



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

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Ledyard, CT 06339

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860 464-3203
Roxanne Maher
Administrative Assistant

Chairman S. Naomi Rodriguez

MINUTES
FINANCE COMMITTEE
REGULAR MEETING

Wednesday, December 4, 2024

5:30 PM

Annex Meeting Room - Video Conference

DRAFT

- I. **CALL TO ORDER** - The Meeting was called to order by Committee Chairman Councilor Saccone at 5:00 p.m. at the Council Chambers Town Hall Annex Building.

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

- II. **ROLL CALL**

Attendee Name	Title	Status	Location	Arrived	Departed
Jessica Buhle	Town Councilor	Present	In-Person	5:00 pm	6:51 pm
Tim Ryan	Town Councilor	Present	In-Person	5:00 pm	6:51 pm
Tony Saccone	Town Councilor	Present	In-Person	5:00 pm	6:51 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:00 pm	6:51 pm
Carmen Garcia-Irizarry	Town Councilor	Present	In-Person	5:00 pm	6:51 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	6:51 pm
Matthew Bonin	Finance Director	Present	In-Person	5:00 pm	6:51 pm
Steve Masalin	Public Works Director/Town Engineer	Present	In-Person	5:00 pm	6:51 pm
Jim Mann	Director Emergency Management/Fire Marshal	Present	Remote	5:00 pm	6:51 pm
Earl (Ty) Lamb	Historic District Commission Chairman	Present	Remote	5:00 pm	6:51 pm
Karen Parkinson	Historic District Commission Member	Present	In-Person	5:00 pm	6:51 pm
Sheila Downes	Juliet W. Long PTO President	Present	In-Person	5:00 pm	6:51 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	6:51 pm

- III. **RESIDENTS AND PROPERTY OWNERS COMMENTS** – None.

- IV. **PRESENTATIONS/INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Finance Committee Meeting Minutes of November 6, 2024
Moved by Councilor Ryan, seconded by Councilor Buhle

VOTE: 3 – 0 Approved and so declared

VI. FINANCE DIRECTOR'S REPORT

Finance Director Matthew Bonin reported the following: (1) Annual Audit Draft Report Fiscal Year Ending June 30, 2024 – Mr. Bonin noted on November 29, 2024 Auditors CliftonLarsonAllen LLP provided the draft Audit Report. He stated that he would be reviewing the Report, noting that it was over 100 pages; (2) Finance Department Staffing – Mr. Bonin explained that there would be a delay in recording some of the financial data, noting that one of the Fiscal Assistants was injured while on vacation and has been out of the office since the end of October. He stated that she has started doing some work from home and was scheduled to return to the office around the middle of January, 2025; and (3) Fiscal Year 2025/2026 Budget Preparation – Mr. Bonin stated that Department Heads were working to input their Budgets into the e MUNIS Financial System for the upcoming fiscal year.

VII. FINANCIAL REPORTS – Mr. Bonin noted that he provided an updated American Rescue Plan Act (ARPA) Projects List for discussion later this evening.

III. OLD BUSINESS

1. Continued discussion regarding potential uses for the funding received from the National Opioid Settlement Payments.

Chairman Rodriguez stated a company submitted a proposal regarding the services and programs they provide regarding substance abuse. She noted that she would forward the proposal to Administrative Assistant Roxanne Maher to include on the next Finance Committee agenda for discussion.

RESULT: CONTINUED

Next Meeting:01/15/2025 5:00 p.m.

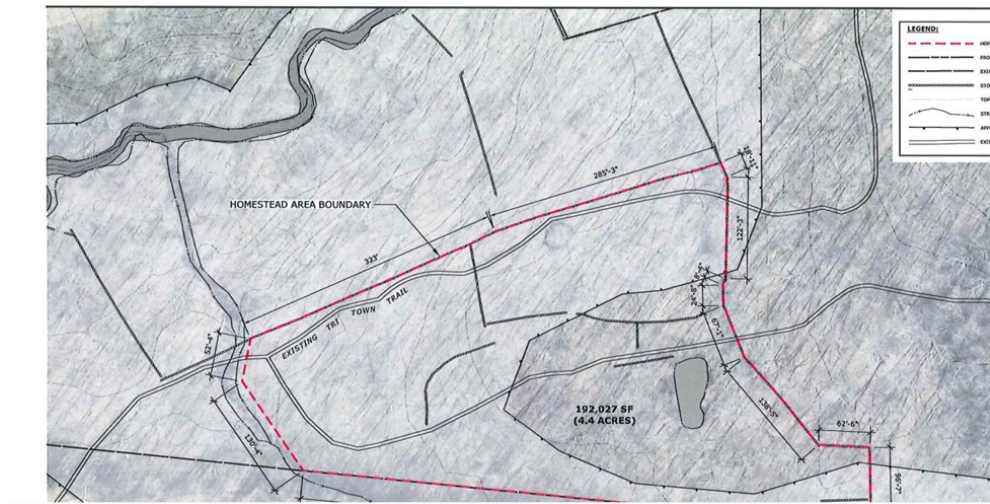
2. Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Mrs. Karen Parkinson, 55 Rose Hill Road, Ledyard, Historic District Commission Member stated that she was present this evening to request \$2,500 from ARPA funds to pay for an A2 Survey for the 4.4 acre Spicer Homestead Ruins area that was located within the Town-owned Clark Farm (100 Acres) off of Route 117; which is by the Tri-Town Trail (Bluff Point to Preston Plains Park.) She stated that Mr. Peter Gardner of Dieter & Gardner Surveyors has agreed to conduct the A2 survey for \$2,500. She noted that they would be able to sign a contract before the December 31, 2024 ARPA Deadline. She explained that an A2 Survey was needed to seek a Historical Designation for the Spicer Homestead Ruins. She thanked the Finance Committee for their time this evening.

