

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held their regular meeting on Monday, July 14, 2014 in the Council Chambers at the Municipal Center, 3 Primrose Street, Newtown, CT. Chairman John Kortze called the meeting to order at 7:30pm.

Present: John Kortze, Harry Waterbury, James Filan, Mike Portnoy, John Godin, Joseph Kearney

Absent: James Filan

Also Present: First Selectman Pat Llodra, Director of Finance Bob Tait, Director of Public Works Fred Hurley, Bob Merola, two members of the press

VOTER COMMENTS: None

COMMUNICATIONS: Mrs. Llodra forwarded a monthly report from the Director of Social Services (Attachment A). This is a typical department narrative of what they are working on. She is selecting ones periodically that boards may be interested in. The gives boards members a better sense of what is going on.

Elizabeth Stocker provided a follow up on the presentation made previously (Attachment B).

MINUTES: Mr. Waterbury moved to approve the minutes of the 6/9/14 meeting, Mr. Godin seconded, unanimously approved.

FIRST SELECTMANS REPORT – NONE

FINANCE DIRECTOR REPORT – NONE

NEW BUSINESS

Mr. Tait forwarded an engagement letter from the auditor. It is requiring a signature of the Board of Finance as well as the Director of Finance. Mr. Kortze will review the letter.

Mr. Kearney moved to add to the agenda for discussion and possible action a resolution providing for a special appropriation in the amount of \$45,000 for remediation and demolition of Danbury Hall located on the Fairfield Hills campus in the Town of Newtown, Connecticut as authorized in the capital improvement program (2013-2014 to 2017-2018, inclusive) and authorizing the use of \$45,000 in capital non recurring funds (fund 144) to meet said special appropriation. Mr. Godin seconded, all in favor. (Attachment C)

The funds for remediation of the 8 white houses and Danbury Hall are insufficient. Additional funds of \$45,000 are needed complete the abatement of Danbury Hall. In the event they win their case with DPH and EPA, and can do the less expensive method of abatement and disposal, the funds would be enough to cover the cost of the demolition of Danbury Hall. If they do not grant the less expensive method, they will be coming back for more money for demolition. The transfer of \$45,000 will be coming from non recurring capital. The \$45,000 in non recurring capital was designated for police department software. There are funds coming from federal asset forfeiture and can be spent on anything on law enforcement. There is concern about the process, a conversation should have occurred prior.

Mr. Kearney moved to the resolution as previously presented. Mr. Godin seconded, motion unanimously accepted. (Attachment C)

Mr. Kearney moved A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$ 193,005.00 TO BE FUNDED FROM THE SANDY HOOK SPECIAL REVENUE FUND "S.H. MEMORIAL SIDEWALK" DONATION ACCOUNT 133-05-000-4550-4025 AND PARKS & RECREATION DONATIONS FOR THE SAME PURPOSE FOR THE PURPOSE OF BUILDING A MEMORIAL SIDEWALK. The Memorial Sidewalk- The design will focus on extending the street scene improvements from the intersection Church Hill Road and Main Street (flagpole) to a point connecting to the existing sidewalks on north side of Church Hill Road. (300 feet) The design shall incorporate all streetscape elements including but not limited to grading, curbing, sediment and soil erosion controls, sidewalks, landscaping, driveways, ADA crosswalk surfaces and painted/raised crosswalks, lighting & electrical conduits, retaining walls, demolition of existing sidewalks and curbing, removal of shrubbery or other elements as deemed necessary by the consultant and/or together with the staff and possibly with consultation of the oversight committee and property owners. Mr. Godin seconded. Shortly after the tragedy at Sandy Hook School Dr. Draper meet with Mrs. Llodra with his vision to have a sidewalk that went all the way from Sandy Hook School to the flag pole. A way to show the entire community is one. He created a fund for the memorial sidewalk. He and his son are the major contributors. This will be going from the Newtown Bee to the corner of Main Street. It is a very difficult area and will be cutting into the bank and need retaining walls. Motion unanimously accepted.

Mr. Kearney moved to 2014-2015 Transfer \$23,595 from Contingency (1-101-24-570-5899-0000) to Salaries & Wages-Full Time (1-101-16-550-5510-0000) \$21,918 and Social Security Contributions (1-101-16-550-5220-0000) \$1,677. Mr. Waterbury seconded, motion unanimously accepted. (Attachment D)

Mr. Kearney moved to 2014-2015 Transfer \$17,615 from Contingency (1-101-24-570-5899-0000) to Other Expenditures (1-101-11-105-5800-0000). Mr. Waterbury seconded (Attachment E). This will fund phase one of the municipal building strategic plan. This will be a three phase project. Dr. Erardi intends to layer the BOE space needs into phase 3. Phase 1 is a tabulation of all municipal buildings, what we have and the purpose as well as forming an advisory committee. Phase 2 moves to a more focused assessment. Phase 3 is the real space needs and future planning. Motion unanimously approved.

Mr. Kearney moved to 2014-2015 Transfer \$27,227 from Contingency (1-101-24-570-5899-000) and \$39,943 from Salaries & Wages-Overtime(1-101-12-300-5130-0000) to Salaries & Wages-Full Time (1-101-13-300-5110-000) \$59,883, Social Security Contributions (1-101-12-300-5220-0000) \$1526, Salaries & Wages-Full time (1-101-13-310-5110-0000) \$5352 and Social Security Contributions (1-101-13-310-5220-0000) \$409. Mr. Waterbury seconded, motion unanimously accepted (Attachment F).

Mr. Kearney moved to approve year end transfers as presented (see attached), Mr. Waterbury seconded, motion unanimously accepted (Attachment G).

Board of Education Monthly Financial Report – not discussed

ANNOUNCEMENTS – None

Having no further business, the meeting was adjourned at 8:26pm

Respectfully Submitted,
Arlene Miles, Clerk

Attachment A & B – Correspondence

Attachment C – Resolution

Attachment D – Transfer

Attachment E – Transfer

Attachment F – Transfer

Attachment G – Transfer

Attachment H – BOE Monthly Financial Report, May 31, 2014

3 MAIN STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4330
FAX (203) 270-4333

Fax 203 -



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Director of Social Services/Municipal Agent for the Elderly

Report for May 30, 2014

Fuel assistance applications have ended for Nov. 15th thru May 30, 2014. We have submitted a totaled of 254 application that were taken from Sept thru May 30. We also had 22 applications which were started but not submitted due to the person not bringing in the required documentation of income and assets. We will start taking application again in Sept for the winter of 2014 – 2015.

We completed 111 applications for seniors. For several of them I go to their homes to get the information needed and have them sign the application. I have 10 that are over 90 years old and I make sure that they request fuel each month during the winter or I request for them so that they do not run out of fuel. We completed 28 applications for younger disabled and three of those I go to their home to get the information. Twenty one single people that are either out of work or on unemployment. We had 94 applications for families that are low income. From these applications we get the names of the kids that need school supplies and backpacks, Easter Baskets, Thanksgiving and Christmas.

Operation Fuel gave me \$6000 which I was able to help 12 people with a payment of \$500 each for a fuel delivery or \$500 to their electric company. They have to meet the income and need requirements of Operation Fuel.

My Gift Account has helped with a rent for a sixty year old and a car repair for a family with a disabled child.

I applied for a Sweet Hart bus application for a 61 year old woman. Sweet Hart Bus sent her a letter that they are only taking applications for age of 65 and over. She could have it if she signed that she is disabled and she will not do that. She has nothing stating that she is disabled. The age was 60 for many years. She rides a bike at age 61. I will try and talk to someone in charge at the SweetHart Bus.

We are helping several seniors and disabled apply for the Homeowners Tax Relief

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which applications are taken from February 1 to May 30th.

Renters Rebate applications started on April 1st and will continue to be taken till October 1, 2014. I have not heard from the State of Ct if the Sunset Law is still in effect. This means if a person did not apply last year I cannot do an application this year. Patrick Sullivan from Office of Policy in Hartford said he will get back to me if the Governor signs to change the law put in place last year.

We are still working on a senior home to complete many repairs so they can come home from the Nursing Home. The roof will be replaced the first week in June. I am meeting [REDACTED] at the house on June 3rd to do a final check on what is needed for the volunteers to rehab the inside, change front and back doors, repair siding and several smaller items. I met with [REDACTED] a couple of weeks ago and he cannot wait to get out of the Nursing Home and back to his home.

Salvation Army has helped with a prescription, a senior plumbing repair and help with a rent.

We helped three people sign up for their Social Security, Supplement insurance and the drug card. They were low income so we also signed them up to Medicare Savings Program which saves them \$104.90 a month for Part B and pays the monthly charge for their Drug Card per month. They came back a couple of times to understand what they signed up to. It is a lot to understand when they first sign up. I had one woman who did not sign up at 65 and now she is 66 so I gave her the number for Social Security as to how she would apply. I told her to call back if we can help and also hear what they said.

We had the Postal Food Drive last week and collected a lot of food. This should keep our shelves with food until the Holidays. We pick up with the Postal workers and then sort. Throw out expired donations which I think the oldest was 2001. I have seniors and families that use the pantry every week or once a month. Our former First Selectman Joe Borst drove a couple of routes with a teen that helped pick up the items at the mailbox. He filled his trunk and back seat. I cannot believe how well he does for his age.

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I had an elderly woman who has forgotten to pay her car and homeowners insurance. I was able to get the car insurance granted but they will not grant the home as it needs repairs that they asked her to fix last year. I will work on that during the week. I asked if [REDACTED] would look at the house and estimate the cost for the repairs and get her approval to pay for the work to be done. I have referred her to Protective services and there answer after six months is that she is capable of making a decision even though it is a bad decision.

Ambulance call regarding a man with MS who calls 911 to adjust him in bed, pick up his remote etc. He says he has fallen but he hasn't and they are getting annoyed because if someone needs them for a serious medical reason while they are at this home someone may die. In the last couple of years he has called about 150 times a year. We go to his home and complete applications and pick up foods or make calls for him. I have referred several good nurses but he gets so rude to them that they quit.

We are helping people sign up for food stamps and health insurance. Can be done on the computer or paper our paper with required documents. We have completed fifteen applications this month. We get a lot of calls because the State of Ct is behind in doing their paper work. They granted an application I did for a woman in September 2013 and they granted in April 2014 and DSS actually went back to October 2013 as her start of service. Most of these old applications have not had anything done and they tell us to just resubmit a new application. I call Dept. of Social Service which is between 1 hour to 1 hour and 55 minutes, waiting to speak to DSS. It is the only way to get the problem resolved. Most of the time they say they do not have the application but they will take my fax of the copy but to white out the original date and put in the present date then they will work on it and even grant the applicant while I hold on with them.

I went with one 62 year old woman to the State and we brought everything I thought we need but I had to bring additional information back which I did and being I went at 9 am it only took a half an hour. It takes shorter amount of time by going to Danbury DSS. With the changes at DSS it is hard to communicate with them to get answer for my clients.

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We have sent out letters to all town groups and business to get donations for summer camp. We started this with Park & Rec going back to the 90's. This is for low income families and mostly single mom and I do have one dad. While they work the children are not left home alone. At camp they enjoy art, sports, swimming and being with other kids in a safe environment.

We will be at the Walnut Hill Community Church on Sat May 31st... We have a table with the Health Dept and have made handouts. It sounds like it will be an informational and enjoyable day.



