



# TOWN OF LEDYARD CONNECTICUT

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

Chairman S. Naomi Rodriguez

November 7, 2024

Superintendent Jason Hartling  
Ledyard Board of Education  
4 Blonders Boulevard  
Ledyard, Connecticut 06339

Dear Superintendent Hartling:

As a follow-up to our September 23, 2024 meeting with Mayor Allyn, III, I came across previous years requests for the appropriation of additional Agricultural Science Technology Education (ASTE) revenues, in which the Board of Education provided a Spending Plan listing how the additional funds would be used.


However, in your May 28, 2024 and July 15, 2024 letters requesting the transfer of remaining and/or additional revenues received for Fiscal Year 2023/2024 from the Agricultural Science Technology Education (ASTE) Grant Program and the Impact Aid Program be passed through to the Board of Education's Capital Non-Recurring Accounts, a list outlining a Spending Plan was not provided.

In response to our conversation regarding the Town Council's February 28, 2024 action that set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items, to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210) was done to streamline the process for the Board of Education to open purchase orders through the Munis Financial System and to pay invoices. It should be explicitly noted that this action did not in any way change the town's budgetary process regarding revenues that were received outside of the Annual Budget as approved by our taxpayers each year; or usurp the Town Charter. The allocation of revenues and expenditure that are outside of the approved budget require Town Council authorization.

In working to uphold our commitment to the approved budget, provide transparency, and to streamline this process going forward, it would be prudent to continue the practice of providing a spending plan listing how all additional revenues would be used, at the time the request to pass the funding through to the Board of Education is submitted.

Your cooperation regarding this request is appreciated, as the concerted efforts of the Board of Education and Town Council is essential as we work to be conscientious stewards of the public funds we have been entrusted to manage.

Please do not hesitate to contact me should you have any questions regarding this request.

Sincerely,  
  
S. Naomi Rodriguez  
Chairman

Attachments

BOE ASTE Request 1/23/2020

BOE ASTE Request 1/11/2021

BOE ASTE Request 2/18/2022

BOE ASTE Request 9/2/2022

BOE ASTE Request 6/5/2023

BOE ASTE Request 5/28/2024

BOE ASTE Request 7/15/2023

Town Charter pages 31, 33, 35

cc: Town Council  
Mayor Fred Allyn, III  
Board of Education Members  
Finance Director  
Treasurer  
BOE Director Finance



# Ledyard Public Schools

Administrative Offices

July 15, 2024

Ms. Naomi Rodriguez Chair,  
Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairwoman Rodriguez:

The Ledyard Board of Education (BOE) has reviewed and approved the following requests and official communication to the Ledyard Town Council (TC). In both instances the received revenue in these areas is higher than previously budgeted. ASTE was an unexpected final payment that took place after TC had already made an adjustment. Impact Aid revenue was impacted by the Federal Government's allocations in their annual appropriations along with the number of claims.

The BOE respectfully requests your review and subsequent action:

1. Transfer the additional revenue received from the current Fiscal Year ASTE Revenue (\$39,502) to BOE ASTE CNR Account #22570101 58261.
2. Transfer Impact Aid revenue received (\$304,635) in excess of the budgeted amount to the BOE CNR reserve fund Account #22570101-58250

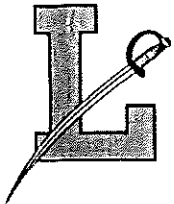
Should you or any of the Town Councilors have any questions, please let me know. The Board of Education Leadership and Superintendent are available as needed.

Sincerely,

  
Jason S. Hartling  
Superintendent of Schools

Cc: Anthony Favry, Chair, Ledyard Board of Education  
Anthony Saccone, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

Encl: ASTE Revenue and TC Request  
Impact Aid Revenue and TC Request



# Ledyard Public Schools

Administrative Offices

January 23, 2020

Ms. Linda Davis  
Chair, Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Charmain Davis:

At the last Board of Education meeting we reviewed and approved the proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The spending plan was developed by the program team in coordination with district administration.

Below please find an analysis of the State Agricultural Science Program funding for this fiscal year:

Budgeted Revenue Agricultural Science - Town of Ledyard \$665,064

**Revenue from State for Agricultural Science:**

Four equal payments of \$202,702 = \$810,808, 608,106 currently received, with the final payment due in May. The revenue above the Town budgeted allocation is \$145,744.

The Agricultural Science Program has developed a comprehensive request for the use of the majority of the unallocated revenue of \$138,510 (unallocated revenue minus unrealized tuition) related to the program. These items will enhance the programming, operation and student experience for students.

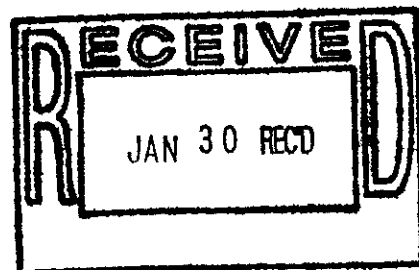
Given the Town has now received the third payment from the State of CT, it is requested that the following expenditures be approved by Town Council. Our hope is that current year students may realize the benefits from the State of CT appropriation.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education and Superintendent are available to discuss if needed.

Sincerely,

Anthony R. Favry, Chair  
Ledyard Board of Education

Cc: Jason S. Hartling, Superintendent of Schools



## 2019-2020 Agricultural Science Funding Request

The Agricultural Science Program at Ledyard High School is funded through student tuition and supplemental grant funding. Over the last two fiscal years the State has provided additional grant support to the programs throughout the State. Ledyard has wisely used these additional funds to invest in instructional, capital (facility and equipment) needs within the program. This year the unallocated additional funding through the State Grant for the program is \$145,744.

