



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3023
council@ledyardct.org

MEMORANDUM

DATE: December 6, 2023

TO: All Town Councilors
Mayor Fred Allyn, III
Board of Education
Finance Director
Administrator of Emergency Services
Animal Control Officer
Building Department
Economic Development
Emergency Dispatch Center
Fire Marshall
Gales Ferry Fire Department
Historic District Commission
Land Use Department (Planning & Zoning)
Ledyard Fire Department
Library
Parks, Rec, & Senior Citizens Department
Police Department
Public Works Department
Registrar of Voters
Youth & Social Services Department
Town Clerk
Water Pollution Control Authority

Inland Wetland and WaterCourses

FROM: Tony Saccone, Finance Committee Chairman *Anthony Le Saccone, Sr.*

Re: **Preliminary Budget Work Session Schedule for Fiscal Year 2024/2025**

Attached please find the preliminary budget work session schedule for the Fiscal Year 2024/2025 Budget. As we have done in past years, the Finance Committee will hold work sessions during regular business hours. Budget work session time slots have been allocated appropriately to each department.

The Budget Work Sessions will be held in a hybrid format for Department Heads attending in-person in the Council Chambers, while providing access for other members of their departments and the public to attend remotely by video conference using the Zoom platform.

The Finance Committee does not intend to break between each work session. Therefore, once a department's work session has completed, we will immediately move to review the next department's budget as sequentially listed on the tentative schedule.

Please review your department's scheduled work session and your availability. Please ensure you are in attendance 10 – 15 minutes prior to your scheduled time to maximize efficiency of the departmental budget work session process. If you are not able to attend the budget work session at the designated time for your department, please contact the Town Council Office at (860) 464-3203 no later than February 19, 2024 to reschedule. A final schedule will be distributed on February 26, 2024.

Thank you for your cooperation.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>March 2024</h1>						
					1	2
3	4 MAYOR'S BUDGET DUE LUPPW 6:00 CC	5	6 FINANCE 5:00 CC	7 BUDGET WORK SESSIONS 12:00 MAYOR 12:30 FINANCE 12:45 HUMAN RESOURCES 1:00 LAND USE 1:00 EDC 1:00 BUILDING 1:00 PLANNING//ZONING 1:00 IWWC 1:30 PUBLIC WORKS 1:45 CIP 2:00 BUDGET WORK	8	9
10	11 BUDGET WORK SESSIONS 2:00 FIRE MARSHALL 2:00 EMERG MGT 2:00 ADMIN OF EMERG SERV 2:15 GFFD 2:15 LCFD 2:30 ACO 2:30 DISPATCH 2:30 POLICE 3:00 WPCA 3:15 MIS DEPARTMENT 3:30 BUDGET WORK	12	13 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	14 BUDGET WORK SESSIONS 12:00 TOWN CLERK 12:10 REGISTRARS 12:15 HISTORIC 12:30 PARKS-REC- SENIORS 12:45 YOUTH & SOCIAL SERV 1:00 LIBRARY 1:45 BUDGET WORK	15	16
17	18	19	20 FINANCE 5:00 CC (Recommend FY 24/25 Budget to Town Council) COMM REL 6:30 CC	21	22	23
24	25	26	27 TOWN COUNCIL 7:00 CC APPROVE BUDGET FOR PUBLIC HEARING	28	29	30
31						

Sunday	Monday	Sunday	Wednesday	Thursday	Friday	Saturday
<i>April 2024</i>						
	1 LUPPW 6:00 CC	2	3 FINANCE 5:00 CC	4	5	6
7	8 SCHOOL VACATION	9 SCHOOL VACATION	10 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC SCHOOL VACATION	11 SCHOOL VACATION	12 SCHOOL VACATION	13
14	15 PUBLIC HEARING Fiscal Year 2024/2025 Budget	16	17 FINANCE 5:00 CC COMM REL 6:30 CC	18	19	20
21	22	23	24 TOWN COUNCIL 7:00 CC (Finalize Budget for Annual Town Meeting)	25	26	27
28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2024						
			1 FINANCE 5:00 CC	2	3	4
5	6 TOWN COUNCIL FILES FY 24/25 BUDGET WITH TOWN CLERK LUPPW 6:00 CC	7	8 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC	9	10	11
12	13	14	15 FINANCE 5:00 CC COMM REL 6:30 CC	16	17	18
19	20 ANNUAL TOWN MTG FY 24/25 BUDGET 7:00 COUNCIL CHAMBERS	21 TOWN-WIDE REFERENDUM FY24/25 BUDGET ON VOTING MACHINES	22 SP FINANCE 5:00 CC (If Budget Fails-Review) TOWN COUNCIL 7:00 CC (If Budget Fails-Review)	23	24	25
26	27 MEMORIAL DAY	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June 2024</i>						
						1
2	3 LUPPW 6:00 CC	4	5 FINANCE 5:00 CC	6	7	8
9	10	11 SECOND TOWN-WIDE REFERENDUM ON MACHINES (If Required)	12 ADMIN 5:30 CC TOWN COUNCIL 7:00 CC SET MILL RATE (On or Before the 4th Monday in June)	13	14	15
16	17	18	19 FINANCE 5:00 CC COMM REL 6:30 CC	20	21	22
23	24	25	26 TOWN COUNCIL 7:00 CC	27	28	29
30						