Chairman Kevin J. Dombrowski

TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339

860 464-3203
Roxanne Maher

MINUTES
FINANCE COMMITTEE
REGULAR MEETING

Wednesday, May 3, 2023 5:00 PM Annex Meeting Room - Video Conference

DRAFT

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

Councilor Saums 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
Andra Ingalls	Town Councilor	Present	Ln-Person	5:00 pm	5:30 pm
Tim Ryan	Town Councilor	Present	In-Person	5:00 pm	5:30 pm
Bill Saums	Town Councilor	Present	In-Person	5:00 pm	5:30 pm
Mary McGrattan	Town Councilor	Present	Remote	5:00 pm	5:30 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:00 pm	5:30 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	5:30 pm
Matt Bonin	Finance Director	Present	In-Person	5:00 pm	5:30 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	5:30 pm

III. RESIDENTS AND PROPERTY OWNERS COMMENTS

Councilor Saums noted the Finance Committee and others in attendance this evening were wearing bow ties or the color green in memory of Conor Irwin, noting that today would have been his 21st Birthday.

Councilor Irwin and Mrs. Irwin stopped by the Meeting and thanked the Finance Committee for the remembrance of their son Conor who passed away on December 5, 2016 at the age of 14 in a tragic skateboarding accident. Mrs. Irwin stated seeing everyone wearing green to remember their son meant the world to them. She stated the *Conor Irwin Memorial Classic Race* honored their son Conor, who was an intelligent, funny, kind, and an amazingly fast young man. She stated people could participate in the event from May 3, 2023 – June 11, 2023. She stated all the proceeds from the race would go directly to the *Conor Irwin Memorial Fund* which provided scholarships to

deserving students. She stated the 2023 the *Conor Irwin Memorial Classic* would again offer both a live and a virtual option. The live event would be held at Ledyard High School on June 10, 2023 at 9 a.m. on the *Conor S. Irwin Memorial Cross Country Course*. She stated Awards would be given to the top winners in their age groups. She stated this year they have raised the most money for the Scholarship and that more details regarding the Race was available on-line https://runsignup.com/Race/CT/Ledyard/ConorIrwinMemorialClassic.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

IV. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Minutes of April 19, 2023
Moved by Councilor Ryan, seconded by Councilor Ingalls
VOTE: 3 – 0 Approved and so declared

V. FINANCE DIRECTOR'S REPORT

Finance Director Matthew Bonin stated that he would address items during the meeting.

VI. FINANCIAL REPORTS

Finance Director Matthew Bonin noted that the Year-to-Date Financial Reports for April 30, 2023 would be presented at the Finance Committee's May 17, 2023 meeting.

VIII. OLD BUSINESS

1.

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.

The Finance Committee reviewed the updated ARPA Projects Status Spreadsheet as follows:

Total ARPA Allocation: 4,327,093.49

Request Title	Department	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended FY'22	ARPA Funds Expended FY'23	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Sewer Line Extension Phase I	WPCA	Town Council Action	04/27/22	1,200,000.00	-	85,200.00	85,200.00	1,114,800.00	In Progress	need to verify - all Sewer Feasibility expenses
Sewer Line Extension Phase III	WPCA	Budget Referendum	05/17/22	950,000.00	-	-	-	950,000.00	Not Started	

Request Title	Department	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended FY'22	ARPA Funds Expended FY'23	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Emergency Services Building HVAC system replacement	Public Works	Town Council Action	02/08/23	200,000.00	-	190,000.00	190,000.00	10,000.00	In Progress	
Funding for youth mental health clinicians	Youth Services	Budget Referendum	05/17/22	190,000.00	-	5,816.75	5,816.75	184,183.25	In Progress	
Skid Mounted Sewer Pumps	WPCA	Town Council Action	04/27/22	175,000.00	2,234.60	113,943.80	116,178.40	58,821.60	In Progress	
Park & Rec / Senior Center HVAC system replacement	Public Works	Town Council Action	02/08/23	155,000.00	-	148,443.58	148,443.58	6,556.42	In Progress	
Ledyard Up/Down Sawmill	Historic Districts	Budget Referendum	05/17/22	125,000.00	-	3,000.00	3,000.00	122,000.00	In Progress	
Road Restoration Fund	Public Works	Budget Referendum	05/17/22	114,885.00	-	114,885.00	114,885.00	-	Completed	
Housing Rehab Grant - additional funding	Land Use / Planning	Town Council Action	12/08/21	100,000.00	-	23,618.90	23,618.90	76,381.10	In Progress	
Concrete Floor - Pole Barn	Public Works	Town Council Action	12/08/21	100,000.00	-	100,000.00	100,000.00	-	Completed	
Town Hall HVAC system replacement	Public Works	Town Council Action	04/13/22	80,000.00	-	67,728.06	67,728.06	12,271.94	In Progress	
Town Green Upgrade Project	Public Works	Town Council Action	02/09/22	75,000.00	49,154.50	25,845.50	75,000.00	-	Completed	
Replace Dispatch Stations (2) in EOC	Emergency Management	Budget Referendum	05/17/22	75,000.00	3,854.38	56,632.60	60,486.98	14,513.02	Completed	
Playscape Replacement at 13 Winthrop, Gales Ferry	Park & Rec	Budget Referendum	05/17/22	60,000.00	-	27,296.00	27,296.00	32,704.00	In Progress	
Erickson Park Enhancements	Park & Rec	Budget Referendum	05/17/22	55,000.00	-	-	-	55,000.00	Not Started	
Police Radio Interoperability	Police	Budget Referendum	05/17/22	46,125.00	-	-	-	46,125.00	In Progress	funds encumbered
Ledge Light Health District - support COVID initiatives	Finance	Town Council Action	01/26/22	43,270.00	-	43,270.00	43,270.00	-	Completed	
Nathan Lester House repairs	Historic Districts	Budget Referendum	05/17/22	40,000.00	-	7,449.00	7,449.00	32,551.00	In Progress	
LED Sign Panel, Gales Ferry	Mayors office	Budget Referendum	05/17/22	35,000.00	-	-	17,500.00	17,500.00	In Progress	
LED Sign Panel, Ledyard Center	Mayors Office	Budget Referendum	05/17/22	35,000.00	-	-	17,500.00	17,500.00	In Progress	
Sidewalk Infill in Ledyard Center	Public Works	Budget Referendum	05/17/22	35,000.00	-	-	-	35,000.00	Not Started	
Add Sidewalks in Gales Ferry	ON HOLD	Budget Referendum	05/17/22	35,000.00	-	-	-	35,000.00	Not Started	
Replace Food Pantry Roof	Mayors office	Budget Referendum	05/17/22	25,000.00	-	8,700.00	8,700.00	16,300.00	Completed	

Request Title	Department	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended FY'22	ARPA Funds Expended FY'23	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Public Works	Budget Referendum	05/17/22	23,000.00	-	-	-	23,000.00	Not Started	
Electric Vehicle charging stations	Mayors Office	Budget Referendum	05/17/22	20,000.00	-	-	-	20,000.00	Not Started	
Vinyl Re-siding of Food Pantry	**Mayors office**	**Budget Referendum**	**05/17/22**	**17,500.00**	**-**	**-**	**-**	**17,500.00**	**Not Started**	
Gales Ferry Corridor Study	Land Use / Planning	Budget Referendum	05/17/22	15,000.00	-	-	-	15,000.00	Not Started	
TVCCA - Commissary project	Finance	Town Council Action	12/08/21	15,000.00	-	15,000.00	15,000.00	-	Completed	
Solar Charging Stations	Mayors office	Budget Referendum	05/17/22	12,000.00	-	5,496.00	5,496.00	6,504.00	In Progress	Units purchased - awaiting install
Added ClearGov Modules	MIS	Budget Referendum	05/17/22	10,500.00	-	10,500.00	10,500.00	-	Completed	
Parks and Rec Summer Scholarships	Parks and Recreation	Budget Referendum	05/17/22	10,000.00	2,087.50	-	2,087.50	7,912.50	In Progress	
Homeless Hospitality Center of New London	Finance	Budget Referendum	05/17/22	10,000.00	-	10,000.00	10,000.00	-	Completed	
Replace Firehouse software	AES	Budget Referendum	05/17/22	8,000.00	-	8,000.00	8,000.00	-	Completed	
Request Title	**Department**	**Process**	**Date**	**Appropriated**	**FY'22**	**FY'23**	**Expended**	**Remaining**	**Status**	**Notes**
Automated Doors - Senior Center	Public Works	Budget Referendum	05/17/22	5,000.00	-	-	-	5,000.00	Not Started	funds encumbered
Replace brackets on streetlight poles	Public Works	Town Council Action	04/27/22	2,520.00	2,476.84	43.16	2,520.00	-	Completed	
Install WI-FI in Food Pantry	MIS	Budget Referendum	05/17/22	2,500.00	2,640.76	-	2,640.76	(140.76)	Completed	
Balance of funding for Owl Pro	MIS	Town Council Action	12/08/21	831.00	831.00	-	831.00	-	Completed	
TOTALS										
Total Committed				**4,101,131.00**						
Total Expended					**63,279.58**	**1,070,868.35**	**1,168,147.93**			
Committed Remaining								**2,901,310.81**		
Uncommitted Balance								**225,962.49**		
Completed to be Reallocated								**30,672.26**		

The Group discussed the following:

- Progress to date:
  - ✓ 13 Projects Completed
  - ✓ 13 Projects In-Process
  - ✓ 8 Projects Not-Started

- Senior Citizens ARPA Funding $29,000 – Mayor Allyn noted as he reported at the Town Council's April 26, 2023 meeting the Federal Government designated ARPA Funding specifically for Senior Citizens Centers. He stated Ledyard would be receiving $29,000, noting that it was based on a per capita allotment. He stated the town had 18 months to designate the use of the funding and that the funds needed to be spent by 2026.

  Councilor Saums addressed the $29,000 in American Rescue Plan Act (ARPA) Funding and he noted that the town had allocated $160,000 to be used for the replacement of the Heating and Air Condition System (HVAC) ($155,000) and doors ($5,000) at the Senior Center. He suggested the town apply the $29,000 Senior Citizens ARPA Funding toward these Projects at the Senior Citizens Center, noting that it would free up $29,000 for cost overruns on other town ARPA Projects. Mayor Allyn stated that Councilor Saums' suggestion was a good approach.

- Linda C. Davis Food Pantry Vinyl Siding $170,000 – Mayor Allyn explained that the residing the Food Panty has not been done yet because the Food Panty would like to make some changes to the building to provide a covered area outside the door so that volunteers would be out of the weather when providing curbside pick-ups and when receiving deliveries. He stated the weather protection overhang would be about 12-feet wide and would project out 8-feet. He stated that they were also looking to install a concrete pad for a "*Market Cart*" in that same area.

  Mayor Allyn went on to explain the *Market Cart* was for food that nearing the expiration date, that the Food Pantry would make available to clients when they were picking up their regular food orders, noting that the clients could pick up extra supplies from the *Market Cart*. He stated the weather protection covering would be on the side of the building facing where the tennis courts use to be located. He stated once this work was completed that they would proceed with residing the building.

  Finance Director Matthew Bonin noted the following:

  - ✓ Completed Projects: $31,000 Remaining
  - ✓ Not Yet Committee: $226,000

    Total Available: $256,000 to be committed to other projects.

