

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held their regular meeting on Monday, December 14, 2015 in the Council Chambers at the Municipal Center, 3 Primrose Street, Newtown, CT. Debbie Halstead called the meeting to order at 7:45pm.

Present: John Godin, Kelley Johnson, Sandy Roussas, Aaron Carlson, James Gaston, Mark Boland

Also Present: First Selectman Pat Llodra, Finance Director Bob Tait, Town Clerk Debbie Halstead, Dan Wiedemann, Andy Clure, John Voket, Bob Merola, and one member of the press

ELECTION OF A CHAIRMAN – Sandy Roussas moved to nominate Jim Gaston for Chairman from 12/1/15 to 11/30/16 and then John Goden from 12/1/16 to 11/30/17. Mark Boland seconded.

Kelley Johnson moved to nominate Jim Gaston for Chairman, Aarron Carlson seconded. Sandy Roussas explained that what her motion does is prove the balance in the way the votes came down and the way they were elected by the voters of Newtown.

Kelley Johnson explained that Jim Gaston has been involved in the Board of Finance since its conception. Continuity is essential and Jim is committed to making all voices heard.

Mark Boland agreed with Sandy Roussas's nomination. Compromise is a good place to end up.

Sandy Roussas explained that John Godin John is the only incumbent member. He also has over 20 years of financial services with GE, coupled with his years of service, this makes him a better candidate to lead the board, but her motion strikes a better compromise for the board.

Aaron Carlson supports Jim Gaston because of his experience on the Board of Finance and his leadership.

Jim Gaston explained that the chair is a position which occurs once a year. When you are predetermining who is the chair the second year, it does not provide continuity. For the 10 years he was on BOF, they voted every year for a chair and a vice chair.

Acting Chair Debbie Halstead called the first motion made by Sandy Rousass. Motion fails 3 Yes (Boland, Rousass, Godin), 3 No (Johnson, Gaston, Carlson).

Acting Chair Debbie Halstead called the section motion made by Kelley Johnson. Motion fails 3 Yes (Johnson, Gaston, Aaron), 3 No (Boland, Rousass, Godin)

Aaron Carlson moved to nominate Jim Gaston for one year ending on 11/30/16, Kelley Johnson seconded.

Kelley Johnson explained that 4 boards that are chaired by Republicans. Having the BOF chaired by a Democrat would help balance.

Jim Gaston articulated that the major boards are chaired by the republicans. This election saw a significant change to the democratic members on the LC and BOF. The voters are saying they want balance; a democratic chair on the BOF is consistent with the votes. Going out a second year is not necessary. It should not be predetermined. Almost every board, the chairman ship is elected every year.

Jim Gaston and John Godin took a caucus at 8:22pm. The meeting reconvened at 8:25pm. Debbie Halstead called the motion. Motion passes 4 yes (Johnson, Godin, Gaston, Aaron) to 2 No (Boland, Rousass)

ELLECTION OF A VICE CHAIR – Kelley Johnson moved to nominate John Godin for Vice Chairman for the term of one year. Sandy Rousass seconded.

Mark Boland moved to close the nomination. Sandy Rousass seconded, motion unanimously approved.

Motion for John Godin for Vice Chair unanimously approved by roll call vote.

APPOINTMENT OF A CLERK - Kelley Johnson moved to appoint Arlene Miles as clerk. Aaron Carlson seconded, motion unanimously approved.

VOTER COMMENT: None

COMMUNICATIONS: None

MINUTES – John Godin moved to accept the minutes from the 11/9/15 meeting as presented. Aaron Carlson seconded, motion passes 1 yes (Godin) to 5 abstain (Boland, Rousass, Gaston, Carlson, Johnson).

John Godin moved to add the 2016 meeting schedule to the agenda. Kelley Johnson seconded, motion unanimously approved.

Kelley Johnson moved to accept the 2016 meeting schedule as presented (attachment A). John Godin seconded, motion unanimously approved.

