



TOWN OF LEDYARD
 CONNECTICUT
 TOWN COUNCIL
 HYBRID FORMAT

741 Colonel Ledyard Highway
 Ledyard, CT 06339
<http://www.ledyardct.org>
 Roxanne M. Maher
 860 464-3203

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
SPECIAL MEETING

Wednesday, June 28, 2023

6:00 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Councilor Ingalls at 6:00 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls welcomed all to the Hybrid Meeting. She stated for the Town Council Administration 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 | Committee Chairman | Present | In-Person | 6:00 pm | 6:11 pm |
| Whit Irwin | Town Councilor | Present | In-Person | 6:00 pm | 6:11 pm |
| Mary McGrattan | Town Councilor | Present | In-Person | 6:00 pm | 6:11 pm |
| Kevin Dombrowski | Town Council Chairman | Present | In-Person | 6:00 pm | 6:11 pm |
| S. Naomi Rodriguez | Town Councilor | Present | In-Person | 6:00 pm | 6:11 pm |
| Roxanne Maher | Administrative Assistant | Present | In-Person | 6:00 pm | 6:11 pm |

- III. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Regular Meeting Minutes of June 14, 2023
 Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 – 0 Approved and so declared

- IV. **BUSINESS OF THE MEETING**

1. **MOTION** to recommend the Town Council disband the following Town Commissions:

- Parks and Recreation Commission
- Senior Citizens Commission

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided a brief overview noting with the Town Council’s April 26, 2023 adoption of Ordinance #001-016 (rev. 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*” the two separate Commissions would no longer exist. She stated disbanding the two former Commissions to make way for the appointment of members to the newly combined Commission was a administrative-procedural action.

It was noted that the Administration Committee provided recommendations regarding the appointment of members to new combined Parks, Recreation, and Senior Citizens Committee (Ordinance #100-016 (rev. 1) at their June 14, 2023 meeting; and that the Town Council would be acting on their appointment recommendations at their meeting later this evening.

VOTE: 3- 0 Approved and so declared

RESULT: 3- 0 APPROVED TO RECOMMEND
MOVER: Whit Irwin, Committee Member
SECONDER: Mary McGrattan, Committee Member
AYES: Andra Ingalls, Whit Irwin, Mary McGrattan

2. MOTION to recommend the Town Council revise Resolution #002-2023/Mar 23 “Resolution Establishing A Committee To ~~Transform~~ **Review** The Budget Process” as **presented in the draft dated June 27, 2023.** ~~approved by the Town Council on March 23, 2023.~~

DRAFT 6/26/2023

Res: 002-2023/Mar 22
(Rev. 1 -6/28/2023)

RESOLUTION
ESTABLISHING A COMMITTEE TO
TRANSFORM REVIEW THE BUDGET PROCESS

WHEREAS: The Town Council recognizes the burden that the State’s level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and towns.

WHEREAS: The Town Council recognizes the need to examine alternative budgeting methods such as a Zero Based Budget Practice for the implementation of the Fiscal Year 2024/2025 Budget preparation.

NOW, THEREFORE, BE IT RESOLVED: That there is hereby established a Committee to ~~Transform~~ **Review** the Budget Process to be comprised of nine (9) regular members. All members shall be appointed by the Town Council with the following representation:

Town Council Finance Committee Chairman
Town Council Chairman
One additional Member of the Town Council
Two Members from the Board of Education
Four Members from the Community-at-Large

In addition, the Mayor and Superintendent of Schools or their designee serve as ex-officio members.

Regular members shall be appointed by the Town Council for a term of four-months. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or are removed by the Town Council.

Any vacancy on the Committee, other than by expiration of term, shall be filled for the unexpired portion of the term by the Town Council with priority given to maintain the structure above.

The Town Council may remove members for cause and fill the vacancy per Chapter IV, Section 6 of the Town Charter. Cause for removal shall include, but is not limited to, unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting. It shall be the responsibility of the Chairman of the Committee to notify the Town Council when a member has not properly performed his duties.

The regular members of the *Committee to ~~Transform~~ Review the Budget Process* shall elect a Chairman, Vice Chairman and Secretary. Any vacancy in any such office shall be filled by from its regular membership.