Councilor Saccone stated that it was his understanding that Mr. Gardner would be conducting the A2 Survey of the Spicer Homestead Ruins at a discounted price. Mrs. Parkinson stated that Councilor Saccone's understanding was correct, noting in obtaining quotes from surveying companies that the cost was going to be about \$5,000.

Councilor Ryan requested clarification regarding the purpose of the A2 Survey. Mrs. Parkinson explained that the Historic District Commission has been working with the Land Use/Planning/Public Works Committee to seek a Historical Designation of the Spicer Homestead Ruins that was located within the Clark Farm. She stated to proceed with the process to preserve the 4.4-acre parcel for historical purposes that a A2 Survey was required.

Mayor Allyn, III, questioned how the proposed designated area for preservation increased to 4.4 acres. He noted the old stone foundation of the Spicer house was visible, however, he did not understand the magnitude of the 4.4 acres. Mrs. Parkinson showed Mayor Allyn the map below and pointed out the Spicer Rock, the Vernal Pool, Well, Stonewalls, and the Eversource Easement, explaining that the Historic District Commission was working to use the natural barriers as much as they could. She encouraged the members of the Finance Committee to walk the site.



Councilor Saccone explained before the Finance Committee could consider additional projects for the use of the *American Rescue Act* Funding (ARPA) this evening that they have to review the current ARPA Projects List and funding status.

The Finance Committee reviewed with Finance Director Matthew, Mayor Allyn, III, and Public Works Director Steve Masalin the updated to the ARPA Projects List Spreadsheet as follows:

APRA Allocation: \$4,327,093.49										
	Original ARPA Funds	Council Authorized ARPA Funds	Completed Projects	Revised ARPA Funds	Total ARPA Funds	ARPA Funds	ARPA Funds	ARPA Funds Projected to be	Projected ARPA Funds	
Request Title	Appropriated	Transfers	Closeout	Appropriated	Expended	Encumbered	Obligated	Expended	Remaining	Status
Playscape Replacement at 13 Winthrop, Gales Ferry	60,000.00		(9,889.00)	50,111.00	50,111.00	-	-	-	-	Completed
Erickson Park Enhancements	55,000.00	(55,000.00)		-	-	-	-	-	-	Not Started
Gales Ferry Tennis Court Repairs	-	22,478.00		22,478.00	-			22,478.00	-	In Progress
Gales Ferry Basketball Court Repairs	-	9,930.00		9,930.00	-			9,930.00	-	In Progress
Gales Ferry Fence Replacement	-	11,556.00		11,556.00	-			11,556.00	-	In Progress
Senior Center Floor Main Room	-	11,255.00		11,255.00	-			11,255.00	-	In Progress
Senior Center Kitchen Floor	-	3,629.00		3,629.00	-			3,629.00	-	In Progress
Senior Center Vestibule Floor	-	1,028.00		1,028.00	-			1,028.00	-	In Progress
Housing Rehab Grant - additional funding	100,000.00			100,000.00	95,219.34	-	-	4,780.66	-	In Progress
Parks and Rec Summer Scholarships	10,000.00			10,000.00	10,000.00	-	-	-	-	Completed
Nathan Lester House repairs	40,000.00	55,575.17		95,575.17	70,158.51	23,736.66	-	-	1,680.00	In Progress
Ledyard Up/Down Sawmill	125,000.00	(55,575.17)		69,424.83	37,340.00	4,000.00	-	28,084.83	-	In Progress
LED Sign Panel, Gales Ferry	35,000.00		(8,556.73)	26,443.27	26,443.27	-	-	-	-	Completed
LED Sign Panel, Ledyard Center	35,000.00		(4,383.12)	30,616.88	29,096.92	1,519.96	-	-	-	In Progress
Replace Food Pantry Roof	25,000.00		(16,300.00)	8,700.00	8,700.00	-	-	-	-	Completed
Electric Vehicle charging stations	20,000.00	(20,000.00)		-	-	-	-	-	-	Completed
Vinyl Re-siding of Food Pantry	17,500.00		892.35	18,392.35	18,392.35	-	-	-	-	Completed
Solar Charging Stations	12,000.00		(6,183.86)	5,816.14	5,816.14	-	-	-	-	Completed
Added ClearGov Modules	10,500.00			10,500.00	10,500.00	-	-	-	-	Completed
Install WI-FI in Food Pantry	2,500.00		140.76	2,640.76	2,640.76	-	-	-	-	Completed
Balance of funding for Owl Pro	831.00			831.00	831.00	-	-	-	-	Completed
Concrete Floor - Pole Barn	100,000.00			100,000.00	100,000.00	-	-	-	-	Completed
Town Green Upgrade Project	75,000.00			75,000.00	75,000.00	-	-	-	-	Completed
Gales Ferry Corridor Study	15,000.00	57,500.00		72,500.00	106.00	72,500.00	-	-	(106.00)	In Progress
Police Radio Interoperability	46,125.00			46,125.00	46,125.00	-	-	-	-	Completed
Replace Dispatch Stations (2) in EOC	75,000.00	(14,513.02)		60,486.98	60,486.98	-	-	-	-	Completed
Radio upgrades	-	14,513.02	(0.02)	14,513.00	14,513.00	-	-	-	-	Completed