Revenue Budgeted by Town for Agricultural Science Grant  
\$665,064

Revenue to Town  
Four Payments of \$202,702 = \$810,808

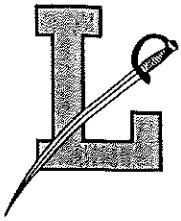
Revenue above Town Budget allocated by State for Agricultural Science  
\$145,744

Tuition Budgeted by Town  
\$910,000

Actual Tuition  
\$902,766 (\$7,234)

The Agricultural Science Program has developed a comprehensive request for the use of unallocated revenue of \$138,510 (unallocated revenue minus unrealized tuition) related to their program. These items will enhance the programming, operation and student experience for students.

Given the Town has now received the third payment from the State of CT, it is requested that the following expenditures be approved so that current year students may realize the benefits from the State of CT appropriation.



# Ledyard Public Schools

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Administrative Offices

January 11, 2021

Ms. Linda Davis  
Chair, Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Charmain Davis:

At the last Board of Education meeting we reviewed and approved a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The spending plan was developed by the program team in coordination with district administration. As we have in the past we are looking to leverage this additional funding to address longer term capital needs that will benefit the program for years to come.

Below please find an analysis of the State Agricultural Science Program funding for this fiscal year:

Budgeted Revenue Agricultural Science - Town of Ledyard \$695,736

**Revenue from State for Agricultural Science:**

Four equal payments of \$213,866 = \$855,464

town has currently received \$641,598, with the final payment due in May. After the final payment in May, the total projected revenue above the Town budgeted allocation is \$159,728.

The Agricultural Science Program has developed and the Board of Education supports an initial request for the use of a portion of the unallocated revenue not to exceed \$57,000. The projects will be put out to bid per Board and Town requirements.

Standing Seam Barn Roof- Estimate: Not to Exceed \$30,0000

*The barn that supports the large animal care program was a used barn purchased about 12 years ago. At this time, the roof is beginning to leak causing potential damage to the roof beams.*

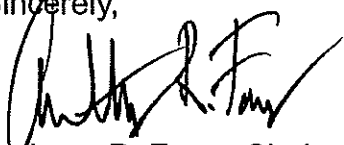
Ms. Linda Davis, Chair  
Ledyard Town Council

Page Two

Air Conditioning System: Not to Exceed \$27,000  
*When the Agricultural Science Section was built it was retro-fitted with the infrastructure to provide cooling. This request would be to complete the system. In addition to the comfort of our students this would support the animal care, aquaculture and horticulture programs.*

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education and Superintendent are available to discuss if needed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anthony R. Favry', with a large, sweeping flourish at the end.

Anthony R. Favry, Chair  
Ledyard Board of Education

Cc: Jason S. Hartling, Superintendent of Schools

**Roxanne Maher**

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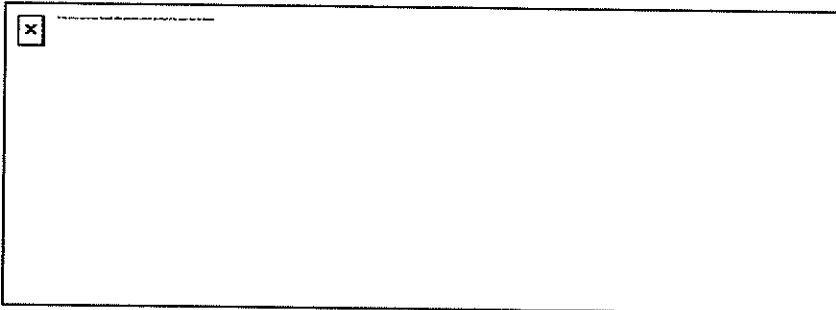
**From:** Jay Hartling <jhartling@ledyard.net>  
**Sent:** Friday, February 18, 2022 9:08 PM  
**To:** William Saums; Roxanne Maher  
**Cc:** Anthony Favry; Kevin J. Dombrowski  
**Subject:** ASTE Request  
**Attachments:** LPS Request ASTE Supplemental Funding 2021-22.pdf

As we have done annually the BOE has approved a supplemental request for the ASTE funds received by the Town of Ledyard. Attached is the overview document for the TC Finance Committee. Please let me know if you have any questions and next steps.

