

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held their regular meeting on Thursday, April 23, 2015 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, John Godin, Mike Portnoy, James Filan, Joe Kearney

**Also Present:** First Selectman Pat Llodra, Director of Finance Bob Tait, Bob Merola

**VOTER COMMENTS:** NONE

**COMMUNICATIONS:** Mr. Kortze received an e-mail from Dr. Erardi explaining that the anticipated technology grant funding will be at best delayed and at worst not coming because the RFP was pulled by the state (Attachment A). There is a group called NEAG in Newtown informing the board that if there is interest for vote reminder yard signs, they will be available on 4/29/15(Attachment A).

**MINUTES –** Mr. Kearney moved to approve the minutes of the 3/26/15 meeting as presented. Mr. Godin seconded, motion unanimously approved.

**FIRST SELECTMANS REPORT –** NONE

**FINANCE DIRECTOR REPORT –** Mr. Tait reviewed the Sandy Hook Special Revenue fund (Attachment B). The major amounts that are still left are for the Sandy Hook Memorial Sidewalk and the permanent memorial. Mr. Tait will come back for an appropriation request for any funds remaining for the move back from Chalk Hill.

Mr. Tait also presented an update on Sandy Hook Insurance Recovery Fund (Attachment C). Most of the outfall to date was the move into Chalk Hill. Due to the construction of Sandy Hook School, there is a booster pump needed. It couldn't be preserved at its current location with the new foot print of the school. The state agreed to pay half of the booster pump and the Town will pay for the balance. The pump is for the watering system at Treadwell and is located on Sandy Hook School property.

**UNFINISHED BUSINESS**

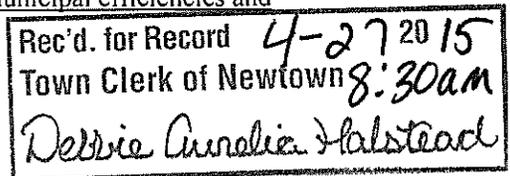
*Newtown Hook and Ladder Update* – Rob Manna of Hook and Ladder was detained at a structure fire and will reschedule the update.

**NEW BUSINESS**

Mr. Kearney moved to approve the attached transfer (Attachment D). Mr. Waterbury seconded, motion unanimously approved.

Mr. Kearney moved to add the agenda, discussion of an adhoc committee from the BOF and the LC to work with the BOS and the BOE, reinvigorating the discussion surrounding efficiencies, combinations of services, and revisiting the Blum Shapiro report. Mr. Godin seconded. The chairman of the BOE has sent an e-mail that they have had the discussion as well (Attachment E). Mrs. Llodra spoke in support of the committee. Sometimes the topic discussed is more difficult to accept because it means change. Having the committee will help move the discussion where action can be taken. Motion to add to agenda unanimously approved.

Mr. Kearney moved a resolution to create an adhoc committee to look into municipal efficiencies and consolidation. Mr. Godin seconded, motion unanimously approved.



**ANNOUNCEMENTS – None**

Having no further business, the meeting was adjourned at 7:47pm

Respectfully Submitted,  
Arlene Miles, Clerk





**TOWN OF NEWTOWN**  
**SANDY HOOK SPECIAL REVENUE FUND DETAIL**  
**4/6/2015**

**ACCOUNT DESIGNATION:**

<b>UNDESIGNATED</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
	1	50,000	SCHOOL POLICE SECURITY OVERTIME *			
	1a	(50,000)				
	2	8,400	ADD'L TRAINING & STAFF (2) - SUMMER DAY CAMP	5,011	3,389	
	3	36,677	SECURITY - SUMMER DAY CAMP	24,271	12,406	
	4	50,000	EDUCATION IT CONTRACTED SERVICES	50,000	-	
	5	5,000	NYA FOUNDATION CONTRIBUTION	5,000	-	
	6	34,217	BOE ADDITIONAL VIDEO SURVEILLANCE EQUIPMENT	34,217	-	
	7	25,000	INSURANCE DEDUCTIBLE FOR LIBRARY	25,000	-	
	8	774	MEMORIAL PLAYGROUND	774	-	
	9	5,000	LOOK BOOK	4,900	100	
	10	15,000	MARKETING PLAN FOR TICK BORNE DISEASE	481	14,519	
<u>193,900</u>		<u>180,068</u>		<u>149,654</u>	<u>30,414</u>	<u>13,832</u>

<b>SCHOOL PROJECT FACILITATOR / CONSULTANT</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
20,000	1	20,000	NEW SANDY HOOK SCHOOL FACILITATOR	10,082	9,918	-

<b>SANDY HOOK SCHOOL</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
	1	60,000	NEW SANDY HOOK SCHOOL FACILITATOR	60,000	-	
	2	65,000	PRECONSTRUCTION SERVICES FOR NEW SCHOOL **	51,691	13,309	
<u>175,385</u>		<u>125,000</u>		<u>111,691</u>	<u>13,309</u>	<u>50,385</u>