FIRST SELECTMANS REPORT – Pat Llodra handed out the budget calendar (Attachment B). February 8th is a regular BOF meeting which is the date the Board of Selectman intends to hand over the budget to the BOF. March 10 is the date the BOF needs to submit the budget to the Legislative Council.

FINANCE DIRECTOR REPORT – Bob Tait articulated that they are always looking at the past, present, and future. The past: we are just about done with the financial statements for fiscal year ending June 30, 2015. We are in the present, monitoring the current fiscal year budget. At

the next meeting he will have the year to date budget. Future, the CIP starting 2016/2017 is at the council.

NEW BUSINESS

Transfer – Sandy Rousass moved to Transfer \$40,030 from Contingency to Highway Salaries & Wages full time \$27,185 and Social Security Contributions \$2,845, Mark Boland seconded (Attachment C)– This is contract negotiations for the Highway Department. This covers in increase to wage and benefits. The wage increase is 1.9% year one, and 2% year two and three. Group insurance co-pay is 10%/11%/12%. That is the economics of the three year agreement.

Sandy Rousass asked the relationship of the contingency account and the fund balance. Bob Tait explained that Contingency is a department in the Selectman's budget. There may be contracts that have not been settled or things for that may happen throughout the year such as winter maintenance.

Motion passes 5 (yes) and 1 (abstain, Gaston)

Financial Impact Statement (Attachment D) – Mrs. Llodra explained that they have received a grant from the Naugatuck Valley Corridor Council of Governments Grant: Hazardous Building Materials and Sight Assessment – 7 Glen Road for \$52,884. With every grant that is accepted, there is a requirement by Charter that the BOF receives an impact statement. The net impact on the budget is \$5,288 which is a match. This was already appropriated out of the Land Use budget. Questions about Brownfields came up and Mrs. Llodra said she would coordinate a report to the BOF from the Land Use agency explaining the situation.

ANNOUNCEMENTS – None

Having no further business, the meeting was adjourned at 9:04pm

Respectfully Submitted,
Arlene Miles, Clerk

ATTACHMENT 17



NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CT 06470

www.newtown-ct.gov

Robert Tait, Finance Director

TOWN OF NEWTOWN BOARD OF FINANCE

2016 Meeting Schedule

The **Board of Finance** will hold meetings at 7:30 pm in the Council Chamber at the Newtown Municipal Center, 3 Primrose Street, Newtown, CT as follows:

Monday	January 11
Thursday	January 28 - Town Hall South
Monday	February 8
Thursday	February 25
Monday	March 14
Thursday	March 24
Monday	April 11
Thursday	April 28
Monday	May 9
Thursday	May 26
Monday	June 13
Thursday	June 23
Monday	July 11
Thursday	July 28
Monday	August 8
Thursday	August 25
Monday	September 12
Thursday	September 22
Tuesday	October 11 (Monday is a holiday)
Thursday	October 27
Monday	November 14
Monday	November 21 (Thanksgiving is the 4 th Thursday)
Monday	December 12
Thursday	December 22
Monday	January 9, 2017
Thursday	January 26, 2017

3 PRIMROSE STREET, TOWN HALL
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4221 / FAX (203) 270-7935



ROBERT G. TAIT
FINANCE DIRECTOR

www.newtown-ct.gov

TOWN OF NEWTOWN
OFFICE OF THE FINANCE DIRECTOR

2016 - 2017

TENTATIVE BUDGET TIMETABLE

October 06, 2015	Departments Receive Budget Instructions.
December 04, 2015	Completed Budget Forms to the Finance Director.
December / January 2016	First Selectman/Finance Director budget review with departments
January, 2016	Departments meet with Board of Selectmen.
February 8, 2016	Board of Selectmen submit Budget to the Board of Finance (no later than the 14 th)
February 18, 2016 (Thursday)	Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed Budgets (no later than March 7 th). (Publish 5 days prior to hearing: 2/12/16)
March 10, 2016	Board of Finance submits Budget to the Legislative Council (no later than March 14 th).
March 23, 2016 (Wednesday)	Legislative Council holds a Public Hearing on the Proposed Board of Finance Recommended Budget (no later than March 28th). (Publish 5 days prior to hearing: 3/18/16)
April 06, 2016	Legislative Council Adopts Budget (no later than second Wednesday in April)
April 26, 2016 (Tuesday)	The Annual Budget Referendum (4 th Tuesday of April) (Publish 4/15/16)

TENTATIVE BUDGET CALENDAR (SPECIAL BUDGET MEETINGS NEED TO BE SET)

February 2016

January 2016 (United States)



S M T W T F S
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29

**** Departments meet with BOS to present and discuss budgets.
 BOS submits proposed budget to the BOF on February 8th.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31 New Year's Eve	1 New Year's Day	2 3rd Quarter
3	4 BOS REGULAR MEETING	5	6	7	8	9 New Moon
10	11	12	13	14	15	16 1st Quarter
17	18 Martin Luther King Day	19 BOS REGULAR MEETING	20	21	22	23 Full Moon
24	25	26	27	28	29	30
31 3rd Quarter	1	2	3	4	5	6



February 2016 (United States)

March 2016
 S M T W T F S
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31

**** BOF submits their recommended budget to the LC on March 10th.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 3rd Quarter	1	2	3	4	5	6
7	8 BOS SUBMITS BUDGET TO THE BOF Regular BOF meeting	9	10	11	12 PUBLISH BOS & BOE BUDGETS	13
14 Valentine's Day	15 1st Quarter	16	17	18 BOF HOLDS PUBLIC HEARING	19	20
21	22	23	24	25	26	27
28	29	1	2	3 Regular BOF meeting	4	5



March 2016 (United States)

April 2016
 S M T W T F S
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30

** LC adopts budget on April 11th.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1 ^{3rd Quarter}	2	3	4	5
6	7	8 ^{New Moon}	9	10 ^{BOF SUBMITS BUDGET TO LC}	11	12
13	14	15 ^{1st Quarter}	16	17	18 ^{PUBLISH BOF BUDGET}	19
20	21 ^{Regular BOF meeting}	22	23 ^{Full Moon}	24	25	26
27 ^{Easter Sunday}	28	29	30	31 ^{3rd Quarter}	1	2

Regular LC meeting

LC HOLDS PUBLIC HEARING



April 2016 (United States)

May 2016
 S M T W T F S
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 Easter Sunday	28	29	30	31 ☉ 3rd Quarter	1	2
3	4	5	6 LC ADOPTS BUDGET	7 ● New Moon	8	9
10	11	12	13 Regular LC meeting Thomas Jefferson's Birthday	14 ☉ 1st Quarter	15 PUBLISH ADOPTED BUDGET	16
17	18	19	20	21	22 ☉ Full Moon	23
24	25	26 THE ANNUAL BUDGET REFERENDUM	27	28	29 ☉ 3rd Quarter	30

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

FISCAL YEAR **2015 - 2016** DEPARTMENT **Finance** DATE **11/16/15**

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-24-570-5899-0000CONTINGENCY	(40,030)	USE NEGATIVE AMOUNT ↓
	.		
	.		
	.		
	.		
TO:	1-101-16-550-5110-0000SALARIES & WAGES - FULL TIME	37,185	USE POSITIVE AMOUNT ↓
	1-101-16-550-5220-0000SOCIAL SECURITY CONTRIBUTIONS	2,845	
	.		
	.		
	.		
	.		

REASON: HIGHWAY 2015/16 CONTRACT. SEE ATTACHED.

