

TOWN OF LEDYARD
FISCAL YEAR 2025 MAYOR'S PROPOSED BUDGET
DEPARTMENT NARRATIVES

ORG	OBJ	DEPT / LOCAT	DEPT AMT	MAYOR/SUP AMT	DESCRIPTION	JUSTIFICATION
10110303	55300	ELECTIONS	1,600.00	1,600.00	Applicable to all electors/Postage for Canvass, New Voters, duplicate voters etc. informational mailings for legislative changes affecting electors.	
10110303	56900	ELECTIONS	15,210.00	15,210.00	Ballots, programming of tabulator cards & IVS thumb drive and test decks. Staples and Post OFFICE fee. storage cabinets that go to polls	
10110303	58300	ELECTIONS	250.00	250.00	Conferences, mileage, supplies/food we purchase for elections	
10110311	51600	TOWN CLERK	67,078.00	67,078.00	Town clerk. Proposed 3.0% increase.	
10110311	51615	TOWN CLERK	49,959.00	49,959.00	Assistant town clerk. 3% increase per Town Hall Union CBA.	
10110311	53600	TOWN CLERK	4,000.00	4,000.00	Audit Services for Land Records	State mandated
10110311	53600	TOWN CLERK			Land Record Audit Services	State Mandated -No Increase this year
10110311	56100	TOWN CLERK	22,100.00	22,100.00	Land Records Processing System - Catalis (New Vision) includes on-line land records & Dog Licensing.	Contracted thru 2025
10110311	56100	TOWN CLERK	825.00	825.00	Microfilm Storage -ADK Filmroll	Mandated
10110311	56100	TOWN CLERK	5,000.00	5,000.00	Microfilm, paper, volumes - Adkins	Mandated -Microfilm 2x's a year. Estimated \$2,500 each time.
10110311	56100	TOWN CLERK	1,300.00	1,300.00	Map Machine -Includes toner, paper & maintenance	Essential for Maps on Land Records/Planner uses as well
10110311	56100	TOWN CLERK	875.00	875.00	Shredding Services - Shred -it	Transferred over from Finance in 2021
10110311	56135	TOWN CLERK	150.00	150.00	Index Paper(1 case)	Essential for land records
10110311	56135	TOWN CLERK	190.00	190.00	Vitals paper (2 reams)	Essential for vital records
10110311	56135	TOWN CLERK	100.00	100.00	Dog license paper (3 reams)	Essential for dog licenses
10110311	56135	TOWN CLERK	80.00	80.00	Dog license envelopes for dog tags	Essential for dog licenses
10110311	56135	TOWN CLERK	85.00	85.00	Dog tags/applications	State mandated
10110311	56135	TOWN CLERK	500.00	500.00	Toner for land record printer	Essential for land records
10110311	56135	TOWN CLERK	185.00	185.00	map strips	essential for hanging land record maps
10110311	56135	TOWN CLERK	1,300.00	1,300.00	absentee ballots/signs	election/primary/referendum
10110311	56135	TOWN CLERK	100.00	100.00	microfilming maps	mandated
10110311	56135	TOWN CLERK	90.00	90.00	receipt printer ribbons (3 Box's)	Essential for land Record recordings
10110311	56135	TOWN CLERK	300.00	300.00	Mylar pockets for vitals	Essential for vital records
10110311	56135	TOWN CLERK	100.00	100.00	Microfilm vitals	mandated
10110311	56135	TOWN CLERK	210.00	210.00	Vital binders (2)	Essential for vitals
10110311	56135	TOWN CLERK	210.00	210.00	Clerk vital record copies - copies from other towns	mandatory payment for copies
10110311	56135	TOWN CLERK	300.00	300.00	Clerk envelopes - printed 3 sizes	Essential for mailing Land Records/documents/dog licenses
10110311	56135	TOWN CLERK	50.00	50.00	Stamps for documents	mandatory for recording
10110311	56135	TOWN CLERK	330.00	330.00	minute books	Meeting Minutes are Permanent Records
10110311	56135	TOWN CLERK	195.00	195.00	minute book paper	Meeting Minutes are permanent records and need to be on archival paper
10110311	56135	TOWN CLERK	60.00	60.00	vital paper for certified copies	essential for vitals
10110311	56135	TOWN CLERK	100.00	100.00	election labels	essential for elections -absentee ballots
10110311	56135	TOWN CLERK	40.00	40.00	notary cards	mandatory for notary renewals
10110311	58110	TOWN CLERK	150.00	150.00	CT Clerks Association dues - PAR & LS	Mandated -Association dues
10110311	58110	TOWN CLERK	350.00	350.00	classes	to keep updated on the most current procedures and laws
10110311	58110	TOWN CLERK	700.00	700.00	Town Clerk Conferences	TC training/Conferences -State Mandated
10110311	58110	TOWN CLERK	75.00	75.00	CT Clerks county dues	Mandated to attend meetings/conferences
10112101	51600	FINANCE	111,459.00	111,459.00	Finance director. 3.0% proposed increase.	

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10112101	51603	FINANCE	71,405.00	71,405.00	Assistant Finance Director. Proposed salary increase of 3.0%. Treasurer salary is under Town Council.	
10112101	51615	FINANCE	49,959.00	49,959.00	Fiscal Assistant II for Accounts Payable. 3% increase per Town Hall Union CBA.	
10112101	51615	FINANCE	48,976.00	48,976.00	Fiscal Assistant II-works for Finance and Human Resources departments. 2% increase per Town Hall Union CBA plus step increase.	
10112101	56100	FINANCE	2,650.00	2,650.00	Forms for W2s, 1099s, ACA reports, check stock for Accounts Payable, Adobe Acrobat subscription, miscellaneous supplies	
10112101	56200	FINANCE	68,000.00	68,000.00	Propane and natural gas for all town facilities.	
10112101	56220	FINANCE	150,000.00	150,000.00	Electricity for all town buildings and street lights except parks and ballfields (those are handled by Parks & Rec). Rates appear to have stabilized. Locked into current supplier contract thru December of 2024.	
10112101	58110	FINANCE	3,000.00	3,000.00	Continuing education for director and assistant director; GFOA membership fees for director and assistant director for national group and CT group; other training, meetings, and conferences for staff. Munis training for new modules and processes.	
10112111	51610	ASSESSOR	85,522.00	85,522.00	Reflects contractual increase - Preston stipend is now on a separate line.	
10112111	51615	ASSESSOR	46,210.00	46,210.00	Assistant to the Assessor. 3% increase per Town Hall Union CBA plus step increase.	
10112111	51710	ASSESSOR	25,000.00	25,000.00	Stipend for assisting Preston w/Assessor duties - included within department head line in prior year.	
10112111	53700	ASSESSOR	18,500.00	18,500.00	Cost to maintain 2-5 users on the Vision 8 database and cloud storage service for our database.	Required by the software vendor to utilize our current software. Largest database of our department.
10112111	56100	ASSESSOR	3,000.00	3,000.00	Funds used to complete state required duties, including grand list printing and binding, purchasing department specific tools including but not limited to measuring and recording devices, as well as general office supplies to ensure proper identification of all assessment records.	Funds needed for state required and office essential assets. JD Power, formerly NADA, is increasing cost of pricing program and pricing guides projected at 20%
10112111	58110	ASSESSOR	3,000.00	2,700.00	The state requires assessor's to perform continuing education programs to continue being licensed as an assessor. Assessor organizations have many educational opportunities during the year to expand the knowledge of assessors and benefit the town in higher educated staff.	State requires assessors to take continuing education credit programs. New staffing requires increased training.

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10112131	51300	TAX COLLECTOR	9,800.00	5,200.00	Seasonal Help: July 2024 - 1 week training/ 5 calendar weeks of collections/ 1wk timely mailing of returned mail. (\$20.00/hour, 35/hour per week x 7wks=\$4,900 PLUS: January 2025 - 1 week training/ 5 calendar weeks of collections/ 1 timely mailing of returned mail. (\$20.00/hour, 35/hour per week x 7wks=\$4,900 TOTAL: \$9,800	
10112131	51610	TAX COLLECTOR	71,017.00	71,017.00	Tax Collector - 2.5% contractual increase plus any applicable step increases..	
10112131	51615	TAX COLLECTOR	47,138.00	47,138.00	Assistant to the Tax Collector. 3% increase per Town Hall Union CBA plus step increase as applicable.	
10112131	53610	TAX COLLECTOR	500.00	500.00	Legal Service - Attorney Langhammer: Occasional legal questions and correspondence regarding tax payer accounts. \$500.	
10112131	53700	TAX COLLECTOR	2,800.00	2,800.00	DMV Direct - \$250 (reporting and releasing delinquent taxpayers at the DMV) Accurint - \$2,400 (search engine used for locating taxpayers) Clerks Title Search - \$150.	
10112131	54421	TAX COLLECTOR			Refunds made to taxpayers who overpay. Corresponding revenue in Current Taxes account.	
10112131	56100	TAX COLLECTOR	24,900.00	24,900.00	Dime Bank Lock Box Fees - \$5,100. Tax Bills -Outsource July/Jan - \$18,000(Printing and postage for mailing tax bills) Paper/Envelopes - \$1,800	
10112131	58110	TAX COLLECTOR	2,800.00	2,800.00	All include Tax Collector & Collectors Assistant: CCMC Meetings; Education; Exams \$800 Dues: State and Country - \$250 NLTA Meetings & Education: \$160 NERTCA Meetings - \$140. Meetings- Two state meetings and State three day seminar - \$650 Mileage - \$800	Continuing education to keep current on Tax Collection procedures and updates to state statute.
10112131	58506	TAX COLLECTOR	150.00	150.00	Cash used to pay remaining balance on tax bills under \$1.00. This will save re-bill expense including postage.	