<b>MENTAL HEALTH ADVISOR</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
50,000	1	50,000	MENTAL HEALTH ADVISOR	50,000	-	-

<b>VICTORY GARDEN FENCE</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
9,400	1	9,400	VICTORY GARDEN FENCE	9,400	-	-

<b>SCHOOLS</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
4,465		-		-	-	4,465

<b>CHILDREN</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
2,995		-		-	-	2,995

<b>PARKS</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
2,500	1	2,500	DICKINSON PLAYGROUND PROJECT	2,500	-	-

<b>PLAYGROUND</b>				<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>			
23,315	1	23,315	DICKINSON PLAYGROUND PROJECT	23,315	-	-

\* REIMBURSED BY GRANT

\*\* TO BE REIMBURSED BY SCHOOL PROJECT

**TOWN OF NEWTOWN**  
**SANDY HOOK SPECIAL REVENUE FUND DETAIL**  
**4/6/2015**

ACCOUNT DESIGNATION: \_\_\_\_\_

<b>MEMORIAL</b>						
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
133,413		-		-	-	133,413

<b>POLICE</b>						
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
20,401	1	20,371	POLICE PROTECTIVE VESTS	20,371	-	30

<b>FIRE</b>						
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
235		-		-	-	235

<b>FIRST RESPONDERS</b>						
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
52,924	1	3,629	POLICE PROTECTIVE VESTS	3,629	-	↓
	2	11,914	POLICE OPERATIONS	-	11,914	
	3	15,543	FIRE OPERATIONS	4,583	10,960	
	4	15,542	AMBULANCE OPERATIONS	15,543	(1)	
		<u>46,628</u>		<u>23,755</u>	<u>22,873</u>	<u>6,296</u>

<b>SANDY HOOK MEMORIAL SIDEWALK</b>						
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
183,264		193,005	MEMORIAL SIDEWALK (ADD'L RECEIPTS PLEDGED)	120,635	72,370	(9,741)

<b>OTHER</b>						
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
131,853	1	22,749	OTHER ITEMS (ITEMIZED IN LOG BOOK)	20,351	2,398	↓
	2	100,000	DICKINSON PLAYGROUND PROJECT	100,000	-	
		<u>122,749</u>		<u>120,351</u>	<u>2,398</u>	<u>9,104</u>

<b>GRAND TOTALS</b>						
<u>RECEIPTS</u>	<u>#</u>	<u>APPROPRIATED</u>	<u>DESCRIPTION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	<u>UNAPPROPRIATED</u>
<u>1,004,049</u>		<u>793,036</u>		<u>641,754</u>	<u>151,282</u>	<u>211,014</u>

UNEXPENDED = APPROPRIATED - EXPENDED  
 UNAPPROPRIATED = RECEIPTS - APPROPRIATED

\* REIMBURSED BY GRANT

\*\* TO BE REIMBURSED BY SCHOOL PROJECT

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TOWN OF NEWTOWN  
SANDY HOOK INSURANCE RECOVERY FUND  
UP TO 04/15/2015 WITH PLANNED EXPENDITURES GOING FORWARD

**INFLOWS:**

INSURANCE PROCEEDS 1,167,244

**OUTFLOWS:**

1-004-11-100-3000	PROF - LEGAL	13,234	
1-004-20-001-1221	CLERICAL - ADMIN.	3,585	
1-004-90-096-1252	CUSTODIAL SALARIES - C.H.	22,190	
1-004-85-088-1264	SECURITY SALARIES	44,284	
1-004-85-088-4000	SECURITY - C.H.	118,844	INCL ENCUMBRANCE
1-004-86-090-2700	WORKERS COMP	24,755	
1-004-90-096-1552	CUSTODIAL O.T. - C.H.	80,267	
1-004-90-094-3000	PROF. SERV. - B. & G.	1,605	
1-004-90-094-3210	B&G CONTRACTED SERV.	82,381	
1-004-90-096-3212	REFUSE REMOVAL	5,814	
1-004-90-096-3222	WATER - C.H.	8,173	
1-004-90-094-3322	B. & G. REPAIRS - C.H.	163,062	
1-004-90-094-3342	EMERGENCY REPAIRS - C.H.	86,411	
1-004-90-096-4120	PROPERTY INSURANCE	2,717	
1-004-90-094-5900	B&G SUPPLIES - MAINT.	3,381	
1-004-90-096-6202	ELECTRICITY - C.H.	17,053	
1-004-90-096-6402	FUEL OIL - C.H.	98,393	
1-004-90-098-7200	EQUIPMENT - C.H. FURNITURE	40,218	
1-004-91-089-9700	CAFETERIA LOSS	11,526	
		827,893	

**FUND BALANCE @ 04/15/2015** 339,351

**PLANNED EXPENDITURES:**

CHALK HILL SECURITY (MONROE OFFICER):	
2015-16	120,000
MOVING EXPENSES FROM CHALK HILL	125,000
TREADWELL PARK BOOSTER PUMP REPLACEMENT	70,000
(DUE TO S.H. CONSTRUCTION)	

PROJECTED FUTURE FUND BALANCE 24,351

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TOWN OF NEWTOWN
APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR 2014 - 2015 DEPARTMENT Finance DATE 3/26/15

Table with columns: Account, Amount, and arrows indicating 'USE NEGATIVE AMOUNT' and 'USE POSITIVE AMOUNT'. Rows include FROM: SALARIES & WAGES - FULL TIME, SOCIAL SECURITY CONTRIBUTIONS, UNEMPLOYMENT COMPENSATION, etc. TO: PROFESSIONAL SERVICES - LEGAL, DUES, TRAVEL & EDUCATION, etc.