Request Title	Original ARPA Funds Appropriated	Council Authorized ARPA Funds Transfers	Completed Projects Closeout	Revised ARPA Funds Appropriated	Total ARPA Funds Expended	ARPA Funds Encumbered	ARPA Funds Obligated	ARPA Funds Projected to be Expended	Projected ARPA Funds Remaining	Status
Replace Firehouse software	8,000.00			8,000.00	8,000.00	-	-	-	-	Completed
Funding for youth mental health clinicians	190,000.00	(9,535.00)		180,465.00	30,083.00	75,740.00	-	74,000.00	642.00	In Progress
Automated Doors - Senior Center	5,000.00		(28.00)	4,972.00	4,972.00	-	-	-	-	Completed
Road Restoration Fund	114,885.00			114,885.00	114,885.00	-	-	-	-	Completed
Sidewalk Infill in Ledyard Center	35,000.00			35,000.00	16,232.35	8,000.00	-	-	10,767.65	In Progress
Emergency Services Building HVAC system replacement	200,000.00		4,023.84	204,023.84	204,023.84	-	-	-	-	Completed
Park & Rec / Senior Center HVAC system replacement	155,000.00		(2,617.56)	152,382.44	152,382.44	-	-	-	-	Completed
Town Hall HVAC system replacement	80,000.00		72.48	80,072.48	80,072.48	-	-	-	-	Completed
Town Hall Vertical Lift	-	135,000.00		135,000.00	-	127,148.83		7,851.17	-	In Progress
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	23,000.00		(18,028.00)	4,972.00	4,972.00	-	-	-	-	Completed
Replace brackets on streetlight poles	2,520.00			2,520.00	2,520.00	-	-	-	-	Completed
Ledge Light Health District - support COVID initiatives	43,270.00			43,270.00	43,270.00	-	-	-	-	Completed
TVCCA - Commissary project	15,000.00			15,000.00	15,000.00	-	-	-	-	Completed
Homeless Hospitality Center of New London	10,000.00			10,000.00	10,000.00	-	-	-	-	Completed
Sewer Line Extension Phase I	1,200,000.00	(90,000.00)		1,110,000.00	620,028.27	67,892.01	-	-	422,079.72	In Progress
Multi-Use Pathway Administration and Engineering	-	120,300.00	-	120,300.00	97,188.25	3,064.41			20,047.34	In Progress
Sewer Line Extension Phase III	950,000.00			950,000.00	82,730.00	860,370.00	-	-	6,900.00	In Progress
Skid Mounted Sewer Pumps	175,000.00		18,816.27	193,816.27	193,816.27	-	-	-	-	Completed
Add Sidewalks in Gales Ferry	35,000.00	(35,000.00)		-	-	-	-	-	-	Completed
Sandy Hollow Road Guardrail Replacement	300,000.00	-		300,000.00	300,000.00	-	-	-	-	Completed
Rotary Drum Thickener Panel	-	29,535.00		29,535.00	-	29,535.00	-	-	-	In Progress
UNCOMMITTED	(74,037.51)	(192,676.00)	42,040.59	(224,672.92)	-	-	-	-	(224,672.92)	Not Started
		Council						ARPA		

Request Title	Original ARPA Funds Appropriated	Authorized ARPA Funds Transfers	Completed Projects Closeout	Revised ARPA Funds Appropriated	Total ARPA Funds Expended	ARPA Funds Encumbered	ARPA Funds Obligated	Funds Projected to be Expended	Projected ARPA Funds Remaining	Status
TOTALS	4,327,093.49	-	-	4,327,093.49						
					2,641,656.17	1,273,506.87	-	174,592.66		
									237,337.79	Projects with remaining balance - at risk
									-	Balance from completed projects to be reallocated - at risk
									-	proof

Mayor Allyn, III, provide an overview of the ARPA Projects explaining that in considering the projects that came in over the amount that was budgeted and the projects that under the amount budgeted, that the \$224,672.92 negative balance was about \$59,021; which represented 3.6% of the \$4,327,093.49 the Town received.

Mayor Allyn continued by presenting a list of projects that was prepared in response to the Finance Committee’s request for Department Heads to submit projects that they could accomplish within the ARPA Guidelines (contract in place by December 31, 2024 and completed by 2026). He also noted that Wastewater Plant Supervisory Steve Banks informed him that the Rotary Durm Thickener Panel Project, which was currently in-progress, would exceed the original \$29,535 budget by \$3,200 for a part that was not included in the initial proposal.

Public Works Director/Town Engineer Steve Masalin addressed the Sewer Line Extension Project noting for Phase I that there would be about \$40,000 remaining. He stated once the work was completed that the encumbered \$40,000 would be released and become available to be used to offset some of the projects that were coming in higher than budgeted. Councilor Ryan stated with Phase I of the Sewer Line Extension Project coming in \$40,000 under the budgeted amount that Phase I total cost was

Finance Director Matthew Bonin explained taking into consideration the projects that were coming in under budget that the town would have about \$260,000 available to be used toward other additional projects.

