



Chairman Kevin J. Dombrowski

TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

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

MEMORANDUM

DATE: February 23, 2023

TO: All Town Councilors
Mayor Fred Allyn, III
Board of Education
Finance Director
Administrator of Emergency Services
Animal Control Officer
Building Department
Economic Development
Emergency Dispatch Center
Fire Marshall
Gales Ferry Fire Department
Historic District Commission
Land Use Department (Planning & Zoning)
Ledyard Fire Department
Library
Nursing Department
Parks and Recreation Department
Police Department
Public Works Department
Registrar of Voters
Senior Citizens Commission
Social Services Department
Town Clerk
Water Pollution Control Authority
Inland Wetland and Watercourses Commission

FROM: William D. Saums, Finance Committee Chairman

Re: **Final Budget Work Session Schedule for Fiscal Year 2023/2024**

Please find attached the final work session schedule for the Fiscal Year 2023/2024 Budget. If after your meeting with the Mayor, you do not feel the need to meet with the Finance Committee; or if your department is not on the schedule, and you wish to meet with the Finance Committee please contact the Town Council Office at 464-3203 as soon as possible.

As we have done in past years, the Finance Committee will hold work sessions during regular business hours. This year's Budget Work Sessions will be a hybrid format for those wishing to meet in-person, while providing access for the public and other department members 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 work session has completed, we will immediately move to review the next department's budget as sequentially listed on the tentative schedule. Please try to arrive 15 minutes prior to your scheduled time. If you choose to meet in-person, we ask that you do not bring additional support staff to the meeting but encourage them to attend remotely.

As the Finance Committee works to make proposed budget adjustments you are encouraged to contact the Town Council Office at (860) 464-3203 to schedule a follow-up session with the Finance Committee if you strongly disagree with their proposed adjustments that affect your department's budget.

Thank you for your cooperation.

NOTE THIS IS A TENTATIVE SCHEDULE OUTLINE. THE DATES HAVE NOT BEEN ACTUALLY BEEN SET YET.

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

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

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|--|---|
| October/November
(Election Year-Dec) | Town Council prepares and submits letter of Directive for Fiscal Year Budget to Mayor and Board of Education |
| November | Submit reservation request to High School to reserve Auditorium for April Public Hearing and May Annual Town Meeting |
| December | Town Council prepares and approves Town Council budget to submit to Mayor's Office. |
| 3 rd Monday
January (1/17/2023) | All Departments submit preliminary budget to Mayor's Office
<u>Per Town Charter</u> |
| 4 th Monday
February (2/27/2023) | Board of Education shall file budget estimates to Mayor's Office
<u>Per Town Charter</u> |
| 1 st Monday
March
(3/6/2023) | Mayor submits budget to Town Council and files with Town Clerk's Office.
<u>Per Town Charter</u> |
| March | Finance Committee conducts Departmental Budget Work Sessions
Departments submits budget material to Town Council. |
| (3/29/2023)
(This Date is <u>NOT</u> dictated by Charter) | Town Council finalizes budget. |
| (4/06/2022)
(This Date is <u>NOT</u> dictated by Charter) | Town Council files proposed budget with Town Clerk's Office for Public Hearing. |
| On <u>OR</u> Before the
Last Monday April
(4/17/2023) | Town Council conducts one or more Public Hearings on the proposed budget at the Ledyard High School, 24 Gallup Hill Road
<u>Per Town Charter</u> |
| APRIL 19 or 26, 2023
(This Date is <u>NOT</u> dictated by Charter) | Town Council Votes to <u>Finalize</u> Budget (Special Meeting) |
| 1 st Monday of
May (5/1/2023)
<u>Per Town Charter</u> | Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting |

3rd Monday May Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day. Should the referendum on the budget refer the budget 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.

(5/15/2023)
(Tuesday 5/16/2023)
Per Town Charter

Forth Monday On or before the **Fourth Monday in June**, the Town Council shall fix the tax
In June (6/28/2023) mils.
Per Town Charter

** The budget must be presented as a Resolution

March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FINANCE 5:00 CC	2	3	4
5	6 MAYOR'S BUDGET DUE LUPPW 6:00 CC	7	8 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	9 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	10	11
12	13 BUDGET WORK SESSIONS 12:00 FIRE MARSHALL 12:00 EMERG MGT 12:00 ADMIN OF EMERG SERV 12:15 GFFD 12:15 LCFD 12:30 ACO 12:30 DISPATCH 12:30 POLICE 1:00 WPCA 1:15 MIS DEPARTMENT 1:30 BUDGET WORK	14	15 FINANCE CANCELLED COMM REL 6:30 CC	16	17	18
19	20 BUDGET WORK SESSIONS 12:00 TOWN CLERK 12:05 REGISTRARS 12:15 HISTORIC 12:30 NURSING 12:30 SENIOR CITIZENS 12:30 PARKS & REC 12:45 YOUTH & SOCIAL SERV 1:00 LIBRARY 1:45 BUDGET WORK	21 SP. FINANCE 5:00 CC	22 TOWN COUNCIL 7:00 CC Approve Budget for Public Hearing	23	24	25
26	27	28	29	30	31	

Fiscal Year 2023/2024 Schedule

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 LUPPW 6:00 CC	4	5 FINANCE 5:00 CC	6	7 SCHOOL VACATION	8
9	10 SCHOOL VACATION	11 SCHOOL VACATION	12 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	13 SCHOOL VACATION	14 SCHOOL VACATION	15
16	17 PUBLIC HEARING Fiscal Year 2023/2024 Budget	18	19 FINANCE 5:00 CC COMM REL 6:30 CC	20	21	22
23	24	25	26 TOWN COUNCIL 7:00 CC (Finalize Budget for Annual Town Meeting)	27	28	29
30						

Fiscal Year 2023 Budget Final Schedule

May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 TOWN COUNCIL FILES FY 23/24 BUDGET WITH TOWN CLERK LUPPW 6:00 CC	2	3 FINANCE 5:00 CC	4	5	6
7	8	9	10 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	11	12	13
14	15 ANNUAL TOWN MTG FY 23/24 BUDGET 7:00 LHS AUDITORIUM	16 TOWN-WIDE REFERENDUM FY23/24 BUDGET ON VOTING MACHINES	17 FINANCE 5:00 CC (If Budget Fails-Review) COMM REL 6:30 CC	18	19	20
21	22	23	24 TOWN COUNCIL 7:00 CC (If Budget Fails-Review)	25	26	27
28	29	30	31			

Fiscal Year 2023/2024 Budget Final Schedule

June 2023

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