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TOWN OF NEWTOWN
LEGISLATIVE COUNCIL

TOWN OF NEWTOWN LEGISLATIVE COUNCIL MEETING
WEDNESDAY, MARCH 23, 2016
NEWTOWN MUNICIPAL CENTER, NEWTOWN, CT

PRESENT: George Ferguson, Dan Wiedemann, Chris Eide, Neil Chaudhary, Judit DeStefano, Ryan Knapp, Paul Lundquist, Mary Ann Jacob, Dan Amaral, Tony Filiato, Phil Carroll, and Dan Honan.

ALSO PRESENT: First Selectman Pat Llodra, Director of Finance Bob Tait, Public Works Director Fred Hurley, Economic Development Coordinator Betsy Paynter, Grants Coordinator Christal Prezler, Representative from Tractor Supply, 14 Public, 2 Press.

CALL TO ORDER: Ms. Jacob called the meeting to order with the Pledge of Allegiance at 8:20pm.

VOTER COMMENT: None

MINUTES: MR. HONAN MOTIONED TO APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 17, 2016. SECOND BY MR. CARROLL. MR. HONAN WAS NOT PREPARED WITH HIS RECOMMENDED ADDITIONS. MOTION WAS WITHDRAWN. MR. FERGUSON MOTIONED APPROVE THE MINUTES OF THE RE MARCH 2, 2016. SECOND BY MR. CARROLL. ALL IN FAVOR. MR. FERGUSON MOTIONED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF MARCH 9, 2016. SECOND BY MR. CARROLL. ALL IN FAVOR

COMMUNICATIONS: Ms. Jacob received letters on the budget (Att), a grants update from Mrs. Llodra (Att) and budget documents from the subcommittees which are of part of the subcommittee minutes.

FIRST SELECTMAN'S REPORT: Mrs. Llodra spoke to the money remaining from the \$450,000 appropriation for the community center. (Att) There was \$450,000 appropriated from the GE grant for pre-construction services. There is \$260,000 remaining in the fund. Mr. Knapp thanked Mrs. Llodra and Mr. Tait for putting the info together and for the transparency. Mrs. Llodra thanked Mr. Knapp for asking as they don't always know what the misinformation is. The report shows how much was spent and for what purpose.

Rec'd. for Record 3.29.2016
Town Clerk of Newtown 8:30am
Debbie Aurelia Halstead

LEGISLATIVE COUNCIL

NEW BUSINESS:

WATER RATE INCREASE, FAIRFIELD HILLS: MR. LUNDQUIST MOTIONED TO APPROVE THE WATER RATE INCREASE AS DESCRIBED IN PREVIOUS MEETINGS ACCORDING TO THE SUPPORTING DOCUMENTS IN THE RECORDS. SECOND BY MR. CHAUDHARY.

Mr. Hurley stated the increase is necessary for increased costs. He explained the costs go back to 2009 when the state department of health made enormous capital infrastructure requirements. The amount was 1.4 million plus an additional \$300,000. The funds were covered by the water and sewer budget by the sewer side loaning the water side the money. The water account needs to pay back the sewer account because they are not the same user. The sewer side is for all users in town, whereas the water is only for users in Fairfield Hills. At the current revenue levels it will never be paid back. Nunnawauk Meadows is a special class and Mr. Hurley suggested adjusting the implementation schedule of the increase for them. Their rates are 50% of current rates.

Mr. Filiato asked Mr. Hurley what he would recommend for Nunnawauk Meadows. Mr. Hurley suggested adjusting the timing of their increase as they are currently in the middle of their budget year. They are subsidized housing and they have had subsidized rates from the beginning. He noted if they raised the revenue to the level necessary to cover all operating and capital expenses, and meet depreciation schedules, they'd would need a 54% increase. With the rate increase, in 3 years they will have enough to pay for operating expenses, interest on the loan and can begin repaying the principal of the loan.

Mr. Lundquist asked what percentage of revenue is from Nunnawauk. Mr. Hurley said 9.4%.

Mr. Chaudhary asked if Nunnawauk rates were frozen, how it would impact repaying the loan. Mr. Hurley stated the state had a flat rate but acknowledged rates increases were needed. It would not be the end of the world if they are on a different schedule from the other users.

Mr. Knapp asked about the single residents and if they could be on a different rate schedule.

Mr. Hurley stated the 6 houses account for .07%. He explained the council has the authority to set whatever rates they choose.

Mr. Ferguson asked if the 27% increase were phased in over 9 years, if that would work and if this were implemented would it give residents time to consider putting in their own well. Mr. Hurley responded maybe to question one and added wells are not easy to drill in the area due to the fine soil. The state drilled 25+ wells in the area and only 2 were good. He does not think it's a good option. He stated at some point the loan must be repaid. There are also future anticipated capital costs for the replacement of water and sewer lines at Fairfield Hills.

Mr. Filiato asked if it would be helpful to have different classes for users and some higher rates.

Mr. Hurley stated the agreement with the state is we have commercially acceptable rates. If we charge the state more money, they would see it as not fair unless the town was also increased.

Mr. Amaral asked if the Nunnawauk increase could be 4.5%. Mr. Hurley noted they're already at half.

Mr. Honan asked about the water at the municipal center. Mr. Hurley explained the fire hydrants were flushed and it disturbed the iron pipes. The water was fine it was just discolored. Mr. Honan asked if we could sell the water system. Mr. Hurley stated it is possible and Aquarion could be interested in the future.

Mr. Knapp would like to see different rates for commercial and residential and will likely not support this in anticipation of revisiting an alternate set of rates that differentiates residential and commercial users.

LEGISLATIVE COUNCIL

MR. LUNDQUIST AMENDED THE MOTION TO ALLOW THE WATER & SEWER AUTHORITY THE DISCRETION TO DECIDE THE TIMING ON THE IMPLEMENTATION OF THE INCREASE AND NUNNAWALK MEADOWS BE CAPPED AT 13.5%. SECOND BY MR. CHAUDHARY.

Ms. Jacob reminded everyone this has been put off for a long time and there is loan that has to be repaid and they have an obligation to collect from the users.

Ms. DeStefano stated utilities go up and this increase doesn't seem exorbitant. She feels Nunnawauk is an exception. Possibly do incremental increases to lessen the impact.

Mr. Carroll noted this can be revisited and rates increased in the future.

MOTIONED CARRIED. 11 YES, 1 NO (Mr. Knapp) (Att)

TAX INCENTIVE, TRACTOR SUPPLY: Mrs. Paynter addressed the application for a tax incentive plan by Tractor Supply, details of the development and community impact. It will create 14 jobs. Mr. Thompson (Economic Development Commission) noted Tractor Supply is known as a community oriented company and specifically looks for areas like ours. He thinks they are a good fit, a company we would like to see in town.

Mr. Ferguson asked at what point in the process was the application presented/discussed. Mrs. Paynter stated she had a conversation with the developer when they were looking at the site. They had multiple sites on their list so she discussed the issue with them early in the process.

MR. LUNDQUIST MOTIONED TO APPROVE THE TAX INCENTIVE PLAN FOR TRACTOR SUPPLY OF 54% TAX ABATEMENT OVER 3 YEARS. SECOND BY MR. CARROLL.

Mr. Knapp asked for clarification on the 1.25 multiplier. He was under the impression the statutory limitation is 45. Mrs. Paynter explained it's for personal property above development costs, anything itemized the assessor would tax them on later as personal property. There is about \$350,000 in personal property items.

Mr. Chaudhary stated he recently attended a CCM seminar and he learned generally municipalities apply the incentive much too broadly and do not reap the benefits they could have. He thinks this is the exact situation this tool should be used. He would like future discussion on tax incentives.

Ms. Jacob stated she already had planned on a broader discussion in the future.

Mr. Filiato asked if the traffic situation had been looked at. Mrs. Paynter stated that will happen with P&Z. If a traffic light were needed, the developer would take care of it. ALL IN FAVOR. (Att)

2016-2017 Board of Education and Board of Selectman Budgets including committee recommendations:

Ms. Jacob explained the budget has come to them from the Board of Finance with \$350,001 in reductions. It requires a super majority vote from the Council to reinstate any reductions. The council must vote on the budget at the April 6th meeting. They will discuss who they would like to invite to the March 30th meeting. Security will have to be discussed in executive session.

Mrs. Llodra and Mr. Tait discussed the bond premium associated with the recent general obligation bonds and addressing budget pressures while respecting the spending plans and reduce taxation.

Mr. Tait explained as a result of the \$12,000,000 bond sale on 3/15/2016 the Town received a bond premium which is typically recorded in general fund revenue. A bond premium results because the stated interest rate on the bonds is different than the market interest rate. The premium last week was high. The last premium received 3 years ago was \$56,000. We do not budget for bond premium because it is a onetime revenue item.

LEGISLATIVE COUNCIL

They are proposing the bond premium be recorded in the capital non-recurring fund and be applied to capital items in the 2016/17 budget that exceed the budgeted amount in 2015/16. In other words the budget could be reduced by those capital items and those capital items could be purchased by the bond premium in the capital non-recurring fund. For example, in the Board of Ed budget there is a larger request for IT equipment to catch up. This is perfect item to pull out and put into capital non-recurring. This cannot be used for operational costs. It has to be a onetime capital item that does not interfere with the spending plan but does reduce taxes.

Mr. Eide asked for clarification on where the premium would usually go. Mr. Tait explained it goes into the revenue account. If there are more revenues than expenses, the balance would go into the fund balance the end of the year.

Mr. Wiedemann asked if this would have any effect on current or future capital non-recurring balance. Mr. Tait stated this is not a typical non-recurring action. This is a way to add the premium to capital non-recurring fund to help offset the 16-17 budget with capital items that exceed the 15/16 budget amount.

Ms. Jacob clarified what is currently in the capital non-recurring fund are assigned items that were planned for year after year. The premium is extra money we are adding and assigning for specific things being pulled from the 16-17 budget.

Mrs. Llodra explained if the premium is going to be used for capital it has to go into an account that is relevant to those expenditures. This allows us to use the funds for identified items while reducing the spending plan and taxation.

Mr. Lundquist asked if we are capped at \$450,000. Mr. Tait said we can find more one time capital items.

Mr. Knapp asked if the alternative is it would go into revenue and offset taxes for next year's budget. Mr. Tait explained if it were in general fund revenue, it would go into the fund balance at fiscal year-end and stay there or put it in capital non-recurring which is a multiyear fund. It stays there until needed.

Mr. Tait said the items proposed are what he could identify. We can look for more. Ms. Jacob asked Dr. Erardi and Mr. Alexander to look for more capital items in their budget and report back.

Mr. Tait shared what the 16/17 mill rate will be if we implement this and reduce by \$450,000.

Mr. Knapp expressed concern regarding the policy of increasing roads by \$250,000. Mr. Tait explained this year it is 1.5 million. Next year it will be 1.5 million plus \$250,000 from capital non-recurring. In 17-18 it will be 1.75 million and in 18-19 it will be 2 million.

Mr. Chaudhary asked Mr. Tait what budget starting point he used to deduct the \$450,000 from for the mill rate. Mr. Tait stated the Board of Finance recommended budget.

Mr. Lundquist clarified the \$450,000 is illustrative and conceptual and there will be additions to get as close to the \$519,000 as possible.

Mr. Knapp requested of Dr. Erardi and Mr. Alexander if they have capital items, could they speak to the 17-18 budget and what those same line items would like to make sure they won't have any double jumps. (Att)

Education Sub-Committee: Mr. Chaudhary reports they are recommending a \$57,000 reduction to transportation in the Board of Ed budget bringing the total Board of Finance reductions to \$407,001.

LEGISLATIVE COUNCIL

Finance & Administration Sub-Committee: Mr. Ferguson reports they are recommending reducing the Fairfield Hills Authority budget line by \$30,916 to zero. They are recommending the council look more closely at the various capital expenditures proposed in IT. They would like to invite the IT director to the council. They are recommending reducing Legal Fees by \$15,000 and SHOP sidewalk maintenance by \$3,000.

Municipal Ops: Mr. Wiedemann reports they are recommending reducing Road Improvement by \$125,000, Truck Repair for the Fire Dept. by \$5,000, Salaries & Wages for Technology by \$5,000, and 2 SSO's for \$63,900-one SSO at the high school and one SSO at Sandy Hook School.

Ms. Jacob listed invitees for the next meeting: Security, Police Commission, Mark Pompano, Chief Viadero, Transportation, IT and SHOP. Mr. Knapp asked for an update on a \$30,000 transfer for IT.

GRANTS:

Neglected Cemetery Account Grant Program: MR. LUNDQUIST MOTIONED TO APPROVE A RESOLUTION TO ACCEPT THE NEGLECTED CEMETARY ACCOUNT GRANT PROGRAM. SECOND BY MR. FERGUSON. Mrs. Preszler explained there are 3 separate grants which are going through the same process. They have the capacity to apply for, administer and manage the projects. The grant for Bradley Cemetery will allow for some cleanup work. ALL IN FAVOR.

MR. LUNDQUIST MOTIONED TO ACCEPT THE RESOLUTION FOR A SPECIAL APPROPRIATION TOTALING \$1,380 FOR THE CLEANUP OF BRADLEY CEMETERY. THIS SPECIAL APPROPRIATION IS TO BE FINANCED BY A GRANT AWARD FOR NEGLECTED CEMETERIES FROM CONNECTICUT'S OFFICE OF POLICY MANAGEMENT FOR \$1,380. SECOND BY MR. WIEDEMAN. ALL IN FAVOR. MR. LUNDQUIST MOVED TO WAIVE THE FULL READING OF THE RESOLUTION. SEOND BY MR. FERGUSON. ALL IN FAVOR.

Fairfield Hills Streetscape: MR. LUNDQUIST MOVED TO APPROVE THE RESOLUTION TO ACCEPT THE STEAP GRANT FOR INFRASTRUCTURE AND STREETScape AT FAIRFIELD HILLS CAMPUS. SECOND BY MR. FERGUSON. Mrs. Preszler stated this refers to the streetscape which includes sidewalks, lighting, paving, and safety fencing with focus on the entryway.

Mr. Knapp stated he has no problem with Newtown applying for or accepting these grants because if not us, someone else will. He congratulates our town for applying for and receiving these grants. Great job! He would rather the dollars we give the state come back to benefit our community.

However he does take issue with the state giving with one hand and taking away with the other. Pat mentioned Manufacturing Machinery and Equipment tax exemptions that the state decided to no longer reimburse as an example of declining municipal aid. The Board of Education notes on page 191 of their budget book the State is not reimbursing Special Education at 100%, rather we expect it to be 75%. He worries about leadership in Hartford that priorities sidewalk funding over special education reimbursement."

ALL IN FAVOR

LEGISLATIVE COUNCIL

MR. LUNDQUIST MOVED TO APPROVE THE RESOLUTION FOR A SPECIAL APPROPRIATION TOTALING \$500,000 FOR THE DESIGN AND CONSTRUCTION OF THE FAIRFIELD HILLS STREETScape PROJECT. THIS SPECIAL APPROPRIATION IS TO BE FINANCED BY A STEAP GRANT AWARD OF \$500,000 FROM THE DEPARTMENT OF ECONOMIC COMMUNITY DEVELOPMENT. HE FURTHER MOVED TO WAIVE THE FULL READING OF THE RESOLUTION. SECOND BY MR. CHAUDHARY. ALL IN FAVOR.

Sidewalks: MR. LUNDQUIST MOVED TO APPROVE A RESOLUTION TO ACCEPT A CONNECTICUT TRANSPORTATION ENHANCEMENT PROGRAM GRANT. SECOND BY MR. CARROLL. Mrs. Preszler reports this is for the design and construction of sidewalks from Glover Ave., down Route 25 to Walgreens, and down Wasserman Way to Reed School. It is a section of the existing sidewalk plan. Mr. Knapp asked if sidewalks would be up against the road and if there are any right of way issues. Mrs. Preszler stated the state requires a snow shelf, a strip of grass. The design consultant will look at easements along the path. ALL IN FAVOR.

MR. LUNDQUIST MOVED TO ACCEPT THE RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$904,000 FOR THE PLANNING, DESIGN, ENGINEERING, AND CONSTRUCTION OF PEDESTRIAN SIDEWALK IMPROVEMENTS PROJECT AND AUTHORIZING THE ISSUANCE OF \$150,000 BONDS (CALCULATED AS \$904,000 MINUS \$723,200 IN STATE AND FEDERAL GRANTS MINUS \$30,800 IN LOCAL SOURCES) OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE. SECOND BY MR. CARROLL. MR. LUNDQUIST MOVED TO WAIVE THE READING OF THE FULL RESOLUTION. SECOND BY MR. CHAUDHARY. ALL IN FAVOR. Mrs. Llodra stated the \$150,000 in bonds comes from the CIP. There was \$250,000 in the CIP. Some of the fund was used to complete sidewalk from flagpole to The Bee. The sidewalk was privately funded but there were increased costs of \$80,000 due to state requirements calling for a retaining wall. ALL IN FAVOR.
(Att)

Edmund Town Hall Resolution: MR. LUNDQUIST MOVED TO APPROVE A RESOLUTION AMENDING A RESOLUTION PROVIDING FOR SPECIAL APPROPRIATION IN THE AMOUNT OF \$300,000 FOR THE PLANNING, DESIGN, AND CONSTRUCTION OF IMPROVEMENTS TO THE EDMOND TOWN HALL BUILDING AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM (2015-16 TO 2019-2020) AND AUTHORIZING THE ISSUANCE OF \$300,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE. SECOND BY MR. CHAUDHARY. MR. LUNDQUIST MOVED TO WAIVE THE FULL READING OF THE RESOLUTION. ALL IN FAVOR.

Mrs. Llodra explained the bids for the boiler project came in higher than anticipated. The cost drivers are abatement and structural challenges of the old building. If we don't do this and the boiler fails we have to close the building. We limped through the winter. Mr. Knapp asked if this will affect debt service. Mr. Tait stated it would not. There was money in the CIP designated for open space that was not used. Mr. Carroll asked if there were estimates prior to budgeting for it. Mr. Tait explained the past Board of Managers chair had gotten estimates. The Board of Managers asked for \$300,000 based on the estimates. Mr. Knapp asked about the process of the work. Mrs. Llodra stated it will be administered by Public Building & Site. ALL IN FAVOR. (Att)

LEGISLATIVE COUNCIL

Mrs. Llodra believes the \$904,000 for the sidewalks needs to go to a town meeting even though there is only \$150,000 in bonds. She is suggesting the Council send it to the Board of Selectmen. Ms. Jacob will add the item to the next agenda. Mrs. Llodra will check with bond counsel.

Transfer: MR. LUNDQUIST MOVED TO APPROVE TRANSFERRING \$5,895 FROM CONTINGENCY TO ADVERTISING. SECOND BY MR. FERGUSON. Mr. Tait explained the transfer is for legal notices and he shared an update on the contingency account. ALL IN FAVOR. (Att)

Senior Tax Relief: Mr. Knapp explained with the charter mandated ordinance process there was little time to do enough research to make changes this year. There is not a lot of data such as income, age, and turnover in the program. The committee is recommending retaining the current language and numbers and be allowed to work on the document and ideas including those presented by the public now that they have more time.

MR. FERGUSON MOTIONED TO APPROVE THIS YEARS LEVELS AND RE-CHARGE THE ORDINANCE COMMITTEE TO DO FURTHER RESEARCH. SECOND BY MR. CHAUDHARY. Mr. Lundquist stated he supports this ordinance and has concern for those in need. He is also concerned if we are allowing tax breaks for people with \$1.25 million in assets, a home up to \$600,000 value, and no requirement for full time residency. There are people in need who are not seniors and are in essence helping to support seniors who may not be in need at all. Mr. Chaudhary noted the seniors in the program have an income under \$70,000 and would be drawing from a nest egg. Mr. Lundquist agreed it is an important piece, but we still need to address the issue. Mr. Knapp stated regarding the home value, they would be paying \$10,000 or more a year in property taxes. With an \$800 abatement they are still contributing to our revenue. With 3 different methods of restrictions, there are some checks and balances. Assets is money someone earned their entire life, he doesn't want to punish those who saved. Assets are not just a savings account. There are 19 lines of requested information. Ms. Jacob noted the lack of information and time is one reason the committee wants to work on this more, so they can consider more robust changes that could address some of the concerns. Ms. DeStefano noted they will be looking at the qualifiers and she is interested in looking at formulating the collection of data so we are not in the same position next year. She has also reached out to CCM for research on other towns. Mr. Chaudhry thought the rates for this application cycle were approved in July in 2015 and we do not need to approve the numbers now. Approval for next year would then be done this coming July. Mr. Knapp will research. MOTION WITHDRAWN. MR. FERGUSON MOTIONED TO RECHARGE THE ORDINANCE COMMITTEE WITH THE WORK TO DO FURTHER ANALYSIS ON THE SENIOR TAX RELIEF ORDINANCE RESEARCH. SECOND BY MR. CHAUDHARY. ALL IN FAVOR.

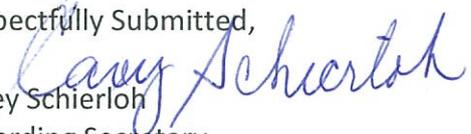
VOTER COMMENT: Laura Terry, 64 Robin Hill, stated she would like to see the council discuss failed motions from sub-committees. She agrees with Mr. Lundquist regarding senior tax relief, and has concerns about the amount of money in the program, non-seniors who are struggling, income levels, and fraud.

ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business the meeting was adjourned at 10:45

LEGISLATIVE COUNCIL

Respectfully Submitted,


Carey Schierloh
Recording Secretary

Attachments: Voter Emails, Grants Update, Update on Community Center Expenditures, Water Rate Increase Documents, Tractor Supply Tax Incentive Documents, Bond Premium Proposed Application, Neglected Cemetery Grant, STEAP Grant Fairfield Hills Streetscape, DOT Transportation Enhancement Grant, Resolution on Sidewalks, Resolution on Edmond Town Hall, Transfer, Contingency Account Update.

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.

Thank you for your email Natalie. I have copied out clerk so it is metered as part of the record.

Mary Ann

On Mar 7, 2016, at 10:22 PM, Natalie Cowley wrote:

Respectfully request no further budget cuts. The school system has put together some excellent programming. The cost of this programming is a worthwhile investment that will benefit *all* constituents, current and future.

Many families choose to live Newtown, despite the high property taxes, because the schools have a reputation for excellence. Let's trust the schools to tell us what they need to keep that reputation.

Thank you for your service, time and consideration.

Hi Dawn,

Thank you for your email. The BOF has reduced the education budget by \$350K. The council will take up the budget beginning tomorrow evening and continue through the first Wednesday in April. The rules allow the council to add money back with a super majority of eight votes. I have copied our clerk so email is part of the record.

Sincerely,
Mary Ann Jacob

Dear Members of The Legislative Council,

Below is a letter that I submitted to the Board of Finance on 2/18 expressing my concern as a parent about cuts to the proposed education budget for next academic year. I understand that the BOF has proposed cutting the budget by 350k and that your team is charged with deciding whether this is the right number or if there should be more or less cut from the budget.

LEGISLATIVE COUNCIL

My understanding through correspondence from our HOM PTA is that Dr. Erardi felt that if the original proposed budget was cut at all, we could see reductions in staff and/or programming next year.

I urge you NOT to accept this proposed 350k cut. I realize that increasing the budget above and beyond what was proposed to the BOF may be unrealistic but what was originally proposed seemed like a fair number. 350k less (or more) is not.

Thank you for your time,

Dawn Briggs
19 Poor House Road

Dear Board of Finance Members,

I am writing to urge you to send the school budget as approved by the Board of Education to referendum without any further reductions. From what I understand, the current budget is at a minimum level and that, if lowered, services and staff could be negatively impacted. As the mother of a current 4th grader at HOM who experienced a class size of 25+ in third grade last year, I can tell you first hand that it was a difficult year for both the teachers at that level and the students. I was grateful to see the issue rectified in this academic year but fear for those children who could have a similar experience if we have further reductions. I personally believe that the current budget is fair and would have a solid chance of being passed by the community at this level. I know that I will vote for it and encourage my peer group to do so as well.

Thank you for your time and for everything you do for Newtown.

Thank you Aaron. I'll ask the clerk to make your comments part of the record. The invite to you and other BOF members was specifically to hear the presentation on our self funded health insurance program by the experts who advise us as a town. I hope you are able to watch the tape so you have more detailed information on how the contributions are calculated.

Sincerely,
Mary Ann

On Mar 9, 2016, at 2:00 PM, Aaron Carlson <aaron4newtown@gmail.com> wrote:

Dear Legislative Council Members –

Unfortunately, I will be unable to attend tonight's meeting in which our Board of Finance Chairman, Mr. Gaston, has extended our Board Members an invite for presentation of the Newtown Education and Municipal budgets that have been approved by the Board of Finance. With that said, I am writing to share my personal thoughts which are mine alone and do not necessarily represent the Board of Finance as a whole.

I fully support both the Education and the Municipal Budgets presented to you by the Board of Finance.

In the respective budgets, I believe that our planning process has resulted in a successful representation of both the budget owner's needs and services necessary to support their function as well as a bi-

LEGISLATIVE COUNCIL

partisan review by our town's financial advisory team, the Board of Finance. I have personally reviewed hundreds of budgets and financial forecasts throughout my career and I have found that our Newtown function leaders have been truly diligent in producing comprehensive budgets. From a financial review perspective, I believe that our Board of Finance has approved a very balanced budget while considering the 2 most direct concerns from our community members; which are necessary education support and bearing an annual tax burden. The outcome includes a compromise of different ideologies within our Board, which I do regard as a sound representation of our town demographics. The final result (as of 3/3/16) is an effective tax rate of 2.34% for our community members, which I support as a fiscally responsible proposal especially considering very flat budgets in most recent years.

With proper support from our Community leaders, including myself, these budgets will pass at referendum if we are educating and communicating appropriately with constituents.

Ultimately, I appreciate that the LC still has to complete their due diligence in this last phase of the budget and I will continue to fully support changes that your team recognizes as long as they are fiscally justified without impacting programming, class size, and mental health. In looking ahead to the 2017-2018 budget, I would caution that potential cuts in the 2016-2017 fiscal year could have a very damaging effect on an even more challenging subsequent year. A primary example would be an area like technology spend on the Education side. With the fast-pace nature of the technology environment, the current obsolescence schedule, and the outlook for expenses in 2017-2018; we could put Newtown resources in a seriously limiting position quickly. Overall in 2017-2018, we can already expect our Budget to face challenges with an increase in Technology spend timing (\$0.3MM increase in obsolete equipment replacements), fixed contracts already locked, Debt Service increase of \$0.3MM, potential Special Education trend continuance \$0.5MM annually (80% increase over 9 years), as well as a fair assumption that fuel costs will be rebounding from an exceptionally low position today.

On the flip side, I personally won't champion a budget with reductions on the basis of hypothetical expectations of the upcoming referendum. I appreciate the concern of passing a referendum and support responsible adjustments which are rationalized based on factual opportunities; however I cannot support adjustments without basis. I understand that historical referendum results are a point of reference. But I also know that the community is in a different place in 2016. For one, I did not vote in April of 2013, nor was the budget anywhere close to a priority in my life as with many others. My neighbor didn't live in Newtown and I am sure a lot of other resident changes have occurred over 3 years. Newtown has a new Superintendent and education strategy. Lastly, our democratic process exists for a reason and just like with elections, referendums are a regular process to let the voice of the community be heard and outcomes do change.

Thank you in advance.

Kindly,

Aaron Carlson

Newtown Board of Finance

LEGISLATIVE COUNCIL

Dear Legislative Council:

It has come to my attention that you are considering budget cuts for security for our schools.

I currently have 3 children attending Newtown schools: a kindergartener and 4th grader at SHS and a 6th grader at Reed.

I would like to stress that I do NOT want the security budget to be reduced, especially with the opening of the new school.

Regards,
Carrie Battaglia

Dear Members of the Legislative Council,

Unfortunately, I am unable to attend the meeting tomorrow night, but wish to add my voice to the conversation.

I am a stakeholder here in Newtown in three ways. I have been a teacher at NHS for 11 years, own a home and pay taxes in Sandy Hook, and have a daughter in Kindergarten at SHS. There are many things that concern me about this year's budget deliberations. I am writing to implore you to send the budget to the voters without further cuts and to let the people decide where education and municipal funding should go in the future.

As a teacher, I have seen numerous budget cuts, layoffs, furlough days, increases in health care expenses, and low morale. Though parents and administrators are supportive and grateful for what teachers do, this has been a double-edged sword. It has often seemed that our town boards believe that we can keep cutting and keep asking more and that the teachers in our district are so wonderful that they will be able to continue doing more with less. So far, this has generally been true, but the years and years of low (even zero) budget increases are starting to take their toll. While we recognize declining enrollment, it appears that, with Dr. Erardi's guidance, the BOE has addressed this very well in recent budget seasons. At the high school, I can say that class sizes in many subjects have been too large for many years. Though the overall average may not seem too bad, when there are 26 students in an Honors senior film class (as I have experienced many times), the grading load for the teachers in that class is untenable. It cannot be sustained with the efficacy and focus on student progress necessary for a quality education.

As a parent, I have seen firsthand the dedication and success of the staff at Sandy Hook. Despite everything they have gone through, they continue to provide the highest level of professionalism and academic expertise. I cannot believe how quickly my daughter has learned to read, to do math and write, not to mention the amazing science, art, music, PE, foreign language, computer science, social studies, and social-emotional progress she has made. I have volunteered many times in my daughter's kindergarten class, and while it is "small" (15 students) by many standards, it seems that this is a completely appropriate number of students to be served by both a regular teacher and a support professional. As a parent, I am also concerned about the focus on declining enrollment when, so far, the numbers provided to us in our most recent study have been inaccurate. It seems to me that we are just now reaching a place where we can catch our breath and try to make up for the past several years of disastrous cuts, and trying to use this as an excuse to cut further is both disingenuous and misleading.

In addition, as a Sandy Hook parent, I am particularly concerned about discussions about cutting SSOs in next year's town budget. I am, honestly, appalled that this would even be a question in the year that the new SHS opens, especially given the continuing harassment of 12/14 victims' families by fringe elements, and given the media attention this new building will bring. In a town where so many are still so emotionally traumatized by our tragedy, I cannot believe that we would consider removing SSOs in any building at this time.

Finally, as a taxpayer, I want to talk about my tax burden. It is cumbersome. It is larger than Southbury's. It is still less than Bethel's, Brookfield's, Ridgefield's, or Monroe's for a house valued similarly to mine. Families looking to settle in Newtown and bring our home values up may choose, as I did, to buy here because the tax burden was comparable to other towns and the education was excellent. When I hear the same people in this town complaining about both the quality of town services (the roads, the schools, etc.) and the high taxes at the same time, it strikes me as hysterically funny and depressingly sad.

LEGISLATIVE COUNCIL

We pay for services. And even if I did not have children in the public school system, I would happily pay for even those services anyway because I believe in an educated populace. When I think of how much an increase in my property taxes actually affects the finances of my family, it is again depressingly humorous. My family is willing to pay almost \$200 a month for cable television and internet. We pay \$150 a month for our cell phone service. These are things that are important to have in a connected society, but when families feel that these things are necessities, but that quality schools are not, there is something very wrong. I understand that I am lucky to have these things, but I also realize that many of us accept these expenses as part of modern life. The fact that we do so while at the same time railing against incremental increases to our taxes in order to provide even more necessary services is mind-boggling. The math just does not justify such a strong reaction against increases.

For the past several years, I have seen every board in this town buckle underneath the perceived weight of the RTC and the "no" voter. When the economy was very bad, I could understand this way of thinking, though I still did not agree with it. Now, though, the median income in Newtown is as strong as ever, especially as compared with surrounding towns, and the quality of the schools, while still quite good for now, is likely to start to deteriorate as an effect of these years of draconian cuts. When compared with other districts in our DRG, Newtown is in a very sad place. I feel that we should be embarrassed by the message this sends to prospective home-buyers. Now that the economy is swinging up again (and our actual enrollment vs. projected seems to play this out as well), it is time to start investing in the schools again rather than aiming at some arbitrary number to present to the voter. As the recent Legislative Council education subcommittee meetings have shown, there has been a careful examination of every line item in the education budget, and a thorough explanation by Dr. Erardi of what those lines represent. The budget has been, frankly, nitpicked, by both the BOF and LC subcommittee. Dr. Erardi has made a good faith effort to bring various stakeholders together, to keep everyone apprised of the state of the process at all times, and to provide great amounts of transparency, accessibility, and accountability by his office and the BOE. I am encouraged by his efforts and hopeful that this year we might start to see a turning of the tide back to support for education in this community.

I believe it is time to send the budget to the voters and see where our community stands on this issue now. If the town sends a strong negative message about this increase, then you can revisit it as is your duty as a representative. If not, however, maybe you will see that the time has come to change politics as usual in Newtown and really invest in our community, and especially our schools.

Thank you so much for reading and thank you so much for the hard work you do for Newtown!

Sincerely,
Jacqui Kaplan
Jacqui,

Thank you for your email. I can only speak for myself when I say I make decisions as a council member based on what I personally think is best for Newtown and that the voters are willing to support. I have to chuckle myself when I hear about the all-powerful RTC, it consists of only 50 residents, most just like you and me. I'm not sure what influence you think it wields as an organization, but I have never experienced it... I don't believe a majority of the council members even belong to it or attend the meetings. As chairman I do attend to answer questions about our meetings and would be happy to invite you as my guest to attend at any time.

I am proud we have for the last two years passed a budget on the first try for the first time in many, many years. They were budgets supported by all involved and the community agreed. I too am a parent, taxpayer and staff member at SHS and feel the full weight of those roles whenever I put on my council hat. We are fulfilling our charter mandated role to fully vet and review the budget. I am confident that when we are done the voters will once again support it as a fair and balanced budget. I too am fortunate enough that my family can afford to live here, but many families are not so fortunate and it's our duty to weigh all of voices alongside yours and try and deliver the fairest budget possible. I hope, when we get there, that you will agree.

I have copied our clerk so she can include your comments in our minutes.

Thank you again for your feedback, it is appreciated.

Mary Ann

LEGISLATIVE COUNCIL

Good evening,

I am writing this letter as a parent who happens to be a PTA President. I spend a lot of time in my son's school (Middle Gate). I see the things that can be better. I see the things that are missing that other school districts have. Like library books where our PTA must step up and purchase this basic necessity that the budget doesn't include anymore. We are seeing more and more things like that as time goes on. Things that should have and normally would have come out of the educational budget are not there anymore. PTA's must have more and more fundraisers to keep up with the demands of technology, providing for educational add-ons to support curriculums and basic necessities.

I believe that some people out there think this proposed budget is going to be a windfall for the schools. It is not. There are grants that are going away and those funds must be found elsewhere. There is too much healing yet to do in our community (ESPECIALLY with the children), to start cutting services. This budget needs to be approved exactly as it was submitted by Dr. Erardi. Not only to strive for the educational excellence we want for our children, but the services to help their emotional well-being. I don't know if people that are not active in the schools understand the levels of extra help and extra care that are needed in almost every classroom. When you add that to a classroom with too many students, it will be nearly impossible for students to learn and teachers to teach. Many classrooms are already crowded.

It is our collective responsibility as a community to see to it that we provide our students with the best education possible. This is not to keep up with what is happening in other towns just for the sake of saying "we have that too". These are things that are valuable for our students to thrive in an increasingly competitive world. As adults we see how far and how fast technology grows. We need to keep up or risk being left behind. Is this what you want for the next generation? To just be able to get by. Because if we don't provide our students with what they need today, these students as adults will have difficulty getting into college and getting employment. If they do get into a good college, they will be up against students that DID have what they needed to stay current in technology and education. Then they graduate and have to compete against those same students that were given the tools to get where they needed to be and now, they have huge student loans they cannot pay. What we decide in this budget has a direct impact on the future of these kids.

I have heard people speak at these public forums and say how their children went through the Newtown Schools and got into great colleges and are doing really well. They supported the budget year after year and now they don't want to. Really? Is that fair? So your children were given what they needed to succeed but students now don't deserve the same thing? That is not realistic or fair. I think we all agree there are ways to cut spending. However, doing it at the expense of our children and their (and our) futures isn't the answer.

When you look at the amount of any potential tax increase that might occur, we need to keep in mind, when the schools are talked about for excellence, high test scores and student success stories, that translates into higher property values. Sometimes you need to invest in your community now to reap the benefits later that will benefit ALL of the people. Please support Dr. Erardi's budget as submitted.

Thank you.

Sincerely,
Debbie DeBlasi

LEGISLATIVE COUNCIL

I am writing you because I'm unable to attend tonight's meeting.

> I want to thank you for doing your due diligence and asking the tough questions regarding both budgets this year. Although I haven't been to many meetings, I've been following the progress of this year's budget, and I have to say, I'm very distressed with the dialogue surrounding the education budget. We have hired Dr. Erardi to do a job yet it appears to me you have no faith that he can do that job. In my opinion, he has done nothing but construct a budget that will move our district forward, keep our kids competitive in an ever changing technological world while being ever mindful of the special needs our district faces in the wake of a horrible tragedy. He is a smart man who is VERY knowledgeable in his field. When he says there is nowhere else to make the cuts you think need to be made, he means it. Our children deserve a quality education and the chance to learn in an environment that uses the most up to date technology and learning tools.

> I am asking you to allow Dr. Erardi the chance to do his job, for you to understand what our children need to succeed and trust that Dr. Erardi has nothing but the best interest of our district and town at heart.

> Tracey Jaeger

> 3 Honey Lane

> Sandy Hook

Good morning,

I am resending this because Mary Ann told me that last night she got a version delivered with only the beginning (thank you Mary Ann). I've copied it below and attached as a document.

Regards,

Lynn Edwards

March 22, 2016

To the members of the Legislative Council:

Firstly, thank you for your service to our town. I truly do appreciate the large amount of time and effort you volunteer for all of us.

I would like to offer some opinions on a few of the current recommendations and discussions surrounding the budget. I have kept informed through video tapes of meetings and discussions with people who have been attending meetings.

At a bare minimum, I urge you to:

- Reinstatement of \$80,000 for health insurance costs to the BOE budget, which were reduced by the BOF. The BOF's recommended \$80,000 reduction to that item came before the employee medical records office examined the numbers and made the assessment that the BOE's request was justified. It appears completely unjustifiable for you, now with that knowledge and their recommendation, to fail to reinstate these funds. It is my understanding that Dr. Erardi has stated that he will not reduce the health insurance line item in the budget, which will mean that if these funds are not reinstated, the \$80,000 cut will have to come from somewhere else in the education budget. Where will it come from then? If you don't reinstate the funds, what services for students will be compromised because you failed to appropriately fund health insurance? Why would it be appropriate for you to maintain this cut of \$80,000 without justification?

- Reinstatement of \$51,000 for technology costs to the BOE budget, which were reduced by the BOF. Providing and maintaining adequate technology resources in our schools in today's information world is

LEGISLATIVE COUNCIL

vital to our all our students' education and our teachers' ability to maximize the success of our students. This cut was in addition to the technology department reduction of \$50K to the BOE budget and drastic cuts to technology funds in recent budgets.

- Reinstating 83,000 to the transportation budget. It is extremely frustrating to hear a member of the BOF make a recommendation for reduction in funds to transportation based on his own personal unqualified analysis of transportation routes, and even more frustrating to see that cut passed by the BOF. Without professional analysis, this cut is completely unjustifiable. An arbitrary percentage decrease recommendation which can't be justified shouldn't be passed.
- By the same token, do not cut the transportation budget an additional \$57,000, as your own LC subcommittee has now recommended. The claim that (paraphrased) "in the past we used to use fewer buses with similar numbers of students, so we should be able to cut buses now" (claimed in the absence of any professional analysis of routes) and then, further, to completely arbitrarily decide that the total cuts should equal the cost of 2 buses, are indefensible. If you cut these funds, and then it turns out that we actually are unable to cut 2 buses, then you've taken away another $\$83K + \$57K = \$140,000$ in services from our students. Where would that money come from? What services will be lost then? Or, if you approve these cuts and 2 fewer buses are indeed used next year, will bus routes take longer? My older children already get up at 5:55 am to get dressed and eat in a hurry to catch their bus to NHS and NMS. If fewer buses will have to make more stops, that means students will be getting on the buses even earlier in the morning. The first stops on some buses are already as early as 6:12 am. Do you believe it's appropriate for pickup times to be earlier than that? I hope you'll agree that is neither reasonable nor healthy for our children that routes start earlier and last longer than they already do. Any way you look at it, the transportation cuts can't be justified.

I urge you to reinstate the funds listed, and, further, to not make any additional cuts without specific justification and data to show costs will be lower than currently listed (for example, I agree with the \$133,800 cut to the BOE budget by the BOF because of reduced fuel/gas prices). I urge you to put forward a budget based on facts and recommendations by those most knowledgeable about each item – not based on your feelings about how high a number seems, or whether you think voters will or will not support an arbitrary percentage increase from last year. Let the voters decide whether they will support a budget that fully supports our district and our town. Let the voters decide.

Thank you for your consideration of my comments and opinions.

Respectfully,

Lynn Edwards
3 Sand Hill Road

I'm a parent of a kindergartener at Sandy Hook School. I just wanted to stress how important I feel the SSOs are, particularly with the new school opening in the fall. I worry about the safety of the students and staff, and especially THIS year, no one knows what to expect at SHS — or ANY of the Newtown schools — in terms of the safety challenges they will face. I hope you will not cut those SSO positions as an added measure to keep our children as safe as possible. Thank you for your time.
> Kris Schwartz

LEGISLATIVE COUNCIL

On Mar 23, 2016, at 6:09 PM, Barbara Wojcik wrote:

>
> To the Members of the Legislative Council,
> As a parent of a middle schooler, I am not in favor of the proposed cuts to the education budget recommended by the Board of Finance and Legislative Council's subcommittees. I ask that you uphold the education budget set forth by Dr. Erardi and the Board of Education and reject the proposed reductions. I am highly concerned that cuts to the school budget adversely affect our children's learning opportunities in an already lean environment. Reductions to programs, staff, technology, security or transportation work against the quality of our children's experience in our school district. Dr. Erardi and the Board of Education have my full confidence in determining what is in the best interest of our children's needs. Please support their school budget. Thank you.

Dear Legislative Council Members--

>
> With six children ages 1 to 13, my husband and I have many reasons to take interest in the educational decisions made by hired and elected town and school officials. We are concerned not only with how those decisions affect Newtown Public Schools today but for many years down the road as well. Our four children attending NMS, Reed and Hawley have experienced through their schools many wonderful opportunities that have enriched their minds and warmed their hearts toward education. We hope Newtown will continue to support the people and programs that have facilitated such a positive experience for our family thus far.
>
> That said, we are also tax-paying homeowners with a considerable number of mouths to feed, bodies to clothe, and a home to upkeep. Finding the budget that delivers what is needed to our schools without severely depleting what is needed in our homes is a delicate balance indeed.
>
> As you meet this evening to consider the budgets proposed thus far and continue deliberations, we ask that you please keep in mind the following:
>
> 1) I believe the security needs of NPS should be determined by those who deal with the security issues on a daily basis, that is the Superintendent and the Police Commissioner. Please, as representatives of the community, ask your questions of them both but if these leaders feel that what we have now is what is needed, do not demand that they make cuts in this area at this time. With the new Sandy Hook School scheduled to open its doors this fall, and the uncertainty that opening brings with it, I feel now is not the time to make cuts to security.
>
> 2) I do not pretend to understand thoroughly the intricacies of the town and school medical plans, but I do believe the Medical Benefits Board does. Having completed their due diligence, I would urge the LC to provide the BOE with the funds the Benefits Board anticipates is necessary.
>
> 3) I would like to see the LC--and all other elected boards for that matter--conduct themselves in a manner that unifies our town rather than divides it. I maintain faith that although we may not all agree on which path to pursue, we do all agree on wanting the best for our community. For that reason alone we should all continue discourse in a manner that shows respect towards one another. Because no one individual can know the intricacies of all the issues our town faces, we have many hired and elected individuals working together. As a member of the voting public, I will feel more confident in casting a "yay" vote for the budget if I see that the LC, the BOF and the BOE have demonstrated throughout the process respect toward all who participate--general public, hired individuals, elected officials--and have shown confidence in the many individuals whose specific knowledge has been relied upon to arrive at the budget that will ultimately be presented to our town for a vote.
>
> I look forward to the time when I can attend meetings in person but until such time, I am grateful for the effort made by so many in our town to provide minutes and recordings through the many different forms of media we are fortunate to have today. I truly appreciate the time that you spend serving our town and wish you the best in your deliberations tonight.
>
> Most sincerely,
> Nancy Hintze

LEGISLATIVE COUNCIL

Dear Legislative Council,

My name is Brian Trudeau and I am a Newtown resident. My address is 18 Old Castle Drive.

I will not be able to attend tonight's meeting. In lieu of attending, I am writing to appeal to your better collective judgment.

I am an advocate of maintaining financial responsibility but it should never be at the expense of the student base, especially not in our town. To do so would be a moral failure of every member who chooses cost cutting over our children's well-being.

For at least the next decade, every decision regarding our school district should to be through the prism of 12/14. When considering items like school security, no other factor should weigh heavier than what is necessary for the betterment of our students. These kids (and their parents) are and will remain in a fragile emotional state for years to come. To consider cuts that would jeopardize their safety (real or perceived) is a callous mistake that doesn't reflect the needs of our community, in my opinion.

We as a community need to be smart about the best way to deal with declining enrollment and balancing budgets – but there are wise and unwise ways of solving that riddle. I ask you all to step up your game. Work together; try to come up with solutions that has our kids' emotional and academic best interests in mind.

Thanks for your time!

Regards,
Brian Trudeau

I am sorry I couldn't be here tonight. I am attending a previously scheduled meeting. I want to voice my displeasure with the increase in the BOE budget. I think it is disgraceful, with the state of our economy, to ask for a 3.18% increase when there is a continued decrease in the number of students! I understand that the contractual increases are something that there is very little control over, but that means, unfortunately, there have to be cuts somewhere else. In a household budget, when so many people are living paycheck to paycheck, if oil goes up, for example, it probably means you have to cut something else. It also means we can't afford an increase in taxes! Let's figure out where the budget can be cut with fewer students. Busing, perhaps? Shared services? I am confident that if the BOE can't find the cuts, that the LC will cut the BOE budget so that they are compelled to find them.

Barbara Bloom

Good afternoon,

> Please accept this email as my family's input regarding the current town and education budgets.

>

> Education

> Please reinstate the \$214-217K reduced by the BOF to cover: \$80,000 for the insurance costs, \$51K for technology and \$53K from transportation, and do not approve any other reductions over the fuel and propane (\$133K). Per Dr Erardi, the district's expert on education and services within Newtown's education system, any other reduction will have a direct, negative impact on the students. The technology budget has been reduced repeatedly and was supposed to be on a set-level for the next few

LEGISLATIVE COUNCIL

years per discussions last year and the year before. Many systems are old and breaking or still not in-place (e.g., wireless in some school building areas). Reductions to this will only slow the process. Regarding transportation, my family's needs for the buses is ours to decide and not the elected officials. We pay our taxes, and one of the benefits of that is to have bus transportation to/from school at any time, any school day at respectful lengths and "comfort" or capacity. If we choose to drive or our child(ren) become old enough to drive and may not use the system each day, we are still reassured to know it is there for us/them whenever an emergency or other situation arises. No one else at any level has the right to remove or decrease that. Also, it is our understanding that a "seat for each student" is also needed for an emergency evacuation at the HS, MS and/or Reed. A reduction to the fleet will not cover this safety need. The time to get involved in a transportation discussion is throughout the year not just at budget time please - perhaps the LC and/or BOF and BOE can create a sub-committee to collaborate on this during the school year, meet quarterly....perhaps that is something that could be done on many topics to help the budget season run a bit smoother overall.

>

> Town

> Given the recent learning of approximately \$800K-1,000,000 in excess fees paid out to the administrators of the retirement plan over the past five or so years, it appears the town has not been managing their operations properly and has wasted money that they have reduced from services each budget year during the same span. This, to us, created a complete lack of trust in the current budget and begs the question: how much other money has been wasted over the years while services were reduced? One service that should not in any way be reduced is the SSO's in the Police line item. Please allow the district to maintain current services next fiscal year during a potentially difficult and stressful time. We are not a "normal" town and items as sensitive as this should be evaluated with "kit gloves" and should respect the authority and knowledge of the Superintendent. Also, regarding insurance, where is the same necessary change to these costs on the town side as on the BOE side? Isn't this a shared cost? If the BOE is reduced than the town should too - but neither really should be per the "experts". One side can't be reduced only so don't reduce either.

>

> In conclusion, please put forward the BOE budget with only \$133K reduced to the requested amount (ie reinstate \$214-217K). On the town side, my math shows reducing the requested amount by \$109K will maintain current services and will not impact the SSO's in the schools (in all honesty, I can't find a clear recap of where it stands so please consider my town total as an estimate).

>

> Thank you for all you do for the town.

>

> Regards,

> Glenn & Kinga Walsh

>

Dear Members of the LC,

>

> I wanted to voice my concerns as it pertains to the education budget you will be discussing this evening. First with the new SHS opening and not knowing how that may attract unwanted attention, I feel that we need to maintain the current staffing of two armed guards at that school for the next budget year and then reassess to see if we should realign with the rest of the district. Second in regards more directly with school funding I feel we are seriously underfunding our elementary schools and technology specifically. Over the last few years money has always found a way to the high school at the expense of elementary services. I urge you to look again at our finances and find ways to add money to the growing needs of educating our elementary age students. Also in an age where technology is in every part of our daily lives, it is a disservice that our technology budget is so bare bones. Please consider increasing funding to both these areas.

>

>

> Regards,

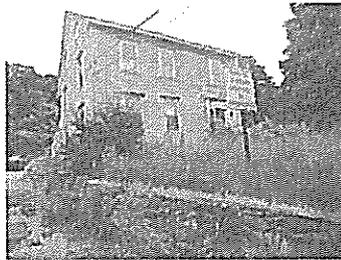
> Michael Wight

On Mar 23, 2016, at 7:02 PM, susanjackson

I am unable too attend the mtg this evening. My children go to HOM. I can't say enough, how much safer I feel havibg 2 security guards in our school. Taking away positions will not be in the best interest of our town as a whole. Please keep our children safe..

GRANTS UPDATE – PLANNING DEPT. BOARD OF SELECTMEN

MARCH 7, 2016



GRANTS UPDATE
MARCH 7, 2016

Planning Department Grants

- Focus:
 - Brownfields - a property where the reuse may be complicated by the presence or potential presence of a hazardous substance(s);
 - Infrastructure – streetscape, water / sewer upgrades;
 - Fairfield Hills related projects;
 - Support of other group's applications as directed



**GRANTS UPDATE
MARCH 7, 2016**

Active Grant Projects

<u>Project</u>	<u>Funding Source</u>
• Batchelder Cleanup (44 Swamp Road)	CT DECD (\$150,000)
• Batchelder HBMA (44 Swamp Road)	VCOG (\$8,600)
• Transportation Enhancement (sidewalks)	CT DOT (\$723,200)
• Open Space Acquisition	DEEP (\$110,000)



**GRANTS UPDATE
MARCH 7, 2016**

Active Grant Projects

<u>Project</u>	<u>Funding Source</u>
• 28A Glen Road HBMA	VCOG (\$5,340)
• 28A Phase I and Phase II	VCOG (\$50,244)
• Municipal Brownfield Assessment (FH)	CT DECD (\$200,000)
• Renovation of Duplex #63	CT DSS (\$500,000)
• 7 Glen Road HBMA, Phase I and Phase II	VCOG (\$50,884)



GRANTS UPDATE

MARCH 7, 2016

Active Grant Projects

<u>Project</u>	<u>Funding Source</u>
• Fairfield Hills Streetscape	CT OPM / DECD (STEAP) (\$500,000)
• Neglected Cemetery – Bradley	CT OPM (\$1,380)



GRANTS UPDATE

MARCH 7, 2016

Pending Grant Applications

<u>Project</u>	<u>Funding Source</u>
• Victim Assistance Grant	State of CT Judicial Branch Purchasing Office / State of CT Judicial Branch Office of Victim Services (\$442,434 per year, potentially up to three years)
• EPA Cleanup Grant – Shelton House	EPA (\$200,000)
• EPA Cleanup Grant – Plymouth Hall	EPA (\$200,000)
• EPA Cleanup Grant – Norwalk Hall	EPA (\$200,000)
• Cleanup Grant – 28A Glen Road	VCOG (\$200,000)

**NEWTOWN COMMUNITY CENTER
EXPENDITURES TO DATE & OTHER ITEMS**

3/16/2016

INDEX:

Page 2	Community Center Project Expenditures To Date
Page 3	Legislative Council partial 5/7/2014 minutes - \$450,000 approp
Page 4	Community Center Comm partial 6/30/2015 minutes - discussion on project expenditures to date
Pages 5 - 58	Partial Public Building & Site minutes relating to the community center project
Pages 59 - 63	Diversified Project Management - scope of services
Page 64	Quisenberry Architects - scope of services

TOWN OF NEWTOWN
COMMUNITY CENTER

1-155-16-550-5301-1042

FEES & PROF SVS - COMMUNITY CTR

58%

<u>Orig Budget</u>	<u>Transfers</u>	<u>Adj Approp</u>	<u>Encumbered</u>	<u>Ytd Expended</u>	<u>Balance</u>
450,000.00	-	450,000.00	-	190,653.22	259,346.78

Transactions

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Inv Date</u>	<u>C/R/J #</u>	<u>Description</u>	<u>Amount</u>	<u>Vendor Total</u>
BEE PUBLISHING CO	66018	2/29/2016		CCC ADVERTISING	482.60	
	2	9/30/2015	20599	ACCT 241	550.20	
	2	1/31/2016	22187	COMMUNITY CENTER	497.80	1,530.60
BRAUTIGAM LAND SURVEYORS	281022	2/6/2015	18298	SIMPSON STREET/FFH	1,382.50	1,382.50
CALDWELL AND WALSH BLDG	2727-01	2/19/2015	17772	COMMUNITY CENTER	5,000.00	
	2727-02	3/31/2015	18468	COMMUNITY CENTER	1,000.00	6,000.00
COHEN & WOLF	618325	12/4/2014	17024	MATTER 140923-520	864.00	
	620313	1/19/2015	17638	MATTER 140923-520	2,144.00	
	623717	3/3/2015	17971	MATTER 140923-520	192.00	
	625822	4/9/2015	18474	MATTER 140923-520	96.00	
	628107	5/19/2015	18934	MATTER 140923-520	224.00	3,520.00
DIVERSIFIED PROJECT MGT	2014230	8/12/2014	15381	COMMUNITY CENTER-	5,951.14	
	2014263	9/12/2014	15656	PROF SERVICES AUG.	3,997.98	
	2014299	10/9/2014	16282	COMMUNITY CENTER	5,098.88	
	2014357	12/9/2014	17037	NEWTOWN COMMUNITY	11,175.31	
	2014363	1/13/2015	17651	PROF SERVICES	6,712.53	
	2014393	1/16/2015	17651	PROF. SERVICE	10,626.21	
	2014408	2/9/2015	17799	COMMUNITY CENTER	10,599.33	
	2015029	3/23/2015	18493	COMMUNITY CENTER	10,599.33	
	2015048	4/17/2015	18493	COMMUNITY CENTER	10,599.33	
	201572	5/19/2015	19296	APRIL 2015 COMMUNITY	678.00	
	2015099	7/9/2015	19470	COMM. CTR PROF.	3,720.00	
	90004943	7/14/2015	19470	COMM. CENTER-PROF.	3,749.00	
	90005116	8/13/2015	19824	PROF. SVCS-JULY 2015-	2,635.00	
	90005332	9/10/2015	20412	NEWTOWN COMMUNITY	2,335.50	
	90005516	10/8/2015	20835	NEWTOWN COMM. CTR-	2,693.00	
	90005777	11/10/2015	21279	PROF. SVCS-10/1-	1,840.50	
	90005995	12/10/2015	21626	COMM. CTR.-	3,371.00	
	900026204	1/15/2016	22086	COMM. CTR. PROJECT-	2,809.00	
	90006366	2/10/2016	22387	COMM. CTR-JAN. 2016	2,104.00	101,295.04 *
DOT GENERATION OF CT, INC.	150844	8/28/2015	21021	8/28/15 CCC POSTCARD	3,140.45	
	151028	9/29/2015	21021	9/29/15 CCC POSTCARD	3,549.78	6,690.23
FREDERICK P. CLARK ASSOC.	6042015	6/4/2015	19305	752-001M FFH TRAFFIC	306.00	306.00
JANTRIS MARKETING	15-184	4/5/2015	18530	COMMUNITY CENTER-	770.00	770.00
PURCHASING CARD			J/E	PCARD SURVEY MONKEY	780.00	
			J/E	PCARD GODADDY	63.85	843.85
QUISENBERRY ARCHITECTS	7450	12/31/2014	17712	PROF. SERVICE	6,250.00	
	7501	1/31/2015	17890	COMMUNITY CENTER	12,500.00	
	7625	2/28/2015	18384	COMMUNITY CENTER	18,775.00	
	7824	3/31/2015	18581	COMMUNITY CENTER	29,225.00	66,750.00 *
SUPERIOR SIGNS	11578	2/1/2016	22306	COMMUNITY CENTER	1,053.00	1,053.00
WILLIAM KNIGHT	1	9/24/2014	15928	ARCHITECTS	256.00	
	2	10/3/2014	16119	COMMUNITY CENTER	256.00	512.00
					190,653.22	

* SCOPE OF SERVICES ATTACHED

MR CHAUDHARY MOTIONED TO APPROVE THE SALE OF MUNICIPAL TAX LEANS ON REAL PROPERTY APPEARING ON THE GRAND LIST OCTOBER 1, 2012 THROUGH OCTOBER 1, 2016. SECOND BY MR. FERGUSON. Mr. Tait said this something we do annually. Mr. Ferguson asked if there had been an increase. Mr. Tait said it is about the same as last year. UNANIMOUSLY APPROVED.

MR. CHAUDHARY MOTIONED TO APPROVE THE TRANSFER OF UNCOLLECTIBLE MOTOR VEHICLE, PERSONAL PROPERTY AND REAL ESTATE TAX ACCOUNT TO SUSPENSE TAX LIST. SECOND BY MR. FERGUSON. Mr. Tait said this is an annual procedure. Taxes can still be collected. Mr. Lundquist asked how it compared to last year. Mr. Tait said it has been consistent and will get the list for the council. Mr. Chaudhary clarified these will no longer be counted as possible revenue. UNANIMOUSLY APPROVED.

MR. CHAUDHARY MOTIONED TO APPROVE THE RESOLUTION ACCEPTING A GIFT FROM GENERAL ELECTRIC CORPORATION IN THE AMOUNT OF \$15,000,000 FOR CONSTRUCTION OF A COMMUNITY CENTER. SECOND BY MR. FERGUSON.

Mrs. Llodra said this formalizes the acceptance of the gift, as required by charter. It goes from BOS to BOF to Council and back to the BOS who will assign to the PB&S to execute the project. Mr. Ferguson asked if there was anything in writing about the agreement. Mrs. Llodra said attorneys are working on transmittal process from the GE Foundation and legal framework. The schedule has been developed. The initial sum of 10 million is hypothesized to be drawn from 2014 -2016 for the building. When the building is complete, 1 million a year will go to an operational account to support the organization. Mr. Ferguson would like to know if there is paperwork from GE regarding the gift. Mrs. Llodra said the only stipulation to the gift is that the town honors the intent of the donation, which is to build a new building. APPROVED. 11 YES, 1 NO (MR. FERGUSON)

MR. CHAUDHARY MOTIONED TO APPROVE A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$450,000 FOR PRECONSTRUCTION AND DESIGN PROFESSIONAL SERVICES FOR THE NEW NEWTOWN COMMUNITY CENTER AND AUTHORIZING THE USE OF A \$450,000 GRANT WHICH IS PART OF A \$15 MILLION MULTI-YEAR GRANT FROM GE FOR THE DEVELOPMENT CONSTRUCTION AND OPERATION OF A COMMUNITY CENTER TO FINANCE THIS APPROPRIATION. SECOND BY MR. KNAPP.

Mr. Knapp said his understanding is the gift is to supplement the building and asked how much do we anticipate on spending altogether. Mrs. Llodra said the design phase will help clarify those questions, but doesn't expect the project to exceed the gift. There is discussion on space for seniors and an aquatic center. A feasibility study is needed. Mr. Knapp asked if there is money in the CIP for the Community Center. Mrs. Llodra there is \$10 million in the CIP for next year and 5 million the following year. The GE gift will offset that allocation. Mr. Ferguson asked if a place for teens is part of the vision. Mrs. Llodra said the vision has to be developed. Mr. Lundquist asked if the Design Services gets us the vision. Mrs. Llodra said it will have to. This will help us develop the project proposal. UNANIMOUSLY APPROVED.

Mr. Buchler moved that we move forward with a survey that will gather town feedback on what they would like to see included in a proposed Community Center; the motion was seconded by Mr. Hartgraves. Discussion followed regarding the timing of the survey and the importance that the questions be focused and it was clear how the data would be utilized. The motion passed with all in favor.

o **Stakeholder Groups and Interest Profiles:**

David Wheeler, John Boccuzzi and Sheila Torres have been seeking info from legacy members and other identified stakeholders and feedback is trickling in. Mr. Wheeler reported that the sub-committee will not have concrete data until the last meeting in July. He will email document they are working with when communicating with stakeholders to the co-chairs. From the limited number of responses - major concern expressed is the need for a multi-purpose space. Stakeholders will be enlisted to help promote survey response.

o **Finance**

Brian Leidlen had no report. Mr. Buchler asked about determining feasibility of funding what people want to see in a community center. Mrs. Llodra responded that whatever Commission proposes will be presented to architects for an assessment of costs and feasibility. She suggested that the sub-committee review the prior business model proposal.

- **Survey Question submissions** - per Mr. Clure - this issue has already been discussed.

New Business

Discussion and Possible Action:

- **Financials (meeting w/Bob Tait) (Clure)** Mr. Clure met with Bob Tait - he will put in drop box what has been expended.

Member Comment

- **Members Community Center Input (Richman)** Suggested table this. Ms. Kron suggested an agenda item for next meeting to review last proposal. Ms. Hoerauf, Mr. Clure and Ms. Torres can go through details and explain design issues. Mrs. Walsh asked that the posted agenda item is clear and also gets posted on FB so that community will know what's being discussed. Ms. Hoerauf will create a slide with a larger and clear plan. Mr. Buchler suggests the Commission determine if the issue with the last proposal was really just about miscommunication and misperception and if it is unnecessary to reinvent the wheel, but rather explaining the vision and plan better. Mrs. Llodra informed the Commission that the Board of Selectmen approved taking down Canaan Hall to prepare for the Community Center. Also, they have received a request from 12/14 Foundation to take over Plymouth Hall. Ms. Walsh requested a map of the campus with labels of buildings.

- Andy would like to add an agenda item - update from Mrs. Llodra regarding developments in town that may influence the Commission's work.

- The Board of Education accepted the motions previously approved by the Public Building and Site Commission.
- Size and shape of the school was explained in the Letter of Intent to the State, defining the increase in square footage and why this is within the definition of a school of "approximately the same size" presented by the Bureau of School Facilities.
- Third party peer reviewer being considered if the State does not believe it can complete its review of the project documents within the required 30 days.
- Community meeting on June 5 at the high school.
- Inland Wetland/Planning and Zoning applications planned in June/July.
- July 8 design development process will be presented to PB&S.

Community Center. The Board of Selectmen referred the project to the Public Building and Site Commission at their meeting of May 19. The Board of Selectmen would like PB&S to handle this project in the same way as they are handling the SHES project. Diversified Project Management was asked to prepare a proposal for services and a report for the Board of Selectmen. Ms. Hoerauf noted:

- Design documents to be completed in May, 2015.
- RFQ's to be reviewed by PB&S to select architect.
- Sixteen month construction period.
- Completion in summer of 2016.
- Square footage for Senior Center and Parks and Recreation to be determined.
- \$10 million cap per the GE grant for design and construction. Remainder of grant for maintenance and operations.
- Board of Finance earmarked funds for professional services.
- Mr. Borst moved that Diversified prepare a proposal as project manager for the selection of the Architects and Construction Manager for the design of the Community Center similar to that of the Sandy Hook Elementary School. Second by Mr. D'Angelo and unanimously carried.
- Ad Hoc committee will be established.

New Business. Mr. Mitchell attended an FOIA seminar and noted:

- Under FOIA a motion must be made to consider New Business before it can be placed on the agenda.
- PB&S is very compliant with FOIA.
- Mr. Mitchell reviewed the procedure of running a meeting under FOIA.
- Handouts need to be noted in the minutes but do not have to be attached to the minutes. People can obtain copies for payment.
- Drawings that are not brought to the meeting by the architect, engineers and other professionals but are not presented are not public record. Only those documents that are presented or distributed are part of the public record.
- Public participation should not be noted on the minutes.
- Executive session needs to have a motion approved to be placed on the agenda.
- Emails pertaining to business between meetings should be attached to the next meeting's minutes.

PARTIAL PB&S MINUTES

6/24/2014

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the regular meeting of the Public Building and Site Commission held on Tuesday, June 24, 2014. Chairman Robert Mitchell called the meeting to order at 7:00 p.m.

Present: Robert Mitchell, Anthony D'Angelo, James Juliano, Joseph Borst, Rick Matschke, Thomas Hanlon, Peter Samoskevich. **Absent:** Thomas Catalina, Roger Letso. **Also Present:** Clerk of the Works William Knight, Mark DuPre from Diversified Project Management and GERALYN HOERAUF, Senior Project Manager from Diversified Project Management, one member of the press.

Public Participation. None noted.

Minutes. Upon motion of Mr. Samoskevich, the minutes of the regular meetings of May 27, 2014 and June 10, 2014 were accepted as presented.

Review of Town Initiated Projects - ESCO Status and role of PB&S

- Mr. Matschke has no further report until he hears from the Celtic review team.
- Mr. Borst reported as a member of the Sustainable Energy Commission. He noted that the CEO of American Solar Alternative Powers (ASAP) reported to that Commission and noted that:
 - Green bank is one option to finance projects.
 - ASAP will design and finance a project for a municipality including bidding the project.
- Mr. Matschke noted that ASAP may be in conflict with Ameresco, since the outline of services appears to be similar.
- Mr. Borst noted that ASAP is interested in bidding on the Sandy Hook School. They should contact the architect and construction manager.
- Mr. Mitchell noted that several companies got back to him about changing lighting from fluorescent to LED. Celtic is assessing the lighting package from Ameresco. PB&S will review the information after it is received. LED technologies may be superior and have a better life cycle cost benefit.
- Closed bid process with Ameresco may need to be changed to open bid, allowing for more transparency in the process.

High School

- Mr. Knight reported that a meeting is scheduled possibly for July 7 with various parties to determine the next course of action concerning the roof issue.

Community Center

- Mr. Catalina and Mr. Hanlon are the subcommittee. Mr. D'Angelo will sub as a member also.
- Ms. Hoerauf distributed the Status Update dated June 24, 2014. As the owner's project manager, she reported that the Commission on Aging, Senior Center,

Parks and Rec, Board of Finance and First Selectmen are involved in planning the Community Center.

- Meetings will be every two weeks. June 30 is the next meeting with review of the project scope. Diversified will present a draft of the plan so that the RFQ package can be developed.
- RFQ's will be requested after that. The SHES process will be the model for the Community Center development.
- \$10 million is the budget per GE.
- Contract with DPM has not yet been executed. Mr. Mitchell will follow up.

Sandy Hook Elementary School.

- Site Plan documents are in Land Use. Mr. Mitchell requested a hard copy rather than a pdf which will need to be printed. He also requested that PB&S review the plans to review the scope of the project only. The details of construction and site development are the responsibility of the A/E team. PB&S should consider the overall approach in light of the Ed Spec requirements and cost issues.
- July 8 meeting will be seeking approval by PB&S of final construction package for Phase III. This is the site development. PB&S approves after the Board of Ed approval.
- July 23 scheduled for Inland Wetlands approval and July 31 for P&Z approval.
- Mr. Matschke moved to approve the Letter of Agreement dated June 17, 2014 from Pierz Associates for the Local/Third Party Reviewer services for Sandy Hook Elementary School. Second by Mr. D'Angelo and unanimously carried.
- Mr. Borst moved to approve Svigals invoice #1360-09 in the amount of \$207,550.13. Second by Mr. D'Angelo and unanimously carried.

Meeting schedule.

- The next regular meeting will be on July 8, 2014. The only item on the agenda will be the Sandy Hook School project. The regular meeting of July 22, 2014 will consider other business.

Adjournment. Upon motion of Mr. Borst the meeting adjourned at 8:00 p.m.

Ann M. Mazur, Clerk

PARTIAL PB&S MINUTES

2

7/22/2014

- Ms. Quinn said bulk of project involves Hawley, High School and Middle Schools.
- Mr. Dell'Oso suggested that the Financial Director should have early involvement. Not sure if municipal leasing or municipal bonding is preferable.
- Ms. Quinn reminded that a purpose of the project is to remove items from the Capital Improvement Plan using the energy savings.
- Mr. Juliano noted that Ameresco wanted to replace windows and boilers in the Edmond Town Hall and did not listen to the recommendations of the Board of Managers.

High School. Mr. Knight reported meeting next Tuesday with contractors involved in the roofing issue.

Community Center. Ms. Hoerauf distributed Town of Newtown Public Building and Site Commission Status Update July 22, 2014. (Attachment A).

- Next step is to issue RFQ's for architect and construction manager.
- Mr. D'Angelo moved to recommend issuance of RFQ's for Architect and Engineering Services and Construction Management Services for the Newtown Community Center subject to revisions per comments made at the meeting, final Public Building and Site Commission review and approval of such. Second by Mr. Catalina and unanimously carried.

Sandy Hook Elementary School.

Invoices for payment.

Mr. Borst moved to recommend payment of Svigals and Partners invoice #1360-10 in the amount of \$262,106.11. Second by Mr. Samoskevich and unanimously carried.

Mr. Borst moved to recommend payment of Consigli Construction invoice #9 in the amount of \$23,576.95. Second by Mr. Samoskevich and unanimously carried.

TRC invoice #122189 in the amount of \$4,522.50 will be held pending more documentation and a final invoice. Ms. Hoerauf will contact TRC for the final invoice. Mr. Mitchell noted that Mr. Benson should approve the invoice.

Ms. Hoerauf noted that Inland Wetlands next meeting is August 13, if there is not a quorum for tomorrow's night meeting. P&Z cannot approve the application until Inland Wetlands makes a decision. Mr. Benson feels that P&Z can approve on August 7 subject to Inland Wetlands approval. This could potentially delay the ability of the project to be released for bidding.

New Items

Mr. Borst asked if PB&S has put input into the new Charter Revision Commission. Mr. Mitchell noted that input that was provided to the last Commission has not changed and was forwarded again.



**Town of Newtown
Public Building & Site Commission
STATUS UPDATE
July 22, 2014**

Newtown Community Center:

- ◆ Advisory Committee: Meeting June 30, 2014
 - Advisory Committee reviewed draft of Request for Qualifications, specifically the Project Description and Scope of Work
 - Preliminary project schedule discussed

- ◆ Request for Qualifications: Architect and Construction Manager
 - Draft RFQ A/E Team: review and approve
 - Draft RFQ CM-A: review and approve
 - Release for legal notice August 1, after final revisions

Sandy Hook School:

- ◆ Invoice Approval
 - Svigals + Partners: \$262,106.11
 - Consigli: \$23,576.95
 - DPM: \$20,108.21
 - TRC: \$4522.50

PARTIAL PB&S MINUTES

8/26/2014

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the regular meeting of the Public Building and Site Commission held on Tuesday, August 26, 2014. Chairman Robert Mitchell called the meeting to order at 7:00 p.m.

Present: Robert Mitchell, Anthony D'Angelo, James Juliano, Joseph Borst, Rick Matschke, Thomas Hanlon, Peter Samoskevich. **Absent:** Thomas Catalina, Roger Letso. **Also Present:** Clerk of the Works William Knight, GERALYN HOERAUF, Senior Project Manager from Diversified Project Management, one member of the press.

Public Participation. None noted.

Minutes. Upon motion of Mr. Borst, the minutes of the regular meeting of July 22, 2014 were unanimously accepted as presented.

Review of Town Initiated Projects - ESCO Status.

Mr. Matschke noted that there was very little to report.

- Celtic suggested that we review first two sections of Ameresco report but these have not yet been provided so Mr. Matschke copied them himself.
- Mr. Mitchell reported that Ameresco was to respond to 186 questions from Celtic and Celtic was to make a presentation to PB&S but Ameresco has not responded to the questions.
- Mr. Mitchell feels there has been no good rationale demonstrated to replace lights old fluorescent lights with a newer version of the fluorescent lights. This is still old technology. Ameresco should demonstrate a full life cycle cost analysis between fluorescent fixtures and with LED lights. This should include replacement bulb costs, maintenance personnel costs and haz mat disposal costs as a starter. Lifetime service and bulb replacement was not included in the 20 year payback.
- Mr. Mitchell said we have not seen a determination as to who would get the upgrade credit/reimbursement. Mr. Matschke agreed.
- We may go to a CM project delivery system if it is in the best interests of the town.
- We are paying a 28% project premium. Mr. Matschke questioned why.

High School.

Mr. Knight reported that

- A meeting was held with the concerned parties.
- Greenwood agreed to do caulking to repair the leak but they have not yet done that.
- Flood test will be done after that.
- Mr. Mitchell will ask Attorney Monte Frank to follow up.

Community Center.

Ms. Hoerauf distributed Town of Newtown Public Building and Site Commission Status Update August 26, 2014. (Attachment A).

- RFQ's were distributed.
- Aug 7 pre project meeting was held.

- Aug 22 packages were received and are in Finance and Mr. Mitchell's office. PB&S should review them prior to Sept 12 and provide written comments.
- Ad Hoc Advisory Committee will recommend a maximum 5 architects and 5 construction managers to interview.
- PB&S with the Ad Hoc Committee will then interview architects Sept 24 and construction managers Sept 30.

Sandy Hook Elementary School.

- Architects will be at the next meeting scheduled for September 9 to give an update on the project.
- They will finish construction documents by Sept 12.
- Sept 30 documents will be 100% complete and turned over to PB&S.
- Site bid documents are out. On or about Oct 16, site work will begin.

Invoices for payment.

Svigals invoice #1360-11. Mr. Mitchell is concerned about the printing costs of \$7,142.42 which have no explanation of what they were for. He suggests recommending payment of the Professional Services amount only of \$241,992.36. Mr. Borst moved to recommend payment of Svigals and Partners invoice #1360-11 in the amount of \$241,992.36. Second by Mr. Samoskevich. All in favor.

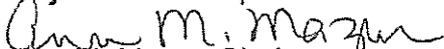
Mr. Borst moved to recommend approval of CT State DEEP invoice #201407213 in the amount of \$1,187.50 for Discharge of Stormwater and Dewatering Wastewaters from Construction Activities. Second by Mr. Matschke. All in favor.

Mr. Borst moved to recommend payment of R. W. Bartley & Associates invoice #OT1018.WA30 in the amount of \$803.42. Second by Mr. Samoskevich. All in favor.

New Items.

- Mr. Mitchell received email from Keith Alexander, Chairman of BOE looking for a joint meeting with PB&S September 9. Mr. Mitchell would like to invite BOE to PB&S next meeting on September 9.
- Mr. Mitchell reminded that the contract with Diversified Project Management expires in October.
- Mr. Borst moved to extend Mr. Knight's contract as Clerk of the Works at a rate of \$32.00/hour. Second by Mr. Matschke. All in favor.
- Mr. Samoskevich said that many residents think there is a peaked roof on the new Sandy Hook School, and he feels that this should be done away with. It was noted that the classroom roofs are flat. Mr. Borst noted that the peaks represent churches and the flat roofs are rolling hills.
- Mr. Mitchell said that the cistern will be made to look like a giant fish tank to be decorated by the town's people as part of a community project. More info will be available at the Sandy Hook meeting on September 9.

Adjournment. Upon motion of Mr. Borst the meeting adjourned at 7:55 p.m.


Ann M. Mazur, Clerk



Town of Newtown
Public Building & Site Commission
STATUS UPDATE
August 26, 2014

Newtown Community Center:

- ◆ Request for Qualifications: Architect and Construction Manager
 - Requests for Qualifications available as of August 1
 - Informational meeting held August 7 for prospective applicants
 - Two sets of clarifications distributed
 - Qualifications packages due Friday, August 22
 - Responses received:
 - 14 Architectural Firms/Teams
 - 10 Construction Management Firms

- ◆ Timeline for A/E and CM Selection Phase
 - Individual review of RFQ responses thru September 12
 - Meeting to determine interview short-list on Sept. 12, time/location TBD
 - Proposed dates for interviews: Architects on Sept. 24, CMs on Sept. 30
 - Review balance of Selection Phase schedule

Sandy Hook School:

- ◆ CT DEEP Stormwater Discharge Permit
 - Approve corrected fee of \$1500 (check amount requested = \$1187.50)

PARTIAL PB&S MINUTES

8/26/2014 CONT.

Qualifications Packages Received
 RFQ Newtown Community Center
 8/26/2014



RFQ	Company	Address	Rcvd Electr.
A/E	Arbonies King Vlock, PC	Branford, CT	22-Aug-14
A/E	Bargmann Hendrie + Archetype Inc.	Boston, MA	21-Aug-14
A/E	BL Companies	Meriden, CT	22-Aug-14
A/E	Centerbrook Architects	Centerbrook, CT	22-Aug-14
A/E	Kaestle Boos Associates	New Britain, CT	22-Aug-14
A/E	Moser Pilon Nelson, Architects, LLC	Wethersfield, CT	21-Aug-14
A/E	Newman Architects	New Haven, CT	22-Aug-14
A/E	Perkins Eastman	Stamford, CT	22-Aug-14
A/E	Quisenberry Arcari Architects/Amara Associates	Farmington, CT	22-Aug-14
A/E	Svigals + Partners	New Haven, CT	22-Aug-14
A/E	Tai Soo Kim Partners Architects	Hartford, CT	23-Aug-14
A/E	Tecton Architects	Hartford, CT	21-Aug-14
A/E	The S/L/A/M Collaborative	Glastonbury, CT	21-Aug-14
A/E	TLB Architecture & Ames Whitaker Architects	Chester, CT	22-Aug-14
CM	Bismark Construction	Milford, CT	22-Aug-14
CM	Caldwell & Walsh Building Construction	Newtown, CT	20-Aug-14
CM	Consigli Construction	Hartford, CT	22-Aug-14
CM	Downes Construction	New Britain, CT	22-Aug-14
CM	Newfield Construction	Simsbury, CT	25-Aug-14
CM	O & G Industries	Torrington, CT	22-Aug-14
CM	PAC Group LLC	Torrington, CT	22-Aug-14
CM	Shawmut Construction	North Haven, CT	19-Aug-14
CM	Turner Construction	Shelton, CT	22-Aug-14
CM	Whiting Turner	New haven, CT	21-Aug-14

3 Primrose Street
 Newtown, CT 06470
 Tel (203) 270-4201



TOWN OF NEWTOWN
PUBLIC BUILDING AND SITE COMMISSION

NEWTOWN COMMUNITY CENTER
PROPOSED PROJECT TIMELINE
 August 26, 2014

DATE	ACTIVITY	COMMENTS
Aug. 22	Qualifications Packages Due	Noon, to Purchasing Dept.
Aug. 25 – Sept. 12	Review all submissions	PBSC and Advisory Committee members should review all submissions at the Municipal Center
Sept. 12	Determine interview short list	Meeting to discuss individual evaluations and come to a consensus on interview lists
Sept. 15	Notify Interview Short List	DPM to schedule interview times and create written notification letters
Sept. 24	Architect Interviews	All day commitment: interviews to be held at 8:30am, 10am, 11:30am, 2:00pm, 3:30pm
Sept. 30	CM Interviews	All day commitment: interviews to be held at 8:30am, 10am, 11:30am, 2:00pm, 3:30pm
Oct. 1 – Oct. 6		PBSC and Advisory Comm members submit written evaluations of RFQ packages and interviews; DPM compiles all evaluations and distributes
Oct. 7	Determine Short List for Fee Proposals	Meeting to discuss interview results and come to a consensus on short list for fee proposals
Oct. 8	Fee Proposals Requested	DPM notifies firms and requests fee proposals
Oct. 15	Fee Proposals Due	DPM provides fee leveling and distributes to PBSC on Oct. 20
Oct. 21	Determine final Recommendation List	Meeting to review fee proposals, discuss all evaluation results and come to a consensus on final list of three firms for each discipline
Oct. 28 PBSC Meeting	PBSC Meeting to approve final recommendations for submission to the Purchasing Authority	
Oct. 29 – Nov. 6		Purchasing Authority finalizes selection of Architect and Construction Management firms

PARTIAL PB&S MINUTES

8/26/2014 CONT.

Nov. 10 – Nov. 17		Contract Execution by Town Attorney
Nov. 17 & Nov. 24	BoS and BoF approve contracts	
Dec. 1	Programming Phase Begins	

PARTIAL PB&S MINUTES

9/11/2014

**TOWN OF NEWTOWN
THE PUBLIC BUILDING AND SITE COMMISSION**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION

Minutes of the Special Meeting of the Public Building and Site Commission held
at 7:30 pm on **September 11, 2014** in the Reed School, Newtown, CT

PBSC Members Present: Robert Mitchell (Chair), Anthony D'Angelo, Tom Hanlon and Rick Matschke, Joseph Borst, Pete Samoskevich; **Absent:** Thomas Catalina, James Juliano, Roger Letso and; **Also Present:** Geralyn Hoerauf from Diversified Project Management; Bill Knight, Clerk of the Works and others as noted on the attached attendance sheet.

Mr. Mitchell called the meeting to order at 7:30 pm.

Robert Mitchell moved to enter Executive Session to discuss the RFQ submissions for the proposed professional architectural services and construction management services for the proposed Community Center, which may contain proprietary contractual information and to invite those parties noted on the attached attendance sheet.

The motion was seconded by Mr. D'Angelo and passed unanimously.

The meeting entered Executive Session at 7:35 pm.

Mr. Matschke motioned to exit Executive Session at 9:25 pm, seconded by Mr. Hanlon and passed unanimously. Executive Session was concluded.

No motions were taken.

Mr. Matschke motioned to adjourn the meeting, seconded by Mr. Borst and passed unanimously.

The meeting was adjourned at 9:30 pm.

Respectfully submitted by Robert Mitchell



TOWN OF NEWTOWN

PUBLIC BUILDING and SITE COMMISSION

ATTENDANCE SHEET

Project: COMMUNITY CENTER

Date & Time: September 11, 2014 7:30pm

Location: Reed Library

Subject: RFQ Review

Meeting No: 1

Attendees please initial next to your name

Name	Company	Phone	Cell	email
Bob Mitchell	PBS			
GERALYN HOERNAUF	DPM			
Bill Kwigitt	PBS			
KELE SAMOSKIVICH	"			
ANTHONY M. D'ANGELO	PBS			
RICK MATSCHKE	PBS			
TOM HUNTON	PBS			
CURT SYMES	COA			
John Godin	COA Community Center Advisory Commission			
ED MARKS	P&B			
Andy Clure	NCC Comm.			
MARK DUFE	DPM			
Pat Hedra	BOS			
Joe Borst	PBS			
BOB GECKE				

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the regular meeting of the Public Building and Site Commission held on Tuesday, September 23, 2014. Chairman Robert Mitchell called the meeting to order at 7:00 p.m.

Present: Robert Mitchell, Anthony D'Angelo, Thomas Catalina, Roger Letso, Joseph Borst, Rick Matschke, Thomas Hanlon, James Juliano. **Absent:** Peter Samoskevich. **Also Present:** Clerk of the Works William Knight, GERALYN HOERAUF, Senior Project Manager from Diversified Project Management, Mark DuPre of Diversified Project Management, one member of the press, Gino Faiella, Board of Ed Superintendent of Maintenance.

Public Participation. None noted.

Minutes. Upon motion of Mr. Matschke, the minutes of the regular meeting of August 26, 2014, and the special meetings of September 9, 2014 and September 11, 2014 were unanimously accepted as presented.

Mr. Mitchell noted that there will be a special PB&S meeting on September 30 at 7:00 p.m. to go through the GMP for site work.

Review of Town Initiated Projects - ESCO Status.

- Mr. Matschke noted that Ameresco responded.
- Waiting for a summary of the responses and for the suggested time frame.
- Ameresco must obtain approval from PB&S.
- Waiting for a written summary from Celtic.

High School.

Mr. Knight reported that

- Caulking has been done, where missing in window wall.
- Silkton has not been available for water test and evaluation.
- Water testing to be done October 4.
- Mr. Faiella said that his staff would be available during Rosh Hashanah.
- Mr. Faiella said that air quality testing was normal.

Community Center.

Ms. Hoerauf distributed Town of Newtown Public Building and Site Commission Status Update September 23, 2014. (Attachment A).

- Interviews all day tomorrow for architects.
- Interviews October 3 for construction managers.
- She distributed sample interview questions.
- October 17 meeting proposed to finalize recommendations.
- October 28 meeting to make final determination.

Sandy Hook Elementary School.

- Meeting Sept 30 re Phase III bid evaluations.
- Approval will be required by PB&S to award contract contingent upon approval of Town Attorney.
- Discussion followed about contingency funds and their use.

Invoices for payment.

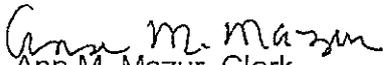
Svigals invoice #1360-11. Reimbursable costs of \$7,142.42 were not paid last month.

Svigals invoice #1360-12. Mr. Mitchell is concerned about the reimbursable and printing costs of \$10,700.00 which have no explanation of what they were for. He suggests recommending payment of the Professional Services amount only. Mr. Matschke moved to recommend payment of Svigals and Partners invoice #1360-12 in the amount of \$215,294.66. Second by Mr. D'Angelo. All in favor.

New Business.

- FOIA meeting Monday Sept 29 at 7:00 p.m. Council Chambers.
- Extension of Diversified Project Management contract until September 2016. Mr. Matschke moved to extend Diversified Project Management contract until September 2016. Second by Mr. Borst and unanimously carried.

Adjournment. Upon motion of Mr. Borst the meeting adjourned at 7:55 p.m.


Ann M. Mazur, Clerk

Attachment A. Diversified Project Management Status Update August 26, 2014



**Town of Newtown
Public Building & Site Commission
STATUS UPDATE
September 23, 2014**

Newtown Community Center:

- ◆ **Architectural Firms Interview Schedule: Wednesday, September 24**
 - Kaestle Boos Associates 9:00am
 - Tecton Architects 10:30am
 - Quisenberry Arcari Architects 1:00pm
 - The S/L/A/M Collaborative 2:30pm

All interviews will be held in the Council Chambers at the Municipal Center. Please plan to arrive by 8:45am. Lunch will be provided between 11:45am – 12:45pm.

- ◆ **Construction Management Firms Interview Schedule: Friday, October 3**
 - Turner Construction 8:30am
 - Newfield Construction 10:00am
 - Consigli Construction 11:30am
 - The PAC Group 2:00pm
 - Caldwell & Walsh 3:30pm

All interviews will be held in the Council Chambers at the Municipal Center. Please plan to arrive by 8:15am. Lunch will be provided between 12:45am – 1:45pm.

- ◆ **Interview Questionnaires**

PARTIAL PB&S MINUTES

9/24/2014

**TOWN OF NEWTOWN
THE PUBLIC BUILDING AND SITE COMMISSION**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION

Minutes of the Special Meeting of the Public Building and Site Commission held at 9:00 am on **September 24, 2014** in the Municipal Building, Newtown, CT

PBSC Members Present: Robert Mitchell (Chair), Anthony D'Angelo, Tom Hanlon, Rick Matschke, Joseph Borst, Pete Samoskevich, Thomas Catalina, James Juliano, Roger Letso; **Also Present:** First Selectman Pat Llodra, GERALYN HOERAUF from Diversified Project Management; Mr. Mark Dupre of Diversified Project Management, Bill Knight, Clerk of the Works and others as noted on the attached attendance sheet.

Mr. Mitchell called the meeting to order at 9:00 am.

Mr. D'Angelo moved to enter Executive Session to hold interviews for the professional architectural services for the proposed Community Center, which may contain proprietary contractual information and to invite those parties noted on the attached attendance sheet.

The motion was seconded by Mr. Letso and passed unanimously.

The meeting entered Executive Session at 9:00 am.

Mr. D'Angelo motioned to exit Executive Session at 3:45 pm, seconded by Mr. Catalina and passed unanimously. Executive Session was concluded.

No motions were taken.

Mr. Borst motioned to adjourn the meeting, seconded by Mr. Hanlon and passed unanimously.

The meeting was adjourned at 3:45 pm.

Respectfully submitted by Robert Mitchell

9/24/2014 CONT.

PARTIAL PB&S MINUTES
Newtown Public Building and Site Commission

ATTENDANCE SHEET

Project: COMMUNITY CENTER Date & Time: September 24, 2014 Location: Municipal Building

Subject: A/E Interviews

Attendees please initial next to your name

Name	Company	Phone	Cell	email
<input checked="" type="checkbox"/> Robert Mitchell 9 10:30 2:30	PB&S Commission	203-264-2206		RMitchell@MitchellAG.com
<input checked="" type="checkbox"/> Tom Catalina 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> Joseph Borst 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> Rick Matschke 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> Anthony D'Angelo 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> James Juliano 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> Thomas Hanlon 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> Peter Samoskevich 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> Roger Letso 9 10:30 2:30	PB&S Commission			
<input checked="" type="checkbox"/> GERALYN HOERAUF 9 10:30 2:30	Diversified Project Management	860-882-5618	860-508-5752	GHoerauf@dpm-inc.com
<input checked="" type="checkbox"/> William Knight 9 10:30 2:30	PB&S Site Representative	203 443 7151		WJKR@NETZERO.COM
<input checked="" type="checkbox"/> CURT SYMES 9 10:30 2:30	COMM. on AGING			
<input checked="" type="checkbox"/> EDWARD MARKS 9 10:30 2:30	NEWTOWN P&S	203 426-5333		
<input checked="" type="checkbox"/> MARK DUPEE 9 10:30 2:30	DPM	860 324 6666		MDURKE@DPM-INC.COM
<input checked="" type="checkbox"/> ANDY CLUNE 9 10:30 2:30	ADVIS COMMITTEE			
<input checked="" type="checkbox"/> BOB GEHALES 9 10:30 2:30	ADULTERY COMMITTEE			

**TOWN OF NEWTOWN
THE PUBLIC BUILDING AND SITE COMMISSION**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION

Minutes of the Special Meeting of the Public Building and Site Commission held at 8:30 am on **October 3, 2014** in the Municipal Building, Newtown, CT

PBSC Members Present: Robert Mitchell (Chair), Tom Hanlon, Rick Matschke, Joseph Borst, James Juliano, Roger Letso; **Absent:** Pete Samoskevich, Thomas Catalina, Anthony D'Angelo
Also Present: First Selectman Pat Llodra, GERALYN HOERAUF from Diversified Project Management; Mr. Mark Dupre of Diversified Project Management, Bill Knight, Clerk of the Works and others as noted on the attached attendance sheets.

Mr. Mitchell called the meeting to order at 8:30 am.

Mr. Mitchell moved to enter Executive Session to hold interviews for the professional Construction Management for the proposed Community Center, which may contain proprietary contractual information and to invite those parties noted on the attached attendance sheet.

The motion was seconded by Mr. Borst and passed unanimously.

The meeting entered Executive Session at 8:30 am.

Mr. Mitchell motioned to exit Executive Session at 4:30 pm, seconded by Mr. Hanlon and passed unanimously. Executive Session was concluded.

No motions were taken.

Mr. Borst motioned to adjourn the meeting, seconded by Mr. Matschke and passed unanimously.

The meeting was adjourned at 4:35 pm.

Respectfully submitted by Robert Mitchell

PARTIAL PB&S MINUTES

10/3/2014 CONT.

Newtown Public Building and Site Commission

ATTENDANCE SHEET

Project: COMMUNITY CENTER

Date & Time: October 3, 2014

Location: Municipal Building

Subject: CM Interviews

Attendees please initial next to your name

Name	Company	Phone	Cell	email
Robert Mitchell 8:30 to 11:30 & 3:30	PB&S Commission	203-264-2206		RMitchell@MitchellAG.com
Tom Catalina	PB&S Commission			
Joseph Borst 8:30 to 11:30 & 3:30	PB&S Commission			
Rick Matschke 8:30 to 11:30 & 3:30	PB&S Commission			
Anthony D'Angelo X X X X X	PB&S Commission			
James Juliano 8:30 to 11:30 & 3:30	PB&S Commission			
Thomas Hanlon 8:30 to 11:30 & 3:30	PB&S Commission			
Peter Samoskevich X X X X X	PB&S Commission			
Roger Letso 8:30 to 11:30 & 3:30	PB&S Commission			
Geralyn Hoerauf 8:30 to 11:30 & 3:30	Diversified Project Management	860-882-5618	860-508-5752	GHoerauf@dpm-inc.com
William Knight 8:30 to 11:30 & 3:30	PB&S Site Representative			
Pat Llodra 8:30 to 11:30 & 3:30	First Selectman			
BOB FAYT 8:30	PUBLIC HEARING AUTHORITY			
CUPT SYMES 8:30 to 11:30 & 3:30	COA			
EP MATYS 8:30 to 11:30 & 3:30	P+T Comm			
BOB BECKLES 9:15 to 11:30 & 3:30	ADVISORY COMMITTEE			
MARY DURE 8:30 to 11:30 & 3:30	DPM			
JOHN GODIN 10:30 to 11:30 & 3:30	ADV Comm BoF			

PARTIAL PB&S MINUTES

10/8/2014

**TOWN OF NEWTOWN
THE PUBLIC BUILDING AND SITE COMMISSION**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION

Minutes of the Special Meeting of the Public Building and Site Commission held
at 8:30 am on **October 8, 2014** in the Reed School, Newtown, CT

PBSC Members Present: Robert Mitchell (Chair), Tom Hanlon, Rick Matschke, Joseph Borst, Pete Samoskevich, Thomas Catalina, Anthony D'Angelo, Roger Letso; **Absent:** James Juliano
Also Present: First Selectman Pat Llodra, GERALYN HOERAUF from Diversified Project Management; Mr. Mark Dupre of Diversified Project Management, Bill Knight, Clerk of the Works and others as noted on the attached attendance sheets.

Mr. Mitchell called the meeting to order at 7:00 pm.

Mr. Mitchell moved to enter Executive Session to review the interviews and the RFP's for the proposed Community Center, which may contain proprietary contractual information and to invite those parties noted on the attached attendance sheet to attend.

The motion was seconded by Mr. Matschke and passed unanimously.

The meeting entered Executive Session at 7:00 pm.

Mr. Mitchell motioned to exit Executive Session at 8:30 pm, seconded by Mr. Matschke and passed unanimously. Executive Session was concluded.

No motions were taken.

Mr. Matschke motioned to adjourn the meeting, seconded by Mr. Borst and passed unanimously.

The meeting was adjourned at 8:30 pm.

Respectfully submitted by Robert Mitchell

PARTIAL PB&S MINUTES

10/8/2014 CONT.

Newtown Public Building and Site Commission

ATTENDANCE SHEET

Project: **COMMUNITY CENTER**

Date & Time: **October 8, 2014**

Location: **Reed School**

Subject: **A/E CM Evaluations**

Attendees please initial next to your name

✓	Name	Company	Phone	Cell	email
✓	Robert Mitchell	PB&S Commission	203-264-2206		RMitchell@MitchellAG.com
✓	Tom Catalina	PB&S Commission			
✓	Joseph Borst	PB&S Commission			
✓	Rick Matschke	PB&S Commission			
✓	Anthony D'Angelo	PB&S Commission			
	James Juliano	PB&S Commission			
✓	Thomas Hanlon	PB&S Commission			
✓	Peter Samoskevich	PB&S Commission			
✓	Roger Letso	PB&S Commission			
✓	Geralyn Hoerauf	Diversified Project Management	860-882-5618	860-508-5752	GHoerauf@dpm-inc.com
✓	William Knight	PB&S Site Representative			
✓	Pat Liodra	First Selectman			
✓	MARK DUFFE				
✓	John Goodin	Advisory Committee			
✓	Andy Clure	" "			
✓	ED MARKS				
✓	GUY SYMES				
✓	Pat Geekle				

Mr. Dell'Oso:

- Ameresco was asked to pursue LED but they did not.
- No proponents are guaranteed.
- Mr. D'Angelo noted it was not clear who would spend the contingency funds.
- Mr. Letso noted that the study is valuable.
- In house energy savings contract can be considered.

Mr. Hurley suggested that we thank Ameresco for their service and move on.

- CPACE individual is on staff now and items can be done in house until we set up a lock box.
- Each school or town building becomes its own project. \$500,000 per building is allowed. Paid for out of savings, rebate is ½ and line item in budget is ½ of the cost.
- CL&P will give a 50% rebate of the cost. CL&P adjusts the bill by the potential savings.

Mr. Dell'Oso:

- Celtic recommends paying Ameresco their "walk away" fee and continue the projects without them.
- CL&P will rebate and a three year loan will be applied to the utility bill.

Mr. Mitchell moved to accept Ameresco's work as complete and that their contract has been completed as of today subject to Celtic's correct verbiage for the motion. No further work is required by Ameresco. Second by Mr. Matschke. All in favor.

Mr. Hurley will prepare a memo of recommendation to Public Building and Site Commission.

High School. Mr. Knight reported that

- Windows were sprayed and they did not leak at that time but they leaked three days later.
- Drywall Associates will take down the wall and take pictures looking for water stains, etc.
- Mitigating the mold problem is the biggest issue now. One "cloud" will be removed due to staining and potential mold.

Community Center.

- Interviews have been completed.
- Ad Hoc Committee will be selected. Mr. Catalina and Mr. Hanlon volunteered.

Sandy Hook Elementary School.

SHES is a secure construction site. Access is by approval of Consigli. Prior notice to Consigli and approval by them is required for anyone wishing to go on site.

PARTIAL PB&S MINUTES

11/25/2014

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the regular meeting of the Public Building and Site Commission held on Tuesday, November 25, 2014 in the Reed Intermediate School. Chairman Robert Mitchell called the meeting to order at 7:00 p.m.

Present: Robert Mitchell, Thomas Catalina, Anthony D'Angelo, Thomas Hanlon, Peter Samoskevich, Joseph Borst. **Absent:** James Juliano, Roger Letso, Rick Matschke. **Also Present:** Clerk of the Works William Knight, Gino Faiella, Board of Ed Director of Facilities.

Minutes. Upon motion of Mr. Borst, the minutes of the meetings of October 28, 2014 and November 12, 2014 were unanimously accepted as presented.

Review of Town Initiated Projects - ESCO Status.

- Mr. Mitchell noted that this will be referred to PB&S again by the Board of Selectmen after Public Works Director Hurley finalizes the projects.
- The scope will probably be one school at a time per Mr. Mitchell rather than have all the upgradings at the town buildings done as a single project..

High School Expansion Project - Roofing Issues Status Report Update.

- Mr. Knight reported that the status has not changed.
- Waiting for a meeting to be set up for follow up discussions and next steps.
- Mr. Faiella noted that water was getting into lower level offices and that the membrane has been caulked again to resolve this.

Community Center.

- Mr. Mitchell noted that the Town Attorney is reviewing the contracts with the Construction Manager and Architect.

Sandy Hook Elementary School.

- Bid packages are being prepared for Phase 4.
- Bids should be received, the GMP established and authorization to proceed should occur in January.
- Seismic monitors for the site dynamic compaction are hooked up to the phone lines per Mr. Knight, allowing continuous monitoring during the operations.

Invoices for payment.

Mr. Borst moved to recommend approval of Svigals invoice #1360-14 in the amount of \$90,398.72 for professional services only. Second by Mr. D'Angelo. All in favor.

PARTIAL PB&S MINUTES

12/16/2014

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the regular meeting of the Public Building and Site Commission held on Tuesday, December 16, 2014 in the Reed Intermediate School. Chairman Robert Mitchell called the meeting to order at 7:00 p.m.

Present: Robert Mitchell, Anthony D'Angelo, Thomas Hanlon, Roger Letso, Rick Matschke, Peter Samoskevich, Joseph Borst. **Absent:** Thomas Catalina, James Juliano. **Also Present:** Clerk of the Works William Knight, Geralyn Hoerauf, Project Manager from Diversified Project Management, Aaron Kruger from Consigli, Gino Faiella, Board of Ed Director of Maintenance, Rusty Malik of Quiesenberry Arcari (7:30).

Minutes. Upon motion of Mr. Samoskevich, the minutes of the meeting of November 25, 2014 were unanimously accepted as presented.

Review of Town Initiated Projects - ESCO Status.

- Mr. Mitchell reported that Middle Gate School is being reviewed by Mr. Hurley and Mr. Faiella as the first school to be considered for this project. The full scope has not been determined.
- Sustainable Energy Commission last night moved to recommend that PB&S develop a procedure to evaluate each new building project for sustainable energy potentials and present this protocol to the Town. Mr. Mitchell feels that the PB&S Commission should develop this protocol since it has the most comprehensive approach to the project development.

High School Expansion Project - Roofing Issues Status Report Update.

- Mr. Knight noted that the roof is still leaking. There have been no further meetings on the matter. It is not known where the leak is coming from.
- Mr. Knight will contact Ralph Noblin for an updated status and next steps.

Community Center.

- Ms. Hoerauf reported that the contracts for construction manager and architect have been approved.
- The consultants have met with Commission on Aging and Senior Center patrons.
- The consultants will attend a PB&S meeting for a review of the scope developed.
- Mr. Hanlon is the PB&S contact for this project.
- PB&S is dealing now with Phase I only which is the Senior Center and the aquatic center. Phases II and Phase III are to be determined and developed in the future.
- It must be determined the best way to communicate this information to the community.

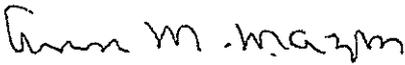
Mr. Matschke moved to recommend approval of Diversified Project Management invoice #2014357 in the amount of \$11,175.31. Second by Mr. D'Angelo. All in favor.

Unfinished Business.

Schedule of 2015 Meeting Dates. Mr. Borst moved to approve the 2015 schedule of meetings as presented. Second by Mr. D'Angelo. All in favor.

Community Center. Mr. Malik of Quisenberry Arcari was introduced by Mr. Mitchell. Mr. Malik made a brief presentation on the status of the project development to date and the next actions to be undertaken.

Adjournment. The meeting adjourned at 9:00 p.m.



Ann M. Mazur, Clerk

Attachment A

Newtown Community Center Project STATUS UPDATE
December 16, 2014



**Town of Newtown
Public Building & Site Commission**

**Newtown Community Center Project
STATUS UPDATE
December 16, 2014**

- ◆ Architect and Construction Manager Contract Award
 - Consultants selected through RFQ/RFP process during August – October
 - Architectural Firm selected = Quisenberry Arcari LLC, Farmington
 - Construction Manager selected = Caldwell & Walsh Building Construction Inc., Newtown

- ◆ Consultant Contract Development
 - Contract negotiations completed by Owner’s Rep and Town Attorney
 - Contracts reviewed by both architect and construction manager
 - Contracts submitted to the BoS for review and approval Dec. 15

- ◆ Project Kick-off
 - Project Team met Dec. 11 to begin project work
 - Introductory meetings scheduled
 - Commission on Aging – Dec. 15
 - Senior Center – Dec. 16
 - Parks & Rec Director – Dec. 16
 - Public Building & Site Commission – Dec. 16
 - Parks & Rec Commission – January 13

- ◆ Project Development Begins: Programming Phase
 - Architects will schedule programming meetings to gather stakeholder information and project requirements through February
 - Construction Manager has already begun analysis of preliminary project requirements in an effort to validate initial construction cost projections of \$8 - \$8.5 million

- ◆ Critical Milestones
 - Referendum to accept \$9,550,000 balance of GE grant for construction
 - Architect’s to produce initial schematic design drawings for community presentations in advance of the referendum

Sandy Hook Elementary School. Mr. Kruger reported:

- Storm drainage, retaining wall work continuing.
- Foundation excavation will begin later in the month.
- Lost three days due to snow.
- Ms. McFadden: Modular retaining wall used.

Mr. D'Angelo moved approve of special testing by Titan for the design/build modular retaining walls, contingent upon approval of the Finance Department. Second by Mr. Borst. All in favor.

Mr. D'Angelo moved to hire Multi-Vista for the still photography and the web cam, as requested by the Town, for a total of \$84,316. Second by Mr. Catalina. All in favor.

Mr. D'Angelo moved to table until the next regular PBSC meeting the request for additional services from the architect. Second by Mr. Borst. All in favor.

Public Participation.

Russell Cinafolo representing AST noted that AST was the second qualified bidder and that Custom Electric, the low bidder, did not have the appropriate information included as part of their bid package. He said that AST donated much of their time after the Sandy Hook tragedy and worked with the Town. Mr. Frank noted that the Town received a letter from AST and discussed with Consigli and decided that the low bidder was qualified and met all requirements of the bid documents. Under state regulations we are required to accept the low bidder. Mr. Cinafolo said that if all the information is not submitted the company should be disqualified. Mr. Frank said they were qualified and that the analysis was done. Mr. Cinafolo's comments are appreciated and that all the information was considered.

Mr. Catalina moved to enter executive session at 8:30 to review and discuss the High School expansion project roofing issues, potential claims, litigation. Second by Mr. D'Angelo. All in favor.

Executive session was exited at 9:05 p.m. with no motions.

Approval of Minutes from December 16, 2014. Mr. D'Angelo moved to approve the minutes as presented. Second by Mr. Borst. All in favor.

Community Center. Ms. Hoerauf noted

- Meeting with Parks and Rec re the aquatic side to begin designing the pool.
- Meeting with parents and staff.
- Visited Senior Center and Commission on Aging.
- Written program will be reviewed by the Community Center Advisory Committee.
- Schematic design work being created.
- Potential location being investigated by Caldwell and Walsh.
- Sanitary sewers, gas tank locations being researched.
- Underground stream has been documented.
- Public Works will do some test pits.
- Mr. Hanlon said proposed location is just inside the building site that was demolished (Litchfield and Yale Halls).

Invoices for payment

Mr. D'Angelo moved to recommend payment of Diversified Project Management invoice #2014363 in the amount of \$6,712.53 and invoice #2014393 in the amount of \$10,626.21. Second by Mr. Borst. All in favor.

Mr. Matschke moved to recommend payment of Quisenberry Arcari Architects invoice #7450 in the amount of \$6,250.00. Second by Mr. Borst. All in favor.

Review of Town Initiated Projects. No report.

Mr. Kruger of Consigli gave an update on the status of the construction.

- There is no major construction activity due to the winter weather conditions.
- Some retaining wall work is being completed.
- There is no critical path impact on the schedule. As weather clears, Earthmovers will provide additional staff to mitigate any delays to date.
- Concrete mobilization will begin next week, with a planned mid-March pour.
- The required easements on Crestview and Riverside are being pursued by the Town.
- Shop submissions are underway and being returned.
- There is an egress modification requested by the Fire Marshal that required dimensional modification. Svigals will pursue.
- Trailers have been moved and are waiting for power connections.

Geralyn Hoerauf of DPM indicated that there are no budget revisions or issues at this time.

Invoice(s) for payment.

Mr. Borst moved to recommend approval of Diversified Project Management invoice #2014410 in the amount of \$15,544.00. Second by Mr. Matschke. All in favor.

Mr. Matschke moved to recommend approval of Svigals invoice #1360-17 in the amount of \$36,147.43. Second by Mr. Borst. All in favor.

Mr. Borst moved to recommend approval of Consigli Construction Co. invoice #16 in the amount of \$285,663.67. Second by Mr. Matschke. All in favor.

Mr. Borst moved to recommend approval of Independent Materials Testing Laboratories invoices #2134-C in the amount of \$1,756.25, #2134-D in the amount of \$2,150.00 and invoice #2134-E in the amount of \$1,740.00. Second by Mr. D'Angelo. All in favor.

The invoice from Titan Engineers, Inc. was rejected by the Commission and will be corrected prior to resubmission.

Community Center

Ms. Hoerauf introduced Mr. Malik who made a presentation on the progress of the work to date and conceptual design status.

- The project team has been meeting with Parks and Rec re the aquatic side and the Senior Center staff.
- Concept plans are being developed for presentation at a town wide meeting prior to the referendum.
- Written program will be reviewed by the Community Center Advisory Committee.
- Sanitary sewers, gas tank locations being researched.
- Mr. Malik said proposed location is just inside the building site that was demolished (Litchfield and Yale Halls). The foundations of the buildings are being located to determine the extent of sub-surface demolition that remains.

- The project team will work with the town on the requirements for wetlands protection since the building will probably fall within the 100 foot buffer zone.
- A traffic study will be performed.
- Meetings with Planning and Zoning may be required to establish total parking requirements.
- The current hiking trails will be incorporated into the site design.
- The fire department wants four sided access to the Community Center and NYA. This will be provided.
- Senior Center meetings are continuing with the program and conceptual plans well under way. Mr. Malik indicated that from past projects, there may be a significant increase in the use of the Senior Center. This may run to 50%-70%. The program is well established and the basis for the planning. There are some elements that will need to be further developed. The Senior Center is an independent area of the building with a separate lobby, parking and access to the Aquatic Center.
- The Aquatic Center has two pools being developed. One is a completion pool, while the other is an activities pool.
- The Aquatic Center has developed three completion pool sizes, resulting in three different floor plans. Park and Rec has been developing the program requirements for the completion pool length. It could be 25 yards, 25 meters or 75 meters. These have different cost impacts.
- Mr. Marks noted that the Senior Center is much more advanced. The pool variations are being examined and refined to determine the length. This will need to be coordinated with the completion requirements being established by other school districts. There could be 8 to 10 meets per year as the Aquatic Center opens and it is anticipated that this will increase.
- The overall site planning is taking into account the need for the future phases and the connection to the NYA.

Invoices for payment

Mr. Borst moved to recommend payment of Diversified Project Management invoice #2014408 in the amount of \$10,599.33. Second by Mr. Hanlon. All in favor.

Mr. Borst moved to recommend payment of Quisenberry Arcari Architects invoice #7501 in the amount of \$12,500.00. Second by Mr. Samoskevich. All in favor.

Mr. Borst moved to recommend payment of Caldwell Walsh invoice #2727-01 in the amount of \$5,000.00. Second by Mr. Samoskevich. All in favor.

Review of Town Initiated Projects.

No report.

Adjournment. The meeting adjourned at 8:55 p.m.

Robert Mitchell, Chair



Town of Newtown
Public Building & Site Commission

Newtown Community Center Project
STATUS UPDATE
February 24, 2014

- ◆ Project Development: Pre-Referendum Phase
 - Senior Center
 - Over the past month, QA representatives continue to meet with user groups and staff at the senior center and participate in program activities
 - Additional programming meetings were held with the Commission on Aging and Senior Action Committee
 - A draft program has been developed
 - Preliminary concept plans have been developed to illustrate programmatic requirements; these plans have been presented to the Advisory Committee, but not released to the public
 - Aquatic Center
 - QA has met with Parks & Rec Commission members and staff to review project scope, discuss site access and adjacencies requirements, potential for shared spaces, and identify program components that will be integrated into the master plan
 - A draft program has been developed
 - Preliminary concept plans have been developed to illustrate programmatic requirements; these plans have been presented to the Advisory Committee, but not released to the public
 - Site Development
 - Discussion with the town departments with regard to the existing site conditions, utilities and records of prior demolition projects is ongoing.
 - C&W is analyzing existing documentation and has identified existing tunnels, sewer and water lines, buried foundations and existing property easements. The Town DPW Dept will assist with preliminary test pits as soon as the structural engineer can provide approximate locations and the weather cooperates. Clarence Welti Associates has been contacted for additional information as to previous site investigation results.
 - CM Caldwell & Walsh continues to analyze preliminary program requirements and concept plans in an effort to validate initial construction cost projections of \$8 - \$8.5 million

- ◆ Referendum Planning
 - Referendum to accept \$9,550,000 balance of GE grant for construction is currently planned for March 21, 2015

PARTIAL PB&S MINUTES

2/24/2015 CONT.

- The referendum process has been approved by all government entities
- Architects have been directed to produce graphics for community presentations in advance of the referendum.
- Community Information Sessions and public presentations have been scheduled for the following dates:
 - Commission on Aging, Monday, Feb. 23 at 5pm
 - Public Building and Site Commission, Tuesday, Feb 24 at 7pm
 - Thursday, Feb. 26 at 3pm, Senior Center
 - Tuesday, Mar. 3 at 7pm, Newtown High School Lecture Hall
 - Saturday, Mar. 7 at 11am and 1pm, Senior Center
 - Parks & Rec Commission, Tuesday, Mar. 10 at 6pm, Town Hall South

again with Frontier and Eversource and the utility companies are now able to reposition the poles along Riverside Rd without the need for guy wires, eliminating the need for easements from 17 Riverside Rd.

BL Companies has submitted an additional services request for Construction Oversight for the Invasive Plant Removal and Wetlands Mitigation Plantings. These are services required under the Inland Wetlands permit issued by the Town, but not included in basic services for the project, as the extent of wetlands mitigation work was not known at the start of the project. Rob Sibley, Deputy Director of Planning and Land Use was consulted and felt that these services were the minimum that should be provided on the project.

The Newtown School District has requested a change to the layout of the Music Room. After lengthy review with school and district staff, it was evident that the previously approved layout was not the ideal arrangement of space. Additional design fees of approximately \$14,300 will be required to redesign the room and revise construction documents. An additional \$15,000 is anticipated to be requested as a construction change order to implement the changes.

Community Center

Ms. Hoerauf summarized the activities:

- Community Information Sessions are being held and printed informational documents are being developed to communicate the intent and progress of the project.
- The referendum to accept the \$15 million grant from the GE Foundation is scheduled for April 28, 2015.

Board members agreed to hold a Special Meeting on Thursday, April 2, 2015 at 7:00 p.m. at Reed Intermediate School to approve invoices and hold an Executive Session.

Adjournment. The meeting adjourned at 8:24 p.m.

Respectfully submitted,

Ann M. LoBosco, Clerk

PARTIAL PB&S MINUTES

4/2/2015

Community Center

Based on the public meetings and meetings with the Advisory Committee, Ms. Llodra placed the project design on hold until after the referendum and approval to accept the GE grant. Both Quisenberry Arcari Architects and Caldwell Walsh have been informed to be on hold. DPM will do minimal coordination and interface with the Project Team, Commissions and others during this period.

Mr. Dupre was requested by Mr. Mitchell to prepare an amendment to their contract noting this work to be done on a time card basis. The contract amount cannot be exceeded without prior approval of the PBSC.

Additional site borings and trenches are required for the geo-technical evaluation. A proposal was provided by Clarence Welti, p.c. for these services as an extension to the work already provided. This is set at \$7,000. The actual boring and trench locations will not be established until after the building footprint is finalized.

Mr. Borst moved to recommend approval Clarence Welti's additional services request in the amount of \$7,000.00 as a "Time Card Not To Exceed" fee. Second by Mr. Samoskevich. All in favor.

Invoices

Mr. Matschke moved to recommend approval of Quisenberry Arcari Architects invoice #7625 in the amount of \$18,775.00. Second by Mr. Letso. All in favor.

Mr. D'Angelo moved to recommend approval of DPM invoice #2015029 in the amount of \$10,599.33. Second by Mr. Catalina. All in favor.

Executive Session

Mr. Borst moved to enter Executive Session for the purposes of discussing the Sandy Hook School A/E contract and potential revised services; review potential revised school security issue. Seconded by Mr. Samoskevich. All in Favor.

The following were invited to the Executive Session besides the PBSC: Clerk of the Works William Knight, Mark DuPre from Diversified Project Management, Aaron Kruger from Consigli, Jay Brotman and Julia McFadden from Svigals and Partners, Michael Richter, Phil Santore and Keith Alexander, Chair of the Board of Education.

Executive Session was exited at 9:05 pm.

PARTIAL PB&S MINUTES

4/23/2015

Sandy Hook School Invoices

Mr. Borst moved to recommend approval of Svigals +Partners invoice #1360-20 in the amount of \$221,198.07. Second by Mr. Matschke. All in favor.

Mr. Borst moved to recommend approval of Consigli invoice #18 in the amount of \$981,935.75. Second by Mr. Samoskevich. All in favor.

Mr. Borst moved to recommend approval of Langan invoice #0051373 in the amount of \$5,350.00. Second by Mr. Matschke. All in favor.

Mr. Borst moved to recommend approval of the IMTL invoices #2134-H in the amount of \$1,870.00 and #2134-I in the amount of \$1,360.00. Second by Mr. Matschke. All in favor.

Mr. Borst moved to recommend approval of IMTL invoices #2135-A in the amount of \$2,925.00, #2135-B in the amount of \$1,857.50, and #2135-C in the amount of \$1,821.25. Second by Mr. Hanlon. All in favor.

Mr. Borst moved to recommend approval of Pierz invoice in the amount of \$18,500.00 pending resolution with Bob Tait. Second by Mr. Hanlon. All in favor.

Ms. Hoerauf referred to the additional services report by Langan which is attached to her report. It was originally estimated they would need 46 days for their work, they have expended all of that time but still have 18 days of inspection left. Total additional cost is \$23,300.00.

Mr. Borst moved to recommend approval of Langan invoice contingent upon the not-to-exceed fee of \$23,300.00. Second by Mr. Letso. All in favor.

Mr. Matschke moved to recommend approval of DPM invoice #2015053 in the amount of \$15,623.35. Second by Mr. Borst. All in favor.

Gino Faiella stated that looking farther out he would like an assessment of what furniture will be brought back from Chalk Hill to the new school. Ms. McFadden said meetings will be scheduled in mid-May and mid-June to review the list.

Community Center

Ms. Hoerauf said that the project as it had developed through the end of March is no more. Due to public input, the advisory committee and town officials decided to reassess the project. Consultants and Project Manager are on hold. A new advisory committee was appointed by the Board of Selectmen which includes different representatives of the community and they will be looking at the scope of the project and what should be included in a community center. Ms. Hoerauf will continue to be a

PARTIAL PB&S MINUTES

4/23/2015 CONT.

resource for the committee. The committee has been given a six month timetable and there will be a referendum on the project in November.

Mr. Borst moved to recommend approval of Quisenberry invoice #7824 in the amount of \$29,225.00. Second by Mr. Matschke. All in favor.

Mr. Borst moved to recommend approval of Caldwell Walsh invoice #2727-02 in the amount of \$1,000.00. Second by Mr. Letso. All in favor.

The Jantris Marketing invoice #15-184 in the amount of \$770.00 was rejected.

Review of Town Initiated Projects

Mr. Mitchell reported that there was nothing for PBSC to review.

Review Status of NHS "Roof" Leaks

Mr. Knight said that the roof is still leaking and will be looked at in June when school is not in session.

Review of Time Frame for NHS Auditorium Renovations Project

Mr. Mitchell presented a Project Timeline for auditorium renovations. The goal is to have full occupancy and use of the auditorium by December 2016. The referendum for approval of the project will be in July 2015. Advertising for the architect, review of RFP's, and the interview process if necessary can be done now. Signing of the contracts cannot take place until after the referendum. Mr. Mitchell will make the recommendation to engage DPM to First Selectman Pat Llodra.

Unfinished Business

None.

The next meeting is scheduled for May 28, 2015.

Adjournment. The meeting adjourned at 9:07 p.m. by motion of Mr. Borst, seconded by Mr. Letso with all in favor.

Respectfully submitted,

Ann M. LoBosco, Clerk

PARTIAL PB&S MINUTES

5/28/2015

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the Regular Meeting of the Public Building and Site Commission held on Thursday, May 28, 2015 at the Newtown Municipal Center. Chairman Robert Mitchell called the meeting to order at 7:01 p.m.

PRESENT: Robert Mitchell, James Juliano, Peter Samoskevich, Joseph Borst (7:03), Thomas Hanlon, Anthony D'Angelo, Thomas Catalina, Rick Matschke. **ABSENT:** Roger Letso

ALSO PRESENT: Clerk of the Works William Knight, Geralyn Hoerauf from Diversified Project Management, Aaron Kruger from Consigli, Julia McFadden from Svigals and Partners (7:03), Gino Faiella, Director of Facilities, Keith Alexander, Chair of the Board of Education, and one member of the press.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES OF APRIL 23, 2015.

Two corrections were made to the minutes: Motion on page 2 should read "Mr. Hanlon made a motion to accept the 4 change orders (CR008, CR010, CR012, CR021) with the condition that a shared suggestion be provided for *CR012*"; paragraph 3 on page 4 should read "The Jantris Marketing invoice #15-184 in the amount of \$770.00 *is not part of the PBSC scope.*"

Mr. Matschke moved to approve the minutes of the April 23, 2015 meeting with the above corrections. Second by Mr. Samoskevich. All in favor.

SANDY HOOK ELEMENTARY SCHOOL

Status

Mr. Kruger of Consigli gave an update on the status of construction.

- Riverside Road drainage work has begun and will continue throughout the summer.
- Foundation excavation has completed. Sidewalls continue.
- Steel has started inside and the gym and cafeteria slabs are complete.
- 1st two-story classroom wing will be completed the end of this week.
- Brief hiatus with the crane, waiting for balance of materials to arrive.
- Crew will be working on detailing of the steel.
- Slabs on grade continue to get poured.
- CMU has started. Interior block walls in basement have been erected.
- MEP continues to work underground.

PBSC Site Visit

Site will be shut down when teachers and district staff visit due to safety concerns. PBSC members will visit the site after the steel work completed. Mr. Mitchell will consult with Mr. Frank to determine the most appropriate method to have PBSC visit the construction.

Sandy Hook School Invoices

Mr. Matschke moved to recommend approval of Svigals +Partners invoice #1360-21 in the amount of \$43,636.94. Second by Mr. Borst. All in favor.

Mr. Matschke moved to recommend approval of Consigli invoice #19 in the amount of \$1,395,502.68. Second by Mr. Borst. All in favor.

Mr. Matschke moved to recommend approval of Langan invoice #0051512 in the amount of \$7,099.75. Second by Mr. Borst. All in favor.

Mr. Borst moved to recommend approval of the Titan invoice #15391 in the amount of \$1,332.94. Second by Mr. Catalina. All in favor.

Mr. Matschke moved to recommend approval of IMTL invoices #2135-D in the amount of \$5,979.75, #2135-E in the amount of \$7,869.25, and #2134-J in the amount of \$2,100.00. Second by Mr. Borst. All in favor.

Mr. Matschke moved to recommend approval of Multivista invoices #492 in the amount of \$11,967.00 and #499 in the amount of \$9,021.83. Second by Mr. Borst. All in favor.

COMMUNITY CENTER

The new committee will be meeting twice a month and sub-committees have been assigned to communicate with the community and present a plan in November.

REVIEW OF TOWN INITIATED PROJECTS

Work continues with Sustainable Energy on Reed and Middle School rebates. This is being handled directly by BoE and DPW. No PBSC input is required.

REVIEW STATUS OF NHS "ROOF" LEAKS

Mr. Faiella will be visiting NHS tomorrow and inspecting roof due to today's heavy rains. Any corrective work and/or analysis will be done after school ends in June.

REVIEW OF TIME FRAME FOR NHS AUDITORIUM RENOVATIONS PROJECT

The referendum for approval of the project will be in July 2015. Signing of the contracts will not take place until after the referendum is approved.

PARTIAL PB&S MINUTES

6/23/2015

- **CR031** – Veneer Framing at Gym Platform Opening. Onsite coordination revealed the omission of support elements for the CMU veneer at the gym platform. Total cost of \$4,563.69 which was approved by Clerk of the Works to expedite scheduling of the work.
- **CR033** – Adjustment for PVC Roof Alternate. Acceptance of the roofing subcontract alternate during bid aware resulted in a credit to the GMP of \$10,000.00
- **CT001** – Steel Coordination. Relocation of steel beam to avoid conflict with chase, in the amount of \$9,435.00 which will be transferred from the CM contingency account and will not increase the GMP.

Mr. D'Angelo made a motion to accept 9 change orders (CR004, CR018, CR022, CR027, CR028, CR029, CR031, CR033 and CT001). Seconded by Mr. Matschke. All in favor.

PBSC Site Visit

Mr. Mitchell asked Aaron Kruger to get dates for the PBSC site visits when construction has stopped (3 members to visit the site at a time). Days of the week preferred are Fridays to begin after July 4th.

Sandy Hook School Invoices

Mr. Matschke moved to recommend approval of Svigals +Partners invoice #1360-22 in the amount of \$60,297.32. Second by Mr. D'Angelo. All in favor.

Mr. Matschke moved to recommend approval of Consigli invoice dated June 15, 2015 in the amount of \$1,797,751.66 pending receipt of cover sheet from Bob Tait. Second by Mr. D'Angelo. All in favor.

Mr. Matschke moved to recommend approval of TRC invoice #150720 in the amount of \$788.86. Second by Mr. D'Angelo. All in favor.

Mr. Matschke moved to recommend approval of the Langan invoice #0051546 in the amount of \$2,672.50. Second by Mr. D'angelo. All in favor.

Mr. Matschke moved to recommend approval of Langan invoice #0051513 in the amount of \$6,682.50. Second by Mr. D'angelo. All in favor.

Invoices that were received late will be addressed at next month's PBSC meeting.

COMMUNITY CENTER

The new committee is continuing to meet twice a month and will present a plan in November.

REVIEW OF TOWN INITIATED PROJECTS – None.



**Town of Newtown
Public Building & Site Commission
STATUS UPDATE
June 23, 2015**

Newtown High School Auditorium Renovation:

- ◆ Request for Qualifications: Architectural Firms
 - Requests for Qualifications available as of June 5
 - Informational meeting held June 12 for prospective applicants
 - Clarifications distributed June 19
 - Qualifications packages due Thursday, June 25

- ◆ Timeline for A/E Selection Phase
 - Individual review of RFQ responses thru July 6
 - Special Meeting of the PBSC to determine interview short-list at 7pm on July 7; location TBD
 - Tentative dates for interviews: Architects on July 20, July 22, July 24
 - Review balance of Selection Phase schedule

Newtown Community Center:

- ◆ Commission Meetings scheduled every 2 weeks through October
 - Tentative plan is to issue a recommendation to the BoS by the end of Oct. 2015

- ◆ Stakeholders Subcommittee
 - Identifying and contacting Newtown organizations that may utilize community center space/amenities

- ◆ Communications Subcommittee
 - Developing communications methods and vehicles to publicize the commission's work
 - Will develop a survey to solicit public input

- ◆ Site Visits Subcommittee
 - Scheduling visits to community centers in similar communities

- ◆ Finance/Building Model Subcommittee
 - Will produce the business plan for the operation of the center

Mr. D'Angelo made a motion approve the request by the Board of Selectmen to work with Mr. Faiella on the scope and cost of projects on the School District CIP, and to accept the two Year 1 projects presented. Second by Mr. Catalina. Motion passed.

COMMUNITY CENTER: The Community Center Commission is sending out a postcard to residents which Mr. Mitchell has received explaining their mission and guidelines in determining the scope of the project. Another postcard will be sent including the link to a survey to be completed. The target is to identify the scope of the project by November 2015.

REVIEW OF TOWN INITIATED PROJECTS – None.

REVIEW STATUS OF NHS “ROOF” LEAKS: Bill Knight reported that the roofing contractor was supposed to be on site last week but they have not connected yet to review the materials. Since school will be starting on August 27th, Mr. Mitchell asked whether the work can be done during school hours. Mr. Faiella said that the work can be done if coordinated properly.

NHS AUDITORIUM RENOVATIONS PROJECT

Status

The contract has been reviewed and approved and now the final version needs to be produced. Ms. Hoerauf presented the scope of the work and the fee structure for the project. Mr. Mitchell said the scope and fee structure looked good and asked the commission for approval.

Mr. Borst made a motion to approve the Newtown High School Auditorium Scope of Work and Fees as presented. Second by Mr. Letso. All in favor.

Potential for a CM at Risk

Mr. Mitchell spoke with Town Attorney David Grogins and it was determined that there is no problem with having a CM at Risk. Mr. Grogins will provide a list of requirements for the process.

Establish Ad Hoc Committee

Mr. Mitchell will head up an the Ad Hoc Committee assisted by Mr. Matschke and will work with Mr. Faiella and Ms. Hiscavich.

Mr. Catalina made a motion to approve an invoice from DPM for the NHS Auditorium Project in the amount of \$5,509.85. Second by Mr. D'Angelo. Motion passed.

EDMOND TOWN HALL BOILER REPLACEMENT: Jim Juliano and Tom Catalina met with Chuck Boos regarding the replacement of the steam boilers. Mr. Boos will be sending out a measuring team and bid documents should be ready by mid to late December. Mr. Juliano requested to be involved in the whole process since he is the Chairman of the Edmond Town Hall Board of Managers.



TOWN OF NEWTOWN
PUBLIC BUILDING AND SITE COMMISSION
ANNUAL REPORT 2014/2015

Our primary focus during 2014/2015 has been the Sandy Hook Elementary School replacement and the development and planning of the Community Center. We also stated the planning for the Newtown High School Auditorium renovations through the selection of the architectural team.

Sandy Hook Elementary School

Through the PB&S Commission, the architectural firm of Svigals+Partners and the Construction Management firm of Consigli were selected to develop the project.

Work began on the site in early October 2014 with the main building construction commencing in spring of 2015. The project is on target for a substantial completion by May 27, 2016 with full use for the 2016/2017 school year.

Photos and updated information have been posted on the Town website and are available for the public to access.

Community Center

The Town has been given a grant through GE to construct and operate a new Community Center. This project will commence with a Senior Activities Center and an Aquatics Center as the initial phase. The architectural firm of Quisenberry Arcari Architects and the Construction Management firm of Caldwell Walsh were selected for the project. Following a site analysis and feasibility study, the Community Center Advisory Committee began to develop the project program and functional space list analysis. This is ongoing.

Newtown High School Freshman Wing

The project remains open as corrective actions from the original construction are ongoing. PB&S is coordinating the tasks to identify any corrective actions required and determine the appropriate actions and responsibilities. The single outstanding item is a continuing roof/window wall leak that is being investigated for corrective action.

Newtown High School Auditorium Renovations

Following the Town referendum for funding the project, PBSC selected Smith Edwards McCoy Architects as the Project Team. Work will begin on the design during the Fall of 2015.

Sustainable Energy Commission Interface

PBSC has developed a base document outlining the goals and objectives for creating a sustainable energy standard for future projects in the Town. This is being reviewed and revised as a basis of understanding that can be utilized by project teams as they develop both new construction and renovation projects.

Other Activities

One of the main collateral projects being developed by the Commission will be recommendations to the Board of Selectman on how to best utilize the Commission, when projects should be referred to the Commission, how projects should be implemented to best serve the Town's needs. This has been sent to the Town agencies for review and comment, and will be submitted to the Charter Revision Commission for review.

We are also developing recommendations and protocols for the selection of design and construction firms for future projects. These will meet both the Town and State guidelines, allowing for the maximum reimbursement rates from the State.

Robert Mitchell
Chair
Public Building and Site Commission

PARTIAL PB&S MINUTES

9/22/2015

- Bells – Gifts to SHES from the PBSC and placed outside the school. The locations will be coordinated by Svigals.

REVIEW STATUS OF NHS “ROOF” LEAKS: Roof is still leaking; waiting for Ralph’s report which will be reviewed by all to come up with a proactive solution.

NHS AUDITORIUM RENOVATIONS PROJECT

Status

The A/E team met at the site to review the existing conditions prior to having workshop sessions with the staff. Mr. Faiello reported that the existing building documents have been scanned and will be given to the architect for review.

HAWLEY SCHOOL PROJECT: Mr. Faiella reported that there will be a meeting with the BOE on the 29th regarding proceeding with Phase 2 of the project related to the original 1929 building. He would like the Boiler Project and Air & Ventilation Project included in the CIP. This will be 4 years out.

EDMOND TOWN HALL BOILER REPLACEMENT: Jim Juliano and Tom Catalina met with Scott from Kaestle Boos who came up with a draft approach for asbestos removal. Electronic drawings of the mechanical room are now being completed. The project will be ready to go to bid in late December/early January, allowing the work to be done as soon as the heating season is over. A civil engineer will be looking at the MER floor drains and their discharge pattern to make sure they are up to code and standards.

COMMUNITY CENTER: Ms. Hoerauf encouraged everyone to go to www.NCCCsurvey.com and take the survey which will be available to complete until October 10. The committee will then present a proposal to the First Selectman in November or December. Community input meetings will be held on September 24th, October 1st, 13th and 17th.

REVIEW OF TOWN INITIATED PROJECTS: Mr. Mitchell will give Kathy Quinn from the Sustainable Energy Commission a copy of the Sustainable Design Guidelines that contains environmental design strategies that may be implemented during future construction in Newtown.

UNFINISHED BUSINESS: Mr. Schweitzer from The Morganti Group presented the final Contractor’s Application for Payment. The pending legal action between ECI and Action Air has a settlement in place, therefore, final approval for payment can be made. This resolves the payment and financial management aspects of the project. Application

PARTIAL PB&S MINUTES

11/24/2015

Mr. Borst moved to recommend approval of Svigals invoice #1360-27 in the amount of \$29,782.09. Second by Mr. D'Angelo. Motion passed.

Mr. D'Angelo moved to recommend approval of Langan invoice #0051983 in the amount of \$790.00. Second by Mr. Catalina. Motion passed.

Mr. Borst moved to recommend approval of DPM invoice #90005773 in the amount of \$15,603.23. Second by Mr. D'Angelo. Motion passed.

Mr. Borst moved to recommend approval of DPM invoice #90005782 in the amount of \$6,451.37. Second by Mr. Hanlon. Motion passed.

Mr. Borst made a motion to recommend approval of Multivista invoice #635 in the amount of \$1,994.67 (pending cover sheet from Bob Tait). Second by Mr. Hanlon. Motion passed.

Mr. Borst made a motion to recommend approval of Multivista invoice #636 in the amount of \$600.00 (pending cover sheet from Bob Tait). Second by Mr. Hanlon. Motion passed.

STATUS OF NHS "ROOF" LEAKS & REPAIR OPTIONS: Roof is still leaking; PBSC has not accepted and pending resolutions; Monte Frank will look into the matter with Ralph Noblin and provide a method forward from this point.

HAWLEY SCHOOL PROJECT: None.

COMMUNITY CENTER STATUS: Ms. Hoerauf reported that the Community Center Commission has discussed and broadly determined what the Community Center should include. Their finance committee is now analyzing the operation of the facility. A referendum is planned for early March.

UNFINISHED BUSINESS: None.

The next meeting is scheduled for December 15, 2015 and Officers will be elected in January 2016.

ADJOURNMENT

Mr. Borst made a motion to adjourn the meeting at 9:09 p.m. Second by Mr. Hanlon. Meeting adjourned.

PARTIAL PB&S MINUTES

12/15/2015

COMMUNITY CENTER STATUS: Plans continue and the Committee is examining construction costs. Their next meeting is on Tuesday where business models will be presented.

REVIEW OF TOWN INITIATED PROJECTS: None.

UNFINISHED BUSINESS

Mr. Borst made a motion to accept the 2016 meeting schedule for the Public Building & Site Commission. Second by Mr. Hanlon. Motion passed.

The next meeting is scheduled for January 26, 2016.

ADJOURNMENT

Mr. Borst made a motion to adjourn the meeting at 8:48 p.m. Second by Mr. Hanlon. Meeting adjourned.

Respectfully submitted,

Ann M. LoBosco, Clerk

PARTIAL PB&S MINUTES

1/26/2016

due at the school on January 27, 2016 to review the status of the corrective work and make recommendations on how to proceed.

HAWLEY SCHOOL PROJECT: None.

COMMUNITY CENTER STATUS: The Community Center Commission will be meeting on Thursday to continue to develop alternative configurations of the Community Center. A series of forums are going to be held in February where the concepts will be presented to the public for feedback. After the forums, the Commission will go to the Board of Selectmen and Legislative Council; a Referendum will follow and the project will come back to the PBSC.

REVIEW OF TOWN INITIATED PROJECTS: None.

UNFINISHED BUSINESS

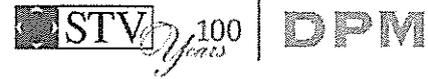
The next meeting is scheduled for February 23, 2016.

ADJOURNMENT

Mr. Samoskovich made a motion to adjourn the meeting at 8:35 p.m. Second by Mr. Hanlon. Meeting adjourned.

Respectfully submitted,

Ann M. LoBosco, Clerk



**Town of Newtown
Public Building & Site Commission**

**Newtown Community Center Project
STATUS UPDATE
January 26, 2016**

Project Concept Development:

Results of the Community Survey are posted on the Town website and the Newtown Community Center Commission Facebook page.

In December, the Legislative Council confirmed that the development of the Community Center project would be funded through the \$10 million GE grant and the potential use of up to \$7.5 million in CIP monies. CIP funds are subject to review and approval by the LC on a project basis and would be part of future years' bond packages if approved by taxpayers at a Town Meeting.

The Community Center Commission has developed pre-project construction cost estimates and operating budgets for alternative configurations of the Community Center including 1) a facility with shared community spaces and ice rink, 2) shared community spaces and a multi-lane pool and 3) shared community spaces with both a pool and ice rink.

A majority of the Community Center Commissioners favor presenting all three concepts at community forums to gauge resident preferences. After a series of forums, the project concept will be finalized and presented as the Commission's recommendation to the Board of Selectmen.

Community Information Sessions:

Scheduled for the following dates (locations to be determined):

- Thursday, Feb. 4 at 7pm
- Saturday, Feb. 6 at 10am
- Tuesday, Feb. 9 at 7pm, Council Chambers, Municipal Center
- Saturday, Feb. 13 at 10am

Tentative Approval Timeline:

Newtown Community Center Commission Meeting – February 23
Legislative Council Presentation – March 2
Board of Selectmen Set Referendum Date – March 7
Potential Referendum Date – April 2

room numbers in the windows, recent revisions to the SSIC guidelines require the application to be made on the exterior rather than the interior of the window surface. This revision resulted in a change of \$2,416.50.

Mr. Matschke made a motion to approve the following change order requests – CR080, CR102, CR103, CR114, CR115, CR117, CR118, CR120, CR122 and CR123 totaling \$36,671.91. Second by Mr. Letso. Motion passed.

Sandy Hook School Invoices:

Mr. Matschke moved to recommend approval of Consigli invoice #28 in the amount of \$2,534,004.77. Second by Mr. Letso. Motion passed.

Mr. Borst moved to recommend approval of Svigals invoice #1360-30 in the amount of \$29,708.91. Second by Mr. Catalina. Motion passed.

Mr. Borst made a motion to recommend approval of DPM invoice #90006365 in the amount of \$15,544.00. Second by Mr. Hanlon. Motion passed.

Mr. Borst made a motion to recommend approval of Independent Materials Testing invoice #2135-M in the amount of \$674.00. Second by Mr. Catalina. Motion passed.

Mr. Borst moved to recommend approval of Ola Consulting Engineers invoice #33437 in the amount of \$17,211.32. Second by Mr. Catalina. Motion passed.

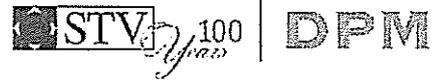
Mr. Borst made a motion to recommend approval of four Multivista invoices #719, #720, #750 and #751 in the amounts of \$1,994.67, \$600.00, \$1,994.67 and \$600.00 respectively. Second by Mr. Catalina. Motion passed.

STATUS OF NHS “ROOF” LEAKS & REPAIR OPTIONS: A final field report was received from Ralph Noblin and Attorney Monte Frank is reviewing. It was determined that flashing is missing and work has to be done by an independent contractor. Mr. Mitchell will review the status and next steps with Mr. Monte.

COMMUNITY CENTER STATUS: The Community Center Commission presented its recommendation to the Board of Selectmen which was approved last night. The project budget will utilize the \$10 million grant from GE plus \$5 million in CIP funding. The Board of Finance will be voting on it tonight. It is likely to go to referendum on April 5th.

REVIEW OF TOWN INITIATED PROJECTS: None.

UNFINISHED BUSINESS



**Town of Newtown
Public Building & Site Commission**

**Newtown Community Center Project
STATUS UPDATE
February 23, 2016**

Commission Recommendation to the Board of Selectmen:

Subsequent to the four Community Forums held in February and after lengthy discussion at a special Commission meeting on February 13th, the Newtown Community Center Commission agreed to recommend the following project concept to the Board of Selectmen:

A Community Center with a 50 meter lap pool and a zero- entry activity pool, along with community multipurpose spaces of approximately 18,000sf. The project budget shall utilize the \$10 million gift from G.E. plus \$5 million in Capital Improvement Plan funding.

The project shall be planned and designed with the ability to add as future phases, additional multipurpose community space, an ice rink or a dedicated senior center.

Tentative Approval Timeline:

- Preliminary Board of Selectmen Discussion – February 22
- Board of Selectmen Presentation – February 29
- Legislative Council Presentation – March 2
- Board of Selectmen Set Referendum Date – March 7
- Potential Referendum Date – April 2

We will work closely with you to customize our services to meet your needs. The following scope outlines our understanding of your project requirements and you are free to modify this scope as necessary.

- A. Phase 1: Pre Design (Site Investigations, CM & AE Selection)**
1. Meet with the Community Center Advisory Committee to review project scope, budget and timeline
 - a. Develop preliminary project timeline
 2. Validate project scope and schedule
 - a. Review existing program goals, community center functions
 - b. Review project documentation from prior community center project plan(s)
 - c. Confirm and define the three phases of the project
 - (1) Incorporate phasing into preliminary project timeline
 - d. Review project scope with the PBSC and receive approval to proceed with RFQ process
 3. Facilitate selection of professional Consultant Team
 - a. Develop and issue Requests for Qualifications for architect/engineer team and construction manager (as advisor)
 - 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, at the direction of the PBSC
 - d. Issue RFPs for fee proposals
 - e. Tabulate and analyze RFP responses and review with PBSC
 - f. Collaborate with the Advisory Committee and PBSC on the selection of the consultant team
 4. 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. Assist Town Attorney and Board of Selectman with contract execution for architect/engineer team and construction manager as advisor

"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 Community Center 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: Preconstruction Services

1. Design Phase:

- a. Coordinate Design Team's efforts in the generation of an accepted Space Program
- b. Work with the Design Team and Advisory Committee to refine the space program, including:
 - (1) Senior Center activity rooms
 - (2) Administrative offices including maintenance areas
 - (3) Special use areas, (including AV and presentation needs)
 - (4) Pools and locker facilities
 - (5) Storage for Senior Center and Aquatics Center:
- c. Review and document overall project organization for planning, design, construction and commissioning
- d. Develop and drive a pre-construction schedule including all design documents phases
- e. Work with Construction Manager to establish estimating at selected phases of design
- f. Continue to Develop Preliminary Budget Parameters for the following, with input from the Design Team and CM where appropriate:
 - (1) Site development and permitting
 - (2) All professional fees
 - (3) Construction cost
 - (4) Furniture and equipment purchase and/or liquidation
 - (5) Voice and data cabling, AV systems
 - (6) Specialty areas
 - (7) Signage, artwork and similar miscellaneous trades
- g. Assist with value management for design documents
- h. Coordinate the efforts of the design team in the schematic design, design development process and the development of contract documents

2. Scheduling, Budget and Reporting:

- a. Create master project schedule based on input from the Design Team and CM, to include such milestone events as design approvals, permitting, construction commencement and completion, and including long lead items in the areas of construction, furniture, technology, etc.
- b. Update the schedule, adding new tasks as required as construction timeline changes
- c. Advise as to scheduling conflicts and how to address them
- d. Incorporate estimates generated at Schematic, Design Development and Construction Documents phases into the Project Budget

"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 / Vertafore

"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

Scope of Services

- e. Provide periodic reporting as to project status including planning, schedule, and budget to the Advisory Committee, Public Building & Site Commission and Board of Selectman as requested
3. Construction Documents and Bidding
- a. Monitor progress of contract documents and bid packages through the construction documents phase
 - b. Review the construction documents and comment as required
 - c. Assist the CM in bidding and selection of sub-contractors
 - d. Solicit additional contractors and consultants on behalf of the Town of Newtown
 - e. Prepare RFP's as required for all specialty consultants, special inspections, and vendors
 - f. Administer the contracting of vendors and specialty consultants with the Purchasing Department
- C. Phase 3 Construction Administration and Close-out**
1. Construction Administration
- a. Working with the Project Team, integrate the general contractor's detailed construction schedule into the master project schedule
 - b. Observe construction activity and participate in periodic job meetings, informing the PBSC of project progress in conjunction with the Town's Clerk of the Works
 - c. Assist all parties in resolution of problems arising from such construction deficiencies
 - d. Track construction progress against project schedule and project budget, including tracking of all payment requisitions and change requests
 - e. Review and comment on change orders and other changes to the contract
 - f. Audit payment requisitions, and review with PBSC for approval
 - g. Obtain contractor lien waivers
 - h. Provide ongoing value management evaluations to the PBSC
 - i. Provide periodic reporting as to project status including planning, schedule, and budget to the Advisory Committee, Public Building & Site Commission and Board of Selectman as requested
2. Construction Close-out
- a. Coordinate Commissioning Agent services, if required
 - b. Manage voice & data coordination installation services for integration with Newtown requirements, if required
 - c. Manage the relocation/purchase of phone system and computer network system, if required
3. Project Close-out Activities
- a. Verify that all Owners Manuals and Warrantee information for the Facility Management have been provided
 - b. Record Certificate of Occupancy and approvals
 - c. Obtain final lien waivers and verify payment on all final invoices
 - d. Provide any audit documentation as required in final disbursement of the GE grant

"Hiring DPM to help us manage our construction project was a good decision. In one of my first meetings with DPM, it was stated that your firm would earn its fee in construction savings. I was skeptical then, but today I believe you did just that. We would have spent considerable more dollars and Phonon resources if DPM had not been on the job. We now have a building that we can afford, meets our needs, and allows us to grow for years to come. Thank you for your hard work."

*-James K. Smith
Vice President & CEO
Phonon Corporation*

Assumptions

Assumptions

1. DPM's project involvement for Phase 1 will run from 6/15/14 to 9/7/2014. Future phases and their schedules will be confirmed prior to commencement of those 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.
3. The following services are to be provided by others, but can be provided by DPM upon written request:
 - a. Space Programming
 - b. Site due diligence
 - c. Furniture and equipment selection and procurement
 - d. Furniture Liquidation

"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*

Fee, Terms & Conditions

TIMELINE: 6/15/14 to 9/7/2014

FEES: Based on the scope and schedule listed for Phase 1, Pre-Design Services, DPM proposes to provide the services listed in Phase 1 for a fixed fee of \$21,437.00 (Twenty One Thousand, Four Hundred and Thirty Seven dollars). Phase 1 is expected to start on 6/15/14 and run to 9/7/14.

The scope and fee of future phases will be proposed in advance of their kick-off and the completion of the prior phase. 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. This proposal shall be coordinated with the schedule that will be confirmed prior to phases 2 and 3 commencement.

"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, Community Center

Date Range	No. Wks.	Mark DuPro'		Goralyn Hoorauf		Asst Proj Mgr		TOTALS
		Hrs. Week	Total Hrs.	Hrs. Week	Total Hrs.	Hrs. Week	Total Hrs.	
Phase 1 Site, CM and A/E Selection 6/15/2014 9/7/2014	13	1	13	10	130	0	0	\$21,437
Phase 2 Design, Construction Documents and Bidding 9/7/2014 8/9/2015	48	2	96	8	384	8	384	\$115,488
Phase 3 Construction & Close-out 8/9/2015 1/22/2017	76	1	76	4	304	12	912	\$157,700
Total Hrs.			185		818		1296	2299
Cost / Hr.			\$179		\$147		\$109	
Cost PP.			\$33,115		\$120,246		\$141,264	\$294,625

*RPM
6-19-14*

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

QUISENBERRY ARCARI ARCHITECTS, LLC
 318 Main Street, Farmington, CT 06032
 PHONE: 860.677.4594 FAX 860.677.8534



Town of Newtown
 Robert Mitchel
 3 Primrose Street
 Newtown, CT 06470

Invoice number 7824
 Date 03/31/2015
 Project 1470 Newtown Community Center

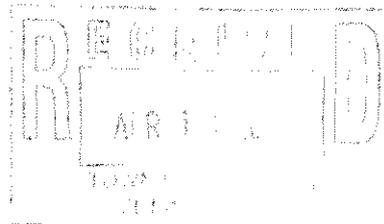
Payment is due upon receipt of this invoice

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Current Billed
Professional Services						
Programming & Concept Design	25,000.00	100.00	25,000.00	25,000.00	0.00	0.00
Pre-Referendum Design	83,500.00	50.00	12,525.00	41,750.00	41,750.00	29,225.00
Schematic Design Completion	27,500.00	0.00	0.00	0.00	27,500.00	0.00
Design Development	84,000.00	0.00	0.00	0.00	84,000.00	0.00
Construction Documents	201,000.00	0.00	0.00	0.00	201,000.00	0.00
Bidding Services	18,250.00	0.00	0.00	0.00	18,250.00	0.00
Construction Administration	104,500.00	0.00	0.00	0.00	104,500.00	0.00
Closeout	7,750.00	0.00	0.00	0.00	7,750.00	0.00
Subtotal	551,500.00	12.10	37,525.00	66,750.00	484,750.00	29,225.00
Total	551,500.00	12.10	37,525.00	66,750.00	484,750.00	29,225.00

Invoice total **29,225.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
7625	02/28/2015	18,775.00		18,775.00			
7824	03/31/2015	29,225.00	29,225.00				
Total		48,000.00	29,225.00	18,775.00	0.00	0.00	0.00



4 TURKEY HILL ROAD
NEWTOWN, CONNECTICUT 06470
FAX (203) 426-9968

FREDERICK W. HURLEY, JR
PUBLIC WORKS DIRECTOR
(203) 270-4300



TOWN OF NEWTOWN
PUBLIC WORKS DEPARTMENT

To: Legislative Council
From: Fred Hurley, Public Works Director
Re: Water System Rate Request
Date: 3/2/16

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

The Newtown Water & Sewer Authority (WSA) is requesting a 9% rate increase for all elements within the system for each of the next three (3). This revised request from 8% a year ago is due to the elapsed time in implementing a rate increase and additional financial constraints on the system.

The assumptions contained in the original 12/12/14 rate request document (Attachment A) have proved accurate. But, it also indicates that the financial position is precarious. By way of validation, Attachment B are the 2014-2015 revenue and expense statements. If you take the "revenue" item for the year of \$323,481 and escalate it by 8% the total is \$349,359. The operating expense for that same time period, less depreciation and interest, is \$329,291. Not enough to repay the existing capital loan from the Sewer Fund but at least generating enough to cover direct operating expenses.

If we escalate the increase to 9%, after the third year the operating revenues would reach \$418,917 annually. At that level operating expenses of \$365,091 would be covered, loan interest of \$38,445 would be covered and there would be \$15,381 available for a principal payment. A long way from \$1.4 Million but headed in the right direction.

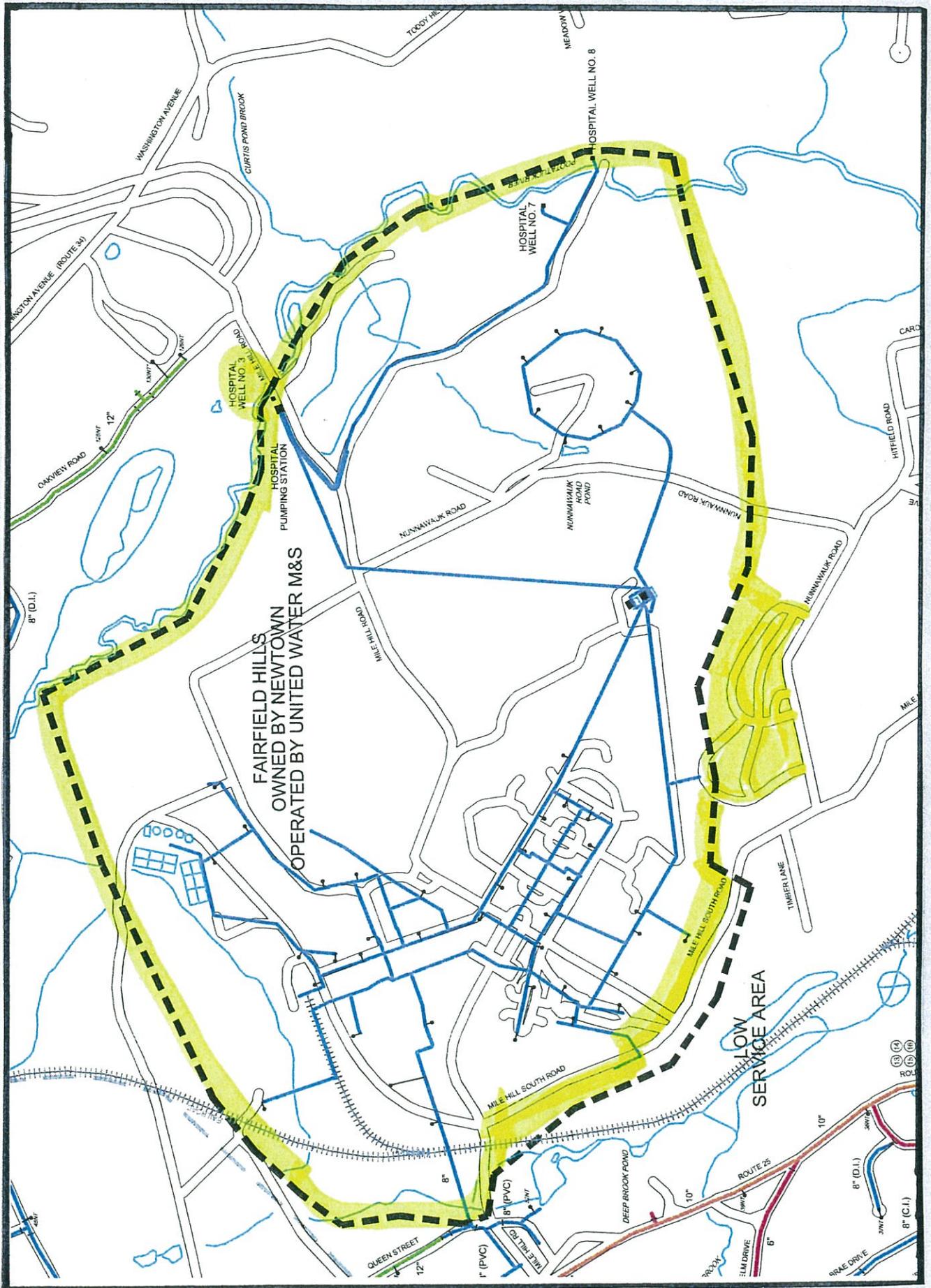
Current Revenue	\$323,481	Current Expense	\$329,291
1 st Year (+9%)	\$352,594	1 st Year (+3.5%)	\$340,816
2 nd Year (+9%)	\$384,327	2 nd Year (+3.5%)	\$352,745
3 rd Year (+9%)	\$418,917	3 rd Year (+3.5%)	\$365,091

Consumption unit charges per 1,000 gallons:

Current	\$7.30
1 st Year	\$7.96
2 nd Year	\$8.67
3 rd Year	\$9.45

FFH WATER USERS

Name	Location	Account #
Nunnawauk Meadows	3 Nunnawauk Road	2015-07-0000001
State of CT Department of Corrections Fiscal Unit	Garner Correctional Facility	2015-07-0000002
Newtown Youth Academy, Inc.	4 Primrose Street	2015-07-0000003
Public Works Department	3 Primrose Street	2015-07-0000004
Public Works Department	Newtown BOE/P&R Warehouse	2015-07-0000005
Public Works Department	28 Trades Lane	2015-07-0000006
Public Works Department	Newtown BOE/P&R Maint. Garage	2015-07-0000007
Public Works Department	Ball Field	2015-07-0000008
Newtown BOE	Reed School	2015-07-0000009
State of CT-Military Department	Slaughterhouse	2015-07-0000010
State of CT-Military Department	Canine Facility	2015-07-0000011
State of CT-Military Department	Old Dairy Barn	2015-07-0000012
State of CT-Military Department	Shop Building	2015-07-0000013
State of CT-Military Department	Yard Hydrant	2015-07-0000014
State of CT-Military Department	Horse Rink	2015-07-0000015
Lynn Hallquist	2 Mile Hill Road South	2015-07-0000016
Peter Reilly	6 Mile Hill Road South	2015-07-0000017
Patrick Kelley	8 Mile Hill Road South	2015-07-0000018
Susan Fellin	10 Mile Hill Road South	2015-07-0000019
Michael Sheehan	12 Mile Hill Road South	2015-07-0000020
Public Works Department	Emergency Operations Center	2015-07-0000021
Public Works Department	Animal Control Facility	2015-07-0000022
Newtown Ambulance	6 Washington Circle	2015-07-0000023
Michael & Tammy Petersen	14 Mile hill Road South	2015-07-0000024





Town of Newtown
Attn: Betsy Paynter
Economic Development Coordinator
3 Primrose Street
Newtown, CT 06470

10/30/2015

Dear Betsy:

I would like to thank you for further discussing a possible Tractor Supply Company within your community. Based on the attached Community Impact Analysis, reflecting revenue growth, job creation opportunities, and increased property tax basis, I would like to propose the following economic development assistance:

- Tax abatement/exemption/credit pursuant to the Town of Newtown
 - (phase-in, abatement terms and percentage set by council)

- Personal Property tax abatement/exemption
 - (terms and percentage set by council)

The proposed location, see exhibit A for site plan is currently vacant underutilized land and is located in the primary trade area for Sandy Hook/Newtown. The exemption should fall under the Town of Newtown Business Incentive Program. Current retail trends include open-air centers as opposed to enclosed malls. Retail stores are an enhancement of the retail corridor and an asset to the essential component to a city's budget.



In addition to the financial community impact Tractor Supply brings, we consider ourselves to be neighborhood stores. Like any true neighbor, we go to great lengths to help out in any way we can. From supporting local 4-H and FFA to finding homes for shelter pets, we're making a difference on the things our customers care about the most. We are interested in joining the Chamber of Commerce and participating in annual community events as well as hosting some of our own.

Many of our customers and team members at Tractor Supply strive to be good stewards of the land and our natural resources because they rely on them not just for their lifestyle, but also for their livelihood. As the supplier of choice for the farm and ranch lifestyle, it is imperative that we not only carry the products that enable our customers to live sustainably, but that we also incorporate sustainable practices into the way we do business. We cannot just be merchants of this lifestyle; we must also adhere to and practice it as a responsible corporate citizen. I've enclosed our 2014 Annual Stewardship Report for your review as well.

I want to thank you in advance for your time and consideration as it is greatly appreciated.

Sincerely,

Amy Villmer
Tax Credits & Incentives

Enclosures

**Town of Newtown
Business Incentive Program Application**

Negotiations of Business Incentives will be conducted by the First Selectman. The findings and conclusions of the First Selectman will be submitted to the Board of Selectmen for acceptance or denial. Board approved applications will be forwarded to the Finance Board and Legislative Council for consideration and action.

Name of Company: Tractor Supply Company

Address: 5401 Virginia Way, Brentwood, TN 37027

Company Contact: Amy Willmer

Phone Number: 615-440-4374

Types of Products Manufactured or Distributed: Hardware, Truck & tools;
Clothing/workwear boots & accessories, seasonal products,
Lawn care, power equipment, and small animal products.

Project Description: New construction of 19,097 square foot
building with adjacent fenced-in display lot of
approximately 15,000 square feet, for retail facility.

Estimated Cost of Proposed Improvements: \$ 346,900
(Attach itemized list of these costs and improvements)

Number of Jobs To Be Retained in Newtown: 10-14 at facility

Number of Jobs To Be Created: 20-25 including construction

11/13/15
Date

Amy Willmer
Signature of Company Representative

Completed applications should be returned to the First Selectman's Office or the office of the Director of Economic and Community Development.

Newtown, CT
New Store Construction

Investment Summary		
Building Construction		1,500,000
Tractor Supply Expenses		
Total Building Imp.	\$	10,000
3rd Party Pre-Open		20,000
EMS		10,000
Alarm		47,100
Store in a Box		44,000
Baler		11,000
Floor Buffer		3,800
Forklift		25,000
Fixtures		156,000
Signage		20,000
Total Capital	\$	346,900
Total Investment	\$	2,193,800

personal
property
multiple

346,900

Tractor Supply Company - 116 South Main Street
 Draft Analysis of Business Incentive
 For Discussion Purposes Only

Address	2014 Real Property Assessment	Real Property Tax Bill (33.07 mills)				Assumed Real Property Assessment (After Improvements)	Increase in RP Assessment (Existing vs. Post Improvements)	Assumed Real Property Tax Bill on New Assessment (33.07 mills)	
116 South Main Street	\$223,080	\$7,377				\$3,358,380	\$3,135,300	\$111,062	
The current real estate is comprised of a single family dwelling on a 8.19 ac. Parcel - Zoned South Main Design District Application for a 19,000 sf retail commercial building plus 15,000 sq ft outdoor retail storage									
<u>Eligible:</u> 45% tax abatement & 1.20 multiplier for personal property investment = .45*1.2= 54% abatement for 3 years maximum									
ANNUAL TAX ABATEMENT									
TAX PAYMENT IF ASSESSMENT IS FIXED									
Total Abatement for 3 years:									
Total Tax Pay for 3 years:									
Assumptions: No increase in Mill Rate over 3 year period Approvals for the Business Incentives must be given by the Board of Selectmen; the Board of Finance and the Legislative Council									
						Annual Real Property Tax Due if 54% of the Increase in Assessment is fixed			
						\$55,990			
						\$55,072 (Max. 3 years)			
						\$167,968.68			
						\$165,216.20			

Community Impact Analysis

Projections

Property Tax - Personal
 based on average of all existing Conventional stores to date:
 Property Tax - Real Estate
 based on average of all existing, Conventional stores to date:
 Total Property Tax

Estimated Tax
 \$ 11,199.00
 \$ 29,048.00
 \$ 49,547.00

Sales Tax

Sales Tax on Annual Sales
 State Tax 6.35% \$ 3,000,000.00
 County Tax - Monte 0.00% \$ 3,000,000.00
 Local Sales Tax - Nune 0.00% \$ 3,000,000.00
 Total Annual Sales Tax Revenue 6.35% \$ 9,000,000.00

Estimated Sales Tax
 \$ 190,500.00
 \$ -
 \$ 190,500.00

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Net Sales	\$ 3,000,000	\$ 3,270,000	\$ 3,531,600	\$ 3,788,800	\$ 4,045,500	\$ 4,302,700	\$ 4,559,900	\$ 4,817,100	\$ 5,074,300	\$ 5,331,500	\$ 51,100,000
State Tax	\$ 190,500	\$ 207,645	\$ 224,790	\$ 241,935	\$ 259,080	\$ 276,225	\$ 293,370	\$ 310,515	\$ 327,660	\$ 344,805	\$ 3,350,000
County Tax - Monte	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Sales Tax - Nune	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sales Tax	\$ 190,500	\$ 207,645	\$ 224,790	\$ 241,935	\$ 259,080	\$ 276,225	\$ 293,370	\$ 310,515	\$ 327,660	\$ 344,805	\$ 3,350,000
Property Taxes	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 495,470.00
Total Tax Impact	\$ 240,047.00	\$ 257,292.00	\$ 274,537.00	\$ 291,782.00	\$ 308,627.00	\$ 325,472.00	\$ 342,317.00	\$ 359,162.00	\$ 376,007.00	\$ 392,852.00	\$ 3,845,470.00
Total Local Tax Impact	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 49,547.00	\$ 495,470.00
Personnel Costs	\$ 335,047.00	\$ 348,355.00	\$ 361,662.00	\$ 374,970.00	\$ 388,277.00	\$ 401,584.00	\$ 414,891.00	\$ 428,198.00	\$ 441,505.00	\$ 454,812.00	\$ 4,465,629.00
Rent	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 391,712.00	\$ 3,917,120.00
Utilities	\$ 44,631.00	\$ 45,952.00	\$ 47,273.00	\$ 48,594.00	\$ 49,915.00	\$ 51,236.00	\$ 52,557.00	\$ 53,878.00	\$ 55,199.00	\$ 56,520.00	\$ 569,750.00
Total Local Community Financial Impact	\$ 871,930.00	\$ 895,506.00	\$ 918,532.00	\$ 941,558.00	\$ 964,584.00	\$ 987,610.00	\$ 1,010,636.00	\$ 1,033,662.00	\$ 1,056,688.00	\$ 1,079,714.00	\$ 10,848,940.00

Please note the information reflected is based on estimates, an approximation of monetary amounts. The information provided should only be used for purposes of tax revenue projections within the City Council and local governmental offices. The information should be kept confidential and privileged, please refrain from disclosing, copying, distributing, or using any information contained herein.

Assessed Value of increase in Real Property	Maximum Percentage that may be Fixed for Three Years
\$0 to \$100k	0%
\$100k to \$250k	20%
\$250k to \$500k	25%
\$500k to \$1mil	30%
\$1mil to \$2mil	35%
\$2mil to \$3mil	40%
Over \$3mil	45%

If the project entails a large amount of personal property to be added, an additional incentive (multiplier to above figures) will be considered as follows:

Assessed Value of Personal Property	Multiplier for Three Years
\$0 to \$50k	0.00
\$50k to \$100k	1.10
\$100k to \$250k	1.15
\$250k to \$500k	1.20
Over \$500k	1.25

3/15/2016 \$12,000,000 BOND

TRUE INTEREST COST 2.48%
 AVERAGE COUPON 2.99%

BOND PREMIUM

\$ 519,366

USUALLY BOND PREMIUM WOULD BE APPLIED TO:

GENERAL FUND REVENUES

DEBT SERVICE FUND

HOWEVER IT CAN BE APPLIED TO THE CAPITAL & NON-RECURRING FUND:

CAPITAL ITEMS IN THE 2016/17 BUDGET THAT EXCEED THE PRIOR YEAR CAN BE TAKEN OUT AND CAN BE PURCHASED IN THE CAPITAL & NON-RECURRING FUND USING THE BOND PREMIUM PROCEEDS:

	<u>Proposed Budget Reduction</u>
HIGHWAY - ROAD IMPROVEMENTS	(250,000)
HIGHWAY - CAPITAL	(15,000)
PARKS & RECREATION - CAPITAL	(25,000)
PUBLIC BUILDING MAINTENANCE - CAPITAL	(25,000)
INFORMATION TECHNOLOGY - EQUIPMENT	(35,000)
BOE INFORMATION TECHNOLOGY - EQUIPMENT	(100,000)
PROPOSED 2016/17 BUDGET REDUCTION	<u>(450,000)</u>

IF THE ABOVE ITEMS WERE APPLIED TO THE 2016/17 BUDGET:

	BOF	% Increase	Legislative Council	% Increase
	<u>Recommended</u>	<u>(from prior yr)</u>	<u>In process</u>	<u>(from prior yr)</u>
Board of Selectmen Budget	41,036,680	2.2%	40,686,680	1.4%
Board of Education Budget	73,865,065	3.2%	73,765,065	3.0%
	<u>114,901,745</u>	<u>2.8%</u>	<u>114,451,745</u>	<u>2.4%</u>

***TURN OVER FOR THE EFFECT ON THE TAX RATE



MILL RATE CALCULATION - 2016 / 2017

Millrate Calculation

2015 List

➤ TOTAL NET ASSESSMENT (LESS EXEMPTIONS) Before Board of Assessment Appeals + \$2,500,000	a	3,083,371,154
➤ LESS THE LOSS BY USING THE STATE MANDATED MOTOR VEHICLE MILL RATE OF 32.00 (municipalities with mill rates greater than 32.00 are capped at 32.00 for MV)	b	(11,974,446)
➤ EFFECTIVE ASSESSMENT ON CIRCUIT BREAKER TAX CREDIT OF	b	(4,506,374)
➤ EFFECTIVE ASSESSMENT ON LOCAL CREDITS: NEWTOWN ELDERLY TAX BENEFITS OF (1,650,000 less 170,000 reserved)	c	(43,877,854)

3,023,012,480

TOTAL TAXABLE NET ASSESSMENT (after adjustments and credits)

➤ Amount to be raised by taxation (from "current year taxes" - revenue budget)		100,840,717
➤ TAX LEVY - assuming a tax collection rate of (= billed amount) (Amount to be Raised divided by Collection Rate)	d	101,859,310

➤ **MILL RATE = (Tax Levy divided by (Taxable Net Assessment / 1,000))**

33.69

1 MILL = 3,023,012

PRIOR YEAR MILL RATE = 33.07
EFFECTIVE TAX (DECREASE) = 1.89%

*** New state statute states that motor vehicle taxes cannot be over 32.00 mills.
This loss is partially offset by the state grant for motor vehicle property tax.

prior yr taxable net assessment		3,027,125,436		-0.14%
prior yr net assessment (less exemptions)		3,075,109,294		0.27%

*** = FIELD TO BE INPUTTED; ALL OTHER FIELDS ARE CALCULATED

0.1 MILL = 302,301

George Benson, Director of Planning
3 Primrose Street
Newtown, CT 06470
Phone (203) 270-4276
Fax (203) 270-4278
www.newtown-ct.gov



**TOWN OF NEWTOWN
LAND USE AGENCY**

To: MaryAnn Jacob – Legislative Council

CC: Robert Tait, Director of Finance
Rob Sibley, Deputy Director, Land Use
Christal Preszler, Grants Coordinator
Carey Schierloh, Clerk, Legislative Council

From: George Benson, Director of Planning 

Date: March 17, 2016

Re: Miscellaneous paperwork – grants
Neglected Cemetery Grant
STEAP Grant (Fairfield Hills Streetscape)
DOT Transportation Enhancement Grant 96-202

The following items are required for acceptance and implementation of grants awarded to the Town of Newtown:

- Resolutions to accept grants by LC
- Special appropriation by LC.

This memo serves to accomplish these items for three grants which have been awarded to the Town of Newtown.

LC, please add the following to the agenda for March 23, 2016:

Resolutions to accept grants: Neglected Cemetery Grant, STEAP Grant (Fairfield Hills Streetscape), DOT Transportation Enhancement Grant 96-202.

Approve special appropriation of Funds: Neglected Cemetery Grant, STEAP Grant (Fairfield Hills Streetscape), DOT Transportation Enhancement Grant 96-202.

Necessary paperwork is attached. Please contact me if you have any questions.

CERTIFIED RESOLUTION

WHEREAS, the State of Connecticut Office of Policy and Management has the capacity to extend financial assistance for this Neglected Cemetery Account Grant Program under Section 19a-308 of the Connecticut General Statutes (CGS); and

WHEREAS, it is desirable and in the public interest that the Town of Newtown enter into an agreement with the State of Connecticut for a \$1,380 grant for the Bradley Cemetery cleanup project;

NOW THEREFORE, BE IT RESOLVED by the Town of Newtown Legislative Council:

1. That is cognizant of the conditions and prerequisites for the State Assistance imposed by C.G.S. 19a-308.
2. That the acceptance of State financial assistance by The Town of Newtown in an amount not to exceed \$1,380 is hereby approved and that E. Patricia Llodra, First Selectman is directed to execute an agreement with the Connecticut Office of Policy and Management, to provide such additional information, to execute such other documents as may be required, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Newtown, Connecticut.

MaryAnn Jacob, Chair, Legislative Council

Certified a true copy of a resolution duly adopted by the Town of Newtown, Connecticut at a meeting of its Legislative Council on March 23, 2016 and which has not been rescinded or modified in any way.

Date

Debbie A. Halstead, Town Clerk

MEMO

To: Mary Ann Jacob, Chair, Legislative Council

From: George Benson, Director of Planning 

Date: March 17, 2016

Re: Special appropriation request, Neglected Cemetery Grant

This memo serves to request a special appropriation totaling \$1,380 for the cleanup of Bradley Cemetery. This special appropriation is to be financed by a grant award from Connecticut's Office of Policy and Management for \$1,380.

The proposed cleanup includes, but not limited to, removal of brush, repair of stones and the replacement of the sign.

I request that the Legislative Council include this action on its March 23, 2016 agenda. A financial impact statement will be provided per Town Charter 6-100.

Cc: Robert Tait, Director of Finance
Christal Preszler, Grants Coordinator
Carey Schierloh, Clerk, Legislative Council

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

REQUESTING DEPARTMENT Land Use

PROJECT: Neglected Cemetery Account Grant Program

PROPOSED SPECIAL APPROPRIATION AMOUNT: 1,380

PROPOSED FUNDING:

BONDING	
GRANT	1,380
CONTINGENCY	
OTHER	0
	1,380

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		\$0	
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		\$0	
REVENUE CATEGORY:		POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES			
CHARGES FOR SERVICES (FEES)			
OTHER			
TOTAL IMPACT ON REVENUES		0	
TOTAL FINANCIAL IMPACT ON OPERATING BUDGET		0	

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0000 mills

(using current year's information)

COMMENTS:

NO IMPACT ON THE OPERATING BUDGET

The Neglected Cemetery Account Grant program was established under Section 19a-308b of the CT General Statutes (CGS) to provide municipalities with an opportunity to receive financial assistance to reclaim and maintain neglected cemeteries.

Section 19a-308 of the CGS defines a "neglected cemetery" and subsection 19a-308b relieves municipalities, municipal employees and agents and officers of municipalities from criminal or civil liability for undertaking the care and maintenance of a neglected cemetery.

Section 205 of Public Act 14-217 created the Neglected Cemetery Account and directed OPM to make grants to municipalities that wish to provide upkeep to local neglected cemeteries. Municipalities can apply for up to \$2,000 per year to be used; to clear weeds, briars and bushes, mow cemetery lawn areas, repair fences and walls, to straighten memorial stones and to keep neglected cemeteries in an orderly and decent condition.

PREPARED BY: Christal Preszler, Grants Coordinator DATE: 18-Feb-16

TO: BOS, BOF, LC

CERTIFIED RESOLUTION

WHEREAS, pursuant to Connecticut General Statutes, Section 4-66g, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Newtown enter into an agreement with the State of Connecticut for a \$500,000 Small Town Economic Assistance Program (STEAP) grant for the Fairfield Hills Streetscape project.

NOW THEREFORE, BE IT RESOLVED by the Town of Newtown Legislative Council:

1. That is cognizant of the conditions and prerequisites for the State Assistance imposed by C.G.S. 4-66g.
2. That the acceptance of State financial assistance by The Town of Newtown in an amount not to exceed \$500,000 is hereby approved and that E. Patricia Llodra, First Selectman is directed to execute an agreement with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Newtown, Connecticut.

Mary Ann Jacob, Chair, Legislative Council

Certified a true copy of a resolution duly adopted by the Town of Newtown, Connecticut at a meeting of its Legislative Council March 23, 2016 and which has not been rescinded or modified in any way.

Date

Debbie A. Halstead, Town Clerk

MEMO

To: Mary Ann Jacob, Chair, Legislative Council

From: George Benson, Director of Planning

Date: March 17, 2016

Re: Special appropriation request, STEAP Grant (Fairfield Hills Streetscape)

This memo serves to request a special appropriation totaling \$500,000 for the design and construction of the Fairfield Hills Streetscape project. This special appropriation is to be financed by a grant award of \$500,000 from Connecticut's Office of Policy and Management.

The proposed project includes, but not limited to, design and construction and installation of sidewalks, lighting, landscaping and safety fencing at Fairfield Hills.

I request that the Legislative Council include this action on its March 23, 2016 agenda. A financial impact statement will be provided per Town Charter 6-100.

Cc: Robert Tait, Director of Finance
Christal Preszler, Grants Coordinator
Carey Schierloh, Clerk, Legislative Council

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

REQUESTING DEPARTMENT Land Use

PROJECT: STEAP Grant - Office of Policy and Management - Fairfield Hills Streetscape

PROPOSED SPECIAL APPROPRIATION AMOUNT: 500,000

PROPOSED FUNDING:

BONDING	
GRANT	500,000
CONTINGENCY	
OTHER	<u>0</u>
	<u>500,000</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		\$0	
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		\$0	

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET 0

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0000 mills
(using current year's information)

COMMENTS:

The Small Town Economic Assistance Program (CGS Section 4-66g funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action (CGS Section 4-66c) bonds. This program is managed by OPM and grants are administered by appropriate state agencies.

This project will focus on the installation and/or improvement of sidewalks, lighting safety and access to and throughout campus - with primary focus on the area around the entrance.

PREPARED BY: Christal Preszler, Grants Coordinator DATE: 18-Feb-16

TO: BOS, BOF, LC

CERTIFIED RESOLUTION

WHEREAS, pursuant to Connecticut Department of Transportation is authorized to extend financial assistance for this grant; and

WHEREAS, it is desirable and in the public interest that the Town of Newtown enter into an agreement with the Connecticut Department of Transportation for an up to \$723,200 CT Transportation Enhancement Program Grant 96-202 for the purpose of installing sidewalks from Glover Avenue to Wasserman Way, continuing to the traffic light at the intersection of Wasserman Way and Trades Lane.

NOW THEREFORE, BE IT RESOLVED by the Town of Newtown Legislative Council:

That the acceptance of financial assistance by The Town of Newtown in an amount not to exceed \$723,200 is hereby approved and that E. Patricia Llodra, First Selectman is directed to execute an agreement with the Connecticut Department of Transportation to provide such additional information, to execute such other documents as may be required, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Newtown, Connecticut.

Mary Ann Jacob, Chair, Legislative Council

Certified a true copy of a resolution duly adopted by the Town of Newtown, Connecticut at a meeting of its Legislative Council on March 23, 2016 and which has not been rescinded or modified in any way.

Date

Debbie A. Halstead, Town Clerk

MEMO

To: Mary Ann Jacob, Chair, Legislative Council

From: George Benson, Director of Planning 

Date: March 17, 2016

Re: Special appropriation request, DOT Transportation Enhancement Grant 96-202

This memo serves to request a special appropriation totaling \$904,000 for the design and construction of sidewalks from Glover Avenue, along Route 25 and Wasserman Way to Trades Lane as authorized in the 2015-16 and 2016-17 Capital Improvement Plans. This special appropriation is to be financed by issuing bonds in the amount of \$150,000, a grant award of \$723,200 from the Connecticut Department of Transportation and \$30,800 in contingency funds.

The proposed project includes, but not limited to, design, construction and installation of sidewalks from Glover Avenue, along the east side of Route 25, north side of Wasserman Way, ending at Trades Lane.

I request that the Legislative Council include this action on its March 23, 2016 agenda. A financial impact statement will be provided per Town Charter 6-100.

Cc: Rob Sibley, Deputy Director, Land Use
Robert Tait, Director of Finance
Christal Preszler, Grants Coordinator
Carey Schierloh, Clerk, Legislative Council

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

REQUESTING DEPARTMENT LAND USE

PROJECT: Newtown Pedestrian Improvements Project - South Main St. / Mile Hill Rd. Sidewalk Project 96-202

PROPOSED APPROPRIATION AMOUNT: \$ 904,000

PROPOSED FUNDING:		
BONDING	\$	150,000
GRANT	\$	723,200
OTHER	\$	30,800 (Contingency)
	\$	<u>904,000</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		_____	_____
CONTRACTED SERVICES		_____	_____
REPAIRS & MAINTENANCE		_____	_____
UTILITIES		_____	_____
OTHER		_____	_____
DEBT SERVICE (1st year)		\$ 12,000	_____
TOTAL IMPACT ON EXPENDITURES		<u>\$ 12,000</u>	_____

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 12,000

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0039 mills

(using current year's information)

COMMENTS:

This project will construct approximately 5,900 LF of a new ADA compliant sidewalk along South Main Street (Route 25) and Mile Hill Road; also along Mile Hill Road between South Main Street and Trades Lane in Newtown, CT. Total project cost is \$904,000 to be funded by \$723,200 in grants (80%); \$30,800 in contingency funds (general fund) and \$150,000 in bonding (2016/17 approved CIP). The design phase (2015/16) is estimated to be \$154,000, construction phase estimated to be \$750,000.

PREPARED BY: Christal Preszler DATE: 2-Mar-16

TO: BOS, BOF, LC

Newtown Pedestrian Improvements Project - South Main St. / Mile Hill Rd. Sidewalk Project

THE PROJECT

The project will construct approximately 5,900 LF feet of new ADA compliant sidewalk along South Main Street between Glover Ave. and Mile Hill Road; also, along Mile Hill Road between South Main Street and Trades Lane in Newtown, CT

TOTAL COST & FUNDING SOURCES

The total project cost is \$904,000 to be funded by \$723,200 in grants (80%); \$30,800 in contingency funds (general fund) and \$150,000 in bonding (2016/17 approved CIP).

DESIGN PHASE (2015/16)

The estimate for the design phase is \$154,000. The design phase is funded with **MAP-21***** funds (\$123,200) (80% Federal, 20% Local share). The local share will be requested to be funded from the contingency account (\$30,800). The design phase is expected to start in the middle of March 2016.

CONSTRUCTION PHASE (2016/17)

The construction phase is estimated at \$750,000 including incidentals and contingencies. The construction phase is funded with \$304,000 of **MAP-21***** funds, \$296,000 of **STP-Other Funds***** and \$150,000 of Local Funds (bonding – 2016/17 CIP). The construction phase is expected to start October 2016.

MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 is a milestone for the U.S. economy and the Nation's surface transportation program. By transforming the policy and programmatic framework for investments to guide the system's growth and development, MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

STP - Surface Transportation Program, provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$904,000 FOR THE PLANNING, DESIGN, ENGINEERING, AND CONSTRUCTION OF PEDESTRIAN SIDEWALK IMPROVEMENTS PROJECT AND AUTHORIZING THE ISSUANCE OF \$150,000 BONDS (CALCULATED AS \$904,000 MINUS \$723,200 IN STATE AND FEDERAL GRANTS MINUS \$30,800 IN LOCAL SOURCES) 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 \$904,000 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 the planning, design, engineering and construction of pedestrian sidewalk improvements, including, but not limited to 5,900 LF feet of new ADA compliant sidewalk along South Main Street between Glover Avenue and Mile Hill Road; and along Mile Hill Road between South Main Street and Trades Lane, 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, \$150,000 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

in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note 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 the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman is authorized in the name and on behalf of the Town to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

George Benson, Director of Planning
3 Primrose Street
Newtown, CT 06470
Phone (203) 270-4276
Fax (203) 270-4278
www.newtown-ct.gov



**TOWN OF NEWTOWN
LAND USE AGENCY**

To: James Gaston, Chairman, Board of Finance

From: George Benson, Director of Planning 

Date: March 2, 2016

Re: Special appropriation request, DOT Transportation Enhancement Grant 96-202

This memo serves to request a special appropriation totaling \$904,000 for the design and construction of sidewalks from Glover Avenue, along Route 25 and Wasserman Way to Trades Lane as authorized in the 2015-16 and 2016-17 Capital Improvement Plans. This special appropriation is to be financed by issuing bonds in the amount of \$150,000, a grant award of \$723,200 from the Connecticut Department of Transportation and \$30,800 in contingency funds.

The proposed project includes, but not limited to, design, construction and installation of sidewalks from Glover Avenue, along the east side of Route 25, north side of Wasserman Way, ending at Trades Lane.

I request that the Board of Finance include this action on its March 16, 2016 agenda. A financial impact statement will be provided per Town Charter 6-100.

Cc: Board of Selectmen
Legislative Council
Robert Tait, Director of Finance
Christal Preszler, Grants Coordinator
Arlene Miles, clerk, BOF

If you plan to attend this meeting and require assisted hearing devices, please contact the Office of the First Selectman at 270-4201 at least 48 hours prior to the meeting.

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

REQUESTING DEPARTMENT LAND USE

PROJECT: Newtown Pedestrian Improvements Project - South Main St. / Mile Hill Rd. Sidewalk Project 96-202

PROPOSED APPROPRIATION AMOUNT: \$ 904,000

PROPOSED FUNDING:		
BONDING	\$	150,000
GRANT	\$	723,200
OTHER	\$	30,800 (Contingency)
	<u>\$</u>	<u>904,000</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		_____	_____
CONTRACTED SERVICES		_____	_____
REPAIRS & MAINTENANCE		_____	_____
UTILITIES		_____	_____
OTHER		_____	_____
DEBT SERVICE (1st year)		\$ 12,000	_____
TOTAL IMPACT ON EXPENDITURES		<u>\$ 12,000</u>	_____

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 12,000

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0039 mills

(using current year's information)

COMMENTS:

This project will construct approximately 5,900 LF of a new ADA compliant sidewalk along South Main Street (Route 25) and Mile Hill Road; also along Mile Hill Road between South Main Street and Trades Lane in Newtown, CT. Total project cost is \$904,000 to be funded by \$723,200 in grants (80%); \$30,800 in contingency funds (general fund) and \$150,000 in bonding (2016/17 approved CIP). The design phase (2015/16) is estimated to be \$154,000, construction phase estimated to be \$750,000.

PREPARED BY: Christal Preszler

DATE: 2-Mar-16

TO: BOS, BOF, LC

A RESOLUTION AMENDING A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$300,000 FOR THE PLANNING, DESIGN, AND CONSTRUCTION OF IMPROVEMENTS TO THE EDMOND TOWN HALL BUILDING AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM (2015-16 TO 2019-2020) AND AUTHORIZING THE ISSUANCE OF \$300,000 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. Section 1 of the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$300,000 For The Planning, Design, And Construction Of Improvements To The Edmond Town Hall Building As Authorized In The Capital Improvement Program (2015-16 To 2019-2020) And Authorizing The Issuance Of \$300,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", approved at a Board of Selectmen Meeting held June 15, 2015 (the "Resolution") is hereby amended by increasing the amount of the appropriation therein by \$200,000 from \$300,000 to \$500,000, thereby making said Section read as follows:

"Section 1. The sum of \$500,000 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 the planning, design, and construction of improvements to the Edmond Town Hall Building, including, but not limited to, the demolition, removal, replacement and installation of boilers, Alexandria Room air conditioning units, replacement of water pipes and other building improvements as authorized in the Capital Improvement Program (2015-16 to 2019-20) 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. The first sentence of Section 2 of the Resolution is hereby amended by increasing the amount of the bond authorization therein by \$200,000 from \$300,000 to \$500,000, thereby making said sentence read as follows:

"Section 2. To meet said appropriation, \$500,000 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")."

Section 3. Section 6 of the Resolution shall be applicable to the appropriation and bond authorization added by this amendment, as of the date of the adoption of such amendment.

PBSC Meeting
MOTIONS
March 1, 2016

EDMOND TOWN HALL

**MOTION TO ACCEPT WEST STATE MECHANICAL, INC. AS THE
CONTRACTOR FOR THE EDMOND TOWN HALL BOILER
REPLACEMENT AND RELATED WORK**

Resolved that: The bid received from West State Mechanical, Inc. in the amount of \$391,000.00, be accepted as submitted and that this bid be recommended for acceptance to the Town of Newtown Purchasing Department, subject to funds being available for the contract execution.

**MOTION TO REQUEST ADDITIONAL FUNDS BE ALLOCATED FOR
THE PROJECT BUDGET**

Resolved that: The Town of Newtown request the Board of Finance to amend the original special appropriation and bonding in the amount of \$300,000 to \$500,000 to cover the full project cost. The allocation of funds will not be an additional amount to the total noted in the CIP.

**MOTION TO INCLUDE CONSTRUCTION ADMINISTRATION AS
ADDITIONAL SERVICES TO THE KAESTLE BOOS AND CES
ARCHITECTURAL AND ENGINEERING SERVICES**

Resolved that: The Kaestle Boos contract for this project be increased by \$19,800.00 per the AIA Amendment 005 to the Professional Services.

I've been informed that the Town has \$300,000.00 reserved for this project. In order to proceed with this project in a timely manner which will allow the work to be completed by late summer of this year I recommend that additional funds be appropriated to cover the shortfall which I estimate to be \$200,000.00. The shortfall breaks down as follows:

Project Base Bid	\$391,900.00
Soft Costs:	
• Project management fees and design costs expended or committed to date*	\$ 52,935.00
• Project management fees, construction administration and close-out fees*	\$ 19,800.00
• Project contingency and Owner's cost reserve	<u>\$ 35,365.00</u>
Grand Total	\$500,000.00

*See Proposed Contract Amendment No. 5 attached.

In conclusion, this project represents a series of engineering tasks that are required to provide the Town with a complete boiler replacement and related work project. It doesn't contain extraneous elements that go beyond what is required to support the task at hand. Furthermore it deals with issues that were likely not anticipated within the previous budgeting exercise. It should be noted that the recommend bid contains \$45,000.00 in hazmat related costs separate from the oil tank removal.

Very truly yours,



Charles W. Boos, AIA
Principal-in Charge
KAESTLE BOOS ASSOCIATES, INC.

CWB:bc

Enclosure

c: Mr. Thomas Catalina w/enclosure

3 Primrose Street
Newtown, CT 06470
Tel (203) 270-4201



TOWN OF NEWTOWN
PUBLIC BUILDING AND SITE COMMISSION

March 10, 2016

Mr. James Gaston, Chair
Board of Finance

Dear James,

I'm requesting to amend the original special appropriation of \$300,000 for the planning, design, and construction of improvements to the Edmond Town Hall building by increasing the amount of the appropriation by \$200,000 from \$300,000 to \$500,000, to be financed by the issuance of bonds.

Upon inquiring the Finance Director, this request will not increase the CIP future debt service estimate used in the most recent CIP process. This amount will be offset by anticipated savings in other approved capital projects (open space acquisition program) in the 2015/16 fiscal year. The additional amount is needed for this project mainly because of required additional remediation regarding the removal of the old boiler, additional requirement to the Life Safety systems and reconfiguration to the existing drainage in the mechanical equipment room which currently outflows into the wetlands.

I'm asking the Board of Finance to put this item on their agenda for the meeting on March 14, 2016. An impact statement (per Town Charter 6-100) is attached.

Sincerely,

Robert Mitchell
Chairman, Newtown Public Building and Site Commission

Cc: BOS; LC

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

REQUESTING DEPARTMENT EDMOND TOWN HALL BOARD OF MANAGERS

PROJECT: EDMOND TOWN HALL BUILDING IMPROVEMENTS

PROPOSED SPECIAL APPROPRIATION AMOUNT: \$ 500,000.00

PROPOSED FUNDING:

BONDING	\$ 500,000.00
GRANT	
CONTINGENCY	
OTHER	
	<u>\$ 500,000.00</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:	<small>**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**</small>	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS			
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)		\$ 40,000	
TOTAL IMPACT ON EXPENDITURES		\$ 40,000	

REVENUE CATEGORY:		POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES			
CHARGES FOR SERVICES (FEES)			
OTHER			
TOTAL IMPACT ON REVENUES		\$ -	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 40,000

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0130 mills
(using current year's information)

COMMENTS:

PROJECT WOULD INCREASE THE BUILDINGS ENERGY EFFICIENCY BY REPLACING AN OLD BOILER WITH A NEW ENERGY EFFICIENT BOILER.

DEBT SERVICE IMPACT WILL ADHERE TO THE TOWN'S DEBT SERVICE POLICY. TOTAL ANNUAL DEBT SERVICE AMOUNT IS FORECASTED TO BE AT 9% OF TOTAL BUDGET (POLICY STATES DEBT SERVICE CANNOT BE OVER 10%).

PREPARED BY:  DATE: 3/10/16

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

FISCAL YEAR	2015 - 2016	DEPARTMENT	Finance	DATE	3/1/16
FROM:	Account 1-101-24-570-5899-0000CONTINGENCY			Amount (5,895)	USE NEGATIVE AMOUNT
	.				
	.				
	.				
	.				
TO:	1-101-11-105-5540-0000ADVERTISING			5,895	USE POSITIVE AMOUNT
	.				
	.				
	.				
	.				

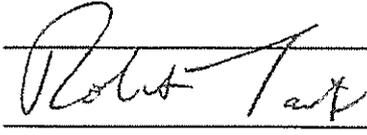
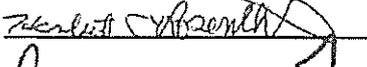
REASON:

One time, non-recurring charges to advertising account:

Ordinance \$2,895

Preamble Charter \$3,000

AUTHORIZATION: date:

(1) DEPARTMENT HEAD		3/1/16
(2) FINANCE DIRECTOR		3/7/16
(3) SELECTMAN		3/17/16
(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 CONTINGENCY ACCOUNT

Newtown

Trans #	T/F	Date	Description	Orig Budget	Transfers	Adj Approp	Encumbered	Ytd Expended	Balance	%Exp
1-101-24-570-5899-0000 CONTINGENCY										
				\$350,000.00	(\$273,131.00)	\$76,869.00	\$0.00	\$0.00	\$76,869.00	0.00%
<u>Transfers</u>										
4316	F	7/16/2015	LC 07 15 2015							
			Police Contract					\$91,077.00		
28402	F	11/19/2015	PER LC 11 16 2015					\$33,017.00		
			Town Hall Contract					\$17,666.00		
28402	F	11/19/2015	PER LC 11 16 2015					\$40,030.00		
			Misc Transfers					\$39,609.00		
32968	F	12/17/2015	Per LC 12 16 2015					\$16,732.00		
			Highway Contract					\$35,000.00		
35816	F	1/7/2016	per LC 01 06 2016							
			Social Services New Positions							
35816	F	1/7/2016	per LC 01 06 2016							
			Fire Equipment							
41524	F	2/12/2016	LC 02 04 2016							
			Tech Equipment							
Transfers In				\$0.00						
Transfers Out				\$273,131.00						
Fund	101 GENERAL FUND			\$350,000.00	(\$273,131.00)	\$76,869.00	\$0.00	\$0.00	\$76,869.00	0.00%
Current Request - One time advertising										
. Balance										
. \$70,974										
Pending - Sidewalk improvements										
. (\$30,800)										
. Balance										
\$40,174										