Best, -Jay

Jason S. Hartling  
Superintendent  
Ledyard Public Schools

*“Believing in the unlimited potential of every student”*





Item	Description	Educational Value to Students/Purpose	Estimate
Oil System/Tank Conversion	AgSci Boiler System/Tank Conversion	To eliminate oil tank in boiler room and tie them into the main fuel tank into the school	\$22,900.00
Hallway Floor Repair/Renovation	4,000 S.F. of VCT Removal, 750 Lineal Feet of Control Joint Filling with Polyurea, 4,000 S.F. of Mechanically Polished Concrete of Existing Slab in Corridor, 3,750 S.F. of Mechanically Polished Concrete of Existing Slab with Sealer Removal in 4 Classrooms, 500 LF of Crack Repair	Refinish the AgSci gallery floor because the tiles are popping up, mismatched and require much maintenance each year. The FFA emblem will be etched into the floor.	\$44,000.00
Classroom floor work	Polishing classroom floors	Polish all the AgSci classroom floors	\$10,000.00
Exterior wall repair near Aquaponics greenhouse	Exterior building repair	To prevent bricks from falling out of existing siding and to strengthen the all support.	\$25,000.00
Access card additions/adjustments	Key pads for potting room door, dog door, overhead doors, and door going into the shop	AgSci students are in and out of the building each block of the day and with the new security system, we only have two key pads to get back into the building and having a key pad at four of the exterior doors will assist the teachers getting the kids back into the building quickly.	\$10,970.00
Livestock Supplies/Materials	Includes a wide variety of livestock handling supplies, equipment and materials for hands-on experiences	The supplies, materials and equipment will allow the students to gain valuable hands-on industry skills by using the equipment at school with our school animals.	\$7,200.00
Food Science Supplies/Materials/Small Fridge	Includes a variety of food science supplies and a small fridge	The supplies and materials allows the students to gain valuable hands-on skills during our food science class	\$2,000.00
Livestock Veterinary Science Summer Workshops	4 workshops, 2 hours each during the Summer of 2022	Provides an opportunity for students wishing to learn more about veterinary medicine under the direction of our veterinarian using our school animals.	\$2,500.00
Aquaculture/Aquaponics Supplies/Materials/Equipment	Includes trout stocking supplies, aquaponics supplies, Ag gallery plants, and greenhouse supplies	The materials and supplies will provide students with hands on experiences with aquaponics and greenhouse skills.	\$10,000
Agricultural Mechanics supplies/Materials/Equipment	Includes a variety of lumber, metal and steel.	The lumber and metal provides students with hands-on skills relating to agricultural mechanics.	\$7,000.00
Companion Animal Supplies	Includes a variety of companion animal supplies	The companion animal supplies will support the small animal habitats	\$2,000.00
Creation of Avian & Reptile Room	10x10 room with climate control to house avian and reptilian species	Supports student interest in reptilian and avian species of animals and ability to house these animals and provide proper care. Both require warmer temperatures than what current facility lab spaces are able to maintain.	\$15,758.00
Heat & Air Conditioning Unit in Small Animal Labs	Climate control in animal housing spaces	Supports student interest in companion animals and safely housing these animals through the school year's fluctuating seasons.	\$15,000.00
Heat in the Aquaponics Greenhouse	Climate control for the Aquaponics system	Supports student aquaponics projects through all four seasons	\$12,000.00
Renovate Small Animal Lab Floors & Drains	Resurface floors in order to attain added traction and adequate draining	Current floors are very slick when wet, it is a slip hazard for students working in the areas and canine species when present to support companion animal and veterinary science curriculum/courses.	\$30,000.00
		<b>Total Request/Not to Exceed</b>	<b>\$216,328.00</b>
		Town of Ledyard - Budget acct 1017002 42018	\$695,736.00
		Jul 2021	\$249,357.00
		Oct 2021	\$249,357.00
		Jan 2022	\$249,357.00
		Apr 2022	\$249,357.00
		State of CT Total ASTE grant	\$997,428.00
		Difference	\$301,692.00

Received
Received

- Appropriated and transferred \$301,692 from Account #10188210-59300 (Transferred Funds) to Account #2101402-49002 (CNR Transfers In);

In addition, appropriated \$301,692 to Account #21070101-58261 (BOE CNR Ag-Science);

And authorized the BOE to spend up to \$216,328 as outlined in the Board of Education Fiscal Year 2021/2022 Comprehensive List for Agri-Science program, upon the receipt of the Final FY Agri-Science Grant (supplemental) Funds.

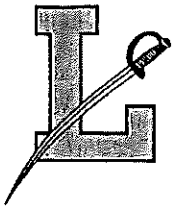
- Approved four tax refunds in the combined total amount of \$13,515.94 which each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

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

cc: Director of Finance  
Treasurer  
Accounts Payable  
Board of Education  
Police Chief  
Tax Collector



# Ledyard Public Schools

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Administrative Offices

September 2, 2022

Mr. Kevin Dombrowski  
Chair, Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairman Dombrowski:

The Ledyard Board of Education (BOE) has reviewed and approved several actions for request and communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent actions where applicable.

1. Notification to TC that the Gales Ferry Classroom Renovation Project has been completed for the opening of school. The classrooms are beautiful and the students and teachers appreciate your continued support. While not requiring any formal action nor impacting the overall budget, there was a slight overage on painting that was covered from the original flooring budget. The Permanent Municipal Building Committee (PMBC) is also aware.
2. Attached is a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The \$146,558 spending plan was developed by the program team in coordination with district administration. The request is to utilize remaining funds from the last Fiscal Year (2022) ASTE Revenue. It is further requested that per previous TC action that any remaining funds from FY 2022 ASTE be transferred to the appropriate CNR account designated for our Agricultural Science Program.
3. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Gales Ferry roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft. In addition, The State has determined that the construction of GFS was not accepted until 2006, and therefore will receive reimbursement on only 75% of the total approved project cost. Both of these changes require TC approval/acknowledgement. Further details and cost breakdowns are provided in an enclosed attachment #2.
4. The BOE and PMBC have been notified by the State of CT of required changes to our project proposals for the Juliet W. Long roofing project. The State is requiring TC to authorize an increased bid of \$50.00 per ft.. As in item 3 above, further details and cost breakdowns are provided in an enclosed attachment #2.

Mr. Dombrowski, Chair  
Ledyard Town Council

It is important to note that while item 3 and 4 above result in additional cost burden to the town, our overall project cost may be mitigated by the Inflation Reduction Act. The act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. Additionally, the approved HVAC system at JWL may also be eligible for State grants scheduled for release this fall.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education, Superintendent and our Director of Facilities are available.

