



Chairman Gary St. Vil

TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

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Ledyard, CT 06339

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Roxanne Maher

Administrative Assistant

MINUTES
FINANCE COMMITTEE
REGULAR MEETING

Wednesday, September 17, 2025

5:00 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	5:28 pm
Tim Ryan	Town Councilor	Present	Remote	5:00 pm	5:28 pm
Tony Saccone	Town Councilor	Present	In-Person	5:00 pm	5:28 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	5:28 pm
Matthew Bonin	Finance Director	Present	In-Person	5:00 pm	5:28 pm
Jen Muggeo	Ledge Light Health District Director of Health	Present	Remote	5:00 pm	5:10 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	5:28 pm

- III. RESIDENTS AND PROPERTY OWNERS COMMENTS -None.

- IV. PRESENTATIONS/INFORMATIONAL ITEMS

• ***Ledge Light Health District Director of Health Jennifer Muggeo, Director of Health***

Ms. Jennifer Muggeo, Ledge Light Health District Director of Health, thanked the Finance Committee for the opportunity to address them again this evening, noting that per the Finance Committee's September 3, 2026 meeting she provided a written proposal in the amount of \$60,000 to request Ledyard allocate a portion of the National Opioid Settlement Funding they have been receiving from the from the Sackler Family Trust - Purdue Pharma Distributor Settlement to help support *Ledge Light Health District Ledyard Prevention Coalition's* efforts to continue their programs for opioid abatement, including, but not limited to, expanding access to opioid use disorder prevention, intervention, treatment, and recovery options, etc. She provided some background noting in 2023 Ledyard allocated \$36,100 from their Settlement Funding to that Ledyard Prevention Coalition to implement programs regarding opioid prevention and recovery programs to try to save lives. She noted that Ledyard Prevention Coalition was a multi-sector group comprised of Ledyard community members, parents, students,

businesses, the school district and the Mayor's Office to strengthen protective factors and reduce risk factors mostly related to Youth Substance Use.

Ms. Muggeo continued by reviewing the following proposal:

Ledyard Prevention Coalition
Opioid Prevention, Recovery, and Wellness Program for the Town of Ledyard, CT
October 1, 2025 – September 30, 2026
Budget Proposal

Staff Costs:

Position	Name	Salary/Fringe		Cost
Project Coordination	Kerensa Mansfield	\$56.55/hour	16 hours x 52 weeks	\$47,050.00
Peer Navigator	Team Support	\$35.00/hour	52 hours	\$1,820.00
			Total	\$48,870.00

Ms. Muggeo explained that Ms. Kerensa Mansfield will serve as the Program Director and Coordinator for the Ledyard Prevention Coalition (LPC) providing program support and administrative oversight. She will be responsible for the successful coordination and implementation of all project activities related to the Opioid Prevention, Recovery and Wellness Program. Narcan/Wellness training sessions with Peer Navigator Support will be provided for local businesses, municipal offices, civic groups, and school faculty, staff, and students. Narcan will be distributed at these trainings. LLHD will collaborate with Alliance for Living to schedule the outreach van for community events LHD will support individuals receiving support services, including providing transportation when needed.

Travel: Travel costs for program activities and meetings.

Travel	Rate	Cost
Local Travel	\$.70/miles x 50 miles x 12 months	\$420.00
	Total	\$420.00

Supplies: Supplies including office supplies, printing of flyers and handouts for general operation of project.

Item	Rate	Cost
Office Supplies	.40 FTE x \$50/month x 12 months	\$240.00
Printing	\$.08/copy x 2,000 copies	\$160.00
	Total	\$400.00

Other Costs:

Item	Rate	Cost
Narcan Kits	\$33.00/kit x 120 kits	\$3,960.00
Specialized Education/Training	Speaker fees and support for trainings for First Responders and Faith Communities	\$4,850.00
Awareness Campaign	Local Radio stations, PSAs, social media, and presentations.	\$1,500.00
	Total	\$10,310.00
	Grand Total	\$60,000.00

Narcan will be purchased for locations determined by community recommendations, LPC, and the Ledyard Police Department.

In coordination with community partners and neighboring communities, we will host trainings for First Responders and, separately, Faith Communities to increase their understanding of the overdose epidemic and how they can best support community members.