BE IT FURTHER RESOLVED: That the *Committee to ~~Transform~~ Review the Budget Process* shall be authorized to:

- a) To review the Budget *Transform* Committee Final Report dated October 16, 2016 along with the goals and objectives that have been implemented to-date.
- b) To review, research, and determine the following:
 - (1) The services the Town and Board of Education provides to its residents.
Whether the services/programs are mandatory relative to the role of local government.
 - (2) How effectively the Town and Board of Education provides its services/programs to its residents.
 - (3) The funding sources(s) that pay for services/programs the community provides to its residents.
 - (4) Review all contracted services.
- c) To review all department operations, all municipal and school buildings and grounds, the purchase of commodities, and the utilization of staffing/cross training in order to promote municipal consolidation efforts and provide recommendations;
- d) To provide guidance and recommendations relative to the negotiation and execution of contracts related to municipal consolidation of departments, services and/or shared services to meet the General Government and Board of Education's operational and mandated requirements;
- e) To recommend a budget process, format and outline for the General Government and Board of Education to consider for implementation with the development of the Fiscal Year 2024/2025 Budget that would include detail data such as:
 - (1) Projected line item cost estimates for Fiscal Year 2024/2025;
 - (2) Capital Improvement Plan/Initiatives/Funding Sources;
 - (3) Trends in salaries, maintenance and operational costs;
 - (4) Demonstrated efforts for efficiencies and reductions;
 - (5) Plans to address the increase in student population/enrollment and space needs
 - (6) Recommendations to address anticipated loss of Municipal Aid Revenues due to the State's finance crisis and projected budget deficits.
 - (7) Ways to address current and anticipated future State mandates.

BE IT FURTHER RESOLVED: That within thirty (30) days of the appointment of this Committee that an Organization Meeting of said Committee shall be held at which members shall choose a Chairman, Vice-Chairman and a Secretary;

BE IT FURTHER RESOLVED: That said Committee shall submit recommendations to the Town Council, Mayor and Board of Education no later than October 27, 2023 for consideration for the fiscal year budget preparation.

Revised and Adopted by the Ledyard Town Council on: _____

Kevin J. Dombrowski, Chairman

History: *Resolution Establishing a Committee To Transform The Budget Process*; Adopted June 8, 2016; Final Report submitted: October 16, 2016; Adopted: March 23, 2023.

2023:

June 28, 2023: Revised title of Committee to more accurately reflect the Committee's assignment as follows: " Committee to ~~Transform~~ **Review** the Budget Process"

Updated the 2016 Resolution "*Committee to Transform the Budget Process*" to include the following language: *The Town Council recognizes the burden that the State's level funding has imposed on municipal budgets and its taxpayers by not keeping up with the rate of inflationary costs and by imposing unfunded mandates on cities and town.*

The 2023 Committee's assignment includes a review of the October 16, 2016 Final Report and other assignments outlined in the Resolution above.

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated that she proposed this simple word change to the title of the Committee to more clearly reflect the work of this short-term (4-month) assignment. She noted they would be changing the word "*Transform*" to "*Review*" explaining that she did not want people to think that they were overhauling the full budget process as outlined in the Town Charter. She stated the Committee was being asked to review the budget process, to look for budget efficiencies, and to perhaps suggest ways to do some things differently. She stated the work itself was clearly outlined in the Resolution. She stated other than the change to the title of the Committee that there were no other changes to the Resolution.

VOTE: 3 – 0 Approved and so declared

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| RESULT: | 3– 0 APPROVED TO RECOMMEND |
| MOVER: | Mary McGrattan, Committee Member |
| SECONDER: | Whit Irwin, Committee Member |
| AYES: | Andra Ingalls, Whit Irwin, Mary McGrattan |

3. MOTION to recommend the Town Council appoint the following members to the Committee to Review the Budget Process in accordance with the structure provided in Resolution #002-2023/Mar 23 (Rev.1) "*Resolution Establishing A Committee To Review The Budget Process*".