Sincerely,



Jason S. Hartling  
Superintendent of Schools

Cc: Anthony R. Favry, Chair, Ledyard Board of Education  
William Saums, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

Item	Description	Educational Value to Students/Purpose	Estimate	Actual Price	Vendor
Kidding Panels	Behlen Country Gray 8'x4' Kidding Panel	To allow for additional pasture space for the livestock.	<u>\$3,585.00</u>		Shagbark
Kidding & Lambing Supplies	Lambing jug panels and birthing supplies	To provide adequate lambing and kidding space requirements to promote successful birthing	<u>\$1,790.00</u>		Premier 1
Boat Canoe Trailer	6 place canoe/kayak trailer	To store and transport our departmental canoes	<u>\$5,000.00</u>		My Sports Boat
Reptile & Bird Cages	Custom reptile & bird cages	To house reptiles and birds with appropriate heating, ventilation and space	<u>\$45,000.00</u>		Will vary
Fiberglass Step Ladder	10 foot fiberglass step ladder	To have students safely grab equipment and materials from the overhead storage	<u>\$250.00</u>		Home Depot
Greenhouse Supplies	Propagation mats, fertilizer, soil, vermiculite	To start seeds for student sales. To teach students how to make their own soil	<u>\$3,252.00</u>		890 and 2362
FFA Supplies	FFA Jackets, Certificates, Manuals	To provide students with FFA jackets to borrow at FFA events, provide certificates for awards and FFA manuals for curricular activities.	<u>\$1,000.00</u>		National FFA
AgSci Student Bathrooms	Additional Lockers for Students	We need additional units for our female students.	<u>\$6,600.00</u>		C & A Distributors Inc.
Calf Hutch	Calf hutch with inside hay rack	To provide appropriate housing for small ruminants	<u>\$1,700.00</u>		Farmer Boy
Veterinary Supplies	Lift table, catheters, blood pressure monitor, exam lights	To create a replica of a veterinary hospital with a variety of veterinary tools and equipment	<u>\$15,000.00</u>		Patterson Veterinary
FFA Official Dress	Official Dress, Slacks, Skirts, Shirts	To provide FFA Official Dress for students to borrow to attend FFA events	<u>\$1,155.00</u>		Amazon
Small Animal Supplies	Rabbit supplies	To provide the rabbits with necessary supplies and enrichment	<u>\$1,148.00</u>		Amazon
Hydroponics Supplies	FloraGro, Starter Plugs	Provides students with appropriate equipment and supplies to sustain the current hydroponics systems in the aquaponics greenhouse	<u>\$1,648.00</u>		Farm Tek
Fish Tank Display	Fish tank and display materials and supplies	To create a professional fish tank exhibit in the AgSci office	<u>\$9,400.00</u>		Wet Pets Emporium
Water Garden Supplies	Regenerative blower, pumps, digital temp controls	This equipment will be used to run the water garden and aquaculture lab	<u>\$2,880.00</u>		Pentair
Aquarium Supplies	Filters	Provides our students with the opportunity to upgrade and maintain the current aquaculture filtration equipment.	<u>\$758.00</u>		Amazon
Livestock Supplies	Variety of enrichment for the livestock	To provide the livestock with mental and physical stimulation	<u>\$2,750.00</u>		Amazon
Ag Mechanics Supplies	Variety of deck screws and nails	To construct construction projects	<u>\$375.00</u>		Home Depot
Ag Mechanics Tools	Variety of tools and supplies	To provide students with additional tools to work in smaller groups	<u>\$3,200.00</u>		Amazon

Welder	Welder, welding gloves	To provide students with an additional welder and supplies	<u>\$4,200.00</u>		Airgas
Filter supplies	Filter bags	To replace the filter bags for the Air Filters in the shop	<u>\$1,147.00</u>		A.J. Astle
Agricultural Mechanics Supplies	A variety of band saws, flute tap, etc	To provide students with additional agricultural mechanics experiences using saws	<u>\$2,395.00</u>		MSC Industrial
Small Animals	A variety of small animals	To ensure healthy history and age while providing students with experiences with different companion and small exotic species	<u>\$750.00</u>		Various Vendors
Small Animal Bedding	Small animal bedding	To reduce the rising costs of animal bedding	<u>\$1,500.00</u>		Flemings Feed Store
Horticulture Printer	Tag & Label Printer	To create on-demand printing for flower and vegetable tags	<u>\$1,790.00</u>		Griffin Greenhouse
Rodent Repellent Plants	A variety of rodent repellent plants for the side of the barn	To help keep rodents from overtaking the barn	<u>\$5,000.00</u>		Quote from Wayne
Paving Barn Driveway	Pavement	To reduce the loss of gravel during the winter and other soil movement	<u>\$4,000.00</u>		Quote from Wayne
Livestock Wash Rack	Concrete and metal	To create a space to wash the livestock	<u>\$1,500.00</u>		Quote from Wayne
Gravel	Yards of gravel	To store the trailers and prevent moisture causing rust from the wet grass. Reduce the need for mowing or weedwacking by using gravel (trailers are up near the	<u>\$2,000.00</u>		Quote from Wayne
Industry Certification Programs	A variety of industry certification programs	To provide students with an opportunity to obtain industry certifications within our agricultural pathways	<u>\$2,740.00</u>		ICEV, ACT, ProTrainings
Electrical Supplies	Greenhouse	Electric supplies for the greenhouse	<u>\$1,447.80</u>		Granite City
Cabinets	Cabinetry for Horticulture Classroom	With the updated painting and floors, the cabinets that were in the room need to be replaced, if possible. We will delete other items from the list to match this	<u>11,597.10</u>		Hertz Furniture
			<b>\$146,558</b>		

Attachment 2

Gales Ferry & Juliet Long School Roof and HVAC Projects

When applying for the state grant for the roof projects Ledyard Public Schools (LPS) was informed that due to recent inflation the State of Connecticut expects to see estimates in the range of \$50.00 per square foot. LPS original estimates were based on \$35.00, and a figure of \$38.00 was submitted for town approval to allow for escalation of costs until the project started construction the following year.