A community awareness campaign will be implemented utilizing local radio stations, presentations, and social media; LLHD website, Facebook, Instagram, etc. Opioid Prevention, Recovery, and Wellness Program for the Town of Ledyard, CT October 1, 2025 – September 30, 2026 Budget Proposal Staff Costs Position Name Salary/Fringe Cost Project Coordination Kerensa Mansfield \$56.55/hour 16 hours x 52 weeks \$47,050.00 Peer Navigator Team Support \$35.00/hour 52 hours \$1,820.00 Total \$48,870.00

Councilor Ryan stated in reviewing Ledge Light Health District's September, 2023 Proposal that he noted the following price differences; and therefore, he was interested in the reason for the reductions:

- **Narcan Cost** – Ms. Muggeo explained in 2023, the US Federal Drug Administration (FDA) approved Narcan 4 milligram (mg) dose for Over-The-Counter (OTC) use, making the medication accessible without a prescription in places like pharmacies and grocery stores, noting that Naloxone was used to rapidly reverse the effects of an opioid overdose.

Ms. Muggeo went on to explain in addition, in 2023 the U.S. Food and Drug Administration approved RiVive, 3 milligram (mg) dose naloxone hydrochloride nasal spray for over-the-counter (OTC), nonprescription use for the emergency treatment of known or suspected opioid overdose. She stated because of products such as RiVive and Sinflex Narcan it was a competitive market, and they have seen the costs that Naloxone decrease three times during the last year.

- ***Narcan Kits*** – Councilor Ryan noted in 2023 Ledyard approved 154 Emergency Kits. However, he stated in the current Proposal only 120 Emergency Kits. Therefore he questioned whether there was a decrease in need. Ms. Muggeo stated that they have not seen a decrease in the need for the Emergency Kits, explaining that Ledge Light Health District has some funding remaining in the Naloxone allocation from the last allotment because they were able to purchase the Naloxone/Narcan with using other grant funding or it was supplied to them by the Department of Emergency Medical Services (DEMS). She stated that they were working to maximize the activation of the local National Opioid Settlement Funds to fill in the gaps where there was no other funding available, which included the purchase of Naloxone.
- ***Emergency Over Dose Kits*** – Councilor Ryan stated in 2023 they approved the installation of two Emergency Over Dose Kits at \$300.00 each. However, he stated that the proposal presented this evening does not include any Emergency Over Dose Kits; and he questioned the reason for that. Ms. Muggeo explained the Emergency Over Dose Kits were the boxes that were installed at two outside locations in town (one kit was at the Town Green in Ledyard Center and one kit was near the Gales Ferry Community Center. However, she explained the outside boxes were relocated indoors at the Police Department in Ledyard Center and at the Gales Ferry Library because of requirements regarding storage. She stated that they were hopeful that the State Statutes would be changed to allow the Emergency Over Dose Kits to be reinstalled at outside locations to provide 24-hour access to the kits. She went on to explain that Ledyard Prevention Coalition worked with its members who identified two-places where it made sense for the locations of the Emergency Over Dose Kits. She stated when the State Statutes are changed regarding the storage that they could install a third Emergency Over Dose Kit if it made sense.
- ***Staffing Costs*** – Councilor Ryan stated during their conversation at the September 3, 2025 Finance Committee meeting it was noted that most of the proposal increase would be for the Program Director Kerensa Mansfield time. He asked Ms. Muggeo explain the reason why more Staff time would be required. Ms. Muggeo explained during the past ten-years the Ledyard Prevention Coalition was supported by *Drug Free Communities Grants*, which ran in ten-year cycles. She stated the *Drug Free Communities Grants* Funding has ended; therefore, she stated funding was needed to keep the Ledyard Prevention Coalition together and to keep the meetings, programs and working with community partners to identify and implement strategies in collaboration with the School System and Police Department. She stated although this funding would not totally fill the gap, that it would give Ms. Mansfield enough hours to do the essential work such as the Juvenile Review Board (JRB), and that they hoped that there would be other opportunities to apply for additional funding that would support other activities that were supported by the Director of Programs; and were previously supported by the Drug Fee Communities Grant.
- ***Peer Navigator Hours*** - Councilor Buhle stated in the 2023 Agreement there were 416 Peer Navigator Hours; however, in the proposal presented for October 1, 2025 – September 30, 2025 only 52 Peer Navigator Hours were included, and she questioned the reason for the decrease in hours. Ms. Muggeo stated this was similar to the Naloxone/Narcan purchase, explaining that they were looking to maximize the activation of the local National Opioid Settlement Funds to fill in the gaps where there was no other funding available. She stated that they have a Team of Peer

Navigators that support both Ledge Light Health District and Alliance for Living. She stated the Peer Navigators were funded by other grant sources; and she explained that Peer Navigators support Ledyard residents by driving them to appointments, help them get connected with evidence-based care, help them access other sources of support. She stated they were able to use other grant sources to support more of the Peer Navigators Hours than they were able to use in the 2023 Budget Proposal.

