

**Town of Newtown Legislative Council Special Meeting**  
**Wednesday, June 19, 2013**  
**Town Hall South, Newtown, CT**

**PRESENT:** Jeff Capeci, George Ferguson, Joe Girgasky, Paul Lundquist, Bob Merola, Daniel Honan, Kathy Fetchick, Neil Chaudhary, Dan Amaral, Phil Carroll

**ABSENT:** Mary Ann Jacob, Dan Wiedemann

**ALSO PRESENT:** First Selectman Pat Llodra, Finance Director Robert Tait, DPW Director Fred Hurley, EDC Chairman Don Sharp, Rick Matschke and Roger Letso (PBSC), Kathy Quinn and Charlie Copp (Sustainable Energy Commission), James Bailey (Ameresco), Ed Shanley, Jan Andras (Clerk)

Chairman Capeci called the meeting to order at 7:30 p.m. with the Pledge of Allegiance.

**VOTER COMMENT:** None noted

**APPROVAL OF MINUTES:** Upon motion by Ms. Fetchick, the minutes of the 5/15/13 and 5/22/13 meetings were unanimously approved.

**COMMUNICATIONS:** BOE Chair Debbie Leidlein notified Mr. Capeci that negotiations will begin for the Administrators' contract on 7/19. Mr. Chaudhary will be the Council representative in the negotiation meetings. Mr. Capeci will arrange a "non-meeting" of the Board of Finance, Board of Education and Council to discuss strategy.

The Council had rejected an earlier re-districting map prepared by the Registrars. Mr. Capeci is trying to arrange for them to bring a new map for consideration for the next meeting.

**COMMITTEE REPORTS:** Mr. Capeci reported that the Ordinance Committee is almost ready to bring Blight and Firearms Ordinances amendments to the full Council. Ms. Fetchick reported that the BOE has approved full-day kindergarten and are considering three other positions to be added to the district - positions that were in the original budget request but were removed.

**FIRST SELECTMAN REPORT:** Ms. Llodra advised that we have a new lease with the Town of Monroe for use of Chalk Hill School through June 2016. The State has passed an omnibus bill for \$50 million for Newtown to rebuild Sandy Hook School. Action will need to be taken to acquire property but it will not be necessary to go to referendum to approve because it will be under the cost threshold. We will go to referendum on the total appropriation of funds for rebuilding. Last night, the BOE approved the ed specs for the new school. On July 1, the BOS will be looking at the candidate pool for a commission for a permanent memorial.

The Cultural Arts Commission has received a \$30,000 grant from the NEA and plan to hire an executive director for some strategic planning.

Several years ago, the Town was approved for a \$500,000 CT OPM grant for Kevin's Community Center to relocate to the Fairfield Hills campus, which did not happen. We now have the ability to use the funding for The Parent Connection to

rehab one of the duplex buildings. In addition, the Ambulance Corps plans to have a building here on campus by 2014.

DOT has confirmed that they have a funded plan for realignment of Edmond and Commerce Roads.

The Town has foreclosed on property at 28A and B Glen Road in Sandy Hook. This property will be sold by sealed bid or public auction.

Mr. Tait distributed an update on Grants, post 12/14/13 (see attached). He also advised that as of 7/1/13, the Town and Schools will be on the same accounting system.

## **OLD BUSINESS**

**FY 2013/14 Mill Rate** – Ms. Fetchick moved to set the FY 2013/14 Mill Rate at 33.32 mills. Motion seconded and unanimously carried.

## **NEW BUSINESS**

### **Business Incentive Applications**

EDC Chairman Don Sharp was present with two applicants that have been approved by the Commission.

Mr. Andrew Deery, VP of Hunter Gregory Realty, gave a brief presentation for a planned project located at 164 Mt. Pleasant Road in Hawleyville (see attached letter from Elizabeth Stocker). The EDC is recommending to approve fixing 60% of the increase in assessment for a period of three years, an estimated tax abatement of \$165,645 over three years for this \$4 million project.

Ms. Fetchick moved to direct the First Selectman to enter into a Business Incentive Program contract with Hunter Gregory Realty Corp. Motion seconded and unanimously carried.

Dr. Curtis Beck gave a presentation of his plans for a new office building at 12 Queen Street (see attached letter from Elizabeth Stocker). The EDC is recommending to approve fixing 35% of the increase in assessment for a period of three years, an estimated tax abatement of \$38,651 for this \$1.375 million project.

Ms. Fetchick moved to direct the First Selectman to enter into a Business Incentive Program contract with Curtis H. Beck, DMD, MSD. Motion seconded and unanimously carried.

### **Presentation by Sustainable Energy Commission Energy Savings Performance Contract**

Ms. Kathy Quinn, Chairman of the Sustainable Energy Commission and Mr. Hurley reported that an RFP was issued for a contractor to analyze all town buildings for an energy audit in order to propose products that would pay for themselves through energy savings. Ameresco was chosen to perform the audit and provide professional oversight. Mr. Jim Bailey of Ameresco then answered questions. The Board of Selectman and Board of Finance have also received a presentation and the Board of Education is scheduled. If all boards approve, they will be coming back to the Council to request an appropriation.

**Resolution – Special Appropriation from Sandy Hook Special Revenue Fund**

Ms. Fetchick moved to approve a special appropriation in the amount of \$8,400 to be funded from the Sandy Hook Special Revenue Fund “undesigned” account 33—500 for the purpose of additional summer staff training and two additional staff members for the Treadwell and Dickinson Day Camp Programs. Motion seconded and unanimously carried. (see attached memo from Amy Mangold, P&R Director)

**Resolution – Special Appropriation from Sandy Hook Special Revenue Fund**

Ms. Fetchick moved to approve a special appropriation in the amount of \$36,676.96 to be funded from the Sandy Hook Special Revenue Fund “undesigned” account 33-500 for the purpose of Safety, Security and Emergency plan for Summer Day Camp. Motion seconded and unanimously carried. (see attached memo from Ms. Mangold)

**Transfer**

Ms. Fetchick moved to transfer \$85,000 from DPW Contractual Services and Capital Road Improvement TO various accounts (see attached explanation). Motion seconded and unanimously carried.

**Transfer**

Ms. Fetchick moved to transfer \$276,645 from various highway accounts to cover repairs, tree work and OT resulting from storms and other operational needs. (see attached explanation). Motion seconded and unanimously carried.

**Transfer**

Ms. Fetchick moved to transfer \$549,000 from Debt Service Principal to Debt Service Interest (see attached explanation). Motion seconded and unanimously carried.

**Referendum Ballot**

Mr. Lundquist had requested that this item be on the next few Council agendas due to apparent confusion during the recent referendum. This was the first ballot with a bifurcated vote and advisory questions. When the Charter Revision Commission had submitted their final report to the Council, there was not enough time to discuss and possible amend the wording of the questions before the next referendum. Public input will be sought and this will be discussed further.



Jan Andras  
Recording Secretary

**Attachments**

*These are draft minutes and as such are subject to correction by the Legislative Council at the next regular meeting. All corrections will be determined in minutes of the meeting at which they were corrected.*

**TOWN OF NEWTOWN**

**GRANTS – SHES 12/14/2012 INCIDENT**

R.TAIT 5/31/2013

1. **U.S. DEPARTMENT OF EDUCATION**

o **SCHOOL EMERGENCY RESPONSE TO VIOLENCE PROGRAM (SERV GRANT)**

This program funds short-term and long-term education-related services for local education agencies (LEAs) to help recover from a violent or traumatic event in which the learning environment has been disrupted.

**UPDATE** - \$1,303,195 has been awarded covering the period December 15, 2012 to August 31, 2013. A separate application is being created for the period September 1, 2013 to December 31, 2014. Some costs below are reimbursements.

**PROJECT SERV GRANT:**

**December 15, 2012 - August 31, 2013**

		<b><u>F.T.E</u></b>	<b><u>Cost</u></b>
<b><u>District Staff:</u></b>			
5/1 start date	Project Recovery Director	1.00	61,861
5/1 start date	Communications Coordinator	0.80	18,553
5/1 start date	Special Education Supervisor	1.00	35,738
5/1 start date	Staff Assistant	1.00	22,266
5/1 start date	Financial Staff Assistant	0.60	12,806
	Project Advisor - Melissa Brymer		31,898
			<u>183,121</u>
<b><u>Staff Overtime for Sandy Hook:</u></b>			
	Secretarial Overtime		23,403
	IT & Custodial Overtime		4,006
	Educational Assistants Overtime		23,702
	Nurse (ad'l hours for current year)		11,983
			<u>63,093</u>
<b><u>Enhancements for Sandy Hook</u></b>			
	Asst. Principal Salary vs. Lead Teacher Salary	1.00	50,041
	Assistant Principal - (currently B. Lazar)	1.00	78,903
	Monroe School Coverage		4,363
	Educational Assistants	4.00	19,268
	Building Subs	7.00	48,300
	Bus Monitor (Staff E.A.)	2.00	3,633
	Yale University Contract		60,663
	Clifford Beers Contract		147,812
			<u>412,984</u>
<b><u>Enhancements - NPS</u></b>			
assuming 5/1 start date	Social Workers	3.00	58,627
assuming 5/1 start date	Psychologists	5.00	97,712
assuming 5/1 start date	Guldance Counselors	7.00	136,797
	Nurse		14,323
	Security Guards	6.00	100,996
	Wellmore Contract		95,495
			<u>503,949</u>