Economic Development - Business Incentive Applications

Project / Applicant	Address	Duration	% of increase	Action				Exp date
				EDC	BOS	BOF	LC	
Summit Properties	146 South Main Street	3 yrs	35%	03/11/14	03/17/14	03/27/14	04/09/14	approved
Villages at Lexington Garden / Alan Weiner	Church Hill Road	7 yrs	45%	12/13, 1/14	01/29/14	02/10/14	02/19/14	approved
Dr. Curtis Beck*	12 Queen Street	3 yrs	35%	04/30/13			06/19/13	approved
Hunter Gregory*	164 Mount Pleasant Road	3 yrs	60%	06/03/13			06/19/13	approved
Beyond the Vine / Wiggins*	84 South Main Street	3 yrs	35%	07/16/13	10/21/13		11/20/13	approved
Mike Burton	107 Church Hill Road, SH	3 yrs	30%	03/20/12	09/17/12		12/05/12	current
Advanced Fusion Systems / Robert Powell	11 Edmond Road	5 yrs	100%	05/17/11				current
Architectural Glass	9 Turnberry Road	3 yrs	25%+					done
SMT	High Bridge Road	3 yrs	45%					done
TNT	12 Turnberry Road	3 yrs	45%	08/15/06	02/01/07	02/22/07	03/07/07	done
Neumade	Pecks Lane	5 yrs	50%					done

*Final agreement depends on final assessment but shall be consistent with the BIP schedule
Architectural Glass had 1.2% multiplier added for equipment investment

Tax estimates (33.31 mills) on buildings /properties
Newtown, CT

Property	Property Description	Use	Appraised Value	Assessed Value	Est. Taxes
Project scenarios					
Stratford Hall	10,000 sq ft, restaurant, bldg only	restaurant	\$853,810	\$597,670	\$19,908
Woodbury Hall	40,000 sq ft, three story office building	office/ retail/residential	\$4,128,140	\$2,889,700	\$96,256
183 Mt. Pleasant Road	25,500 sq ft, two story office building	office	\$2,760,640	\$1,932,450	\$64,370
		Subtotal	\$7,742,590	\$5,419,820	\$180,534
BIP Approved Projects			Investment Value*		
Summit, 146 S. Main St.	19,000 sq ft, two story office building	office / retail	\$1,769,042	\$1,800,000	\$59,958
Maplewood 164 Mt. Pl.	26,400 sq ft, two story medical	medical offices	\$4,000,000	\$4,500,000	\$149,895
Beck, Queen St	5,750 sq ft, two story office building	offices	\$1,375,000	\$1,500,000	\$49,965
Lex. Vill 30 Church Hill	54,000 sq ft, two story office buildings	office / retail	\$7,064,000	\$9,026,300	\$300,666
Beyond Vine, 84 S Main	9,100 sq ft, two story office building	office / retail	\$1,592,000	\$1,965,570	\$65,473
		Subtotal	\$15,800,042	\$18,791,870	\$625,957
Under Construction					
Hottis 6 Washington Str.	2,600 sf two story commercial building	retail/office - SH Village			
		Subtotal			
Planned Projects					
Newtown Tech Park	100,000 sf hi-tech mfg/R&D	office/lab/light mfg./clean			
Exit 9 Hawleyville					
90 Mt. Pleasant Rd.					
				Assessed Value	Tax
				\$93,510	\$3,115
				\$131,730	\$4,388
				\$952,850	\$31,739
				\$248,260	\$8,270
				\$427,220	\$14,231
				\$101,690	\$3,387
				\$631,270	\$21,028
				\$1,376,410	\$45,848
Brownfields					
75 Church Hill Road					
57 Church Hill Road					
57A Church Hill Road					
7-9 Glen Road					
28A Glen Road					
350 South Main Street					
352 South Main Street					
2 Buttonshop Road					

**AGE RESTRICTED HOUSING - AVERAGE TAXES
NEWTOWN, CT**

	Assessed Average	Appraised Average	
Liberty - 91 units			
Franklin Court	\$268,413.00	\$380,116.00	
Joal Ct	\$315,843.00	\$451,206.00	
	\$584,256.00	\$831,322.00	
	\$292,128.00	\$415,661.00	
average			
91	\$26,583,648.00	\$37,825,151.00	
			Total Assessed
			\$77,431,328.00
			Total Appraised
			\$110,464,436.00

	Assessed Average	Appraised Average	
Walnut Tree - 190 units			
Elizabeth Circle	\$180,720.00	\$258,170.00	
Haley	\$199,280.00	\$284,680.00	
Julia	\$186,720.00	\$266,740.00	
St. George Pl	\$178,260.00	\$254,660.00	
Louis	\$177,840.00	\$254,056.00	
Jennifer	\$171,880.00	\$245,543.00	
	\$1,094,700.00	\$1,563,849.00	
	\$182,450.00	\$260,641.50	
average			
190	\$34,665,500.00	\$49,521,885.00	
			\$2,579,237.54
			335 total units
			\$7,699.22 Average taxes paid/unit

	Assessed Average	Appraised Average
Regency - 54 units		
Watkins Drive	\$299,670.00	\$428,100.00
	\$16,182,180.00	\$23,117,400.00

Newtown Woods - 14 units
 Woods Lane
 Brookside Ct
 no data - under construction

Attachment C

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$45,000 FOR REMEDIATION AND DEMOLITION OF DANBURY HALL LOCATED ON THE FAIRFIELD HILLS CAMPUS IN THE TOWN OF NEWTOWN, CONNECTICUT AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM (2013-14 TO 2017-2018, INCLUSIVE) AND AUTHORIZING THE USE OF \$45,000 IN CAPITAL NON RECURRING FUNDS (FUND 144) TO MEET SAID SPECIAL APPROPRIATION.

FUNDING RECAP:

AUTHORIZED BONDING***	\$250,000
EPA BROWNFIELDS GRANT	\$200,000
FFH SPECIAL REV FUND	\$ 20,000
PENDING FROM CAP NON REC	<u>\$ 45,000</u>
TOTAL FUNDING	\$515,000

***Originally bonding of \$250,000 was authorized to be offset by a \$50,000 grant. This grant did not materialize.



TOWN OF NEWTOWN
PUBLIC WORKS DEPARTMENT

To: Robert Tait, Finance Director
From: Fred Hurley, Public Works Director
Re: Danbury Hall Remediation Funds Shortfall
Date: 7/14/14

A handwritten signature in black ink, appearing to read 'Fred Hurley', is written over the 'From:' line of the letter.

The remediation project for Danbury Hall needs additional funds to complete the remediation portion of the overall project. There will be an additional funding request for demolition which will follow at a later date. The remediation portion must continue to move forward however to preserve the EPA funds which must be consumed by October. The current projected schedule for remediation puts that item into September, if there are no further delays.

Current Available Funds:	\$200,000 EPA
	\$250,000 Town
	\$20,000 Fairfield Hills
Total	\$470,000

Expended To Date:	\$95,146
Remaining Balance:	\$374,854
Required For Completion:	\$399,600 Vendor
	\$15,400 Environmental Oversight
Total	\$415,000

Shortfall: \$415,000 - \$374,854 = \$40,146
Recommendation: Transfer \$45,000 to meet current obligation.

TOTAL COST:
\$95,146 to date
\$399,600 remediation
\$15,400 oversight
\$4,854 contingency
\$515,000

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$250,000 FOR REMEDIATION AND DEMOLITION OF DANBURY HALL LOCATED ON THE FAIRFIELD HILLS CAMPUS IN THE TOWN OF NEWTOWN, CONNECTICUT AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM (2013-14 TO 2017-2018, INCLUSIVE) AND AUTHORIZING THE ISSUANCE OF \$250,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$250,000 is a special appropriation made pursuant to Chapter 6, Section 6-30 (a), (b) and (c) of the Town Charter of the Town of Newtown (the "Town") for remediation and demolition of Danbury Hall located on the Fairfield Hills Campus in the Town, as authorized in the Capital Improvement Program (2013-14 to 2017-18, inclusive), including, but not limited to, removal of hazardous materials, and related site improvements, and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$250,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days

TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR 2014 - 2015 DEPARTMENT Selectmen DATE 6/17/14

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-24-570-5899-0000 CONTINGENCY	(23,595.00)	USE NEGATIVE AMOUNT ↓ USE POSITIVE AMOUNT
	•		
	•		
	•		
	•		
	•		
TO:	1-101-16-550-5110-0000 SALARIES & WAGES - FULL TIME	21,918.00	
	1-101-16-550-5220-0000 SOCIAL SECURITY CONTRIBUTIONS	1,677.00	
	•		
	•		

REASON: PARKS & RECREATION NEGOTIATED UNION CONTRACT (2014-15 TO 2016-17) :

2014-15

10 UNION EMPLOYEES
 1.9% WAGE INCREASE
 \$1,350 SALARY ENHANCEMENT

EMPLOYEE MEDICAL PREMIUM COST SHARE INCREASES FROM 10% TO 11%

AUTHORIZATION:

date:

(1) DEPARTMENT HEAD

N/A

Robert T. A.

6/17/14

(2) FINANCE DIRECTOR

(3) SELECTMAN

E. P. Leane

(4) BOARD OF SELECTMEN

James O. Smith

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)
 >>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF
 AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

TOWN OF NEWTOWN

PARKS & RECREATION 2014-15 TO 2016-17 UNION CONTRACT IMPACT STATEMENT

• **NUMBER OF EMPLOYEES IN UNION** – 10

• **WAGES**

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
○			
PERCENT WAGE INCREASE	1.9%	1.9%	1.9%
WAGE ADJUSTMENT (per employee)	<u>\$1,350</u>	<u>\$1,325</u>	<u>\$1,325</u>
GRAND TOTAL EFFECT ON THE BUDGET	\$21,861		
ROUNDING ADJUSTMENT	<u>57</u>		
	<u>\$21,918</u>	\$22,259	\$22,671
SOCIAL SECURITY	<u>\$1,677</u>	\$1,703	\$1,735

• **MEDICAL INSURANCE BENEFIT**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
○				
EMPLOYEE COST SHARE	10%	11%	11%	12%
GRAND TOTAL INCREASED EMPLOYEE CONTRIBUTION		\$2,225	\$2,403	\$5,191

• **INCENTIVE TO WAIVE MEDICAL BENEFIT**

- 2014-15 ANNUAL EQUIVALENT MEDICAL PREMIUM RATES:
 - SINGLE \$9,376
 - DUAL \$20,100
 - FAMILY \$25,475
- EMPLOYEE GETS A \$3,000 ANNUAL PAYMENT IF THEY WAIVE THE ABOVE MEDICAL BENEFIT

• **DEFINED CONTRIBUTION PLAN FOR NEW HIRES**

- INITIALLY NO COST SAVINGS
- LONG TERM - ELIMINATES THE UNCERTAINTY OF THE FLUCTUATION IN THE INVESTMENT MARKET
 - NEWTOWN'S CONTRIBUTION TO THE BENEFIT WILL BE A CONSTANT 5% OF PAYROLL

**TOWN OF NEWTOWN
APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR **2014 - 2015** DEPARTMENT **Selectmen** DATE **7/7/14**

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-24-570-5899-0000CONTINGENCY	(17,615.00)	USE NEGATIVE AMOUNT
	.		
	.		
	.		
	.		
	.		
TO:	1-101-11-105-5800-0000OTHER EXPENDITURES	17,615.00	USE POSITIVE AMOUNT
	.		
	.		
	.		

REASON: FOR A MUNICIPAL BUILDING STRATEGIC PLAN - PHASE I - PLAN PREPARATION
SEE ATTACHED

AUTHORIZATION: _____ date: _____

(1) DEPARTMENT HEAD _____

(2) FINANCE DIRECTOR *[Signature]* 6/24/14

(3) SELECTMAN _____

(4) BOARD OF SELECTMEN *[Signature]* _____

(5) BOARD OF FINANCE _____

(6) LEGISLATIVE COUNCIL _____

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)
>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF

AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF



Newtown
CONNECTICUT

Program Management Proposal Town of Newtown, CT Municipal Buildings Strategic Plan

06/02/2014



Knowledge to *Plan*
Strength to *Build*
Experience to *Move*



- I. Project Approach**
- II. Staffing Plan**
- III. Scope of Services**
- IV. Assumptions**
- V. Fee, Terms & Conditions**
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 - Firm Overview
 - History & Methodology
 - Stability & Professional Development
 - Technology & Process
 - Experience

Project Approach

At Diversified Project Management (DPM) we possess the requisite project experience and proven processes to properly and effectively provide Program Management services to the Town of Newtown and the Board of Selectmen for the development of a long-range Municipal Buildings Strategic Plan. This proposal and the associated scope of services are specifically designed to respond to the current and future needs of the Town and provide structure to an iterative planning process. Our project approach and fee proposal is based on phases of work as identified below:

Phase 1 – Preliminary Building Inventory, Formation of an Advisory Committee and Consultant Team Selection

Phase 2 – Research and Assessment of Facilities and Town Functions

Phase 3 – Development and Acceptance of a Written Strategic Plan Document

In each phase DPM will provide program management and reporting to the Board of Selectmen and an appointed Advisory Committee. Assigned to the project will be Geralyn Hoerauf, AIA, Sr. Project Manager. Geralyn will be supported by the DPM project management staff as required. Executive support and oversight of the team will be provided by Mark DuPre' Assoc AIA, Project Executive. We expect to keep this team in place throughout the process of the project.

Diversified ensures a collaborative, process-driven approach to ensure all projects are delivered on time and within budget. We understand that our role is to be the team builder and facilitator to ensure proper communications and clarity throughout the process. We have assembled a dedicated project management team that will allow us to focus on the needs of the community, the staff, and elected officials of the Town of Newtown. Furthermore, DPM will orchestrate the communications and input of all those involved to create a clear and concise project scope.

On behalf of the Town of Newtown, under Phase I services, DPM will develop a preliminary Project Timeline, compile an initial inventory of municipal buildings, manage the professional services Request for Qualifications (RFQ) process, and advise on all activities related to the selection of the consultant team. Once the team has been assembled, DPM will:

- Validate the project budget
- Monitor all building investigation activities
- Manage the Space Needs programming process
- Coordinate Scheduling and Reporting
- Oversee the development of recommendations from the consultant team
- Facilitate Advisory Committee discussions
- Integrate other historical and concurrent building needs assessments
- Guide the Advisory Committee in determining the final Strategic Plan

Throughout the project, we will conduct and manage weekly project meetings of the Consultant Team to establish accountability, manage the budget and drive the schedule. DPM will also meet every as required with the Strategic Plan Advisory Committee and will report periodically to both the Board of Selectman and the Newtown community.

"DPM's attention to detail, personable staff, level of expertise, and ability to make sound decisions have earned your company our trust, gratitude and consideration that DPM is not just a preferred vendor, but an extension of Corporate Real Estate."

Paul Cardile
Director of Project Management
CIGNA

"I have been very pleased with the level of service DPM has provided from the beginning of our relationship. My satisfaction with the service our college has received has led me to propose this type of arrangement as a 'best practice' to my colleagues on the Council of Deans of Administration for the Connecticut Regional Community Colleges. Any college engaged in a construction project would benefit from the services which your firm provides."

Paul S. McNamara, Ph.D.
Dean of Administration
Housatonic Community College

Staffing Plan

DPM's staff is comprised of Design and Construction professionals whose involvement and experience in the Design and Construction industry averages twenty-two years. As mentioned earlier, our team for this project consists of Mark M. DuPre', Project Executive, ASHE, MCCPO, Assoc AIA, as your executive oversight. The team leader will be Geralyn Hoerauf, Sr. Project Manager, AIA. Geralyn will lead the team and be the primary contact for the Town of Newtown and the Board of Selectmen (BoS). Geralyn will run weekly project meetings, distribute meeting notes to establish accountability and track all deliverables. She will also be responsible for all communication and will track the schedule and budget. Mark DuPre' will provide ongoing assistance with the contract negotiations, budget and schedule review and conflict resolution as required. DPM may enlist the support of other DPM staff as resources from time to time, based on the activity.

Upon project completion, we will run the closeout meeting to address any remaining open issues, review the project goals and deliverables and obtain feedback on the outcome of the project and our performance.

"The use of a professional project management firm is highly recommended. We found that our firm, Diversified Project Management, was able to act as an outside independent entity to deliver the 'tough love' to the employees relative to the ground rules for the move preparation and packing. They were excellent at the details that significantly contributed to a successful move and to be able to quickly resume normal operations"

Kevin Kimball
Director of Purchasing
General Dynamics

"After using multiple vendors for the past few years, we decided to limit our service providers to a select few who had In-depth knowledge and experience in the various segments of the real estate industry. We were really impressed by Diversified's team and process. They will add great value to our real estate operations, and our company's facilities."

John Ferrari
Vice President of Real Estate
OneBeacon Insurance

Scope of Services

We will work closely with Newtown to customize our services to meet your needs. The following scope outlines our understanding of the project:

A. Phase 1: Plan Preparation:

1. Preliminary Building Inventory
 - a. Gather physical documentation, plans, reports, maintenance records on Town-owned properties
 - b. Create comprehensive tabulation of Town facilities, including size, age, location, use
2. Initial Budget and Schedule
 - a. Confirm and define potential phases of the project
 - b. Incorporate phasing into preliminary project timeline
 - c. Develop budget to include all professional fees and related costs
3. Formation of Advisory Committee (AdvCom)
 - a. Assist the Board of Selectmen with the formation of AdvCom
 - b. Outline a Facilities Assessment process and review the preliminary building inventory with the AdvCom
 - c. Meet with AdvComm to develop project structure and scope
 - d. Develop alternative timelines and potential phasing
 - e. Provide all staffing and administrative functions to the AdvCom
4. Facilitate selection of professional Consultant Team
 - a. Develop and issue Requests for Qualifications (RFQ) for Facilities Condition Assessment Companies, and/or architect/engineer/contractor teams
 - b. Manage RFQ response process; process and answer all questions during the response period; receive all RFQ responses
 - c. Manage interview process, including development of interview questionnaires and tabulating interview evaluations
 - d. Issue RFPs for fee proposals
 - e. Tabulate and analyze RFP responses
 - f. Collaborate with the Board of Selectmen on the selection of the consultant team
5. Assist with Contract Award Process between the Town of Newtown and the Consultant:
 - a. Review and finalize project scope
 - b. Recommend contract form and review with Town Attorney
 - c. Communicate all project requirements to the Consultant Team

"Diversified's project managers are skilled and reliable. They not only help me to deliver projects as scheduled and within budget, but they meet high expectations for quality and customer service. They continue to be a valuable part of our team."

*Roland S Barrie
Facilities & Project Management
Fleet National Bank*

"I was impressed with how your staff "hit the ground running" in the middle of a large project which had been handled by our employees for at least six months. While all change is difficult, your staff expertly worked to make our three-phased move flawless and an easier transition for our employees."

*Wendy A. Quinn
Purchasing Director
American Cancer Society*

Scope of Services

The following services are outlined for informational purposes in planning for the completion of the Municipal Buildings Strategic Plan project. These future services are necessary for the successful completion of the project and will involve the execution of future contractual agreements between DPM and the Town of Newtown with additional fee agreement(s).

- B. Phase 2: Research and Assessment of Facilities and of Town Uses**
1. Facilities Condition Assessments
 - a. Manage consultant work in assessing the physical conditions of identified properties and assigning cost estimate values to recommended improvements
 - b. Monitor schedule and facilitate meetings and information gathering
 - c. Review interim reports and suggest revisions as necessary
 - d. Facilitate AdvCom understanding and review of draft deliverables
 2. Space Needs Programs
 - a. Assist the AdvCom in identifying Town departments to analyze
 - b. Coordinate Consultant Team's efforts in the generation of space needs programs, including the identification of growth/consolidation projections
 - c. Monitor schedule and facilitate meetings and information gathering
 - d. Review interim reports and suggest revisions as necessary
 - e. Facilitate AdvCom understanding and review of draft deliverables
 3. Additional Consultants
 - a. Determine whether additional disciplines are required to produce a comprehensive planning document
 - b. Advise the AdvCom and Board of Selectmen of any additional resources required
 - c. Revise budget and timelines, if necessary
 - d. Coordinate the selection of additional resources and integrate into project team
 - e. Manage consultant work
 4. Communications and Reporting
 - a. Attend all AdvCom meetings and facilitate reviews, discussions and evaluations; assist with scope revisions, as information is gathered
 - b. Periodically report progress to the Board of Selectmen
 - c. Report project progress at public meetings as requested.
 - d. Coordinate with other Town Boards, Commissions and Departments as required
 - e. Distribute interim written reports
- C. Phase 3: Municipal Buildings Strategic Plan**
1. Development of Draft Strategic Plan Document
 - a. Manage consultant work to integrate Facility Conditions Assessments with Space Needs Programs and other documentation
 - b. Ensure consultant recommendations address Town needs and respond to other planning efforts such as the CIP
 - c. Facilitate development of "best use" plan for all Town-owned buildings, considering space available, location, cost to renovate, cost to replace

Scope of Services

- d. Assist AdvCom in evaluating consultant team recommendation
2. Direct consultant team to re-evaluate and revise plan recommendations at the direction of the AdvCom
 - a. Report on draft Strategic Plan to the Board of Selectmen
 - b. Continue to manage consultant team through iterative drafts of a Strategic Plan
3. Development of Final Municipal Buildings Strategic Plan Document
 - a. Coordinate consultant team in the production of a final, approved Municipal Buildings Strategic Plan
4. Communications and Reporting
 - a. Attend all AdvCom meetings and facilitate reviews, discussions and evaluations; assist with scope revisions, as information is gathered
 - b. Periodically report progress to the Board of Selectmen
 - c. Report project progress at public meetings as requested.
 - d. Coordinate with other Town Boards, Commissions and Departments as required
 - e. Distribute final written report

"Your project leadership saw us through a very difficult period of time. In addition, by negotiating with our furniture vendor, you saved us an amount equal to your cost of services. Moreover, your easygoing demeanor got us through some very difficult times."

*Robert B. Schackner
2nd V.P. Engineering &
Operations
AMS / Vertofore*

"One of the primary risks identified early in the project lifecycle was UI's lack of commercial construction experience. This void was expertly filled by DPM."

DPM's collaborative nature combined with your resolve for quality kept all parties focused on the deliverables. In particular, DPM's assistance on sub-surface issues avoided a protracted claim and kept the project team, including architect and general contractor, aligned to the project's success.

I certainly recommend DPM as a construction management resource."

*-Brian M. Horgan, PMP
Central Facility Project Director
United Illuminating Company*

Assumptions

Assumptions

1. DPM's project involvement for Phase 1 will run from 6/2/14 to 9/3/2014. Other phases and schedules will be confirmed prior to commencement of future services.
2. If required, the Town of Newtown will provide DPM with a suitable on site workplace area to include:
 - a. Internet access
 - b. Telephone with voice mail
 - c. Email & computer network
 - d. Copier and other office support services as necessary.

"Having the DPM team as our advocates and advisors was critical to the success of our construction project and multi-site consolidation. Trying to pull this off without their help would have been foolish if not impossible. The team from DPM was responsive and experienced, and vigorously represented our interests with vendors, landlords, and contractors at all times. I am certain that if we had attempted this project without the help of DPM, the cost in terms of time and money would have been many times what we paid them."

*-Richard Silton
Chief Operating Officer
Carlin Charron & Rosen*

Fees, Terms and Conditions

TIMELINE: 6/2/14 to 9/3/2014

FEES: Based on the scope and schedule listed for **Phase 1, Plan Preparation**, DPM proposes to provide the services listed in Phase 1 at an hourly rate according to the fee schedule below. Fee for this phase is *estimated* to be approximately \$17,615.00 (Seventeen Thousand, Six Hundred and fifteen dollars).

The scope and fee of future phases will be proposed in advance of phase commencement. No work outside the scope listed herein will be completed without a written and signed approval from the Town of Newtown. The matrix below identifies DPM Hourly Personnel Rates for tasks requested or assigned within the defined scope or schedule.

"The entire DPM team was exceptional at managing the complexities of a large construction project and move that had a significant number of unique project and financial challenges. They represented our best interests throughout every facet of our project and having them on board was critical to its success."

-Tom Rielly
Vice President of Operations
EDC

Town of Newtown, Municipal Buildings Strategic Plan								
Date Range	No. Wks.	Mark DuPre'		Geraldyn Hoerauf		Asst Proj Mgr		TOTALS
		Hrs. Week	Total Hrs.	Hrs. Week	Total Hrs.	Hrs. Week	Total Hrs.	
Phase 1 Plan Preparation 6/1/2014 8/31/2014	13	1	13	8	104	0	0	\$17,615
Phase 2 Research and Assessment of Facilities and of Town Uses 8/31/2014 11/23/2014	12	1	12	8	96	0	0	\$16,260
Phase 3 Municipal Buildings Strategic Plan 11/23/2014 2/1/2015	10	1	10	8	80	0	0	\$13,550
Total Hrs.			35		280		0	315
Cost / Hr.			\$179		\$147		\$109	
Cost PP.			\$6,265		\$41,160		\$0	\$47,425

2014 Hourly Personnel Rates

Principal / Vice President	\$190/hr
Project Executive	\$179/hr
Senior Project Manager	\$147/hr
Senior Project Planner	\$124/hr
Project Manager	\$109/hr
Assistant Project Manager	\$81/hr
Administrative/Clerical	\$62/hr

Miscellaneous out-of-pocket expenses will be billed at cost plus 10%. These may include photographs, travel, parking, mailings, document reproductions, etc. Other items will be billed as follows: photocopies \$0.10/pp., mileage at the current IRS

Fees, Terms and Conditions

rate, color prints at \$0.20 for letter and legal sizes, plots at \$2.00 -\$40.00 depending on size.

The parties agree that the attached terms and conditions shall apply to this contract.