Mayor Allyn stated that the town used about \$170,000 from the Undesignated Account to pay for sewer engineering work for Fairway Drive, Colby Drive, and Route 1117. Therefore, he suggested they reclassify these expenditures and use the some of the remaining \$260,000 ARPA Funding for these expenses; and put the \$170,000 back into the Undesignated Fund. He addressed the importance for the town to maintain their Undesignated Fund, noting that the Fund Reserve Policy adopted on May 23, 2018 called for the Undesignated Fund Balance to be 10% of the current year’s General Fund Expenditures. He explained that Rating Agencies such as Standard & Poors and Moody’s look at Municipalities’ Undesignated Fund Balance in assessing their solvency for borrowing (Bonding).

The Finance Committee agreed to address the items that were already included on tonight's Agenda regarding the ARPA Funding, before they discussed options the to use the remaining ARPA Funding Balance.

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

In addition, grant a Bid Waiver to Savy & Sons of Amston, Connecticut in the amount of \$46,404 due to the lack of receiving the required three bids in response to Bid #2025-03 (Up-Down Sawmill Penstock Repairs/Improvement) in accordance with Ordinance #200-001 (rev.1) "*An Ordinance for Purchasing*".

Moved by Councilor Buhle, seconded by Councilor Ryan

Discussion: Mayor Allyn stated the town solicited bids to repair the penstock at the Historic Up-Down Sawmill. However, only one bid was received, which was the reason a bid waiver was being requested. He noted that Historic District Commission Chairman Earl (Ty) Lamb was attending tonight's meeting remotely via Zoom.

Historic District Commission Chairman Earl (Ty) Lamb stated the Commission worked with the State to obtain permission to get the dam working. He noted repairing the penstock was the last step regarding the Up-Down Sawmill Improvements. He stated the bid received at \$46,404 was within the projected cost to repair the penstock. He stated the Commission's Team which was led by Member William Barnes, who was an engineer, found the bid acceptable to complete the project.

Mr. Lamb went on to explain that the transfer of the \$1,680 was ARPA Funding that was remaining from projects that were completed at the Nathan Lester House. He also stated that some funding for this project would come from the Historic District Commission's Capital Account, explaining that funding was included in their capital budget for this work.

Councilor Ryan questioned whether all the ARPA funding for the Up-Down Sawmill Project would be expended before the end of the calendar year. Mr. Lamb stated if the Town Council approved the bid waiver request that the contract would be signed and in-place before the December 31, 2024 Deadline.

Councilor Buhle noted the contract stated that the proposal did not include the cost to remove the debris which was quoted at \$195.00 per ton for non-hazardous materials; \$400 to conduct lab tests on material; and load charges. Therefore, she questioned whether the Historic District Commission had funding to cover these costs. Mr. Lamb stated that there would be very little debris; and he noted the Commission's Capital budget had an approximate balance of \$41,000.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

- 2(b) MOTION to recommend the Town Council appropriate an additional \$74,000 out of the American Rescue Plan Act (ARPA) Funding designated for Youth Mental Health Clinicians to Child and Family Agency for a combined total of \$164,888 to extend the contract to provide services into the 2025/2026 School Year.

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: Finance Director Matthew Bonin provided some background stating the Town Council initially allocated \$190,000 of ARPA Funding to provide Youth Mental Health Clinicians at the schools. However, he stated because the Youth Mental Clinician's services were being underutilized, and in light of the State not providing funding to provide Child and Family Agency Services at the Gales Ferry School and Juliet W. Long School, at the Town Council's August 14, 2024 meeting \$90,888 was reallocated from the original \$190,000 Youth Mental Clinician's allocation to pay for the Child and Family Agency Services at both of the Elementary Schools for one school year (2024-2025).

Mr. Bonin reviewed the ARPA Projects spreadsheet pointing out that the remaining balance in the Youth Mental Health Clinician line was \$74,642. However, he stated they would be holding back \$642 to cover any remaining cases that the subcontracted Clinician was still working on.

Mayor Allyn, III, stated with the Child and Family Agency Program being well received by both the schools (Juliet W. Long & Gallup Hill School) and by the staff, that he informally suggested at the Finance Committee's November 6, 2024 meeting the idea to take the remaining ARPA Funding from the Middle School Mental Health Clinician and reallocate the funds to extend the services of the Child and Family Agency to continue to provide services in the 2025-2026 School year. He stated although the remaining \$74,000 may not be enough to pay for the Child and Family Agency Services for the full school year, that it would help.

Councilor Buhle stated the Town Council had allocated ARPA Funding to provide Mental Health Clinicians at the schools. She stated as a parent who had a child at the Juliet W. Long School, that she learned there was a wait list for Mental Health Clinician Services at the Juliet W. Long School and the Gallup Hill School, because the Clinician was not comfortable with working with elementary school children. She went on to note that she then learned that the State did not provide funding to Ledyard to have Child and Family Agency Services at the Juliet W. Long School or the Gales Ferry School for the 2024/2025 school year; which was when the Town Council allocated ARPA Funding to contract with the Child and Family Agency specifically for the Juliet W. Long and the Gales Ferry Elementary Schools. She stated since the Child and Family Agency started working at these two elementary schools that the number of students receiving services increased from 9 to over 20; noting that they were also offering group programs, and family counseling. She stated that the allocation of these ARPA Funds has provided equity among all the elementary schools, noting that the students who attend the Juliet W. Long School and the Gales Ferry School now have the same opportunities as the students who attend Gallup Hill School.

Councilor Buhle went on to note that the State had provided funding for Child and Family Agency services at all of Ledyard's schools in Fiscal Year 2023/2024. However, she stated for the current school year (2024/2025) the State only provided funding for

Ledyard to receive Child and Family Agency services at the High School, Middle School and Gallup Hill School; noting that the State did not provide funding to support Child and Family services at the Juliet W. Long School or Gales Ferry School. She stated the intention of the Town Council using ARPA Funding to provide Child and Family Agency services for the current school year (2024/2025) at the Juliet W. Long School and the Gales Ferry School was only to fill the need, with the expectation for the State to provide adequate funding going forward for all of Ledyard's schools to receive Child and Family Agency services in the out years. Therefore, she stated that she did not know if providing funding to support Child and Family Agency services for the 2025/2026 School year would hurt Ledyard or helped Ledyard, noting that she was concerned about setting a precedence for the long-term relative to the State providing funding to support the Child and Family Agency Services at all of Ledyard's schools.

Mayor Allyn responded to Councilor Buhle as follows:

- Child and Family Agency would like to continue their services at the Juliet W. Long School and the Gales Ferry School.
- Child and Family Agency has offered an Amendment to the current Agreement to extend their services into the 2025/2026 School Year with the \$74, 000 value.
- The allocation of \$74,000 would not pay for the Child and Family Agency services for the entire 2025/2026 School Year. The Board of Education would need to pay \$15,000 to close the gap to provide services for the entire school year. Mayor Allyn noted with the town providing \$74,000 that he believed it was a reasonable request for the Board of Education to provide the \$15,000 needed to provide services for the full school year.
- Setting a Precedent – Mayor Allyn stated he did not think by the town providing the funding to contract with the Child and Family Agency that it would set a precedent. He stated that he has made it very clear to School Superintendent Jason Hartling, that once these ARPA Funds were expended that there was no additional funding coming from the town to pay for this contracted service.

Mayor Allyn went on to explain that the General Government's Plan for the ARPA Funding was that it be used for one-time expenses and not for legacy expenses.

Councilor Ryan suggested the Child and Family Agency services be included on the List to seek potential grant funding. He continued by questioning whether there has been a discussion with the Board of Education with regard to them funding the remaining \$15,000 to provide services for the full 2025/2026 school year at the Juliet W. Long School and Gales Ferry School. Mayor Allyn stated that he has not talked to the Board of Education about paying the \$15,000 balance to maintain the services for the full 2025/2026 school year. Chairman Rodriguez suggested they have this conversation at their December 17, 2024 Leadership Meeting with Superintendent Hartling and Board of Education Chairman Favry.

Board of Education Finance Committee Chairman Earl (Ty) Lamb stated this was a good conversation regarding funding to support the Child and Family Agency services for the entire 2025/2026 school year. He stated that he would make sure everyone understood this request.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

2(c) MOTION to recommend the Town Council increase the budget for the Rotary Drum Thickener Panel American Rescue Plan Act (ARPA) Project by \$3,118.33.

Moved by Councilor Ryan, seconded by Councilor Saccone

Discussion: Finance Director Matthew Bonin explained that Wastewater Supervisor Steve Banks notified him that they would have a shortfall in the amount of \$3,118.33 because they needed a part that was not initially considered when the Bids were solicited for Rotary Drum Thickener Panel project.

It was noted that the upgrades to the Rotary Drum Thickener Panel at the Wastewater Treatment Plant was needed to handle the additional waste once the sewer line extension project was completed.

Councilor Saccone questioned whether the work has started on the project. Mayor Allyn, III, stated the materials were on-site, the contracts were signed; however, the work has not yet started.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Tony Saccone, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

Continued discussion regarding ARPA Projects underway.

- ***Sewer Line Extension Project(s) Phase I, Phase II, and Phase III*** - Public Works Director/Town Engineer Steve Masalin provided an overview regarding the several facets of the Sewer Line Extension Project(s) relative to the engineering and design and status of the construction work, inspections, invoices received and invoices that were still expected to be received. He explained that it was going to be a challenge to appropriately determine the amount of ARPA Funding that may be left while these projects were still in motion. He also noted because Phase III of the Sewer Line Extension Project has not started that there were some uncertainties.

Mr. Masalin continued by suggesting that any funding remaining from the Sewer Line Extension Project(s) be used to pay for the engineering work for the sewer line for Fairway Drive, Colby Drive, and Route 117. He explained that initially this engineering work was paid using the Undesignated Fund. Therefore, he stated those funds could be reclassified to the Undesignated Fund, as Mayor Allyn, III, suggested earlier this evening.

Mayor Allyn, III, addressed Phase III of the Sewer Line Extension Project (Route 117) stating that the town was seeking grant funding to install the Route 117 Sewer Line. However, he explained that the grant funding would not pay for the design and engineering work. He also explained that the design and engineering work would need to be completed to apply for the Grant. Therefore, he stated as Mr. Masalin suggested, that it would be appropriate to use the ARPA Funding remaining from Phase I of the Sewer Line Extension Project to pay for the design and engineering work for Phase III – Route 117.