Town Council

- Mr. Kevin Dombrowski (R) – Town Council Chairman, 139 Meetinghouse Lane, Ledyard
- Mr. Bill Saums (D) – Finance Cmt Chairman, 333 Pumpkin Hill Road, Ledyard
- Mr. Tim Ryan (R) Town Council, 62 Inchcliffe Drive, Gales Ferry

Board of Education 2 Members

- Mr. Mike Brawner (R) 37 Overlook Road, Gales Ferry (BOE Finance Committee Chairman)
- Ms. Joanne M. Kelley (D) 12 Thames View Pentway

Community at Large (4 Members)

- Mr. Terry Jones (R) 27 Monticello Drive, Gales Ferry
- Ms. Beth Ribe (U) 129 Rose Hill Road, Ledyard
- Mr. Earl (Ty) Lamb (D) 95 Lambtown Road, Ledyard
- Ms. Minna DeGaetano (D) 10 Marla Avenue, Ledyard

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls explained that the structure provided in the Resolution #002-2023/Mar 23 (Rev.1) “*Resolution Establishing A Committee To Review The Budget Process*” was specific in the make-up of this short-term (4-month) assignment. She noted the structure was as follows:

- Town Council Finance Committee Chairman
- Town Council Chairman
- One additional Member of the Town Council
- Two Members from the Board of Education
- Four Members from the Community-at-Large

Councilor Ingalls went on to note that although the Committee called for two representatives from the Board of Education that the following three names were submitted for consideration:

- Mr. Mike Brawner (R) 37 Overlook Road, Gales Ferry (BOE Finance Committee Chairman)
- Brandon Graber (R) 42 Church Hill Road, Ledyard
- Ms. Joanne M. Kelley (D) 12 Thames View Pentway

Councilor Ingalls stated because Mike Brawner was serving as the Board of Education’s Finance Committee Chairman that she would recommend that Mr. Brawner be selected to serve on this Committee. She also explained to comply with the minority representation requirements, in accordance with CGS 167a, that she recommended Ms. Kelley be selected to serve as the second Board of Education Representative. Therefore, she stated the Administration Committee would not be forwarding Mr. Graber’s name to the Town Council for appointment later this evening. However, she wanted people to know that all of the town’s committee meetings were open to the public and that she would encourage Mr. Graber and the public to attend and participate.

Councilor Ingalls went on to address the representatives for the Community-at-Large noting that the following five nominations/recommendations were received to fill four seats on the Committee:

- R – Terry Jones – 27 Monticello Drive, Gales Ferry (served on the Budget Committee in the past and was currently on WPCA)
- U – Beth Ribe – 129 Rose Hill Road, Ledyard (currently on IWWC)
- D – Jessica Buhle – 65 Pheasant Run Drive, Gales Ferry (currently on Conservation, EDC, & P&R)
- D – Earl (Ty) Lamb – 95 Lambtown Road, Ledyard (currently on Historic Comm)
- D – Minna DeGaetano – 10 Marla Avenue, Ledyard

Councilor Ingalls she stated to comply with the Committee’s structure that only four members from the Community-at-Large could be selected/appointed. She noted that the Administration Committee would be forwarding Mr. Jones, Ms. Lamb, and Ms. DeGaetano to the Town Council for appointment later this evening.

Councilor Ingalls continued by stating that she recognized that Ms. Buhle was certainly qualified to serve on the Committee, but that only four individuals could be selected. She encouraged Ms. Buhle to attend and participate in the meetings, again noting that all of the town’s committee meetings were open to the public.

Councilor McGrattan questioned when the Committee to Review the Budget Process would begin their work. Chairman Dombrowski stated he would sign the appointment letters after the Town Council acted on the appointments at their meeting later this evening. He stated the Committee Members would then be contacted to schedule their Organizational Meeting. At their Organizational Meeting the Committee would select a Chairman, Vice-Chairman, and Recording Secretary. In addition, the Committee would decide on their meeting schedule and would begin their work thereafter. Per the Resolution the Committee’s Final Report was due to the Town Council by October 27, 2023.

VOTE: 3 – 0 Approved and so declared

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| <p>RESULT: 3– 0 APPROVED TO RECOMMEND MOVER: Andra Ingalls, Committee Member SECONDER: Mary McGrattan, Committee Member AYES: Andra Ingalls, Whit Irwin, Mary McGrattan</p> |
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V. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Irwin

VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman