Chairman S. Naomi Rodriguez

TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

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MINUTES
FINANCE COMMITTEE
SPECIAL MEETING

Wednesday, May 7, 2025 | 4:00 PM | Annex Meeting Room - Video Conference

I. CALL TO ORDER - The Meeting was called to order by Committee Chairman Councilor Saccone at 4:00 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	Remote	4:00 pm	4:19 pm
Tim Ryan	Town Councilor	Excused			
Tony Saccone	Town Councilor	Present	In-Person	4:00 pm	4:19 pm
S. Naomi Rodriguez	Town Council Chairman	Present	In-Person	4:00 pm	4:19 pm
Fred Allyn, III	Mayor	Present	In-Person	4:00 pm	4:19 pm
Ian Stammel	Assistant Finance Director	Present	In-Person	4:00 pm	4:19 pm
Steve Masalin	Public Works Director/Town Engineer	Present	In-Person	4:00 pm	4:19 pm
Scott Johnson, Jr.	Parks, Recreation & Senior Citizens Director	Present	In-Person	4:00 pm	4:19 pm
Roxanne Maher	Administrative Assistant	Present	Remote	4:00 pm	4:19 pm

III. RESIDENTS AND PROPERTY OWNERS COMMENTS – None.

IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Finance Committee Minutes as follows:

- Regular Meeting Minutes of April 16, 2025
- Special Meeting Minutes of April 23, 2025

Moved by Councilor Saccone, seconded by Councilor Buhle

VOTE: 2 – 0 Approved and so declared

V. FINANCE DIRECTOR'S REPORT- None.

VI. FINANCIAL REPORTS -

Assistant Finance Director Ian Stammel noted that the following Reports were provided for tonight's meeting:

- Revenue Report dated March 30, 2025
- Expenditure Report dated March 30, 2025

III. OLD BUSINESS

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

Mayor Allyn, III, stated that Ledyard received a Settlement Payment from Walgreens in the amount of $2,807. He stated that this was a smaller payment, however, it would help them to continue their drug and overdose prevention programs.

RESULT: DISCUSSED **Next Meeting 5/21/2025 : 5:00 p.m.**

2. 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.

Councilor Saccone questioned the status of the following ARPA Funded Projects:

- Town Hall Lift (elevator) – Public Works Director/Town Engineer Steve Masalin stated the construction of the Lift has been completed and it was now functioning.

- Town Clerk's ADA Counter – Mayor Allyn stated the ADA Counter has been installed and it turned out beautiful.

- Route 12 - Gales Ferry Corridor Study – Mayor Allyn stated the Economic Development Commission held a Public Forum to present the Route 12 Corridor Study to obtain public feedback. He stated that Consultant Gorman + York would be creating a Survey QR Code that would be shared on the town website with the hope to obtain more responses that they would tie into the feedback they received at the April 15, 2025 Public Forum. He stated although the Study was not complete that it was progressing.

RESULT: DISCUSSED **Next Meeting 5/21/2025 : 5:00 p.m.**

3. Continued discussion regarding potential grant opportunities.

Councilor Buhle stated at the Town Council's April 17, 2025 Special Meeting they authorized the resubmission of Ledyard's 2025 *COPS Law Enforcement Technology and Equipment Grant* Application in the amount of up-to $240,000 for the 2026 Congressionally Directed Spending Program. She provided some background explaining that although Ledyard's 2025 Congressionally Spending Grant Application was approved by the Appropriations Committee that the Continuing Resolution that Congress passed did not allocate the funding for the 2025 Community Projects. However, she stated on April 14, 2025 that she and Chairman Rodriguez were notified that the Application Period for Fiscal Year 2025/2026 Congressionally Directed Spending Program for Community Projects had opened. She noted that Senator Blumenthal's Office explained that should Ledyard choose to resubmit their request for the $240,000 COPS Technology Grant under the 2026 Congressionally Spending Program that Ledyard's Application would have top priority at the top of the list. Therefore, she stated that she was hopeful that Ledyard's Application would be approved in the 2026 Round.

RESULT: DISCUSSED **Next Meeting 5/21/2025 : 5:00 p.m.**

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

Councilor Saccone noted that he reached out to Board of Education Finance Committee Chairman Earl (Ty) Lamb to discuss potential dates to schedule Quarterly Joint Meetings between the two Finance Committees. He noted instead of adding more meetings to their schedules they were considering scheduling their Quarterly Meetings in place of one of their Regular Finance Committee meetings. He stated that he and Mr. Lamb discussed holding Quarterly Meetings as follows:

- January, 2026 at the Board of Education Central Office
- April, 2026 at the Council Chambers, Town Hall Annex Building
- July, 2026 at the Board of Education Central Office
- October, 2026 at the Council Chambers, Town Hall Annex Building

Councilor Saccone stated the actual dates has not been determined, noting that Mr. Lamb would be discussing the Quarterly Meetings with the Board of Education Finance Committee.

Councilor Buhle stated that she liked the idea of replacing one of the Finance Committee's bimonthly meeting with the Quarterly Meetings, noting that they all have busy schedules.

Chairman Rodriguez asked Councilor Saccone to include Board of Education Chairman Anthony Favry in the communications regarding the Finance Committees regarding the Quarterly Meetings.

RESULT: DISCUSSED **Next Meeting 5/21/2025 : 5:00 p.m.**

VIII. NEW BUSINESS

1. MOTION to recommend the Town Council approve appropriations from the receipt of sales of vehicles and equipment through GovDeals in the total amount of $27,225 as follows:

- $22,200 to the Public Works Heavy Equipment CNR Account 21040101-57311;
- $2,525 to the Public Works Pooled Vehicle CNR Account 21040101-57315;
- $1,300 to the Gales Ferry Fire Company CNR Account 21020551-57300; and
- $1,200 to the Nathan Lester House Donations Account 20810201-54203-24203.

Moved by Councilor Saccone, seconded by Councilor Buhle
Discussion: Mayor Allyn, III, stated the town held another GovDeals on-line auction noting that the following items were sold:

- Large Roadside Mower $8,000 – Mayor Allyn stated that the mower had a lot of hours on it. He also noted that other Public Works surplus equipment was sold as well.
- Honda Civic $2,525 that was in the Town's Pooled Vehicles - Mayor Allyn stated that the vehicle had some issues, noting that it was a good opportunity to surplus it.
- Gales Ferry Fire Department $1,300 for surplus equipment.
- Nathan Lester House - $1,200 Lawn Tractor

Mayor Allyn went on to explain that these funds would be appropriated to the respective accounts and used toward the purchase/replace of equipment as needed.

VOTE: 2– 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 2 – 0
MOVER: Tony Saccone, Town Councilor
SECONDER: Jessica Buhle, Town Councilor
AYES: Jessica Buhle, Tony Saccone
EXCUSED: Tim Ryan

2. MOTION to recommend the Town Council authorize a bid waiver for Willimantic Waste Paper Co., Inc. (Casella) for Bid No. 2025-08 (Oversized Bulky Waste Removal) due to lack of three bids, in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*".
Moved by Councilor Buhle, seconded by Councilor Saccone
Discussion: Public Works Director/Town Engineer Steve Masalin explained that the Town solicits Bids for Bulky Waste Removal Services at the Transfer Station every two (2) years. He stated again this time the town only received two bids, noting that the last several times they went out to bid for Bulky Waste Services they did not receive the required three bids. He stated that Willimantic Waste Paper Co., Inc. (formerly Casella) was the low bidder versus CWPM over the 2-year contract period.

Mr. Masalin went on to note that the formula from the bid specifications yielded $166,680 for Willimantic Waste versus $168,000 for CWPM, which was based on the details of their respective offerings. He noted that the Proposals from each of the Companies along with the bid tabulation sheet, and the bid determination calculation spreadsheet were attached to the Agenda on the meeting portal.

Mr. Masalin stated the Oversized Bulky Waste removal Bid had the following two components and that each component would be billed separately: (1) Pay Per Pull; and (2) Pay for the Tonnage. He stated that Willimantic Waste Paper Co., Inc. (formerly Casella) had a higher Pull cost; and that CWPM had a higher Weight cost. He stated in applying the formula which factored in the total number of tons per year and the total number of pulls per year that Willimantic Waste Paper Co., Inc. (formerly Casella) was the lower bid.

Mr. Masalin stated the Contractor would provide the Bulky Waste Containers at the Transfer Station. He noted when the Containers were full that Public Works would call Willimantic Waste Paper and they would come and take the away the full containers and replace them with empty containers. Therefore, he stated that the town would pay for the Pull (pick up and drop off) and then they would pay for the Tonnage. He explained when Willimantic Waste Paper goes to dump the Bulky Waste at the Weigh Station that they would get a printout of the tonnage.

Councilor Saccone questioned whether Ledyard would receive a copy of the Weigh Station printout. Mr. Masalin stated that their current Contractor has been emailing the Weigh Station Printout for each load to him; and that he thought that Willimantic Waste Paper would do the same. He stated that he would verify the Weigh Station Print Out with the Invoice before he would approve the invoice for payment to make sure everything matched (Pull Date, Weight).

Mr. Masalin stated that with this Bid that they had the reverse of what happened with Curbside Collection Contract. He stated for many years Casella (currently Willimantic Waste Paper Co., Inc) was providing the Curbside Collection Services; and CWPM had been providing the Bulky Waste pickup at the Transfer Station. Therefore, he stated that the town's trash collection services would be making some major transitions come July 1, 2025.

VOTE: 2– 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 2 – 0	
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Jessica Buhle, Tony Saccone
EXCUSED:	Tim Ryan

3. MOTION to recommend the Town Council approved a water rate increase of 4% to become effective on July 1, 2025 as recommended by the WPCA and contained in the water and sewer rate table presented at the WPCA April 22, 2025 Public Hearing.

The Town Council's action was in accordance with Ordinance #400-001 "*An Ordinance Creating a Water Pollution Control Authority for the Town of Ledyard".*

Moved by Councilor Saccone, seconded by Councilor Buhle
Discussion: Councilor Saccone noted that Water Pollution Control Authority Chairman Ed Lynch attended the Town Council's April 9, 2025 meeting to provide an overview of the Water Operations proposed Fiscal Year 2025/2026 Budget, which included the need for the 4% water rate increase. He stated the WPCA held a Public Hearing on April 22, 2025 to present the increase to their ratepayers.

VOTE: 2– 0 Approved and so declared

RESULT:	**APPROVE TO RECOMMEND 2 – 0**
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Jessica Buhle, Tony Saccone
EXCUSED:	Tim Ryan

4. MOTION to recommend the Town Council grant a Bid Waiver to M&M Hydroseeding, LLC, of Griswold, Connecticut, due to receiving fewer than the required three bids in response to Bid #2025-07 (Turf Management for Parks & Recreation Facilities), in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing".*
Moved by Councilor Buhle, seconded by Councilor Saccone
Discussion: Parks, Recreation & Senior Citizens Director Scott Johnson, Jr., explained in response to Bid #2025-07 (Turf Management for Parks & Recreation Facilities) the town did not receive the required three bids. Therefore, he stated that a bid waiver has been requested. He stated in reviewing proposal received and comparing it to the previous contract; that the cost did not significantly increase; especially with the addition of providing loam and the top dressing, noting that the cost of seed and other materials were going up.

Mr. Johnson went on to explain that because this work was a specialty area, they felt that they would not receive any additional bids if they went out to bid a second time, therefore, he stated the bid waiver has been requested. He stated this work was not like lawn cutting where they would have probably received a number of bids. He stated the term of the contract was four-years with 2 one-year option years.

Councilor Saccone questioned the reason the town has not been reeving the required three bids. Mayor Allyn, III, stated that the town works to seek as many bids possible, noting that the Bids were advertised in the newspaper, posted on the town's website, and they also reach out to a number of contractors in their area to make sure that they were aware that the town was seeking proposals. However, he stated that the contractors were just choosing not to submit a bid.

VOTE: 2– 0 Approved and so declared

RESULT:	**APPROVE TO RECOMMEND 2 – 0**
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Jessica Buhle, Tony Saccone
EXCUSED:	Tim Ryan

5. MOTION to recommend the Town Council grant a Bid Waiver to Landsc~~ape~~ ***care*** & Design, LLC, of Ledyard, Connecticut, due to receiving fewer than the required three bids in response to Bid #2025-06 (Routine Maintenance for Parks & Recreation Facilities), in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*"
Moved by Councilor Saccone, seconded by Councilor Buhle
Discussion: Parks, Recreation & Senior Citizens Director Scott Johnson, Jr., provided an editorial correction noting that the name of the Contractor was Landsc~~ape~~ ***care*** & Design, LLC. He went on to state that this was the same situation as the Item #4 noting that in response to Bid #2025-06 (Routine Maintenance for Parks & Recreation Facilities), the town only received one bid. He stated that Landcare & Design, LLC., was their current contractor, noting that he has been providing services to Ledyard for about forty-years, and that he does a good job. He stated that the contract did increase, noting that since their last bid that was solicited six-years ago that the cost of goods have increased. He stated the term of the contract was four-years with 2 one-year option years.

VOTE: 2– 0 Approved and so declared

RESULT:	**APPROVE TO RECOMMEND 2 – 0**
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Jessica Buhle, Tony Saccone
EXCUSED:	Tim Ryan

6. MOTION to recommend the Town Council grant a Bid Waiver to Colliers Project Leaders not to exceed $110,000 due to receiving fewer than the required three bids in response to Bid #24-8 (Juliet Long HVAC Installation Owner's Representative Services), in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing".*
Moved by Councilor Saccone, seconded by Councilor Buhle
Discussion: Mayor Allyn, III, stated the Juliet W. Long School Heating Ventilation Air Condition System (HVAC) Project has been in the works for quite some time. He stated in response to Bid #24-8 (Juliet Long HVAC Installation Owner's Representative Services) that the town only received two bids. He stated at their May 5, 2025 meeting Permanent Municipal Building Committee (PMBC) selected Colliers Project Leaders. He stated because three bids were not received that the PMBC has requested a bid waiver in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*.

Mayor Allyn went on to state that Colliers Project Leaders prepared the paperwork for School(s) Consolidation – Renovate as New Improvement Projects (Middle School and Gallup Hill School) for the State to conduct their Audit for the Grant Funding Reimbursement. He stated that Colliers Project Leaders did a nice job and that the PMBC would like to move ahead with them for the Owners Representative on this project. He stated that the Juliet W. Long School Heating Ventilation Air Condition (HVAC) Project was subject to the townspeople approving to increase the Bond Authorization for the project at the May 20, 2025 Referendum. However, he stated that they would like to have everything in place so that if the funding is approved at May 20, 2025 Referendum that within a day or two they could have contracts signed so that they could

hit the ground, explain that it was going to take time to get the materials and the installer on-site. He stated that the Juliet W. Long HVAC System Project was going to take at least this summer, and possibly into next year, to complete the work. He stated that he supported the Juliet W. Long School HVAC Project; and that he hoped others would come out on May 20, 2025 and support it as well.

Councilor Saccone noted that a Special Town Meeting will be held on Monday, May 12, 2025 at 6:30 p.m. in the Council Chambers to provide information regarding the Juliet W. Long HVAC System Project; which would adjourn to a vote on the voting machines on May 20, 2025 along with the Fiscal Year 2025/2026 Budget.

VOTE: 2– 0 Approved and so declared

RESULT: APPROVE TO RECOMMEND 2 – 0	
MOVER:	Tony Saccone, Town Councilor
SECONDER:	Jessica Buhle, Town Councilor
AYES:	Jessica Buhle, Tony Saccone
EXCUSED:	Tim Ryan

7. MOTION to recommend the Town Council transfer tax accounts in the amount of $88,887.98 listed in the report dated April 22, 2025, to the "Suspense File"

In addition, authorize the transfer of non-refundable over payments in the amount of $120.92 to the general fund listed in the report dated April 23, 2025.
Moved by Councilor Buhle, seconded by Councilor Saccone
Discussion: Mayor Allyn, III, explained that as part of the town's year-end housekeeping the Tax Collector presents a list of accounts classified as *"Uncollectable"* to be transferred to the *"Suspense List"*. He stated that this action would remove the taxes from an active status to a non-active status. However, he stated that the accounts that were being transferred would remain on the tax roll and would be flagged as a "Suspense Item". He stated except for bankruptcy or deceased, the remaining tax bills would be sent to a Collection Agency and would remain on the tax rolls for fifteen years from their due date. He went on to state that the town does not pay for the Collection Agency's services, noting that the Collection Agency would obtain their fee from the person that owed the taxes. He explained in many cases they were motor vehicle taxes and the person moved out of state and did not know that they owed taxes. He stated as a comparison that this year's "Suspense File" was $20,139.44 higher than last year (FY 23/24) noting that the Suspense File was $68,748.54.

Mayor Allyn continued by addressing the transfer of Overpayments, explaining that per State Statute Section 12-129 and Ordinance #200-002 that "*overpayments under $5.00 shall be transferred to the general fund"* He stated for the Fiscal Year 2024/2025 the over payment amount that would be transferred to the General Fund was in the amount of $120.92. He stated as the Finance Committee was aware, that all other over payments were reimbursed to the property owner or lender, based on who made the over payment.

Councilor Buhle addressed the "*Uncollectable Taxes*" and she explained in many cases there were sailors who registered their vehicles in Connecticut, and because they know that they qualified for a tax exemption, they thought that they did not owe taxes; however, she stated that some do not realize that they had to file paperwork for the tax exemption. Therefore, she stated when they get transferred to another Base; and the tax bills catch up to them, they would say: "*Well, I'm exempt. I don't have to pay it*"; but because they had not filed the tax exemption paperwork they were receiving a tax bill. Therefore, she stated that some of the *Uncollectable Taxes* could be from people who have not filed the tax exemption paperwork, believing that they were exempt.

VOTE: 2– 0 Approved and so declared

RESULT:	**APPROVE TO RECOMMEND 2 – 0**
MOVER:	Jessica Buhle, Town Councilor
SECONDER:	Tony Saccone, Town Councilor
AYES:	Jessica Buhle, Tony Saccone
EXCUSED:	Tim Ryan

X. ADJOURNMENT

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

VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 4:19 p.m.

Respectfully submitted,

Anthony Saccone, Sr.
Committee Chairman
Finance Committee