AUTHORIZATION: _____ date: _____

(1) DEPARTMENT HEAD _____

(2) FINANCE DIRECTOR Rob Tass 11/13/15

(3) SELECTMAN _____

(4) BOARD OF SELECTMEN James O. Hart 11/16/15

(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

Summary Public Works Union Contract 2015

3 Year Contract – through 2018

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
• Group Insurance cost-share:	10%	11%	12%
• Wages:	1.9%	2.0%	2.0%
Effect on Budget:			
Wages & Salaries	\$37,185	\$39,886	\$40,684
Social Security	2,845	3,052	4,113
Medical Benefits Employee Cost Share	<u>(\$8,800)</u>	<u>(\$8,663)</u>	<u>(\$9,124)</u>
	\$31,230	\$34,275	\$35,673

MONTHLY PREMIUM (assuming 3% premium increase for 2016/17 & 2017/18)

NAME	TYPE	2014-15			2015-16			2016-17			2017-18		
		Premium	9% cost share	Change	Premium	10% cost share	Change	Premium	11% cost share	Change	Premium	12% cost share	Change
Crew Chief	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Crew Chief	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Crew Chief	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Crew Chief	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
HEO	4	1,674.98	150.75	21.61	1,723.57	172.36	21.61	1,775.28	195.28	22.92	1,828.54	219.42	24.14
HEO	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
HEO	2	1,674.98	150.75	21.61	1,723.57	172.36	21.61	1,775.28	195.28	22.92	1,828.54	219.42	24.14
Landfill Attendant	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Leadman	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Leadman	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Leadman	2	1,674.98	150.75	21.61	1,723.57	172.36	21.61	1,775.28	195.28	22.92	1,828.54	219.42	24.14
Leadman	2	1,674.98	150.75	21.61	1,723.57	172.36	21.61	1,775.28	195.28	22.92	1,828.54	219.42	24.14
Master Mechanic	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Mechanic	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Mechanic	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Mechanic	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Transfer Station	2	1,674.98	150.75	21.61	1,723.57	172.36	21.61	1,775.28	195.28	22.92	1,828.54	219.42	24.14
Truck Driver	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Truck Driver	0	In Live			2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Truck Driver	0	In Live			2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Truck Driver	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Truck Driver	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Truck Driver	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Truck Driver	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Truck Driver	5	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Truck Driver	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Truck Driver	3	2,122.95	191.07	27.54	2,186.05	218.61	27.54	2,251.63	247.68	29.07	2,319.18	278.30	30.62
Truck Driver	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Truck Driver	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27
Yard Man	1	781.35	70.32	10.10	804.20	80.42	10.10	828.33	91.12	10.70	853.18	102.38	11.27

733
x12
8,800

722
x12
8,663

760
x12
9,124

SALARY & COST SHARE CHANGE - ANNUAL

POSITION	2015-16 CHANGE			2016-17 CHANGE			2017-18 CHANGE		
	SALARY	COST SHARE	NET EFFECT	SALARY	COST SHARE	NET EFFECT	SALARY	COST SHARE	NET EFFECT
	1.90%	10%		2.00%	11%		2.00%	12%	
Crew Chief	1,108	(330)	777	1,188	(349)	839	1,212	(367)	845
Crew Chief	1,108	(330)	777	1,188	(349)	839	1,212	(367)	845
Crew Chief	1,105	(330)	775	1,186	(349)	837	1,209	(367)	842
Crew Chief	1,029	(330)	699	1,104	(349)	755	1,126	(367)	911
HEO	1,029	(259)	770	1,104	(275)	829	1,126	-	1,126
HEO	1,029	(330)	699	1,104	(349)	755	1,126	(135)	991
HEO	1,029	(259)	770	1,104	(275)	829	1,126	(367)	758
Landfill Attendant	1,029	(121)	908	1,104	(128)	976	1,126	(135)	991
Leadman	1,063	(121)	942	1,141	(128)	1,012	1,164	(290)	874
Leadman	1,086	(330)	755	1,164	(349)	816	1,188	(135)	1,053
Leadman	1,029	(259)	770	1,104	(275)	829	1,126	(367)	758
Leadman	1,029	(259)	770	1,104	(275)	829	1,126	(367)	758
Master Mechanic	1,029	(121)	908	1,104	(128)	976	1,126	(290)	836
Mechanic	1,086	(330)	755	1,164	(349)	816	1,188	(290)	898
Mechanic	1,029	(330)	699	1,104	(349)	755	1,126	(135)	991
Mechanic	1,029	(121)	908	1,104	(128)	976	1,126	(367)	758
Mechanic	1,108	(259)	848	1,188	(275)	913	1,212	(367)	845
Transfer Station	1,108	(330)	777	1,188	(349)	839	1,212	(367)	845
Truck Driver	1,063	-	1,063	1,141	-	1,141	1,164	(367)	796
Truck Driver	1,063	-	1,063	1,141	-	1,141	1,164	(290)	874
Truck Driver	1,086	(121)	964	1,164	(128)	1,036	1,188	(135)	1,053
Truck Driver	1,086	(121)	964	1,164	(128)	1,036	1,188	(367)	820
Truck Driver	1,086	(121)	964	1,164	(128)	1,036	1,188	(367)	820
Truck Driver	1,086	(330)	755	1,164	(349)	816	1,188	(290)	898
Truck Driver	1,210	(259)	950	1,298	(275)	1,022	1,324	(135)	1,188
Truck Driver	1,105	(330)	775	1,186	(349)	837	1,209	(367)	842
Truck Driver	1,105	(259)	846	1,186	(275)	911	1,209	(135)	1,074
Truck Driver	1,029	(938)	92	1,104	(349)	755	1,126	-	1,126
Truck Driver	1,029	(121)	908	1,104	(128)	976	1,126	(367)	758
Truck Driver	1,029	-	1,029	1,104	-	1,104	1,126	(290)	836
Truck Driver	1,029	(330)	699	1,104	(349)	755	1,126	(290)	836
Truck Driver	1,029	(330)	699	1,104	(349)	755	1,126	(290)	836
Truck Driver	1,029	(330)	699	1,104	(349)	755	1,126	(367)	758
Truck Driver	1,029	(330)	699	1,104	(349)	755	1,126	(367)	758
Truck Driver	1,029	(330)	699	1,104	(349)	755	1,126	-	1,126
Truck Driver	1,086	(121)	964	1,164	(128)	1,036	1,188	(135)	1,053
Truck Driver	1,086	(121)	964	1,164	(128)	976	1,188	(367)	758
Yard Man	1,029	(121)	908	1,104	(128)	976	1,126	(367)	758
	37,185	(8,800)	28,385	39,886	(8,663)	31,223	40,684	(9,124)	31,560

TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
 (Per Town Charter 6-100)

REQUESTING DEPARTMENT Land Use

PROJECT: Naugatuck Valley Corridor Council of Governments Grant: Hazardous Building Materials and Site Assessment - 7 Glen Road

PROPOSED SPECIAL APPROPRIATION AMOUNT:	<u>58,172</u>
PROPOSED FUNDING:	
BONDING	
GRANT	52,884
CONTINGENCY	
OTHER	<u>5,288</u>
	<u>58,172</u>

ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):

List any financial impact your request will have on the Town's annual operating budget. Attach spreadsheet(s) showing your calculation of the estimated impact.

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS			
PROFESSIONAL SERVICES		\$5,288	
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		<u>\$5,288</u>	

REVENUE CATEGORY:	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES		
CHARGES FOR SERVICES (FEES)		
OTHER		
TOTAL IMPACT ON REVENUES	<u>0</u>	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET 5,288

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0014 mills
(using current year's information)

COMMENTS:

This grant is important in understanding the environmental status of the foreclosed upon property. A 10% match is required for this project.

PREPARED BY: Christal Preszler, Grants Coordinator DATE: 18-Nov-15

TO: BOS, BOF, LC