DPM Signature / Date

Bill Clegg, Vice President
DPM Hartford

First Selectmen / Date

Patricia Llodra, First Selectmen
Newtown, Ct

Fees, Terms and Conditions

TERMS & CONDITIONS

1. **Diversified's Services:** DPMCT, Inc. dba Diversified Project Management ("Diversified") has agreed to provide certain project management and advisory services to Client ("Project Management Services"). In rendering its Project Management Services, Diversified shall make every reasonable effort to perform them in a well-organized, efficient and timely manner consistent with the requisite skill care indicated to accomplish its work. Client understands and acknowledges that although Diversified may employ and manage its own personnel and independent contractors who may have various licenses and professional or industry qualifications, Diversified does not provide professional or any other licensed services, real estate or insurance brokerage services, architectural, engineering or construction services ("Professional Services"). Although Diversified may perform Project Management Services at Client's site, it is understood and agreed that Diversified shall have no control over, or be considered in charge of, construction means, methods, techniques, sequencing or procedures, nor shall Diversified be responsible for suggesting, implementing or monitoring safety precautions or programs. Responsibility for the acts and omissions of others on the project site, such as architects, engineers, contractors, vendors, Client's own personnel and the employees, agents of any of the foregoing shall be that of the respective parties. Diversified shall act as Client's agent with full authority on Client's behalf for all matters incidental to the Project Management Services to which this instrument relates. Diversified may engage the services of other persons or entities on behalf of Client, but such persons and entities shall be deemed engaged and managed by Client.
2. **Cooperation:** Diversified shall at all times have access to the project site, and may visit the project site as it deems necessary. Client shall furnish Diversified, at no cost, with such plans, surveys, studies, tests and any other documents as will assist Diversified in accomplishing its work. Client understands and agrees that it must obtain all permits, licenses, landlord consents, union approvals and all other permissions necessary for Diversified's performance of Project Management Services, it being agreed that Client and/or its architects, engineers, other consultants, contractors, and subcontractors are responsible for applying for obtaining, keeping in force and assuring compliance with all such permits as well as for the necessary final inspections, occupancy permits and the like to satisfy the requirements of such permits and all laws, regulations, codes and ordinances and or bylaws relating thereto. Further, Client acknowledges that Diversified does not render legal or code compliance advice and all such matters are entirely the responsibility of the Client and/or its other consultants. Client agrees and warrants that it will not ask or require Diversified to do anything that would be contrary to the requirement of any permit, law, regulation, ordinance, bylaw, code or judicial or administrative order applicable to Diversified's performance of Project Management Services.
3. **Fees and Payment:** The Client shall pay Diversified for its services and reimbursable costs in accordance with the fees and cost provisions stipulated in other provisions of this Agreement. Billing shall be monthly and payment shall be due within 30 days. Interest will accrue daily, after 30 days at an annual rate of eighteen percent (18%) or, if less, the highest rate of interest allowable by law. Diversified reserves the right to increase its hourly billing rates in January of each year.
4. **Default and Termination:** This agreement may be terminated by either party upon 7 days written notice in the event of substantial failure by the other party to perform in accordance with the terms thereof. In the event of termination, (a) Diversified will be entitled to immediate payment for all services it has rendered to Client and for all reimbursable expenses, and (b), Diversified shall not be liable for delays or damages that result to the Client by virtue of the termination or suspension of Diversified's services prior to completion of its work. In no event shall either party be liable for indirect, consequential, multiple, punitive or magnified damages, any right to which each party hereby waives to the maximum extent permitted by law. Client agrees that its damages for a breach by Diversified shall be in all cases limited to the lesser of (a) its actual damages, or (b) a refund of all sums paid to Diversified hereunder, for the specific portion of the project in question.
5. **Diversified's Status:**
 - 5.1. **Independent Contractor:** In providing Services hereunder, Diversified shall act as an independent contractor and not as a partner or joint venturer with Client. With regard to the provision of Project Management Services, Diversified shall have control over the means used to provide Project Management Services. With regards to the provision of Professional Services, Client shall have control over the party providing such services.
 - 5.2. **Employees, Contractors, Agents and Subcontractors:** Diversified and Client shall each (i) be solely responsible for the direction and control of their own employees, contractors, agents and subcontractors, (ii) be solely responsible for wages, salary, payroll taxes, workers compensation, withholding taxes and other forms of compensation payable to their employees, contractors, agents and subcontractors, and (iii) indemnify the other and hold the other harmless against any and all claims or liabilities, including reasonable attorneys fees, that may arise from the acts or omissions of their own employees, contractors, agents and

"They went above & beyond the call of duty --- from helping us to sift through complex contract & lease issues -- to changing the entire move plan -- right down to helping us select filtered water vendors and organizing the kitchen! I never felt stupid asking a question -- and no question or request was too difficult. They responded to everything & helped us in every aspect of the move."

*-Mike Ristaina
Vice President of Finance
Advent International*

Fees, Terms and Conditions

- subcontractors, except to the extent the same is caused by the negligence or willful misconduct of the indemnified party or persons for whom the indemnified party is legally responsible.
- 5.3. **Additional Services:** If requested by the Client, with regard to the contracts for Professional Services or other services to be provided to the Client by anyone other than Diversified in furtherance of this Agreement ("Additional Services"), Diversified may engage persons or entities on behalf of the Client to provide Additional Services, but if Diversified does so or negotiates or signs contracts for Additional Services, Diversified shall do so as agent for the Client. Such agency shall be disclosed in writing, Client shall assume full responsibility under such contracts, and Diversified shall assume no responsibility under such contracts or for the Additional Services or for the supervision of Additional Services or for the acts or omissions of anyone providing Additional Services.
6. **No Raiding of Diversified's Employees:** Client agrees that during the term of this Agreement and for a period of one (1) year following the last day Diversified performs any services for the Client, neither it nor any of its officers, employees, agents or any firm owned or controlled by the Client, or which is under common control by the Client, or any of their officers, directors, employees or agents will directly or indirectly, without Diversified's written consent, solicit or hire any person who is a current employee of Diversified or who has been its employee within one (1) year preceding the last day of Diversified's work, nor will they encourage any such person to leave Diversified's service. If Client violates the terms of this paragraph then client will pay Diversified a fee of 1,000 times that individual's hourly billing rate.
7. **Patents and Innovations:** If Diversified shall make or discover any invention or innovation in the course of its work hereunder, Diversified shall have and retain all common law and statutory rights of ownership.
8. **Miscellaneous:**
- 8.1. **Notices:** Any notice or other communication which may or must be given under this Agreement shall be in writing and shall be considered given when delivered to a party personally or when delivered by registered or certified U.S. Mail, return receipt requested, or by any private commercial or U.S. Postal overnight mail service providing a receipt for delivery, or by facsimile transmission if it is electronically acknowledged and confirmed and if another copy is sent to the addressee thereof within forty-eight (48) hours of the facsimile transmission by registered or certified U.S. mail.
- 8.2. **Publicity:** Client must authorize in writing prior to allowing Diversified to use Client's name, logo, photographs or other information for Diversified's marketing and public relations related matters.
- 8.3. **Force Majeure:** Diversified shall not be deemed in violation of the provisions of this Agreement if their performance is delayed or prevented by war, civil unrest, weather conditions and other Acts of God, strikes or labor unrest. For each day of delay wherein a party's performance is prevented by any one of the foregoing causes, a day, and any related fees, shall be added to the time and fees stipulated herein for such performance.
- 8.4. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.
- 8.5. **Complete Agreement; Supersedes Prior Agreements:** This Agreement, including the attached terms and conditions, hereto constitutes a complete statement of all the arrangements among parties with respect to the Diversified's engagement by the Client for the work specified and supersedes all prior or contemporaneous proposals, contracts, agreements and binding commitments of every nature and description whatsoever between the parties on the same subject matter.
- 8.6. **Amendments:** Any amendment, modification, cancellation, change order or waiver of this Agreement must be in writing and signed by or on behalf of both parties.

"[DPM] displays a high level of expertise in managing complex renovations and moves. Given that our company is relatively small, we do not have the knowledge in house. [DPM's] proven success allows me to impart significant trust in their ability to see the projects to the end."

*-Rob Lyons
Vice President of Corporate
Finance
NGAM Advisors (NATIXIS)*

Company Profile & Qualifications

Firm Overview

Diversified is committed to **quality and excellence** and was founded in **1989** with a mission of providing objective and **cost effective** project management and Owner's Representative services. We view each client engagement as an opportunity to develop a long term and mutually beneficial relationship. We pride ourselves on our ability to understand each of our clients' specific needs and to tailor a solution to support each situation.

Our success can be attributed to our **diligent representation** of our clients' best interests and our **fair and objective** dealings with the professionals with whom we interact. We must continue to earn the **trust** of our clients every day by maintaining the high level of **ethics, customer service** and attention to **detail** that they have come to expect.

We are uniquely qualified for your project because of our:

- ◆ **Objectivity**: We work exclusively as an Owner's Representative and do not have the conflict of interest of providing construction, architectural or other services. Because of this, we are able to objectively and fairly represent our clients' best interests.
- ◆ **Proven Process**: We have developed a Standard Operating Procedures manual with corresponding project management tools and templates that ensure measurable, repeatable, high-quality results for our clients. Each staff member participates in in-house training to ensure consistency between all projects.
- ◆ **Dedicated Professionals**: Diversified is one of the largest project management firms in New England with over 60 full time professionals. We have offices in Boston, MA, Hartford & Stamford, CT and Providence, RI and our staff is comprised of professionals with experience in real estate, architecture, engineering, interior design, space planning, FF&E coordination, move planning, construction and facilities management.
- ◆ **Qualifications & Experience**: Since our inception, we have managed hundreds of projects totaling millions of square feet in the private and public sectors. We specialize in providing management and oversight of the planning, design, construction and relocation process for facilities, real estate and capital construction projects. Our services include:
 - **Programming & Pre-Construction**
 - **Project Management & Construction Administration**
 - **FF&E Coordination & Move Management**
 - **Facilities & Real Estate Technology**

Knowledge to ***Plan*** . . .



Strength to ***Build*** . . .



Experience to ***Move*** . . .



Company Profile & Qualifications

Diversified is an independently owned firm and does not provide design or construction services, nor are we compensated through vendor commissions or by percentage of project incentives. All revenues are generated on a fee-for-service basis, ensuring that there are no hidden agendas, and that our clients' best interests are truly represented.

Our **team approach** provides you with the benefits of lessons learned on hundreds of projects. Because we handle projects like yours every day, there is no learning through costly trial and error. In fact, we've developed a system for managing projects and our services have shown to **save time and money** through better controls, fewer change orders, limited downtime and less disruption.

Our value as the Owner's Representative clearly shows as we define roles and orchestrate the team members to support the project scope, schedule, and budget. We are the thread that connects the team together and we manage the process so that the project team operates effectively and efficiently to deliver your project **on time and on budget**. Our thorough understanding of the construction process, our experienced project management team and our commitment to excellence will help us achieve success on your project.

Stability & Professional Development

On an annual basis we manage in excess of \$200M in construction, procure over \$20M in furniture and move thousands of people. We are financially stable and fiscally conservative and treat each project as if we were spending our own money.

We seek to foster an environment where all professionals meet challenges that enable them to broaden their skills and expand their capabilities. We believe that the combined efforts, knowledge and experience of our team will help us remain the standard by which others are measured.

In a continuing effort to remain at the leading edge in the field, many of our staff are active participants of professional organizations such as IFMA, NEWIRE, SCUP, ERAPPA, IIDA, Real Estate Exchange, BOMA, CoreNet, CBA, SIOR, NAIOP and SMPS. Staff members who belong to these organizations share their knowledge with the rest of our team at our staff meetings.

We provide monthly internal staff training sessions and have vendor "lunch and learn" opportunities and presentations at our monthly staff meetings. We support the development of our staff through certifications, degree and accreditation programs.



"Your team is awesome! The move ran like clockwork and my employees were up and running by 9am Monday morning. That's incredible! I had a number of employees tell me they have never had an office move run so smoothly and, frankly, were shocked at how seamless this was. My CEO said the move was 'flowless.' You've got an outstanding team at DPM!"

*-Jacqueline Merl Bomman
Vice President of Human
Resources
World Energy Solutions, Inc.*

Company Profile & Qualifications

Technology & Process

In an effort to maintain continuity and to establish a method of quality control, Diversified has developed a sophisticated **Standard Operating Procedures Manual (SOP)** and an extensive tool kit for our project managers. This process is **easily customizable** for each of our client's individual needs and includes standard forms and templates for:

- Programming and Space Planning
- Line Item Project Budgets and Forecasts
- Detailed Project Schedules with Critical Path
- Request for Proposals (RFPs) for Architects, CM/GCs, Movers, Furniture, Voice/Data, etc.
- Bid Analysis and Interview Forms
- Meeting Notes
- Asset Inventory
- Construction Administration
- Field Reports
- RFI Logs
- Move Planning and Checklists
- Employee Communications

Our staff is 100% mobile, incorporating the use of Smartphones, and laptops equipped with VPN software. Project managers are proficient in CAD, CAFM and the MS Office Suite, including Project and Visio as our use of technology and automation allows us to be more **efficient**, reduce costs and provide more **consistent** service to our clients. We spend less time "reinventing the wheel" and more time providing value added services to our clients.

"Diversified was an asset to our team for the duration of the project. The scope of services changed significantly over the past several months and DPM was able to meet each challenge head on and deliver a first class facility on time and within budget."

-Rick Willet
CEO
Ascend Learning

**TOWN OF NEWTOWN
APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR **2014 - 2015** DEPARTMENT **Selectmen** DATE **7/7/14**

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-24-570-5899-0000CONTINGENCY	(27,227.00)	USE NEGATIVE AMOUNT ↓
	1-101-12-300-5130-0000SALARIES & WAGES - OVERTIME	(39,943.00)	
	.		
	.		
	.		
	.		
TO:	1-101-12-300-5110-0000SALARIES & WAGES - FULL TIME	59,883.00	USE POSITIVE AMOUNT ↓
	1-101-12-300-5220-0000SOCIAL SECURITY CONTRIBUTIONS	1,526.00	
	1-101-12-310-5110-0000SALARIES & WAGES - FULL TIME	5,352.00	
	1-101-12-310-5220-0000SOCIAL SECURITY CONTRIBUTIONS	409.00	

REASON: DISPATCH CONTRACT 2013-14 TO 2014-15

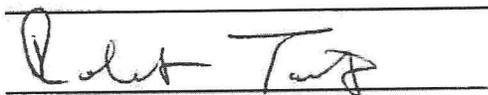
1.9% FOR 2013-14; 1.9% FOR 2014-15
 NET CHANGE TO ECC WAGES = 59,883 - 39,943 = 19,940 (WAGES OFFSET BY OT SAVINGS)

MEDICAL BENEFIT COST SHARE FROM 11% TO 12%

AUTHORIZATION:

date:

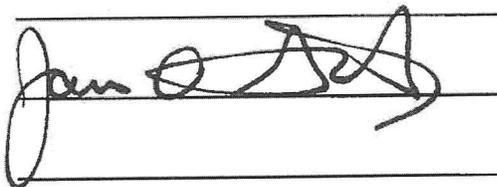
(1) DEPARTMENT HEAD



7/3/14

(2) FINANCE DIRECTOR

(3) SELECTMAN



7/7/14

(4) BOARD OF SELECTMEN

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)
 >>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF
 AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

DISPATCH CONTRACT 2013-14 THRU 2014-15

ANNUAL WAGES

		Wage Increase						
		1.90%	1.90%	SHIFT CHANGE				
		B		A				
		current	2014-15					
		2012-13	2013-14	1,872 hrs.	2,080 hrs.	a.		
						DIFFERENCE	SOC SEC	
						A - B		
ECC	1 dispatcher	44,779	45,630	46,497	51,667			
ECC	2 dispatcher	44,779	45,630	46,497	51,667			
ECC	3 dispatcher	44,779	45,630	46,497	51,667			
ECC	4 dispatcher	44,779	45,630	46,497	51,667			
ECC	5 dispatcher	44,779	45,630	46,497	51,667			
ECC	6 dispatcher	44,779	45,630	46,497	51,667			
ECC	7 dispatcher	44,779	45,630	46,497	51,667			
ECC	8 dispatcher	44,779	45,630	46,497	51,667			
ECC	9 dispatcher	44,779	45,630	46,497	51,667			
		<u>403,011</u>	<u>410,668</u>	<u>418,471</u>	<u>465,005</u>	<u>61,994</u>	<u>4,743</u>	
holiday pay		32,292	32,906		27,721	b. (4,571)	(350)	
longevity		600	600		600			
						<u>57,423</u>	<u>4,393</u>	
						(39,943)	(3,056)	
						<u>17,480</u>	<u>1,337</u>	

OT SAVINGS DUE TO SHIFT CHANGE

(See a. below)

TOTAL INCREASE

a. ECC is a 24/7 operation; 2 - dispatchers required per shift

Total man/hours per year = 365 days x 24 hours x 2 dispatchers = 17,520 man/hours

Available man/hours:

12 hour shift (36 hour/week) = 9 dispatchers x 36 hrs. x 52 weeks = 16,848 man/hours

8 hour shift (40 hour/week) = 9 dispatchers x 40 hrs. x 52 weeks = 18,720 man/hours

Difference between shift types = 1,872 man/hours; this should represent savings in OT

Savings in OT = ((1,872-1,200) x 24.84/hr x 1.5)+(1,200 x 24.84/hr x 0.5) = 39,943

b. Holiday pay is calculated as such: (5 days x 12 hr x 24.84 * 9 dispatch) + (8 days x 8 hr x 24.84 * 9 dispatch) (based on the calander year). Next year (2015-16) using current rates the total holiday pay would be 23,250 (based on 8 hour days). A \$9,000 savings.

		B		A			
		2012-13	2013-14	2014-15			
						DIFFERENCE	SOC SEC
						A - B	
Police	records mgr	54,365	55,398	56,450			
Police	admin asst	44,028	44,865	45,717			
Police	bookkeeper	41,111	41,892	42,688			
		<u>139,504</u>	<u>142,155</u>	<u>144,856</u>		<u>5,352</u>	<u>409</u>

Plus (ECC):

Shift premium 1,460 112

Training stipend 1,000 77

TOWN OF NEWTOWN
FISCAL YEAR END - APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR	2013 - 2014	DEPARTMENT	Finance	DATE	6/25/14
			Account		Amount
FROM:			1-101-11-180-5115-0000 SALARIES & WAGES - PART TIME		(3,000.00)
			1-101-11-190-5110-0000 SALARIES & WAGES - FULL TIME		(19,525.00)
			1-101-11-200-5110-0000 SALARIES & WAGES - FULL TIME		(5,000.00)
			1-101-11-205-5110-0000 SALARIES & WAGES - FULL TIME		(3,300.00)
			1-101-11-350-5520-0000 INSURANCE, OTHER THAN EMPLOYEE BENEFITS		(4,000.00)
			1-101-12-310-5110-0000 SALARIES & WAGES - FULL TIME		(35,000.00)
			1-101-12-310-5117-0000 SALARIES & WAGES - SEASONAL		(2,000.00)
			1-101-12-310-5130-0000 SALARIES & WAGES - OVERTIME		(6,000.00)
			1-101-12-320-5580-0000 DUES, TRAVEL & EDUCATION		(5,000.00)
			1-101-12-320-5749-0000 CAPITAL		(2,000.00)
			1-101-12-460-5110-0000 SALARIES & WAGES - FULL TIME		(7,500.00)
			1-101-13-500-5110-0000 SALARIES & WAGES - FULL TIME		(6,000.00)
			1-101-13-515-5110-0000 SALARIES & WAGES - FULL TIME		(4,225.00)
			1-101-13-650-5110-0000 SALARIES & WAGES - FULL TIME		(4,000.00)
			1-101-14-220-5110-0000 SALARIES & WAGES - FULL TIME		(6,000.00)
			1-101-14-220-5115-0000 SALARIES & WAGES - PART TIME		(2,000.00)
			1-101-14-220-5220-0000 SOCIAL SECURITY CONTRIBUTIONS		(2,000.00)
			1-101-16-550-5110-0000 SALARIES & WAGES - FULL TIME		(19,000.00)
			1-101-16-550-5115-0000 SALARIES & WAGES - PART TIME		(4,000.00)
			1-101-16-550-5117-0000 SALARIES & WAGES - SEASONAL		(26,500.00)
			1-101-24-570-5899-0000 CONTINGENCY		(29,500.00)
					(195,550.00)
TO:			1-101-11-100-5220-0000 SOCIAL SECURITY CONTRIBUTIONS		200.00
			1-101-11-100-5350-0000 PROFESSIONAL SERVICES - LEGAL		30,000.00
			1-101-11-105-5220-0000 SOCIAL SECURITY CONTRIBUTIONS		100.00
			1-101-11-105-5800-0000 OTHER EXPENDITURES		100.00
			1-101-11-108-5310-0000 PROFESSIONAL SERVICES - OFFICIAL / ADMINISTRATIVE		5,000.00
			1-101-11-108-5320-0000 PROFESSIONAL SERVICES - PROFESSIONAL		200.00
			1-101-11-740-5220-0000 SOCIAL SECURITY CONTRIBUTIONS		200.00
			1-101-12-300-5110-0000 SALARIES & WAGES - FULL TIME		3,025.00
			1-101-12-300-5130-0000 SALARIES & WAGES - OVERTIME		10,000.00
			1-101-12-310-5220-0000 SOCIAL SECURITY CONTRIBUTIONS		3,000.00
			1-101-12-310-5505-0000 CONTRACTUAL SERVICES		15,000.00
			1-101-12-320-5110-0000 SALARIES & WAGES - FULL TIME		100.00
			1-101-12-320-5310-0000 PROFESSIONAL SERVICES - OFFICIAL / ADMINISTRATIVE		1,500.00
			1-101-12-320-5430-0000 REPAIR & MAINTENANCE SERVICES		5,000.00
			1-101-13-500-5430-0000 REPAIR & MAINTENANCE SERVICES		15,000.00
			1-101-13-650-5505-0000 CONTRACTUAL SERVICES		20,000.00
			1-101-13-515-5130-0000 SALARIES & WAGES - OVERTIME		5,000.00
			1-101-15-490-5350-0000 PROF SVS - LEGAL		25,000.00
			1-101-15-490-5505-0000 CONTRACTUAL SERVICES		35,000.00
			1-101-15-490-5580-0000 DUES, TRAVEL & EDUCATION		25.00
			1-101-11-205-5445-0000 SOFTWARE/HARDWARE MAINTENANCE FEES		2,100.00
			1-101-11-205-5744-0000 EQUIPMENT - TECHNOLOGY		10,000.00
			1-101-11-205-5301-0000 FEES & PROFESSIONAL SERVICES		10,000.00
					195,550.00

USE NEGATIVE AMOUNT

USE POSITIVE AMOUNT

REASON: FISCAL YEAR END (2013-2014) BUDGET ADJUSTMENTS. SEE ATTACHED.

AUTHORIZATION:

date:

(1) DEPARTMENT HEAD

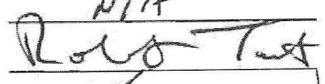
(2) FINANCE DIRECTOR

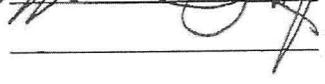
(3) SELECTMAN

(4) BOARD OF SELECTMEN

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

N/A



 7/2/14
 7/2/14

AUTHORIZATION SIGN OFF

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AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

2013-2014 YEAR END TRANSFER REQUEST DETAIL:

TRANSFERS FROM (AMOUNTS AVAILABLE):

REGISTRAR

1-101-11-180-5115-0000 SALARIES & WAGES – PART TIME 3,000

Amount available due to less activity than prior year.

ASSESSOR

1-101-11-190-5110-0000 SALARIES & WAGES – FULL TIME 19,525

Assessor position vacated January 2014. Position replaced by interim assessor.

Assistant assessor position not filled yet. Part time position was given extra hours to make up man hour loss.

FINANCE

1-101-11-200-5110-0000 SALARIES & WAGES – FULL TIME 5,000

Accounts payable position changed from 37.5 hours per week to 30 hours per week.

INFORMATION TECHNOLOGY

1-101-11-205-5110-0000 SALARIES & WAGES – FULL TIME 3,300

IT director position was unfilled for a while offset by fees & professional services.

INSURANCE

1-101-11-350-5520-0000 INSURANCE OTHER THAN EMPLOYEE BENEFITS 4,000

Insurance actual increase was less than what was budgeted.

POLICE

1-101-12-310-5110-0000 SALARIES & WAGES – FULL TIME 35,000

Two sergeant positions open on 2/1/2014 & one police position open on 4/1/2014.

They are in process of being replaced.

1-101-12-310-5117-0000 SALARIES & WAGES – SEASONAL 2,000

1-101-12-310-5130-0000 SALARIES & WAGES – OVER TIME 6,000

2% of overtime budget unused.

FIRE

1-101-12-320-5580-0000 TRAINING 5,000

1-101-12-320-5749-0000 CAPITAL 2,000

BUILDING OFFICIAL

1-101-12-460-5110-0000 SALARIES & WAGES – FULL TIME 7,500

A position was out of work on worker's compensation for two months.

PUBLIC WORKS - HIGHWAY

1-101-13-500-5110-0000 SALARIES & WAGES – FULL TIME 6,000

A position was out of work on worker's compensation.

PUBLIC WORKS – TRANSFER STATION

1-101-13-515-5110-0000 SALARIES & WAGES – FULL TIME 4,225

A position was out of work on worker's compensation.

PUBLIC WORKS – PUBLIC BLDG MAINT.

1-101-13-650-5110-0000 SALARIES & WAGES – FULL TIME 4,000

A position remained open.

TRANSFERS FROM (AMOUNTS AVAILABLE) – CONTINUED - :

SENIOR CENTER

1-101-14-220-5110-0000 SALARIES & WAGES – FULL TIME Open position filled in September 2013.	6,000
1-101-14-220-5115-0000 SALARIES & WAGES – PART TIME Part time position open for a while.	2,000
1-101-14-220-5220-0000 SOCIAL SECURITY CONTRIBUTIONS Open positions.	2,000

PARKS & RECREATION

1-101-16-550-5110-0000 SALARIES & WAGES – FULL TIME Two positions were unfilled for a total of four months.	19,000
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PARKS & RECREATION

1-101-16-550-5115-0000 SALARIES & WAGES – PART TIME Two interns were scheduled for the summer. One intern cancelled.	4,000
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PARKS & RECREATION

1-101-16-550-5117-0000 SALARIES & WAGES – SEASONAL H.S. pool closures; winter cancellations; summer storm pool closures; etc	26,500
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CONTINGENCY

1-101-24-570-5899-0000 CONTINGENCY Amount available in contingency	<u>29,500</u>
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TOTAL 195,550

TRANSFERS TO (AMOUNTS REQUIRED):

SELECTMEN

1-101-11-100-5220-0000 SOCIAL SECURITY CONTRIBUTIONS Additional amount needed due to authorized wage increase	200
1-101-11-100-5350-0000 PROFESSIONAL SERVICES - LEGAL Additional amount needed due to increase in legal activity. Detail attached.	30,000
1-101-11-105-5220-0000 SOCIAL SECURITY CONTRIBUTIONS Additional amount needed due to meeting clerk activity	100
1-101-11-105-5220-0000 OTHER EXPENDITURES	100

HUMAN RESOURCES

1-101-11-108-5310-0000 PROFESSIONAL SERVICES - PENSION Additional amount needed due to increased pension activity. It will soon be proposed to charge pension administrative expenses to the pension plan rather than the budget.	5,000
1-101-11-108-5310-0000 PROFESSIONAL SERVICES - PROFESSIONAL Additional amount needed due to increased employee back ground checks due to new hires.	200

ECONOMIC DEVELOPMENT

1-101-11-740-5220-0000 SOCIAL SECURITY CONTRIBUTIONS Additional amount needed due to social security charged on medical premium in lieu of Payment (not budgeted for).	200
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TRANSFERS TO (AMOUNTS REQUIRED) – CONTINUED - :

EMERGENCY COMMUNICATIONS

1-101-12-300-5110-0000 SALARIES & WAGES – FULL TIME 3,025

Additional amounts needed due to retroactive pay from a negotiated union contract.
1.9% general wage increase for 2013-14. This was offset by savings from open positions.

1-101-12-300-5130-0000 SALARIES & WAGES – OVER TIME 10,000

Additional amount needed due to open positions (covered by overtime).

POLICE

1-101-12-310-5220-0000 SOCIAL SECURITY CONTRIBUTIONS 3,000

Additional amount needed due to additional overtime (relating to school security)

1-101-12-310-5505-0000 CONTRACTUAL SERVICES 15,000

Extra expenses due to new police officer hiring's. This is offset by misc. police revenue.

FIRE

1-101-12-320-5110-0000 SALARIES & WAGES – FULL TIME 100

1-101-12-320-5310-0000 PROFESSIONAL SERVICES 1,500

Additional physicals required

1-101-12-320-5430-0000 REPAIR & MAINTENANCE SERVICES 5,000

Additional amount needed due to additional maintenance requirements

PUBLIC WORKS - HIGHWAY

1-101-13-500-5430-0000 REPAIR & MAINTENANCE SERVICES 15,000

Additional amount needed due to additional maintenance requirements due to aging equip.

BUILDING MAINTENANCE

1-101-13-650-5505-0000 CONTRACTUAL SERVICES 20,000

Additional amount needed due to emergency / one time building maintenance.

Amounts are only budgeted for routine / scheduled maintenance.

TRANSFER STATION

1-101-13-515-5130-0000 SALARIES & WAGES – OVER TIME 5,000

Additional amount needed due to additional overtime required at the transfer station
to enforce proper stickers.

LAND USE

1-101-15-490-5350-0000 PROFESSIONAL SVS – LEGAL 25,000

Additional amount needed due to increase in legal activity. Detail attached.

1-101-15-490-5505-0000 CONTRACTUAL SERVICES 35,000

Payments to the U.S. Geological Survey have been lagging for one year (over the past five years).

This will bring the Town current. This is for streamgaging the Pootutuck River.

1-101-15-490-5580-0000 EDUCATION AND DUES 25

INFORMATION TECHNOLOGY

1-101-11-205-5445-0000 SOFTWARE/HARDARE 2,100

Initial 3 months maintenance on accounting system not included in the budget.

1-101-11-205-5744-0000 EQUIPMENT - TECHNOLOGY 10,000

Additional funds needed to update computer equipment.

1-101-11-205-5301-0000 FEES & PROFESSIONAL SERVICES 10,000

Additional support needed to help new IT director in transition period; help with GIS backlog.

TOTAL 195,550

TOWN OF NEWTOWN
SELECTMEN LEGAL EXPENSES
FISCAL YEAR 2013-14

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>DETAIL</u>
CARMODY TORRANCE LLP	MATTER 29314-1	6,237	Worker's compensation matters
COHEN & WOLF	MATTER 140923-023	55,000	Legal retainer - \$5,000 a month
COHEN & WOLF	MATTER 140923-446	5,622	High School project
COHEN & WOLF	MATTER 140923-450	6,002	Police commission matters
COHEN & WOLF	MATTER 140923-462	3,359	Dreher tax appeal
COHEN & WOLF	MATTER 140923-480	3,480	Godbout FOI
COHEN & WOLF	MATTER 140923-484	6,612	Pinecrest estates tax appeal
COHEN & WOLF	MATTER 140923-485	1,594	Sandhill Plaza tax appeal
COHEN & WOLF	MATTER 140923-486	9,270	Walgreen tax appeal
COHEN & WOLF	MATTER 140923-490	19,322	S.H. FOI
COHEN & WOLF	MATTER 140923-492	1,934	Colbert & Isgut tax appeal
COHEN & WOLF	MATTER 140923-494	3,486	Flying ridge tax appeal
COHEN & WOLF	MATTER 140923-497	3,449	Ladestro tax appeal
COHEN & WOLF	MATTER 140923-499	5,827	Degan tax appeal
COHEN & WOLF	MATTER 140923-500	2,013	6 pond view tax appeal
COHEN & WOLF	MATTER 140923-504	6,560	Police matter
COHEN & WOLF	MATTER 140923-505	2,626	Damico tax appeal
COHEN & WOLF	MATTER 140923-507	15,583	Police employee relations
COHEN & WOLF	MATTER 140923-510	5,892	Employment issue
COHEN & WOLF	MATTER 140923-511	4,656	Wolfgang FOI
COHEN & WOLF	MATTER 306530-001	1,657	PURA
COHEN & WOLF	other misc. matters	5,730	Misc matters
CT DEPT. OF LABOR	CASE 2014-A-0211 LOCAL	75	Misc.
CT.COALITION FOR JUS	DUES 7/1/13 - 6/30/14	5,000	Case against the State for education funding
FALZARANO COURT REPORTS,	CLERK HEARING PD UNION	279	Misc
KAINEN ESCALERA AND	LABOR GRIEVANCE	10,679	Labor grievance with State Board of Labor Relations
KAINEN ESCALERA AND	2014 POLICE NEGOTIATIONS	4,099	Union negotiations
KAINEN ESCALERA AND	DISPATCH NEGOTIATIONS	6,411	Union negotiations
KAINEN ESCALERA AND	POLICE DISCIPLINE	8,173	Police employee relations
KAINEN ESCALERA AND	POLICE-HEART & HYPERTENSION	2,680	Heart & hypertension claim
KAINEN ESCALERA AND	GENERAL CONSULTATION	8,351	General consultation - employee relations
		<u>221,658</u>	
SUMMARY:			
	LABOR RELATIONS	80,667	
	FREEDOM OF INFORMATION	27,458	
	TAX APPEALS	40,170	
	RETAINER	55,000	
	OTHER	18,363	
		<u>221,658</u>	
	BUDGET AMOUNT	220,000	
	ADDITIONAL BUDGET REQUEST	30,000	Additional amount needed for estimated June bills

Attachment H

NEWTOWN BOARD OF EDUCATION MONTHLY FINANCIAL REPORT May 31, 2014

SUMMARY

This eleventh report for the fiscal year 2013-14 includes the latest information available since last month.

We have spent \$4.7M for operations in the month of May; \$3.6M for salaries and the balance of \$1.1M for all other expenses necessary for operations. The eligible object categories have been offset by the balance of the excess cost grant which was received and deposited by the end of the month. The receipts were as indicated during the prior period.

All the main object accounts remain in a positive balance position for this month (indicated by the shading in the balance column) before the recommended transfers.

There are transfer recommendations this month to help cover various shortage areas.

This report projects a year-end balance of approximately \$10,675. While it includes potential offsets for presumably eligible expenses which are included in the Justice Grant, an additional review of the specific related documentation is currently being conducted.

EXPENSE CATEGORY CONDITIONS/

100 SALARIES

The Homebound salaries have increased by \$28,000 in May. Substitutes are expected to provide about \$23,000 based on estimates to date. Clerical and Secretary salaries will cost about \$8,000 more due to the contractual requirement to pay out unused compensating time by June 30th. Paraprofessional substitutes added about \$12,000 to the expenses while the nursing services will provide about \$26,000 due to a tuition receipt from another school district. Special Education Service salaries have cost about \$11,000 more. Custodial overtime for year-end activities is expected to use the prior balance of approximately \$25,000. Overall these items have increased the expected expenses in salary accounts by about \$39,000. There is a recommended transfer in of \$60,000 to help cover the shortage in Special Education Paras.

200 EMPLOYEE BENEFITS

The employee benefits accounts now include \$15,000 as an estimated additional premium for workers compensation. The additional staff funded from the SERV grant will be included in our

upcoming payroll audit and it will be prudent to reserve an estimated amount to be charged back to this fiscal year.

The pension amount now includes the final payout due the interim superintendent which accounts for the \$8,000 variance. The Employee Assistance account includes an estimated offset for expenses to be charge to the Justice Grant, approximately \$15,000. Overall the expected balance in benefits has declined by about \$10,000 from these activities. There is a recommended transfer out of \$15,000 from unemployment and our EAP program.

300 PROFESSIONAL SERVICES

Expenses in this Object are expected to be about the same as last month. The balance in this group of accounts is about \$48,000 of which \$35,000 is recommended for transfer. The \$25,000 encumbrance for strategic planning previously included here has been released, as the project will be completed in an alternate manner.

400 PURCHASED PROPERTY SERVICES

The water accounts are expected to provide about \$6,000 additional while the emergency repair accounts will probably require an additional \$11,000 due to increased repair activity. The equipment repair account has used about \$15,000 of the previously estimated balance. This includes some kitchen equipment repairs that need to be done over the summer.

Some of the more significant emergency repairs were: Hawley – clean up library water leak \$1,093; Middle Gate – fence and guardrail repair \$3,350; Head O’Meadow – install a new chemical containment system \$3,441; Reed – repair amplification system \$2,128, lighting \$1,626, fencing and guardrail \$1,700; High School – snake sewer line locker room \$1,173.

The Building and Site Improvements account is being fully spent to complete the planned and needed projects. There are recommended transfers among projects which are detailed on the project summary schedule attached.

\$35,000 is recommended to be transferred in to cover emergency repairs.

500 OTHER PURCHASED SERVICES

Contracted services will be closer to budget due to several adjustments in these accounts amounting to about \$14,000. Transportation and printing will produce additional balances of \$8,000 while tuition will provide about \$24,000 due to final bills and service reconciliations.

Three transfers out are recommended; \$20,000 from Transportation, \$60,000 from tuition and \$8,000 from student and staff mileage.

600 SUPPLIES

The elephant in supply accounts has been the fuel oil with an expected expenditure beyond budget of \$81,873 due to the Monroe contract. At this time it appears we will be able to take all our contracted oil with no carryover or storage costs to next year. Plant supplies will provide about \$20,000 additional primarily due to a hold on purchases until July 1st.

Electricity and gas should be about \$6,000 better than the last estimate.

A transfer out of Plant supplies for \$15,000 is recommended along with a transfer into Fuel Oil of \$28,000. The remaining need in the fuel account will need to be done at the end of the year.

700 PROPERTY

These accounts are continuing to show a need for \$48,000. Approximately \$15,393 for the Sandy Hook School sewer bill reassignment to this year along with the replacement of needed maintenance vehicles. A transfer in of \$33,000 is recommended to cover the cost of the trucks.

800 MISCELLANEOUS

Current estimates continue to be on track with a transfer out of \$3,000 recommended.

900 REVENUES

Final receipts booked in May are from the Spring pay to play participation fees.

The budget will continue to be carefully monitored and any subsequent balance will be recommended to be deposited in the newly established Board of Education non-lapsing account.

RECAP ON TRANSFERS

<u>Object - Line Item</u>	<u>Amount</u>
Salaries - Educational Assistants	+60,000
Employee Benefits – Unemployment & EAP	- 15,000
Professional Services – staff training	-35,000
Purchased Property Services – emergency repairs	+35,000
Other Purchased Services – transp., tuition, travel	- 88,000
Supplies – plant, oil	+13,000
Property - trucks	+33,000
Miscellaneous - membership	-3,000
	<hr/>
	0

Ron Bienkowski
Director of Business
June 25, 2014

TERMS AND DEFINITIONS

The Newtown Board of Education's Monthly Financial Report provides summary financial information in the following areas:

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight (of the nine) categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes via transfers.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumber – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or anticipated deficits.

The monthly budget summary report also provides financial information on the following:

Excess Cost Grant – this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs meet or exceed local education tuition rates by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the initial local education tuition rates. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation. Current year detail changes will be forthcoming in future report narratives

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved magnet school programs.

These reimbursement grants/programs are used to supplement local school district budget programs.

The last portion of the monthly budget summary reports school generated revenue fees that are anticipated revenue to the Town of Newtown. Fees include:

- High school fees for three identified program with the highest amount of fees anticipated from the high school sports participation fees,
- Building related fees for the use of the high school pool facility, and
- Miscellaneous fees.

Providing current financial information to the Board of Education is essential in order to remain within the allotted budget while maintaining a financial spending plan that meets the mission and goals of Newtown Board of Education.

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - MAY 31, 2014

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD			ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE		
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT TRANSFERS					CURRENT BUDGET	YTD EXPENDITURE
GENERAL FUND BUDGET											
100	SALARIES	\$ 43,732,472	\$ 45,076,226	\$ (64,800)	\$ 60,000	\$ 45,071,426	\$ 37,836,461	\$ 7,125,860	\$ 109,105	\$ 107,760	\$ 1,345
200	EMPLOYEE BENEFITS	\$ 10,341,864	\$ 10,675,831	\$ (25,000)	\$ (15,000)	\$ 10,635,831	\$ 10,389,854	\$ 33,349	\$ 212,628	\$ 211,946	\$ 681
300	PROFESSIONAL SERVICES	\$ 885,059	\$ 920,517	\$ (1,200)	\$ (35,000)	\$ 884,317	\$ 643,355	\$ 178,826	\$ 62,135	\$ 49,027	\$ 13,108
400	PURCHASED PROPERTY SERV.	\$ 2,156,695	\$ 2,393,290	\$ (10,000)	\$ 35,000	\$ 2,418,290	\$ 1,721,094	\$ 408,107	\$ 289,089	\$ 276,721	\$ 12,369
500	OTHER PURCHASED SERVICES	\$ 6,526,747	\$ 6,851,622	\$ 77,565	\$ (88,000)	\$ 6,841,187	\$ 5,777,563	\$ 764,140	\$ 299,484	\$ 272,979	\$ 26,505
600	SUPPLIES	\$ 4,428,579	\$ 4,554,880	\$ 5,435	\$ 13,000	\$ 4,573,315	\$ 3,815,962	\$ 594,899	\$ 162,454	\$ 191,248	\$ (28,794)
700	PROPERTY	\$ 206,463	\$ 497,748	\$ 18,000	\$ 33,000	\$ 548,748	\$ 366,908	\$ 139,409	\$ 42,431	\$ 57,590	\$ (15,159)
800	MISCELLANEOUS	\$ 71,081	\$ 75,190	\$ -	\$ (3,000)	\$ 72,190	\$ 70,895	\$ 575	\$ 720	\$ 100	\$ 620
TOTAL GENERAL FUND BUDGET		\$ 68,348,959	\$ 71,045,304	\$ -	\$ -	\$ 71,045,304	\$ 60,622,093	\$ 9,245,165	\$ 1,178,046	\$ 1,167,371	\$ 10,675
GRAND TOTAL		\$ 68,348,959	\$ 71,045,304	\$ -	\$ -	\$ 71,045,304	\$ 60,622,093	\$ 9,245,165	\$ 1,178,046	\$ 1,167,371	\$ 10,675

(Audited)

	Difference to Budget	Actual	
		Received	Received
Excess Cost & Agency Placement Grant - Budgeted	\$ 1,452,304	1,699,628	1,699,628
Final Total - May	\$ 247,324		

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT
FOR THE MONTH ENDING - MAY 31, 2014

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD		CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2013 - 2014							
100	SALARIES										
	Administrative Salaries	\$ 2,905,110	\$ 2,826,231	\$ 142,000	\$ -	\$ 2,968,231	\$ 2,715,131	\$ 279,073	\$ (25,973)	\$ 11,602	\$ (37,575)
	Teachers & Specialists Salaries	\$ 30,174,314	\$ 30,919,957	\$ (348,351)	\$ -	\$ 30,571,606	\$ 24,751,747	\$ 5,810,982	\$ 8,877	\$ (3,800)	\$ 12,677
	Early Retirement	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -
	Continuing Ed./Summer School	\$ 74,383	\$ 84,903	\$ 855	\$ -	\$ 85,758	\$ 82,229	\$ 3,355	\$ 174	\$ -	\$ 174
	Homebound & Tutors Salaries	\$ 249,524	\$ 211,664	\$ 152,245	\$ -	\$ 363,909	\$ 325,737	\$ 55,553	\$ (17,381)	\$ 12,525	\$ (29,906)
	Certified Substitutes	\$ 589,183	\$ 645,725	\$ 1,200	\$ -	\$ 646,925	\$ 533,286	\$ 24,638	\$ 89,002	\$ 52,492	\$ 36,510
	Coaching/Activities	\$ 534,475	\$ 532,749	\$ -	\$ -	\$ 532,749	\$ 524,882	\$ (2,488)	\$ 10,355	\$ 1,427	\$ 8,928
	Staff & Program Development	\$ 116,368	\$ 167,891	\$ -	\$ -	\$ 167,891	\$ 133,718	\$ 33,782	\$ 391	\$ 1,934	\$ (1,543)
	CERTIFIED SALARIES	\$ 34,659,356	\$ 35,405,120	\$ (52,051)	\$ -	\$ 35,353,069	\$ 29,082,730	\$ 6,204,893	\$ 65,446	\$ 76,180	\$ (10,734)
	Supervisors/Technology Salaries	\$ 612,272	\$ 622,327	\$ 6,347	\$ -	\$ 628,674	\$ 574,096	\$ 54,351	\$ 227	\$ -	\$ 227
	Clerical & Secretarial salaries	\$ 1,913,153	\$ 1,985,904	\$ (15,000)	\$ -	\$ 1,970,904	\$ 1,760,997	\$ 202,966	\$ 6,941	\$ 9,229	\$ (2,288)
	Educational Assistants	\$ 1,783,332	\$ 1,843,658	\$ 93,000	\$ 60,000	\$ 1,996,658	\$ 1,818,830	\$ 212,527	\$ (34,699)	\$ 2,200	\$ (36,899)
	Nurses & Medical advisors	\$ 665,534	\$ 683,022	\$ -	\$ -	\$ 683,022	\$ 607,510	\$ 66,632	\$ 8,880	\$ (25,596)	\$ 34,476
	Custodial & Maint Salaries	\$ 2,759,414	\$ 2,898,325	\$ (85,571)	\$ -	\$ 2,812,754	\$ 2,528,732	\$ 269,011	\$ 15,012	\$ 7,585	\$ 7,427
	Bus Drivers salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Career/Job salaries	\$ 109,211	\$ 108,501	\$ 1,897	\$ -	\$ 110,398	\$ 103,916	\$ 6,502	\$ (20)	\$ 1,662	\$ (1,682)
	Special Education Svcs Salaries	\$ 659,495	\$ 824,820	\$ (78,422)	\$ -	\$ 746,398	\$ 641,788	\$ 84,815	\$ 19,795	\$ 9,740	\$ 10,055
	Attendance & Security Salaries	\$ 207,942	\$ 380,071	\$ -	\$ -	\$ 380,071	\$ 352,635	\$ 24,088	\$ 3,349	\$ 3,340	\$ 9
	Extra Work - Non-Cert	\$ 76,256	\$ 71,115	\$ -	\$ -	\$ 71,115	\$ 61,986	\$ 75	\$ 9,054	\$ 5,900	\$ 3,154
	Custodial & Maint. Overtime	\$ 242,452	\$ 210,363	\$ 65,000	\$ -	\$ 275,363	\$ 262,512	\$ -	\$ 12,851	\$ 15,800	\$ (2,949)
	Civic activities/Park & Rec	\$ 44,055	\$ 43,000	\$ -	\$ -	\$ 43,000	\$ 40,730	\$ -	\$ 2,270	\$ 1,720	\$ 550
	NON-CERTIFIED SALARIES	\$ 9,073,115	\$ 9,671,106	\$ (12,749)	\$ 60,000	\$ 9,718,357	\$ 8,753,730	\$ 920,967	\$ 43,659	\$ 31,580	\$ 12,079
	SUBTOTAL SALARIES	\$ 43,732,472	\$ 45,076,226	\$ (64,800)	\$ 60,000	\$ 45,071,426	\$ 37,836,461	\$ 7,125,860	\$ 109,105	\$ 107,760	\$ 1,345

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - MAY 31, 2014

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD TRANSFERS		CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			2013 - 2014	2014							
200	EMPLOYEE BENEFITS										
	Medical & Dental Expenses	\$ 7,918,730	\$ (8,000)		\$ 8,205,013	\$ 8,177,630	\$ 19,849	\$ 7,534	\$ 8,782	\$ (1,248)	
	Life Insurance	\$ 83,605	-		\$ 86,226	\$ 79,800	\$ -	\$ 6,426	\$ 7,400	\$ (974)	
	FICA & Medicare	\$ 1,305,853	-		\$ 1,359,593	\$ 1,176,637	\$ -	\$ 182,956	\$ 181,557	\$ 1,399	
	Pensions	\$ 487,540	(10,000)		\$ 452,466	\$ 448,800	\$ -	\$ 3,666	\$ 9,510	\$ (5,845)	
	Unemployment & Employee Assist.	\$ 76,081	(7,000)	(15,000)	\$ 76,120	\$ 59,051	\$ 13,500	\$ 3,569	\$ (10,303)	\$ 13,872	
	Workers Compensation	\$ 470,055	-		\$ 456,413	\$ 447,937	\$ -	\$ 8,476	\$ 15,000	\$ (6,524)	
	SUBTOTAL EMPLOYEE BENEFITS	\$ 10,341,864	\$ (25,000)	\$ (15,000)	\$ 10,635,831	\$ 10,389,854	\$ 33,349	\$ 212,628	\$ 211,946	\$ 681	
300	PROFESSIONAL SERVICES										
	Professional Services	\$ 722,630	-		\$ 675,542	\$ 497,266	\$ 134,692	\$ 43,584	\$ 35,172	\$ 8,412	
	Professional Educational Ser.	\$ 162,429	(1,200)	(35,000)	\$ 208,775	\$ 146,090	\$ 44,134	\$ 18,551	\$ 13,855	\$ 4,696	
	SUBTOTAL PROFESSIONAL SVCS	\$ 885,059	\$ (1,200)	\$ (35,000)	\$ 884,317	\$ 643,355	\$ 178,826	\$ 62,135	\$ 49,027	\$ 13,108	
400	PURCHASED PROPERTY SVCS										
	Buildings & Grounds Services	\$ 665,862	(10,000)		\$ 660,300	\$ 588,867	\$ 58,533	\$ 12,900	\$ 4,754	\$ 8,146	
	Utility Services - Water & Sewer	\$ 107,302	-		\$ 117,000	\$ 91,956	\$ 3,232	\$ 21,812	\$ 14,968	\$ 6,844	
	Building, Site & Emergency Repairs	\$ 533,970	-	35,000	\$ 495,850	\$ 443,794	\$ 16,843	\$ 35,214	\$ 37,414	\$ (2,200)	
	Equipment Repairs	\$ 252,231	-		\$ 270,975	\$ 201,052	\$ 46,351	\$ 23,572	\$ 22,472	\$ 1,100	
	Rentals - Building & Equipment	\$ 303,229	-		\$ 300,165	\$ 285,513	\$ 17,801	\$ (3,148)	\$ 357	\$ (3,505)	
	Building & Site Improvements	\$ 294,100	-		\$ 574,000	\$ 109,912	\$ 265,348	\$ 198,740	\$ 196,756	\$ 1,984	
	SUBTOTAL PUR. PROPERTY SER.	\$ 2,156,695	\$ (10,000)	\$ 35,000	\$ 2,418,290	\$ 1,721,094	\$ 408,107	\$ 289,089	\$ 276,721	\$ 12,369	

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - MAY 31, 2014

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD		CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2013 - 2014							
500	OTHER PURCHASED SERVICES										
	Contracted Services	\$ 401,159	\$ 360,504	\$ (435)	\$ 360,069	\$ 296,526	\$ 85,915	\$ (22,372)	\$ (20,530)	\$ (1,842)	
	Transportation Services	\$ 3,607,120	\$ 3,640,547	\$ 95,000	\$ 3,715,547	\$ 3,178,794	\$ 247,289	\$ 289,464	\$ 288,981	\$ 483	
	Insurance - Property & Liability	\$ 291,106	\$ 299,135	\$ (1,000)	\$ 298,135	\$ 297,793	\$ -	\$ 343	\$ 78	\$ 265	
	Communications	\$ 121,183	\$ 129,209	\$ (6,000)	\$ 123,209	\$ 107,161	\$ 10,430	\$ 5,618	\$ 3,600	\$ 2,018	
	Printing Services	\$ 32,447	\$ 42,382	\$ -	\$ 42,382	\$ 16,142	\$ 20,484	\$ 5,755	\$ (2,000)	\$ 7,755	
	Tuition - Out of District	\$ 1,896,112	\$ 2,152,926	\$ (10,000)	\$ 2,082,926	\$ 1,698,620	\$ 381,673	\$ 2,633	\$ (6,365)	\$ 8,998	
	Student Travel & Staff Mileage	\$ 177,622	\$ 226,919	\$ -	\$ 218,919	\$ 182,528	\$ 18,348	\$ 18,043	\$ 9,215	\$ 8,828	
	SUBTOTAL OTHER PURCHASED SE	\$ 6,526,747	\$ 6,851,622	\$ 77,565	\$ 6,841,187	\$ 5,777,563	\$ 764,140	\$ 299,484	\$ 272,979	\$ 26,505	
600	SUPPLIES										
	Instructional & Library Supplies	\$ 934,107	\$ 939,666	\$ 435	\$ 940,101	\$ 830,287	\$ 70,925	\$ 38,888	\$ 6,516	\$ 32,372	
	Software, Medical & Office Sup.	\$ 144,536	\$ 184,465	\$ -	\$ 184,465	\$ 112,707	\$ 46,253	\$ 25,505	\$ 19,331	\$ 6,174	
	Plant Supplies	\$ 337,919	\$ 376,100	\$ -	\$ 361,100	\$ 320,099	\$ 16,309	\$ 24,692	\$ 8,289	\$ 16,403	
	Electric	\$ 1,357,321	\$ 1,401,255	\$ -	\$ 1,401,255	\$ 1,148,995	\$ 248,613	\$ 3,647	\$ 4,936	\$ (1,289)	
	Propane & Natural Gas	\$ 291,923	\$ 326,370	\$ (15,000)	\$ 311,370	\$ 287,523	\$ 900	\$ 22,947	\$ 31,146	\$ (8,199)	
	Fuel Oil	\$ 619,965	\$ 575,466	\$ 5,000	\$ 608,466	\$ 543,409	\$ -	\$ 65,057	\$ 118,930	\$ (53,873)	
	Fuel For Vehicles & Equip.	\$ 554,631	\$ 486,739	\$ 15,000	\$ 501,739	\$ 385,318	\$ 137,955	\$ (21,534)	\$ -	\$ (21,534)	
	Textbooks	\$ 188,178	\$ 264,819	\$ -	\$ 264,819	\$ 187,624	\$ 73,943	\$ 3,251	\$ 2,100	\$ 1,151	
	SUBTOTAL SUPPLIES	\$ 4,428,579	\$ 4,554,880	\$ 5,435	\$ 4,573,315	\$ 3,815,962	\$ 594,899	\$ 162,454	\$ 191,248	\$ (28,794)	

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING - MAY 31, 2014

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD				YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT TRANSFERS	CURRENT BUDGET					
700	PROPERTY										
	Capital Improvements (Sewers)	\$ 124,177	\$ -	\$ -	\$ 124,177	\$ 124,177	\$ 15,393	\$ (15,393)	\$ -	\$ (15,393)	
	Technology Equipment	\$ 51,953	\$ -	\$ -	\$ 325,559	\$ 187,846	\$ 124,016	\$ 13,698	\$ 13,698	\$ (0)	
	Other Equipment	\$ 30,333	\$ 18,000	\$ 33,000	\$ 99,012	\$ 54,886	\$ -	\$ 44,126	\$ 43,892	\$ 234	
	SUBTOTAL PROPERTY	\$ 206,463	\$ 18,000	\$ 33,000	\$ 548,748	\$ 366,908	\$ 139,409	\$ 42,431	\$ 57,590	\$ (15,159)	
800	MISCELLANEOUS										
	Memberships	\$ 71,081	\$ -	\$ (3,000)	\$ 72,190	\$ 70,895	\$ 575	\$ 720	\$ 100	\$ 620	
	SUBTOTAL MISCELLANEOUS	\$ 71,081	\$ -	\$ (3,000)	\$ 72,190	\$ 70,895	\$ 575	\$ 720	\$ 100	\$ 620	
	TOTAL LOCAL BUDGET	\$ 68,348,959	\$ -	\$ -	\$ 71,045,304	\$ 60,622,093	\$ 9,245,165	\$ 1,178,046	\$ 1,167,371	\$ 10,675	

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT
FOR THE MONTH ENDING - MAY 31, 2014

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2012 - 2013	YTD			YTD EXPENDITURE	ENCUMBER BALANCE	ANTICIPATED OBLIGATIONS BALANCE	PROJECTED BALANCE
			APPROVED BUDGET	TRANSFERS 2013 - 2014	CURRENT BUDGET				
	<u>SCHOOL GENERATED FEES</u>	RECEIVED 2012-2013							
	HIGH SCHOOL FEES								
	NURTURY PROGRAM	\$8,000	\$8,000	\$8,000.00	\$8,000	\$8,000.00	\$0.00	\$0.00	100.00%
	PARKING PERMITS	\$20,000	\$20,000	\$20,000.00	\$20,000	\$20,000.00	\$0.00	\$0.00	100.00%
	PAY FOR PARTICIPATION IN SPORTS	\$84,800	\$84,800	\$84,800.00	\$84,800	\$84,800.00	\$0.00	\$0.00	100.00%
		\$112,800	\$112,800	\$112,800.00	\$112,800	\$112,800.00	\$0.00	\$0.00	100.00%
	<u>BUILDING RELATED FEES</u>								
	ENERGY - ELECTRICITY	\$0	\$313	\$0.00	\$313	\$0.00	\$313.00	\$313.00	0.00%
	HIGH SCHOOL POOL - OUTSIDE USAG	\$1,100	\$1,100	\$0.00	\$1,100	\$0.00	\$1,100.00	\$1,100.00	0.00%
		\$1,100	\$1,413	\$0.00	\$1,413	\$0.00	\$1,413.00	\$1,413.00	0.00%
	MISCELLANEOUS FEES	\$185	\$75	\$143.50	\$75	\$143.50	(\$68.50)	(\$68.50)	191.33%
	<u>TOTAL SCHOOL GENERATED FEES</u>	\$114,085	\$114,288	\$112,943.50	\$114,288	\$112,943.50	\$1,344.50	\$1,344.50	98.82%

2013-14

APPROVED BUDGET

RECEIVED BALANCE

% RECEIVED

**NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT**

FY 2014 BUILDING & SITE MAINTENANCE PROJECTS -	Budgeted	Recommended Transfers	Estimated Actual	6/25/2014 Balance
<i>Acct # 1-001-90-094-3501-0000</i>				
<u>HAWLEY SCHOOL</u>				
DOOR REPLACEMENTS - PHASE II	\$ 20,000	\$ (14,000)	\$ 5,225	\$ 775
UPS BACKUP FOR VOICE AND DATA	\$ 10,000	\$ (10,000)	\$ -	\$ -
	\$ 30,000	\$ (24,000)	\$ 5,225	\$ 775
<i>Acct # 1-001-90-094-3502-0000</i>				
<u>SANDY HOOK SCHOOL</u>				
NONE	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<i>Acct # 1-001-90-094-3503-0000</i>				
<u>MIDDLE GATE SCHOOL</u>				
UPGRADE ELECTRICAL - GENERATOR BACKUP PHONES	\$ 18,000	\$ (14,300)	\$ 3,712	\$ (12)
PAINT GYM AND REFINISH FLOOR	\$ 25,000	\$ (400)	\$ 24,184	\$ 416
CARPET FLOORING REPLACEMENT PROGRAM	\$ 20,000	\$ 2,700	\$ 22,715	\$ (15)
	\$ 63,000	\$ (12,000)	\$ 50,611	\$ 389
<i>Acct # 1-001-90-094-3504-0000</i>				
<u>HEAD O'MEADOW SCHOOL</u>				
UPGRADE ELECTRICAL - GENERATOR BACKUP PHONES	\$ 20,000	\$ (3,400)	\$ 16,547	\$ 53
CARPET FLOORING REPLACEMENT PROGRAM	\$ 20,000	\$ 3,400	\$ 22,932	\$ 468
REPAINT EXTERIOR DOORS AND WINDOW FRAMES	\$ 20,000	\$ -	\$ 20,000	\$ -
INSTALL ACCESS TO REAR OF BUILDING - STONE DRIVE	\$ 15,000	\$ -	\$ 15,000	\$ -
	\$ 75,000	\$ -	\$ 74,479	\$ 521
<i>Acct # 1-001-90-094-3505-0000</i>				
<u>REED INTERMEDIATE SCHOOL</u>				
INSTALL FLASHING AT ROOF PENETRATIONS	\$ 15,000	\$ -	\$ 14,250	\$ 750
	\$ 15,000	\$ -	\$ 14,250	\$ 750

NEWTOWN PUBLIC SCHOOLS
NEWTOWN, CONNECTICUT

<u>FY 2014 BUILDING & SITE MAINTENANCE PROJECTS -</u>	<u>Budgeted</u>	<u>Recommended Transfers</u>	<u>Estimated Actual</u>	<u>6/25/2014 Balance</u>
<i>Acct # 1-001-90-094-3506-0000</i>				
<u>MIDDLE SCHOOL</u>				
INSTALL ADA LOCKSET - KEY TO MASTER	\$ 30,000	\$ (30,000)	\$ -	\$ -
UPGRADE ELECTRICAL AND UPS BACKUP PHONES	\$ 20,000	\$ 28,000	\$ 49,445	\$ (1,445)
INSTALL ADDITIONAL EXTERIOR LIGHTING	\$ 20,000	\$ (15,000)	\$ 4,558	\$ 442
CARPET FLOORING REPLACEMENT PROGRAM	\$ 30,000		\$ 29,393	\$ 607
PAVE REAR ACCESS ROAD - Asphalt for Parking Lot	\$ 13,500	\$ 35,000	\$ 48,768	\$ (268)
	\$ 113,500	\$ 18,000	\$ 132,164	\$ (664)
<i>Acct # 1-01-090-94-3507-0000</i>				
<u>HIGH SCHOOL</u>				
EXPAND GENERATOR SERVICE TO F WING	\$ 30,000		\$ 30,480	\$ (480)
CONNECT CULINARY REFRIGERATION TO GENERATOR	\$ 15,000	\$ (1,000)	\$ 14,000	\$ -
PAVE PARKING LOT	\$ 177,500	\$ 19,000	\$ 196,757	\$ (257)
	\$ 222,500	\$ 18,000	\$ 241,237	\$ (737)
<i>Acct # 1-001-90-094-3508-0000</i>				
<u>SYSTEM WIDE</u>				
MAINTENANCE SHOP TANK REMOVAL, DRAINAGE, PAVING	\$ 35,000	\$ 19,000	\$ 54,051	\$ (51)
WAREHOUSE LOADING DOCK REPAIRS, DRAINAGE, PAVING	\$ 20,000	\$ (19,000)	\$ -	\$ 1,000
	\$ 55,000		\$ 54,051	\$ 950
TOTAL BUILDING & SITE IMPROVEMENTS	\$ 574,000	\$ -	\$ 572,016	\$ 1,984