- ***Training First Responders and Faith Communities*** - Councilor Saccone asked that Ledge Light Health District- Ledyard Prevention Coalition contact the Ledyard Center Fire Company and Gales Ferry Fire Company two Fire Chiefs and to offer their services. He stated although the Fire Companies were governed by other Office of Emergency Medical Service (OEMS) Regulations; that he thought the Ledyard Prevention Coalition's approach may also help them to deliver their services as well. Ms. Muggeo stated after the Finance Committee's September 3, 2025 that she reached out to Mr. Murray, who provided the training program "*Caring for People Who Use Drugs*" noting that his program has been certified by Connecticut's Office of Medical Emergency Services (OMES) and offers Emergency Medical Service (EMS) Providers Continuing Education Credits. She stated that Mr. Murray would be looking at his schedule and would contact Ledyard once they have some dates. She stated that she would appreciate Councilor Saccone's help in promoting the Training Program with the town's first responders.

The Finance Committee thanked Ms. Muggeo for attending tonight's meeting.

Ms. Muggeo left the meeting at 5:10 p.m.

RESULT: DISCUSSED

Next Meeting 10/1/2025 : 5:00 p.m.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Finance Committee Regular Meeting Minutes of September 3, 2025.
Moved by Councilor Buhle, seconded by Councilor Ryan

VOTE: 3 – 0 Approved and so declared

VI. FINANCE DIRECTOR'S REPORT – Finance Director Matthew Bonin state the Finance Department was focused on closing out the Fiscal Year 2023/2024 in preparation for the Annual Audit. He stated Auditors CliftonLarsonAllen, LLP., would be on-sit in early October. He stated of the 3,000 Purchase Orders there was only about 10 Purchase Orders that still need to be closed out.

VII. FINANCIAL REPORTS

Finance Director Matthew Bonin stated for the October 1, 2025 Finance Committee that he would have the Budget versus Actuals for the Expenditures and Revenues; noting the Reports would provide a good idea of how they ended the 2023/2024 fiscal year.

III. OLD BUSINESS

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

Councilor Buhle stated that she has received some emails from residents noting that the Drug Awareness Resistance Education (DARE) Program would be starting in the Schools next month; and she questioned whether the National Opioid Settlement Payments Funding has been transferred to administration the program.

Mayor Allyn, III., stated at their April 9, 2025 meeting the Town Council approved to allocate up-to \$12,500 to support the Fiscal Year 2025/2026 administration of the DARE Program in Ledyard Public Schools.

Mayor Allyn stated Account #20810201-58206-24206 (National Opioid Settlement) was well funded noting that he recently received notification that there were some additional vendors that would be taking part in the settlement.

Finance Director Matthew Bonin explained once the Drug Awareness Resistance Education (DARE) Program has been completed that the Police Chief Rich could provide the final cost numbers and the funds would be transferred at that time.

RESULT: CONTINUED

Next Meeting 10/1/2025 : 5:00 p.m.

- MOTION to recommend the Town Council accept the Ledge Light Health District-Ledyard Prevention Coalition proposal; and allocate \$60,000 from Account # 0810201-58206-24206 (National Opioid Settlement Funding) to continue to support programs for opioid abatement; expanding access to opioid use disorder prevention, intervention, treatment, and recovery options, etc.

Moved by Councilor Buhle seconded by Councilor Ryan

Discussion: Councilor Saccone noted that the Finance Committee reviewed Ledge Light Health District-Ledyard Prevention Coalition \$60,000 proposal earlier this evening with Health Director Jennifer Muggeo (see above IV. Presentations).

Councilor Ryan stated although Ms. Muggeo has already left the meeting that she wanted to thank her for the detailed Proposal.

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. 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.

