



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman S. Naomi Rodriguez

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

MEMORANDUM

DATE: December 5, 2024

TO: All Town Councilors
Mayor Fred Allyn, III
Board of Education
Finance Director
Finance Department (Tax Assessor/Collector)
Administrator of Human Resources
Animal Control Officer
Economic Development
Emergency Dispatch Center
Fire Marshall
Gales Ferr Fire Department
Historic District Commission
Land Use Departments (Building-Planning & Zoning/Inland Wetlands)
Ledyard Fire Department
Library Director
MIS Director
Parks, Recreation & Senior Citizens Director
Police Chief – Department
Public Works Director – Department
Registrar of Voters
Social Services Coordinator
Town Clerk

FROM: Tony Saccone, Finance Committee Chairman *Anthony G. Saccone Sr.*

Re: **Preliminary Budget Work Session Schedule for Fiscal Year 2025/2026**

Attached please find the preliminary budget work session schedule for the Fiscal Year 2025/2026 Budget. As we have done in past years, the Finance Committee will hold work sessions during regular business hours. Budget work session time slots have been allocated appropriately to each department.

The Budget Work Sessions will be held in a hybrid format for Department Heads attending in-person in the Council Chambers, while providing access for other members of their departments and the public to attend remotely by video conference using the Zoom platform.

The Finance Committee does not intend to break between each work session. Therefore, once a department's work session has completed, we will immediately move to review the next department's budget as sequentially listed on the tentative schedule.

Please review your department's scheduled work session and your availability. Please ensure you are in attendance 10 – 15 minutes prior to your scheduled time to maximize efficiency of the departmental budget work session process. If you are not able to attend the budget work session at the designated time for your department, please contact the Town Council Office at (860) 464-3203 no later than February 17, 2025 to reschedule. A final schedule will be distributed on February 20, 2025.

Thank you for your cooperation.

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

(Please Note Some Dates are Subject to Change)

Key:

Pink: Suggested Date - Not Dictated by Town Charter;

Green/Blue: Dictated by Town Charter.

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

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

November/December - Town Council prepares a Budget Letter of Directive to provide guidance to the Mayor and Board of Education.

(This Date is NOT dictated by Charter)

December – Town Council approves Town Council Department budget to submit to Mayor's Office.

(This Date is NOT dictated by Charter)

Per Town Charter

(1/21/2025)

3rd Monday in January All Departments submit preliminary budget to Mayor's Office (Monday 1/20/2025 is Martin Luther King Day Holiday).

Per Town Charter

(2/24/2025)

4th Monday in February the Board of Education shall file budget estimates to Mayor's Office.

Per Town Charter

(3/3/2025)

1st Monday in March the Mayor submits budget to Town Council and files with Town Clerk's Office.

March

Finance Committee conducts Departmental Budget Work Sessions. Departments review and submits budget materials to Town Council.

(3/26/2025)

Town Council finalizes budget.

(This Date is NOT dictated by Charter)

(4/01/2025)

Town Council files proposed budget with Town Clerk's Office for Public Hearing.

(This Date is NOT dictated by Charter)

Per Town Charter On or Before Last Monday in April
(4/07/2025)

On OR Before the last Monday in April the Town Council conducts one or more Public Hearings on the proposed budget at the Council Chambers. (School Vacation 4/14/2024 - 4/18/2024)

4/23/2025

Town Council Votes to Finalize Budget
(This Date is NOT dictated by Charter)

Per Town Charter
(5/5/2025)

1st Monday of May the Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

Per Town Charter
(5/19/2025)

3rd Monday in May Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day (Tuesday).

Per Town Charter
(Tuesday 5/20/2025)

Vote on Budget on voting machine

Per Town Charter

Should the Referendum does not approve the budget; the budget will be referred back to the Council, the Town Council should reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum.

In the event the second referendum does not approve a budget, the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted.

Per Town Charter
6/24/2024

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

** The budget must be presented as a Resolution

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>March 2025</h1>						
						1
2	3 MAYOR'S BUDGET DUE LUPPW 6:00 CC	4	5 FINANCE 5:00 CC	6 BUDGET WORK SESSIONS 12:00 MAYOR 12:30 FINANCE 12:45 HUMAN RESOURCES 1:00 LAND USE 1:00 EDC 1:00 BUILDING 1:00 PLANNING//ZONING 1:00 IWWC 1:30 PUBLIC WORKS 1:45 CIP 2:00 BUDGET WORK	7	8
9	10 BUDGET WORK SESSIONS 2:00 FIRE MARSHALL 2:00 EMERG MGT 2:00 ADMIN OF EMERG SERV 2:15 GFFD 2:15 LCFD 2:30 ACO 2:30 DISPATCH 2:30 POLICE 3:00 WPCA 3:30 BUDGET WORK	11	12 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	13 BUDGET WORK SESSIONS 12:00 TOWN CLERK 12:10 REGISTRARS 12:15 HISTORIC 12:30 PARKS-REC- SENIORS 12:45 SOCIAL SERV 1:00 SCHOOL NURSES 1:15 LIBRARY 1:30 MIS DEPARTMENT 1:45 CIP 2:15 BUDGET WORK	14	15
16	17	18	19 FINANCE 5:00 CC (Recommend FY 25/65 Budget to Town Council) COMM REL 6:30 CC	20	21	22
23	24	25	26 TOWN COUNCIL 7:00 CC APPROVE BUDGET FOR PUBLIC HEARING	27	28	29
30	31					

Sunday	Monday	Sunday	Wednesday	Thursday	Friday	Saturday
<i>April 2025</i>						
		1	2 FINANCE 5:00 CC	3	4	5
6	7 LUPPW 6:00 CC PUBLIC HEARING Fiscal Year 2025/2026 Budget	8	9 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	10	11	12
13	14	15	16 FINANCE 5:00 CC COMM REL 6:30 CC	17	18	19
	SCHOOL VACATION	SCHOOL VACATION	SCHOOL VACATION	SCHOOL VACATION	SCHOOL VACATION	
20	21	22	23 TOWN COUNCIL 7:00 CC (Finalize Budget for Annual Town Meeting)	24	25	26
27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2025						
				1	2	3
4	5 TOWN COUNCIL FILES FY 25/26 BUDGET WITH TOWN CLERK LUPPW 6:00 CC	6	7 FINANCE 5:00 CC	8	9	10
11	12	13	14 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	15	16	17
18	19 ANNUAL TOWN MTG FY 25/26 BUDGET 7:00 COUNCIL CHAMBERS	20 TOWN-WIDE REFERENDUM FY25/26 BUDGET ON VOTING MACHINES	21 FINANCE 5:00 CC (Review If Budget Fails) COMM REL 6:30 CC	22	23	24
25	26 MEMORIAL DAY	27	28 TOWN COUNCIL 7:00 CC (If Budget Fails-Review)	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June 2025</i>						
1	2 LUPPW 6:00 CC	3	4 FINANCE 5:00 CC	5	6	7
8	9	10 SECOND TOWN-WIDE REFERENDUM ON MACHINES (If Required)	11 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC SET MILL RATE (On or Before the 4th Monday in June)	12	13	14
15	16	17	18 FINANCE 5:00 CC COMM REL 6:30 CC	19	20	21
22	23	24	25 TOWN COUNCIL 7:00 CC	26	27	28
29	30					