Project SERV - continued -

December 15, 2012 - August 31, 2013

	<u>F.T.E</u>	<u>Cost</u>
<u>Additional Recovery Enhancements:</u>		
Mental Health Consultation		12,000
Training & Education		15,000
		<u>27,000</u>
<u>Sandy Hook "Booster Program" - August</u>		
2 Week Booster Program for SH Students		21,340
Ten Teachers for 10 days @ 5 hours x \$37.5 = \$18,750		
One Nurse for 10 days @ \$124.00 per day = \$1,240		
One Administrator for 10 days @ \$135.00 per day = \$1,350		
<u>Professional Development (2) Days - Sandy Hook</u>		
Teachers		31,017
Ed. Assistants for Sandy Hook		5,165
Nurses		589
Behavioral Therapists		840
Phys./Occupational Therapists		754
Security		226
		<u>38,591</u>
<u>Professional Development Day - Reed School</u>		
Teachers		20,375
Ed. Assistants		1,181
Nurses		295
Behavioral Therapists		158
Physical/Occupational Therapists		377
Security		113
		<u>22,498</u>
<u>Miscellaneous</u>		
Consultant Accommodations & Travel		12,000
Duty Cell Phones for Security Guards		3,120
Office set up for Staff (desk, chairs, file cabinets)	5.00	7,500
Project Materials & Supplies		8,000
		<u>30,620</u>
<b>Grand Total</b>		<u><u>1,303,195</u></u>

2. U.S. DEPARTMENT OF JUSTICE, OFFICE OF VICTIMS OF CRIME (AEAP)

○ **ANTITERRORISM AND EMERGENCY ASSISTANCE PROGRAM**

This program provides assistance and compensation services for victims of domestic terrorism and intentional mass criminal violence.

**UPDATE** – Application being completed by the State of Connecticut Judicial Branch, Office of Victims Services. Application will be submitted to the federal agency in June.

THE FINANCIAL DATA BELOW IS PRELIMINARY AND PRESENTED FOR INFORMATIONAL PURPOSES. IT IS NOT KNOWN IF ALL THE ITEMS WILL BE APPROVED.

**ANTITERRORISM AND EMERGENCY ASSISTANCE PROGRAM (VICTIMS GRANT):**

	<u>12/14/2012 TO</u>	<u>07/01/2013 TO</u>	TOTAL
	<u>06/30/2013</u>	<u>06/30/2014</u>	
<b><u>POLICE</u></b>			
Recovery meetings	2,400	2,700	5,100
Recovery mental health	8,400	12,000	20,400
Victims funerals, homes, memorial (police OT)	1,862	-	1,862
Food for SH families	947	-	947
<b>TOTAL POLICE</b>	<b>13,609</b>	<b>14,700</b>	<b>28,309</b>
<b><u>PUBLIC WORKS</u></b>			
Tent for memorial	1,782	-	1,782
Signs	2,240	-	2,240
Supplies	1,960	-	1,960
Food for donation center - for volunteers	3,855	-	3,855
Overtime for memorial clean up and new school	17,294	-	17,294
Container rental	3,000	-	3,000
Estimated cost for anniversary vigil	-	8,095	8,095
Storage containers for donations (\$300 mth x 12 mths)	-	3,600	3,600
<b>TOTAL PUBLIC WORKS</b>	<b>30,131</b>	<b>11,695</b>	<b>41,826</b>
<b><u>PARKS &amp; RECREATION</u></b>			
Vigil expenses	1,445	12,587	14,032
Labor costs for activity at Sandy Hook Fire Station; media center at Treadwell Park & donation processing at warehouse	31,758	-	31,758
Material/rental costs	13,717	-	13,717
Security at summer camps	-	16,660	16,660
<b>TOTAL PARKS &amp; RECREATION</b>	<b>46,920</b>	<b>29,247</b>	<b>76,167</b>
<b><u>FIRST SELECTMAN</u></b>			
Staff weekend work - community service, answering phones, mail room operations (12 days x5)	12,561	-	12,561
<b>TOTAL FIRST SELECTMAN</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>BOARD OF EDUCATION</u></b>			
Facilities enhancements; Chalk Hill maintenance costs; Building hardning; Transportation; security; wellness programs; security training; tuition.	326,202	2,304,478	2,630,680
<b>TOTAL BOE</b>	<b>416,862</b>	<b>2,360,120</b>	<b>2,776,982</b>

3. U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE  
 o **BJA SOLICITED – LAW ENFORCEMENT**

BJA provides support to state, local and tribal law enforcement, as well as other justice agencies, to improve and strengthen the nation’s criminal justice system.

**UPDATE** – The grant application was submitted to the federal agency on May 29, 2013 by the State of Connecticut, Office of Policy and Management for the Town of Newtown, Town of Monroe and other law enforcement agencies. The data below are the items requested for the Town of Newtown. These items have not been approved by the federal agency yet.

**BJA SOLICITED - LAW ENFORCEMENT:**

<u>Duty Assignment</u>	<u>Expense Type</u>	<u>Time Period</u>	<u>Total Compensation</u>	<u>Overtime Hours</u>
Crime Scene(s) Security and Surveillance	Actual	12/15/12 - 1/18/2013	31,818.28	378.75
Initial Tactical Response to Active Shooter	Actual	12/14/2012 - 12/15/2012	22,471.19	265.50
Patrol of Newtown and / or Traffic Control	Actual	12/14/2012 - 3/28/2013	24,572.66	297.00
Police Security for Newtown Schools:	Actual	1/2/2013 - 5/15/2013	285,668.91	3,593.50
>>	Estimated	5/16/2013 - 6/30/2013	53,527.00	661.00
>>	Estimated	9/1/2013 - 12/31/2013	<del>226,130.61</del>	2,836.33
School Resource Officer (SRO)	Estimated	1/1/2014 - 6/30/2014	<del>54,412.00</del>	
Security for Presidential Visit	Actual	12/16/2012	<del>1,882.42</del>	22.50
Private Security for Warehouse	Actual	12/26/2012 - 1/7/2013	10,425.72	590.00
Private Security for SHES to Secure the Crime Scenes:	Actual	12/26/2012 - 4/30/2013	44,351.76	2,607.75
>>	Estimated	5/1/2013 - 6/30/2013	24,748.00	1,457.00
>>	Estimated	7/1/2013 - 6/30/2014	<del>156,000.00</del>	
Mutual Aid Police Officers Billed to Newtown:	Actual	1/7/2013 - 5/8/2013	101,227.66	1,397.50
>>	Estimated	5/9/2013 - 6/30/2013	52,062.00	700.00
>>	Estimated	9/1/2013 - 12/31/2013	<del>60,000.00</del>	
Police Technology - Equipment and Installation***			<del>166,050.00</del>	
5% Grant Administration			65,767.41	
			<u>1,381,115.62</u>	

\*\*\* Connects schools to police lap tops

\*\*\*Red lines indicate federal agency adjustments on 06/10/2013.

Adjusted total = \$716,641

4. STATE OF CONNECTICUT, OFFICE OF POLICY AND MANAGEMENT, PASSED THRU FROM:

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE

o **JUSTICE ASSISTANCE GRANT (JAG) – LAW ENFORCEMENT EQUIPMENT AND TECHNOLOGY GRANT**

Program furthers the department’s mission by assisting state, local and tribal efforts to prevent or reduce crime and violence.

This grant will provide data terminals and in car video solutions for the police department (15) front line vehicles. These MDT’s will run the video surveillance software for Chalk Hill School and Newtown schools.

**UPDATE** – A grant agreement was signed by the Town and State. Award monies were received June 6, 2013.

A \$161,579 appropriation was transferred back to the contingency account from the technology capital account. \$174,000 was originally transferred to the capital account in anticipation of this grant. The same amount was not transferred back due to warrantee costs not covered by the grant.

<u>Equipment</u>	<u>Purpose &amp; Users</u>	<u># Items or Units</u>	<u>\$/item</u>	<u>Total \$</u>	<u>Purchase Date</u>
Panasonic Toughbook 31 Laptop	Police in car video system	15	3,750.00	56,250.00	3/8/2013
Panasonic DVD multi drive	Component to line #1 item	15	267.00	4,005.00	3/8/2013
Panasonic car adaptor	Component to line #1 item	15	115.00	1,725.00	3/8/2013
Panasonic docking stations with cables	Component to line #1 item	15	759.16	11,387.40	3/8/2013
Panasonic Toughbook Arbitrator - SafeServ Software	Component to line #1 item	11	4,400.00	48,400.00	4/15/2013
Police vehicle installation materials	Component to line #1 item	11	736.29	8,099.19	
Virtual server hardware/software	Component to line #1 item	1	11,086.00	11,086.00	
Data storage appliance (SAN)	Component to line #1 item	1	23,521.41	23,521.41	
Cisco wireless	Component to line #1 item	1	13,082.00	13,082.00	
Switch hardware	Component to line #1 item	2	5,800.00	11,600.00	
<u>Contractual</u>					
Install Toughbook 31 laptops into police vehicles		1		7,370.00	
Install arbitrator into police vehicles		1		2,600.00	
Network engineering services		1		11,300.00	
GRAND TOTAL				<u>210,426.00</u>	

5. U.S. DEPARTMENT OF JUSTICE, OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

o **COPS HIRING PROGRAM**

Provides funding for the hiring or rehiring of additional full-time police officers (including SROs)

Two officers are being requested (the maximum allowed). One officer is being requested in the law enforcement grant. Monroe has applied for officers at Chalk Hill.

**UPDATE** – An application has been filed with the federal agency by the Newtown Police Department. Awards are expected to be made by September 30, 2013 (grant #3 has police security for schools up to 12/31/2013).



## TOWN OF NEWTOWN

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

### MEMORANDUM

DATE: May 10, 2013

TO: E. Patricia Llodra, First Selectman

FROM: Elizabeth Stocker, AICP, Director of Economic & Community Development 

RE: Business Incentive Program Application - Curtis H. Beck DMD, MSD - 12 Queen Street

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An application for consideration was received by the Economic Development Commission from Curtis H. Beck, DMD, MSD for a planned project located at 12 Queen Street in the Borough of Newtown.

Dr. Beck has approvals in place to construct a new 5,750 sf office building and related site improvements. Dr. Beck will occupy approximately 3,000 sf of the building and will have space available for lease. The estimated cost for the proposed improvements is \$1,375,000. Approximately \$135,352 of the total will be spent on new dental equipment.

Dr. Beck's project involves 5 jobs which will be retained as a result of his project. Another 2 to 5 jobs may be created. There are additional job prospects that may be created with the occupancy of the rental space. The development will add value to the existing real property which is currently assessed at \$117,080 with a \$2,873 tax bill. Should the value increase to \$1,500,000 after improvements are completed, the annual real property tax has the potential to increase to \$36,810. The business will also increase the value of personal property on site.

The EDC determined that the project is eligible under the Business Incentive Program (BIP) as the project is located in the Borough Business District and is for office use. The applicant appeared before the Commission to describe his business which has been located in Newtown for several years. The BIP will help Dr. Beck realize future growth of his practice and the project will contribute to the development of the Borough business district.

On April 30 the EDC recommended: to approve fixing 35% of the increase in assessment for a period of three years which is equivalent to an estimated tax abatement of \$38,651 over three years for the \$1.375 million project.

Cc: Jean Leonard, Chairman, EDC  
es



## TOWN OF NEWTOWN

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

### MEMORANDUM

DATE: May 10, 2013

TO: E. Patricia Llodra, First Selectman

FROM: Elizabeth Stocker, AICP, Director of Economic & Community Development 

RE: Business Incentive Program Application – Hunter Gregory Realty – 164 Mt. Pleasant Road

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An application for consideration was received by the Economic Development Commission from Hunter Gregory Realty (Maplewoods) for a planned project located at 164 Mt. Pleasant Road in the Hawleyville section of Newtown.

Approvals are in place to construct a new 26,000 sf office/retail building and related site improvements. A national dialysis operator is the lead tenant. The estimated cost for the proposed improvements is \$4,000,000. Approximately 50 jobs could be created by the tenants who occupy the planned spaced.

The development will add value to the existing real property which is currently assessed at \$402,150 with a \$9,869 tax bill. Should the value increase to \$4,500,000 after improvements are completed, the annual real property tax has the potential to increase to \$110,430. The tenants will likely increase the value of personal property on site especially if they are medical.

The EDC determined that the project is eligible under the Business Incentive Program (BIP) as the project is located in the Business District and is for office and retail use. The applicant appeared before the Commission to describe his business plan. A \$180,000 sewer use assessment has been levied by the WSA for the development. The BIP will help secure the financing for the project and offset the sewer assessment.

On April 30 the EDC recommended to approve fixing 50% of the increase in assessment for a period of three years which is equivalent to an estimated tax abatement of approximately \$165,645 over three years for the \$4 million project.

Cc: Jean Leonard, Chairman, EDC  
es

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AMY E. W. MANGOLD  
DIRECTOR

## TOWN OF NEWTOWN

### PARKS AND RECREATION DEPARTMENT

[www.newtown-ct.gov](http://www.newtown-ct.gov)

To: Robert Tait

Date: May 14, 2013

From: Amy Mangold

Re: Parks and Recreation: Special Appropriation for Day Camp 12/14 related funding

A resolution providing for a Special Appropriation in the amount of \$8,400 to be funded from the Sandy Hook Special Revenue Fund "undesignated" account 33 – 500 for the purpose of additional summer staff training and two additional staff members for Treadwell and Dickinson Day Camp Programs into our account 01-550-1005 Day Camp Program.

Newtown Parks and Recreation will be providing additional staff training due to the events of 12/14 to advance our counselors to be more prepared to provide a camp experience that is even more supportive, inclusive, safe, and fun than in the past. To be able recognize stress and behavior and the proper ways to support children in crisis and managing this behavior. To teach common stress responses, recognize stress and how it can result in longer term consequences in behavior and social interactions. To learn and recognize how behavior tells a story but that we do not need to know the whole story of a child to support them. To help them understand that they are not clinicians or therapists and camp is not therapy. To learn that camp is a place where a lot of very good growth can happen, to trail for that growth process and to provide a safe, fun and active camp for a positive impact on the children. That the primary job is to help children experience success and to become more self aware and self regulated. That the staff will have additional support this summer and how to utilize them (Floating Counselor, Mental Health Provider, etc.) Additionally, to prepare them to raise their level of supervision, communication, group leading and care for the campers and each other. These are some of the topics that will be covered in these training sessions but most of all to teach them that we are striving for the best summer ever for these campers and how we can make that happen as a team.

Full training staff overviews can be provided for support of this resolution.

We will be having three additional extensive training sessions; we originally had in our budget pre 12/14, \$1,400 for one training session. We are requesting the additional cost is \$4,600 for additional training sessions with full summer staff.

We are in need of two floating staff members; they are adult educators who will support the student counselor staff and the sight directors. They are paid \$54 per day for seven weeks which is a total of \$3,780. They will also be included in all training sessions to support the Summer Staff throughout the seven weeks of camp.

The two additional Social Workers are being paid through Newtown Youth and Family Services at a cost of \$31,305 per social worker.

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AMY E. W. MANGOLD  
DIRECTOR

## TOWN OF NEWTOWN

### PARKS AND RECREATION DEPARTMENT

[www.newtown-ct.gov](http://www.newtown-ct.gov)

To: Robert Tait

Date: May 31, 2013

From: Amy Mangold

Re: Parks and Recreation: 2<sup>nd</sup> request for Special Appropriation for Day Camp 12/14 related funding

A resolution providing for a Special Appropriation in the amount of \$36,676.96 to be funded from the Sandy Hook Special Revenue Fund "undesignated" account 33 – 500 for the purpose of Safety Security and Emergency plan for Summer Day Camp.

On Tuesday May 21, 2013 Rose Ann Reggiano and I met at Treadwell Park to review our Safety, Security and Emergency Plan for Day Camp with Sergeant Aaron Bahamonde and Fire Marshal Bill Halstead. The two main recommendations that came from this meeting was the need to provide a Security Guard at the camp entrances during day camp hours at Treadwell Park and Dickinson Park. The second recommendation was that we need to provide an exit area in the back of the pool facility at Treadwell Park and to improve our current exit gates at the pool facility. Our main emergency exit gate is currently secured by a pad lock which in the event of an emergency would need to be unlocked with a key. They both felt that in an emergency where quick exiting is needed the padlock would take too long, so panic hardware needs to replace the current pad lock gate situation. Currently the only exits are at the pool house area with the main emergency exit secured with a pad lock at the front of the pool, if there was ever the need to move away from the pool house area to evacuate the pool area there currently is no exit for that purpose. Pool area occupants would be trapped in the pool area if they cannot exit near the pool house or exit at the pool house quickly. The addition of a new gate system at the pool house and a new rear gate exit will greatly improve the Emergency, Safety and Security plan at the Treadwell pool facility where our day camp participates in swim lessons and open swim. This would also create a safer environment for our pool pass holders and our lifeguards.

The cost of Security Guards for Day Camp is as follows: Please see the breakdown below from our current security company for Eichler's Cove, Securitas.

Week 1 - June 24<sup>th</sup> through June 28<sup>th</sup> - 5 days

Week 2 - July 1<sup>st</sup> through July 5<sup>th</sup> - 4 days

Week 3 - July 8<sup>th</sup> through July 12<sup>th</sup> - 5 days

Week 4 - July 15<sup>th</sup> through July 19<sup>th</sup> - 5 days

Week 5 - July 22<sup>nd</sup> through July 26<sup>th</sup> - 5 days

Week 6 - July 29<sup>th</sup> through August 2<sup>nd</sup> - 5 days

Week 7 - August 5<sup>th</sup> through August 9<sup>th</sup> - 5 days

34 days x 6 hours per day x 18.62 bill rate = \$3,798.48 times two officers = \$7,596.96

The cost of the rear gate addition and the changes to the main gates providing panic hardware:

Break down as follows:

AST

Will provide electronic equipment, door contacts, audible alarms, network integration, speakers and readers as well as install/design labor

Weatherproof enclosures	1000
3 way audible IP speakers	3000
Conduit	2000
CAT 5 Cable	1000
POE Switches	1000
S2 switchgear	1200
Network Switch	3000
Proximity switches	500
System engineering	700
2 readers	1200
Labor for integration	2500

Total                      \$17,100

Silvestri

Install 2 5' panic gates. Include removal of 17' of existing fence at each location, terminating existing fence and installing required "pool code" aluminum double slat gate and surround panels complete with terminal poles and hardware.

Quoted price \$11,980.00

So total of both items required: **\$29,080**

**RECAP:**

<b>Security Guards</b>	<b>7,596.96</b>
<b>Main Gate Hardware</b>	<b>17,100.00</b>
<b>Rear Gate Addition</b>	<b><u>11,980.00</u></b>
<b>Total Request</b>	<b>36,676.96</b>

## TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR 2012 - 2013 DEPARTMENT Public Works DATE 5/13/13

<b>FROM:</b>	<u>Account</u> <b>01515-4025 CONTRACTUAL SERVICES</b>	<u>Amount</u> <b>(55,000.00)</b>	USE NEGATIVE AMOUNT ↓
	<b>01500-5081 CAPITAL ROAD IMPROVEMENT</b>	<b>(30,000.00)</b>	

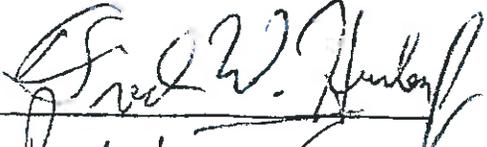
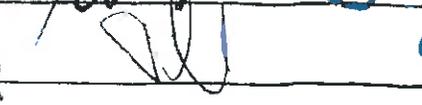
<b>TO:</b>	<u>Account</u> <b>01650-4060 CONTRACTUAL SERVICES</b>	<u>Amount</u> <b>16,300.00</b>
	<b>01650-2014 BUILDING MAINTENANCE</b>	<b>5,300.00</b>
	<b>01650-2017 FUEL OIL</b>	<b>26,900.00</b>
	<b>01650-2018 ELECTRICITY</b>	<b>22,000.00</b>
	<b>01650-4001 CONTRACTUAL CUSTODIAN</b>	<b>14,500.00</b>

**REASON:**

This overall transfer is the one discussed during the budget preparation process that the Finance Director indicated was going to be necessary because of a number of operational and budget control changes that all occurred after we were already into the current fiscal year. We took over payment of other department utilities but we did not get additional budget. The source accounts have been reviewed and transfers will not seriously impair any ongoing projects. the largest source account is in fact actual surplus due to an operation change.