  Mr. Bonin noted the Federal Treasury definition of "***Obligated Funds***" meant "***An order has been placed for property and services, or contracts, or some arm awards were made***". He stated just saying that the funds were going to be used for a particular project, was not considered ***"Obligated***" and did not meet the Treasury's definition. He stated they had to contracts or Purchase Orders in place.

RESULT: CONTINUED	**Next Meeting: 05/17/2023 5:00 p.m.**

2. Remove from Agenda
   Continued discussion and possible action on the
   MOTION to recommend the Town Council grant a Bid Waiver to STV Construction Inc., not to exceed $91,496 due to receiving fewer than the required three bids in response to Bid #LPS 23-01 (Owner's Representative Services for Select Capital Projects), in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*".

Finance Director Matthew Bonin stated the Permanent Municipal Building Committee (PMBC) met on May 1, 2023 and decided to update the bid specifications to include the full scope of work and to rebid the *"Owner's Representative Services for Select Capital Projects*".

The Finance Committee noted that they were pleased with the PMBC's decision to rebid the work, noting the importance to have a fair and equitable process; and that rebidding the work was the right process.

The Committee agreed by consensus to remove the bid waiver request regarding the work for the "*Owner's Representative Services for Select Capital Projects*" from their Agenda.

RESULT: Remove from Agenda

3. No action on the
Continued discussion regarding potential uses for the funding received from the National Opioid Settlement Payments.

Councilor Saums stated the Ledyard Youth Services, and the Ledyard Prevention Coalition were continuing to look at options for the best use of the Opioid Settlement Payments and how they could be involved in the initiative.

RESULT: NO ACTION **Next Meeting: 05/17/2023 5:00 p.m.**

4. No action on the
Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 *"An Act Concerning Solid Waste Management*" in accordance with *"Resolution Regarding Revenues Received from Beverage Container Surcharges"* adopted on June 8, 2022.

Councilor Saums stated unfortunately this year Earth Day was a wash-out rainy weekend. However, he stated that he along with some neighbors did do some roadside clean-up and that he was aware of other residents who did the same, noting that the Vajdos Family picked-up 500 nip bottles. He stated he delivered a total of about 600 nip bottles to Resident Mrs. Betsy Graham and he noted that Mrs. Graham has asked that they get the word out either through the Ledyard Beautification Committee or social media that those who were picking up the nip bottles to drop the bags off to her. Councilor Saums stated that Mrs. Graham was planning to bring the nip bottles to the State Capital in Hartford to bring awareness of this issue. He stated residents can obtain clear plastic bags from Southeastern Connecticut Regional Resource Recovery Authority (SCRRRA).

Councilor Ingalls stated that she and Deb Vessels do roadside clean-up in the area from the Ledyard sign coming into town from Preston and that they typically collect at least 100 nip bottles in that area. She stated she liked the idea of delivering the nip bottles to Hartford. She stated although they could coordinate a town-wide community event roadside clean-up that it did not address the root of the nip bottle problem. Councilor Saums stated he agreed with Councilor Ingalls, noting that it was a complex problem, stating that the Liquor Lobby was successful because there was not mechanism or stream to redeem the nip bottles. He stated the current return bottle/can machines do not take the small nip bottles. He stated the whole intent of the nip bottle was to buy it, drink it, and throw it out the window while driving. Therefore, he stated it was his opinion that the liquor nip bottles should be out lawed.

Mayor Allyn, III, stated that the Liquor Lobbyists were successful in blocking the nip bottle deposit proposal; with the State Legislature instead approving Public Act No. 21-58 "*An Act Concerning Solid Waste Management*" in accordance with "*Resolution Regarding Revenues Received from Beverage Container Surcharges"* - Nip Bottle Surcharge Disbursement. He reported that Ledyard received $13,048.20 from the Nip Bottle Surcharge, noting that this equated to 260,964 nip bottles (17 nips bottles per capita) sold in Ledyard during the past six-months.

Mayor Allyn went on to state unfortunately Public Act No. 21-58 which imposed a .05 cent surcharge on each nip bottle sold has not addressed the Municipalities concerns regarding the littering of nip bottles on the roadways and more importantly it has not deterred motorists from drinking, and driving, and throwing the nip bottles out of their car windows. He explained that the Municipalities were looking for a .25 cent returnable deposit on each nip bottle sold to provide an incentive for people to return the nip bottles, noting that you see people cleaning up the roads collecting other beverage containers to return them to the store for the refund. He stated the reason nip bottles were not picked-up was because there was not a bottle return and, as Councilor Saums noted, there were no bottle collection machines for nip bottles, noting their irregular sizes.

The Finance Committee reviewed the data sheet which listed the Nip Bottle Surcharge Disbursement for each of the state's 169 towns noting the following towns:

Municipality	**Surcharge Disbursement**
East Lyme	$12,835.80
Essex	$4,925.60
Griswold	$17,720.20
Groton	$46,199.35
Hartford	$78,448.85
Ledyard	$13,048.20
Lisbon	$3,577.20
New Haven	$115,073.05
New London	$35,838.20

Municipality	Surcharge Disbursement
Preston	$4,845.00
Stonington	$12,653.20
East Lyme	$12,835.80

Councilor Ryan noted based on the data sheet that 231 nip bottles were being sold every day, per liquor/package store or 7,000 per month per package store.

They Finance Committee discussed the importance to bring awareness to their State Legislators regarding this issue and other ideas for the use of Nip Bottle Surcharge Funding noting the following:

- Try to engage Package Stores in a positive way to collect nip bottles, in an incentive type of way.
- Support local non-profit groups such as Booster Clubs by having them use the collection of nip bottles as a fund raiser and the Town could provide a monitory donation to the non-profit organization for the nip bottles using the Surcharge Funding.

Councilor Saums stated that he would like to see the Beautification Committee be involved in the nip bottle collection to bring this issue to Hartford. However, he stated the roadside clean-up needed to be done either in the Spring before the brush begins to grow, or in the Fall. Councilor Ingalls stated that she was the Liaison to the Beautification Committee and that she would email their Chairman Jen Eastbourne and that she would include Councilor Saums to get the conversation started.

RESULT: CONTINUED **Next Meeting: 05/17/2023 5:00 p.m.**

5. Any Old Business proper to come before the Committee. None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council appropriate $9,500 to Account #21020301-57300-G0015 (Fire Marshall - New Equipment - State Grant).

In addition, authorize the expenditure of up to $9,500 for the purchase of three 800 MHz radios for Emergency Management.

The funding source for this project is the Town of Ledyard's FY 2023 Nuclear Safety Emergency Program Funding Allocation (2022-44).

Moved by Councilor Ingalls, seconded by Councilor Ryan
Discussion: Councilor Saums stated the town has already applied for and received this Nuclear Safety grant funding. He stated tonight's action was to appropriate and authorize the spending of the grant funding to purchase three 800 MHz radios for Emergency Management.

Mayor Allyn, III, explained that the State was moving to the 800 MHz radios (Tri-BAN), which would allow everyone in the state to communicate with each other. He stated this project has been in-process for about ten-years. He stated Director of Emergency Management Jim Mann has received approval from DEMIS Region 4 to use these funds to purchase the radios.

VOTE: 3 – 0 Approved and so declared

RESULT: RECOMMEND TO APPROVE 3 – 0
MOVER: Andra Ingalls, Town Councilor
SECONDER: Tim Ryan, Town Councilor
AYES: Ingalls, Ryan, Saums

2. Any New Business proper to come before the Committee.

Councilor Saums stated a resident showed him her 25-acre property located on Long Pond, which at one time was used as a Camp for Boys. He stated that periodically some of the people who once spent the summer at the Camp drive down Long Pond Road South and recall the time they spent there as a kid. He stated the resident would like to preserve the property and thought that it would be a great park for the Town.

IX. ADJOURNMENT

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

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

William D. Saums
Committee Chairman
Finance Committee