The State also stated that the Gales Ferry Roof was not 20 years old and would receive reimbursement on only 75% of the project cost. The State's explanation was that the Board of Education did not officially accept the project until 2006 even though the school opened for students in 1999.

The State also required documentation from the town council that acknowledges that they are aware that full reimbursement for the Gales Ferry roof will be reduced by 20% based on a replacement in the summer of 2023. The States records show that the date of acceptance by the Board of Education was in 2006 well after the building was opened.

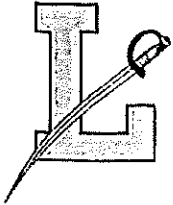
Based on this information the following chart details the cost changes the State is requesting prior to "approval of the project":

School	Original Request	New Request	Difference	State Share	Town Share
Gales Ferry	\$1,845,000	\$2,427,000	\$582,000	\$362,818	\$219,182
Juliet Long	\$1,375,000	\$1,809,000	\$434,000	\$270,555	\$163,445
Central Office	\$200,000	\$263,000	\$63,000	\$20,267	\$42,733
total	\$3,375,000	\$4,499,000	\$1,079,000	\$653,640	\$425,360
Federal Inflation Reduction Act funding for Solar installations paid 12 months after solar installation.					(\$231,524)
Estimated increase to town share for roof and solar installation					\$198,836

Part of the recently passed Inflation Reduction Act allows the renewable energy credits to be passed through to municipalities and other non profit organizations. Previously these would have gone to the vendor supplying the system. As shown above this will significantly decrease the Town's share of the cost increases on the roof portion of the project.

The JWL HVAC System may now be eligible for grants that are scheduled to be released in the late fall. The project was 100% town cost and the State reimbursement would offset some of the increased costs.

It is important to note that final bids may result in costs that are below what the State is currently requiring for our projection, which may result in an overall lower cost to the Town.



# Ledyard Public Schools

Administrative Offices

June 5, 2023

Mr. Kevin Dombrowski Chair,  
Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339


Dear Chairman Dombrowski:

The Ledyard Board of Education (BOE) has reviewed and approved the following for request and communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent action where applicable.

1. Attached is a proposed supplemental spending plan for the Agricultural Science Program at Ledyard High School. The \$271,960.13 spending plan was developed by the program team in coordination with district administration. The request is to utilize remaining funds from the current Fiscal Year ASTE Revenue (\$201,239). It is further requested that the remaining balance be funded through the CNR account designated for our Agricultural Science Program.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education, Superintendent and our Director of Facilities are available.

Sincerely,

  
Jason S. Hartling  
Superintendent of Schools

Cc: Anthony R. Favry, Chair, Ledyard Board of Education  
William Saums, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

4 Blonders Boulevard, Ledyard, Connecticut 06339 860-464-9255

[www.ledyard.net](http://www.ledyard.net)

FY 2022/2023  
Budgeted \$8,500,000 - Received \$1,051,239



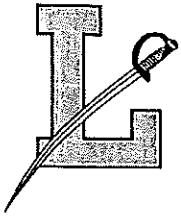
**ASU Grant 2022/23 Request**

Item	Description	Educational Value to 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	\$1,989.40
Aquaculture Cabinets	Cabinetry for Aquaculture Classroom	To replace the current aquaculture cabinets that are rotting and falling apart from the moisture. These are compost 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	Slate 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	\$2,286.00
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. **NEEDS 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 shut off 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	Kelth'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' Vertical 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 plants.	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.	Uline	\$1,753.00
Installation of Lights to greenhouse	Electrical & mechanical installation	Installs 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 36"x36"x72" Cat Towers	Kennels will provide the ability to separate dogs when they are not in the CR with students and their space saving will allow us to convert indoor space for other purposes when dogs are not present, the cat towers will provide secure housing when fostering cats, but also allow for appropriate square footage 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 teching 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	\$2,600.00
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 students to more easily create their google site portfolios, they will also be helpful for video editing for numerous video projects, raised dog beds for kennel maintenance and training courses, fetal dopler 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	\$700.00
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**



# Ledyard Public Schools

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Administrative Offices

May 28, 2024

Ms. Naomi Rodriguez Chair,  
Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairwoman Rodriguez:

The Ledyard Board of Education (BOE) has reviewed and approved the following request and official communication to the Ledyard Town Council (TC). The BOE respectfully requests your review and subsequent action.

1. Transfer the remaining funds from the current Fiscal Year ASTE Revenue (\$129,698) to BOE ASTE CNR Account #22570101 58261.

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education Leadership and Superintendent are available as needed.

Sincerely,



Jason S. Hartling  
Superintendent of Schools

Cc: Alex Rode, Chair, Ledyard Board of Education  
Anthony Saccone, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

Encl: Agricultural Science/ASTE Funding Summary 2022-2024

Ledyard Public Schools  
 ASTE grant - 1017002-42018

	Received by Town of Ledyard	Town of Ledyard Budgeted Revenue	Amount Recieved by Town not Allocated to LPS
FY2024			
10/5/23	489,848		
1/3/24	244,925		
4/5/24	244,925		
	<u>979,698</u>	850,000	Request to BOE ASTE CNR

FY2023			
7/11/22	262,810		
10/5/22	262,810		
4/4/23	525,619		
	<u>1,051,239</u>	850,000	201,239

FY2022			
7/14/21	249,357		
10/4/21	249,357		
1/5/22	249,357		
5/9/22	249,358		
	<u>997,429</u>	695,736	301,693

ASTE schedule per CSDE	
July	25%
October	25%
January	25%
April	25%



# Ledyard Public Schools

Administrative Offices

July 15, 2024

Ms. Naomi Rodriguez Chair,  
Ledyard Town Council  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Dear Chairwoman Rodriguez:


The Ledyard Board of Education (BOE) has reviewed and approved the following requests and official communication to the Ledyard Town Council (TC). In both instances the received revenue in these areas is higher than previously budgeted. ASTE was an unexpected final payment that took place after TC had already made an adjustment. Impact Aid revenue was impacted by the Federal Government's allocations in their annual appropriations along with the number of claims.

The BOE respectfully requests your review and subsequent action:

1. Transfer the additional revenue received from the current Fiscal Year ASTE Revenue (\$39,502) to BOE ASTE CNR Account #22570101 58261.
2. Transfer Impact Aid revenue received (\$304,635) in excess of the budgeted amount to the BOE CNR reserve fund Account #22570101-58250

Should you or any of the Town Councilors have any questions, please let me know. The Board of Education Leadership and Superintendent are available as needed.

Sincerely,

  
Jason S. Hartling  
Superintendent of Schools

Cc: Anthony Favry, Chair, Ledyard Board of Education  
Anthony Saccone, Chair, Ledyard Town Council Finance Committee  
Fred Allyn III, Mayor

Encl: ASTE Revenue and TC Request  
Impact Aid Revenue and TC Request

**RESULT: RECOMMEND TO APPROVE 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 set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210).

Moved by Councilor Ryan, seconded Councilor Buhle

Discussion: Finance Director Matthew Bonin explained that he was recommending the Board of Education's Capital Lines for non-bonded expenses be taken out of the General Government's Capital Nonrecurring Fund (CNR). He explained that currently the Board of Education has five non-bonded capital lines that were nested within the Town's CNR Fund 210. He stated because these capital lines were part of the Town's Capital Account, that all the activity had to flow through the General Government's Finance Department, which has created additional work and oversight for the Town's Finance Department that could be alleviated by creating a new, stand alone, Board of Education Non-Bonded Capital Fund. He stated by removing the Board of Education's capital lines from the Government's Capital Nonrecurring Fund that it would also speed up the process and create a smoother workflow for the Board of Education.

Mr. Bonin went on to explain that because the Board of Education's five non-bonded capital lines were nested within the Town's CNR Fund 210 that he has been holding them accountable relative to the compliance with the provisions of Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" which included thresholds for the solicitation of bids and quotes, payment of invoices, vendor numbers, etc. He stated that processing payments has become time consuming because he continuously had to send things back to the Board of Education because invoices were not signed off, or they did not comply with other requirements.

Mayor Allyn, III stated that Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" only applied to the General Government and did not include the Board of Education.

Councilor Ryan stated that he was in-favor of moving the Board of Education's non-bonded capital lines to outside of the General Government's Capital Fund from the perspective that it would help Finance Director Mr. Bonin with making his job more efficient; and because it would put more accountability and ownership on the Board of Education. However, he questioned whether there would be the same level of accountability; and stewardship of taxpayer funds if the Board of Education's non-bonded capital lines were outside of the General Fund.

It was noted that the Board of Education's Regulation #3320 pertained to "*Purchasing Procedures Guidelines for Bids and Quotes*." Finance Director Matthew Bonin stated the Board of Education's Purchasing Regulations had higher purchasing thresholds.

- Goods and Services between \$5,000 and \$14,999 required three quotes;

- Goods and Services between \$15,000 and \$29,999 required that written quotes be obtained;
- Goods and Services between \$30,000 required a formal advertised process to solicited proposals.

Mr. Bonin stated the Board of Education’s new Finance Director Kenneth Knight previously worked for the Town of Groton. He stated since Mr. Knight joined Ledyard in July, 2023 that they have been working well together; and that they have discussed moving the Board of Education’s non-bonded capital lines to outside of the General Governments Capital Account. He went on to note that there have been staffing changes in the Central Office, stating that the Board of Education recently posted their Assistance Finance Director job opening.

Councilor Saccone questioned whether Finance Director Matthew Bonin would still have access to view the Board of Education’s five non-bonded capital lines. Mr. Bonin stated that he would continue to have visibility of all accounts.

VOTE:

3 – 0 Approved and so declared

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

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

Mayor Allyn, III noted that since 2022 the Town has been receiving National Opioid Settlement Funding that was coming from the Sackler Family Trust - Purdue Pharma, and others who were party to the case such as Johnson & Johnson, Teva, Allergan, Walgreens, CVS, and Walmart. He stated that he received notification earlier this week that the town would be receiving a Settlement Payment from Walmart in the amount of \$28,400, which would be added to the payments that the town has already received from other companies.

Chairman Rodriguez provided some background noting at that their September 27, 2023 meeting the Town Council appropriated \$36,100 from the National Opioid Settlement Funds to Ledge Light Health District/ Ledyard Prevention Coalition to implement programs to address opioid use disorder and prevention, and to expand access to intervention, treatment, and recovery options. She went on to note that she along with Mayor Allyn, Police Chief Rich, and Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. attended yesterday’s Ledyard Prevention Coalition Meeting at which Senior Program Health Coordinator Kerensa Mansfield provided a Report that included maps showing that since January, 2023 to February, 2024 that there were 40 overdoses and one fatal overdose in Ledyard/Gales Ferry.

Councilor Buhle continued by noting in discussing the process to allocate these surplus funds from the Board of Education's Capital Account with Finance Director Matthew Bonin, that Mr. Bonin explained that when the Board of Education submitted its Capital Projects List they note that all the funding to support their projects would be coming from the tax levy. However, she stated in preparing the budget for the upcoming fiscal year that Mr. Bonin explained that the amount of tax levy needed to support the Board of Education's Capital Projects request would be reduced by their surplus amount for the upcoming fiscal year budget, noting that this has been the practice for many years.

VOTE: 7 - 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Brunelle, Buhle, Garcia-Irizarry, Paul, Rodriguez, Saccone, St. Vil
EXCUSED:	Dombrowski, Ryan

11. MOTION to authorize the Finance Director to set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210).

Moved by Councilor Saccone, seconded by Councilor Buhle

Discussion: Mayor Allyn, III, explained that Finance Director Matthew Bonin has recommended the Board of Education's Capital Lines for non-bonded expenses be taken out of the General Government's Capital Nonrecurring Fund (CNR) and moved into the Board of Education's side of the ledger to manage these funds. He explained that currently the Board of Education had five non-bonded capital lines that were nested within the Town's CNR Fund 210. He stated by moving these capital accounts to the Board of Education that it would provide them with more flexibility. He stated that Finance Director Matthew Bonin would continue to have the same visibility of these capital accounts that he currently has.

Councilor Saccone stated that it would also make it easier to track the projects and funding.

VOTE: 7 - 0 Approved and so declared

RESULT:	APPROVED 7 - 0
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Brunelle, Buhle, Garcia-Irizarry, Paul, Rodriguez, Saccone, St. Vil
EXCUSED:	Dombrowski, Ryan



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

5. MOTION to recommend the Town Council set-up a new, stand alone, Board of Education Capital Fund for Non-Bonded Board of Education Capital Items to reside outside of the Town's Capital Nonrecurring Fund (CNR Fund 210).

Moved by Councilor Ryan, seconded Councilor Buhle

Discussion: Finance Director Matthew Bonin explained that he was recommending the Board of Education's Capital Lines for non-bonded expenses be taken out of the General Government's Capital Nonrecurring Fund (CNR). He explained that currently the Board of Education has five non-bonded capital lines that were nested within the Town's CNR Fund 210. He stated because these capital lines were part of the Town's Capital Account, that all the activity had to flow through the General Government's Finance Department, which has created additional work and oversight for the Town's Finance Department that could be alleviated by creating a new, stand alone, Board of Education Non-Bonded Capital Fund. He stated by removing the Board of Education's capital lines from the Government's Capital Nonrecurring Fund that it would also speed up the process and create a smoother workflow for the Board of Education.

Mr. Bonin went on to explain that because the Board of Education's five non-bonded capital lines were nested within the Town's CNR Fund 210 that he has been holding them accountable relative to the compliance with the provisions of Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" which included thresholds for the solicitation of bids and quotes, payment of invoices, vendor numbers, etc. He stated that processing payments has become time consuming because he continuously had to send things back to the Board of Education because invoices were not signed off, or they did not comply with other requirements.

Mayor Allyn, III stated that Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*" only applied to the General Government and did not include the Board of Education.

Councilor Ryan stated that he was in-favor of moving the Board of Education's non-bonded capital lines to outside of the General Government's Capital Fund from the perspective that it would help Finance Director Mr. Bonin with making his job more efficient; and because it would put more accountability and ownership on the Board of Education. However, he questioned whether there would be the same level of accountability; and stewardship of taxpayer funds if the Board of Education's non-bonded capital lines were outside of the General Fund.

It was noted that the Board of Education's Regulation #3320 pertained to "*Purchasing Procedures Guidelines for Bids and Quotes.*" Finance Director Matthew Bonin stated the Board of Education's Purchasing Regulations had higher purchasing thresholds.

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Mr. Bonin stated the Board of Education’s new Finance Director Kenneth Knight previously worked for the Town of Groton. He stated since Mr. Knight joined Ledyard in July, 2023 that they have been working well together; and that they have discussed moving the Board of Education’s non-bonded capital lines to outside of the General Governments Capital Account. He went on to note that there have been staffing changes in the Central Office, stating that the Board of Education recently posted their Assistance Finance Director job opening.

Councilor Saccone questioned whether Finance Director Matthew Bonin would still have access to view the Board of Education’s five non-bonded capital lines. Mr. Bonin stated that he would continue to have visibility of all accounts.

VOTE: 3 – 0 Approved and so declared

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

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

Mayor Allyn, III noted that since 2022 the Town has been receiving National Opioid Settlement Funding that was coming from the Sackler Family Trust - Purdue Pharma, and others who were party to the case such as Johnson & Johnson, Teva, Allergan, Walgreens, CVS, and Walmart. He stated that he received notification earlier this week that the town would be receiving a Settlement Payment from Walmart in the amount of \$28,400, which would be added to the payments that the town has already received from other companies.

Chairman Rodriguez provided some background noting at that their September 27, 2023 meeting the Town Council appropriated \$36,100 from the National Opioid Settlement Funds to Ledge Light Health District/ Ledyard Prevention Coalition to implement programs to address opioid use disorder and prevention, and to expand access to intervention, treatment, and recovery options. She went on to note that she along with Mayor Allyn, Police Chief Rich, and Parks, Recreation & Senior Citizens Director Scott Johnson, Jr. attended yesterday’s Ledyard Prevention Coalition Meeting at which Senior Program Health Coordinator Kerensa Mansfield provided a Report that included maps showing that since January, 2023 to February, 2024 that there were 40 overdoses and one fatal overdose in Ledyard/Gales Ferry.

Town Clerk shall cause to be published in a newspaper having circulation in the Town, a summary of the proposed budget showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the format prescribed by the Town Council for budget estimates, and shall also show the estimated amount to be raised by taxation as well as the estimated mil rate necessary to meet the amount to be raised by taxation.

The proposed annual budget shall become effective when approved by the annual Town Meeting as provided in this chapter and an official copy shall be filed with and certified by the Town Clerk.

The resolution adopting the budget shall contain in detail the budget recommended by the Town Council as filed with the Town Clerk. Following adoption of the budget by the annual Town Meeting, the Town Council shall, prior to the first day of July, fix the tax rate in mils which shall be levied on taxable property in the Town for the ensuing fiscal year.

Should the Town Council fail to fix the tax rate within the time required herein, the tax rate shall be fixed by the Mayor and shall not exceed the annual budget requirements as approved by the annual Town Meeting.

For the purposes of the General Statutes, the Town Council shall be deemed to be the budget making authority and the legislative body of the Town and shall have all the powers and duties contained therein for the creation of a "Reserve Fund for Capital and Non-Recurring Expenditures", and shall have the power to select the independent public accountant as provided in this Charter.

If during the budget year, the State of Connecticut does not meet the grants and payments anticipated by the current budget, the Town Council may reopen the budget. The Mayor and Board of Education will provide input as to how to address the income shortfall. The Town Council will present a revised budget to a Town Meeting for information, then adjourn to the voting machines. If the revised budget is approved, a revised tax rate will be set by the Town Council. Should the revised budget not be approved, the Town Council shall appropriately reduce the current budget to eliminate the shortfall. This adjusted budget shall then automatically become the operating budget for the remainder of the fiscal year.

## **SECTION 6. ANNUAL TOWN MEETING**

The annual Town Meeting for the consideration of the budget and the transaction of other business shall be held on the third Monday of May at such hour and at such place as the Town Council shall determine.

The Town Meeting(s) may not alter the amount of any appropriation recommended by the Town Council. The vote of the Town meeting on the annual budget shall be adjourned to a vote on the voting machines the day following the Town Meeting in the same manner as outlined in Chapter VII, Section 9D and, if approved by a majority of those voting hereon, shall be deemed to be the vote of the Town Meeting.

## SECTION 8. TOWN MEETING PROCEDURE

All Town meetings, including the annual Town Meeting, shall be called to order by the Chairman of the Town Council, or in his absence, by the chairman pro-tempore of the Town Council.

A moderator shall be elected and all business conducted in the manner now or hereafter provided by the General Statutes except as otherwise provided in this Charter.

The Town Clerk shall serve as clerk of all Town meetings, but in his absence an acting clerk may be designated by the meeting.

## SECTION 9. FINANCIAL POWERS

Any resolution making a non-budgeted appropriation of less than one (1) percent of the current tax levy shall become effective after approval by the Town Council, provided that the Director of Finance certifies that there are available unappropriated general fund resources in excess of the proposed appropriation.

Such appropriations shall not exceed accumulatively two (2) percent of the current tax levy in the current fiscal year.

Any appropriation in excess of the limitations in Section 9A above shall become effective only after it has been approved by resolution of the Town Council and adopted at a Town meeting by a majority vote of the qualified voters present and voting.

Any resolution making a non-budgeted appropriation of more than one (1) percent of the current tax levy, but less than five (5) percent for any purpose, any resolution authorizing the issuance of bonds or notes or other borrowing of less than five (5) percent of the current tax levy, except notes in anticipation of taxes to be paid within the fiscal year in which issued, and any sale or purchase of real estate or interest therein shall become effective only after it has been approved by the Town Council and adopted at a Town meeting by a majority vote of the qualified voters present and voting at such meeting.

The Town Meeting shall not act upon any proposal for the sale or purchase of real estate or any interest therein, or the issuance of bonds or other borrowing, except upon the recommendation of the Town Council; nor act upon any appropriation which has not been acted upon by the Town Council, unless the same shall have been before the Town Council for sixty (60) days without action.

No Town Meeting shall increase the amount of any bond issue or appropriation above the amount recommended by the Town Council, or make any appropriation not recommended by the Town Council.

After the same has been approved by the Town Council, any non-budgeted appropriation of more than five (5) percent of the current tax levy, and any resolution authorizing the issuance

The several departments, commissions, officers, and boards of the Town shall not involve the Town in any obligation to spend money for any purpose in excess of the amount appropriated for each designated line item until the matter has been approved by the Town Council, and each order drawn upon the Treasurer shall state the department, commission, board, or officer and the appropriate line item against which it is to be charged.

Upon request transmitted by the Mayor, but only within the last three (3) months of the fiscal year, the Town Council may by resolution transfer any unencumbered appropriation, balance, or portion thereof from one department, commission, board, or office to another.

No transfer shall be made from any appropriations for debt service and other statutory charges.

At any time, the administrative head of any department may transfer any unencumbered amount whose cumulative total shall not exceed ten (10) percent of the annual appropriation for that department.

The Town Council shall be informed monthly as to the status of transfers.

Appropriations for construction, for other permanent improvements, or for special purposes, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three (3) fiscal years shall elapse without any expenditure from or encumbrance on the appropriation therefore.

Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse and this shall not apply to the paragraph immediately preceding.

Every payment made in violation of the provisions of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment or any part thereof shall be jointly and severally liable to the Town for the full amount so paid or received.

If any person or employee of the Town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take part therein, such action shall be cause for his removal.

#### **SECTION 14. BORROWING**

The Town shall have the power to incur indebtedness by issuing its bonds and notes as provided by General Statute subject to the limitations thereof. No notes or bonds shall be made payable upon demand. Any note may be subject to redemption prior to maturity on such notice and at such time as may be stated in the note.