REASON: SEE ATTACHED

AUTHORIZATION: date: (1) DEPARTMENT HEAD (2) FINANCE DIRECTOR (3) SELECTMAN (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

**TOWN OF NEWTOWN - 03/26/2015 TRANSFER REQUEST DETAIL**

**TRANSFERS COMING FROM:**

- INFO TECHNOLOGY 1-101-11-205-5110 SAL & WAGES – FULL TIME (\$30,000)  
INFO TECHNOLOGY 1-101-11-205-5220 SOCIAL SECURITY CONTRIBUTIONS ( 4,000)  
Amount available due to GIS software specialist position open for 7 months.
- UNEMPLOYMENT COMPENSATION 1-101-11-240-5250 UNEMPLOYMENT ( 6,000)  
Amount available due to low claims experience.
- INSURANCE 1-101-11-350-5520 INSURANCE ( 25,000)  
Amount available due to favorable quote on fire apparatus policy
- ECONOMIC DEVELOPMENT 1-101-11-740-5110 SAL & WAGES – FULL TIME ( 10,000)  
Amount available due to department reorganization. Director position became an administrator position under Land Use department.
- BUILDING OFFICIAL 1-101-12-460-5110 SAL & WAGES – FULL TIME ( 20,000)  
BUILDING OFFICIAL 1-101-12-460-5220 SOCIAL SECURITY CONTRIBUTIONS ( 2,000)  
Amount available due to employee out on disability.
- CONTINGENCY 1-101-20-570-5899 CONTINGENCY ( 5,513)

**TOTAL FROM (\$102,513)**

**TRANSFERS GOING TO:**

- SELECTMEN 1-101-11-100-5350 PROF SERVICES – LEGAL \$80,000  
Additional amount required due to high claims activity (see detail attached)
- SELECTMEN 1-101-11-100-5580 DUES, TRAVEL & EDUCATION 1,000  
The \$2,000 original budget has not been adequate for the activities of this department. The request for 2015-16 is \$3,000.
- SELECTMEN 1-101-11-100-5800 OTHER EXPENDITURES 1,500  
The \$2,350 original budget has not been adequate for the activities of this department. The request for 2015-16 is \$4,000.
- HUMAN RESOURCES 1-101-11-108-5310 PROF SERVICES - ADMIN 5,000  
Additional amount required due to high pension activity.
- HUMAN RESOURCES 1-101-11-108-5320 PROF SERVICES 1,000  
Additional amount required due to extra police employment tests due to vacancies.
- COMMUNICATIONS 1-101-12-300-5110 SAL & WAGES – FULL TIME 5,000  
COMMUNICATIONS 1-101-12-300-5130 SAL & WAGES – OVERTIME 5,000  
COMMUNICATIONS 1-101-12-300-5220 SOCIAL SECURITY CONTRIBUTIONS 3,000  
Additional amount needed due to vacancies. Additional amount needed in full time due to a prior transfer out (that was too much). Additional social security is needed to cover additional OT.
- NW SAFETY COMMUNICATION 1-101-12-426-5501 OTHER PURCHASED SVS 1,013  
Additional amount required due to late agency budget request.

**TOTAL TO \$102,513**

TOWN OF NEWTOWN  
 SELECTMEN LEGAL ACCOUNT ACTIVITY  
 2014-15 (@ 03 26 2015)

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
CARMODY TORRANCE LLP	matter 29314-1 Design Land	9,337
	275084 Design Lan dDev. Of	1,058
	matter 29314-2 D addario -	1,013
COHEN & WOLF	retainer (5,000/mth)	40,000
	Tax Appeal	15,433
	FOIA	13,071
	Tax Foreclosure	9,089
	High School Construction matters	4,313
	Police commission matters	3,642
	Police Personnel matter	3,475
	resiliency program	2,570
	misc	2,054
	Relocation of Edmond road - Harriet Edwards Trust	992
CT DEPT. OF LABOR	CASE # 2015-A-0025	100
CT.COALITION FOR JUS	MEMBERSHIP DUES FY15	5,000
FIDELITY NATIONAL TITLE	SEARCH AND EXAM/36	185
KAINEN ESCALERA AND	Union Grievance	31,398
	2014 POLICE NEGOTIATIONS	9,895
	GENERAL CONSULTATION	6,089
	Mediation and Arbitration	2,835
		<u>161,548</u>

