter operations. Originally less than \$5,000 per year but now above.	No	N/A

Department	Vendor	Description	Reason	On List in Prior Year	Contract Term Date
Human Resources	Isolved Inc. (Timeforce)	Time & Attendance Software for payroll	General government time and attendance system. Selected after RFQ process. Need to continue with this system for consistency and efficiency.	Yes	N/A
Human Resources	InTime Services Inc.	Time & Attendance Software for payroll	Police and Dispatch time and attendance system. Designed for unique police scheduling requirements. Need to continue for consistency and efficiency.	Yes	N/A
Libraries	Libraries Online, Inc. (LION)	Regional Computer Network	Automated network at Library. Unique vendor used by many of the state's municipal libraries.	Yes	N/A
Debt Service	Munistat	Financial Services Advisor	Financial advisor for all bond and BAN issuances. Holds Town's debt records and history. Need to continue with them for consistency and institutional record keeping.	Yes	N/A
Parks & Recreation	Hinding Tennis LLC	Crack Repairs for Tennis and basketball courts	Installed our tennis/basketball courts and holds the patent for the RiteWay Crack Repair System specifically designed for the membrane of those courts, ensuring we do not void warranty.	Yes	N/A
Administrator of Emergency Services	Yale New Haven Healthcare	Firefighter physicals	Only area provider capable of supporting appointment based physicals	No	N/A
Ledyard Fire Company and Gales Ferry Fire Company	Firematic Supply Company Inc.	Hurst Extrication Tools & Morning Pride Turnout Gear	Sole authorized vendor and repair shop for Hurst jaws of life and for PPE for both fire companies.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	MES - Shipman's Fire Equipment Co.	Scott Airpak Breathing Apparatus	Sole authorized vendor.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	Bulldog Fire Apparatus Inc.	Fire Apparatus Repair and Maintenance	Specialized in fire apparatus repairs and familiar with the town's equipment. Long standing history of quality work. Close proximity (Bozrah, CT) helpful when towing is required.	Yes	N/A
Ledyard Fire Company and Gales Ferry Fire Company	ESO Solutions Inc.	Record Keeping and Reporting Software	Specialized software for fire and emergency services. Utilized for incident tracking, record keeping and required state reporting.	Yes	N/A
Police	MHQ Municipal Vehicles, Putnam Ford, Whaling City Ford or dealership with lowest price	Police Cruisers	Providers of police cruisers.	Yes	N/A
Police	CentralSquare (Tritech Software Systems)	CAD System	Sole provider for existing CAD system.	Yes	N/A
Police	Communications Plus	Police Base Station & Radio Service and Installation	Sole provider of base station radios.	Yes	N/A
Police	Motorola Solutions (Watchguard Video)	In-Car Video System and Body Worn Cameras	For purchase and maintenance of system. State approved and priority vendor for maintenance of the system.	Yes	N/A

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums provided some background noting that in accordance with Ordinance #200-001 entitled “*An Ordinance for Purchasing*” the purchasing thresholds were as follows: (1) For purchases of goods or services between \$5,000 - \$14,999 the Town shall solicit a minimum of three quotes; and (2) For purchases over \$15,000, a minimum of three (3) proposals are required through a competitive bid process.

Councilor Saums explained that annually the Town Council reviews and approves a “*Standing Bid Waiver List*” for unique vendors, lowest possible prices obtainable, sole vendors, and fewer than three bidder situations, noting that the Town’s Purchasing Ordinance requires them to request competitive bids for items in excess of \$15,000. He stated the town would solicit bids for the Auditing Firm (Annual Audit Report) at the end of the contract.

Councilor Saums stated the Finance Committee reviewed the Standing Bid Waiver List that was presented for the upcoming fiscal year (23/24) stating that they were comfortable with the vendors listed, noting that it would be disruptive to change some of the providers on the List.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0	
MOVER:	Bill Saums, Town Councilor
SECONDER	Andra Ingalls, Town Councilor
AYES:	Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums
EXCUSED:	Irwin, Marshall

7. MOTION to set a Fiscal Year 2023/2024 a Real Estate and Personal Property Mil Rate of 34.56 and a Motor Vehicle Mil Rate of 32.46.
Moved by Councilor Saums, seconded by Councilor Ryan
Discussion: Councilor Saums stated at the May 16, 2023 Referendum the townspeople approved a Fiscal Year 2023/2024 Budget in the amount of: \$64,540,940 (GG \$28,632,572; and BOE \$35,908,368) which represented a 0.75 mil increase over the current year. He stated the 34.56 Mil Rate was as presented during the Annual Town Meeting Budget Presentation to the townspeople.

Councilor Saums went on to explain beginning with the Fiscal Year 2022/2023 the State implemented a Car Tax Cap. He stated in accordance with State Statute 12-71e (a)(3) the Car Tax Cap has been set at 32.46 mills; and he explained the State would provide funding to the Municipalities whose Mil Rate exceed 32.4 mills to offset loss of car taxes to the Municipalities due to the state’s cap.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0	
MOVER:	Bill Saums, Town Councilor
SECONDER	Tim Ryan, Town Councilor
AYES:	Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums
EXCUSED:	Irwin, Marshall

Land Use/Planning/Public Works Committee

8. MOTION to recommend the Town approve to transfer/convey the following town-owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy’s care, contingent upon the Planning & Zoning Commission’s 8-24 Review:

- | | | |
|-----|---|---------------|
| (1) | 334 Colonel Ledyard Highway (Vol. 604 Pg 763) | 29,752 +/- SF |
| (2) | 538R Colonel Ledyard Highway (Vol. 99 Pg 139) | 3.32+/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

In addition, set a Hybrid (In-Person & Video Conference) Public Hearing date on September 13, 2023 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the transfer/conveyance of the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy’s care; in accordance with CGS 07-163e:

- | | | |
|-----|--|----------------|
| (1) | 334 Colonel Ledyard Highway (Vol. 604 Pg 763) | 29,752 +/-SF |
| (2) | 538R Colonel Ledyard Highway (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

Also, set a Hybrid (In-Person & Video Conference) Special Town Meeting on September 13, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to consider, discuss and vote upon the following:

"Shall the Town of Ledyard transfer/convey the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care:

- | | | |
|-----|--|----------------|
| (1) | 334 Colonel Ledyard Highway (Vol. 604 Pg 763) | 29,752 +/-SF |
| (2) | 538R Colonel Ledyard Highway (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property?.

Moved by Councilor Paul, seconded by Councilor Rodriguez

Discussion: Councilor Paul deferred to Mayor Allyn, III, to provide the background regarding the conveyance of these two properties.

Mayor Allyn provided an overview of the conveyance of the two town-owned properties to Avalonia Land Conservancy, noting that these two parcels would provide access to the Founders Preserve (approximate 96.52 +/- acres) property, which the townspeople approved to convey to Avalonia at the October 28, 2020 Special Town Meeting.

334 Colonel Ledyard Highway: Mayor Allyn stated this has been a blighted property for many years. He stated as he has reported during previous Town Council Meetings, (January 25, 2023; March 8, 2023; April 12, 2023; April 26, 2023; May 24, 2023) the last time the town placed a Blight Lien (4th blight lien) on the property owner offered the town the deed in lieu of foreclosure, because he did not want to pay the lien. Mayor Allyn stated the town has since acquired the property and was in the process of obtaining a Demolition Permit for the condemned house. He stated the structure had 36 inches of asbestos in the roofing mastic which would be removed. He noted today the town received from Ledge Light Health District the Permit to Abandon the Well, which would involve filling the well with gravel. He stated the town would remove the structure from the property and then convey it to Avalonia Land Conservancy. He stated this 29,752 +/- strip of land would provide frontage and suitable public access to the open space Founders Preserve (approximate 96.52 +/- acres) property.

Mayor Allyn went on to note that he read the Land Use/Planning/Public Works Committee's June 5, 2023 meeting minutes and he stated that he was scratching his head on many of the comments made by Land Use Director, Juliet Hodge regarding the GIS Mapping System versus the Map. He stated as nice as they were to have on-line, the GIS Maps were not the gospel. He stated Avalonia Land Conservancy hired Surveyor Eric Seitz, who was conducting an A2 Survey of the property, which was the highest quality survey available. He stated Mr. Seitz was nearly 90% done with his work, noting that a small jog was made to allow for the correct side-yard setback to account for a small two-car garage that was associated with a town-owned parcel located at 332 Colonel Ledyard Highway. He stated that he would be stunned if the work required could not be completed in time to meet the September 13, 2023 timeline to hold the Public Hearing in accordance with CGS 7-143e and the Special Town Meeting in accordance with Chapter VII, Section 9 of the Town Charter.

Mayor Allyn continued by explaining that Avalonia Land Conservancy has indicated that they would gravel this area to provide a parking lot that would accommodate about 8 – 10 cars and provide good access to the open space Founders Preserve Property.

538R Colonel Ledyard Highway: Mayor Allyn stated this parcel was comprised of two-flag lots. He stated around 2015 several lots were created on the north side of the property for the Outback Stables Subdivision on Colonel Ledyard Highway, which included an open space parcel to meet the Subdivision Requirements. He stated the 3.32 +/- acre parcel (538 Colonel Ledyard Highway) was located behind the two flag lots and was landlocked. He stated Avalonia Land Conservancy Vice-President Dennis Main contacted him and informed him that they would be acquiring, and have since done so, land from The Nature Conservancy. He

stated that Mr. Main explained that 535R Colonel Ledyard Highway would be beneficial to Avalonia Land Conservancy because it was on a high side of a large swamp. He stated this parcel would allow people, who were accessing the open space, to walk on the higher, dry side of the swamp. He stated this property would be contiguous to land that Avalonia Land Conservancy recently acquired, and therefore, it would be a good parcel to convey to them. He addressed Land Use Director Juliet Hodge’s comment regarding the ownership of the property, noting that Ms. Hodge may not have seen the paperwork in which Avalonia Land Conservancy recorded the deed for the property they received from The Nature Conservancy in Town Hall on May 22, 2023. He stated the map that he included in LF 23-1717 on the Granicus Meeting Portal showed that the parcel did not connect to anything that the town had, but that it did connect to property Avalonia Land Conservancy owned. He stated Avalonia Land Conservancy has shown that they were great stewards of open space properties.

Chairman Dombrowski stated Conservation Commission Chairman Michael Marelli has been talking about the Conservation Commission taking on the administrative control of 538R Colonel Ledyard Highway. However, he stated that conveying the property to Avalonia Land Conservancy was a better approach.

Chairman Dombrowski noted the conveyance of these two parcels were contingent upon the Planning & Zoning Commission conducting an 8-24 Review and he asked Administrative Assistant Roxanne Maher to forward a request to the Planning & Zoning Commission to conduct an 8-24 Review.

VOTE: 7 - 0 Approved and so declared

RESULT: APPROVED 7 - 0	
MOVER:	Gary Paul, Town Councilor
SECONDER	S. Naomi Rodriguez, Town Councilor
AYES:	Dombrowski, Ingalls, McGrattan, Paul, Rodriguez, Ryan, Saums
EXCUSED:	Irwin, Marshall

General Discussion

9. Town Council’s Summer Meeting Schedule.
Chairman Dombrowski stated historically the Town Council has cancelled one meeting in July and one meeting in August. The Town Council discussed their availability/summer vacation plans.

By consensus the Town Council agreed to cancel the following regular meetings:

- July 12, 2023
- August 9, 2023

10. Discuss Work Session Items as time permits. – None.

XV. ADJOURNMENT

VOTE: Councilor Rodriguez, moved to adjourn, seconded by Councilor Paul
7 - 0 Approved and so declared. The meeting adjourned at 7:52 p.m.

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

I, Kevin J. Dombrowski, 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 June 14, 2023.

Kevin J. Dombrowski, Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1799

Agenda Date: 6/28/2023

Agenda #:

AGENDA ITEM
CORRESPONDENCE

Subject:

Communications List - June 28, 2023

Correspondence List:

(type text here)

COMMUNICATIONS LISTING FOR JUNE 28, 2023

INCOMING CORRESPONDENCE

1. Mr. Jamison -Public Works email thread dated 6/20/2023 – 6/27/2023 re: Paving East Drive
2. Retirement Board Action ltr dated 6/20/2023 re: June 20, 2023 meeting
3. DTC email dated 6/21/2023 re: Nominations to Committee to Review Budget Process
4. RTC email dated 6/26/2023 re Nominations to Committee to Review Budget Process
5. Board of Education email dated 6/26/2023 re Nominations to Committee to Review Budget Process
6. White Supremacist Group Sign in Ledyard & Preston-Hurt email dated 2023-06-27

OUT GOING CORRESPONDENCE

1. Admin Asst ltr to Mayor dated 06/15/2023 re: Action ltr. Town Council Regular Meeting of June 14, 2023.
2. Admin Asst ltr to Town Clerk dated 06/15/2023 re: Set Fiscal Year 2023/2024 Mil Rate 34.56
3. LTC ltr to Planning & Zoning dated 6/15/2-23 re: Request 8-24 Review 334 Colonel Ledyard Highway & 538R Colonel Ledyard Highway

NOTICE OF AGENDAS

1. Historic Commission Agenda 6/19/2023
2. Library Commission Agenda 6/19/2023
3. Parks & Recreation Agenda 6/20/2023- Cancelled
4. Retirement Board Agenda 6/20/2023
5. Agricultural Commission Agenda 6/20/2023
6. Senior Citizens Agenda 6/28/2023
7. Community Relations Cmt Agenda 6/21/2023
8. Finance Cmt Agenda 6/21/2023
9. Administration Cmt Sp. Agenda 6/28/2023
10. Town Council Public Hearing Agenda 6/28/2023
11. Town Council Agenda 6/28/2023

MINUTES

1. Historic Commission Minutes 5/15/2023
2. Library Commission Minutes 5/15/2023
3. Parks & Recreation Minutes 5/16/2023
4. Retirement Board Minutes 6/16/2023
5. Agricultural Commission Minutes 5/16/2023
6. Senior Citizens Minutes 5/14/2023
7. Community Relations Cmt Minutes 5/17/2023
8. Finance Cmt minutes 6/7/2023
9. Town Council Sp. Minutes 6/14/2023
10. Town Council minutes 6/14/023

REFERRALS

Administration Committee

1. DTC email dated 6/21/2023 re: Nominations to Committee to Review Budget Process
2. RTC email dated 6/26/2023 re Nominations to Committee to Review Budget Process
3. Board of Education email dated 6/26/2023 re Nominations to Committee to Review Budget Process

Roxanne Maher

From: Steve Masalin
Sent: Tuesday, June 27, 2023 1:09 PM
To: Fred Allyn, III; Roxanne Maher; Town Council Group
Cc: Kristen Chapman; Joseph Tillman
Subject: RE: East Drive paving issue still not resolved

On June 27th I visited the road frontage in the vicinity of 16 East Drive. Joe Tillman had visited the site earlier and we have found nothing that rises to the level represented by the resident.

On the matter of the repaired area associated with the water main break, this is above the frontage of the resident's property in the vicinity of their neighbor at 12 East Drive. There are no issues with this. The final patching is acceptable, functional, and not a hazard.

On the matter of standing water that doesn't reach the basin, this is related to the original paving job. Below is a picture of the puddle that was left by last night's rain.



Though there is an obvious issue, it doesn't seem to rise to the level alleged by the resident. We will continue to assess what may be appropriately done in a way that the cure is not worse than the disease.

On the matter of condition of the curb, we find that it is adequate to perform its basic function regarding drainage. Joe Tillman has previously explained to the resident that the aesthetics of curbing is secondary to the primary purpose of drainage.

Finally, while there I noted that the resident is in violation of Ordinance 300-027 regarding placement of obstructions in the right-of-way. The picture below shows that the resident has placed several large tree chunks within 10 feet of the curblane.



Steven E. Masalin, P.E.



Public Works Director, Town of Ledyard
741 Colonel Ledyard Hwy.
Ledyard, CT 06339
(860) 464-3238
www.ledyardct.org

From: Fred Allyn, III <mayor@ledyardct.org>
Sent: Wednesday, June 21, 2023 2:20 PM
To: Steve Masalin <pwd@ledyardct.org>; Roxanne Maher <council@ledyardct.org>; Town Council Group <TownCouncil@ledyardct.org>
Subject: RE: East Drive paving issue still not resolved

This is yet another frustrating example of expending substantial monies and improving infrastructure, only to have it torn up weeks to months later for SCWA water line issues.

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

From: Steve Masalin <pwd@ledyardct.org>
Sent: Wednesday, June 21, 2023 2:05 PM
To: Roxanne Maher <council@ledyardct.org>; Fred Allyn, III <mayor@ledyardct.org>; Town Council Group <TownCouncil@ledyardct.org>
Subject: RE: East Drive paving issue still not resolved

Just to clarify. This damage was due to a ruptured SCWA waterline, not due to the Town's prior resurfacing through Pasteryak. The restoration has been complete for some while, and we were not aware of any lingering issues. I have asked Joe Tillman to follow up according to the complaint to assess the matter.

Steve

Steven E. Masalin, P.E.



Public Works Director, Town of Ledyard
741 Colonel Ledyard Hwy.
Ledyard, CT 06339
(860) 464-3238
www.ledyardct.org

From: Roxanne Maher <council@ledyardct.org>
Sent: Wednesday, June 21, 2023 1:39 PM
To: Steve Masalin <pwd@ledyardct.org>
Cc: Roxanne Maher <council@ledyardct.org>
Subject: FW: East Drive paving issue still not resolved

Roxanne M. Maher



*Administrative Assistant to
the Ledyard Town Council*
(860) 464-3203
council@ledyardct.org

Town Hall Hours:
Monday – Thursday 7:30 a.m. to 4:45 p.m.
CLOSED FRIDAYS

From: William Jamieson Jr <williamjamiesonjr@gmail.com>
Sent: Wednesday, June 21, 2023 1:34 PM
To: Fred Allyn, III <mayor@ledyardct.org>; Town Council Group <TownCouncil@ledyardct.org>; Blakely Elizabeth

Jamieson <blakelyelizabethjamieson@gmail.com>

Subject: East Drive paving issue still not resolved

Good Afternoon Mayor Fred and Council Members,

I am inquiring if the town is still planning on fixing East Drive that they messed up paving last year?

Public works told us they would be doing that this spring and we haven't seen them yet. The road was heaved in one area. When the heaving caused our 6 year old daughter to crash her scooter and resulted in a concussion, even though she had on a helmet, the town came out the following day and performed a temporary repair. This is about a 5' x 20' patch. We opted to not seek restitution for her injuries, but expect the promised repairs will be completed.

The pitch of the street was done incorrectly causing major puddling at the bottom of the hill about 15' shy of the street drain. This was very hazardous during the winter months especially, causing an ice skating rink coming into the sharp turn at the bottom of the hill across from the playground entrance on East Drive. I provided photos to public works of the situation at which time they said it would be addressed this spring.

Also, the curb height was significantly reduced causing the rain water to overtake the curb and wash out the mulch from our flower bed into the street.

We hate to see the town spend money for this level of quality and hope that it can be resolved before more injuries result.

Respectfully,
William Jamieson Jr
16 East Dr, Gales Ferry
860-383-9008



Chairman John Rodolico

TOWN OF LEDYARD CONNECTICUT RETIREMENT BOARD

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

June 20, 2023

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

Dear Mayor Allyn:

At its Regular Meeting held on June 20, 2023, the Retirement Board took the following actions.

- Approved payment of invoice #609_06302023, to Fiducient Advisors, dated June 6, 2023, in the amount of \$12,112.03, for consulting costs for billing period April 1, 2023, to June 30, 2023.

Respectfully submitted,

Christina Hostetler
Town Hall Assistant

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

Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Wednesday, June 21, 2023 3:19 PM
To: Roxanne Maher
Subject: Names for the Committee to Transform the Budget Process
Attachments: Jessica Buhle Education.doc; Minna DeGaetano.doc; TY Lamb Resume 2021.doc

Hello Roxanne,

Last Thursday, June 15, 2023, the DTC Nominating Committee voted and wholeheartedly recommends the following nominees to the Committee to Transform the Budget Process as Community-at-Large members. They have financial background and understand that this is not a total revision, such as with the Charter Revision. They are all only volunteering their expertise to help and are all willing to volunteer to help in any way possible. I hope these candidates are strongly considered for participation. All of their resumes/bio's are attached. All of these nominees have been sent a copy of the Resolution Establishing A Committee To Transform The Budget Process. Thank you for your consideration and time.

- 1) Minna DeGaetano
- 2) Jessica Buhle
- 3) Earl Ty Lamb

Respectfully,

Naomi Rodriguez, Chair
Ledyard DTC Nominating Committee



Chairman John Rodolico

TOWN OF LEDYARD CONNECTICUT RETIREMENT BOARD

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

June 20, 2023

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

Dear Mayor Allyn:

At its Regular Meeting held on June 20, 2023, the Retirement Board took the following actions.

- Approved payment of invoice #609_06302023, to Fiducient Advisors, dated June 6, 2023, in the amount of \$12,112.03, for consulting costs for billing period April 1, 2023, to June 30, 2023.

Respectfully submitted,

Christina Hostetler
Town Hall Assistant

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

Roxanne Maher

From: stanjub@juno.com
Sent: Monday, June 26, 2023 4:01 PM
To: Roxanne Maher
Cc: aningalls@yahoo.com; mikefrance@alumni.usc.edu
Subject: Budget Transformation Committee

Hi Roxanne,

As of today, the RTC is recommending Terry Jones for appointment to the Budget Transformation Committee.

If it's not too late, we still have a couple of "maybes" that might be available soon - they're considering runs for office, so we didn't want to recommend them if they wouldn't be able to serve on the committee.

Thanks,

Stan Juber
Chairman, Ledyard RTC

Roxanne Maher

From: Roxanne Maher
Sent: Monday, June 26, 2023 10:49 AM
To: Anthony Favry
Subject: Re: Request Nominations - Budget Transformation Cmt

Thank you!

Sent from my iPhone

On Jun 26, 2023, at 10:23 AM, Anthony Favry <afavry@ledyard.net> wrote:

Good Morning -

Mike, Joanne and Brandon have been recommended for participation in this Committee. I am waiting to confirm with Joanne, however, barring me indicating otherwise, please proceed these being the BoE representatives.

Should you have any questions, please let me know.

Thanks,
Anthony

On Thu, Jun 15, 2023 at 3:28 PM Roxanne Maher <council@ledyardct.org> wrote:
<image001.jpg>

Good Afternoon:

As a follow-up to the Town Council's March 23, 2023 request, the Administration Committee plans to hold a Special Meeting on June 28, 2023 to recommend members to be appointed to the Budget Transformation Committee and wanted to be sure the Board of Education was represented, in accordance with the Resolution.

Your help in forwarding the names to two Board of Education members who would like to serve on this short-term (4-month commitment, with a project completion date of October 27, 2023) by early next week would be appreciated.

Should you have any questions regarding this request, please do not hesitate to contact Chairman Dombrowski, or Councilor Ingalls.

Thank you,

Roxanne

Roxanne M. Maher

<image002.png>

Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday - Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS

From: Roxanne Maher <council@ledyardct.org>

Sent: Thursday, March 23, 2023 9:47 AM

To: Anthony Favry (<afavry@ledyard.net>); Jason S. Hartling <jhartling@ledyard.net>

Cc: Anthony Favry <afavry@me.com>; Anita Cleetus <acleetus@ledyard.net>; Kevin J. Dombrowski <KJDom@ledyardct.org>; Fred Allyn, III <mayor@ledyardct.org>; Roxanne Maher <council@ledyardct.org>

Subject: Request Nominations - Budget Transformation Cmt

Good Morning Chairman Favry:

Please find attached a Memo dated March 23, 2023 from Chairman Dombrowski regarding a request for nominations for two members from the Board of Education to serve on the Committee To Transform The Budget Process.

Should you have any questions regarding this request please do not hesitate to contact Chairman Dombrowski at (860) 383-6463 or email kjdom@ledyardct.org

Thank you,

Roxanne

Roxanne M. Maher

<image002.png>

Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday - Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS

--

Thank You, Anthony Chair, Ledyard Board of Education

This is a staff email account managed by Ledyard Public Schools. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

Roxanne Maher

From: Jacob Hurt <jacob.d.hurt2@gmail.com>
Sent: Tuesday, June 27, 2023 7:05 PM
To: Roxanne Maher; Town Council Group
Subject: Re: White Supremacist Group Signs in Ledyard and Preston
Attachments: IMG_5489.jpg; IMG_5518.jpg; IMG_5521.jpg; IMG_5525.jpg

(Resent with sign photos attached)

(Roxanne - I apologize for the lateness. These signs were discovered yesterday and this evening, and Naomi asked that this info get into the correspondence file for tomorrow's meeting. Thanks for your help!

Councillors,

On Monday (the 26th), a pair of signs belonging to a known White Supremacist group were found on utility poles along Route 12 in Gales Ferry. Today, another pair were spotted on utility poles along Route 12 in Preston.

The 2 signs found in Ledyard were turned in to the Ledyard PD on monday night, and thanks to Officer Krajewski for her assistance in the matter.

I want to raise awareness of this group without giving them too much oxygen. Sending this info in could save the need to research and discuss the group at the meeting, so that you may be able to recognize them for what they are: a cowardly neo-fascist group that has been doing this all over the state.

My ask here is simple: Send a prompt, clear message that they and their messages are not welcome in Ledyard, and to encourage residents to report further sightings.

Here are some links to familiarize yourselves with this group:

1. From the Anti-Defamation League of Connecticut's [report on white supremacist propaganda incidents in the state in 2022](#). "Three white supremacist groups – Patriot Front, Goyim Defense League (GDL) and White Lives Matter (WLM) – were responsible for 93 percent of the activity. In Connecticut, the two groups with the most activity in 2022 were Patriot Front with 185 incidents..."

2. A [backgrounder](#) from the Anti-Defamation League on the group itself. Of note:

- a. "Patriot Front spreads its hateful propaganda via the internet and by distributing banners, fliers, posters, and stickers."
- b. "Since 2019, Patriot Front has been responsible for the vast majority of white supremacist propaganda distributed in the United States."
- c. "One of the United States' most visible white supremacist groups, Patriot Front participates in localized "flash demonstrations" across the nation."

3. Recent reporting on their activity in the state:

- a. From [WSHU, March 14th, 2023](#). "[CT ADL Regional Director Stacey] Sobel said 90% of the incidents in Connecticut are attributed to the white nationalist group the Patriot Front, who, according to the ADL, "maintain that their ancestors conquered America and bequeath it to them and no one else."

REJECT
POISON



PATRIOTFRONT.US









TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

June 15, 2023

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

Dear Mayor Allyn:

At its Regular Meeting held on June 14, 2023 the Town Council took the following actions:

- Approved to transfer tax accounts in the amount of \$60,136.02 listed in the report dated May 31, 2023, to the "Suspense File".

In addition, authorized the transfer of non-refundable over payments in the amount of \$7,665.82 to the general fund listed in the report dated May 31, 2023.

- Approved three tax refunds in the combined total amount of \$8,419.16 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

✓ David Carman & Heather Hanson	\$2,438.42
✓ Joseph St. Germain Jr.	\$2,653.86
✓ Patricia Mignault	\$3,326.88

- Approved to appropriate and transfer \$201,239 from Account #10188210-59300 (Transferred Funds) to Account #2101402-49002 (CNR Transfers In);

In addition, appropriated \$201,239 to Account #21070101-58261 (BOE CNR Ag-Science);

And authorized the Board of Education to spend up to \$271,960 as outlined in the Board of Education Agricultural Science & Technology (ASTE) 2022/2023 request.

- Granted a bid waiver for CWPM, LLC for Bid No. 2023-08 (Oversized Bulky Waste Removal) due to lack of three bids, in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*".
- Authorized the Parks, Recreation, & Senior Citizens Director to overspend Senior Center General Fund 10130501-51800 (Van Driver Wages) in the amount not to exceed \$3,500 to cover cost thru June 30, 2023.

- Authorized the Parks, Recreation, & Senior Citizens Director to overspend Parks & Rec General Fund 10160101-56220 (Electric) in the amount not to exceed \$5,200 to cover costs thru June 30, 2023.
- Set a Hybrid (In-Person & Video Conference) Public Hearing date for June 28, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the following proposed project to be eligible for Neighborhood Assistance Act (NAA) tax credits:
 - Habitat for Humanity of Eastern Connecticut to support a full rehabilitation of a single-family split-level home located at 42 Laurel Leaf Drive, Gales Ferry, CT total cost \$143,752.08 with \$20,000 requested in accordance with Neighborhood Assistance Act (NAA) eligibility.
- Approve the Standing Bid Waivers as follows: Vendors included in the Ledyard Standing Bid Waiver List for FY2024 Capital Region Purchasing Council Bids, State of Connecticut bids, other states' bids, and Federal Government bids.
- Set a Fiscal Year 2023/2024 a Real Estate and Personal Property Mil Rate of 34.56 and a Motor Vehicle Mil Rate of 32.46.
- Recommended the Town approve to transfer/convey the following town-owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care, contingent upon the Planning & Zoning Commission's 8-24 Review:

(1)	334 Colonel Ledyard Highway	(Vol. 604 Pg 763)	29,752 +/- SF
(2)	538R Colonel Ledyard Highway	(Vol. 99 Pg 139)	3.32 +/- Acres

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

In addition, set a Hybrid (In-Person & Video Conference) Public Hearing date on September 13, 2023 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the transfer/conveyance of the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care; in accordance with CGS 07-163e:

- | | | | |
|-----|------------------------------|-------------------|----------------|
| (1) | 334 Colonel Ledyard Highway | (Vol. 604 Pg 763) | 29,752 +/-SF |
| (2) | 538R Colonel Ledyard Highway | (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

Also, set a Hybrid (In-Person & Video Conference) Special Town Meeting on September 13, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to consider, discuss and vote upon the following:

"Shall the Town of Ledyard transfer/convey the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care:

- | | | |
|-----|--|----------------|
| (1) | 334 Colonel Ledyard Highway (Vol. 604 Pg 763) | 29,752 +/-SF |
| (2) | 538R Colonel Ledyard Highway (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property?.

- Cancelled the following Town Council Regular Meetings for their 2023 Summer Meeting Schedule: July 12, 2023 & August 9, 2023.

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

Respectfully submitted,



Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

Director of Finance
Treasurer
Board of Education
Director of Parks, Recreation & Senior Citizens
Land Use Director
Public Works Director/Town Engineer
Tax Collector



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

June 15, 2022

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

Dear Mayor Allyn:

At its regular meeting held on June 14, 2023 the Town Council approved to set Fiscal Year 2023/2024 a Real Estate and Personal Property Mil Rate of 34.56 and a Motor Vehicle Mil Rate of 32.46.

Should you have any questions regarding this action please feel free to contact me.

Respectfully submitted,

Roxanne M. Maher
Administrative Assistant
to the Town Council

cc: Director of Finance
Treasurer
Town Clerk
Tax Collector

/rm: 6/15/2023

Submitted to T. Clerk's Office on: 6/15/2023/rm

RATE BILL

June 15, 2023

At a meeting of the Town Council Town of Ledyard legally warned and held on the fourteenth day of June A.D. 2023, it was voted to lay a Real Estate and Personal Property tax of 34.56 mills on the dollar and a Motor Vehicle tax of 32.46 mills on the dollar on the grand list of 10/01/2022.

The annexed Rate Bill is made in accordance with such vote.

At such meeting it was also voted that said tax shall be due and payable as follows: Any Real Estate or Personal Property Tax not more than 100.00 dollars shall be due and payable in full on July 01, 2023. If the Tax is more than 100.00 dollars, it may be paid in two installments. The first installment shall be due and payable on July 01, 2023, and the second installment shall be due and payable January 01, 2024. The Motor Vehicle Tax shall be due and payable in full on July 01, 2023.


Fred Allyn, III
Mayor


Kevin J. Dombrowski
Town Council Chairman

TAX WARRANT

Sec. 12-132

To Kathleen Damiciis, Collector of Taxes of the Town of Ledyard in the county of New London Greeting:

By Authority of the State of Connecticut, you are hereby commanded forthwith to collect of each person named in the annexed list his proportion of the same, as therein stated, being a tax laid by The Town of Ledyard on the 01 day of October A.D. 2022 and you are to pay the amount of said tax, less abatements, and less taxes the lien for which has been continued by certificate to the treasurer of said Town of Ledyard on or before the 30th day of June, A.D. 2024.

And if any person fails to pay his proportion of said tax, upon demand, you are to levy upon his goods and chattels, and dispose of the same as the law directs; and after satisfying said tax and the lawful charges, return the surplus, if any to him; and if such goods and chattels do not come to your knowledge, you are to levy upon his real estate and sell enough thereof to pay his tax and the costs of levy, and give to the purchaser a deed thereof, or you are to garnishee the wages due such person from any employer, in the same manner as if judgment therefore had been entered, in accordance with section 52-361.

Dated at Ledyard this 15th day of JUNE, A.D. 2023.


Mary K. McGrattan
Justice of the Peace (or Judge of the Superior Court)

MARY K. MCGRATTAN
Notary Public
State of Connecticut
My Commission Expires
August 31, 2025



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman Kevin J. Dombrowski

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

E-Mail Address:
council@ledyardct.org

June 15, 2023

Chairman Tony Capon
Planning & Zoning Commission
37 Silas Dean Road
Ledyard, Connecticut 06339

Dear Chairman Capon:

At our Regular Meeting held on June 14, 2023 the Town Council voted favorably to recommended the Townspeople approve to transfer/convey the following town-owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care, contingent upon the Planning & Zoning Commission's 8-24 Review:

- | | | | |
|-----|------------------------------|-------------------|---------------|
| (1) | 334 Colonel Ledyard Highway | (Vol. 604 Pg 763) | 29,752 +/- SF |
| (2) | 538R Colonel Ledyard Highway | (Vol. 99 Pg 139) | 3.32+/- Acres |

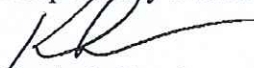
Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

In accordance with CGS 07-163e and Chapter VII; Section 9 of the Town Charter the Town Council also voted to schedule a Public Hearing and a Special Town Meeting to be held on September 13, 2023.

By way of this letter the conveyance of these town-owned properties are being referred to the Planning & Zoning Commission to conduct an 8-24 Review, as town staff continues to complete the all requirements in preparation for the September 13, 2023 meetings; and to facility the transfer of these properties.

Should you have any questions regarding this referral please feel free to contact me at (860) 867-1660 or email: kjd@ledyardct.org or contact Mayor Allyn, III.

Respectfully Submitted,


Kevin J. Dombrowski
Chairman
Ledyard Town Council

Attachment: Granicus LF #23-1717

cc: Mayor Allyn, III
Land Use Director



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1717

Agenda Date: 6/15/2023

Agenda #: 10.

LAND USE

Subject/Application:

CGS 8-24 Review regarding the following:

The transfer/conveyance of the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care; contingent upon the Planning & Zoning Commission's 8-24 Review:

(1)	334 Colonel Ledyard Highway	(Vol. 604 Pg 763)	29,752 +/- SF
(2)	538R Colonel Ledyard Highway	Vol. 99 Pg 139)	3.32 +/- Acres

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

Background:

5/31/2023: Since the Townspeople's October 28, 2020 approval to convey the former Founders Preserve property located at 332 Colonel Ledyard Highway, Ledyard approximately 96.52 +/- acres to Avalonia Land Conservancy the boundary lines have been corrected (or restored) to their current boundary lines and the address of the former Founders Preserve was now 334 Colonel Ledyard Highway (formerly 332 Colonel Ledyard Highway) (The Developer had changed the original boundary lines of the property for the planned subdivision, which essentially landlocked the property).

The current request to transfer 334 Colonel Ledyard Highway (29,752 +/- sq. ft.) and 538R Colonel Ledyard Highway (3.23 +/- acres) to Avalonia Land Conservancy would allow for the following:

- (1) A portion of the property (29,753 +/- sq. ft.) where the 1,500 sq foot house (to be demolished) was located on 334 Colonel Ledyard Highway, that will be Subdivided from the property, will go back to 332 Colonel Ledyard Highway and eventually the 1,800 sq foot house located on 332 Colonel Ledyard will be sold at a later time.
- (2) The 29,753 +/- sq. ft portion of that property (currently part of 334 Colonel Ledyard Highway) will be conveyed to Avalonia Land Conservancy to provide frontage and a gravel parking area to provide public access to the former Founders Preserve for passive recreation.
- (3) 538R Colonel Ledyard Highway was adjacent to a large open tract of land The Nature Conservancy recently acquired. Therefore, it would make sense to convey this property to Avalonia Land Conservancy providing a contiguous open space, as Avalonia were great stewards of the land and they do a great job with maintaining trails, etc.

Additional Background Information:

In 2006 the Founders Preserve property was subdivided into a 36-lot subdivision with about 3,000 linear feet or two-thirds of a mile of new road and approximately forty new drainage structures.

Because the road was never constructed none of the building lots were sold. However, tax bills were generated for 36 approved building lots. The property was zoned R-60.

During the 2007/2008 recession the tax bills accrued, and the Town foreclosed on the Developer for unpaid taxes and took ownership of the Founders Preserve property. 332 Colonel Ledyard Highway included one 1,800 square foot, which was being rented to a family for \$1,300 per month and the plan was to continue to rent the house for the near term; or until the Town could do something with the property overall.

The 96.52 +/- acre formerly known as the Founders Preserve Property was bounded to east by Colonel Ledyard Highway and to the west by Pumpkin Hill Road, it included a 20-acre shallow lake, Heron Rookery birds, granite sluiceway from the old Paint Mill, multiple stone cairns, and an earthen dam. (Please see attached documentation)

Special Town Meeting 10/28/2020 : The Townspeople voted to approve to transfer the transfer town-owned property located at 332 Colonel Ledyard Highway, Ledyard approximately 96.52 +/- acres (Founders Preserve) to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care with the following conditions:

- 1) The existing 1,800 square foot house and associated land would be subdivided off the land, at Avalonia Land Conservancy's expense.
- 2) Avalonia Land Conservancy would allow for the continuation of bow hunting on the Founders Preserve Property in accordance with Ordinance #100-018 "*An Ordinance Providing for Archery Hunting on Certain Town-Owned Lands*."
- 3) Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of the property.
- 4) In the event Avalonia Land Conservancy determines they no longer wish to own or no longer can own the so-called Founders Preserve Property, Avalonia will first offer the property back to the Town of Ledyard as the last owner of record. Such conveyance will be at no cost to the Town, other than customary recording and legal fees. The Town shall have 120 days to accept or reject re-acquisition. The Town shall notify Avalonia in writing of its intent to accept or reject. Should the Town choose not to accept the property back, Avalonia will then have the right to convey the parcel to a third party of their choice.

Land Use Director/Town Planner:
(type text here)

File #: 23-1717

Agenda Date: 6/15/2023

Agenda #: 10.

Meeting Action Detail:**Town Council Meeting 06/14/2023:**File #: [23-1717](#) Version: 1

Type: Land Use

Moved: Paul Seconded: Rodriguez

Title:

MOITON to recommend the Town approve to transfer/convey the following town-owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care, contingent upon the Planning & Zoning Commission's 8-24 Review:

- | | | | |
|-----|------------------------------|-------------------|----------------|
| (1) | 334 Colonel Ledyard Highway | (Vol. 604 Pg 763) | 29,752 +/- SF |
| (2) | 538R Colonel Ledyard Highway | (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

In addition, set a Hybrid (In-Person & Video Conference) Public Hearing date on September 13, 2023 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the transfer/conveyance of the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care; in accordance with CGS 07-163e:

- | | | | |
|-----|------------------------------|-------------------|----------------|
| (1) | 334 Colonel Ledyard Highway | (Vol. 604 Pg 763) | 29,752 +/-SF |
| (2) | 538R Colonel Ledyard Highway | (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

Also, set a Hybrid (In-Person & Video Conference) Special Town Meeting on September 13, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to consider, discuss and vote upon the following:

"Shall the Town of Ledyard transfer/convey the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care:

- | | | | |
|-----|------------------------------|-------------------|----------------|
| (1) | 334 Colonel Ledyard Highway | (Vol. 604 Pg 763) | 29,752 +/-SF |
| (2) | 538R Colonel Ledyard Highway | (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property?.

Action: Approved and so Declared

Minute Note:

File #: 23-1717**Agenda Date: 6/15/2023****Agenda #: 10.**

Moved by Councilor Paul, seconded by Councilor Rodriguez

Discussion: Mayor Allyn, III provided some background, noting that he would expect all to be in order by September, 2023 to present the proposal to the townspeople.

Chairman Dombrowski asked that the proposal be forwarded to the Planning & Zoning for an 8-24 Review.

VOTE: 7 - 0 Approved and so declared.

Action: Approved and so Declared

Land Use/Planning/Public Works Committee Meeting 06/05/2023:

File #: [23-1717](#) Version: 1

Type: Land Use

Moved: Paul Seconded: Rodriguez

Title:

MOTION to recommend the Town approve to transfer/convey the following town-owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care, contingent upon the Planning & Zoning Commission's 8-24 Review:

- | | | | |
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| (1) | 334 Colonel Ledyard Highway | (Vol. 604 Pg 763) | 29,752 +/- SF |
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Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

In addition, set a Hybrid (In-Person & Video Conference) Public Hearing date on September 13, 2023 at 6:15 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to receive comments and recommendations regarding the transfer/conveyance of the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care; in accordance with CGS 07-163e:

- | | | |
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| (1) | 334 Colonel Ledyard Highway (Vol. 604 Pg 763) | 29,752 +/-SF |
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Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property.

Also, set a Hybrid (In-Person & Video Conference) Special Town Meeting on September 13, 2023 at 6:30 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to consider, discuss and vote upon the following:

"Shall the Town of Ledyard transfer/convey the following town owned properties to the Avalonia Land Conservancy to remain open to the public for passive recreation and to be protected in perpetuity under the Conservancy's care:

- | | | |
|-----|--|----------------|
| (1) | 334 Colonel Ledyard Highway (Vol. 604 Pg 763) | 29,752 +/-SF |
| (2) | 538R Colonel Ledyard Highway (Vol. 99 Pg 139) | 3.32 +/- Acres |

Avalonia Land Conservancy will pay for all conveyances and fees regarding the transfer of property?.

Action: Recommend to Approve

Minute Note:

Moved by Councilor Paul, seconded by Councilor Rodriguez

Discussion: Councilor Rodriguez stated that she supported the transfer of the properties to Avalonia Land Conservancy, noting no discussion was necessary. She stated that she was ready to vote.

Director of Land Use Juliet Hodge stated she had some comments that she would like to share with the LUPPW Committee. She noted her email dated May 31, 2023 regarding the Outback Realty Subdivision Open Space parcel that was part of tonight's discussion relative to the conveyance of property to the Avalonia Land Conservancy. She stated because the GIS map was incorrect that her initial review was that the Outback Subdivision Open Space parcel had not been conveyed to the Town; and therefore, an 8-24 Review of the Planning & Zoning Commission was not necessary. However, she stated the Outback Realty Subdivision, which was approved in November, 2015; and was conveyed to the Town; and therefore an 8-24 Review of the Planning & Zoning Commission would be required. She stated the language in the Motion *"to be used for passive recreation"* was not necessarily the use for an Open Space Subdivision parcel. She questioned whether anyone looked at the usage for this piece of property (29,752 +/- SF).

Ms. Hodge continued by noting that the adjacent parcel, which appeared to be owned by the Nature Conservancy on the GIS Map, was not owned Avalonia Land Conservancy. She questioned the language in the Motion *"to be used for passive recreation"*

Avalonia Land Conservancy Vice-President Dennis Main stated the Town owned both of the parcels being considered this evening. He stated Avalonia did not have any objection with the Town putting the following restrictions on the parcels: (1) For the property to be open to the public for passive recreation; (2) Avalonia to hold the property in perpetuity. He explained if Avalonia were to go out of business, that Avalonia would first offer the property back to the Town of Ledyard, as the last owner of record. He stated Avalonia Land Conservancy has done 20+ land transfers of open space during the past decade, noting that the language was boiler plate.

Ms. Hodge questioned whether the property would revert back to the town. Mr. Main stated that the standard would be for the property to go back to the Town.

Administrative Assistant Roxanne Maher stated the following language was part of the motion the townspeople approved at the October 28, 2020 Special Town Meeting regarding the conveyance of the approximate 96.52 +/- acres Founders Preserve. She noted the minutes from the October 28, 2020 Special Town Meeting were attached to the Agenda packet on-line as a reference for tonight's meeting

"In the event Avalonia Land Conservancy determines they no longer wish to own or no longer can own the so-

called Founders Preserve Property, Avalonia will first offer the property back to the Town of Ledyard as the last owner of record. Such conveyance will be at no cost to the Town, other than customary recording and legal fees. The Town shall have 120 days to accept or reject re-acquisition. The Town shall notify Avalonia in writing of its intent to accept or reject. Should the Town choose not to accept the property back, Avalonia will then have the right to convey the parcel to a third party of their choice”.

Ms. Hodge stated because there was a discrepancy between what the GIS System had, what surveyor had, and what she had in the Planning & Zoning Office, that she would ask that they verify what property the town was conveying to Avalonia Land Conservancy. She stated that she was not sure which map they were using or what property they were transferring. She stated in reviewing the property with the Attorney that there were some discrepancies regarding the area they were talking about. She noted one of the maps provided in the backup information was totally irrelevant. She stated what was showing on the GIS Map did not match the Founders Preserve Subdivision map that she had in the Planning & Zoning Office.

Administrative Assistant Roxanne Maher explained the townspeople already approved to convey the former Founders Preserve property located at 332 Colonel Ledyard Highway, Ledyard to Avalonia Land Conservancy at the October 28, 2020 Special Town Meeting. However, she provided some background explaining in 2006 the Founders Preserve property was subdivided into a 36-lot subdivision and the property lines were changed at that time to accommodate the proposed Founders Preserve Subdivision. She stated around 2015 the town foreclosed on the property and in 2020 the Townspeople voted to convey the parcel to Avalonia Land Conservancy. However, with the new boundary lines the Developer made for the Subdivision, the property was essentially landlocked. Since 2020 the town has been working to correct (or restore) the boundary lines to their original lines. By correcting the boundary lines the street address of the former Founders Preserve would now become (revert back to) 334 Colonel Ledyard Highway. She stated this request was to transfer approximately 29,752 +/- which would become part of 334 Colonel Ledyard Highway (Founders Preserve, which the townspeople already approved); and 538R Colonel Ledyard Highway (3.23 +/- acres) to Avalonia Land Conservancy.

Ms. Hodge questioned when the property transfer was approved; (1) Where was it approved; (2) Was an 8-24 Review conducted by the Planning & Zoning Commission; (3) How did that happen; and (4) Where was the map. She stated according to the GIS Map the Founders Preserver property was not what was transferred.

Ms. Maher stated the town followed the process to sell, or transfer property in accordance with the Town Charter and State Statutes, and that the Planning & Zoning Commission conducted an 8-24 Review (October 8, 2020) and approved the transfer of the property. She stated that she would provide Ms. Hodge with a copy the Planning & Zoning Commission Minutes. Ms. Hodge stated that the GIS Map was showing something totally different.

Avalonia Land Conservancy Vice-President Dennis Main stated when the townspeople approved to transfer the Founders Preserve to Avalonia Land Conservancy in 2020; it was with the understanding that the Land Conservancy was also going to take 332 Colonel Ledyard Highway off the front of the property, which would leave access into the back of the 96.52 +/- acres. He stated at that time the Assessor's Records was still showing the Founders Preserve Subdivision as though the roads were built and there were 30 - 40 building lots. He stated this was corrected subsequent to the townspeople approving the transfer of the property to Avalonia.

Mr. Main continued to explain that subsequent to the approval to transfer the 96.52 +/- acres Founders Preserve to Avalonia Land Conservancy the town acquired the property at 334 Colonel Ledyard Highway, which solved the issue to provide access to the Founders

Preserve Property. He stated because Avalonia Land Conservancy did not need the entire parcel located at 334 Colonel Ledyard Highway, that approximately 29,752 +/- would be added back to 332 Colonel Ledyard Highway and the Town could then demolish the house that was in disrepair on 334 Colonel Ledyard Highway and dispose/sell/etc., the remaining portion of the parcel located at 332 Colonel Ledyard Highway.

Ms. Hodge stated that what Mr. Main described has not yet occurred. She stated in reviewing the lot line adjustment the Attorney was questioning the Founders Preserve parcel because the GIS Map was not showing what was on the Founders Preserve Subdivision Map. Therefore, she stated if the Founders Preserve was foreclosed on and sold that would be what she expected that parcel to look like on the GIS Map.

Ms. Maher questioned who had the oversight to make sure the GIS Mapping System was correctly updated. Ms. Hodge stated no one was responsible. Ms. Maher questioned that there was no one on staff who was responsible to oversee that the GIS Mapping System was being correctly updated. She noted at Ms. Hodge's request the Town Council approved (February 10, 2022) a Bid Waiver to Claus Georges, CGIS Mapping, LLC to complete the GIS and Assessor Map updates. Ms. Hodge stated that no one had been doing it that and they were trying get maps to Claus to update as much as they could. She stated that they sent the map of Founders Preserve to Claus and that the map would have reverted back to the original layout, before the Founders Preserve Subdivision occurred, noting that was what they would expect to see on the GIS Mapping System. However, she stated it was not showing; and therefore, she was questioning the map noting that this had to be resolved before the town could move forward. She stated if the Planning & Zoning Commission previously conducted an 8-24 of the parcel, that there would have been a map associated with that.

Ms. Maher questioned whether Ms. Hodge thought that the GIS Map issue would be resolved by the September 13, 2023 Special Town Meeting. Ms. Hodge stated that she would hope so. Ms. Maher stated if the Map Issue would be resolved that she did not see any reason the LUPPW Committee could not proceed with the Motion as presented this evening. She noted if everything was not in-place for the Special Town Meeting that the meeting could be cancelled. Ms. Hodge stated the Planning & Zoning Commission was not done on their end with regard to conducting the 8-24 Review, noting that they would be cutting it close. Ms. Maher stated that once the LUPPW Committee acted on the Motion that it would be forward to the Planning & Zoning Commission to conduct an 8-24 Review. Ms. Hodge stated the Maps and Survey should match and be in place before the townspeople vote to convey the property. She stated that she had a note from the former Planner "Not to allow the property to be transferred until the proper channels were gone thru."

Councilor Rodriguez stated that they were talking about conveying 29,752 +/- SF of land to be added to the Founders Preserve Property. Ms. Hodge stated that she did not know what happened in 2020; or what was approved. Therefore, she stated that she wanted to wait for the property survey to be completed, noting that she met with Attorney Rob Aveena and Surveyor Eric Seitz last week.

Mr. Main stated 332 Colonel Ledyard Highway had an original lot description which was basically a rectangle and because parcel had a house on it, that portion would remain with the town at that time. He stated the October 28, 2020 approval to convey the 96.52 +/- acres Founders Preserve to Avalonia Land Conservancy, was made up of two original parcels. He stated in addition, Avalonia Land Conservancy would be receiving an additional 5-acres, which was a land-locked parcel that abutted the Founders Preserve Property and was being transferred to the Land Conservancy from an Estate. He stated the additional 29,752 +/- SF of land from 334 Colonel Ledyard Highway would provide Avalonia Land Conservancy access to the Founders Preserve.

Ms. Hodge questioned who was conducting the 8-24 Review. Ms. Maher stated if the LUPPW Committee acted

on the motion, as presented this evening, that a request would be forwarded to the Planning & Zoning Commission to conduct the 8-24 Review, noting this was the practice the town has used in the past. Ms. Hodge stated they would have to wait for Attorney Rob Aveena and Surveyor Eric Seitz to finish their work before the Planning & Zoning Commission could conduct the 8-24 Review. Therefore, she stated do not send a request for the Planning & Zoning Commission to conduct the 8-24 Review tomorrow, because it would not work. Councilor Rodriguez questioned when Attorney Rob Aveena and Surveyor Eric Seitz would have the survey completed. Ms. Hodge stated when she met with Attorney Rob Aveena and Surveyor Eric Seitz that they wanted to talk about an issue that she brought up regarding the garage. Therefore, she stated that she did not know when the survey would be completed, noting that she was not in-charge. Ms. Maher suggested Ms. Hodge discuss with the Mayor the details regarding when the map and survey would be completed and the other issues that she raised this evening. She noted that Mayor Allyn, III, requested this item be included on the tonight's LUPPW Committee's Agenda to get the process started, noting that it would take some time, which was the reason the Special Town Meeting was not going to be held until September 14, 2023.

Mr. Main stated that he saw the map revisions from Surveyor Eric Seitz, and that he believed the map would answer all of Mr. Robert Aveena's questions.

Councilor Rodriguez stated the Motion has been made and seconded this evening. She stated this was June, and she commented that if all the work has not been completed by September 14, 2023 that the Public Hearing and Special Town Meeting could be cancelled. Therefore, she stated that she was comfortable with voting on the motion as presented this evening. Councilor Paul stated he agreed with Councilor Rodriguez, noting that he would like to see the conveyance of these parcels and the transfer of the Founders Preserve move along.

VOTE: 2 - 0 Approved and so declared.

Action: Recommend to Approve



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-065

Agenda Date: 6/28/2023

Agenda #: 1.

REPORT
ADMINISTRATION COMMITTEE

Fiscal Year 2022/2023 Report:
Administration Committee

Meeting Action Detail:

Town Council Meeting 06/28/2023

File #: [22065](#) Version: 19

Type: Report

Title: Administration Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-066

Agenda Date: 6/28/2023

Agenda #: 2.

REPORT
COMMUNITY RELATIONS COMMITTEE

Fiscal Year 2022/2023 Report:
Community Relations Committee

Meeting Action Detail:

Town Council Meeting 06/28/2023

File #: [22066](#) Version: 19

Type: Report

Title: Community Relations Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-067

Agenda Date: 6/28/2023

Agenda #: 3.

REPORT
FINANCE COMMITTEE

Fiscal Year 2022/2023 Report:
Finance Committee

Meeting Action Detail:

Town Council Meeting 06/28/2023:

File #: [22067](#) Version: 19

Type: Report

Title: Finance Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-068

Agenda Date: 6/28/2023

Agenda #: 4.

REPORT
LAND USE/PLANNING/PUBLIC WORKS COMMITTEE

Fiscal Year 2022/2023 Report:

Land Use/Planning/Public Works Committee

Meeting Action Detail:

Town Council Meeting 06/28/2023:

File #: [22068](#) Version: 19

Type: Report

Title: Land Use/Planning/Public Works Committee Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-086

Agenda Date: 6/28/2023

Agenda #: 5.

REPORT
LIAISON REPORT
WATER POLLUTION CONTROL AUTHORITY

Fiscal Year 2022/2023 Liaison Report:
Water Pollution Control Authority

Meeting Action Detail:

Water Pollution Control Authority 06/28/2023:

File #: [22086](#) Version: 13

Type: Report

Title: Water Pollution Control Authority Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-296

Agenda Date: 6/28/2023

Agenda #: XII.

REPORT

REPORT OF THE MAYOR: REPORT OF THE MAYOR

Mayor Report Fiscal Year 2022/2023:

Meeting Action Detail:

Town Council Meeting 06/28/2023:

File #: [22296](#) Version: 19

Type: Report

Title: Mayor's Report

Minute Note:



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1672

Agenda Date: 6/28/2023

Agenda #: 1.

JOB DESCRIPTION

Motion/Request:

MOTION to approve an updated *Library Technician I - Reference* Job Description as presented in the draft dated May 3, 2023.

Background:

The Library Assistant job description was outdated and the position title didn't best reflect the responsibilities of the role. The Director made suggestions that will work best for the department needs

Department Comment/Recommendation:

To approve the job description as revised

Human Resources Comment/Recommendation:

To approve the job description as revised

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:

Administration Committee Meeting 06/14/2023

File #: [23-1672](#) Version: 1

Type: Job Description

Title:

MOTION to approve an updated *Library Technician I - Reference* Job Description as presented in the draft dated May 3, 2023.

Mover: McGrattan

Seconder: Ingalls

Action:

Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Library Director Jennifer Smith stated the *Library Technician I - Reference* Job Description has not been updated since 2017. She explained that the Job Title and duties now include the work that the position has been doing which included “*Technician*”.

Ms. Smith provided an overview regarding the four Library Job Descriptions that were being considered this evening. She explained that the titles for three of Job Descriptions were being updated to more accurately reflect the role of the positions. She stated currently they had the following job description titles “*Assistant Librarians*” and “*Library Assistants*” noting that it was confusing. Therefore, she stated this job description update project was mainly to clarify the titles of the job descriptions and to clean-up the outdated language as well.

The Administration Committee agreed that they did not have any questions regarding the *Library Technician I - Reference* position, noting that the updates to this Job Description were straight forward.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve

**TOWN OF LEDYARD
LIBRARY TECHNICIAN I - REFERENCE**

GENERAL STATEMENT OF DUTIES:

The Library Technician I - Reference performs reader's advisory, answers reference questions, and assists patrons with technology.

SUPERVISION RECEIVED:

The Library Technician I - Reference is supervised by an Assistant Librarian.

SUPERVISION EXERCISED:

The Library Technician I - Reference supervises the staff and the volunteers in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

- Provide reference and reader's advisory to patrons
- Explain basic library functions, services, and resources to the public
- Perform routine procedures related to interlibrary loans
- Provide assistance and instruction in the use of the online catalog and other resources for borrowing and locating reference information
- Provide assistance with technology to patrons
- Track magazine subscriptions and prepare issues for circulation
- Prepare and submit monthly statistics reports
- Assist with circulation duties including checking out books to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Assist patrons in the use of the ' copier, printers, and other equipment
- Oversee the return of materials to proper locations, providing assistance if needed
- Interpret library policies and procedures
- Monitor the behavior and conduct of patrons in the library
- Secure the building at closing time in the Assistant Librarian's absence

ADDITIONAL DUTIES:

- Resolve library equipment malfunctions
- Assist with programming as needed
- Keep informed of current events and developments in the library field
- Maintain current knowledge of library technology
- May be assigned Sunday work responsibilities
- Attend continuing education workshops and conferences
- Other duties as required

******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.******

QUALIFICATIONS PROFILE

Knowledge, Skills, and Ability:

- Knowledge of the principles and practices of public library functions
- Knowledge of the use of computers in libraries
- Knowledge of print and online resources
- Ability to deal with the public in a professional and courteous manner
- Ability to establish and maintain effective working relationships with co-workers

Education, Experience, and Training:

Two years of appropriate formal post-secondary school courses preferred and a minimum of one year library experience. A Library Technology Certificate is a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain continuous visual acuity including close vision, the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements change. ******

Adopted by the Ledyard Town Council on December 13, 2017.

Kevin J. Dombrowski, Chairman

Rev 3/2023



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1673

Agenda Date: 6/28/2023

Agenda #: 2.

JOB DESCRIPTION

Motion/Request:

MOTION to approve an updated *Assistant Librarian I - Youth Services* Job Description as presented in the draft dated **June 14, 2023**.

Background:

The Library Assistant job description was outdated and the position title didn't best reflect the responsibilities of the role. The Director made suggestions that will work best for the department needs

Department Comment/Recommendation:

To approve the Job Description as revised

Human Resources Comment/Recommendation:

To approve the Job Description as revised

Financial Information:

(type text here)

Mayor Comment/Recommendation:

Minor edits suggested include: under "Supervision Received" add space between "Library" and "Director", under "Supervision Exercised", strike final "s" from the word "supervises", under "Essential Job Functions", replace "weed" with the word "cull".

Meeting Action Detail:

Administration Committee Meeting 06/14/2023

File #: [23-1673](#) Version: 1

Type: Job Description

Title:

MOTION to approve an updated *Assistant Librarian I - Youth Services* Job Description as presented in the draft

dated ~~May 3, 2023~~ *June 14, 2023*

Mover: McGrattan

Seconded: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Library Director Jennifer Smith stated Mayor Allyn, III, suggested the job descriptions include language regarding “social media” because it was a large part of the Library’s role. Therefore, she suggested the following language “*Supports the Library social media presence and update content on the Library’s website in accordance with the Town’s Social Media Policy*” be added under the “Essential Job Functions” heading to the following two Job Descriptions:

- *Assistant Librarian I - Youth Services*
- *Assistant Librarian II - Adult Services*

Ms. Smith also noted that Mayor Allyn provided some minor edits which included changing the word “weed” to “*cull*.” In the section titled “Essential Job Functions”.

“Evaluate and ~~weed~~ *cull* the youth collection on an annual basis”

The Administration Committee agreed to add the suggested language and edits noted above as a “friendly amendment”.

Councilor Ingalls stated the Committee would be approving the updated *Assistant Librarian I - Youth Services* Job Description as contained in the draft dated *June 14, 2023*.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1674

Agenda Date: 6/28/2023

Agenda #: 3.

JOB DESCRIPTION

Motion/Request:

MOTION to approve an updated Assistant Librarian II - Adult Services Job Description as presented in the draft dated June 14, 2023.

Background:

The Library Assistant job description was outdated and the position title didn't best reflect the responsibilities of the role. The Director made suggestions that will work best for the department needs

Department Comment/Recommendation:

To approve the Job Description as revised

Human Resources Comment/Recommendation:

To approve the Job Description as revised

Financial Information:

(type text here)

Mayor Comment/Recommendation:

Suggested change to "culling" of collection to replace "weeding", found 2/3rds way down under heading "Essential Job Functions".

Meeting Action Detail:

Administration Committee Meeting 06/14/2023

File #: [23-1674](#) Version: 2

Type: Job Description

Title:

MOTION to approve an updated Assistant Librarian II - Adult Services Job Description as presented in the

draft dated ~~May 3, 2023~~ *June 14, 2023*

Mover: McGrattan

Seconded: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor McGrattan noted the first sentence under “*General Statement*” stated the following:

“The Assistant Librarian II- Adult Services is responsible for the operation of the of the library buildings of the Ledyard Library Commission....”

Councilor McGrattan questioned the reason the “Ledyard Library Commission” was included in this job description, noting that it was not in any of the other Library Job Descriptions.

Chairman Dombrowski suggested striking “~~Ledyard Library Commission~~” noting that the buildings were owned by the Town of Ledyard and not by the Library Commission. The Administration Committee agreed to strike “*Ledyard Library Commission*” from the section titled “*General Statement of Duties*”.

Library Director Jennifer Smith stated the Assistant Librarian II-Adult Services was in-charge during her absence. She agreed with striking “*Ledyard Library Commission*”, as suggested by Chairman Dombrowski above, from the job description.

Councilor McGrattan questioned whether the Assistant Librarian II-Adult Services was equal or on-par with the Assistant Librarian I-Youth Services. Ms. Smith explained the Assistant Librarian II-Adult Services was a step above the Assistant Librarian I- Youth Services position, noting they had additional supervisory responsibilities and were in-charge during her absence.

As mentioned during the previous discussion (see above Item #2) the Administration Committee also added the following language “*Supports the Library social media presence and update content on the Library’s website in accordance with the Town’s Social Media Policy*” be added under the “*Essential Job Functions*”.

Councilor Ingalls stated the Committee would be approving the updated *Assistant Librarian II - Adult Services* Job Description as contained in the draft dated *June 14, 2023*.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1675

Agenda Date: 6/28/2023

Agenda #: 4.

JOB DESCRIPTION

Motion/Request:

MOTION to approve an updated Library Director Job Description as dated in the draft dated May 3, 2023.

Background:

The Library Director job description was outdated and the contents didn't best reflect the responsibilities of the role. The Director made suggestions that best reflect the work required.

Department Comment/Recommendation:

To approve the job description as revised

Human Resources Comment/Recommendation:

To approve the job description as revised

Financial Information:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:

Administration Committee Meeting 06/14/2023

File #: [23-1675](#) Version: 1

Type: Job Description

Title:

MOTION to approve an updated Library Director Job Description as dated in the draft dated May 3, 2023

Mover: Ingalls

Seconder: McGrattan

Action: Recommend to Approve

Minute Note:

Moved by Councilor Andra Ingalls, seconded by Councilor McGrattan

Discussion: Library Director Jennifer Smith stated some additional duties were added to her position.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve

TOWN OF LEDYARD LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES:

The Library Director plans, organizes, and administers a comprehensive community library program; oversees the care and maintenance of the library buildings, equipment, and facilities; performs managerial duties related to personnel, budget, collection development, and library operations; and formulates library policies and program recommendations for action by the Library Commission.

SUPERVISION RECEIVED:

The Library Director receives general direction from the Library Commission and functional direction from the Mayor.

SUPERVISION EXERCISED:

The Library Director provides general and functional supervision to professional, paraprofessional, and clerical library staff.

ESSENTIAL JOB FUNCTIONS:

- Administer, supervise, and perform library services in the areas of reference, youth services, circulation, administration, acquisitions, events, and facilities management
- Provide supervision and delegate responsibilities to the library staff
- Research information for Library Commission review and implement and administer Commission policies
- Perform near-term and long-range planning for development of library services
- Analyze interests, needs, and cultural expectations of the community
- Develop, maintain, and expand the collection of materials, programs, and services for the library according to the conceived needs of the community
- Plan and implement procedures to augment library goals and services through cooperation with community educational, cultural, and civic organizations
- Develop resource materials for town departments
- Interact with school media staff to assure availability of supplementary educational materials
- Develop and/or approve displays and special functions such as book reviews, lectures, and instructional activities to extend library services into the community
- Read professional journals and other sources for book and periodical information and select or approve selection of books and materials by staff members.
- Recruit and recommend employment, promotion, and disciplinary actions to the Mayor
- Provide training and career development opportunities to employees
- Analyze procedures and methods of delivery of library services
- Develop system improvements as needed including updating automated record keeping and retrieval systems
- Prepare budget and program recommendations for Library Commission action
- Administer adopted library budget
- Oversee the collection and accounting of all incoming funds including fees, donations, and state funds

- Prepare monthly narrative and statistical reports for the Library Commission and the Mayor
- Prepare statistical reports for the state library upon request
- Creates the monthly staffing schedule for both library buildings

ADDITIONAL DUTIES:

- Participate in regional and state library cooperative programs
- Promote and maintain effective relationships between staff and patrons
- Perform routine library duties including desk coverage, reference work, and delivery of materials to and from buildings as needed
- Participate in professional library organizations at local, regional, state, New England, and national levels and attend other professional conferences and workshops to remain current on developments and advancements in Library Science, public administration, and available training
- Other duties as required

******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.******

QUALIFICATIONS PROFILE

Knowledge, Skills, and Ability:

- Thorough knowledge of the principles and practices of public library functions
- Thorough knowledge of the principles and practices of public administration as applied to the public library and the use of computers
- Ability to communicate orally and in writing
- Ability to administer the activities of a public library and to supervise the work of others
- Ability to develop short and long-term development plans, operations plans, and programs
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies, and the general public
- A valid motor vehicle operator's license

Education, Experience and Training:

This position requires a master's degree in Library Science from an accredited college or university, plus four years of progressively responsible library administration experience including at least two or three years in a supervisory capacity or equivalent.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain

continuous visual acuity including close vision, and the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements change.*******

Adopted by the Ledyard Town Council on : _____.

Kevin J. Dombrowski, Chairman

Revised 06/2017; 03/2023



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1701

Agenda Date: 6/28/2023

Agenda #: 5.

APPOINTMENT

Motion/Request:

MOTION to appoint Ms. Margaret Boyd, (U) 257 Whalehead Road, Gales Ferry, to the Ledyard Housing Authority to complete a five-year term ending March 31, 2026 to fill a vacancy left by Ms. Evans.

Background:

Ms. Boyd previously served on the Housing Authority and was interested in serving on the Board again. While serving on the Board Ms. Boyd was the Recording Secretary.

Administrative Notes:

Please see Ms. Evans resignation ltr dated 5/3/2023

Please see attached Roster which was made up of the following:

2 Republicans

2 Unaffiliated

Nominating Committee Recommendation:

The Ledyard Housing Authority has indicated that they would welcome Ms. Boyd back to the Board, noting that she was an active participant.

Meeting Action Detail:

Administration Committee Meeting 06/14/2023

File #: [23-1701](#) Version: 1

Type: Appointment

Title:

MOTION to appoint Ms. Margaret Boyd, (U) 257 Whalehead Road, Gales Ferry, to the Ledyard Housing Authority to complete a five-year term ending March 31, 2026 to fill a vacancy left by Ms. Evans

Mover: McGrattan

Seconder: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor McGrattan, Housing Authority Liaison, noted that Ms. Boyd previously served on the Housing Authority and was interested in returning to the Board.

Councilor Ingalls stated Ms. Boyd has been an active member in the community noting that she has served on a number of commissions. She stated Housing Authority Director Colleen Lauer noted in her recommendation “*that they would absolutely welcome Ms. Boyd back to the Board.*”

VOTE:2 - 0 Approved and so declared

Action: Recommend to Approve

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.

HOUSING AUTHORITY

	Name	Term Expiration
R	Cassabria, Thomas 13 Devonshire Drive Gales Ferry, Connecticut 06335	03/ 31/ 2024
U	Waterhouse, Dayna 60 Kings Highway Unit #10 Gales Ferry, Connecticut 06335	03/ 31/ 2027
U	Vacant (Evans, Hilary)	03/ 31/ 2026
R	Duzy, Charles 4 Harvard Terrace Gales Ferry, Connecticut 06335	03/ 31/ 2025
U	Crocker, Paula 1500 Route 12 Gales Ferry, Connecticut 06335	03/31/2028

Director, Bookkeeper, Manager

Colleen Lauer
60 Kings Highway
Kings Corner Manor
Gales Ferry, CT 06335
464-7365

Town Council Appointment

5 Year Term

5 Members

May 3, 2023

I, Hilary Evans, officially resign from the Housing Authority, as of May 3, 2023. I am moving out of the area. Thank you for the opportunity to serve the town of Ledyard!

Love,

Hilary Evans

RECEIVED FOR RECORD
2023 MAY -3 AM 10:31
Hilary Evans
LEDYARD TOWN CLERK

LEDYARD TOWN COMMITTEE APPLICATION

FROM: DTC RTC OTHER

NAME OF COMMITTEE TO BE APPOINTED TO:

LEDYARD HOUSING AUTHORITY

APPLICANT'S NAME:

MARGARET BOYD

ADDRESS:

257 WHALHEAD ROAD GALES FERRY

HOW LONG - YEARS:

21 YRS

TELEPHONE/CELL PHONE:

203-804-2419

E-MAIL ADDRESS

SSBOYDPC@COMCAST.NET

PARTY AFFILIATION:

D R U (CIRCLE ONE)

BACKGROUND/ QUALIFICATIONS:

Previously served as Board member/Secretary-

.....
The Bottom of Form to be completed by Nominating Committee/Office Use

TO FILL VACANY LEFT BY:

FOR A PERIOD ENDING:

INTERVIEWED BY:

DATE:

RESUME ATTACHED:

YES

NO

LETTER RECOMMENDATION ATTACHED: YES

NO

Roxanne Maher

From: ledyard housing authority <ledyardhousing@att.net>
Sent: Thursday, May 25, 2023 2:40 PM
To: Roxanne Maher
Subject: Re: application

Thank you you too ... OOH Should I have noted that we would absolutely welcome her back to the board.

With appreciation, Colleen

Colleen Lauer
Executive Director
Ledyard Housing Authority
60 Kings Hwy Gales Ferry, CT 06335
(860)464-7365

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On Thursday, May 25, 2023 at 02:35:23 PM EDT, Roxanne Maher <council@ledyardct.org> wrote:

Thank you!

Hope you have a good Memorial Day weekend.

Roxanne

Sent from my iPhone

On May 25, 2023, at 2:28 PM, ledyard housing authority <ledyardhousing@att.net> wrote:

Attached please find Margaret Boyds application to return to the LHA Board.

With appreciation, Colleen

Colleen Lauer
Executive Director
Ledyard Housing Authority
60 Kings Hwy Gales Ferry, CT 06335
(860)464-7365



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1801

Agenda Date: 7/5/2023

Agenda #:

APPOINTMENT

Motion/Request:

MOTION to disband the following Town Commissions:

- Parks and Recreation Commission
- Senior Citizens Commission

Background:

Town Council Meeting 4/26/2023: Adopted Ordinance #001-016 (rev. 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

In accordance with the timeline provided in Ordinance #001-016 (rev. 1) steps have been taken by both the Parks and Recreation Commission and Senior Citizens Commission to provide a for a seamless transition to the combined commission.

Administration Committee Meeting 6/14/2023: The Administration Committee put forward a slate of members to the Town Council comprised of members from both the Parks and Recreation Commission and Senior Citizens Commission for appointment at its June 28, 2023 meeting.

Disbanding the two separate Commissions is an Administrative action to finalize the process related to combining of the two Commissions (Parks & Recreation Commission and the Senior Citizens Commission).

Administrative Notes:

(type text here)

Nominating Committee Recommendation:

(type text here)

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.

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “*Parks, Recreation, and Senior Citizens Commission*”.

Section 1. Purpose

- (a) The purpose of this Ordinance is to formally combine the Parks and Recreation Commission with Senior Citizens Commission with the in the Town of Ledyard; herein, to be known as “*Ledyard Parks, Recreation, and Senior Citizens Commission*”.

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under-the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “*An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds*”; and in accordance with Ordinance #200-012 “*An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recuring Expense Fund for the Town of Ledyard*”.

- (b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

- (a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

- (b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of seven (7) regular members and two (2) alternate members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

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.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st of the coming year and shall be a thirteen (13) month calendar; inclusive of January of the following year. Special meetings may be called by a majority of the members of said Commission.

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

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks, Recreation, and Senior Citizens Commission* shall make reports to the Town Council.
2. Shall adopt Rules of Procedure and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate recreational programs to benefit the general population in the Town of Ledyard. Including nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Ledyard Parks, Recreation, and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.
7. *The Ledyard Parks, Recreation, and Senior Citizens Commission* shall serve to represent senior citizens at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 8. Cancellation and Amendment of Previous Ordinances

- This Ordinance amends Ordinance #100-016 "*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*".
- This Ordinance cancels and supersedes Ordinance #100-014 "*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*".

Section 9. 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.

Adopted by the Ledyard Town Council on: April 26, 2023

Kevin J. Dombrowski, Chairman

Approved / Disapproved on: _____

Fred Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions:

Parks and Recreation Commission

Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Adopted by Town Meeting December 11, 1967; Ordinance #12 “*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*” Amended and Adopted December 22, 1972; Ordinance # 137 “*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.

Senior Citizens Commission

Ordinance #58 “*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard,*” adopted on September 28, 2011 and overrode the Mayor’s disapproval/veto on October 12, 2011.-Ordinance #147 “*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*” adopted December 13, 2017; Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council’s 2017-2019 Ordinance Update Initiative Project.

History:

2023: Ordinance #100-014 “*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*” adopted on October 22, 2014; and Ordinance #100-106 “*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*” were combined to become Ordinance #100-016 (rev 1). The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission*.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1718

Agenda Date: 6/28/2023

Agenda #: 7.

APPOINTMENT

Motion/Request:

MOTION to appoint nine members to the newly combined Parks, Recreation & Senior Citizens Commission, in accordance with Ordinance #001-016 (rev. 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” as follows:

Regular Members

- Mr. Kenneth DiRico (U) 8 Melanie Lane, Gales Ferry, term ending June 28, 2026
- Ms. Lucrezia Finegan (R) 1331 Baldwin Road, Gales Ferry, term ending June 28, 2026
- Ms. Jessica Cobb (7 Whippoorwill Drive, Gales Ferry, term ending June 28, 2025
- Ms. Loretta Kent (D) 1363 Baldwin Hill Road, Gales Ferry. Term ending June 28, 2024
- Ms. Norma Sokolski (R) 14 Mary Belle Circle, Ledyard, term ending June 28, 2026
- Ms. Margaret Anne Harding (R) 50 Pheasant Run Drive, Gales Ferry, term ending June 28, 2025
- Ms. Paula Crocker (U) 1500 Route 12, Gales Ferry, term ending June 28, 2025

Alternate Members

- Mr. Charles Gallagher ((R) 12 Sherwood Trace, Gales Ferry, term ending June 28, 2024
- Ms. Marjorie Winslow (D) 3 Wolf Ridge Gap, Ledyard, term ending June 28, 2024

Background:

Town Council April 26, 2023 Meeting: Adopted Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”.

The Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive, Gales Ferry, in 2020; and have since been sharing staff and resources between the two Offices.

The adoption of Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” completes the process to merge the two Departments together to streamline daily operations and use of staff, provide financial and space benefits, and to support additional programs and events.

In accordance with Ordinance #100-016 (rev 1) the Chairman from each of the Commissions have solicited their members regarding their interest to serve on the new combined nine-member Commission (7 Regular

Members; 2 Alternate Members) Commission and have provided recommendations to the Town Council for the appointment of members. (see attached Ordinance)

Below are the recommendations provided (see attached Chairman recommendations):

Parks & Recreation Members:

Mr. Kenneth DiRico (U) 8 Melanie Lane, Gales Ferry
Ms. Lucrezia Finegan (R) 1331 Baldwin Road, Gales Ferry
Ms. Jessica Cobb (7 Whippoorwill Drive, Gales Ferry
Mr. Charles Gallagher ((R) 12 Sherwood Trace, Gales Ferry
Ms. Loretta Kent (D) 1363 Baldwin Hill Road, Gales Ferry
Mr. Deondre Bransford (U) 8 Lynn Drive, Ledyard
Ms. Jessica Buhle (D) 65 Pheasant Run Drive, Gales Ferry (Regular or Alternate Member)

Senior Citizens Members:

Ms. Norma Sokolski (R) 14 Mary Belle Circle, Ledyard
Ms. Margaret Anne Harding (R) 50 Pheasant Run Drive, Gales Ferry
Ms. Paula Crocker (U) 1500 Route 12, Gales Ferry
Ms. Marjorie Winslow (D) 3 Wolf Ridge Gap, Ledyard
Ms. Carol Ann Schneider (D) 101 Inchcliffe Drive, Gales Ferry
Ms. Arleen Brown (R) 259 Gallup Hill Road, Ledyard

Meeting Action Detail:

Administration Committee Meeting 06/14/2023

File #: [23-1718](#) Version: 2

Type: General Discussion

Title:
MOTION to appoint nine members, comprised of seven Regular Members and two Alternate Members to the newly combined Parks, Recreation & Senior Citizens Commission.

Mover: Ingalls **Seconder:** McGrattan

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided some background noting the Town Council's April 26, 2023 adoption of Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior*

Citizens Commission for the Town of Ledyard” completed the administrative process to merge the two Commissions together. She stated since the Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive, Gales Ferry, in 2020, the two Departments have been sharing staff and resources between the two Offices. She stated by combining the two Departments/Commissions that they would be able to streamline daily operations and use of staff, provide financial and space benefits, and to support additional programs and events, etc.

Councilor Ingalls went on to note in accordance with Ordinance #100-016 (rev 1) the Chairmen from each of the Commissions solicited their members regarding their interest to serve on the new combined nine-member Commission (7 Regular Members; 2 Alternate Members) Commission and that the Chairmen have provided recommendations to the Town Council for the appointment of members.

Councilor Ingalls stated the appointments proposed this evening were based on the Committee Chairmen’s recommendations. She stated for the initial appointments that the members’ terms were staggered (3-years, 2-years, 1-year) to prevent all of the members terms from expiring at the same time.

Councilor Ingalls continued by explaining with these appointments that there would be some members, who were currently serving on each of the Commissions (Parks & Recreation Commission and the Senior Citizens Commission), that would no longer be serving. She stated that she recognized that this could be awkward and that some feelings may be hurt. However, she stated all those who were currently volunteering to serve the town were good people and that she hoped that they would choose to find other places to volunteer and serve, where their talents would be useful.

The Committee worked to ensure both the Parks & Recreation Commission and the Senior Citizens Commission were each represented and that the new Combined Commission would meet the minority representation requirements, in accordance with CGS 167a.

The Committee expressed concern with trying to maintain minority representation in filling vacancies on the Commission going forward relative to Regular Members and Alternate Members. Chairman Dombrowski suggested the town seek guidance from the Town Attorney regarding minority representation, noting when this question was asked of the Town Attorney in January, 2022 it was specially pertaining to the Planning & Zoning Commission. Councilor Ingalls stated in the Town Attorney’s 2022 response they noted that *“this issue was far from settled”*.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve

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: Thursday, May 25, 2023 11:36 AM
To: Roxanne Maher; Scott Johnson; Andra Ingalls
Cc: Town Council Group
Subject: Re: Ordinance #100-106 (rev 1) Combine Parks & Recreation with Senior Citizens Commission

Dear Chairperson Ingalls,

As Chair of the Ledyard Parks and Recreation I wanted to report to you the members interested in serving on the newly formed Parks, Recreation and Senior Commission.

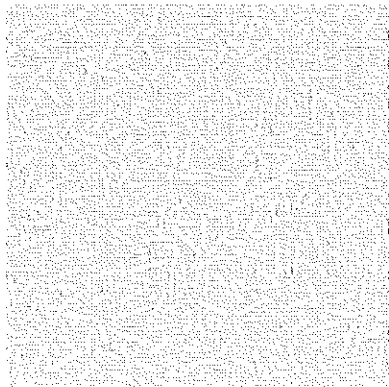
Ken DiRico
Lu Finegan
Jessica Cobb
Charles Gallagher
Loretta Kent
Deondre Bransford
Jessica Buhle interested as regular or alternative.

If the committee requires to select based on numbers or political affiliation, the order above can be used as a list of recommendations.

Sincerely,

Kenneth DiRico
Chairman

On 04/27/2023 11:41 AM EDT Roxanne Maher <council@ledyardct.org> wrote:



Good Morning Chairman DiRicco:

As you know the Town Council approve the amendments to Ordinance #100-016 (rev 1) *"An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard"* at their April 26, 2023 meeting.

Please find attached a letter from Chairman Dombrowski dated April 27, 2023 requesting appointment recommendations To serve on the newly combined Commission.

Should you have any questions, please do not hesitate to Contact Chairman Dombrowski or myself.

Thank you,

Roxanne

Roxanne M. Maher

Chairman Kevin J. Dombrowski:

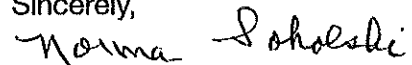
The following members of the Ledyard Senior Commission are interested in serving on the newly combined Ledyard Parks, Recreation and Senior Citizens Commission:

Norma Sokolski
Margaret Anne Harding
Paula Crocker
Majorie Winslow
Carol Ann Schneider
Arleen Brown

The first four people listed have been active on the Senior Commission and the most familiar with the Senior Center.

Please contact me if I can be of assistance.

Sincerely,

A handwritten signature in cursive script that reads "Norma Sokolski".

Norma Sokolski
Chairman Ledyard Senior Commission

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a “Parks, Recreation, and Senior Citizens Commission”.

Section 1. Purpose

- (a) The purpose of this Ordinance is to formally combine the Parks and Recreation Commission with Senior Citizens Commission with the in the Town of Ledyard; herein, to be known as “*Ledyard Parks, Recreation, and Senior Citizens Commission*”.

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 “*An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds*”; and in accordance with Ordinance #200-012 “*An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recurring Expense Fund for the Town of Ledyard*”.

- (b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

(b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of seven (7) regular members and two (2) alternate members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

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.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st of the coming year and shall be a thirteen (13) month calendar; inclusive of January of the following year. Special meetings may be called by a majority of the members of said Commission.

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

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks, Recreation, and Senior Citizens Commission* shall make reports to the Town Council.
2. Shall adopt Rules of Procedure and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate recreational programs to benefit the general population in the Town of Ledyard. Including nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Ledyard Parks, Recreation, and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.
7. *The Ledyard Parks, Recreation, and Senior Citizens Commission* shall serve to represent senior citizens at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.


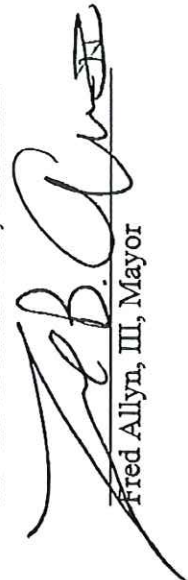
Section 8. Cancellation and Amendment of Previous Ordinances

- This Ordinance amends Ordinance #100-016 "*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*".
- This Ordinance cancels and supersedes Ordinance #100-014 "*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*".

Section 9. 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.

Adopted by the Ledyard Town Council on: April 26, 2023


Kevin J. Dombrowski, Chairman

Fred Allyn, III, Mayor

Approved / Disapproved on: 4/27/23

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions:

Parks and Recreation Commission
Ordinance #12 "*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*" Adopted by Town Meeting December 11, 1967; Ordinance #12 "*Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard*" Amended and Adopted December 22, 1972; Ordinance # 137 "*An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*" adopted on October 22, 2014; Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.

Senior Citizens Commission
Ordinance #58 "*An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard.*" adopted on September 28, 2011 and overrode the Mayor's disapproval/veto on October 12, 2011.-Ordinance #147 "*An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard*" adopted December 13, 2017; Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council's 2017-2019 Ordinance Update Initiative Project.

History:

2023: Ordinance #100-014 "*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*" adopted on October 22, 2014; and Ordinance #100-106 "*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*" were combined to become Ordinance #100-016 (rev 1). The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission*.



TOWN OF LEDYARD CONNECTICUT

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

Chairman Kevin J. Dombrowski

April 27, 2023

Chairman Kenneth DiRicco
Ledyard Parks & Recreation Commission
8 Melanie Lane
Gales Ferry, Connecticut 06333

Dear Chairman DiRicco:

As you are aware the town continuously works to reduce costs while improving efficiencies and services to our residents. This work has included the restructuring and sharing staff between the Senior Citizens Center and the Parks & Recreation Office.

This process began with the Parks & Recreation Department relocating from Blonders Boulevard to the Senior Citizens Facility on Van Tassel Drive in Gales Ferry in 2020. To complete this merger the Town Council adopted amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" at our April 26, 2023 meeting.

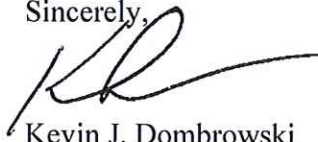
In accordance with Section 5 "Implementation" of the Ordinance we ask you solicit the interest of all your Commission's members for their interest to serve on newly combined Ledyard Parks, Recreation and Senior Citizens Commission.

In addition, we ask that you report the desires of your members and your recommendation regarding the present members to serve on the combined Commission to the Administration Committee no later than May 31, 2023.

The Town Council has appreciated your participation and valued your input during this process. Taking this final step to combine the two Commissions will streamline daily operations, provide financial and space benefits, as well as support additional programs and events.

Should you have any questions regarding this initiative please feel free to contact me at at (860) 383-6463 or e-mail council@ledyardct.org.

Sincerely,



Kevin J. Dombrowski
Chairman

Attachment

cc: Director of Parks, Recreation & Senior Citizens Commission
Administration Committee

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a "*Parks, Recreation, and Senior Citizens Commission*".

Section 1. Purpose

- (a) The purpose of this Ordinance is to formally combine the Parks and Recreation Commission with Senior Citizens Commission with the in the Town of Ledyard; herein, to be known as "*Ledyard Parks, Recreation, and Senior Citizens Commission*".

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 "*An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds*"; and in accordance with Ordinance #200-012 "*An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recurring Expense Fund for the Town of Ledyard*".

- (b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

(b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of seven (7) regular members and two (2) alternate members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

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.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st of the coming year and shall be a thirteen (13) month calendar; inclusive of January of the following year. Special meetings may be called by a majority of the members of said Commission.

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

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, *the Ledyard Parks, Recreation, and Senior Citizens Commission* shall make reports to the Town Council.
2. Shall adopt Rules of Procedure and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate recreational programs to benefit the general population in the Town of Ledyard. Including nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Ledyard Parks, Recreation, and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.
7. *The Ledyard Parks, Recreation, and Senior Citizens Commission* shall serve to represent senior citizens at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

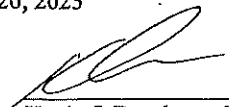
Section 8. Cancellation and Amendment of Previous Ordinances

- This Ordinance amends Ordinance #100-016 "*An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard*".
- This Ordinance cancels and supersedes Ordinance #100-014 "*An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard*".

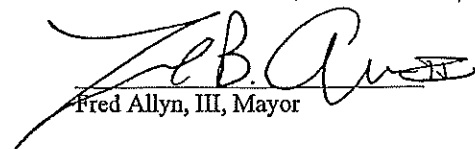
Section 9. Effective Date

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

Adopted by the Ledyard Town Council on: April 26, 2023


Kevin J. Dombrowski, Chairman

Approved / Disapproved on: 4/27/23


Fred Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions:

Parks and Recreation Commission

Ordinance #12 "Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard" Adopted by Town Meeting December 11, 1967; Ordinance #12 "Ordinance Creating a Parks and Recreation Commission for the Town of Ledyard" Amended and Adopted December 22, 1972; Ordinance # 137 "An Ordinance Amending an Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard" adopted on October 22, 2014; Renumbered Ordinance #137 to #100-014 on September 25, 2019 as part of the Twenty-fourth Town Council 2017-2019 Ordinance Update Initiative Project.

Senior Citizens Commission

Ordinance #58 "An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard," adopted on September 28, 2011 and overrode the Mayor's disapproval/veto on October 12, 2011.-Ordinance #147 "An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard" adopted December 13, 2017; Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council's 2017-2019 Ordinance Update Initiative Project.

History:

2023: Ordinance #100-014 "An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard" adopted on October 22, 2014; and Ordinance #100-106 "An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard" were combined to become Ordinance #100-016 (rev 1). The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission*.



TOWN OF LEDYARD CONNECTICUT

112

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

Chairman Kevin J. Dombrowski

April 27, 2023

Chairman Norma Sokolski
Ledyard Senior Citizens Commission
14 Mary Belle Circle
Ledyard, Connecticut 06339

Dear Chairman Sokolski:

As you are aware the town continuous works to reduce costs while improving efficiencies and services to our residents. This work has included the restructuring and sharing of resources and staff between the Senior Citizens Center and the Parks & Recreation Office.

This process began with the Parks & Recreation Department relocating from Blonders Boulevard to the Senior Citizens Facility on Van Tassel Drive in Gales Ferry in 2020. To complete this merger the Town Council adopted amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" at our April 26, 2023 meeting.

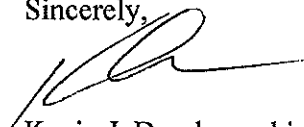
In accordance with Section 5 "Implementation" of the Ordinance we ask you solicit the interest of all your Commission's members for their interest to serve on newly combined Ledyard Parks, Recreation and Senior Citizens Commission.

In addition, we ask that you report the desires of your members and your recommendation regarding the present members to serve on the combined Commission to the Administration Committee no later than May 31, 2023.

The Town Council has appreciated your participation and valued your input during this process. Taking this final step to combine the two Commissions will streamline daily operations, provide financial and space benefits, as well as support additional programs and events.

Should you have any questions regarding this initiative please feel free to contact me at at (860) 383-6463 or e-mail council@ledyardct.org.

Sincerely,



Kevin J. Dombrowski
Chairman

Attachment

cc: Director of Parks, Recreation & Senior Citizens Commission
Administration Committee



TOWN OF LEDYARD CONNECTICUT

113

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551
(860) 464-3203
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Chairman Kevin J. Dombrowski

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In accordance with Section 5 "Implementation" of the Ordinance we ask you solicit the interest of all your Commission's members for their interest to serve on newly combined Ledyard Parks, Recreation and Senior Citizens Commission.

In addition, we ask that you report the desires of your members and your recommendation regarding the present members to serve on the combined Commission to the Administration Committee no later than May 31, 2023.

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Should you have any questions regarding this initiative please feel free to contact me at at (860) 383-6463 or e-mail council@ledyardct.org.

Sincerely,



Kevin J. Dombrowski
Chairman

Attachment

cc: Director of Parks, Recreation & Senior Citizens Commission
Administration Committee

AN ORDINANCE COMBINING
PARKS AND RECREATION COMMISSION AND
SENIOR CITIZENS COMMISSION
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard there is hereby established a "*Parks, Recreation, and Senior Citizens Commission*".

Section 1. Purpose

- (a) The purpose of this Ordinance is to formally combine the Parks and Recreation Commission with Senior Citizens Commission with the in the Town of Ledyard; herein, to be known as "*Ledyard Parks, Recreation, and Senior Citizens Commission*".

Combining the duties of the Town Committees/Commissions/Boards that have similar interests into a single commission will provide a financial benefit to the town as it will minimize administrative support by reducing the number of Committees/Commissions/Boards in town and provide services more effectively.

Combining the two Commissions will provide a financial benefit for Senior Citizens programs because they would be eligible for funding under the Parks & Recreation Capital Account Fund 203 (formerly Fund 8) established by Ordinance #200-009 "*An Ordinance Providing for Transfer of Certain Revenue from Real Estate conveyance Tax to Special Town of Ledyard Funds*"; and in accordance with Ordinance #200-012 "*An Ordinance Creating a Municipal Parks and Recreation Capital and Non Non-Recurring Expense Fund for the Town of Ledyard*".

- (b) The purpose of Ledyard Parks, Recreation, and Senior Citizens Commission is to provide services for the senior citizens within budgetary limits; and to provide recreational programs for the general population and manage properties under the administrative control of the Parks and Recreation Department.

Section 2. Authority and Establishment of Commissions

(a) Parks and Recreation Commission

Pursuant to the authority contained in Section 7-148, General Statutes of Connecticut, there is hereby created a Parks and Recreation Commission for the Town of Ledyard.

(b) Senior Citizens Commission

Pursuant to Chapter III, Section 4 of the Charter of the Town Ledyard, there is hereby established a Senior Citizens Commission.

Pursuant to Chapter III, Section 4, of the Town Charter, commencing on the nineteenth day after the effective date of this ordinance, the duties of the Senior Citizens Commission of the Town of Ledyard as set forth in Ordinance #100-016, shall be discharged in accordance with this Ordinance; and shall hereafter be known as the Ledyard Parks, Recreation, and Senior Citizens Commission.

Section 3. Membership

The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall consist of seven (7) regular members and two (2) alternate members who shall be electors of the Town of Ledyard and who shall hold no salaried municipal office.

Membership on any other Board, Commission or Committee of the Town of Ledyard shall not preclude membership on the *Ledyard Parks and Recreation and Senior Citizens Commission*.

In making the original appointments under this ordinance, the Town Council shall designate three (3) members to serve for three (3) years, three (3) members to serve for two (2) years; three (3) members to serve for one (1) year. Thereafter, vacancies shall be filled for a three (3) year term.

Section 4. Terms of Appointment

The members of the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall be appointed for a three (3) year term by the Town Council.

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.

As each of the terms of the members expire, the Town Council shall appoint a successor for a term of three (3) years to fill each vacant position.

Any vacancy on the Commission other than by expiration of term shall be filled for the unexpired portion of the term by the Town Council.

The Commission shall annually elect a Chairman and Secretary from its members. In accordance with General State Statutes of Connecticut Section-1-225 a Regular Meeting schedule shall be set and filed with the Town Clerk before January 31st of the coming year and shall be a thirteen (13) month calendar; inclusive of January of the following year. Special meetings may be called by a majority of the members of said Commission.

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

It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

Appointment and removal of any member of the *Ledyard Parks and Recreation and Commission Senior Citizens* shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Section 5. Implementation

Within two weeks after the adoption date of this ordinance, all current members of the Parks and Recreation Commission of the Town of Ledyard and the current members of the Senior Citizens Commission for the Town of Ledyard shall indicate to their respective chairman their desire to serve on the Ledyard Parks, Recreation and Senior Citizens Commission.

The respective chairman shall thereafter report to the Town Council the desires of their members. In addition, the respective chairman shall make recommendations to the Town Council regarding present members to serve on the combined commission.

The Town Council shall appoint members to the Ledyard Parks, Recreation, and Senior Citizens Commission no later than the effective date of the Ordinance.

Section 6 Responsibilities and Duties

1. To annually prepare a budget containing its estimates of expenses and revenues to carry out its programs and the purposes of this Ordinance; and to submit the same to the Mayor for inclusion in the annual budget of the Town of Ledyard. When requested, and at least annually, the *Ledyard Parks, Recreation, and Senior Citizens Commission* shall make reports to the Town Council.
2. Shall adopt Rules of Procedure and establish policies for programs and the operation and use of facilities under the Commission's jurisdiction.
3. To plan the development, improvement and expansion of park lands and recreation facilities and other facilities under the Commission's jurisdiction, including the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve and coordinate recreational programs to benefit the general population in the Town of Ledyard. Including nutrition, health, social services, transportation and other concerns of Ledyard's senior citizens.
5. To seek federal, state and private funds and may accept any money, gifts or endowment and expend the same for its designated purpose, provided such conditions does not remove any portion of the Commission from the control of the facilities or programs; or in any manner limit the use of the facility or programs to further the purpose of the Commission.
6. To engage such employees as assigned by the Mayor and other contractors hired by the Town of Ledyard to provide programs and services, and to maintain facilities under the *Ledyard Parks, Recreation, and Senior Citizens Commission's* administrative control and oversight within the budgetary limits of said Commission.
7. The *Ledyard Parks, Recreation, and Senior Citizens Commission* shall serve to represent senior citizens at town meetings, before the Town Council or before its committees, and if required before other organizations.

Section 7. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

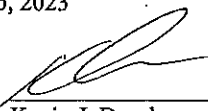
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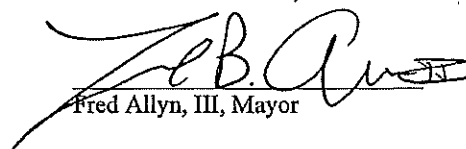
Section 9. Effective Date

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

Adopted by the Ledyard Town Council on: April 26, 2023


Kevin J. Dombrowski, Chairman

Approved / Disapproved on: 4/27/23


Fred Allyn, III, Mayor

Published on:

Effective Date:

Patricia A. Riley, Town Clerk

Revisions:

Parks and Recreation Commission

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Senior Citizens Commission

Ordinance #58 "An Ordinance Establishing a Permanent Commission for Senior Citizens for the Town of Ledyard," adopted on September 28, 2011 and overrode the Mayor's disapproval/veto on October 12, 2011.-Ordinance #147 "An Ordinance Amending an Ordinance Establishing a Senior Citizens Commission in the Town of Ledyard" adopted December 13, 2017; Renumbered Ordinance #134 to #100-016 on September 25, 2019 as part of the Twenty-fourth Town Council's 2017-2019 Ordinance Update Initiative Project.

History:

2023: Ordinance #100-014 "An Ordinance Creating A Parks and Recreation Commission for the Town of Ledyard" adopted on October 22, 2014; and Ordinance #100-106 "An Ordinance Establishing a Senior Citizens Commission for the Town of Ledyard" were combined to become Ordinance #100-016 (rev 1). The duties of both Commissions remained in place and some minor editorials were made throughout the document creating a *Parks and Recreation and Senior Citizens Commission*.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1798

Agenda Date: 6/28/2023

Agenda #:

RESOLUTION

Motion/Request:

MOTION to revise Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To ~~Transform~~ Review The Budget Process*” as presented in the draft dated June 27, 2023.

Background:

Town Council March 23, 2023 Meeting: Adopted Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To Transform The Budget Process*”

To eliminate any confusion regarding the purpose/assignment of the Committee it was suggested that the title of the Committee be revised as follows: “*Resolution Establishing A Committee To ~~Transform~~ Review The Budget Process*” (see attached)

Meeting Action Detail:

Administration Committee Meeting 06/28/2023

File #: [23-1795](#) Version:

Type: Appointment

Title:

Mover: **Seconder:**

Action:

Minute Note:

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.

DRAFT 6/26/2023

Res: 002-2023/Mar 22
(Rev. 1 -6/27/2023)

RESOLUTION
ESTABLISHING A COMMITTEE TO
~~TRANSFORM~~ **REVIEW** THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a Committee to ~~Transform~~ **Review** the Budget Process to be comprised of nine (9) regular members. All members shall be appointed by the Town Council with the following representation:

Town Council Finance Committee Chairman
Town Council Chairman
One additional Member of the Town Council
Two Members from the Board of Education
Four Members from the Community-at-Large

In addition, the Mayor and Superintendent of Schools or their designee serve as ex-officio members.

Regular members shall be appointed by the Town Council for a term of four-months. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

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

The regular members of the *Committee to ~~Transform~~ **Review** the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to ~~Transform~~ Review the Budget Process* shall be authorized to:

- a) To review the Budget *Transform* Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
- b) To review, research, and determine the following:
 - (1) The services the Town and Board of Education provides to its residents.
 - (2) Whether the services/programs are mandatory relative to the role of local government.
 - (3) How effectively the Town and Board of Education provides its services/programs to its residents.
 - (4) The funding sources(s) that pay for services/programs the community provides to its residents.
 - (5) Review all contracted services.
- c) To review all department operations, all municipal and school buildings and grounds, the purchase of commodities, and the utilization of staffing/cross training in order to promote municipal consolidation efforts and provide recommendations;
- d) To provide guidance and recommendations relative to the negotiation and execution of contracts related to municipal consolidation of departments, services and/or shared services to meet the General Government and Board of Education's operational and mandated requirements;
- e) To recommend a budget process, format and outline for the General Government and Board of Education to consider for implementation with the development of the Fiscal Year 2024/2025 Budget that would include detail data such as:
 - (1) Projected line item cost estimates for Fiscal Year 2024/2025;
 - (2) Capital Improvement Plan/Initiatives/Funding Sources;
 - (3) Trends in salaries, maintenance and operational costs;
 - (4) Demonstrated efforts for efficiencies and reductions;
 - (5) Plans to address the increase in student population/enrollment and space needs
 - (6) Recommendations to address anticipated loss of Municipal Aid Revenues due to the State's finance crisis and projected budget deficits.
 - (7) Ways to address current and anticipated future State mandates.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organization Meeting of said Committee shall be held at which members shall choose a Chairman, Vice-Chairman and a Secretary;

BE IT FURTHER RESOLVED: That said Committee shall submit recommendations to the Town Council, Mayor and Board of Education no later than October 27, 2023 for consideration for the fiscal year budget preparation.

Revised and Adopted by the Ledyard Town Council on June 28, 2023

Kevin J. Dombrowski, Chairman

.....

History: *Resolution Establishing a Committee To Transform The Budget Process*; Adopted June 8, 2016; Final Report submitted: October 16, 2016; Adopted: March 23, 2023.

2023:

June 28, 2023: Revised title of Committee to more accurately reflect the Committee's assignment as follows: " Committee to ~~Transform~~ **Review** the Budget Process"

Updated the 2016 Resolution "*Committee to Transform the Budget Process*" to include the following language: *The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and town.*

The 2023 Committee's assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1795

Agenda Date: 6/28/2023

Agenda #:

APPOINTMENT

Motion/Request:

MOTION to appoint members to the Committee to Review the Budget Process in accordance with the structure provided in Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To Review The Budget Process*”.

Background:

Administration Committee & Town Council June 28, 2023 Meeting:

The Administration Committee and the Town Council will consider updating the title of the Committee as follows: *Resolution Establishing A Committee To ~~Transform~~ Review The Budget Process*” to more accurately reflect the Committee’s assignment. (please see attached draft dated 6/27/2023)

Town Council March 23, 2023 Meeting: Adopted Resolution #002-2023/Mar 23 “*Resolution Establishing A Committee To Transform The Budget Process*”.

This is a short-term (4-month) assignment with the Committee’s Final Report due to the Town Council on October 27, 2023.

March 24, 2023: Town Council sent memos to the Democratic Town Committee, Republican Town Committee; and Board of Education to request nominations to meet the following member structure as provided in the Resolution:

Town Council Finance Committee Chairman
Town Council Chairman
One additional Member of the Town Council
Two Members from the Board of Education
Four Members from the Community-at-Large

Below are the recommendations provided (see attached)

Town Council (Chairman - Finance Cmt Chair & 1 from Town Council

- R - Kevin Dombrowski - Town Council Chairman
- D - Bill Saums - Finance Cmt Chairman
- R - Tim Ryan - 1 from Town Council

Community at Large (4 Members)

- R - Terry Jones - 27 Monticello Drive, Gales Ferry (currently on WPCA)
- U - Beth Ribe - 129 Rose Hill Road, Ledyard (currently on IWWC)
- D - Jessica Buhle - 65 Pheasant Run Drive, Gales Ferry (currently on Conservation, EDC, & P&R)
- D - Earl (Ty) Lamb - 95 Lambtown Road, Ledyard (currently on Historic Comm)
- D - Minna DeGaetano - 10 Marla Avenue, Ledyard

(please see attached emails: DTC: email dated 6/21/2023; RTC: email dated 6/26/2023_

Board of Education 2 Members

- D- Joanne M. Kelley- 12 Thames View Pentway
- R- Brandon Grabner - 42 Church Hill Road

(please see attached email dated 6/26/2023)

Meeting Action Detail:

Administration Committee Meeting 06/28/2023

File #: [23-1795](#) Version:

Type: Appointment

Title:

Mover: [Seconder:](#)

Action:

Minute Note:

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.

RESOLUTION
ESTABLISHING A COMMITTEE TO
~~TRANSFORM~~ *REVIEW* THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a Committee to ~~Transform~~ *Review* the Budget Process to be comprised of nine (9) regular members. All members shall be appointed by the Town Council with the following representation:

Town Council Finance Committee Chairman
Town Council Chairman
One additional Member of the Town Council
Two Members from the Board of Education
Four Members from the Community-at-Large

In addition, the Mayor and Superintendent of Schools or their designee serve as ex-officio members.

Regular members shall be appointed by the Town Council for a term of four-months. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

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

The regular members of the *Committee to ~~Transform~~ Review the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to ~~Transform~~ Review the Budget Process* shall be authorized to:

- a) To review the Budget *Transform* Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
- b) To review, research, and determine the following:
 - (1) The services the Town and Board of Education provides to its residents.
 - (2) Whether the services/programs are mandatory relative to the role of local government.
 - (3) How effectively the Town and Board of Education provides its services/programs to its residents.
 - (4) The funding sources(s) that pay for services/programs the community provides to its residents.
 - (5) Review all contracted services.

- c) To review all department operations, all municipal and school buildings and grounds, the purchase of commodities, and the utilization of staffing/cross training in order to promote municipal consolidation efforts and provide recommendations;
- d) To provide guidance and recommendations relative to the negotiation and execution of contracts related to municipal consolidation of departments, services and/or shared services to meet the General Government and Board of Education’s operational and mandated requirements;
- e) To recommend a budget process, format and outline for the General Government and Board of Education to consider for implementation with the development of the Fiscal Year 2024/2025 Budget that would include detail data such as:
 - (1) Projected line item cost estimates for Fiscal Year 2024/2025;
 - (2) Capital Improvement Plan/Initiatives/Funding Sources;
 - (3) Trends in salaries, maintenance and operational costs;
 - (4) Demonstrated efforts for efficiencies and reductions;
 - (5) Plans to address the increase in student population/enrollment and space needs
 - (6) Recommendations to address anticipated loss of Municipal Aid Revenues due to the State’s finance crisis and projected budget deficits.
 - (7) Ways to address current and anticipated future State mandates.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organization Meeting of said Committee shall be held at which members shall choose a Chairman, Vice-Chairman and a Secretary;

BE IT FURTHER RESOLVED: That said Committee shall submit recommendations to the Town Council, Mayor and Board of Education no later than October 27, 2023 for consideration for the fiscal year budget preparation.

Revised and Adopted by the Ledyard Town Council on June 28, 2023

Kevin J. Dombrowski, Chairman

.....
History: Resolution Establishing a Committee To Transform The Budget Process; Adopted June 8, 2016; Final Report submitted: October 16, 2016; Adopted: March 23, 2023.

2023:

June 28, 2023: Revised title of Committee to more accurately reflect the Committee’s assignment as follows: “ Committee to ~~Transform~~ **Review** the Budget Process”

Updated the 2016 Resolution “*Committee to Transform the Budget Process*” to include the following language: *The Town Council recognizes the burden that the State’s level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and town.*

The 2023 Committee’s assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.



TOWN OF LEDYARD CONNECTICUT

129

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

Chairman Kevin J. Dombrowski

March 23, 2023

Chairman Anthony Favry
Ledyard Board of Education
Blonders Boulevard
Ledyard, Connecticut 06339

Dear Chairman Favry:

With the current inflationary environment and projected level funding from the State the town's ability to maintain the services our residents have become accustomed to has become more challenging each year. As you are aware increased costs in heating fuel, gasoline, electricity along with many other expenses have impacted the town's operational costs, and its ability to conduct business.

The last Committee to Transform the Budget Process submitted its final report to the Town Council on October 16, 2016. During the past seven years many of their recommendations and goals have been implemented/and or considered. Therefore, the Town Council felt that it was time to once again conduct another review of the town's budget process and the role of local government.

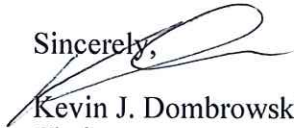
At our March 22, 2023 meeting the Town Council adopted a *Resolution Establishing a Committee to Transform the Budget Process*". The Committee is comprised of nine members which includes two members from the Board of Education along with a Board of Education ex-officio member. (see attached).

The Town Council would like to appoint members to the Committee to Transform the Budget Process as soon as possible and requests that you provide the names of two Board of Education Members (one from each party to meet minority representation) to the Town Council Office.

Your prompt attention and assistance would be appreciated as we work together to examine Ledyard's spending trends and to seek alternative budgeting methods to address the burden that is being placed on municipal budgets and its taxpayers.

Should you have any questions regarding this initiative please feel free to contact me at (860) 383-6463 or e-mail council@ledyardct.org.

Sincerely,


Kevin J. Dombrowski
Chairman

cc: Mayor Allyn
Superintendent Hartling

RESOLUTION
ESTABLISHING A COMMITTEE TO
TRANSFORM THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

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The regular members of the *Committee to Transform the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to Transform the Budget Process* shall be authorized to:

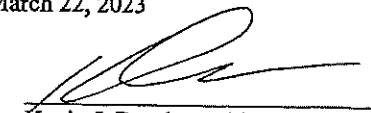
- a) To review the Budget Transformation Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
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Adopted by the Ledyard Town Council on: March 22, 2023



Kevin J. Dombrowski, Chairman

History: *Resolution Establishing a Committee To Transform The Budget Process*; Adopted June 8, 2016; Final Report submitted: October 16, 2016.

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Chairman Kevin J. Dombrowski


TOWN OF LEDYARD CONNECTICUT

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

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MEMORANDUM

TO: Democratic Town Committee
Republican Town Committee

FROM: Chairman Kevin J. Dombrowski 

DATE: March 23, 2023

RE: Committee to Transform the Budget Process – Request for Nominations

With the current inflationary environment and projected level funding from the State the town's ability to maintain the services our residents have become accustomed to has become more challenging each year. Increased costs in heating fuel, gasoline, electricity along with many other expenses have impacted the town's operational costs and its ability to conduct business.

The last Committee to Transform the Budget Process submitted its final report to the Town Council on October 16, 2016. During the past seven years many of their recommendations and goals have been implemented/and or considered. Therefore, the Town Council felt that it was time to once again conduct another review of the town's budget process and the role of local government.

At our March 22, 2023 meeting the Town Council adopted a *Resolution Establishing a Committee to Transform the Budget Process*". The Committee is comprised of nine members which included four volunteers from the Community-at-Large.

The Town Council would like to appoint members to the Committee to Transform the Budget Process as soon as possible and requests that you submit the names of two citizens who would like to participate on this Committee.

In selecting your Committee's recommended nominations, we ask that you be mindful to select residents who have some financial background to ensure that our community is well represented.

Your attention to this request and your cooperation are appreciated. Should you have any questions, please feel free to contact me at (860) 383-6463 or e-mail council@ledyardct.org.

Thank you.

Attachment

KJD/rm

RESOLUTION
ESTABLISHING A COMMITTEE TO
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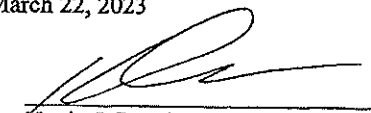
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Kevin J. Dombrowski, Chairman

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The 2023 Committee's assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.

Roxanne Maher

From: Andra Ingalls
Sent: Tuesday, June 13, 2023 3:02 PM
To: Roxanne Maher; Beth Ribe
Cc: Kevin J. Dombrowski
Subject: Re: Committee to Transform the Budget Process

Received - thank you, Ms. Ribe.

Andra Ingalls

Town Councilor
Administration Committee Chair
Finance Committee Member
(860) 961-2414

From: Roxanne Maher <council@ledyardct.org>
Sent: Monday, June 12, 2023 11:11 AM
To: Beth Ribe <beth_ribe@live.com>
Cc: Andra Ingalls <aingalls@ledyardct.org>; Kevin J. Dombrowski <KJDom@ledyardct.org>; Roxanne Maher <council@ledyardct.org>
Subject: RE: Committee to Transform the Budget Process

Good Morning Ms. Ribe:

Thank you for your interest in volunteering to serve on the Committee to Transform the Budget Process.

I will forward your interest to the Administration Committee to be considered.

Thank you,
Roxanne

Roxanne M. Maher

Administrative Assistant to
the Ledyard Town Council
(860) 464-3203
council@ledyardct.org

Town Hall Hours:
Monday – Thursday 7:30 a.m. to 4:45 p.m.
CLOSED FRIDAYS

-----Original Message-----

From: Beth Ribe <beth_ribe@live.com>
Sent: Monday, June 12, 2023 10:00 AM
To: Roxanne Maher <council@ledyardct.org>
Subject: Committee to Transform the Budget Process

[You don't often get email from beth_ribe@live.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

To whom it may concern,

I'm responding with interest to be considered as a town member-at-large for this committee.

I'm registered as a "Unaffiliated/Independent" voter.

Thank you!

Regards,
Beth Ribe

Sent from my iPhone

Roxanne Maher

From: So Rodriguez <ledyarddtcncnaomi@comcast.net>
Sent: Wednesday, June 21, 2023 3:19 PM
To: Roxanne Maher
Subject: Names for the Committee to Transform the Budget Process
Attachments: Jessica Buhle Education.doc; Minna DeGaetano.doc; TY Lamb Resume 2021.doc

Hello Roxanne,

Last Thursday, June 15, 2023, the DTC Nominating Committee voted and wholeheartedly recommends the following nominees to the Committee to Transform the Budget Process as Community-at-Large members. They have financial background and understand that this is not a total revision, such as with the Charter Revision. They are all only volunteering their expertise to help and are all willing to volunteer to help in any way possible. I hope these candidates are strongly considered for participation. All of their resumes/bio's are attached. All of these nominees have been sent a copy of the Resolution Establishing A Committee To Transform The Budget Process. Thank you for your consideration and time.

- 1) Minna DeGaetano
- 2) Jessica Buhle
- 3) Earl Ty Lamb

Respectfully,

Naomi Rodriguez, Chair
Ledyard DTC Nominating Committee

Jessica Buhle Education

BS in Accounting - Hawaii Pacific University - December 2014

Volunteer History

Ombudsman - Naval Submarine School - 2015-2017

Ombudsman - USS Oregon - 2017-2020

Committee member - Ledyard Beautification Committee 2019-2022

Commissioner - Parks and Recreation - 2022-2023

Commissioner - Economic Development Commission - 2020-present

Alternate Member - Conservation Commission - 2022-present

LEAF Trustee - 2022-present

Employment History

Navy Federal Credit Union - Member Service Representative - 2015-2019

Town of Ledyard - Assistant to the Tax Collector - 2019-2020

Self Employed - Photographer - 2020-present

Ledyard resident since 2017

Minna DeGaetano:

Ledyard property owner since 2007.

Ledyard DTC member

Work with registrars to work on voting days.

Accounting degree from Eastern Connecticut State University May 2012.

MBA from University of New Haven, August 2015

CPA since March 2018. CPAC.0056405

Currently working as an Auditor since 2015.

EARL T. LAMB
95 Lambtown Road
Ledyard, Connecticut 06339
tylamb5350@outlook.com

OBJECTIVE: Program Manager or Engineering position based on formal education, military experience, and proven ability to work in a team environment.

EXPERIENCE:

Hoya Vision Care (7/19 to 7/20)

Ramsey, Minnesota

Research & Development Project Manager

Worked within the United States based Research and Development group. Our mission was to create the NPD/P through the companies stage-gate system. Once the projects were accepted by production, the design would be turned over for manufacturing. Additionally, directly collaborated with Hoya's Global PMO to improve the stage gate system for the NPD/P and to create the process to quickly develop new technology platforms.

Executed and directed various NPD/P through the stage-gate process (e.g., Inner Mirror, PZ Wide, Photonics Lens).

Curtiss-Wright (5/17 to 6/19)

Chanhassen, Minnesota

Program Manager – Ground & Naval Defense Segment

Tasking included establishing the program management principles within a growing segment at Curtiss-Wright. Developing PMP tools and processes to incorporate into program execution. In addition to organizing the current program management team, worked towards putting in place various new production cells (e.g., Factory-within-Factory).

Executed various projects and was responsible for the profit and loss of the groups contracts (e.g., Ford class control systems project, Ship-to-Shore Connector control project, and multiple other smaller projects).

Orbital ATK - Allegany Ballistics Laboratory (11/05 to 7/15) Held Secret Clearance

Rocket Center, West Virginia

Program Manager – ATK Missile Products

Executed various projects in both the research and production environments at ATK. The Earned Value Management System (EVMS) and technical achievement are essential elements concerning these projects. Performed on two highly valued strategic programs (i.e., David Sling and LRLAP), which kept ATK in the fore front of rocket motor know-how. These programs being guided through early development and the qualification phases of their life cycle. Skills employed but not limited to the following; performing on simultaneous projects, directing highly technical multi-discipline teams, coordinating supply chain, and interfacing with various stakeholders including internal and external customers.

L-3 Communications – Henschel (6/04 to 9/05)

Newburyport, Massachusetts

Program Manager – Marine and Announcing Systems

Responsible for the Marine and Announcing System program. The program included; Astute CIS project, Astute ICS project, and new product development (e.g., Deepwater Alarm and Announcing system). Tasks included following ISO 9000 procedures through; the planning, design, verification, pilot build, and production phases of a product introduction. Additional duties included but were not limited to; team development, product development schedule, raw product cost targets, scheduling labor resources-conflicts, and monthly financial/technical reviews.

American Science and Engineering (10/00 to 4/03)

Billerica, Massachusetts

Senior Electrical Engineer

Responsible for company product lines. Duties included R&D, technical solutions, gross margin, team coordination, schedules, and product shipments.

Project Engineer on the Model 66Z Plus X-ray System

This project launched a new model of X-ray systems at AS&E. Included following ISO 9000 procedures through the planning, design, verification, pilot build, and production phases of a product introduction. Additional duties included but are not limited to; team development, product development schedule, raw product cost targets, scheduling labor resources and conflicts, and monthly financial/technical reviews.

Naval Undersea Warfare Center (9/97 to 10/00)

Newport, Rhode Island

Special Projects Team Leader

Responsible for the Special Projects Team. Duties included overseeing the yearly budget and technical schedule, technical lead on project tasks and resolution of technical problems.

Program Manager tasks included; working closely with project customers (ONI, SEA92, SUBPAC, SUBLant), creating and performing yearly budgets, creating monthly financial/technical reports, coordinating various logistics efforts, scheduling and coordinating sub-contractor tasks and contacts, building teams, scheduling project resources and shipping dates, and ensuring product survivability on mission.

Technical areas include Field Service Engineering, Multi-Spectral Imaging Capabilities, System Engineering, and Testing Services.

Low Light Level camera selection.

Design of a focusing control system for a multi-sensor imaging system.

Proto-type design of a six-axis control and data acquisition system using DSP components.

Development of Built-in-Test equipment for the troubleshooting various equipment failures.

Chief Engineer (Cluster NESSIE Gen I)

Responsible for the day-to-day operation of the Cluster NESSIE Gen I system. Experience includes working hand-and-hand with manufacturing, and waterfront personnel to complete the yearly installation schedule.

Technical areas include experience with accelerometers, inertial sensors, electromechanical devices, angular rate sensors, and electrical test equipment.

Design of a hybrid based two axis control system for Line-of-sight position control system.

Design of a HWIL electrical-mechanical gyro alignment procedure.

Team Leader for the rapid response field engineering team. On-site troubleshooting and repair of electro-optic and electro-mechanical systems.

ANALYSIS & TECHNOLOGY, INC. (9/96 to 9/97)

New London, Connecticut

Systems Engineering Group Manager

Responsible for the Systems Engineering Group. Duties included overseeing the yearly budget and technical schedule, technical lead on project tasks and resolution of all technical problems.

Program Manager responsibilities; group profitability targets, group growth targets, customer satisfaction, re-investment plans for team members, and technical/ financial reports.

Technical areas included System/Control Engineering Services, System Testing (Hardware-In-The-Loop, DSP), Software Development (Matlab/Simulink), and Inertial Navigation Systems.

Provided multi-area support through determining system and equipment performance deficiencies for the Navy Electronic Surveillance System, Infrared Exploitation (Cluster NESSIE) program
Identified alternate approaches to the current NESSIE stabilization/compensation scheme. Analyzing various approaches to improve the current system.
Developing Hardware-in-the-Loop system testing using the Matlab/Simulink/dSPACE test equipment.
Analyzed NESSIE stabilization and navigation integration improvement progress, assessing engineering/technical impacts of proposed designs, and providing recommendations for alternate approaches.

STRUCTURED TECHNOLOGY CORPORATION (12/92 to 9/96)

Niantic, Connecticut

Control/System Project Leader

Responsible for the four-person System/Control Engineering Group. Duties included overseeing the yearly budget, technical schedule, technical lead on project tasks and resolution of all technical problems.

Designed system bypass circuits using existing sensors to emulate major control system functions.
Developed various control system pointing algorithms (Provided pointing algorithms for Data Interface Group, NESSIE, PISCES and developing NESSIE GEN II pointing algorithm).
Conducted independent software testing of the Periscope Stabilization System Simulation Program.
Prepared test plans/procedures for NESSIE operational land based testing. The test plans were organized to accomplish precise experimentation on the different stabilization/control approaches.
Conducted system testing to determine faults and validation of a operational NESSIE system and new bypass circuits.
Developed Control system and Controlled system simulator programs to include upgrades that are incorporated into the current NESSIE baseline system. Utilized the Matlab/Simulink program to incorporate various experimental control system approaches.

UNITED STATES ARMY (7/84 to 7/86)

Fort Steward, Georgia

19D10E9 Cavalry Scout

Conducted reconnaissance missions in teams. Performed hands-on maintenance and operations for the M113 Armored Personnel Carrier (APC) and it's communication systems. Received numerous medals and commendations in the performance of duty.

EDUCATION:

FLORIDA INSTITUTE OF TECHNOLOGY (8-91)

Melbourne, Florida

Bachelor of Science Electrical Engineering

From: Kevin J. Dombrowski <KJDom@ledyardct.org>

Sent: Tuesday, June 20, 2023 4:21 PM

To: Roxanne Maher <council@ledyardct.org>; Andra Ingalls <aingalls@ledyardct.org>

Cc: Roxanne Maher <council@ledyardct.org>

Subject: Re: Budget Transformation Cmt RTC Members

I have confirmed that Terry is willing to serve
Kevin

Sent from my Verizon, Samsung Galaxy smartphone

Get [Outlook for Android](#)

Roxanne Maher

From: stanjub@juno.com
Sent: Monday, June 26, 2023 4:01 PM
To: Roxanne Maher
Cc: aningalls@yahoo.com; mikefrance@alumni.usc.edu
Subject: Budget Transformation Committee

Hi Roxanne,

As of today, the RTC is recommending Terry Jones for appointment to the Budget Transformation Committee.

If it's not too late, we still have a couple of "maybes" that might be available soon - they're considering runs for office, so we didn't want to recommend them if they wouldn't be able to serve on the committee.

Thanks,

Stan Juber
Chairman, Ledyard RTC

Roxanne Maher

From: Roxanne Maher
Sent: Monday, June 26, 2023 10:49 AM
To: Anthony Favry
Subject: Re: Request Nominations - Budget Transformation Cmt

Thank you!

Sent from my iPhone

On Jun 26, 2023, at 10:23 AM, Anthony Favry <afavry@ledyard.net> wrote:

Good Morning -

Mike, Joanne and Brandon have been recommended for participation in this Committee. I am waiting to confirm with Joanne, however, barring me indicating otherwise, please proceed these being the BoE representatives.

Should you have any questions, please let me know.

Thanks,
Anthony

On Thu, Jun 15, 2023 at 3:28 PM Roxanne Maher <council@ledyardct.org> wrote:
<image001.jpg>

Good Afternoon:

As a follow-up to the Town Council's March 23, 2023 request, the Administration Committee plans to hold a Special Meeting on June 28, 2023 to recommend members to be appointed to the Budget Transformation Committee and wanted to be sure the Board of Education was represented, in accordance with the Resolution.

Your help in forwarding the names to two Board of Education members who would like to serve on this short-term (4-month commitment, with a project completion date of October 27, 2023) by early next week would be appreciated.

Should you have any questions regarding this request, please do not hesitate to contact Chairman Dombrowski, or Councilor Ingalls.

Thank you,

Roxanne

Roxanne M. Maher

<image002.png>

Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday - Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS

From: Roxanne Maher <council@ledyardct.org>

Sent: Thursday, March 23, 2023 9:47 AM

To: Anthony Favry (<afavry@ledyard.net>); Jason S. Hartling <jhartling@ledyard.net>

Cc: Anthony Favry <afavry@me.com>; Anita Cleetus <acleetus@ledyard.net>; Kevin J. Dombrowski

<KJDom@ledyardct.org>; Fred Allyn, III <mayor@ledyardct.org>; Roxanne Maher <council@ledyardct.org>

Subject: Request Nominations - Budget Transformation Cmt

Good Morning Chairman Favry:

Please find attached a Memo dated March 23, 2023 from Chairman Dombrowski regarding a request for nominations for two members from the Board of Education to serve on the Committee To Transform The Budget Process.

Should you have any questions regarding this request please do not hesitate to contact Chairman Dombrowski at (860) 383-6463 or email kjdom@ledyardct.org

Thank you,

Roxanne

Roxanne M. Maher

<image002.png>

Administrative Assistant to

the Ledyard Town Council

(860) 464-3203

council@ledyardct.org

Town Hall Hours:

Monday - Thursday 7:30 a.m. to 4:45 p.m.

CLOSED FRIDAYS

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Thank You, Anthony Chair, Ledyard Board of Education

This is a staff email account managed by Ledyard Public Schools. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1726

Agenda Date: 6/28/2023

Agenda #: 10.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve the following proposed project to be eligible for the Neighborhood Assistance Act (NAA) tax credits:

- Habitat for Humanity of Eastern Connecticut to support a full rehabilitation of a single-family split-level home located at 42 Laurel Leaf Drive, Gales Ferry, CT total cost \$182,803.07 with \$20,000 requested in accordance Neighborhood Assistance Act (NAA) eligibility.

Background:

The State Department of Revenue Services in conjunction with large corporations in the State of Connecticut developed a Neighborhood Assistance Act (NAA) which provides a tax credit to businesses that make donations to nonprofits for projects approved by their local governments.

Habitat for Humanity of Eastern Connecticut, a non-profit organization, is seeking support from the Town of Ledyard to apply for the 2023 Neighborhood Assistance Act Program.

Habitat for Humanity of Eastern Connecticut \$20,000 (NAA) Funds

The \$20,000 (NAA) requested funds will support a full rehabilitation of a single-family split-level home at 42 Laurel Leaf Drive in Gales Ferry. The home was a donation to Habitat for Humanity of Eastern Connecticut but will require a full rehabilitation to be habitable. The rehabilitation includes siding, roofing, windows, sheet rock, insulation, kitchen, bath and flooring if needed.

Funding Sources

• NAA Funds Requested	\$20,000.00	
• Community Foundation of Eastern Connecticut	\$15,000.00	
• Pfizer Connecticut Labs	\$2,500.00	
• Electric Boat Employees	\$7,500.00	
• Liberty Bank		\$10,000.00
Total Funding	\$55,000.00	
Total Project Cost	\$182,803.07	

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:**Town Council Meeting 06/28/2023:**

File #: [23 -1726](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to approve the following proposed project to be eligible for the Neighborhood Assistance Act (NAA) tax credits:

- Habitat for Humanity of Eastern Connecticut to support a full rehabilitation of a single-family split-level home locate at 42 Laurel Leaf Drive, Gales Ferry, CT total cost \$182,803.07 with \$20,000 requested in accordance Neighborhood Assistance Act (NAA) eligibility.

Moved: Ingalls **Seconded:** Ryan

Action: Recommend to Approve

Minute Note:

Finance Committee Meeting 06/07/2023:

File #: [23 -1726](#) Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to approve the following proposed project to be eligible for the Neighborhood Assistance Act (NAA) tax credits:

- Habitat for Humanity of Eastern Connecticut to support a full rehabilitation of a single-family split-level home located at 42 Laurel Leaf Drive, Gales Ferry, CT total cost \$182,803.07 with \$20,000 requested in accordance Neighborhood Assistance Act (NAA) eligibility.

Moved: Ingalls

Seconded: Ryan

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor Ryan

Discussion: Councilor Saums explained that last year the town approved this project to support a full rehabilitation of a single-family split-level home located at 42 Laurel Leaf Drive, Gales Ferry, for the Non-Profit Organization (Habitat for Humanity) to be eligible to apply for the Neighborhood Assistance Tax Credit Program. However, he stated because the timing was very close to the deadline the project was not eligible for the application by the time all of the paperwork was completed. He stated the only cost to the town was to publish a Notice in the newspaper and to hold a Public Hearing. Therefore, he stated that he wanted to provide some additional clarification in the language so that people understood that \$143,752.08 project was not a cost to the Town.

Councilor Ingalls noted that the Motion stated that the request was “*for Neighborhood Assistance Act (NAA) eligibility*”, but that she would entertain a “*Friendly Amendment*”.

Councilor Saums suggested they add the language “*in accordance with*” as follows:

“*Habitat for Humanity of Eastern Connecticut to support a full rehabilitation of a single-family split-level home located at 42 Laurel Leaf Drive, Gales Ferry, CT total cost \$143,752.08 with \$20,000 requested in accordance with Neighborhood Assistance Act (NAA) eligibility.*”

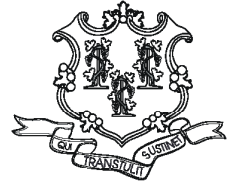
The Finance Committee agreed to include the language proposed as a “*Friendly Amendment*”

Ms. Bernadette Drennen, Habitat for Humanity Representative, thanked the Finance Committee for considering Habitat for Humanity’s request this evening to support an initiative to be eligible for the Neighborhood Assistance Act Program. She stated Habitat of Humanity of Eastern Connecticut worked in partnership with families to provide support throughout the home ownership process. She provided some background stating that Habitat for Humanity received of a single-family split-level home at 42 Laurel Leaf Drive in Gales Ferry as a donation, noting that it would require a full rehabilitation to be habitable. She noted the home was approximately 1,000 square feet and had three bedrooms and 1.5 bathrooms. She explained that the home would be rehabbed primarily through donated materials, and funding, with both volunteer and contractor labor, under the supervision of a professional Construction Supervisor. She stated the rehabilitation work would include siding, roofing, windows, sheet rock insulation, kitchen, bath, flooring, and Energy Star appliances. She stated Habitat for Humanity was interested in applying for the NAA Program to support the full rehabilitation of the single-family split-level home at 42 Laurel Leaf Drive in Gales Ferry.

Councilor Saums stated Habitat for Humanity was a great program and he noted that he learned a lot when he

volunteered to participate in one of their projects several years ago. He addressed the importance for Habitat for Humanity to keep their work on the Community Resource page on Facebook noting that they would be able to get a lot of volunteers from the social media site. Ms. Drennen stated the Habitat for Humanity projects were a great team building effort.

VOTE: 3 - 0 Approved and so declared



Municipality: Town of Ledyard, Connecticut

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Habitat for Humanity of Eastern Connecticut

Address: 377 Broad Street, New London, CT 06320

Federal Employer Identification Number: 06-1214680

Program title: 42 Laurel Leaf Drive, Gales Ferry, CT

Name of contact person: Bernadette Drennen

Telephone number: 442-7890

Email address: development@habitatect.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 20,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☒ Yes ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; **or**
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; **or**
☐ Other (specify): _____

Description of program: _____

See attached

Need for program: _____

See Attached

Neighborhood area to be served: _____

See Attached

Plan to implement the program: _____

See Attached

Timetable:Program start date: 06/01/2022

MM - DD - YYYY

Program completion date: 06/03/2024

MM - DD - YYYY

Post-project audit due date: 08/01/2024

MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$20,000.00

Other funding sources - itemized sources:

a) Community Foundation of Eastern Connecticut \$15,000.00

b) Pfizer Connecticut labs \$2,500.00

c) Electric Boat Employees \$7,500.00

d) Liberty Bank \$10,000.00

Total Funding: \$55,000.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Total Construction Costs \$158,152.86

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) Developer Costs \$24,650.21

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$182,803.07

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ _____
Mailing address: _____ _____
Name of municipal liaison: _____
Telephone number: _____
Fax number: _____
Email address: _____

<p style="text-align: center;">Post-Project Audit</p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project audit due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
--

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Details

Habitat for Humanity of Eastern Connecticut

Description of program

The requested funds will support the full rehabilitation of a single-family split-level home at 42 Laurel Leaf Drive in Gales Ferry. We were fortunate to receive this home as a donation, but it will require full rehabilitation to be habitable. This includes siding, roofing, windows, sheetrock, insulation, kitchen, bath, and flooring if needed.

The home is approximately 1000 sq. ft. and has 3 bedrooms and 1.5 bathrooms. This home will be rehabbed with energy-efficient practices and outfitted with Energy Star appliances (please see the attached information sheet on Habitat Energy Efficiency information). It will be built primarily with donated funds and materials, as well as with both volunteer and contractor labor, under the supervision of a professional Construction Supervisor. We plan to begin the project in June 2022 and expect to complete it before June 2024. We are in the process of reviewing applications of potential families that may qualify for this property. Construction work will resume when a family is selected to help them fulfill their sweat-equity requirements.

Habitat for Humanity of Eastern Connecticut works in partnership with families to provide support throughout the homeownership process. Our support and partnership with homeowners are long-term and comprehensive. Habitat is committed to a long-term relationship with homeowner families as we continue to support them throughout the length of their mortgage. The goal of our partnership is to help families build strength, stability, self-reliance *and* shelter.

For example, each family is assigned a volunteer partner who develops a strong bond and supports the family through the program's requirements, including things like helping them shop for homeowner's insurance and to learn what to expect as a new homeowner. They also contribute hundreds of hours of sweat equity to build their own home and the homes of other future Habitat homeowners.

In addition, each family completes both financial education and homeowner education programs in preparation for homeownership. As part of the Habitat program, families are qualified for a no-profit mortgage with an affordable monthly payment that remains stable throughout the mortgage. This provides families the security of having a predictable and affordable payment that results in long-term economic stability.

One measure of the success of our work is the level of on-time and complete mortgage payments that we monitor and report monthly. In the fiscal year 2023, to date, an average of 90% to 96% of our homeowners are current/paid on time for their mortgage in any given month. This is consistent with data from the Mortgage Bankers Association, which shows that 85.4% of all mortgage holders in the U.S. are on time.

We also measure success by monitoring quarterly progress on our building goals and providing quarterly reports. We have set a goal to increase the number of new volunteers at build sites and will track our progress toward that goal. Habitat is also committed to building homes that are energy efficient and use sustainable materials and building practices.

Habitat for Humanity 2023 NAA Proposal Details, continued

Grant funds help our organization lower the construction costs for our homes, which have increased since Covid. Thank you for considering our request.

Need for program

United Way has documented through their ALICE (Asset-Limited, Income-Constrained Employee) Report that in Eastern Connecticut, 1 in 4 families struggle to afford their home and 1 in 10 families live in poverty. In addition, 38% of New London and Windham Counties households live in sub-standard housing.

This home will benefit a family that, in addition to earning 50% or less of the area's median income, also demonstrates a need for safe and decent housing, and is willing to partner with Habitat for Humanity through the completion of up to 350 hours of sweat equity and the completion of financial education and homeowner education classes.

Through affordable homeownership, this project will allow a family in need to create greater strength, stability, and self-reliance, for themselves and their community. Research documents higher levels of civic engagement, stronger financial stability, greater educational achievement, and better health outcomes for children in families who achieve affordable homeownership.

Neighborhood Area to be served

This home is located at 42 Laurel Leaf Drive in the Gales Ferry section of Ledyard.

The benefits of this project will extend beyond the homeowner's family to the whole Ledyard community. The new homeowner family will contribute to the Ledyard tax base for years to come. These tax dollars help fund infrastructure improvements, local public education, and public institutions, further strengthening the community. In the year 2020, Habitat homeowners in Eastern Connecticut paid \$100,526 in local and state taxes and \$103,722 in property taxes. In addition, we support local contractors and businesses, injecting \$1.55 into the economy for every dollar invested by Habitat.

Plan to implement the program

We began rehabilitation of this home in June, 2022 and are on track to finish in June, 2024. Habitat for Humanity has a track record of success. This year marks our 36th year of operation and we have completed over 105 homes in Eastern Connecticut. We have construction leads who oversee and manage each build to help ensure we stay on our construction schedule.

The funds raised through the Neighborhood Assistance Act will help to offset our increasing construction costs, which are reflective of the price of raw construction materials increasing during and after the global pandemic.

Thank you for considering our proposal. Your support will lift up a new homeowner and their family in Ledyard as they work to build a better future. You will also be supporting the growth of the Ledyard tax base, which will benefit the whole community.

Funding Sources

Community Foundation of ECT	\$ 15,000.00	Approved
Pfizer Connecticut Labs	\$ 2,000.00	Approved
Centreville Bank (formerly Putnam)	\$ 2,500.00	Approved
Electric Boat Employees	\$ 7,500.00	Approved
TJX Foundation FY23	\$ 2,500.00	Approved
Chelsea Groton	\$ 5,000.00	Approved
Dime Bank FY 2023	\$ 2,500.00	Approved
Liberty Bank	\$ 10,000.00	Approved
Ledyard NAA (2022)	\$ (20,000.00)	Approved, not received
Ledyard NAA (2023)	\$ 20,000.00	Requested
TOTAL	\$ 47,000.00	



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1780

Agenda Date: 6/28/2023

Agenda #: 11.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to grant a bid waiver to Laboratory Design & Supply of Buford Georgia in the amount of \$51,713.30 for LPS Bid 23-5 (Aquaculture Classroom Cabinetry) due to lack of three bids, in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*".

Background:

Town Council 6/14/2023 Meeting: Authorized the Board of Education to spend up to \$271,960 as outlined in the Board of Education Agricultural Science & Technology (ASTE) 2022/2023 request. The List included Cabinetry for the Aquaculture Classroom at the High School for the Ag-Science Program with an estimated cost of \$55,000.

The bid specifications (LPS #23-05 Cabinetry for Schools) for the Aquaculture cabinets were very specific because the cabinets needed to support large aquariums weighing close to 1,000 lbs. Due to the water and moisture the cabinets are exposed to that they also needed to be manufactured from a non-porous material. Both of these requirements significantly increased the cost and limited the vendors that could respond to the bid. After much research phenolic resin panels were the best choice of materials for these cabinets. We request a bid waiver in the amount of \$51,713.73 to Laboratory Design & Supply of Buford GA.

Attachments:

- ASTE FY 22/23 Projects List
- Laboratory Design & Supply Proposal/Quote
- LPS Bid #23-5 Cabinetry for Schools
- Bid Waiver Request

Department Comment/Recommendation:

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

ASTE Grant 2022/2023 Request

Item	Description	Educational Value Students/Purpose	Vendor	Estimate
CVA I Training Materials	12 Veterinary Assistant Manuals	Provides each student with the appropriate resource to assist them with their Veterinary Assistant Certification	Texas Veterinary Medical Association	\$1 ,969.40
Aquaculture Cabinets	Cabinetry for Aquaculture Classroom	To replace the current aquaculture cabinets that are rotting and falling apart from the moisture. These are composite and rot resistant.	Wayne's Contact	\$55,000.00
Livestock Management Supplies	Blocking Stand and Show Rail	To provide additional livestock management skills to students for handling purposes	Sydell	\$2,500.00
Automatic Gate	Automatic gate	Provides a secure gate that is automatic using the badge system to replace the current gate between the Ag circle and heading to the back of AgSci	Wayne's Contact	\$15,000.00
Barn sill plate	Replace rotted sill on the back wall of the barn.	Maintain structural integrity of the barn structure for the safety of students.	Wayne's Contact	\$15,000.00
Small Animal Management Supplies	A variety Of small animal management supplies	Provides the small animals with enrichments and management items.	Amazon	\$1,367.00
Veterinary Medicine	Blood collection items	Provides animal science students with ample blood collection materials.	Patterson Veterinary	\$325.00
Chillers & Flow Switches	2 Chillers and 4 flow switches	Maintains the aquaculture tanks	Pentair Aquatic	\$6,200.00
Flotec Utility Pump	3 Utility Pumps	Maintains the aquaculture tanks	Farm Tek	\$2,900.00
Panels & Gates for Barn Stalls	Country Line- Wire Filled Gates: 12'x50 in (Qty 7), 4'x 50in (Qty 6) & 8'x50 in (Qty 6)	Provides for student safety while working in the barn as well as the ability to make the stalls a variety of sizes	Tractor Supply	\$4,500.00
Livestock Storage Feed Bins	10 lockable storage bins for livestock feed. 24"H x 24"W x 28" D	Prevents rodents from getting into feed bins	State Line Tack	\$2,682.00
Livestock Waterers	Add four automatic waterers in the barn	We do not have automatic waterers in the barn and these would help for all four seasons. Same waterers as outside.	Drinking Post Waterer	\$2,296.00
Plumbing for Livestock Waterers	Plumbing to install the livestock waterers	This will allow the students to focus on developing skills during class rather than maintenance tasks such as tending to frozen water buckets to make sure the underground fittings are not	Wayne's quote	\$3,000.00

		plastic. We want Brass.		
Livestock Feed Room	Rodent proof feed room in a section of a barn stall	Prevent rodents from eating the livestock feed.	Wayne's quote	\$11,000.00
Water Shut Off	Livestock water shut off	Allows the option to shutoff the water without needing to shut the whole system down.	Wayne's quote	\$1,000.00
Cab for Ag Truck	cab for F350	Cargo protection	Cap City	\$3,000.00
Window Screens	Window screen for classroom/lab space high up windows	Allow for proper ventilation without birds flying in the building	Wayne's quote	\$2,500.00
Washer & Dryer	Stacking washer & dryer	Current washer & dryer has reached its age limit.	Keith's Appliances	\$4,498.00
Barn Organization	Lockable storage cabinets, tool organizer	Allows for better barn organization	Amazon	\$2,000.00
Vertical Hydroponic System	HydroCycle Vertical NFT Lettuce & Herb System - 4" Pro 5' System and accessories	Provides additional Hydroponics and Aquaponics Systems for the Aquaponics Greenhouse as well as teaming with Hort. to increase vegetable and fruit production.	FarmTek	\$13,411.00
Plumbing supplies for Greenhouse	FW Webb supplies to link school source water to Aquaponics greenhouse.	Greenhouse has no source water. Plumbing from School to Aquaponics greenhouse is necessary.	FW Webb	\$2,000.00
Greenhouse Supplies	Variety of supplies and items for Natural Resource Products & Biotechnology class	Provides additional Classroom experiences for Natural Resource students	Amazon	\$1,700.00
Greenhouse Bench	Poly-TEX 6' Double Bench Display with Purlin, Rolling Benches & Exhaust Fan	Provides for more space to hold plants, equipment to maximize space for hanging baskets, new exhaust fan to help prevent heating of greenhouses to 120 degrees during the summer months.	Griffin	\$31,530.00
Hydroponic System for Greenhouse	HydroCycle 8' Verdcal Aeroponic Hobby System and additional supplies	Hydroponic systems to start year round vegetables for a student run in school food pantry, grow lights to help with winter production, carts to help with movement and storage of soil and plans.	FarmTek	\$14,611.00
Natural Resource Lab Kits	DNA Electrophoresis Labs. Classroom kits and supplies	Materials needed for new classes offered in 2023•24 School year (Natural Resource Products and Biotechnology).	Nasco	\$1,131.00
Stainless Steel Table	Deluxe stainless steel worktable with bottom shelf 96 x 36" plus accessories	New stainless steel table and accessories for potting room, removes the old wooden Table prone to injuries.	Utlene	\$1,753.00

Installation of Lights to greenhouse	Electrical & mechanical installation	Insults the lights	Wayne's quote	\$1,000.00
Aquarium Hoods & Accessories	A variety of aquarium hoods, LED lights, aquarium plants and accessories	Provides additional aquarium experiences for the student projects	Wet Pets Emporium	\$3,910.00
Midmark (Mason Company) Space Saver Kennels AND Cat Runs or Cat Towers	Four 4'x4' Space Saver Kennels and two 16"x36"x72" Cat Towers	Kennels will provide the ability to separate dogs when they are not In the CR with and their space saving will allow us to convert Indoor space for other purposes when dogs are not present. the cat will provide secure housing when fostering cats. but also allow for appropriate square for program owned rabbits as exercise areas as well.	Midmark (formerly Mason Company)	\$29,125.00
Cabinetry and Countertops in Veterinary Lab Space	Cabinetry and Countertops to setup mock veterinary exam and treatment areas	Will allow students to practice and apply authentic veterinary assisting and etching skills in a realistic setting. Will also allow for more secure storage of veterinary equipment such as autoclave, centrifuge, microscopes, syringes and needles, etc.	Wayne's quote from his vendor	\$16,400.00
Cement Pad	Poured cement pad for creating outdoor dog training space	Provides students with secured individualized outdoor area for training dogs during applicable classes	Wayne's quote from his vendor	\$5,400.00
Agility Equipment	Professional grade agility equipment	Provides students with industry quality obstacles and equipment for training.	Max200	\$2,800.00
Various Companion Animal and Vet Science Supplies	Supplies to support student learning objectives in animal health, companion animal, behavior and training, veterinary science and animal disease courses.	iPads will be supportive of portfolio creation with apple pencils for student to more easily create their google site portfolios, they will also be helpful for video editing for numerous video project raised dog beds for kennel maintenance and training courses, fetal dopier for pregnancy checking small animals, portable vacuums for cleaning more easily Inside of new custom cages. cameras for adding to outdoor training and animal spaces.	Amazon	\$6,800.00
Change locks for lab doors to classroom In small animal areas	Locks will be changed so that access to the classroom can be locked from the lab spaces.	Employees for animal care on weekends and holidays.	Wayne's quote	sno.oo
Canine Vet Trainer	Canine model for training students to do venipuncture,	Supports learning objectives in companion animal and vet sci courses as well as CVA skills	Reality Works	\$2,951.73

	catheterization, bladder palpation, injections and lymph node palpation	and MxCC course objectives.		
TOTAL				\$271,960.13

LPS-23-5 Bid Sheet Cabinetry

Please specify specific models numbers for ancillary equipment

Component	Quantity	Cost / Per Room	Total
Juliet Long Classroom Cabinetry	7	No Bid	
AquaCulture Classroom	1	\$51,713.73	\$51,713.73
Science Lab	2	No Bid	
All project award discount		NA	
Total			\$51,713.73

Laboratory Design & Supply

Bidding Company

Jerry Heatherly

Contact Person

Sales Executive

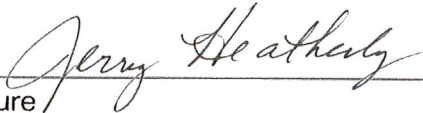
Title

jheatherly@labds.com

Email

770-932-1118 x 413

Phone



Signature

5-30-2023

Date



"BETTER LABS FOR YOUR BEST PERFORMANCE"

Laboratory Design and Supply
5018 Bristol Industrial Way, Suite 206
Buford GA 30518
United States

Ledyard HS
Ledyard CT 06338
United States

Quotation # SO6111

Quotation Date:
11/22/2022

Expiration:
06/30/2023

Salesperson:
Jerry Heatherly

Job Name:

Ledyard HS-Aqua Lab

DESCRIPTION	ORDERED QUANTITY	TAXES	AMOUNT
Materials			
Laboratory Casework (#1, Phenolic)	1.000		\$ 33,751.56
Laboratory Countertops (#1)	1.000		\$ 6,803.63
			Subtotal \$ 40,555.19
Freight			
Freight (#1)	1.000		\$ 3,160.54
PM	1.000		\$ 0.00
			Subtotal \$ 3,160.54
Installation			
[Non-Mechanical Installation] Installation	1.000	0%	\$ 7,998.00
			Subtotal \$ 7,998.00

Untaxed Amount	\$ 51,713.73
Taxes	\$ 0.00
Total	\$ 51,713.73

****Please Note: We charge a 5% transaction fee for credit card payments.** Please contact our office to process credit card payments. DUE TO THE DEVELOPING SITUATIONS WORLD-WIDE, MATERIAL SHORTAGES AND SUPPLY CHAIN DISRUPTIONS, ALL TERMS ARE SUBJECT TO CHANGE. THIS MAY RESULT IN PRICE INCREASES FROM THE ORIGINAL QUOTE, ADDITIONAL CARRIER AND/OR MATERIAL SURCHARGES, DELIVERY DELAYS; OR LONGER THAN TYPICAL LEAD TIMES. WE WILL MAKE EVERY EFFORT TO WORK CLOSELY WITH OUR VENDORS AND CLIENTS TO REDUCE THESE CHALLENGES. WE TRULY VALUE YOUR BUSINESS AND APPRECIATE YOUR UNDERSTANDING.

SCOPE OF WORK: Laboratory Design & Supply is happy to quote the "U" shaped Phenolic cabinets in 10'x 20' x 16' x 25" deep cabinets &

We are a Proud Minority Certified Business

Question 10 (17)

1. The following table shows the number of people who attended the 2010 World Cup in South Africa, by country and by gender.

2. The following table shows the number of people who attended the 2010 World Cup in South Africa, by country and by gender.

3. The following table shows the number of people who attended the 2010 World Cup in South Africa, by country and by gender.

4. The following table shows the number of people who attended the 2010 World Cup in South Africa, by country and by gender.

5. The following table shows the number of people who attended the 2010 World Cup in South Africa, by country and by gender.

6. The following table shows the number of people who attended the 2010 World Cup in South Africa, by country and by gender.

Bid Waiver Request

Jun 14, 2023

As some background information. The District issued a request for bids for classroom cabinetry which was due on Jun 2, 2023 . To replace the cabinets in the Aqua Culture room at Ledyard High School. Only one vendor submitted a bid. The bid specifications for this work were very specific. The cabinets need to support large aquariums weighing close to 1,000 lbs. Due to the water and moisture the cabinets are exposed to they also needed to be manufactured from a non porous material. Both of these requirements significantly increased the cost and limited the vendors that could respond to the bid. After much research phenolic resin panels were the best choice of materials for these cabinets. We request a bid waiver in the amount of \$51,713.73 to Laboratory Design & Supply of Buford GA.

Wayne Donaldson
Ledyard Public Schools
Facilities Director

Ledyard Public Schools
4 Blonders Blvd Ledyard, CT 06339
Classroom Cabinetry Bid
Bid # LPS 23-5

Ledyard Public Schools will accept sealed bids from qualified parties to supply Classroom cabinetry for the projects listed below. Successful vendor is required to supply all material and installation. Cabinets to be installed on minimum ¼" non porous shims at all corner positions for each cabinet.

The District's preference is to complete this project during the summer of 2023. We understand that the timeline is critical and preference will be given to vendors that can provide cabinets and installation between July 30, 2023 and August 15, 2023.

The project is expected to begin installation in July of 2024 and be completed prior to August 15, 2024. Owner reserves the right to alter final quantities and require delivery and install of units prior to June 2024 if needed. Vendor must certify their ability to provide and install units prior to June 2024 if required. Below is a more detailed description of each Project.

Demolition of existing cabinetry is not part of this bid. Bids should include installation of sinks. Plumbing connections for water and drains to be provided by the district. Counter tops are to be solid surface or chemical resistant as provided in the drawings.

Specific drawings are attached as attachment A-C

- Supply and install cabinets and countertops for 7 classrooms at Juliet Long School see addendum A. 1854 Rt 12 Gales Ferry, CT 06335 (see attachment A)
- Supply and install cabinets and countertops in the AquaCulture classroom at Ledyard High School. 24 Gallup Hill Rd. Ledyard, CT 06339 (see attachment B)
- Supply and install cabinets and countertops in two science rooms at Ledyard High School 24 Gallup Hill Rd Ledyard, CT 06339 (see attachment C)

A non-mandatory walkthrough of the project school will take place on May 19, 2023 at 9:00 AM at Ledyard High School 24 Gallup Hill Rd. Ledyard CT, 06339. Then moving to Juliet Long School 1854 Rt 12 Gales Ferry CT 06335.

Bid packages can be obtained on the district and town website. Sealed bid submissions are due on Friday June 2, 2023 by 11 am. Bids must be received before the assigned date and time at:

Ledyard Public Schools
4 Blonders Blvd.
Ledyard, CT, 06339
"Attn: Wayne Donaldson"

Bids submitted after the deadline will not be considered. Please enclose your bid in a sealed envelope clearly marked with the Bid number and name. Questions can be emailed to wdonaldson@ledyard.net until 3 pm on Tuesday May 30, 2023.

(All questions must be in writing or email addressed only to the Director of Facilities)

Ledyard Public Schools reserves the right to waive minor discrepancies in bids or to accept or reject all or part of any submission. All bid submissions are the property of Ledyard Public Schools and will not be returned to the bidder. Award notification to the successful bidder is expected on or before Tuesday June 6, 2023.

It is strongly urged that all prospective bidders notify Wayne Donaldson, Ledyard Public School Facilities Director, of their interest to ensure receipt of any addendums. Bid packages are available on the Ledyard Board of Education web site www.ledyard.net listed under district/finance/bids/2022-23. The response to all questions will be sent to all firms that have requested bid packages, registered with the Facilities Director or attended the walk through. Addendum will be posted on the District and Town website.

(Downloading the bid from the BoE website will not ensure receipt of any addendums)

All bids must contain a certification stating that the bid amount is valid for a period of 90 days from bid opening date. The successful bidder will be required to provide a certificate of insurance and proof of manufacturers certification for the equipment being offered and any applicable State of Connecticut licenses for the work being performed.

All bids must clearly state the equipment warranty information and the successful firm will supply a warranty on labor for a period of two years from the date of completion to cover installation issues or service under the length of the manufacturer's warranty. Alternate material will be considered if they meet the minimum specifications of the original equipment. Bid package must include cut sheets for all the equipment being provided as part of the bid.

Ledyard Public Schools reserves the right to award each project to a different bidder. Ledyard public schools will entertain a discount for awarding all three projects to a sole bidder.

Ledyard Public Schools reserves the right to alter quantities.

LPS-23-5 Bid Sheet Cabinetry

Please specify specific models numbers for ancillary equipment

Component	Quantity	Cost / Per Room	Total
Juliet Long Classroom Cabinetry	7		
AquaCulture Classroom	1		
Science Lab	2		
All project award discount			
Total			

Bidding Company

Contact Person

Title

Email

Phone

Signature

Date

The successful bidder will be required to certify that all employees working on the project do not have any criminal backgrounds or are on a sex offender list. Access to the site during the installation period will be during normal business hours. Other hours can be offered if needed to complete the project on time at the contractor's expense.

Cabinetry can be delivered directly to each site after the last day of school. All packing material will be disposed of by the District.

End of Bid Document See Attachments A-C below

Attachment (A)

Juliet Long classroom Cabinetry
Addendum A consists of 12 pages

- Demolition is not included in this bid.
- Sinks under the counter to be supplied by the District.
 - Sink to be installed by bidder.
- Plumbing water and drain connection to be supplied by the District.
- All cabinetry to be installed on non porous shims a minimum of ¼" off the floor.
- Tall cabinet door faces are to be white capable of being used as a white board.
 - Sinks are to meet ADA requirements.
 - Counter tops to be solid surface material.
- Color choices for base and upper cabinets to be selected after award to the successful bidder.
 - Installation will be on cement block walls.
- Normal access hours are 7AM to 3PM for installation.
 - Cabinets may be delivered directly to the site.

Plastic Laminate Faced Casework

1.00 General

1.01 Summary

A. This section includes the following Scope of Work as referred to in the plans:

1. Plastic laminate manufactured casework
2. Solid surface countertops

1.02 Related Sections

A. Work not included in this section

1. Rough carpentry
2. Millwork, moldings, trim and related items
3. Plumbing, electrical and mechanical fixtures, cutouts, locations and installation
4. Blocking within walls (locations to be referenced on casework shop drawings)
5. Finished toe base, if other than plastic laminate
6. Fixture cutouts, installation and connections that occur in products defined in this section.

1.03 Definitions

A. Exposed Surfaces

1. Surfaces visible with doors and drawers closed
2. Wall unit bottoms 42 or more inches above finished floor
3. Interiors of all open cabinets (cabinets without doors and/or drawers)
4. Interiors of all glass door cabinets, or other transparent face material

B. Semi-Exposed Surfaces

1. Interior surfaces not visible with doors and drawers in closed position

C. Concealed Surfaces

1. Surfaces not visible after installation, or during use of the product.

1.04 Qualifications and Quality Assurance

- A. Construction to comply with AWI Premium Grade, unless otherwise indicated herein.
- B. All products to be supplied with a one year manufacturers warranty against defects in manufacturing and workmanship.

1.05 Project Conditions

2.03 Detailed Cabinet Construction

B. Cabinet Construction

1. Components

a. Material Thicknesses:

- a. 11/16 inch particle board core door and drawer face, base, wall, and tall cabinet tops and bottoms, cabinet sides, drawer spreaders, cabinet back rear hang strips, structural dividers, and exposed cabinet backs.
- b. 1/2 inch particle board core semi-exposed cabinet backs.

b. Fastening Methods

- a. All fixed components permanently assembled with dowel connectors, with additional support at these locations:
 - i. Vertical dividers to be mechanically fastened through the cabinet back at no more than 24" on center.
 - ii. Wall cabinet bottoms to be mechanically fastened through the hang rail at no more than 24" on center, via castle mortise or pocket screw method, so screw heads do not protrude.
- b. Quantity and locations per AWI Premium Grade requirements.

c. Tops and bottoms

- a. Exterior exposed wall cabinet bottoms shall be HPL, unless noted otherwise.
- b. Solid sub-top shall be furnished for all base and tall cabinets, except sink cabinets.
- c. Sink cabinets to have full width doweled in place spreader, with factory cutout for sink clearance. Clips or other mechanical type fasteners are not permitted, unless used to strengthen the spreader.

d. End panels

- a. Exposed exterior cabinet ends shall be laminated with HPL decorative laminate, balanced with cabinet liner at semi-exposed, decorative laminate at exposed.
- b. Holes drilled for adjustable shelves 1 1/4 inches on center.

e. Backs

- a. Cabinet back shall be fully bound (dadoed) into sides, top, and bottom. Rear, unexposed, side of back shall be toe-nailed to cabinet body with mechanical fasteners and solidified with a continuous bead of industrial grade hot melt adhesive.
 - b. Rear hang rails shall be doweled to cabinet end panels. Provide minimum of 2 at base, 2 at wall, and 3 at cabinets over 60" tall.
 - c. At cabinets over 36 inches wide, bottom hang rail to be mechanically fastened to cabinet back and/or end panels.
 - d. Provide removable back panels and closure panels for plumbing access at all sink cabinets, and where shown on drawings.
- f. Shelves
 - a. $\frac{3}{4}$ inch thick up to 36 inches in length, 1 inch thick over 36 inches in length.
 - b. Fixed shelves to be securely fastened to end panels and/or dividers during the manufacturing process. Locations as indicated on drawings or as defined by manufacturer model number. Field applied fasteners or clips to create a fixed shelf are not permitted.
 - c. All shelves to be installed in cabinets prior to shipment.
- g. Vertical and Horizontal Dividers
 - a. Secured in cabinet with dowels and mechanical fasteners.
- h. Drawer Spreaders
 - a. Provide minimum $\frac{3}{4}$ inch x 4 inch x full width cabinet body rails immediately behind all door/drawer and multiple drawer horizontal joints to maintain exact body dimensions, close off reveal, and be locator for lock strikes.
- i. Drawers
 - a. Drawer sides shall $\frac{1}{2}$ " thick solid maple
 - b. Drawer bottoms shall be $\frac{1}{4}$ " thick maple plywood fully bound into front, sides, and back. Routing, in drawer body for bottom, shall receive glue.
 - c. Drawer fronts shall be applied to separate drawer body component sub-front.
- j. Door and Drawer Fronts
 - a. Laminated door and drawer fronts shall be $\frac{3}{4}$ inch finished thickness for all hinged and sliding doors. Drawer fronts and hinged doors shall overlay the cabinet body. Maintain a maximum $\frac{1}{8}$ inch reveal between pairs of doors (dependant on hinge selection), between door and drawer front, at bottom of cabinet, or between multiple drawer fronts within the cabinet. Maximum $\frac{1}{4}$ " reveal at top of base cabinets to the underside of the countertop.
 - b. Stile and Rail doors shall be $\frac{3}{4}$ inch thick medium density fiberboard with machined exposed interior frame. All exposed light-opening edges shall be finished with black paint and sealed.
- k. Cabinet Base /Toe Kick

- a. Each base and tall cabinet to have factory applied ladder base system unless noted otherwise on contract drawings. Material is to be plywood.
 - b. Full length ladder base system is acceptable provided it is factory assembled to the size requirements for each location, for field placement, leveling and securing.
- I. Filler panels and Scribes
 - a. Laminated filler panels shall be $\frac{3}{4}$ inches thick and made from the same material as the cabinet end panels and are not to exceed 3 inches in width.
 - b. Color to match cabinet door and drawer front color, vertical grain.
 - c. Fillers to be oversized in width and field cut as necessary to provide a tight fit between the cabinet and wall.
- 2. Workmanship
 - a. Water resistant adhesives containing no health hazardous ingredients are required. Methods requiring heat and/or "contact laminating" are not allowed.
 - b. Cabinet parts shall be accurately machined and bored to ensure consistent sizing. End panels shall be doweled to receive bottom and top.
 - c. All cases shall be square, plumb, and true.

3.00 Execution

3.01 Coordination

- A. Coordinate work of this Section with related work of other trades to ensure proper installation of all items.

3.02 Preparation

- A. Prior to delivery, casework representative is to verify that the job site conditions as required by this section have been established. Work is not to proceed until conditions are acceptable.
- B. Prior to installation, casework and countertops are to be conditioned to the average prevailing humidity levels of the building.

3.03 Installation

A. Casework

1. Install casework level, plumb, true and straight. Shim as required, including base/toe kick assemblies.
2. Align and secure all adjoining cabinets to each other, and to wall via in wall blocking, or direct if masonry or other type of solid wall is present.

B. Countertops

1. Anchor to cabinets at a maximum of 24 inches on center, front and back
2. Install all splashes, supports and grommet as shown on manufacturers drawings, and as required in this section.
3. Seal all joints between countertops, splashes and walls with clear acrylic caulk.

3.04 Adjusting and Cleaning

- A. Adjust all hardware to manufacturer specifications to ensure smooth operation.
- B. Adjust all doors and drawers as required to maintain uniform reveals.
- C. Remove and dispose of all packing materials. Dispose all installation debris and dust.
- D. Deliver any keys, built as drawings, warranty information or other materials that were shipped with casework and countertops to the on-site Project Superintendent.

End of Section

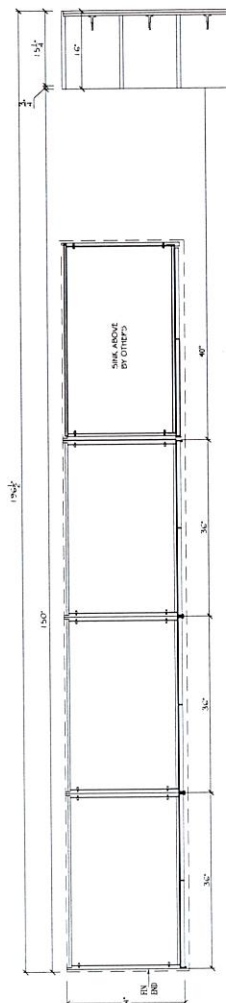
JULIET LONG ELEMENTARY SCHOOL

GALES FERRY, CT 06335

Cabinetry / Millwork
Shop Drawings

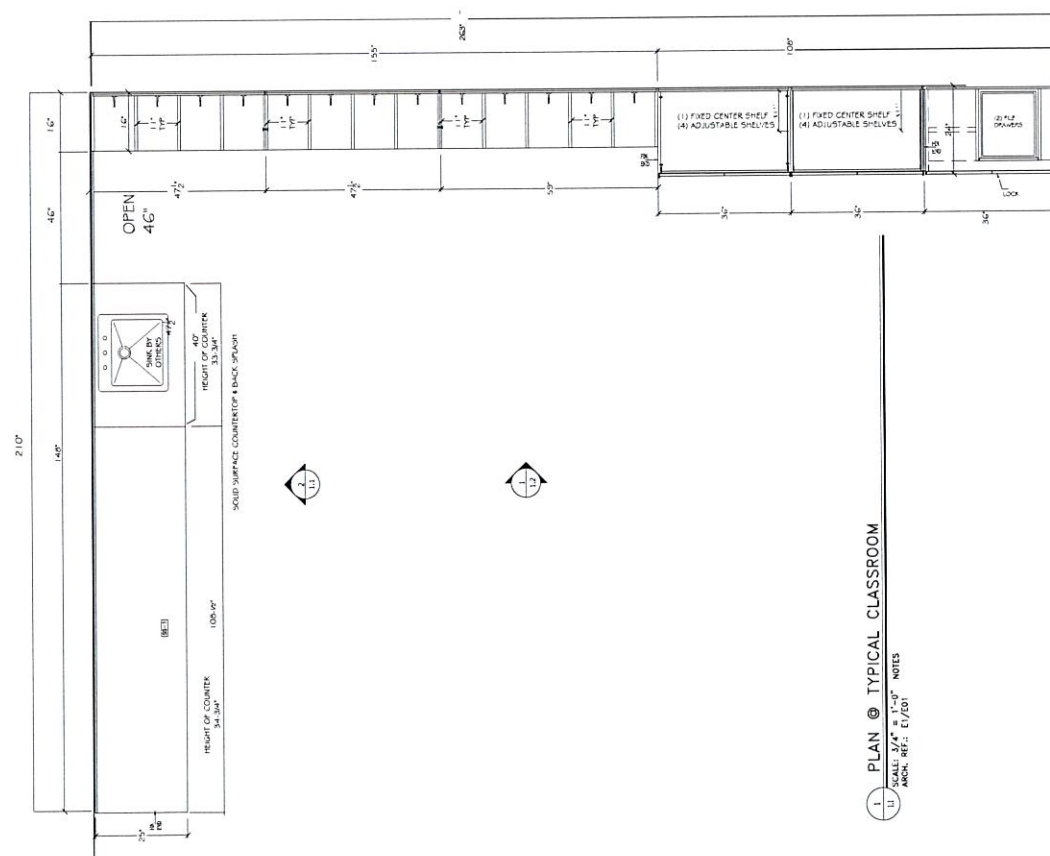
SCALE: 1" = 1'-0"
ARCIL REF.: 1/A-401

SCALE: 1" = 1'-0"
ARCIL REF.: 1/A-401



1.1 SCALE: 1" = 1'-0" NOTES
ARCH. REF.: Flslm./F01

1.1 SCALE: 1" = 1'-0" NOTES
ARCH. REF.: Flslm./F01



SCALE: 3/4" = 1'-0" NOTES
ARCH. REF: F1/F01

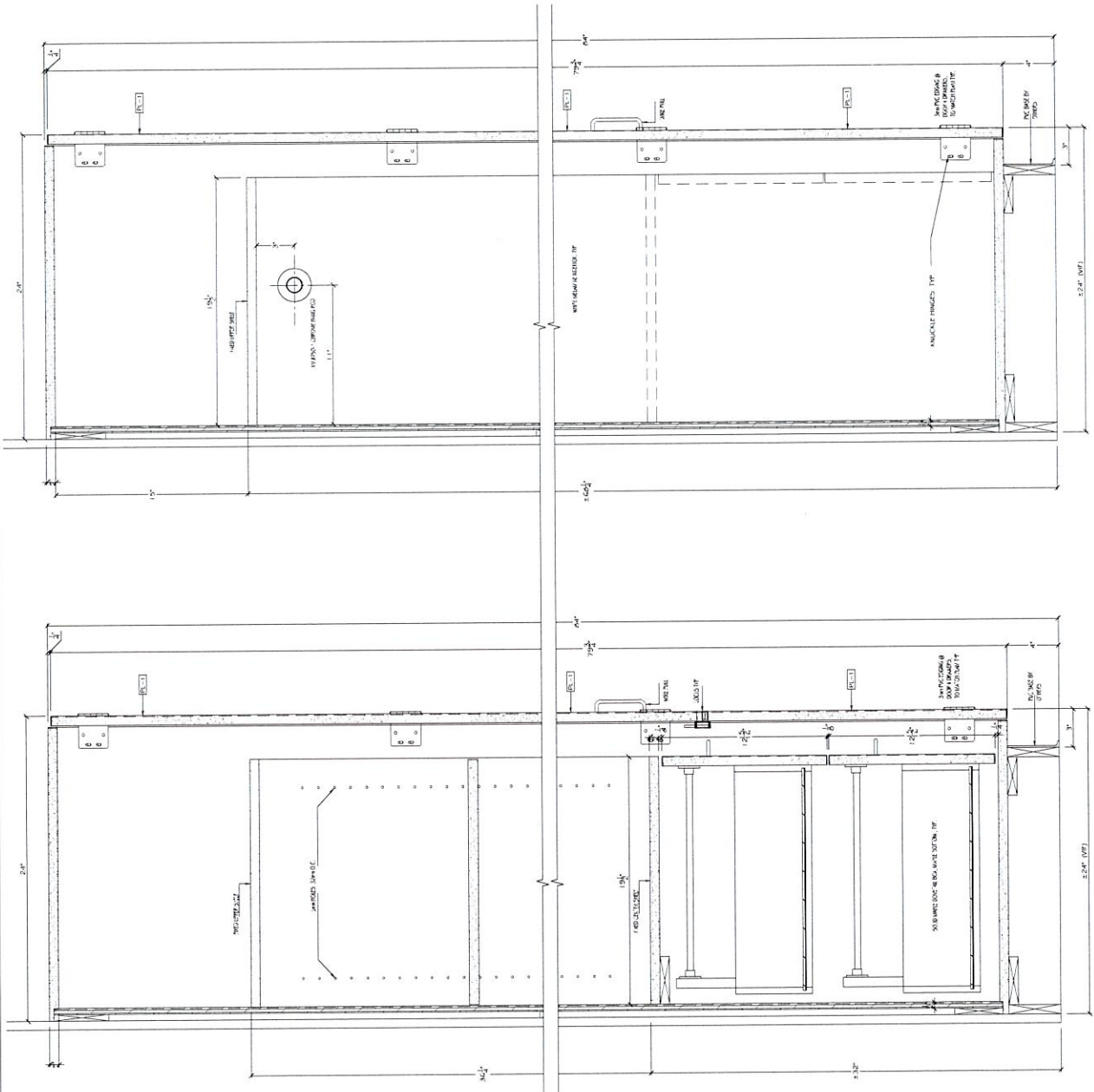
SCALE: 3/4" = 1'-0" NOTES
ARCH. REF: F1/F01

[illegible]

PLASTIC LAMINATES:
PL-1: WILSONART; OCEAN D502K-18

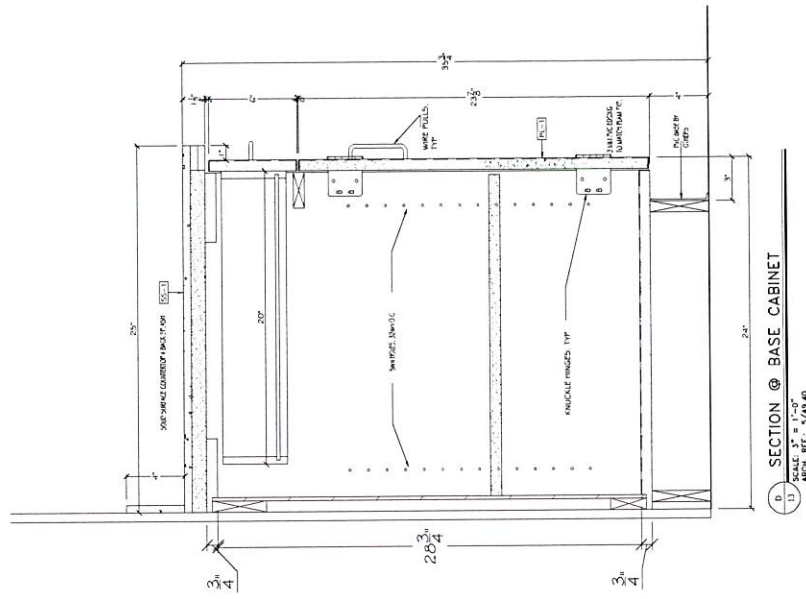
SOLID SURFACE COUNTERTOPS:
SS-1: CORIAN; SPARKLING GRANITA

CABINET INTERIORS:



SECTION @ TALL / COMBO STORAGE

SECTION @ TALL / COMBO STORAGE



SECTION @ BASE CABINET

[illegible]

Attachment (B)

Ledyard High School AquaCulture Classroom
Addendum B consists of 22 pages

- Demolition is not included in this bid.
- Sinks under the counter style to be supplied by the District.
 - Sink to be installed by bidder.
- Plumbing water and drain connection to be supplied by the District.
- All cabinetry to be installed on non porous shims a minimum of ¼" off the floor.
- Tall cabinet door faces are to be white capable of being used as a white board.
 - Counter tops to be solid surface material.
- All sink cabinets are to meet ADA requirements.
 - Provide one (1) ADA work station.
- Color choices for countertop, base and upper cabinets to be selected after award to the successful bidder.
 - Installation will be on cement block walls.
- Normal access hours are 7AM to 3PM for installation.
 - Cabinets may be delivered directly to the site.



CANADIAN SCIENTIFIC inc
7777 Eastview Rd., Guelph, ON N1H 6J1
info@canadianscientific.ca
226.780.4793

CSI Solid Phenolic Casework Standard Specifications

1.00 General

1.01 General Conditions

- A. The General Conditions and supplementary General Conditions apply to all work in this division.
- B. Warranty: Canadian Scientific inc. (CSI) Phenolic Casework is warranted for a period of five years. Warranty includes factory-supplied labor and materials should any equipment of our manufacture show failure in material or workmanship. The company will be pleased to repair or replace such defective parts. Warranties do not apply in the event of neglect or abuse of the unit or parts involved.

1.02 Scope of Work

- A. Provide all Phenolic Resin Casework and accessory items as specified herein. Refer to plans for specific details and requirements.
- B. Include all countertops, backsplashes, filler panels, scribe pieces as necessary for a complete installation.
- C. See drawings for equipment schedules by section.

1.03 Related work specified elsewhere

- A. General millwork and custom cabinetry unless specified or so noted on plans.
- B. Resilient base unless so noted on plans.
- C. Blocking within walls
- D. Sinks, plumbing fixtures, electrical and mechanical equipment and its related installation, unless noted on drawings to be provided by casework contractors.

1.04 Submittals

- A. Submit in accordance with the general, supplementary, and special conditions of the specifications

B. Submit shop drawings for approval-showing materials, dimensions, sink locations fittings, and other accessories. Show relation of material furnished under this section with connecting or related work of other suppliers and trades.

C. Submit samples of colors and hardware cuts as required

D. Submit one full size sample of finished base cabinet complete with hardware, doors, and drawers, without finished top.

E. Submit one full sized sample of finished wall mounted cabinet complete with hardware, doors, and adjustable shelves.

1.05 Qualifications

A. Drawings and specifications are based upon casework manufactured by Canadian Scientific inc. (CSi) 7777 Eastview Road, Guelph Ontario N1H 6J1 Canada

B. Casework of other recognized institutional manufacturers may be considered for opening of the bids. Casework must conform to design, quality and chemical resistance of materials, workmanship and function of casework as specified and shown on plans.

C. Manufacturers requesting approval shall submit cabinets, catalogs, and specifications with the written request as well as a list detailing those areas in which their product deviates from this specification. Samples may be retained until completion of the job for verification of compliance with these specifications.

D. Architect/Owners opinion and decision shall be final in evaluation of manufacturer's products.

2.00 Materials

2.01 Phenolic Sheets

A. Phenolic sheets in thickness as specified and in accordance with the test results as shown below.

B. Technical Data for Canadian Scientific inc. (CSi) Phenolic Resin Casework.

Solid Phenolic Performance Properties as per NEMA Standards:

Coefficient of Linear Expansion	ASTM D696	1.65x10 ⁻⁵ in/°C
Comprehensive Strength	ASTM D695	4.390x10 ⁴ psi
Fire Resistance	ASTM D635	Self Extinguishing
Flexural Strength	ASTM D790	
(Ultimate)		2.30x10 ⁴ psi

(Modulus)		1.50x10 ⁴ psi
Impact Strength	ASTM D256	0.68 ft-lbs in
Tensile Strength	ASTM D638	
(Ultimate)		2.20x10 ⁴ psi
(Modulus)		1.70x10 ⁴ psi
Rockwell Hardness	ASTM D785	120
Water Absorption	ASTM D570	0.30%
Direct Flame Resistance	Bunsen Burner	3 minutes

C. Canadian Scientific inc. (CSi) Resin Casework Chemical Resistance Test Procedure

1. The sample panel was placed on a flat surface, cleaned with soap and water and blotted dry. The panel was then conditioned for 48 hours at 73° F+/- 3°F and 50%+/- 5%relative humidity. The Phenolic resin sample was then tested for chemical resistance using 48 different chemical reagents by the following methods:

a. Volatile Chemicals were tested by placing a cotton ball saturated with the reagent in the mouth of a one-ounce bottle and inverting the bottle on the surface panel.

b. Non-volatile Chemicals were tested by placing five (5) drops of the reagent on the surface of the panel and covering with a 25mm watch glass.

2. For both of the above methods, the reagents were left on the panel for a period of 24 hours. The panel was then washed off with water, cleaned with detergent and naptha, and rinsed with deionized water. The panel was then dried with a towel and evaluated after 24 hours at 73° F+/- 3°F and 50%+/- 5%relative humidity using the following rating system:

Level 0 - No detectable changes in working surface material

Level 1 - Slight detectable change in color or gloss, but no change or significant impairment of working surface function or life.

Level 2 - Change in appearance due to surface discoloration or etch, possibly resulting in deterioration in function over a period of time if not cleaned up immediately after exposure.

Level 3 - Pitting, cratering or erosion of working surface material. Obvious and significant deterioration if not cleaned up immediately after exposure.

D. Canadian Scientific inc. (CSi) Resin Casework Chemical Resistance:

Chemical Reagent	Black	Other Colors
------------------	-------	--------------

Acetate, Amyl	0	0
Acetate, Ethyl	0	0
Acetic Acid 98%	0	0
Acetone	0	0
Acid Dichromate, 5%	0	0
Alcohol, Butyl	0	0
Alcohol, Ethyl	0	0
Alcohol, Methyl	0	0
Ammonium Hydroxide, 28%	0	0
Benzene	0	0
Carbon Tetrachloride	0	0
Chloroform	0	0
Chromic Acid, 60%	2	0
Cresol	0	0
Dichlor Acetic Acid	0	0
Dimethylformamide	0	0
Dioxane	0	0
Ethyl Ether	0	0
Formaldehyde, 37%	0	0
Formic Acid, 90%	0	0
Furfural	0	0
Gasoline	0	0
Hydrochloric Acid, 37%	0	0
Hydroflouric Acid, 48%	1	2
Hydrogen Peroxide, 3%	0	0

Iodine, Tincture of	0	0
Methyl Ethyl Ketone	1	0
Methylene Chloride	0	0
Mono Chlorobenzene	0	0
Naphthalene	0	0
Nitric Acid, 20%	0	1
Nitric Acid, 30%	0	1
Nitric Acid, 70%	1	2
Phenol, 90%	0	0
Phosphoric Acid, 85%	0	0
Silver Nitrate, Saturated	0	1
Sodium Hydroxide, 10%	3	0
Sodium Hydroxide, 20%	3	0
Sodium Hydroxide, 40%	3	0
Sodium Hydroxide Flakes	0	0
Sodium Sulfide, Saturated Solution	0	0
Sulfuric Acid 33%	0	0
Sulfuric Acid 77%	0	1
Sulfuric Acid 96%	0	1
50% Sulfuric Acid (77%) plus 50% Nitric Acid (70%)	2	2
Toulene	0	0
Trichloroethylene	0	0
Xylene	0	0
Zinc Chloride Saturated	0	0

2.02 Hardware

A. Hinges to be heavy duty, five-knuckle institutional-tip, fixed pin feature with all edges eased. Hinge to be full wrap-around type of tempered steel .095" thick. Each hinge to have a minimum of nine screw attachment holes. Hinges to accommodate door thickness of ½". Hinge to be black epoxy powder finish.

B. Hinges: one pair per door to 48" height. One and one-half pair over 48" in height. Hinge to allow 270 degrees of swing.

C. Pulls to be selected from, but not limited to the following options:

1. Dull chrome 4" projecting type: LH 319

2. Satin chrome 4" wire pull: LH 321

3. Black Nylon 4" wire pull: LH 325

D. Pulls: Drawers under 30" in width to receive one pull. Drawers over 30" in width to receive two pulls. All doors to receive one pull.

E. Catches: Steel zinc finish polyethylene roller type heavy duty catch with adjustable tension feature.

F. Drawer slides: As shown below or as specified by Owner/Architect.

1. Standard Drawers: Self closing epoxy coated steel bottom corner mounted with 80% extension. Rollers to be nylon with tempered steel axles. Drawer slides to have captive profiles to provide stable tracking and positive pullout stop with a secondary lock-out position. Load capacity to be 100 lbs. Standard drawer slides to have lifetime guarantee.

2. File Drawers: Self closing epoxy coated steel bottom corner mounted with 100% extension. Drawer slides to have captive profiles to provide stable tracking and positive stop with a secondary lock-out position. Load capacity to be 150 lbs.

G. Adjustable shelf supports: Shelves to be supported by plated metal shelf rests which fit into pre-bored 5mm holes. Shelf rest holes to be bored by automatic computer controlled boring machine.

H. Sliding door hardware: As shown below or as specified by Owner/Architect:

1. Phenolic framed glass doors and solid Phenolic doors: to be supported from top of door by extruded aluminum track. Fully adjustable steel carriers with two nylon wheels per carrier to be attached to door, two carrier assemblies to be attached to each door. Load capacity per door to be 75 lbs. Nylon floor guides to be attached to cabinet bottom to hold doors captive and insure proper sliding action.

2. Unframed glass doors: Doors to be ¼ laminated safety glass with all edges polished. Bottom of door to receive extruded aluminum shoe track assembly, lower edge of glass to fit into the top of this track. The bottom of this same track to receive metal wheel assembly. One metal wheel assembly to be located every 12". Metal wheel assembly to ride on extruded aluminum track with flange, which is to be screwed to top of wall cabinet bottom. Top of glass doors to receive snap-on silencing guide which is guided by extruded aluminum upper track that is screwed to the bottom of wall cabinet top.

I. Locks: Drawer and hinged door locks to be disc tumbler cam locks in satin chrome finish, keyed alike and master keyed, with removable lock core for changing lock arrangements. Drawer cabinets which have locks that are keyed differently are to receive security panels located between drawers. Phenolic framed glass doors and solid Phenolic sliding doors to have push type pin tumbler lock in satin chrome finish. Unframed glass doors to have sliding panel lock specifically designed to fit in bottom aluminum shoe track assembly.

J. Wardrobe rod: 1-1/16" chrome plate steel rod supported by flanges.

K. Cabinet levelers: 3/8" Stem levelers attached to 4 hole steel mounting brace containing a strengthening rib for added reinforcement.

3.00 Construction

3.01 General

A. All cabinet body component shall be secured utilizing concealed interlocking mechanical fasteners as approved by AW1400B.S.8-A, AW1600B-S-4.A, sections 14 and 25 of the Woodwork Institute of California Manual of Millwork, and shall be especially designed for use in joining flat panels.

B. All joints to be tight fitting and shall not rupture or loosen due to:

1. Racking of casework during shipment and installation

2. Normal use

3. Seismic shock as tested and approved by the Woodwork Institute of California for casework used in schools and hospitals.

C. All fastening devices and screws shall be treated to deter or resist corrosion. If specified by Owner/Architect, all screws shall be stainless steel.

3.02 Construction Features

A. General conditions: All Cabinets

1. All end panels, cabinet bottoms, wall and tall cabinet tops, vertical dividers, vertical rails, exposed finished back panels, toe kicks, drawer fronts, drawer bodies, and doors, to be 1/2" phenolic resin as described in section 2.01 of this specification.

2. All base cabinet horizontal rails, adjustable shelves, and wall cabinet hanging cleats to be 3/4" phenolic resin as described in section 2.01 of this specification.

3. All removable and fixed backs to be 1/8" phenolic resin as described in section 2.01 of this specification.

4. Unless specified by Owner/Architect, all cabinets in wood grain phenolic shall have the grain running parallel with the length of the component. Grain direction of drawer fronts shall be horizontal. Grain direction of doors shall be vertical.

B. Base Cabinets

1. Cabinet and panels to be secured to cabinet bottom and to horizontal and vertical rails with a minimum of 10 interlocking mechanical fasteners.

2. Cabinet base to be integral with cabinet and end panels as a standard feature unless a separate base unit is specifically called for and indicated on plans. Standard integral base to have toe kick attached to cabinet end panels by means of steel angles and screws. Cabinet to be vermin proof.

3. Cabinet end panels to be secured at top of base cabinet by means of 2 - 3/4" x 3 1/2" horizontal rails and 1 - 1/2" x 7 3/4" upper back panel which also serves as wall attachment cleat. Cabinet end panels to be secured at bottom of base cabinet with a solid 1/2" thick cabinet bottom and 1/2" thick integral toe kick panel.

4. Removable cabinet backs to be 1/8" thick white phenolic resin. Backs to be removed from inside of cabinet without the use of tools or mechanical fasteners. Cabinets with only banks of drawers do not receive removable backs.

5. Drawer body sides, sub-fronts, and backs to be 1/2" thick white phenolic resin. Drawer body bottoms to be 1/8" thick white phenolic resin. Attachments of drawer body sides to drawer body fronts and backs to be a screwed butt joint.

5. Locked drawers within the same cabinet which are keyed differently to have 1/2" thick phenolic resin security panels attached to cabinet end panels with a minimum of 4 concealed interlocking mechanical fasteners.

7. All interior cabinet components to be white.

8. Base cabinet toe kicks to be black.

9. All cabinets to have independently adjustable 3/8" stern levelers accessible from inside of cabinet. Levelers to be attached to cabinet end panels by means of a steel 4 hole mounting brace containing a strengthening rib for added reinforcement. Leveler access holes to be covered with white plastic caps.

10. Color of exposed end panels to match color selection of drawer fronts, doors, knee space panels, and fillers. Colors of unexposed end panels to be off-white. Construction fasteners used for attachment of cabinet end panels to vertical cabinet members to be concealed. Visible construction fasteners or hole covers shall not be acceptable.

11. All base fillers to be 1/2" phenolic resin.

C. Wall Cabinets

1. Cabinet end panels to be secured to cabinet top and bottom with a minimum of 8 interlocking mechanical fasteners.
2. Cabinet end panels to be rabbeted to receive cabinet back and hanging cleat.
3. Cabinet back to be 1/8" phenolic resin attached to cabinet top, and bottom with screws.
4. Hanging cleat to be 1/4" thick phenolic resin attached to cabinet end panels, top, and bottom with screws. Bottom edge of top cleat to be cut on an angle. Matching angle to be cut on hanging cleat attached to the wall.
5. All interior components to be white.
6. All exposed end panels to match color of doors and cabinet bottom. Color of unexposed end panels to be off white. Color of cabinet bottom to match all other exposed surfaces. Construction fasteners used for attachment of cabinet end panels to vertical cabinet members to be concealed. Visible construction fasteners or hole covers shall not be acceptable.
7. All wall fillers to be 1/2" phenolic resin.

D. Tall Cabinets

1. Cabinet end panels to be secured to cabinet top, fixed shelf, wall attachment cleat, and bottom with a minimum of 14 interlocking mechanical fasteners.
2. Cabinet base to be integral with cabinet end panel as a standard feature unless a separate base unit is specifically called for and indicated on plans. Standard integral base to have toe kick attached to cabinet end panels by means of steel angles and screws. Cabinet to be vermin proof.
3. Cabinet end panels to be rabbeted to receive cabinet back.
4. Cabinet back to be 1/8" phenolic resin attached to cabinet top, fixed shelf, wall attachment cleat and bottom with screws.
5. The following interior cabinet components to be white: cabinet end panels, bottoms, tops, fixed shelves, back, wall attachment cleats, and inside of doors.

4.00 Countertops

4.01 Phenolic Resin

- A. 1" thick phenolic resin countertops as shown on drawings and as described in section 2.01 of this specification.

4.02 Stainless Steel

- A. Stainless Steel, Type 304, non-magnetic, 18-8, Galvanized, cold rolled steel, 16 gauge throughout. Shall be fabricated in one piece, where practicable, with welded corners, channel shaped exposed edges

and reinforced with three (3) full length hat shaped galvanized channels. Sink bowls, where required, shall be fabricated with horizontal and vertical corners covered to a 1" (2.54) radius, corners made spherical without fillers or solder, and welded to top. Back and/or end splashes shall be integral with top and covered at point of turn up to a 1/2" (1.27) radius. Exposed edges of sink tops shall be provided with integral inverted "V" nosing. After fabrication, a moisture proof, sound deadening, mastic shall be applied to the underside of the top and outside of sink bowls. All welding shall be accomplished by heli-arc method with all exposed welds ground smooth. All exposed surfaces shall be free of pit marks, weld seams and scale, and polished to a stain finish.

5.00 Execution

5.01 Shipping

A. All casework shall be blanket wrapped and delivered to jobsite in furniture vans.

5.02 Casework Installation

A. Casework shall not be delivered to jobsite until building has become adequately dry and secure.

Installation shall be by Casework Manufacturer's authorized representative.

B. Casework is to be installed plumb and true, and is to be securely anchored in place. Scribe casework fillers as necessary for a tight fit.

C. Wall cabinets shall be securely fastened to horizontal blocking, not to plaster, lath, or wallboard. Reinforcement of stud walls shall be provided by appropriate trade during erection of walls. Casework Manufacturer shall accurately locate blocking requirements on shop drawings.

D. Install countertops on base cabinets using screws.

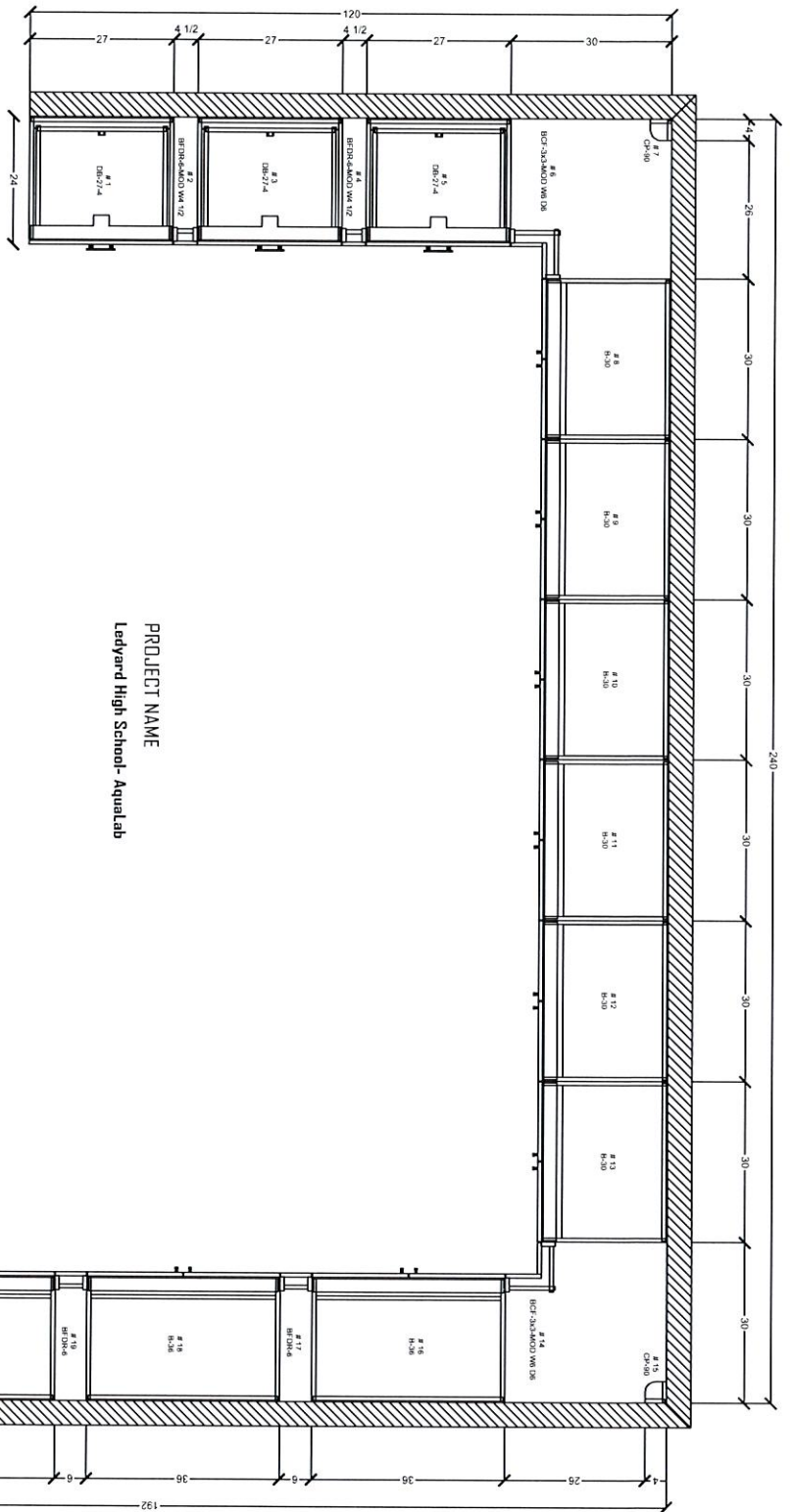
5.03 Cleaning and Protection

A. Empty drawers of dust and dirt. Wipe out cabinet interiors to remove dust and dirt. Remove pencil and other marks from cabinets and countertops. Remove all packaging, scraps, and debris resulting from installation activities.

B. Make final adjustment to doors and drawers. Doors shall swing freely, catches shall hold securely, and all doors shall be aligned both vertically and horizontally. Drawers shall open and close smoothly, without binding and without excessive slide play.

C. Keys shall be appropriately labeled and turned over to the Owner.

Canadian Scientific inc. (CSi) reserves the right to change this specification without notice or obligation to incorporate improved materials, hardware, or manufacturing techniques.

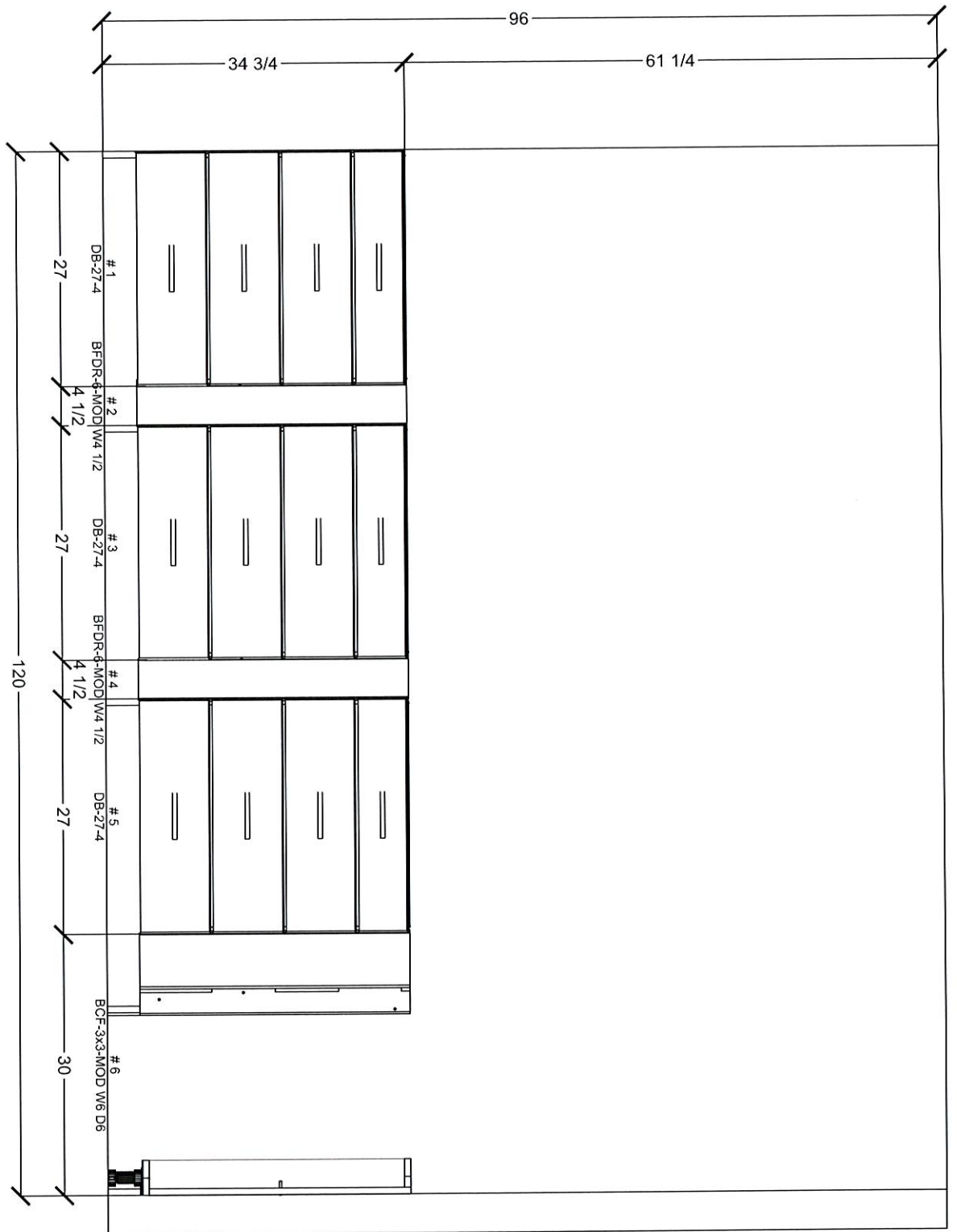


PROJECT NAME
Ladyyard High School - Aquelab



DRAWING TITLE
Plan

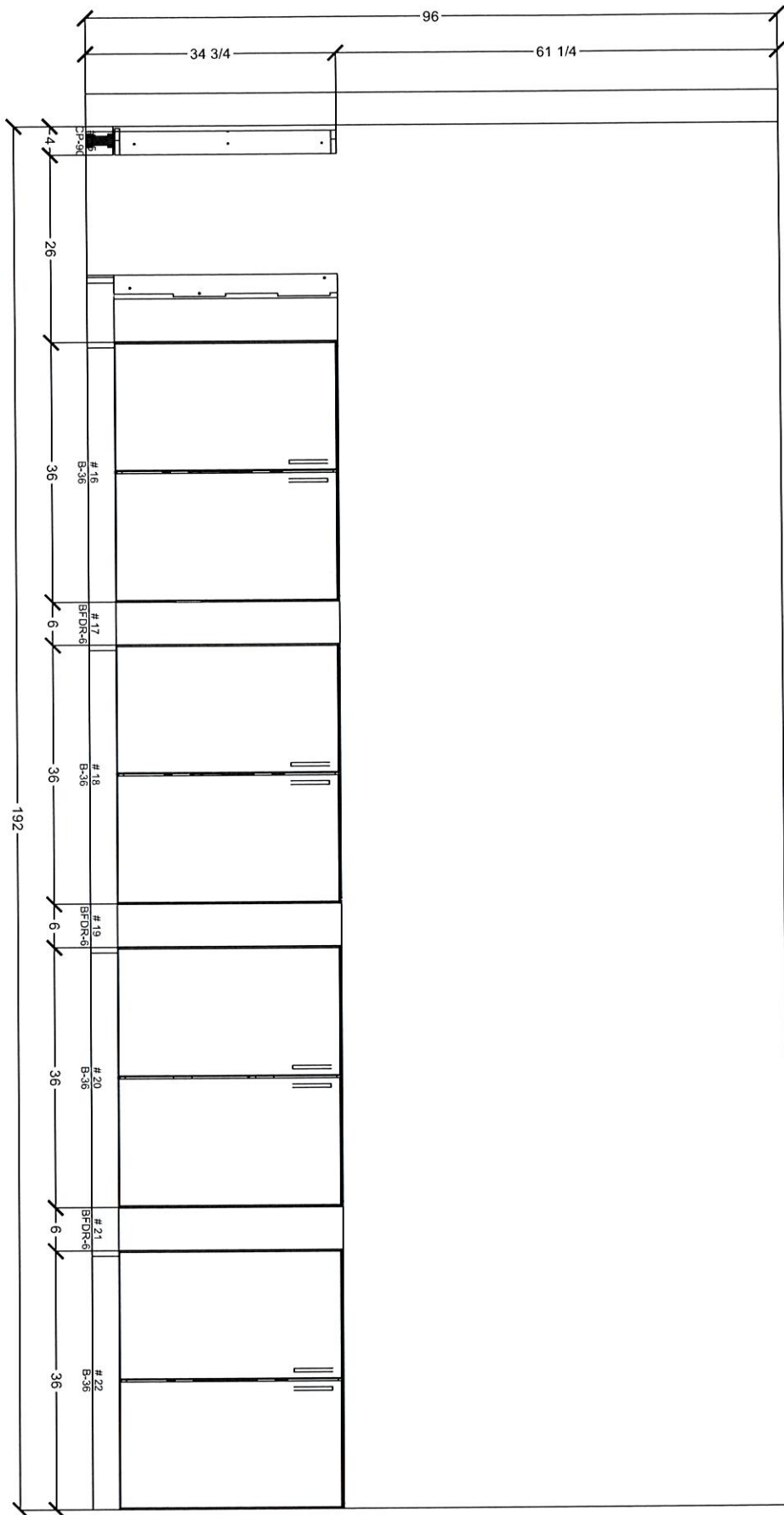




DRAWING TITLE
Elevation - 1

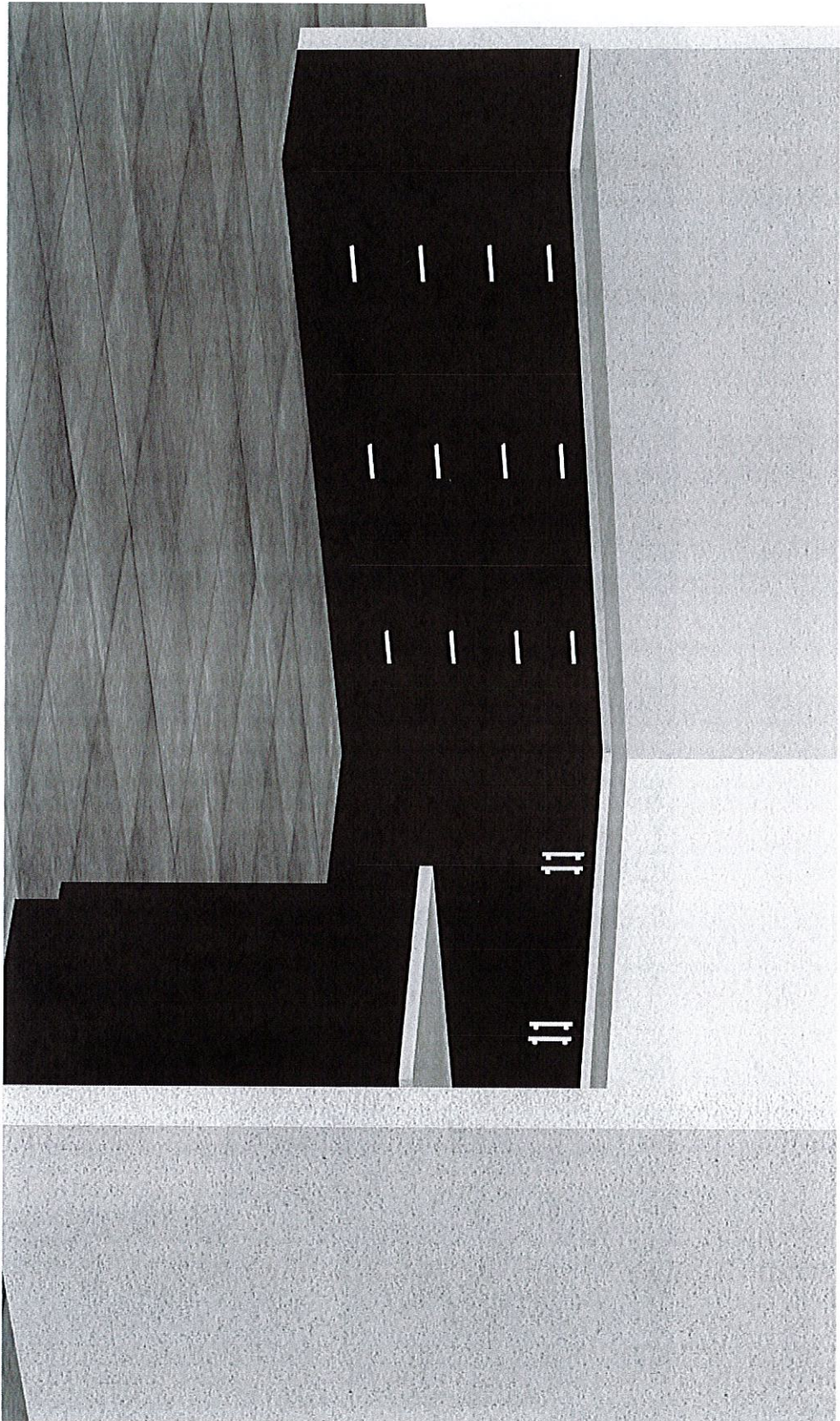


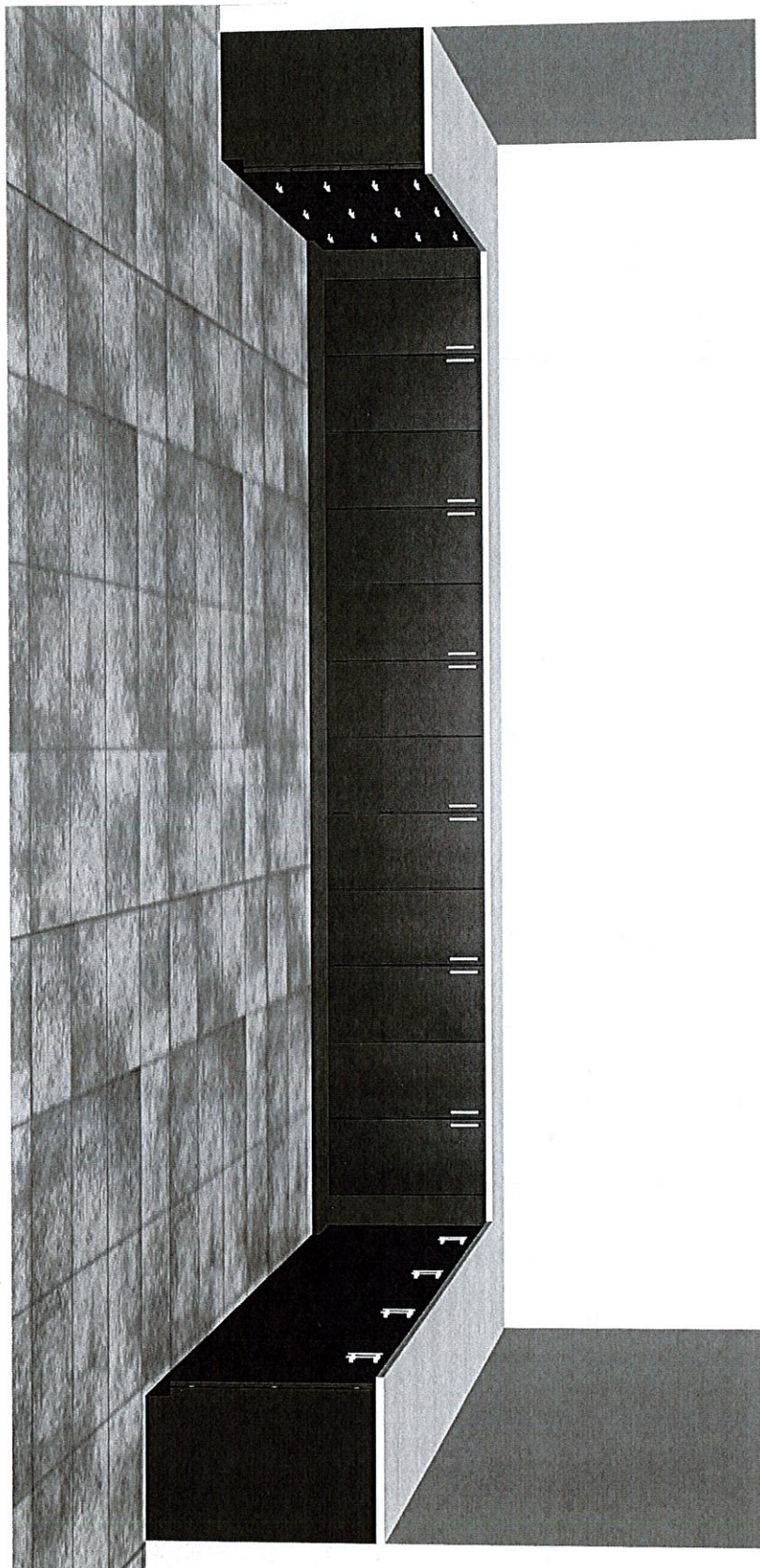




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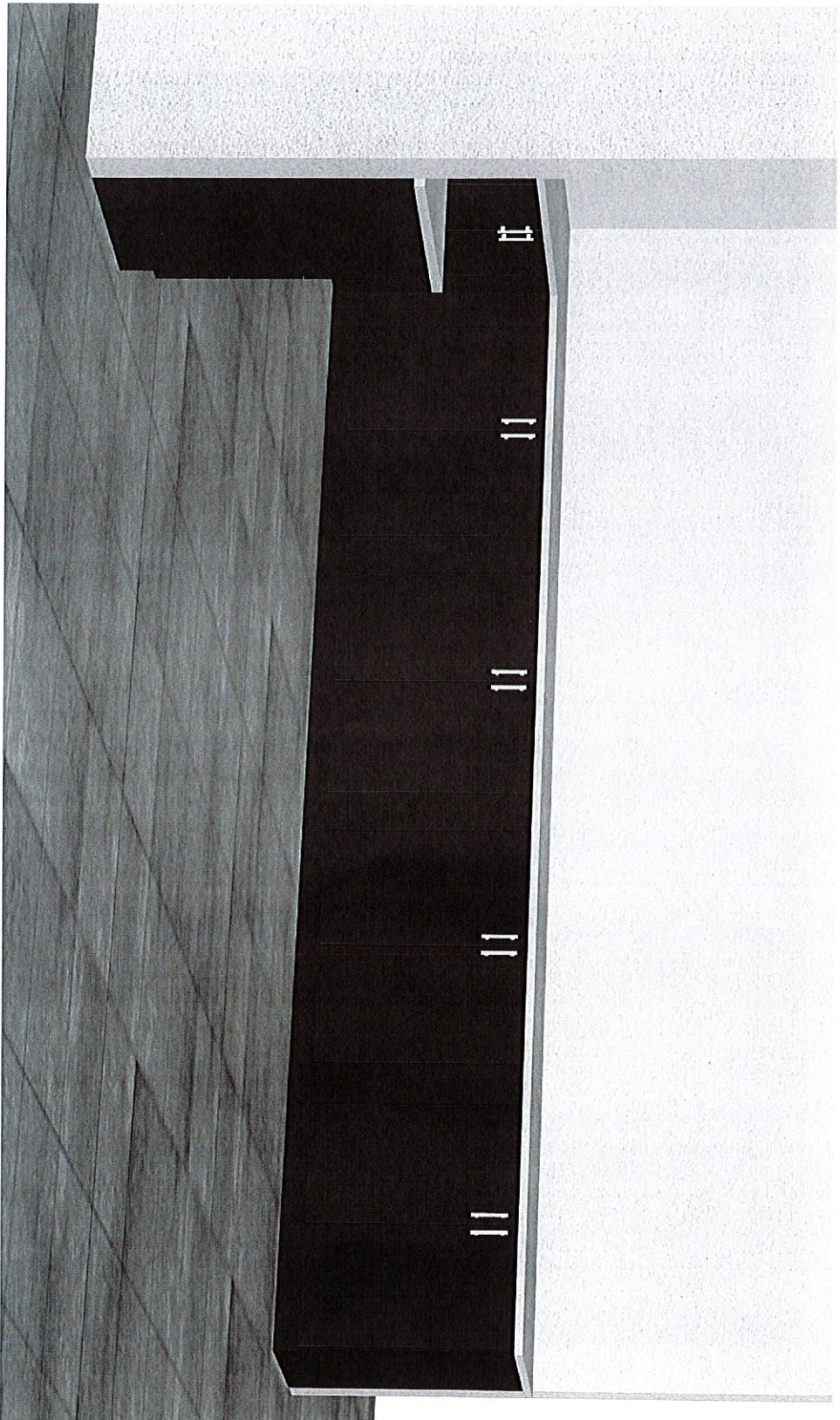


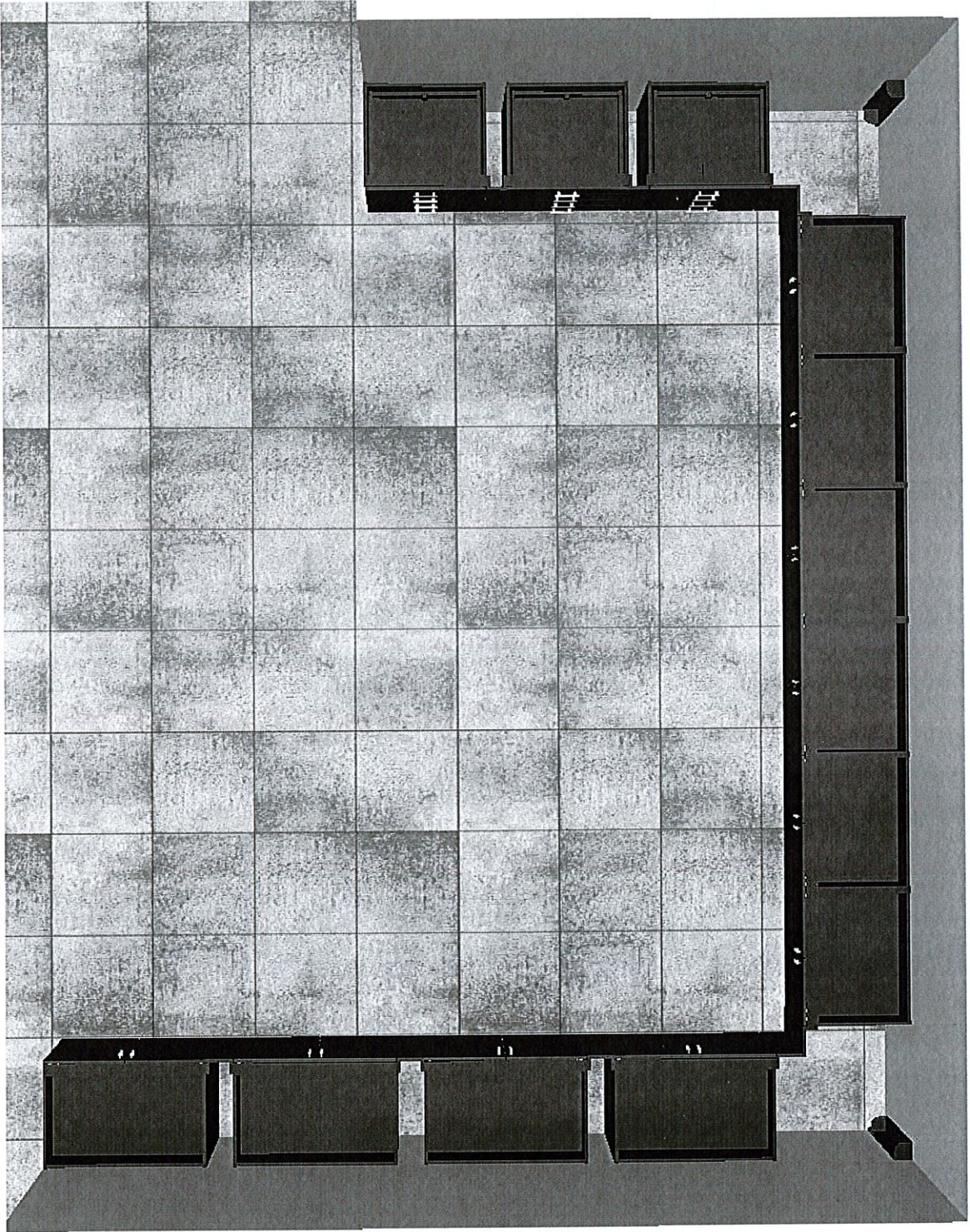




DRAWING TITLE
3D - 2

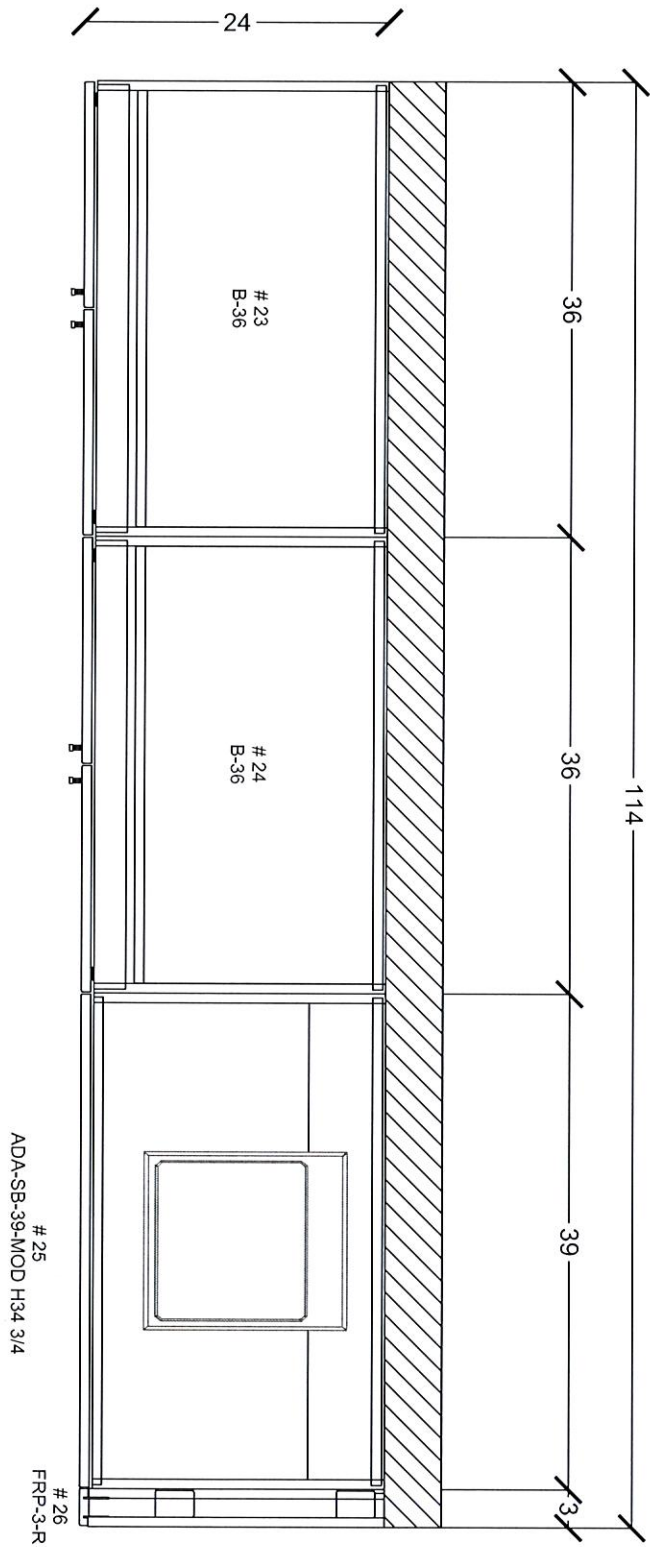


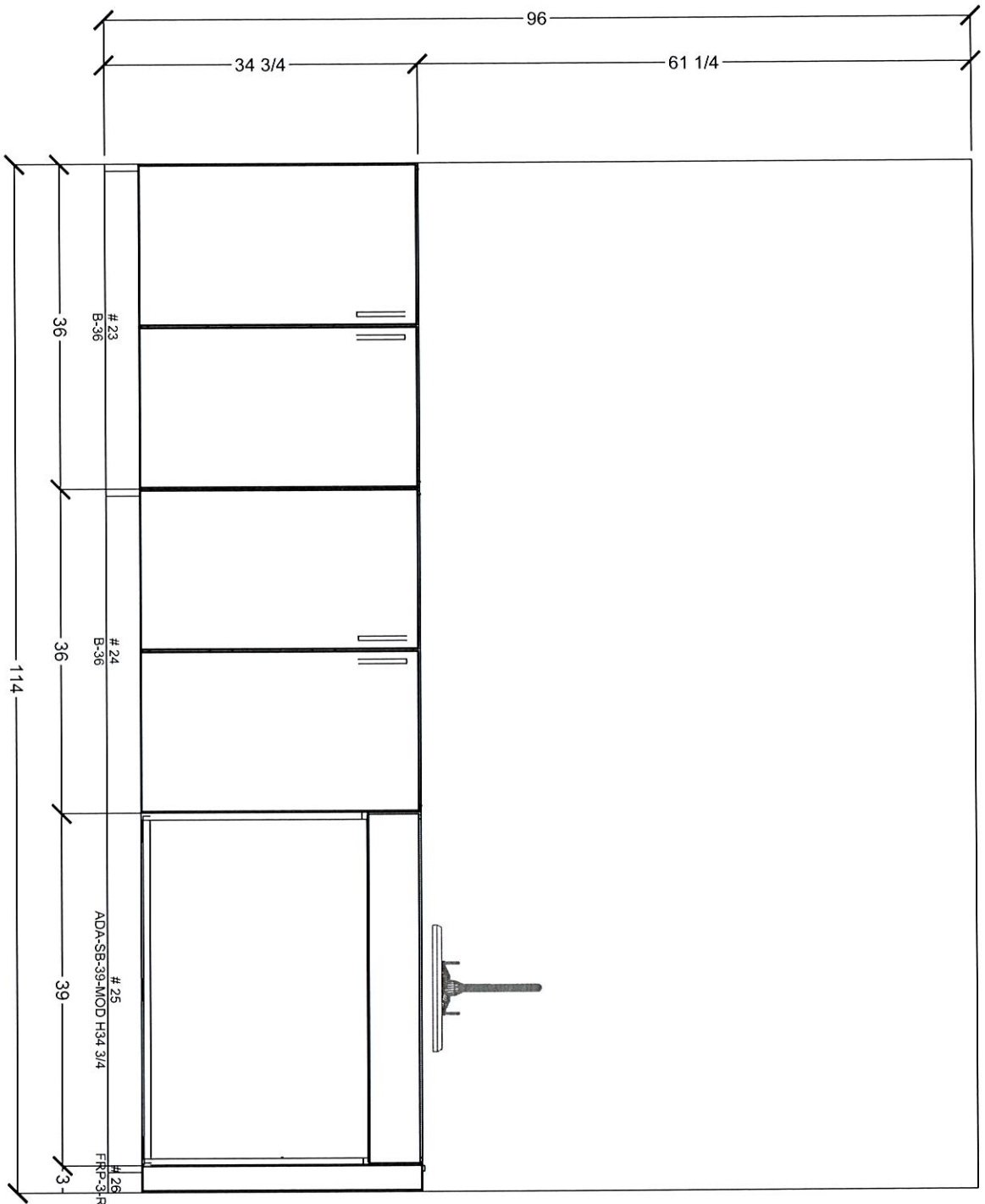


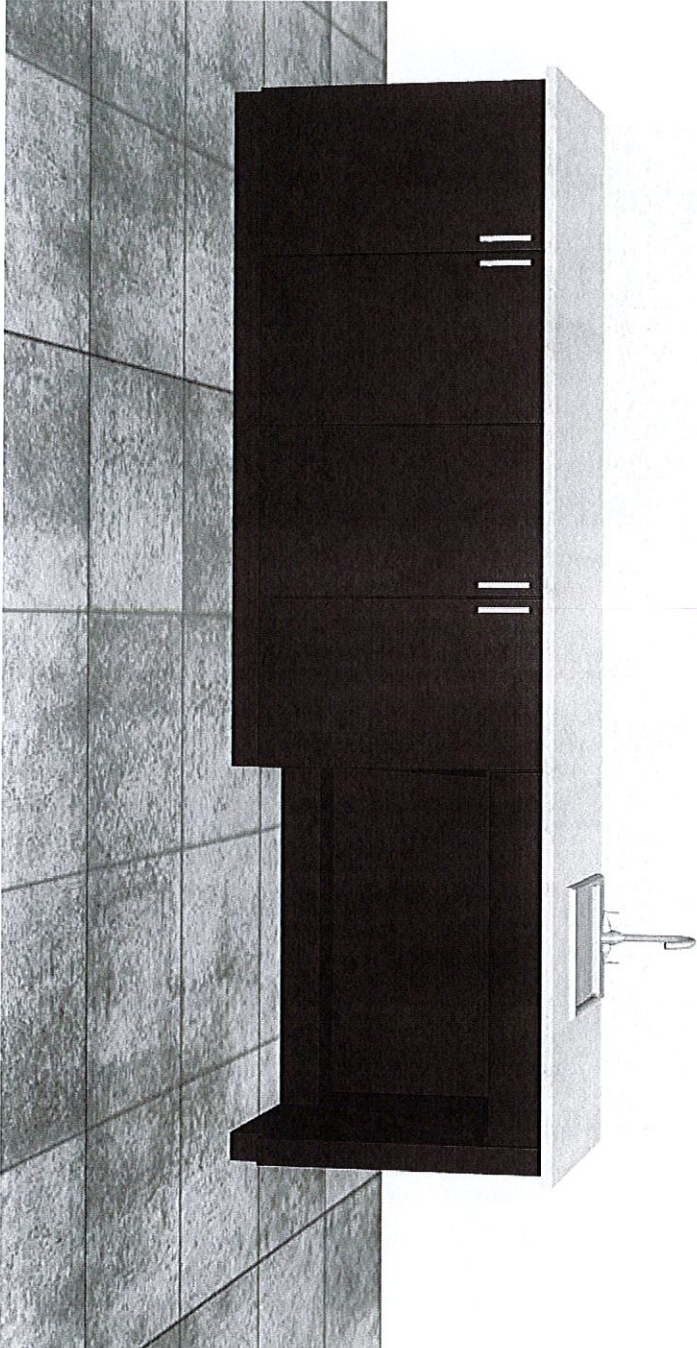


DRAWING TITLE
3D - 4



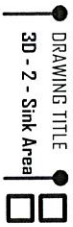






DRAWING TITLE
3D - 1 - Sink Area





Attachment (C)

Ledyard High School Science Classroom
Addendum C consists of 30 pages

- Demolition is not included in this bid.
- Sink and faucet to be supplied and installed by bidder.
- Plumbing water and drain connection to be supplied by the District.
- All cabinetry to be installed on non porous shims a minimum of ¼" off the floor.
 - Counter tops to be chemical resistant or epoxy
 - One (1) sink area is to meet ADA requirements.
 - Provide one (1) ADA workstation
 - Trapezoid tables are part of this bid.
 - Stools and chairs are not part of the bid.
 - Electrical connections to be supplied by the district.
- Color choices for countertop, to be selected after award to the successful bidder.
 - Base and upper cabinets to have a natural oak finish.
 - Installation will be free standing in front of heater.
 - Normal access hours are 7AM to 3PM for installation.
 - Cabinets may be delivered directly to the site.
- Cabinets are being installed in front of a steam radiator; the rear of the cabinets need to be protected from the heat.
- Vents need to be installed at the base of the sink openings for heating air circulation.
 - Bidder to supply ledge at rear of cabinet to support heating vent.

Vanguard Oak – Reveal Overlay
Construction Specification
2020

1.00 MANUFACTURERS

- A. The basis of this specification is wood casework manufactured and constructed according to the standards used by Leonard Peterson & Co., Inc., 400 Webster Road, Auburn, Alabama. The specified design is **Vanguard – REVEAL OVERLAY**. All laboratory equipment covered by the specification shall be the product of one manufacturer and be fabricated at one geographic location to assure shipping continuity and single-source responsibility. All quotations from a manufacturer other than Leonard Peterson & Co., Inc. shall contain a review of the following capabilities:
1. List of shop facilities
 2. List of engineering and manufacturing personnel
 3. Proof of financial ability to fulfill the contract
 4. List of a minimum of ten (10) installations over the last five (5) years of comparable scope
 5. Proof of project management and installation capabilities
 6. AWI Premium Grade Certification Number.
- B. The selected manufacturer must warrant for a period of three (3) years, starting on the date of acceptance or occupancy, whichever comes first, that all products sold under the contract referenced above shall be free from defects in material and workmanship. Purchaser shall notify the manufacturer's representative immediately of any defective product. The manufacturer shall have a reasonable opportunity to inspect the goods. The purchaser shall return no product until receipt by purchaser of written shipping instructions from the manufacturer.
- C. Samples:
Samples from non-specified manufacturers will be required and reviewed per specification. Samples shall be delivered, at no cost to the architect or owner to a destination set forth by the architect or owner. This must be done seven (7) days before quotation deadline as a condition of approval of each bidder. Samples shall be full size, production type samples. Miniature, or "Show Room" type samples are not acceptable. Furnish the following:
1. One combination drawer and cupboard base unit showing complete construction details, including one shelf.
 2. One leg corner sample showing table construction.
 3. One sample of all top materials shown or called for, of sufficient size to perform finish requirements test.

4. Sample of mechanical service fittings, locks, door pulls, hinges, and interior hardware and other material deemed necessary for review.
- D. The above samples of the successful manufacturer may be impounded by the architect or owner to insure that material delivered to the jobsite conforms in every respect to the samples submitted.

2.00 MATERIALS

A. General:

1. Casework shall be reveal overlay and constructed in accordance with the best woodworking practices. All cabinetry shall be produced in manufacturers own facility and operated under his control and supervision. First class quality of casework shall be established and maintained by use of proper machinery, finishing products, tools, fixtures and skilled workmanship.
2. Casework units to be dowel pin construction with all joints properly glued making each unit rigid and self-supporting.
3. Material shall be selected so that the finished installation shall provide an attractive and harmonious appearance. All exterior casework surfaces exposed to view after installation shall be Northern Red Oak. Solid woods and veneers behind closed doors or drawers shall be of color and graining in conformance with the normally accepted standard required of the scientific laboratory equipment industry.

B. Solid Woods:

All solid woods shall be hardwood carefully and thoroughly air-dried, then kiln dried in humidity controlled kilns to a moisture content of 4-1/2%. All kiln dried lumber shall then be tempered to a moisture content of 6% before use. This moisture content shall be maintained throughout production.

C. Plywoods:

All plywood shall be hardwood. Soft woods such as Fir or Pine are not permitted.

1. Veneer Core Plywood:

Veneer core plywood shall be either 7-ply (3/4") or 9-ply (1") and shall be compliant with ANSI/HPVA HP-1 2009.

2. Composition Core Plywood:

Composition core plywood shall be 3-ply and shall be compliant with ANSI A208.1-2009, and/or ANSI A208.2-2009.

3. Face Veneers:

Plywood face veneers shall be Grade A, plain sliced, book matched, red oak on face, and Grade 1, red oak on back.

D. Banding:

Plywood panels to shall be edge banded as specified with a multiple ply hardwood edge-banding or 1/8" (3mm) solid lumber to match exposed cabinet veneer.

E. Tempered Hardboard:

Tempered Hardboard shall be a wood fiber/resinous combination formed with heat and pressure into sheets providing a hard, smooth surface and shall be compliant with ANSI A135.4-2004.

F. Dowels:

Assembly dowels, used to joint rails to panels, shall be fluted hardwood 8mm in diameter x 36mm in length. All dowels glued into components.

G. Glass:

Glass for framed sliding and swinging doors shall be 1/8" float glass (tempered glass provided when specified). Glass for unframed sliding doors shall be 1/4" float glass.

H. Glues:

All glues used in the manufacture of plywood, assembly of component parts and cabinetry to be water resistant with no added urea formaldehyde.

I. Finishes:

Conversion varnish with no added urea formaldehyde and shall comply with HUD 24 CFR 3280.308.

J. Hardware:

1. Drawer and door pulls: Bar Type made of extruded aluminum 4-1/2" long and 1/2" wide having dull brushed finish. Pull attached with two (2) No. 10

flat head machine screws countersunk on 4" centers. Pulls provided for all hinged doors and drawers. (Plastic pulls or a design not compatible for use by the handicapped is not acceptable.)

2. Latching Handles: Made of dull chrome plated die cast zinc alloy approximately 4-1/4" in length in streamlined design. Handle operates with one-quarter turn. Paired door cases have latching handle on right door and dummy matching handle on left door. A 3-point latching system provides positive engagement at top and bottom of door with 5/16" diameter tapered epoxy coated steel rods engaging in case top and bottom and latch plate engaging behind left door or into side wall of case depending upon design. Latching handles are provided on all case doors over 48" high.

3. Hinges: Butt style, 5-knuckle, institutional type of dull finished stainless steel, 2-1/2" by 3-1/8", unequal winged, tight pinned and with wing thickness of .081". Each hinge is secured by seven plated No. 7 flat head screws. (Surface mounted hinges shall not be acceptable.)

Doors hung with paired hinges are capable of supporting 175 pounds at 12" from pivot point of hinges with no distortion of hinges or degradation of casework. Hinged doors up to 48" high furnished with 1 pair of hinges. Hinged doors over 48" high furnished with 1-1/2 pair of hinges.

4. Drawer Slides: 100 lb. rated capacity, full extension, zinc plated, linear ball bearing made of cold rolled steel. Drawers removable without the use of tools.
5. Shelf support clips: double pin type made of vinyl having anti-tipping seismic feature. Each clip capable of supporting 200 pounds. Clips engage into holes drilled into cabinet end panels or partitions.
6. Catches: spring loaded, nylon roller type, designed for quiet operation provided for hinged doors. Cabinets with locked paired doors have elbow catches inside left-hand doors. Cabinet and case doors provided with 2 catches, one at top and one at bottom, where elbow catches are not furnished.
7. Base molding (when call for or specified): pliable black vinyl, 1/8" thick by 4" high with top edge rounded. Molding secured with self-stick or applied waterproof adhesives. Formed stainless steel caps are fastened to exposed corners. Exposed cabinet work provided with base molding unless otherwise specified.

8. Drawer and hinged door locks (except tall case doors): dead bolt style, heavy-duty, five-tumbler, of non-ferrous metal and master-keyed having 3/8" bolt throw and single bitted style keyway. Barrel and back plate of locks are riveted together; lock bolts are non-removal. Locks with cams held in place with machine screws or nuts are not acceptable. Locks are secured to rear of drawer and door fronts with flat head screws. Each lock furnished with one non-ferrous key when keyed alike and two non-ferrous keys when keyed differently. Locks furnished as indicated on details or as is standard with catalog descriptions unless otherwise specified. Latching handles shall be provided with locks where required. Locks shall be keyed to same master key as locks provided for other drawer and hinged door cabinets.

2.01 CONSTRUCTION

A. General:

The prime intent of this specification is to define the essential minimum cabinet case and table requirements of the materials, and construction, finish and workmanship to be supplied. Cabinetry to be of convention reveal overlay style design having drawer and doors provided with edges overlapping openings on all edges. Each cabinet unit shall be completely factory assembled and finished. Cabinets constructed with flush interiors having no offsets maximizing drawer and cupboard space and ease of cleanability. All exposed joints shall be closely

fitted and tight showing no open joints when finished. All exposed corners eased. Individual cabinet, case and table units shall meet or exceed the Recommended Standards and Practices outlined in SEFA 8.

B. Base Cabinets:

1. End panels, partitions, bottoms and shelves:

Exposed end panels, partitions, bottoms and shelves to be $\frac{3}{4}$ " thick red oak veneer core plywood. Unexposed end panels, partitions, bottoms and shelves to be $\frac{3}{4}$ " thick birch or maple veneer core plywood providing light cabinet interiors behind closed doors. Exposed edges of end panels, partitions and bottoms to be banded in red oak. Edges of shelves behind solid doors to be red oak wood or red oak PVC depending on finish.

Interiors of end panels and partitions to be drilled to receive dowel inserted edges of rails, bottoms and toe boards and bored for shelf clips where required. Bottoms machined for and provided with dowels (on maximum of 96mm centers) for insertion into end panels or partitions and grooved to receive cupboard backs.

Cupboard base cabinet shelves to be 1" thick veneer core plywood, adjustable on 1-1/4" (32mm) centers.

2. Top Frame:

Cabinet top frame to be comprised of a front rail and a back rail. Front rail to be 4" x 1" hardwood having exposed edge red oak banded and end edges drilled and provided with three (3) dowels for horizontal glued insertion into cabinet end panels at front. Back rail shall be $\frac{3}{4}$ " hardwood varying in height from 9" high for 35" high cabinets to 7-3/4" high for 29" high cabinets and inserted vertically at rear into cabinet end panels. End edges of back rails each drilled and provided with four (4) dowels for glued insertion into ends panels.

3. Intermediate Rails:

Intermediate Rails to be 4" x $\frac{3}{4}$ " hardwood having exposed edge red oak banded and end edges each drilled and provided with 3 dowels for insertion into end panels. Intermediate rails placed horizontally at face of panels between all drawers or drawers and cupboards. Intermediate rails machined to receive engagement of lock bolts and security panels when specified.

4. Backs:

Interior cupboard backs to be ¼" thick tempered hardboard with white melamine finish and provided removable. Backs set into grooved cabinet bottom and attached at top to rear vertical rail with minimum of two (2) screws. Exposed interior cupboard backs to be ¼" veneer core red oak plywood provided removable unless specified as fixed.

Exposed exterior finished oak backs for free standing cabinets or mobile units to be of ¾" thick red oak veneer core plywood with exposed edges banded. Free standing units up to 8'0" long shall be provided with one piece back and shipped assembled to cabinets.

5. Drawers:

Drawer heads shall be ¾" thick, red oak, composite core plywood. Drawer sides, back and sub-front to be 15/32" thick, 11 ply birch plywood. Drawer fronts secured to four-sided drawer body with the use of screws. Drawer bodies secured with interlocking lap joints and back fully rabbeted into sides. Joints glued and pinned. Bottoms to be ¼" tempered hardboard fully grooved into drawer sub-fronts, sides and back.

Drawers provided with 100 lb. full extension slides and pulls as described under Hardware. Drawers over 26" wide to have two (2) pulls.

6. Security Panels:

Security panels shall be ¼" thick tempered hardboard attached to back of front intermediate rails and fastened into security clips or rails at rear of cabinet. Security panels provided only when locks are keyed differently between drawers or drawers and cupboards.

7. Hinged Paneled Doors:

Doors shall be ¾" thick, red oak, composite core plywood edge banded on all four edges. Paired cabinet doors to have matched grain pattern. Doors provided with two (2) hinges, one (1) pull and one (1) catch as described under Hardware.

8. Toe Spaces:

Base Cabinets to have recessed toe space 4" high x 2-1/2" deep. Toe board made of ¾" thick water resistant hardwood. End edges machined for and provided with three (3) dowels for glued insertion into cabinet end panels. Toe boards further secured to underside of bottom with glue block(s) for rigidity.

Doors shall be ¾" thick, red oak, composite core plywood edge banded on all four edges. Door provided with similar hardware to base cabinets except doors over 36" high to have 1-1/2 pair of hinges and 2 catches.

5. Leg stretchers, where required, to be not less than 1" x 2-3/4" mortised and tenoned into legs and secured with bolts. Cross stretchers shall be of similar construction, tenoned into stretchers and secured with bolts.
6. Book compartment bottoms furnished in 22 gauge black powder coated formed steel, tempered hardboard, birch or maple plywood depending on style of unit in which compartment occurs.
7. Panel legs, for attachment of aprons, to be 1-1/4" thick constructed of hardwood plywood having top and bottom concealed solid hardwood bands. Exposed edges faced with solid oak bands.

E. Cabinet Finish:

1. After assembly of cabinets but prior to the application of wood stain and sealing cabinet and case parts to be sanded smooth and loose fibers and dust removed.
2. Exposed cabinet and case parts and backs of doors then receive an application of stain. Excess stain to be removed by wiping with wood wool and/or cloth, and parts allowed to thoroughly dry. Unexposed interiors behind solid doors and drawers left natural providing light interiors for ease of viewing.
3. After drying, exposed parts, cabinet and case interiors, shelves, drawers and doors to receive a double coat of clear resinous wood sealer. Exposed cabinet parts, drawers, doors, and cupboard and case interiors then receive a double coat of clear, chemical resistant synthetic varnish. Between all applications of sealer and varnish, cabinet parts to be lightly sanded and wiped. The resulting exterior finish shall be semi-gloss and provide an acid, alkali, solvent, water and abrasive-resistant surface.
4. Applied finish to meet Finish Test Requirements of SEFA 8.

2.02 COUNTERTOPS:

1. General:

- A. Countertops constructed per specification covering particular type.
- B. Tops having sinks provided with drip grooves cut into underside of exposed edges.
- C. Adhesives or fasteners to be provided for securing of tops to cabinet work. Such materials to allow for contraction or expansion of tops where necessary.
- D. Tops shall be 1" thick unless otherwise specified and provided with 4" high curbs where tops abut walls, columns, case ends, etc.

2. Types:

- A. **Epoxy Resin** is fabricated from a molded modified epoxy resin that has been especially compounded and cured to provide optimum physical and chemical resistance. Tops have a uniform mixture throughout, and do not depend on a surface coating that can be readily removed by chemical or physical abuse. Tops are non-glaring and black in color. All exposed edges shall be chamfered back approximately 1/8". All curbs and backsplashes to be 4" high-applied.

2.03 SINKS:

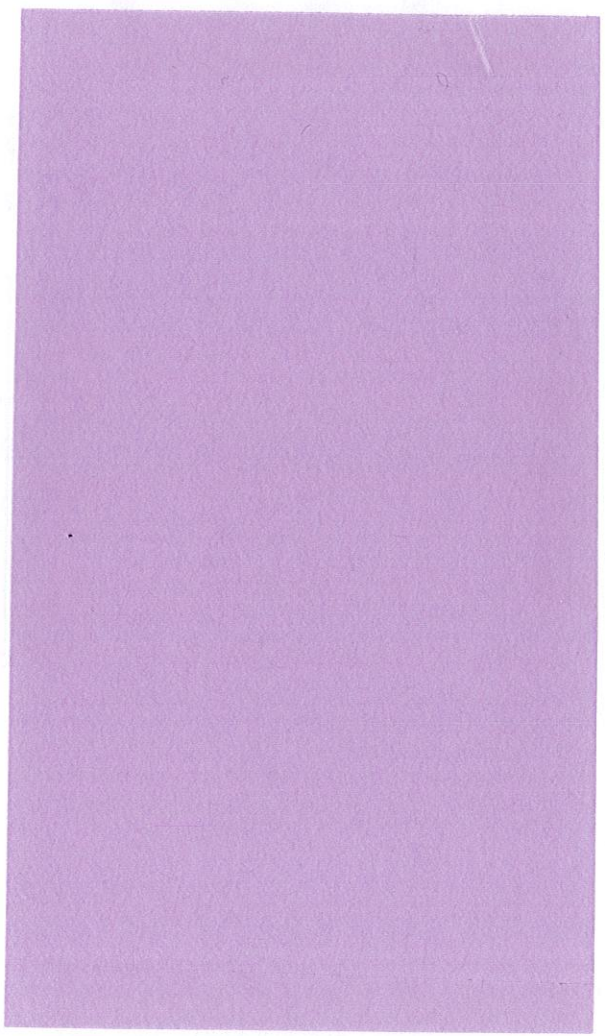
- 1. Sink and fixtures shall be re-used and installed by Owner.

3.00 EXECUTION

1. For approval by owner or architect, within 30 days after receipt of order submit shop details showing floor plans, rough-ins and elevations of casework and equipment being supplied. Floor plans with rough-in details to be in 3/16" scale. Elevation drawings to be in 3/8" scale.
2. Prior to fabrication of casework field check project site to assure proper fit of materials being provided. Adjust drawings as necessary to insure proper fit of all casework and equipment to building conditions.
3. Deliver casework only after wet operations are complete and building is closed in, dry and has proper climate control for installation of casework.
(Area in which laboratory casework is installed to be maintained between 65 and 75 degrees F. with relative humidity maintained between 45% - 55%.)
If these conditions are not met and maintained, product warranty is void.
4. Install casework in accordance to manufacturers recommended practice by qualified casework installer having a minimum of 3 years' experience in the installation of institutional casework.
5. Adjust casework and hardware so that doors and drawers operate smoothly. Lubricate operating hardware as recommended by manufacturer.
6. Advise owner or contractor on procedures and precautions to be taken to protect casework and other materials installed from damage by work performed by other trades.
7. During installation keep job site clean and remove debris on a daily basis. Floors are to be broom cleaned upon completion.

Ledyard High School

Ledyard, CT



CONTACT:
PHONE:
FAX:
EMAIL:

PROJECT ID NO.: Ledyard High School
CASEWORK SUBMITTALS

ORIGINAL SUBMITTAL	4/17/2023

GENERAL	
All casework will be built based on Diversified Casework specifications and the options selected below. If project specific requirements differ from Diversified Casework's standard specification it is the Dealer's responsibility to bring those requirements to the attention of Diversified Casework.	
STYLE <input type="checkbox"/> Magnetic <input type="checkbox"/> EXPOSED VENEER: <input type="checkbox"/> Red Oak, Book Match <input type="checkbox"/> Maple, Slip Match + <input type="checkbox"/> EXPOSED VENEER GRADE + <input type="checkbox"/> EXPOSED VENEER CUT <input type="checkbox"/> Plain Sliced <input type="checkbox"/> EXPOSED VENEER MATCHING: <input type="checkbox"/> Running Match <input type="checkbox"/> Finish All	REVEALS <input type="checkbox"/> Standard Reveals GRAIN DIRECTION <input type="checkbox"/> Vertical Grain Match SEMI-EXPOSED MATERIALS <input type="checkbox"/> Mixed species & grades SEMI-EXPOSED FINISH <input type="checkbox"/> Clear finish STAIN COLOR <input checked="" type="checkbox"/> TBD (To be Determined) <input type="checkbox"/> Northwoods <input type="checkbox"/> Coosa <input type="checkbox"/> Golden Tan <input type="checkbox"/> Pecan <input type="checkbox"/> Rich Honey <input type="checkbox"/> Custom/Color Match +
CABINET TOPS <input type="checkbox"/> Full Sub-Top SECURITY PANELS <input type="checkbox"/> None <input type="checkbox"/> All Locked Drawers +	REMOVABLE BACKS <input type="checkbox"/> All Cupboards SUB-BASE <input type="checkbox"/> Integral FALSE SINK FRONTS <input type="checkbox"/> No
BASE CABINETS	
INACTIVE DOOR SECURITY <input type="checkbox"/> Door Chip <input type="checkbox"/> N/A	INACTIVE DOOR SECURITY <input type="checkbox"/> Door Chip <input type="checkbox"/> N/A
WALL CABINETS	
TOP PANEL MATERIAL <input type="checkbox"/> 1" Plywood	BOTTOM PANEL MATERIAL <input type="checkbox"/> 1" Plywood
TAIL CABINETS	
PULL TYPE <input type="checkbox"/> 3-Point Latch (requires stagger for in active door security)	BOTTOM PANEL MATERIAL <input type="checkbox"/> 3/4" Plywood TOP PANEL MATERIAL <input type="checkbox"/> 1" Plywood
DRAWERS	
DRAWER BODIES <input type="checkbox"/> Dowelled 1/2" Baltic Birch Plywood BOTTOM MATERIAL <input type="checkbox"/> 1/4" White Faced Hardboard	DRAWER SLIDES <input type="checkbox"/> 100# Standard Ext Epoxy Coated <input checked="" type="checkbox"/> 100# Full Ext Zinc Plated + FILE DRAWER SLIDES <input type="checkbox"/> 200# Full Ext Zinc Plated
HARDWARE	
PULLS <input type="checkbox"/> 4" Wire 10mm Dull Chrome Epoxy Powder Coated HINGES <input type="checkbox"/> 5 Knuckle Dull Chrome Epoxy Powder Coated SHELF CLIPS <input type="checkbox"/> Polycarbonate Anti-Tip Two-Pin LABEL HOLDERS <input type="checkbox"/> No NUMBER PLATES <input type="checkbox"/> None <input type="checkbox"/> Yes, Location:	DOOR CATCHES <input type="checkbox"/> Nylon Double Roller Catch KEYING <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Key Locks Alike <input type="checkbox"/> Key Locks Different <input type="checkbox"/> Stamped Keys & Lock Cylinders + MASTER KEYED <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes +
BUYOUTS	
TOPS: <input type="checkbox"/> None <input type="checkbox"/> 1" Black Epoxy With Field Applied Backsplash <input type="checkbox"/> 3/4" Standard SPC Phenolic <input type="checkbox"/> 3/4" Chemical Resistant SPC Phenolic <input type="checkbox"/> 1" Standard SPC Phenolic <input type="checkbox"/> 1" Chemical Resistant SPC Phenolic <input type="checkbox"/> 1 1/4" Black Plastic Laminate (ChemGuard) <input type="checkbox"/> 1 1/4" Standard Plastic Laminate Other: <input type="checkbox"/> None SINKS: <input type="checkbox"/> None <input type="checkbox"/> Lipless (Drop In) Black Epoxy Sinks With Outlet <input type="checkbox"/> Stainless Steel Sinks FIXTURES: <input type="checkbox"/> None <input type="checkbox"/> Water/Saver Polished Chrome Finish <input type="checkbox"/> Water/Saver Vertical Resistant Polished Chrome Finish + PACKAGING REQUIREMENTS: <input type="checkbox"/> Standard Packaging <input checked="" type="checkbox"/> Sorted/Incl. Labeled By Room <input type="checkbox"/> Palletized + <input type="checkbox"/> Palletized and Crated +	FLUME HOODS: <input type="checkbox"/> No <input type="checkbox"/> Yes - Sprays Brattled <input type="checkbox"/> Dual System and Blower Not Included FLUME HOOD BASE CABINETS <input type="checkbox"/> No <input type="checkbox"/> Yes - Wood Cabinet <input type="checkbox"/> Yes - Metal to match hood PEBBLEBOARDS: <input type="checkbox"/> No <input checked="" type="checkbox"/> Epoxy With Stainless Steel Drip Trough ELECTRICAL <input checked="" type="checkbox"/> Elec. Features w/outlets <input type="checkbox"/> Closures ONLY in Cabinets <input type="checkbox"/> Data Closures ONLY in Cabinets <input type="checkbox"/> Data Closures ONLY in Countertops MISCELLANEOUS <input type="checkbox"/> Granite <input type="checkbox"/> Gables, Countertops/Sill <input type="checkbox"/> Gables, Too Risk <input type="checkbox"/> Base Moulding on Cabinets <input type="checkbox"/> Stainless Steel Corner Guards
LOCKS <input type="checkbox"/> None <input checked="" type="checkbox"/> 5 Pin Cam + LOCK LOCATIONS <input type="checkbox"/> N/A <input type="checkbox"/> Drawers Only <input type="checkbox"/> Doors Only <input checked="" type="checkbox"/> All Drawers & Doors <input type="checkbox"/> As Shown	
ACID & FLAMMABLE CABINETS <input type="checkbox"/> None <input type="checkbox"/> Wood Construction - Match Casework DC standard sizes due to UL limitations <input type="checkbox"/> Metal Construction GOGGLE CABINETS <input type="checkbox"/> No <input type="checkbox"/> Yes - No Goggles <input type="checkbox"/> Yes, With Goggles FIRE BLANKETS <input type="checkbox"/> No <input type="checkbox"/> Yes ROD SOCKETS <input type="checkbox"/> No <input type="checkbox"/> Yes APPARATUS RODS <input type="checkbox"/> No (Use Locations Below) <input checked="" type="checkbox"/> Yes Includes uprights, crossbar & clamps	

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PROJECT ID:	Ledyard High School
DEALER:	
CONTACT:	
DATE:	4/17/2023
SCALE:	NIS
REVISION HISTORY:	
DRAWING TITLE:	DRAWING TITLE
2 OF 19	

(This Disclaimer must be signed and returned prior to fabrication)

Real wood has natural, infinite variations of grain, texture, and color. This is especially true of hardwood and hardwood veneers as they have great variation in graining and mineral streaks ranging from light brown to black. These variations differ from board to board and there may be slight differences between cabinets. Mineral streaks or unusual graining are considered to be characteristic of natural wood and will not be considered to be a defect or reason for replacement. No special emphasis is made to select materials to match each other.

Diversified Casework provides two options of wood species for laboratory grade wood casework, Maple and Red Oak. Red Oak is a hardwood species with linear grain separation and coarse texture with a color range of light brown with reddish tints. Because of the grainy texture of oak, it accepts stain very well. Red Oak will become more pink in color as it is exposed to light.

Maple is a very hard material with subtle grain and fine texture. Mineral streaks and burling is often evident. Maple has colors ranging from creamy white to golden tan. Maple may yellow with exposure to light over time. Maple often has "spots" of harder and softer densities which affects the penetration of stain. The harder spots allow less stain penetration and the softer spots allow for more stain penetration which causes a blotchy appearance. These differing densities are invisible until the stain is applied and impossible to be proactive in selecting around these characteristics. Diversified Casework does NOT recommend the staining of Maple veneers and hardwoods. This variation is inherent to the species and any blotchiness from the staining of Maple does not warrant replacement.

Both Red Oak and Maple casework can be offered with a natural finish (a clear finish without stain coloring). A natural or clear finish will show the maximum amount of grain variation and all other characteristics listed above. Applying a clear, non-coloring finish does not allow for staining that would otherwise provide a more consistent, uniform appearance. Only those who appreciate the distinctiveness of each piece of wood should select a natural finish.

Diversified Casework can supply other wood species as requested. Each species will carry its own natural characteristics.

Physical finish samples can be provided upon request. Diversified Cosework strives to maintain consistency in stain formulas and application methods. However, Diversified Cosework cannot guarantee an exact match to the sample provided because of the natural characteristics of wood, and because the finish is applied to both solid wood and veneer panels. Slight variations in color and grain are to be expected between samples and actual cosework.

VENEER & HARDWOOD FINISH DISCLAIMER:

All color characteristics of wood will change as it ages and this will gradually change the color of the wood and stain. The amount of change depends on many factors including wood type, stain color, and the amount of direct light exposure. Other factors that may change the color include exposure to smoke, chemicals, and man-made light. Because of these subtle changes, previously installed cabinetry with Diversified Casework standard finishes may not be an exact match.

Diversified Casework can provide custom stain colors. An exact match to the grain and color provided to Diversified Casework cannot be guaranteed and variation is to be expected. Diversified Casework will supply a sample of the matching stain and notification of approval must be provided before production can begin.

I have read and understand the above explanation and find it acceptable. I agree not to hold Diversified Casework responsible for any claims or problems resulting from these characteristics.

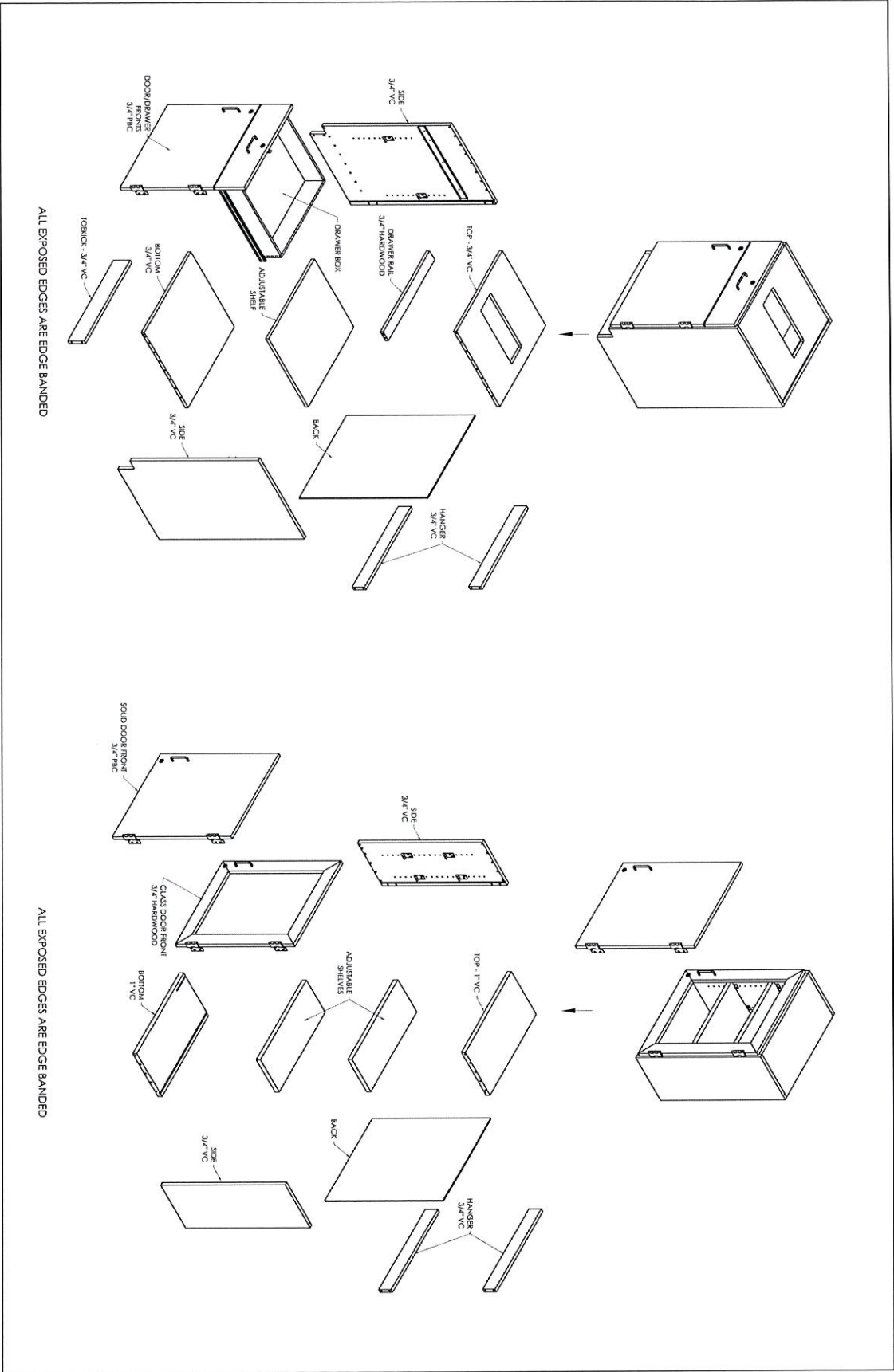
Company: _____ Date: _____

Signature: _____ TITLE: _____

SELECT FINISH COLOR:

(Colors listed in order from Light to Dark)

- ☐ Northwoods (Recommended)
- ☐ Coosa
- ☐ Golden Tan
- ☐ Pecan
- ☐ Rich Honey
- ☐ Color Match (Control Sample Required)
- ☒ To Be Determined



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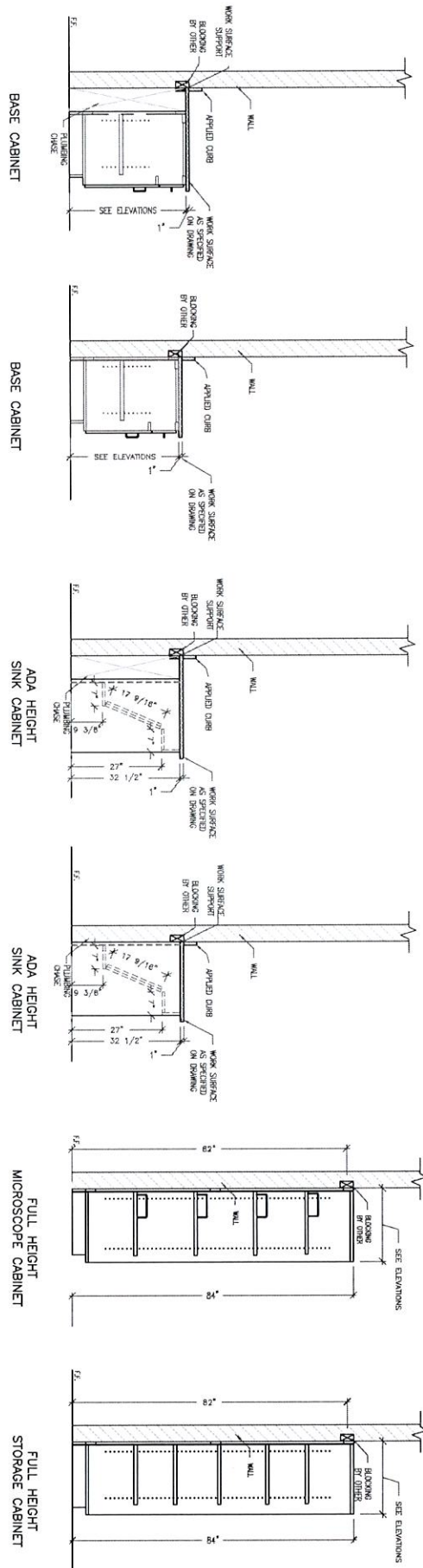
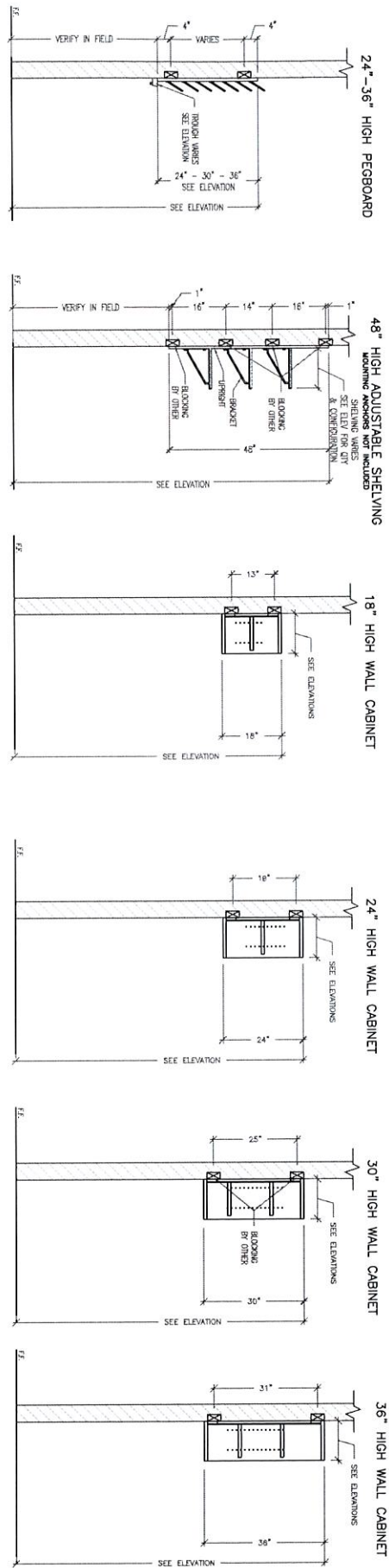
DATE: April 18, 2023		PROJECT: Ladyard High School	
SCALE: NTS		DEALER:	
REVISION HISTORY		CONTACT:	
DRAWING TITLE			
4 OF 19			



Majestic

STANDARD REVEAL

[illegible]



TYP. DWI WOOD CASEWORK SECTION
& WALL BLOCKING DETAILS

SCALE: NTS

DIVERSIFIED CASEWORK RECOMMENDS THAT THE IN-WALL BLOCKING BE OF EQUIVALENT STRENGTH OF NOMINAL 2X6 LUMBER OR 6" WIDE STEEL STUDS AND OTHER MUST BE FASTENED TO A MINIMUM OF THREE (3) IN-WALL STUDS

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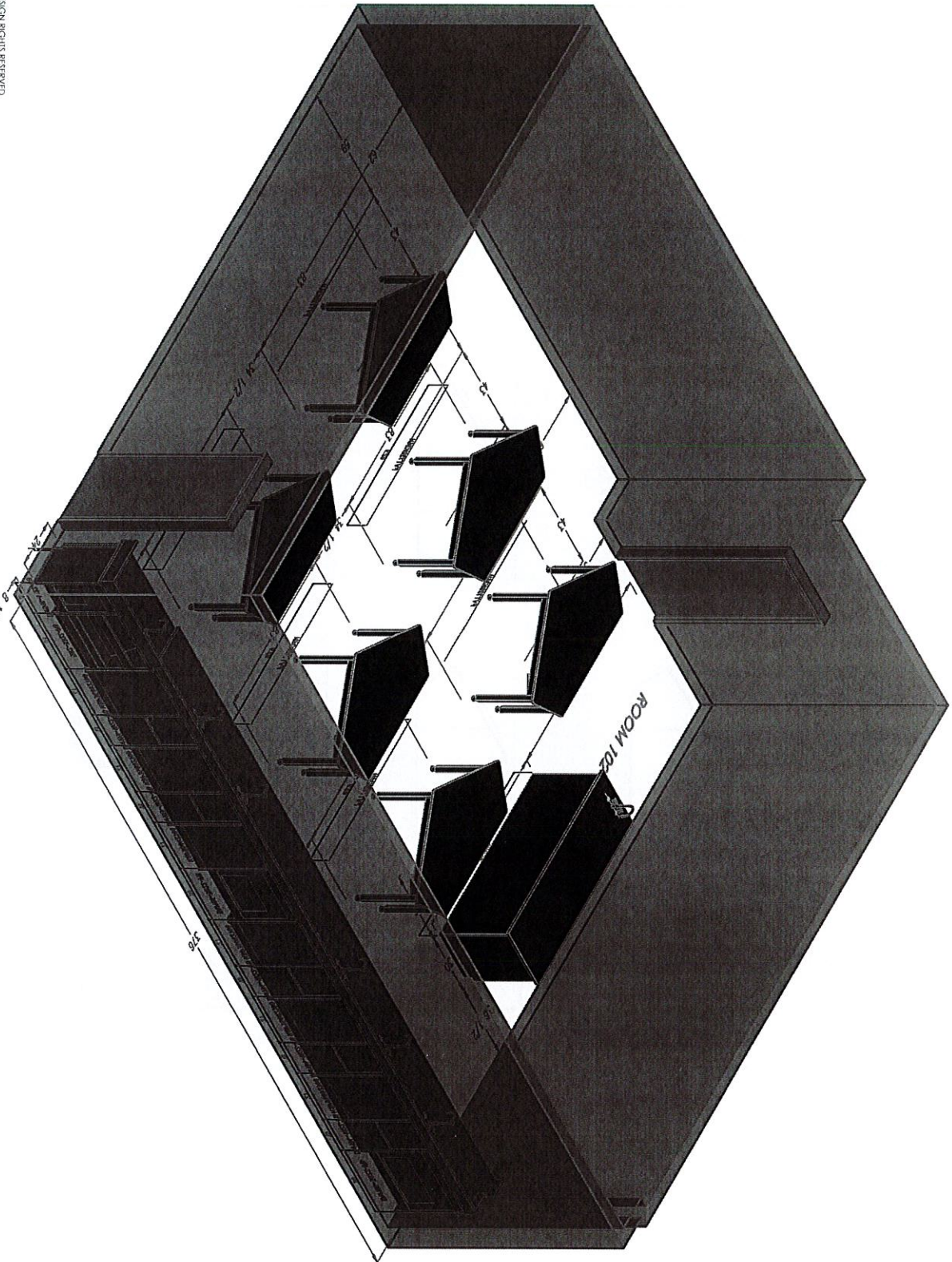
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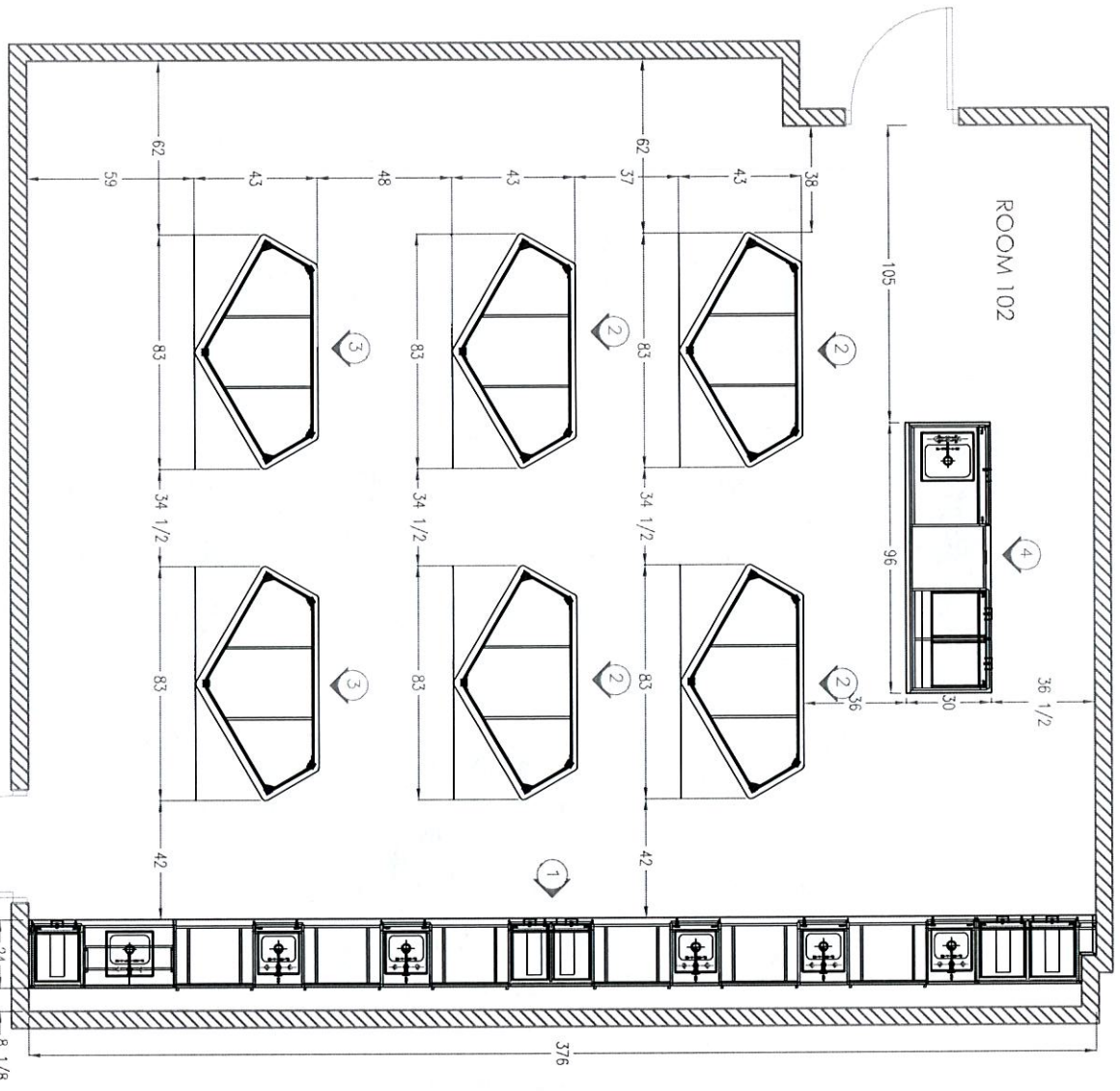
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SCALE: MS		DEALER:	
REVISION HISTORY		CONTACT:	
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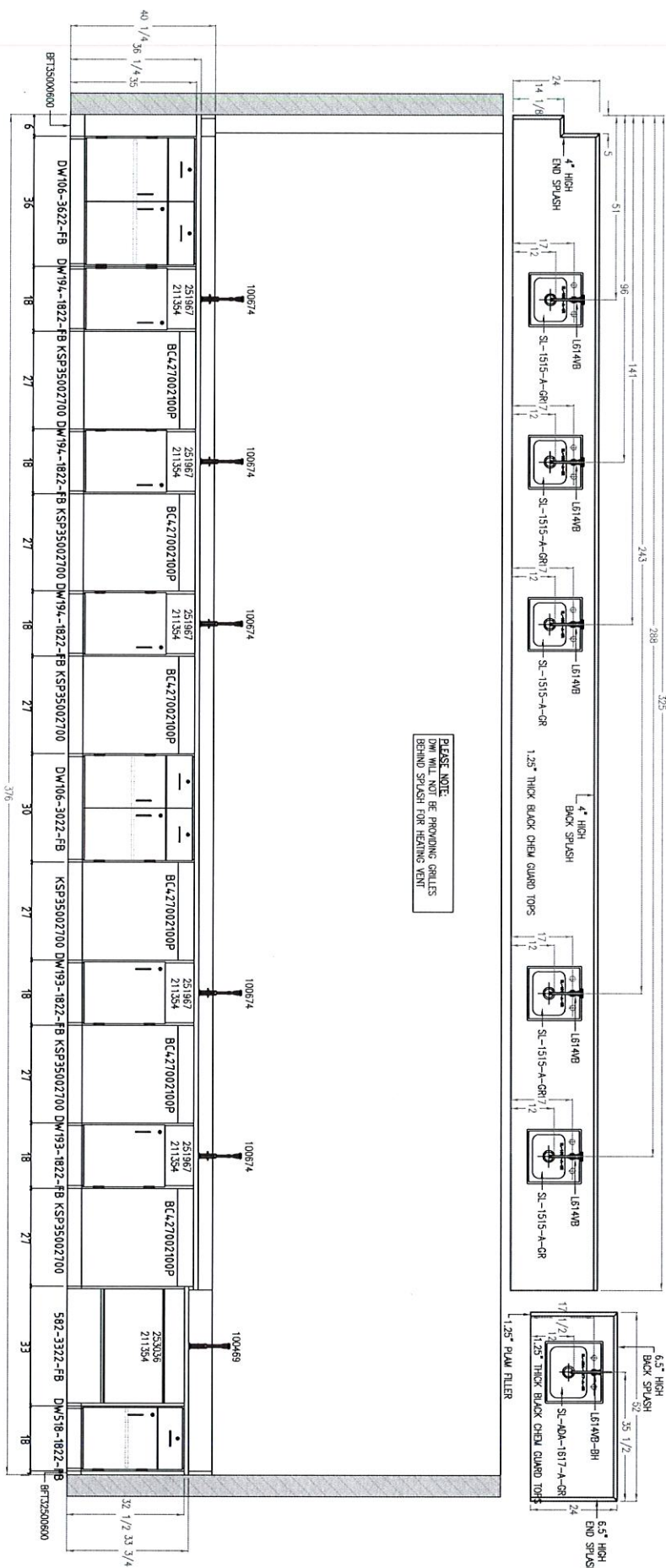


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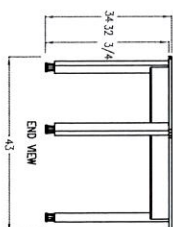
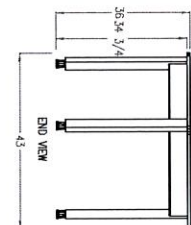
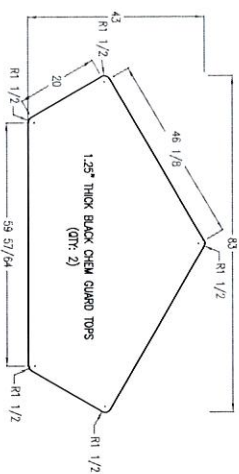
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DRAWING TITLE		Ledyard High School	
DRAWING NUMBER		8 OF 19	
DATE		4/17/2023	
SCALE		N.T.S.	
REVISION HISTORY			
PROJECT NO.		Ledyard High School	
DESIGNER			
DEALER			
CONTACT			

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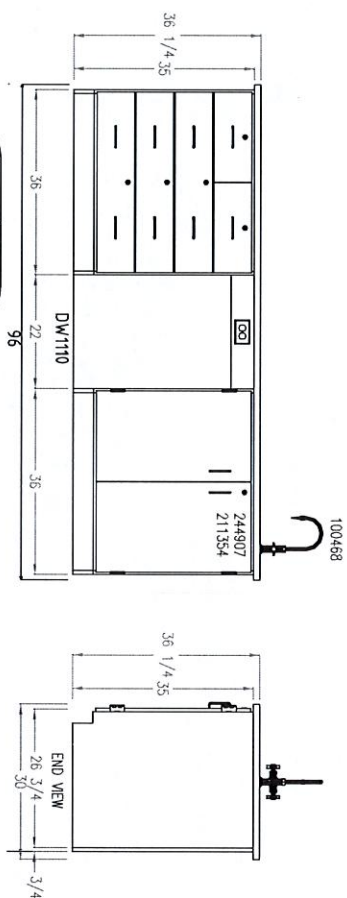
PLEASE NOTE:
DWI WILL NOT BE PROVIDING GRILLES
BEHIND SPLASH FOR HEATING VENT



Arch Reference	3 Room 102	ADA Workstations (QTY: 2)
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DATE: 4/17/2023	
SCALE:	MIS
REVISION HISTORY	
DRAWING TITLE	
DRAWING TITLE	
10	OF 19

Ledyard High School



Arch Reference 4 Room 102 Instructor Desk front elevation

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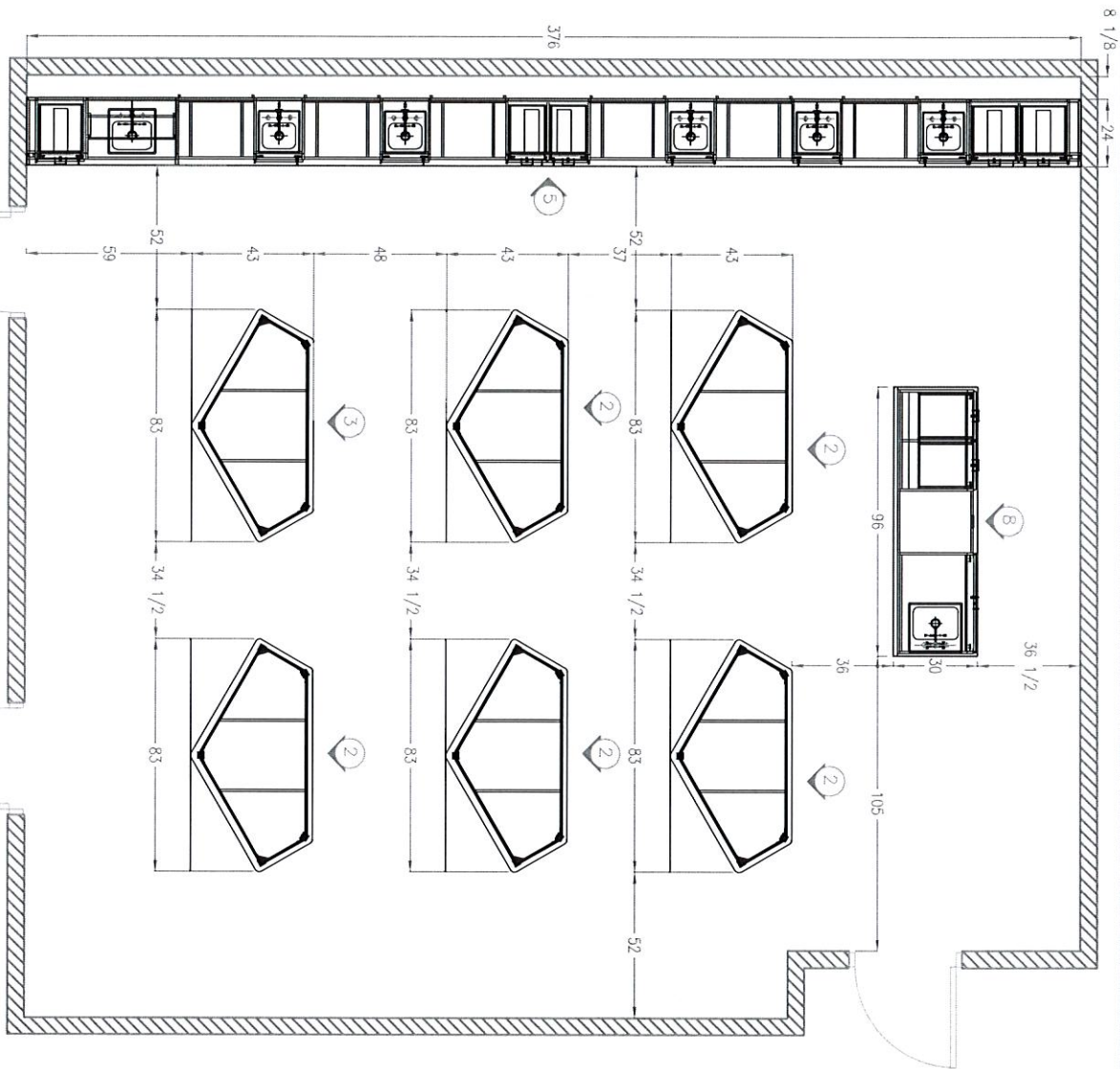
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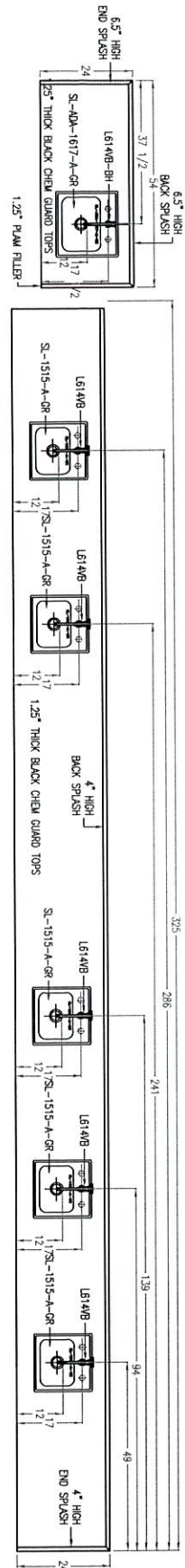
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Ledyard High School					
DEALER:					
CONTACT:					
PROJECT: Ledyard High School					
DATE: 4/7/2003					
SCALE: NTS					
REVISION HISTORY					
DRAWING TITLE					
DESIGN TITLE					
12	OF	19			

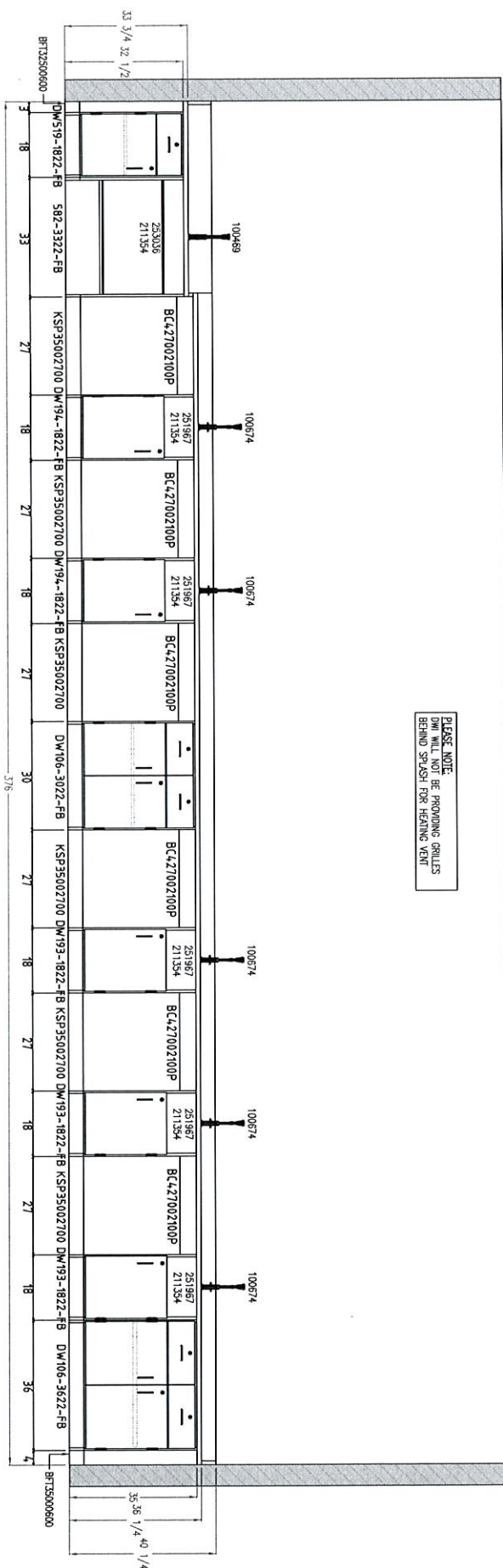


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Ladyard High School		NOTED TO:	
DEALER:		CONTACT:	
DATE: 4/17/2023		SCALE: MS	
REVISION HISTORY:		DRAWING TITLE:	
13 OF 19			



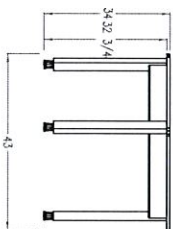
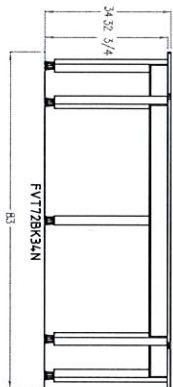
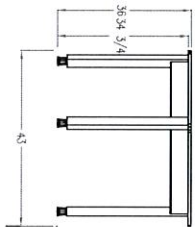
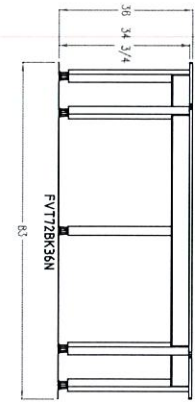
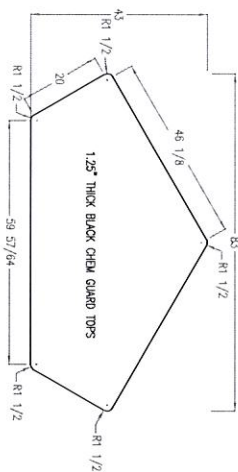
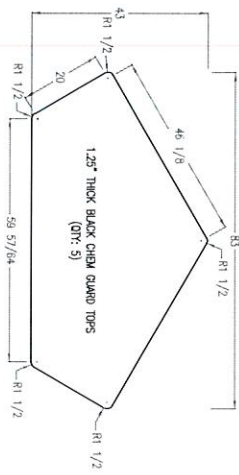
PLEASE NOTE
DW WILL NOT BE PROVIDING GRILLES
BEHIND SPLASH FOR HEATING VENT



Arch Reference
Room 103
West Wall
front elevation

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PROJECT NO.		Ledyard High School	
DEALER:			
CONTACT:			
DATE		4/17/2023	
SCALE		N/S	
REVISION HISTORY			
DRAWING TITLE		DRAWING TITLE	
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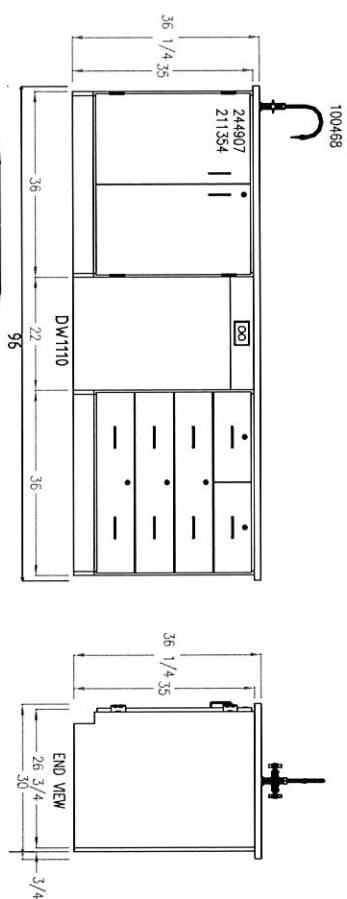
Arch
Reference
6
Room
103
Workstations
(QTY: 5)

Arch
Reference
7
Room
103
ADA Workstations
front elevation

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DATE	4/17/2023
SCALE	MS
REVISION HISTORY	
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15 OF 19	

PROJECT TO	Ledyard High School
DEALER	
CONTACT	



Arch
Reference

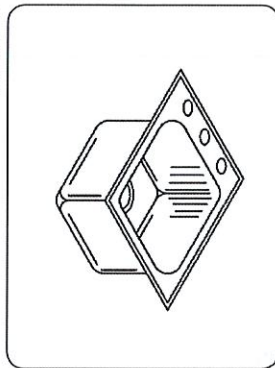
8 Room
103

Instructor Desk

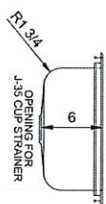
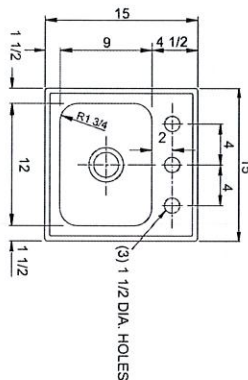
front elevation

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Ledyard High School					
PROJECT:					
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CONTACT:					
DATE:	4/17/2023				
SCALE:	N/A				
M/S					
REVISION HISTORY					
DRAWING TITLE	DRAWING TITLE				
SHEET NO.	SHEET NO.				
OF	OF				
TOTAL SHEETS	TOTAL SHEETS				



LEDGE TYPE - SINGLE BOWL
18 GAUGE




Capacity Matters
Max ID sizing with straight sided bowl configuration (non tapered side*) Tight corner radius design.

TYPE 316 STAINLESS STEEL (Check if applicable)

CUTOUT DIMENSIONS		
Model Number	Front-to-Back	Left-to-Right
SL-1515-A-GR	14-1/4	14-1/4

FAUCET PUNCHING - MUST BE SPECIFIED	
<input checked="" type="checkbox"/> (1) Hole Centered	
<input type="checkbox"/> (2) Holes on "x" centers	
<input type="checkbox"/> (3) Holes on 4 "center"(illustrated)	
<input type="checkbox"/> Alternate Punching: Faucet Model:	Punching Required:


 AVAILABLE
 ADA COMPLIANT

Most 18 gauge units are available in depths 4 1/2" to 6 1/2". See ADA Specification sheets for your requirements.



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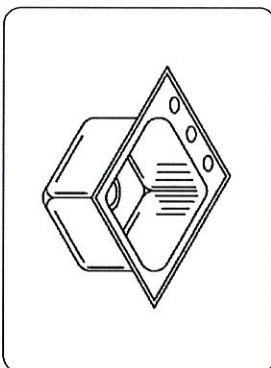
PH: 847-678-5150 • FAX: 847-678-6817 •

E-MAIL: custserv@justmfg.com • www.justmfg.com

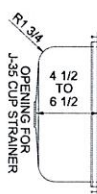
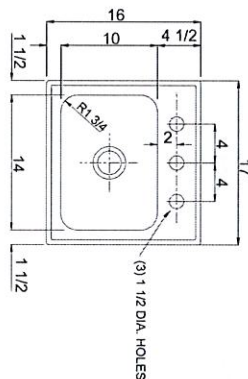
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LEDGE TYPE - SINGLE BOWL
18 GAUGE



3.74
Gallon
Capacity*

Capacity Matters
Max ID sizing with straight sided bowl configuration (non tapered sides). Tight corner radius design.

Disabilities Act(ADA). Drain punch 3-1/2" centered for just

CUTOUT DIMENSIONS		
Model Number	Front-to-Back	Left-to-Right
SL-ADA-1617-A-GR	15-1/4	16-1/4

FAUCET PUNCHING - MUST BE SPECIFIED	
<input checked="" type="checkbox"/> (1) Hole Centered	
<input type="checkbox"/> (2) Holes on 4" centers	
<input type="checkbox"/> (3) Holes on 4" centers (all watered)	
<input type="checkbox"/> Alternate Punching: Faucet Model:	Punching Required:

APPROVED FOR MANUFACTURING

MODEL NO.: SL-ADA-1617-A-GR

JOB NAME: _____

TAG/ITEM: _____

CUSTOMER: _____

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17 OF 10
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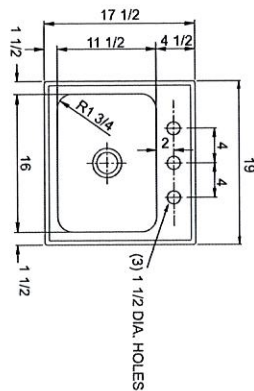
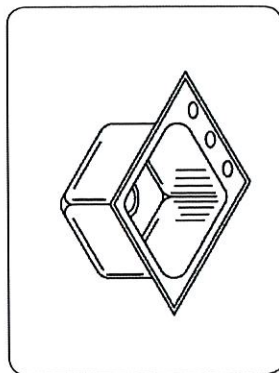
17 OF 19

Ledyard High School



SL-17519-A-GR

STYLISH GROUP
LEDGE TYPE - SINGLE BOWL
18 GAUGE



SPECIFICATION

Stainless steel construction of Type 304, 18-8 porous Hand-Bled Just Finish with highlighted bowl rim. Fully coated underside. Insulated for sound and reduces condensation. Straight-sided compartment with radius corners provides greater capacity. Self-rimming top mount Grip-Rim Plus with stainless steel mounting channels. Conforms to ASME/AISI A112.19.3M. Certified conformance with ASME A112.19.3/CSA B45.4. Canadian Standards (CSA). Uniform Plumbing Code (UPC) and International Plumbing Code (IPC). Drain punch 3-1/2" centered for Just J-35.

☐ TYPE 316 STAINLESS STEEL (Check if applicable)

CUTOUT DIMENSIONS		
Model Number	Front-to-Back	Left-to-Right
SL-17519-A-GR	16-3/4	18-1/4

APPROVED FOR MANUFACTURING

MODEL NO. SL-17519-A-GR QTY. _____
JOB NAME: _____
TAG/ITER: _____
CUSTOMER: _____
SIGNATURE: _____

JUST MANUFACTURING COMPANY

9233 KING STREET, FRANKLIN PARK, ILLINOIS 60131-2111
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E-MAIL: customer@justmfg.com www.justmfg.com

JUST MFG. COMPANY CONTINUES TO MAKE QUALITY AND FUNCTIONALITY. MAKE OF THE STAINLESS STEEL BOWLS. THE QUALITY OF THE STAINLESS STEEL BOWLS IS THE RESPONSIBILITY OF THE CUSTOMER. THE QUALITY OF THE STAINLESS STEEL BOWLS IS THE RESPONSIBILITY OF THE CUSTOMER. THE QUALITY OF THE STAINLESS STEEL BOWLS IS THE RESPONSIBILITY OF THE CUSTOMER.



Faucet Punching - MUST BE SPECIFIED	
<input type="checkbox"/> (1) Hole Centered	
<input type="checkbox"/> (2) Holes on 4" centers	
<input type="checkbox"/> (3) Holes on 4" centers (illustrated)	
<input type="checkbox"/> Alternate Punching:	
Faucet Model:	Punching Required:

Most 18 gauge units are available in depths 4 1/2 to 6 1/2". See ADA Specification sheets for your requirements.

5/75 Capacity Matters
Max ID string with straight sided bowl configuration (non tapered sides). Tight corner radius design.

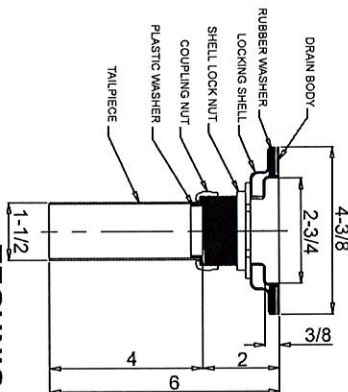
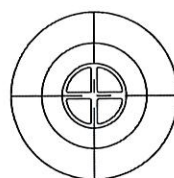
SUBMITTAL DATA



FITTINGS GROUP

J-35-SS

Stainless Steel Drain
with
Rubber Stopper



TECHNICAL DATA

DRAIN:

Body of Type 304 stainless steel
Stopper of rubber

TAILPIECE:

Type 304 stainless steel

LOCK NUT:

Die-cast zinc

COUPLING NUT:

Die-cast

VARIANTS

Brass coupling nut

Dimensions tolerance +/- 1/4".
Dimensions may vary and are subject to change. No responsibility is assumed for use of superseded or voided data.

FUNCTIONAL DESIGN, QUALITY AND SPECIFICATIONS LISTED DESCRIBE THE JUST STAINLESS STEEL BOWLS. THE QUALITY OF THE STAINLESS STEEL BOWLS IS THE RESPONSIBILITY OF THE CUSTOMER. THE QUALITY OF THE STAINLESS STEEL BOWLS IS THE RESPONSIBILITY OF THE CUSTOMER. THE QUALITY OF THE STAINLESS STEEL BOWLS IS THE RESPONSIBILITY OF THE CUSTOMER.

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8-29

SUBMITTAL DATA

Ledyard High School

PROJECT: _____
DEALER: _____
CONTACT: _____

DATE: 4/17/2023

SCALE: NS

REVISION HISTORY:

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TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-505

Agenda Date: 6/14/2023

Agenda #: 12.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss Work Session Items as time permits.