Finance Director Matthew Bonin stated that he agreed that it would be appropriate to use the ARPA Funding remaining from Phase I of the Sewer Line Extension Project to pay for the design and engineering work for Phase III – Route 117; noting that the design and engineering contracts were already in place. He went on to explain that reclassifying the funding would only require a journal entry.

- ***Juliet W. Long School Inclusive and Accessible Playground*** – Councilor Buhle stated the Juliet W. Long Parent & Teacher Organization (PTO) has raised \$156,000 to build the first Inclusive and Accessible Playground in Ledyard for those with disabilities. She stated when Ledyard has a student in their District with physical limitations that they wanted the student to feel welcome and included at the playground and playscape. She stated because the Juliet W. Long Playscape was in disrepair and due to be replaced the Town Council allocated \$70,000 in the Fiscal Year 2024/2025 Budget, which was the initial cost for a basic playscape. However, she stated the playscape would not meet the above and beyond the accessibility features. She stated for full disclosure that she sits on the Gales Ferry/Juliet W. Long PTO Playground Committee. She noted that the PTO recently received a \$209,000 quote for an Accessible Playscape with the Solid Surface Play Space. She stated that every dollar obtained through fundraising activities have gone to the Inclusive and Accessible Playground. She stated that the 400 families of the children that attend the schools have been asked to donate, local business have donated, they have applied for grants, stating that they have exhausted all opportunities to raise funds. Therefore, she stated that she hoped that if there was money at the end of the ARPA Projects journey that they could allocate the remaining funding so that they could build the Inclusive and Accessible Playground and let the families go back to raising funds for their kids again. She suggested the Town Council allocate ARPA Funding for the playground solid surface because that would be the easiest part of the project to get a contract signed by the December 31, 2024 ARPA Deadline. She went on to note that PTO President Sheila Downes was present this evening.

Ms. Sheila Downes, 4 Hyde Park Drive, Gales Ferry, noted that she was the President of the Gales Ferry School/Juliet W. Long School Parent-Teacher Organization (PTO). She stated that they have met with two solid surface playground companies noting that the cost was about \$25 - \$28 per square foot. She noted that O'Brian & Sons cost estimate was \$58,400; and Kompann Functional Surfacing cost was \$65,000. She stated although most playgrounds say that they were handicap accessible, that they have wood chips which was a difficult surface to push a wheelchair on, noting that the Juliet W. Long School had two children who use a wheelchair. She went on to note that adding the ramp

would cost \$15,000. She stated as Councilor Buhle stated, the PTO has raised \$156,000 for the Playground, which included the \$70,000 that the Town Council allocated in the Capital Budget; however, she stated that they still needed about \$40,000 to build the Inclusive and Accessible Playground.

Mayor Allyn, III, stated what the PTO was doing was incredible. However, he stated the town had to follow the Town Charter and Ordinance #200-001 (rev 1) “*An Ordinance for Purchasing*”. He explained for projects that cost over \$15,000 that the town had to obtain at least three (3) proposals through an open and advertised competitive bid process, which would take some time to draft the Request for Proposals, advertise it in the newspaper, allow 10 days for vendors to submit their proposals, and then review the proposal to select a vendor. He stated if one of the vendors they talked with was on the State Bid List Contract that the town could piggyback on the State Bid Contract, and they would not need to solicit bids.

Councilor Buhle stated Parks and Recreation Director Scott Johnson, Jr., knew which Playground Vendors were on the State Bid List. She noted that the vendor that installed the Rubber Recycled Solid Safety Surface at the Winthrop Park was on the State Bid List. Therefore, she stated that they would need to obtain a quote from that vendor and try to get a contract in place and signed by December 31, 2024.

Finance Director Matthew Bonin addressed using a vendor that was on the State Bid List, and he urged caution, noting that sometimes they have found that the State Bid List Vendor cost more than if they had solicited bids. Mayor Allyn stated that he agreed with Mr. Bonin’s comments noting that the town has been able to purchase police cruisers from auto dealers for less than the vendor on the State Contract Bid List. He stated that he would talk with Parks and Recreation Director Scott Johnson, Jr., about the solid surface playground, playscapes, and vendors on the State Bid List.

The Finance Committee noted that they could allocate ARPA Funding for the Solid Surface Playground for the Juliet W. Long School; and if they cannot get a contract signed by December 31, 2024 that the funding could become part of the funding that would be reclassified from the design and engineering work for Phase III – Route 117; to the Undesignated Fund.

- ***Spicer Homestead Ruins A2 Survey*** – Mayor Allyn, III, questioned whether there was any grant funding available to pay for the A2 Survey that was needed to obtain a Historic Preservation Designation. Historic District Commission Chairman Earl (Ty) Lamb stated that the Commission was preparing to submit a Grant Application for the A2 Survey. Mayor Allyn stated that based on Mrs. Parkinson’s \$2,500 request for ARPA Funding, that the town would be foregoing other grant opportunities and pay for the A2 Survey.

Chairman Rodriguez stated Peter Gardner from Dieter & Gardner Surveyors stated he would do the A2 Survey for \$2,500; which was half of what other Companies would charge.

Councilor Ryan questioned whether the Grant the Historic District Commission was planning to apply for would pay for 100% of the A2 Survey. Mr. Lamb stated that the grant would only pay 50% of the cost of the A2 Survey. Mayor Allyn stated because Dieter & Gardner Surveyors were local that they could get a contract in place within a few days, which would meet the December 31, 2024 deadline.

- **Up-Down Sawmill** - Mr. Lamb also noted that the Historic District Commission would be using \$10,000 from their Capital Budget for the Up-Down Sawmill Project. Therefore, he stated if there was ARPA Funding available to pay for the full project that this would be a good use of the funds.
- **Department Heads List of Projects** – Councilor Ryan noted that based on the Finance Committee’s request, that Mayor Allyn, III, asked Department Heads to submit potential projects that could be contracted for in a short amount of time, should there be any ARPA Funding remaining from projects that came in under budget. He noted the following proposed list of projects was being presented to the Finance Committee this evening.
 - \$40,000 CPR Devices - Ledyard Center Fire Company & Gales Ferry Fire Company CPR Devices (\$20,000 each). Vendor in Saybrook that was on the State Bid List.
 - \$5,500 ADA Compliant Counter - Town Clerk’s Office.
 - \$35,000 Light Tower – Ledyard Center Fire Company.
 - \$14,999 for Smart Projectors for the Board of Education \$3,000 each
 - \$75,000 Replace High School Field Lights to LED.
 - \$10,000 to install a concrete barrier wall in the Boiler Room at the High School’s Agri-Science Building.
 - Carpet Agri-Science Office.
 - \$50,000 to install a Solid Playground Surface at the Juliet W. Long School.
 - 10,000 to the Parks & Recreation Summer Camp Scholarships.
 - \$2,500 A2 Survey Spicer Homestead Ruins.

RESULT: DISCUSSED

- 2(d) MOTION to recommend the Town Council appropriate American Rescue Plan Act (ARPA) Funding in the amount of \$10,000 for the Up-Down Sawmill Improvements. Moved by Councilor Buhle, seconded by Councilor Saccone
Discussion: Councilor Ryan provided clarification, noting that this \$10,000 was additional ARPA Funding. (See above discussions – (2a) and Up-Down Sawmill)

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tony Saccone, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

2(e) MOTION to recommend the Town Council appropriate American Rescue Plan Act (ARPA) Funding as follows; providing adequate ARPA Funding is available:

- \$14,999 for Smart Projectors for the Board of Education \$3,000 each.
- \$10,000 to install a concrete barrier wall in the Boiler Room at the High School's Agri-Science Building.
- \$50,000 to install a Solid Playground Surface at the Juliet W. Long School.
- 10,000 to the Parks & Recreation Summer Camp Scholarships.
- \$2,500 to conduct an A2 Survey of the Spicer Homestead Ruins
- \$20,000 to purchase CPR Devices.
- \$5,500 to purchase/install an ADA Compliance counter in the Town Clerk's Office.

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: Councilor Ryan stated this was an aggressive timeline for these projects, noting the amount of work involved to comply with the Town's procedures to solicit bids when required, and/or could be obtained using the State Bid List, etc. However, he noted the Committee worked to select project that were below the \$15,000+ threshold,

The Finance Committee agreed that they have done their due diligence and hoped that these projects could all be accomplished based on the funding available and within the timeline. (See above - Department Heads List of Projects).

Mayor Allyn, III, stated that he would talk with School Superintendent Jason Hartling and Board of Education Director of Grounds and Facilities Wayne Donaldson about the allocation of the ARPA Funding for the projects as listed above; and to explain the short timeline to meet the ARPA Deadline. He went on to note that he would also explain that the ability to accomplish the projects would depend on the amount of ARPA Funding that was available, as current projects were being completed and invoices were still being paid.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0

MOVER: Tim Ryan, Town Councilor

SECONDER: Jessica Buhle, Town Councilor

AYES: Jessica Buhle, Tim Ryan, Tony Saccone

2(f) MOTION to recommend the Town Council appropriate any American Rescue Plan Act (ARPA) Funding not obligated by the end of calendar year 2024 shall be re-classified to the Colby Drive, Fairway Drive and Route 117 Design and Engineering Project, or other applicable town projects, with a correlating amount of existing funding for said projects transferred back to Account #21090305-58915 (Capital - Undesignated).

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: Councilor Ryan explained that the ARPA Funding has already been obligated, noting that reclassifying these funds was a journal entry. (See above discussion - Sewer Line Extension Project(s) Phase I, Phase II, and Phase III).

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Tony Saccone, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

3. Continued discussion regarding upcoming potential Grant Opportunities.

Councilor Buhle questioned whether Ledyard has applied for the Assistance to Firefighter Grants for this year. Councilor Saccone noted that the Grant Applications were emailed to the county Fire Chiefs and Fire Marshalls. However, he stated that the Applications have not yet been completed. He also noted that the Gales Ferry Fire Company was currently working to expend the Grant Funding they received from the State Bond.

RESULT: CONTINUED **Next Meeting: 12/04/2024; 5:00 p.m.**

4. Any other Old Business proper to come before the Committee.- None.

VIII. NEW BUSINESS

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

DRAFT: 11/25/2024

Res: 006-2024/_____

AUTHORIZING RESOLUTION
OF THE LEDYARD TOWN COUNCIL
STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND
PUBLIC PROTECTION, DIVISION OF EMERGENCY MANAGEMENT AND
HOMELAND SECURITY

CERTIFICATION:

I, Patricia A. Riley, Town Clerk, of the Town of Ledyard, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town Council at its duly called and held meeting on _____ at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Ledyard may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, Fred B. Allyn, III as Mayor of the Town of Ledyard is authorized and directed to execute and deliver any and all documents on behalf of the Town of Ledyard and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Approved by the Ledyard Town Council on: _____

S. Naomi Rodriguez, Chairman

The undersigned further certifies that Fred B. Allyn, III, now holds the office of Mayor and that he has held that office since May 1, 2017.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 2024.

(SEAL)

Patricia A. Riley, Town Clerk

Moved by Councilor Ryan, seconded by Councilor Saccone
Discussion: Mayor Allyn, III, stated annually Municipalities were required to approve “*Authorizing Resolution of the of the Ledyard Town - Council State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security*”; He explained by approving the Resolution that the town would then be qualified to apply for grant programs.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Tony Saccone, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

2. MOTION to recommend the Town Council approve two tax refunds in the combined total amount of \$6,559.73 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures.
- Marlie Schmidt \$3,901.97
 - Anthony & Genelle Smith \$2,657.76

Moved by Councilor Buhle, seconded by Councilor Ryan
Discussion: Councilor Saccone explained in accordance with the Tax Collector’s Procedures that refunds over the amount of \$2,500 need to be approved by the Town

Council. He stated because both the property owner and the lender paid the taxes that refunds were due.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

3. MOTION to recommend the Town council approve the Town Council Department Fiscal Year 2025/2026 Budget in the amount of \$227,279.
Moved by Councilor Ryan, seconded by Councilor Buhle
Discussion: The Finance Committee noted that the Town Council Department Operating Budget included \$2,190 or 10.35% increase; and provided for the following:

Operating Budget Includes:

- Staff Salaries (Admin Asst & Treasurer)
- Auditor Services – Increase of \$1,910
- Legal Fees – Attorney Perkins Coie (Washington) Tribal Issues- Increase \$20,000
- Office Supplies
- Training for Councilors to attend Conferences.
- Contingency for unexpected but necessary expenses.

Councilor Ryan stated that this was the Town Council Department’s draft budget for Fiscal Year 2025/2026. He stated the budget would be submitted to be included in the Mayor’s General Government proposed budget. He explained that the Finance Committee/Town Council would deliberate on the overall town budget next year (March – June, 2025).

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

4. MOTION to recommend the Town Council approve the Town Council Department Fiscal Year 2025/2026 Capital Improvement Budget in the total amount of \$1,500.
Moved by Councilor Buhle, seconded by Councilor Ryan
Discussion: Councilor Ryan noted that each year \$1,500 was included in the Capital Budget for the replacement of laptops that were used by the Town Council. He explained that the laptops were necessary for Town Councilors to participate in their elected role relative to town business. He stated that older laptops were replaced on an as-needed basis/rotation.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Jessica Buhle, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

5. MOTION to recommend the Town Council grant a Bid Waiver to Perkins Home Improvement LLC of Norwich, CT in the amount of \$20,700 due to lack of receiving the required three bids in response to Bid #072-PI-31 (Rehabilitation Work - 43 Blacksmith Dive – windows & siding.) in accordance with Ordinance #200-001 (rev.1) “*An Ordinance for Purchasing*”.

Moved by Councilor Ryan, seconded by Councilor Buhle

Discussion: Mayor Allyn, III, explained that the town offers a Housing Rehabilitation Revolving Loan program which provided qualifying homeowners with the ability to borrow money from the town at zero interest for critical home improvements such as the replacement of a boiler/heating system, roof, septic system, etc. He stated when the funds were paid back to the town, either when the house was sold, the title was transferred, or refinanced; that the funds then become available to be loaned to other qualifying homeowners. He stated because only two bids were received for the work at 43 Blacksmith Drive that a bid waiver was being requested.

Councilor Saccone noted that the Housing Rehabilitation Revolving Loan program was funded by State Grant Funding. Mayor Allyn, stated in addition to the funding received from the State that the Town also added some American Rescue Plan Act (ARPA) funding to the program.

VOTE: 3 – 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 3 – 0
MOVER: Tim Ryan, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Jessica Buhle, Tim Ryan, Tony Saccone

6. Review draft preliminary Budget Work Session Schedule for Fiscal Year 2025/2026.

The Finance Committee reviewed the Preliminary Budget Work Session Schedule for Fiscal Year 2025/2026; noting that in accordance with the Town Charter the Mayor’s Budget was due to the Town Council on Monday, March 4, 2023; and that the Finance Committee’s Budget Work Sessions with the Town’s Department Heads were scheduled as follows:

- March 6, 2025 – 12:00 p.m. – 3:00 p.m.
- March 10, 2025 - 2:00 p.m. – 5:00 p.m.
- March 13, 2025 - 12:00 p.m. – 3:00 p.m.

RESULT: DISCUSSED

7. Any other New Business proper to come before the Committee.-None.

X. ADJOURNMENT

Councilor Buhle moved the meeting be adjourned, seconded by Councilor Ryan.

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Anthony Saccone, Sr.
Committee Chairman
Finance Committee