Mayor Allyn, III, stated at the Finance Committee's September 3, 2025 meeting he provided an overview of the Ledyard Center Sewer Line Extension Project, noting that the remaining \$187,000 would be used for Phase II of the Sewer Line Extension Project.

Finance Director Matthew Bonin stated that the town would be reappropriate \$187,000 to the Undesignated Fund; as planned, because would be

Councilor Ryan stated that he was pleased to see all of the ARPA Projects come to a close after three years.

Councilor Buhle stated she attended the Juliet W. Long Playground Ribbon Cutting, noting that the Solid Surface looked great.

RESULT: DISCUSSED

Next Meeting 10/1/2025 : 5:00 p.m.

3. Continued discussion regarding potential grant opportunities. – No Update.

RESULT: NO ACTION

Next Meeting 10/1/2025 : 5:00 p.m.

4. Regular Quarterly Joint Finance Committee Meetings between the Town Council and Board of Education.

Councilor Ryan requested clarification, noting that he thought they had discussed meeting in November and December.

Councilor Saccone stated that they did discuss having a close out meeting in November and that he would send Board of Education Finance Committee Chairman Earl (Ty) Lamb an email to check on meeting dates, noting that November 19, 2025 would be a potential date.

Councilor Ryan stated that stated after the November 4, 2025 Election that they would know who was on the Town Council and the Board of Education, noting that it would be a good opportunity for the newly elected officials attend the meeting which could be a good hand-off meeting.

RESULT: DISCUSSED

Next Meeting 10/1/2025 : 5:00 p.m.

5. MOTION to remove from the Table and Act on the
MOTION to recommend Town Council appropriate and transfer \$157,133 from Account #10188210-59300 (Transferred Funds) to Account #22570101-58250 (BOE CNR Reserve Fund);

2025/2026 Budget.

- \$10,000 Ledyard High School Sewer Line Pipe Replacement was included in the Fiscal Year 2025/2026 Budget.

Councilor Buhle noted that she was not feeling great about this request.

Councilor Ryan stated that he agreed with Councilor Buhle's sentiments regarding the Board of Education's request for the additional \$157,113 in Impact Aid Funding be transferred to their Capital Account for Projects, noting that five of the Projects were already funded in the Fiscal Year 2025/2026 Budget. He stated the Impact Aid Trend Analysis was also of concern, noting that the Impact Aid Trend Analysis was a separate subject would talk about that during the budget process. He stated the Impact Aid Trend Analysis supported his concerns that they seem to underbudget this area nearly every year except for one year.

Councilor Ryan stated in focusing on the use of the additional \$157,113 Impact Aid funding received did not seem to be very coherent proposal for how to use the funding.

Councilor Saccone questioned whether they wanted to ask the Board of Education to come back with an updated Project List for the use of the additional \$157,113 Impact Aid Funding.

Mayor Allyn stated once the Fiscal Year 2023/2024 Annual Audit has been completed the Board of Education would have a budget surplus which would be allocated to their Capital Account per "*Resolution Creating a Funding Mechanism for Making Annual Appropriation to a Capital Account for the Board of Education*", adopted September 28, 1988 to further fund their Capital Needs.

Finance Director Matthew Bonin stated he received an email this morning that indicated the Board of Education was expecting to see about \$231,000 Budget Surplus, which as the Mayor explained would go into the Board of Education's Capital Account.

Councilor Ryan stated the Board of Education's projected Fiscal Year 2023/2024 Budget Surplus in the amount of \$213,000 would more than fund the Projects they presented for the use of the additional \$157,113 Impact Aid Funding. Therefore, he questioned whether there was any requirement for the additional Impact Aid Funding to be appropriated to the Board of Education. Finance Director Matthew Bonin explained that by law Impact Aid was to be treated as *Other Local Tax Revenue*. He stated that Impact Aid was the Federal Government paying their tax bill for kids who were military or living on the Indian Reservation, where the town was not receiving tax revenue. He stated the Board of Education's annual budget was almost \$40 million, and the Impact Aid Funding received was about \$1.2 million. Therefore, he stated they were certainly using all of the Impact Aid funding for education purposes. He stated that he had concerns that just because the Board of Education exceeded its Impact Aid Revenue estimate that they should be entitled to those monies. He stated there were other Town Departments such as the Building Department that took-in \$136,000 more this year than they budgeted.

Councilor Buhle stated that she was not opposed to Capital Improvements, but that she was opposed to a List of Capital Improvements that they already received the money for, and they do not follow the Priority List that the Board of Education provided. She stated

the point of prioritizing was to fund the most needed things first.

Councilor Ryan questioned whether the Finance Committee should send this request back to the Board of Education. Councilor Saccone agreed that the Board of Education should provide an updated list based on priority needs. Councilor Buhle stated when she looked at priorities that they should be projects that made it through the Mayor's Budget because they were important; and potentially made it through the Town Council's budget the first time, but there was not the funding for them, not for things that were funded in Fiscal Year 2027/2028.

Councilor Ryan stated to be clear that he did not want to fund new capital projects that were not on the proposed list for this fiscal year, noting that he would like to see them fund capital projects that were on the list for this year. He stated as Councilor Buhle and Councilor Saccone stated that they need to go down the Prioritized List. He stated if the Board of Education presented Capital Projects that were not on the Prioritized List then they need to understand why it changed priority and/or changed in its proposed value.

Councilor Buhle stated that she was not ready to fund any of the Projects presented in the Board of Education's July 26, 2025 letter.

Councilor Saccone stated he understands that Finance Director Matthew Bonin was not in-favor of allocating the additional \$157,113 Impact Aid to the Board of Education. However, Councilor Saccone stated although he understood Mr. Bonin's point that if the additional funding was used to address the very long list of capital improvements for the schools that he also thought it was a good idea, because it would reduce the impact of capital needs for future budgets. Therefore, he stated that he did not have a problem with giving the Board of Education the additional Impact Aid Funding if they could show that they would do capital project that the town would not have to fund later.

Councilor Ryan suggested the Finance Committee vote this request down because they do not have a coherent proposal; and in light of the Board of Education having a \$213,000 budget surplus, which was more than the additional \$157,113 Impact Aid Funding, that would have to be used for capital improvements. Therefore, he stated that he would vote "No" on the Board of Education's request, and to keep the additional \$157,113 Impact Aid funding in the General Fund.

Mayor Allyn stated that they should all be aware of Revenues that exceed projections, such as the Planning Department's \$136,000 that they should have the opportunity to spend, instead of the additional revenue going into the General Fund to offset other expenses. He stated at the Town Council's September 10, 2025 meeting the additional \$250,000 Agri-Science Grant Funding was allocated to the Board of Education for capital expenses for the Agri-Science (Vo-Ag) Program; and he noted the projected unaudited Board of Education Fiscal Year \$213,00 Surplus would be allocated to the Board of Education's Capital Account. He stated that he believed the town was more than generous with allocations to fund the Board of Education's capital projects; noting that they need to also recognize that the Town has a List of Capital Needs as well; understanding that it was a very large number.

VOTE: 0– 3 Motion Failed

RESULT: AMOTON FAILED 0 -3

MOVER: Jessica Buhle, Town Councilor

SECONDER: Tim Ryan, Town Councilor

AYES:

NAYS Jessica Buhle, Tim Ryan, Tony Saccone

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

VIII. NEW BUSINESS

MOTION to recommend the Town Council approve two tax refunds in the combined total amount of \$6,393.90 each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

- Lereta Tax Service for Kin Chan & Cuihua Zheng \$3,291.61
- Eric Carlson MOTION to recommend the Town Council appropriate \$3,634.21 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

Moved by Councilor Buhle, seconded by Councilor

Discussion: Councilor Saccone noted that these tax refunds were in order, explaining that for both cases there was a double payment of taxes. He stated that both the property owner and the lender (escrow) paid the taxes. He stated in accordance with policies established for the Tax Collection Department, refunds to taxpayers exceeding \$2,400.00 are to be approved by the Town Council.

VOTE: 3- 0 Approved and so declared

RESULT: APPRO

VE TO RECOMMEND 3 - 0

MOVER: Jessica Buhle, Town Councilor

SECONDER: Tim Ryan, Town Councilor

AYES: Jessica Buhle, Tim Ryan, Tony Saccone

2. Any other New Business proper to come before the Committee. – None.

X. ADJOURNMENT

Councilor Buhle moved the meeting be adjourned, seconded by Councilor Saccone

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Anthony Saccone, Sr.
Committee Chairman
Finance Committee