Although most of the shortages have been calculated as a result of noted handling changes, there have also been some very large system failures requiring immediate and expensive repair. One electrical circuit system repair exceeded \$10K just for the breaker

**AUTHORIZATION:**

<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD		date: <u>5/20/13</u>
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR		<u>5/20/13</u>
<input checked="" type="checkbox"/> (3) SELECTMAN		
(4) BOARD OF SELECTMEN		
<input checked="" type="checkbox"/> (5) BOARD OF FINANCE		<u>6/10/13</u>
(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)

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

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

FISCAL YEAR 2012 - 2013 DEPARTMENT Public Works DATE 5/13/13

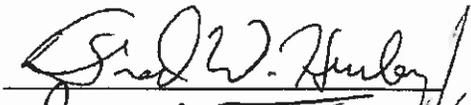
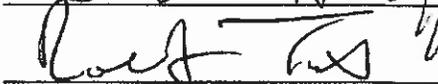
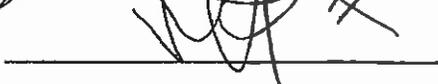
FROM:	<u>Account</u>	<u>Amount</u>	
	01500-1003 PAYROLL	(140,000.00)	USE NEGATIVE AMOUNT ↓ ↓
	01510-2032 SALT	(42,200.00)	
	01500-2029 PRIVATE ROADS/RECONSTRUCTION	(10,000.00)	
	01500-5080 CAPITAL	(8,500.00)	
	01500-4065 CONTRACTUAL - ROADSIDE	(25,000.00)	
	01510-4060 CONTRACTUAL SERVICES	(21,100.00)	
	01500-5081 CAPITAL ROAD IMPROVEMENT	(29,845.00)	

TO:	<u>Account</u>	<u>Amount</u>
	01500-3050 REPAIRS	175,700.00
	01500-1004 OVERTIME	40,000.00
	01500-4060 CONT. TREE REMOVAL	60,945.00

The source accounts have been reviewed for existing or potential impacts through the end of this fiscal year. None of these transfers will stop or overly impair any specific projects that are currently active. The payroll surplus for example, was only available because of the large number of employees that were out on workman's comp., disability or retired and there was a delay in filling those positions. The salt and capital accounts were simple surpluses and the other accounts are modifications in operation that we can absorb internally. For example we will sweep more roads, or clean more basins, than otherwise would have been handled by outside contractor.

**REASON:** The needs in the receiving accounts are pretty straight forward. Overtime and contractual tree are directly related to storms and our 25% share of the cost that is not reimbursed by FEMA. The repairs are reflective of the additional demands on all types of vehicles and equipment from the storms and increased operational needs resulting from last December

**AUTHORIZATION:**

(1) DEPARTMENT HEAD		date: <u>5/08/13</u>
(2) FINANCE DIRECTOR		<u>5/22/13</u>
(3) SELECTMAN		
(4) BOARD OF SELECTMEN		<u>5/13/13</u>
(5) BOARD OF FINANCE		<u>6/10/13</u>
(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  
APPROPRIATION (BUDGET) TRANSFER REQUEST**

**FISCAL YEAR** 2012 - 2013      **DEPARTMENT** Finance      **DATE** 5/14/13

	<u>Account</u>	<u>Amount</u>	
<b>FROM:</b>	<b>01580-2001 PRINCIPAL</b>	<b>(549,900.00)</b>	USE NEGATIVE AMOUNT
	.		
	.		
	.		
	.		
	.		
	.		
<b>TO:</b>	<b>01580-2002 INTEREST</b>	<b>549,900.00</b>	USE POSITIVE AMOUNT
	.		
	.		
	.		
	.		

**REASON:** CHANGE BETWEEN PRINCIPAL AND INTEREST DUE TO REFINANCING

**AUTHORIZATION:** \_\_\_\_\_ date: \_\_\_\_\_

(1) DEPARTMENT HEAD \_\_\_\_\_ N/A

(2) FINANCE DIRECTOR \_\_\_\_\_ *Robert Tatt* 5/14/13

(3) SELECTMAN \_\_\_\_\_ *James O. [Signature]*

(4) BOARD OF SELECTMEN \_\_\_\_\_ *E.P. [Signature]*

(5) BOARD OF FINANCE \_\_\_\_\_ *[Signature]* 5-10-13

(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) & (8) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF