



**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL  
HYBRID FORMAT

741 Colonel Ledyard Highway  
Ledyard, CT 06339

860 464-3203  
Roxanne Maher

Chairman Kevin J. Dombrowski

**MINUTES**  
**FINANCE COMMITTEE**  
**REGULAR MEETING**

Wednesday, June 21, 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	5:48 pm
Tim Ryan	Town Councilor	Excused			
Bill Saums	Town Councilor	Present	In-Person	5:00 pm	5:48 pm
Mary McGrattan	Town Councilor	Present	Remote	5:00 pm	5:48 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	5:48 pm
Matt Bonin	Finance Director	Present	In-Person	5:00 pm	5:46 pm
Wayne Donaldson	Board of Education Director of Facilities & Grounds	Present	Remote	5:00 pm	5:40 pm
Kerenza Mansfield	Ledyard Prevention Coalition	Present	Remote	5:00 pm	5:32 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	5:48 pm

- III. RESIDENTS AND PROPERTY OWNERS COMMENTS – None.

- IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

- IV. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Minutes of June 7, 2023  
Moved by Councilor Ingalls, seconded by Councilor Saums

VOTE: 2 – 0 Approved and so declared

- V. FINANCE DIRECTOR'S REPORT

Finance Director Matthew Bonin reported on the following: (1) Fiscal Year 2022/2023 Close-Out - Mr. Bonin stated the Finance Department was working to close-out the

Fiscal Year 2022/2023 Budget; (2) Fiscal Year 2023/2024 – Mr. Bonin stated work has begun to open Fiscal Year 2023/2024 noting that Department Heads were starting to submit Purchase Orders for the coming year; (3) Schools Consolidation/Improvement Projects (Middle School and Gallup Hill School) – Mr. Bonin stated in speaking to Department of Administrative Services (DAS) Michelle Dixon yesterday (June 6, 2023) that the town needed to provide additional information to the State before they released the next Grant reimbursement payment, which would bring the total grant funding up to 95% of the amount due to the Town. He stated the Town would not receive the final 5% Grant Funding until the State completed the Project Audit. Mayor Allyn stated this news was disappointing because when Mr. Bonin previously spoke to Department of Administrative Services (DAS) Michelle Dixon she indicated that once the town submitted some final paperwork that the State would immediately release the Grant Funding, which would bring them up to the 95% of the Grant Funding. He went on to note that the Town submitted the requested paperwork very quickly; however, he stated there now seemed to be a change in direction by the State which was discouraging. Mr. Bonin stated there has been some changes in the Department of Administrative Services (DAS) and that during their telephone conversation yesterday, Ms. Dixon was apologetic that the funding, as they were previously told, was not being released and that the town had to complete additional paperwork. He stated that a meeting would be scheduled in early July, 2023 to determine what additional information the State needed from the Town to release the next Grant disbursement.

## VI. FINANCIAL REPORTS

Finance Director Matthew Bonin stated the following reports were attached the Agenda on the meeting portal and he noted the following:

- Expenditure Year-to Date Report- May 31, 2023

- ✓ Healthcare Lines would see budgetary a surplus of about \$400,000 this year.
- ✓ Utilities were continuing to trend over budget.
- ✓ Dispatch Salaries continue to trend over budget.

- Revenue Year-to Date Report- May 31, 2023

- ✓ Tax Collections thru April 30, 2023 was at 98.9%.
- ✓ Interest Income on Deposits - Mr. Bonin noted \$80,000 was budgeted for interest income (fy 22/23). He stated the Interest Income on Deposits was \$500,000 ahead of budget and that he expected the town would earn additional \$50,000 over the next month.
- ✓ Board of Education Impact Aid - Mr. Bonin stated the town received its third disbursement in the amount of \$120,000. He stated the town would be receiving slightly more than the \$1.5 million that was budgeted. He noted as a comparison hat last fiscal year (21/22) town received just under \$1.4 million in Impact Aid Funding. The Finance Committee noted that Impact Aid revenue was contingent on the number of families completing the Forms and submitting them back to the Schools.

## VIII. OLD BUSINESS

1. No Action on the 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.

**RESULT: NO ACTION**

**Next Meeting: 07/19/2023 5:00 p.m.**

2. Potential uses for the funding received from the National Opioid Settlement Payments.

Councilor Saums stated at their June 7, 2023 meeting the Finance Committee briefly reviewed a proposal dated May 31, 2023 from Ledyard Prevention Coalition, Senior Program Health Coordinator Kerensa Mansfield regarding the use of the Opioid Settlement Funding the Town would be receiving. He noted Ms. Mansfield was present this evening to answer the Finance Committee's questions regarding the Coalition's \$40,000 proposal.

Ledyard Prevention Coalition, Senior Program Health Coordinator Kerensa Mansfield thanked the Finance Committee for considering their proposal. She explained the National Opioid Settlement Funding was something new, noting that it was not grant funding; and that there did not seem to be a lot of guidelines on when the funding had to be used by, or regarding reporting, etc.

Ms. Mansfield stated at their May, 2023 Ledyard Prevention Coalition meeting they discussed how the funding could be used to expand their current programs for drug prevention and to implement some new programs aimed at recovery and wellness to help families who may have a member who was using opioids.

Councilor Saums stated that there were guidelines on how the Opioid Finding could be used, but that there were no guidelines regarding deadlines, etc. as Ms. Mansfield mentioned.

The Finance Committee and Ms. Mansfield discussed the following:

- **Staffing \$24,000 (\$10,816 Staff & \$13,312 Peer Navigator)** - Supplanting Funding - Ms. Mansfield stated that she reviewed the video from the Finance Committee's June 7, 2023 meeting and she explained that the Ledyard Prevention Coalition proposal would not be using the Opioid Settlement Funding to pay for things such as salaries that were already included in their annual budget.
- **Staffing:** Ms. Mansfield stated the funding would be used to increase current employee hours, and for some in-house staff changes.

Ms. Mansfield explained that the proposed Staff Costs would pay for additional hours for herself, Project Coordinator Margaret Lancaster, and a Peer Navigator Support Team. She noted as an example that she currently worked 32-hours per week and that the proposal would add an additional 4-hours per week to her schedule.

- **Peer Navigator** – Ms. Mansfield stated that Ledge Light Health District also supported the *New London Cares Program* which provided Peer Navigators who go out into the community to provide support to individuals and their families who were living with substance use disorder by providing treatment and recovery support systems. She stated some of this work also involved helping individuals get back into the community by getting a job or a getting a license, etc.

Ms. Mansfield stated because they currently do not have funding to provide a Peer Navigator in Ledyard that the proposal included \$13,312 for a Peer Navigator. She went on to explain that the grant that Ledge Light Health District also involved the Alliance for Living, which had a van that could go to Ledyard to provide education and other things.

Councilor Saums stated that Ledyard was also mindful not to use grant funding to create a new position, because once the grant funding ended they would be left with no revenue to support the new position's salary, resulting with a person with no income. He stated based on what Ms. Mansfield explained this evening that it was his understanding that the Opioid Settlement Funding would be used to increase the hours of current staff which included Ms. Mansfield, Ms. Lancaster, and the current Peer Navigator Team. He also stated to be clear, because all communities would be receiving Opioid Settlement Funding that he wanted to be clear that Ledyard's funding would be spent in our community, just as every other community should. Ms. Mansfield stated that Councilor Saums' understanding was correct. She stated the Ledyard Prevention Coalition's May 31, 2023 \$40,000 proposal was a draft. She went on to note that to-date Ledyard has received \$60,000; which would leave \$20,000 for Ledyard to use as they chose.

**Staff Costs**

<b>Position</b>	<b>Name</b>	<b>Salary/Fringe</b>	<b>Hours</b>	<b>Cost</b>
Project Coordination	Kerensa Mansfield Margaret Lancaster	\$52	208 hours	\$10,816
Peer Navigator	Team Support	\$32	416 hours	\$13,312
			<b>Total</b>	<b>\$24,128</b>

Ms. Mansfield stated if the Town Council approved the Ledyard Prevention Coalition's May 31, 2023 \$40,000 proposal that the Opioid Settlement Funding would remain on the Coalition's agenda to continuously review the status of the needs in the community and the impact of their programs.

- **Narcan -\$9,215:** Ms. Mansfield noted during the Finance Committee's June 7, 2023 it was mentioned that the First Responders (Fire Departments) were already receiving Narcan. She stated that the Fire Departments do receive Narcan, however, she stated the goal of the Ledyard Prevention Coalition was to provide Narcan to people in the community who have family or friends who use drugs, to administer the Narcan if someone was to experience an overdose.

Councilor Saums stated he received the same information from the Emergency Services, noting that they explained that although they did receive Narcan that they did not receive enough to supply the community.

Ms. Mansfield went on to explain that the funding would also be used to launch a community awareness campaign using local radio stations, social media, and by providing presentations on how to administer/use Narcan.

- **Narcan & Emergency Overdose Kit:** Councilor Ingalls questioned the difference between Narcan and the Emergency Overdose Kit?
- **Emergency Overdose Kit** – Ms. Mansfield stated this would be an emergency kit that would be available at certain locations in Ledyard. She stated the Ledyard Prevention Coalition would work with the Police Department and others in the community to find out where people were using drugs for the placement of the Emergency Overdose Kits. She stated the Emergency Overdose Kit would include Narcan and other things in case someone experienced an overdose. She stated the Peer Navigator Team would maintain the Emergency Overdose Kits in the community to see that they were supplied. Councilor Saums stated the Emergency Overdose Kits would be similar to the Defibrillators that were at certain locations around town should someone experience a heart attack. He stated the Defibrillators were located in the Libraries, Town Buildings, Schools, etc. Ms. Mansfield agreed with Councilor Saums' concept of the Emergency Overdose Kits. She noted as an example that the Ledge Light Health District Office located at 216 Broad Street in New London had an Emergency Overdose Kit outside of their building. She stated the Ledge Light Health District was ear the Court House and a Fire Department.

Councilor Ingalls questioned whether Ledge Light Health District has had an issue with the Emergency Overdose Kits being vandalized or stolen. Ms. Mansfield stated the Emergency Overdose Kits were a new concept for their community, noting to-date they have not had any issues with the Emergency Overdose Kit they had outside the Ledge Light Health District Building. She explained the Peer Navigator/Recovery Team has been handling the Emergency Overdose Kits, the Van and the distribution of the Narcan. She stated because she has been working on the Prevention side that she was still learning about the details pertaining to the Emergency Overdose Kits. However, she stated that Ledyard could give the Emergency Overdose Kits a try and see how it goes. She commented that if the Emergency Overdose Kits were to be vandalized that they would hope that the Narcan would get out into the community and into the hands of the people to use.

Mayor Allyn, III, stated that based on the recommendation of 1 Narcan box per 100 people that the 194 boxes of Narcan in the proposal was probably overstated for Ledyard, noting that the town had about 15,400 people. He stated they would need about 154 boxes of Narcan for Ledyard, which would leave about \$1,900 that could be allocated to something else.

Councilor Ingalls questioned whether there was a recommendation on many Emergency Overdose Kits they would need to place around town. Ms. Mansfield stated at this time there was not a recommendation on how many Emergency Overdose Kits they should have available at certain locations in Ledyard. She noted that although the proposal was calling for two Emergency Overdose Kits that Ledyard may need more; or they may need less Emergency Overdose Kits.

- **Wellness Dog \$2,000:** Ms. Mansfield stated communities such as Groton and New London have a wellness dog. She stated there have been some conversations that it would be nice if the Ledyard Police Department had a wellness dog. She stated the wellness dog would be part of the whole support system. She stated if the Police Department responded to home where someone experienced an overdose that the wellness dog would be there for support. She stated although they have not discussed all the details that they thought this could be an opportunity to get some funding to be used toward a wellness dog. She stated \$2,000 would not cover the cost noting that there would be training involved, etc.

Councilor Saums stated a wellness dog was an example of something that they could get thru a grant; however, he stated once the grant funding ended that the town would have to find a funding source to continue to pay for the wellness dog year after year. He suggested taking the wellness dog out of the Ledyard Prevention Coalition’s proposal. He stated the town has been discussion a canine dog for the Police Department. However, he stated to-date they have declined to approve a canine dog because of the concerns related to costs and where the dog would go. He stated Canine Dog Units often go out of town for mutual aid, which would also take a Police Officer with it, as would be the case with a wellness dog.

- **Awareness Campaign \$1,844 & Marketing Materials \$500** – Councilor Ingalls questioned the difference between the Awareness Campaign and the Marketing Materials. She also questioned how Ms. Mansfield determined the costs noting that most of the numbers were rounded, however the Awareness Campaign at \$1,844 was specific.

Ms. Mansfield explained the Awareness Campaign \$1,844 would pay for things such as local radio stations, and social media, etc. She stated there was no reason the estimated cost was not a round number. She stated the Marketing Materials at \$500 would be things such as printing flyers, etc.

**Other Costs**

Narcan ( <i>1 Box Per 100 people</i> )	\$47.50/box x <del>194</del> 154 boxes	<del>\$9,215</del> \$7,315
Emergency Overdose Kit	\$300/box x 2 boxes	\$600
Awareness Campaign	Local radio stations, social media, etc.	\$1,844
Wellness Dog	Purchase and training	\$2,000
Marketing Materials		\$500
	<b>Total</b>	<del>\$14,159</del> \$12,259

- **Current Activities:** Councilor Saums asked Ms. Mansfield how the Ledyard Prevention Coalition currently communicated with the community, their activities and the number of attendees at their events, and who their audience was both face-to-face and in groups.

Ms. Mansfield responded to Councilor Saums’ questions as follows:

- Ledyard Prevention Coalition holds monthly meetings at which several sectors of the community attend.
- Programs in Ledyard Include:
  - ✓ Take it to the Box Campaign: Ms. Mansfield stated this campaign raises awareness to return unused prescription drugs to the Box at the Police Station.
  - ✓ Youth Leaders Role – Ms. Mansfield stated the Youth Leaders provides programs in the schools. They provide Questions and Answers (Q&A) flyers on topics such as: Marijuana prevention, vaping prevention, etc.
  - ✓ Leadership Program with the Middle School Kids – Ms. Mansfield stated they took the kids to the Waterford Country School.

- ✓ They Hear You Campaign – Ms. Mansfield explained this Campaign was based on a survey the Ledyard Prevention Coalition conducted among kids. She stated the Coalition reached out to Parents to remind them that their kids do listen to what they say and to encourage the Parents to have conversations about drugs and alcohol with their kids. She stated this Program was done thru the Federal Substance Abuse and Mental Health Services Administration (SAMHSA).

Ms. Mansfield explained that the programs the Ledyard Prevention Coalition would be providing using the Opioid Settlement Funding would be different from what they have been currently doing and she noted the following:

**Current Programs focused on:**

- ✓ Prevention thru:
  - Education
  - Talking About Substance Abuse

**New Programs using Opioid Settlement Funding would focus on:**

- ✓ Harm Reduction thru:
  - Helping those who use drugs to use them safely
  - Provide Narcan to the community and educate them on how to administer the Narcan should someone experience and overdose.

***Shine a Light on Heroine:*** Councilor Saums questioned whether Ledyard Prevention Coalition was involved in the Activist Audience that was held at Ledyard High School about 5 – 6 -years ago. He stated it was an excellent program noting that former drug users spoke to the kids. Ms. Mansfield stated that the Ledyard Prevention Coalition helped to coordinate the Program and to bring the speakers to Ledyard. Councilor Saums stated he attended the Program that was held in the High School Auditorium, noting that it was extremely powerful. He stated the speakers had the kids attention.

Ms. Mansfield went on to note that Ledge Light Health District’s Drug Free Community Budget included funding provided by Federal Center for Disease Center and Prevention (CDC) which they used every year to bring speakers to the schools to talk about coping skill, life experiences, and to tell their stories to the kids.

**Travel**

Local Travel	\$.655/miles x 163 miles x 12 months	\$1,281
	<b>Total</b>	<b>\$1,281</b>

Travel funding would be used to get people to treatment whether they were driven by a Peer Navigator, or transportation would be provided with a voucher. The funding would also be used to travel to local educational and to outreach activities, and meetings.

**Supplies**

Office Supplies	\$15/month x 12 months	\$180
Printing	\$.08/copy x 2,400 copies	\$192
Postage	\$5/month x 12 months	\$60
	<b>Total</b>	<b>\$432</b>

Councilor Saums thanked Ledyard Prevention Coalition Kerenza Mansfield for attending tonight's meeting.

Ms. Mansfield left the meeting at 5:32 p.m.

**RESULT: CONTINUED**

**Next Meeting: 07/19/2023 5:00 p.m.**

3. 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.

The Finance Committee continued to discuss the challenges in working to incentivize the collection the nip bottles.

Mayor Allyn, III, suggested the town purchase clear plastic 2-gallon zip lock bags that would hold approximately 100+/- nip bottles, which would have a specific value. He stated this would eliminate the need to count the nip bottles, or try to weigh the nip bottles, noting that some bottles were glass, and some were plastic, etc. He stated Montville was doing a nip bottle clean-up with their non-profit organizations and he stated that he would follow-up with Mayor McDaniels to find out how the program was working.

The Finance Committee discussed using groups such as the Lions Club, Rotary Club, Boy Scout, Girl Scouts, etc. for the Roadside Clean-Up. Councilor Ingalls noted Beautification Committee Chairman Jen Eastbourne was also Girls Scouts Community Project Coordinator. Mayor Allyn stated doing roadside pick-up and collecting the nip bottles would generate some money for these non-profit organizations. The Committee agreed that because the brush was growing along the roadside now that they could possibly launch the Nip Bottle Incentive Program this fall.

**RESULT: NO ACTION**

**Next Meeting: 07/19/2023 5:00 p.m.**

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

## VII. NEW BUSINESS

1. MOTION to recommend the Town Council grant a bid waiver to Laboratory Design & Supply of Buford Georgia in the amount of \$51,713.30 for LPS Bid 23-5 (Aquaculture Classroom Cabinetry) due to lack of three bids, in accordance with Ordinance #200-001 (rev 1) "*An Ordinance for Purchasing*".

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Board of Education Director of Facilities and Grounds Wayne Donaldson



stated at their June 14, 2023 meeting the Town Council approved the Board's request to spend up to \$271,960, as outlined in the Board of Education Agricultural Science & Technology (ASTE) 2022/2023 request dated June 5, 2023. He stated the List included Cabinetry for the Aquaculture Classroom at the High School for the Ag-Science Program with an estimated cost of \$55,000. He stated in soliciting bids (LPS #23-05 Cabinetry for Schools) for the Aquaculture cabinets that the requirements were very specific because the cabinets needed to support large aquariums weighing close to 1,000 pounds. He explained due to the water and moisture that the cabinets were exposed to the cabinets needed to be manufactured from a non-porous material. He stated both of these requirements significantly increased the cost and limited the vendors that could respond to the bid. He stated after much research phenolic resin panels were found to be the best choice of materials for the cabinets. Therefore, he stated a bid waiver was being requested in the amount of \$51,713.73 to Laboratory Design & Supply of Buford Georgia.

Councilor Saums stated Superintendent of Schools Jason Hartling specifically spoke about the Aquaculture Classroom Cabinetry at the Finance Committee's June 7, 2023 meeting. He noted the \$51,713.73 bid received came in below the \$55,000 estimated cost. He noted the bid specifications and background information provided was very thorough and he thanked Mr. Donaldson for his efforts.

VOTE: 2 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 2 – 0**

**MOVER:** Andra Ingalls, Town Councilor  
**SECONDER:** Bill Saums, Town Councilor  
**AYES:** Ingalls, Saums  
**EXCUSED:** Ryan

Councilor Saums thanked Board of Education Director of Facilities and Grounds Mr. Donaldson for attending tonight's meeting.  
Mr. Donaldson left the meeting at 5:39 p.m.

2. Any New Business proper to come before the Committee

**Good Samaritan Law**

Mayor Allyn, III, stated recently the town received a bill for damage to a door when the Police Department responded to an emergency call for a drug overdose. He stated when the Police arrived at the resident's home their vehicle was in the driveway, and the house was locked. He stated the Police looked into the house and being concerned for the wellness of the individual; they breached the door. He stated, as it turned out, the individual was not in the home, because a friend had already come and took the individual to the emergency room. However, he stated when the Police arrived at the home they did not know this, noting that the individual could have been unconscious and laying on the floor.

Councilor Saums questioned the reason the town would receive a bill in responding to an emergency call. Mayor Allyn stated Councilor Saums' had a good question, and that he did not know why the town would receive a bill in responding to an emergency call. He stated they could not submit the bill to town's insurance Connecticut Interlocal Risk Management Agency (CIRMA) because their deductible would have covered the cost. He stated he did not know if there was Legislation regarding this type of situation. He stated it was like the *Good Samaritan Law* in which you would be protected if you injured someone as a result of getting them out of a burning vehicle, noting that the injury was in response to assisting them. He stated the same could be said here, in that the town was attempting to aid someone who specifically asked for assistance because of their concern. He stated an individual called Emergency 911 on behalf of the person who they had concern was in a medical emergency due to a drug overdose.

Mayor Allyn stated to date the town has received bills four different times in responding to an Emergency 911 Calls. He noted in one case the Fire Department responded to an elderly person who was hard of hearing and could not hear the Fire Department when they knocked on the door. He stated not knowing if the person was laying on the floor they breached the door, using a prybar. He stated the elderly person was on a limited income and did not have the means to fix the door. He stated this was a difficult situation noting they were rendering service, when service was requesting, stating that there was not a way to get into a home to help the person without damaging the door or a window.

Councilor Saums stated the town does not receive a bill when they have to use the Jaws of Life to help someone out of a car, or when they cut the roof open to save a house during a fire, stating it was all done in the nature of safety. Mayor Allyn stated that perhaps the homeowner or the renter would have to submit a claim on their own insurance. Councilor Saums stated that they would need to think about this type of situation. Councilor Ingalls questioned whether they have spoken to the Town Attorney regarding these situations.

#### IX. ADJOURNMENT

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

VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

William D. Saums  
Committee Chairman  
Finance Committee