

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF SELECTMEN.**

The Board of Selectmen held a regular meeting Monday, August 18, 2014 in the Council Chamber of the Municipal Center, Newtown. First Selectman Llodra called the meeting to order at 7:35 p.m.

**PRESENT:** First Selectman Llodra, Selectman William F. L. Rodgers and Selectman James O. Gaston.

**ALSO PRESENT:** Director of Land Use and Planning George Benson, Deputy Director of Land Use and Planning Rob Sibley, Legislative Council Chairman Jeffrey Capeci and Vice-Chairman Neil Chaudhary, GERALYN HOERAUF from Diversified Project Management, ten members of public, two members of press.

**VOTER PARTICIPATION:** None noted.

**ACCEPTANCE OF THE MINUTES:** Selectman Rodgers moved to accept the minutes of 7/7/14. Selectman Gaston seconded. All in favor. Selectman Gaston moved to accept the minutes of 7/31/14. Selectman Llodra seconded. Selectman Rodgers abstained.

**COMMUNICATIONS:**

Tick-borne education plan update. MORE Media is developing the survey to evaluate public's knowledge and perception of risk. Focus groups will be formed after that.

Further Communications will be discussed later in the meeting.

**FINANCIAL DIRECTOR REPORT.** Mr. Tait was not present but information from him is included in agenda items.

**UNFINISHED BUSINESS:**

**1.Appointment of Advisory Committee for Strategic Planning for Municipal Facilities.** Selectman Llodra moved that the Board of Selectmen appoint Michael Marinaccio, Scott Cicciari, Walt Motyka, Bill Brimmer, Jay Maher, Jim Filan and Paul Lundquist to the Advisory Committee for Strategic Planning for Municipal Facilities. She noted that some items to be considered are creation of a community center. Use of Town Hall South - can it house the four functions that it now does. Declining school population. Selectman Rodgers suggested that the group examine last space needs report. Selectman Gaston agreed and said there is a need to centralize some of the government and that this will be a long process. First Selectman Llodra noted that there will be a more direct relationship with the Board of Education when they are ready to tackle process of space needs and that they may recommend one or two more members. Second by Selectman Rodgers. All in favor

**NEW BUSINESS:**

**Partial road abandonment – Robin Hill Road.** George Trudell of KASL LLC and IBF LLC said that the developers would like to discontinue the unused portion of Robin Hill that runs thru the property. A 1933 map referred to it as Old Highway. There is no Town maintenance on the portion proposed to be abandoned. It is a paper road.

Purpose of abandonment was to ask for this before IW and P&Z hearings so that all is clear. No future possible use for this road. All will be developed. New road proposed off Scudder. Mr. Benson noted that this is the first conservation subdivision and we have tried to encourage this for years. Perfect for this type of subdivision. This is a dirt trail. Mr. Sibley said that there is much grade change on this portion and it would be difficult to develop. Road would be abandoned to the property owners completely. Selectman Gaston moved the resolution "That the portion of Robin Hill Road designated as "Proposed Abandonment of Robin Hill Road Right of Way" shown on a map entitled "Proposed Road Abandonment, The Preserve at Newtown Open Space Conservation Subdivision, 16-19 Robin Hill Road, Scudder Road & 168 Sugar Street, Newtown, CT," prepared by Milone & McBroom, dated 8/18/14 is hereby discontinued pursuant to Connecticut General Statutes Section 13a-49 and Section 7-90 of the Newtown Town Charter." Second by Selectman Rodgers. All in favor.

Legislative Council approval is needed.

**Regionalizing dispatch.** Legislative Council Chairman Jeff Capeci and Vice-Chairman Neil presented "Regionalization of Newtown Dispatch" "A Presentation by the Ad-hoc Regionalization Committee to the Newtown Board of Selectmen" dated August 18, 2014. They noted:

- Not an evaluation of current dispatchers.
- Public safety answering point (PSAP), 106 in CT, Newtown is one.
- PSAP reimbursement for town and borough. First Selectman Llodra noted that probably this will not continue.
- Secondary PSAP. Not automatic.
- CAD in primary vehicle.
- RMS police data base.
- CAD and RMS relationship. Interfaces.
- Regionalization is combining more than one PSAP into a single entity.
- 2011 Regionalization effort with Danbury and other towns was not successful. Danbury had not yet consolidated.
- Dr. Chaudhary is not representing the LC but participating as an individual.
- Did Site visits, sought input from Newtown police officials, director of EOC, BOFC, Newtown ambulance corp.
- Did not conduct in depth analyses.

- NW Public Safety (Prospect) dispatches several fire and EMS and Middlebury PD. Serves as Newtown c-med (radio communications between hospitals and ambulances).
- NW uses Global CAD which Newtown PD does not favor.
- Litchfield County Dispatch dispatches several fire and EMS and Torrington PD. Has own CAD.
- Benefits: Safety (increased number of dispatchers familiar with Newtown). Regionalization can enhance the safety to the community. Faster response. Allow single focus on dispatch. May have higher standard in terms of required training. Newtown controls its own pace and preferences with regionalization decisions. May encourage other similar municipalities to regionalize.
- Savings of \$17,067 with NPS and \$400,000 with LCD.
- Concerns: Police Dark Window. No consistent coverage during off hours. Dispatchers serve ancillary functions when records clerks are not on duty (warrant verification searches require someone to be physically present). Hire people to fill that void. Regional dispatchers don't know Newtown. CAD systems drive dispatch.
- Pat: Grant structure \$250,000 to pay for infrastructure costs.
- Police/dispatcher relations is a concern. Trust relationship in Newtown.
- Cost stability is a concern. State grants are funded by 911 surcharge and should be protected from raiding funds.
- Director of EOC notified that Newtown losing money because town and borough do not qualify as two PSAP's.
- No other towns in Fairfield County are regionalized.
- New England has notion of home rule. Other areas of country did this on a county level.
- Pat: previous endeavors included towns in Fairfield County, which may be preferable to towns in other counties.
- Concern with software compatibility. Newtown PD at crossroads with regard to CAD and RMS software. Recommend seamless compatible integration be sought.
- Right time to consider regionalization (space needs with Town Hall South is to be considered now).
- BOFC discussed large number of feet of lines could be an issue if damaged.
- EOC still needs to function as a backup. Remote location may be benefit as PD and EOC could be destroyed.
- Newtown would no longer employ dispatchers. Some could be hired.
- Call volume would increase with Newtown calls LCD 25% or NPS 41%.
- Process: slow, thoughtful, well planned, education to public.
- Conclusions: Regionalization is safe, cost effective, time is right for Newtown (space needs, police changing their CAD system). Concerns can be remedied. Next step to fund a study.

Selectman Rodgers asked if, when the Police Department's new CAD system is selected, could it prohibit regionalization? Mr. Capeci noted that these two decisions should go hand in hand. First Selectman Llodra noted that Newtown is using New World, many updates and changes have led to many questions and that the Police Department is not satisfied. She said that the role of the Board of Selectmen is to take a step back and review the entire report and ultimately send the matter to the Legislative Council if the Board of Selectmen feels merit in this inquiry with safety being the primary consideration.

Selectman Rodgers moved to add to the agenda a resolution for CT Transportation Enhancement Program Grant. Second by Selectman Gaston. All in favor.

Mr. Benson stated that two years ago we applied for sidewalk grant. "Town of Newtown Sidewalk Plan" dated December 2011. We would like to increase request from \$250,000 to \$500,000 to go from the Flagpole to Church Hill to Glover to South Main, down to mile hill up to Trades lane. First Selectman Llodra noted that Queen St was the original plan. Mr. Benson feels that we can accomplish more with this plan. He noted that Attorney Grogins will call him tomorrow for specifics on the plan and cost estimates. Mr. Sibley noted that we will be doubling sidewalk in town over the last decade.

Selectman Gaston moved the following resolution:

"WHEREAS, the State of 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 make an application to the State for an up to \$500,000 CT Transportation Enhancement Program grant 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 Newtown Board of Selectmen:

That the filing of an application for 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 and file such an application with the Connecticut Department of Transportation, to provide such additional information, to execute such other documents as may be required, with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Newtown, Connecticut." Second by Selectman Rodgers. All in favor.

**Transfer:** Selectman Gaston moved the transfer from Fees & Professional Services and Salaries Full Time to Salaries and Wages Full Time, Social Security Contributions, Group Insurance and Retirement Contributions total \$33,048 for Land Use/Economic Development Reorganization. Second by First Selectman Llodra. Selectman Rodgers recused himself as he has represented Ms. Preszler in the past. First Selectman Llodra explained that the Director of Community Development resigned and that this is a reorganization plan. Mr. Benson will now be the Director of Planning to include Economic Development. Mr. Sibley will have an elevated scope also. She recommends Ms. Paynter for the new position of Economic Development Coordinator and

recommends expanding Ms. Preszler's role to include Grant Coordinator. Mr. Benson said this would bring functions of town together with EDC and FH and Land Use. He and First Selectman Llodra noted that there has been some confusion as to which department people should work with. Mr. Sibley noted that he served on three Land Use commissions prior to his staff position. First Selectman Llodra and Selectman Gaston in favor. Selectman Rodgers recused himself.

**Capital Improvement Plan (CIP).** First Selectman Llodra noted that the only changes to the draft document are that in the first year Dickinson parking was \$450,000 and has been increased to \$500,000. Also in the fourth year, change to Fairfield Hills phase I from Treadwell parking plan. Hook and Ladder is at 3 of 3 because other two phases were paid for this year. Selectman Rodgers moved to approve the CIP as presented and discussed and forward to Board of Finance for its action. Second by Selectman Gaston. All in favor.

**Lease of Engineer House at Fairfield Hills.** First Selectman Llodra noted that the Recovery and Resiliency Team needed a location now. She said that the Engineer House was available; she discussed with Fairfield Hills Authority housing them there until approved by FHA and by a Town meeting. She recommends a Town Meeting be held at 7:15 p.m. on September 2 prior to the Board of Selectmen's meeting. We do not have a recommendation from the FHA yet but are going ahead with this because the group is already in the house and FH does not meet until September 25.

**Set Date & Time of Town Meeting relative to lease.** Selectman Gaston moved to hold a town meeting on September 2, 2014 at 7:15 p.m. for the purpose of executing the lease of the Engineer House to the Town of Newtown for the purpose of locating the Resilience and Recovery Team for administering and fulfilling provisions of the Department of Justice Grant for the period in which the grant extends, to January 31, 2016.. Second by Selectman Rodgers. All in favor.

**A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$250,000 FOR THE REMEDIATION AND DEMOLITION OF DANBURY HALL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM (2013-2014 TO 2018-2019, INCLUSIVE) AND AUTHORIZING THE ISSUANCE OF \$250,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION OFFSET BY ANY GRANTS AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE IS HEREBY AMENDED BY INCREASING THE AMOUNT OF THE APPROPRIATION THEREIN BY \$100,000 TO \$350,000.**

Selectman Rodgers moved A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$250,000 FOR THE REMEDIATION AND DEMOLITION OF DANBURY HALL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PROGRAM (2013-2014 TO 2018-2019, INCLUSIVE) AND AUTHORIZING THE ISSUANCE OF \$250,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION OFFSET BY ANY GRANTS AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE IS

HEREBY AMENDED BY INCREASING THE AMOUNT OF THE APPROPRIATION THEREIN BY \$100,000 TO \$350,000. Second by Selectman Gaston. First Selectman Llodra explained that when the abatement of Danbury Hall was bid, the estimate was short by \$100,000. The amount needed is \$355,000: BesTech \$300,000, TRC \$35,000 and Bartley Associates \$20,000. All in favor.

### **Transfers.**

Selectman Rodgers moved transfer from accounts Dues, Travel and Education, Repair & Maintenance Services, General Maintenance Supplies and Energy – Electricity to accounts Street Lights and Water/Sewage \$3,020 for 2013-14 Year End Public Works Department Interdepartmental transfer, transfer from accounts Salaries and Wages-Part Time, Social Security Contributions, Dues, Travel & Education, Fire Equipment, Capital and Insurance other than Employee, to accounts Other Employee Benefits, Professional Services – Official/Admin, Hydrants, Radio & Pager Service and Truck Repair \$20,750 for 2013-14 Year End Fire Department Interdepartmental transfer, transfer from accounts listed in an attached multiple page document entitled “Fiscal Year 2013-14 General Fund” Relative to the Medical Self Insurance Fund (2013-14) \$207,070. First Selectman Llodra said that the latter is a list of funds that the Financial Director will transfer out to medical self-insurance fund to build up the reserve again.  
and transfer from accounts Professional Services - Technical and Printing, Binding & Microfiching to account Professional Services Legal \$2,700 for 2013-14 Year End Land Use Interdepartmental transfer. Selectman Gaston seconded. All in favor.

**Year End Re-Appropriation Requests.** First Selectman Llodra explained that the Intent is use of money that was originally designated but could not be expended before the close of the fiscal year. The funds can only be used for their original intent. Selectman Rodgers moved year end re-appropriation requests as set for in a memo from the Financial Director dated 8/7/14 and encompassing nine major departments. Second by Selectman Gaston. All in favor.

**Appointments/Reappointments.** Selectman Gaston moved the appointment of Peter Ortali (D), 45 New Lebbon Road to the alternate position on the Design Advisory Board for a term to expire November 1, 2015, and the re-appointments of Herb Rosenthal (D), 70 Main Street, and Fred Hurley (alternate) to the Housatonic Resources Recovery Authority for terms to expire June 30, 2017. Selectman Rodgers seconded. All in favor. First Selectman Llodra announced that there is a Republican/Unaffiliated vacancy on the Police Commission which was in the Bee on August 15, the last day to apply will be September 12 with an anticipated appointment date of September 15; there is a Republican/Unaffiliated vacancy on the Fairfield Hills Authority which was in the Bee on July 18, the last day to apply was August 15 with an anticipated appointment date of August 18; this will be carried forward. Also there is a vacancy on the Commission on Aging (alternate) which was in the Bee on August 1, the last day to apply is August 29 with an anticipated appointment date of September 2.

**Driveway Bond Release/Extension.** Selectman Rodgers moved the driveway bond release of two bonds, each in the amount of \$1,000 for: Charter Group, Inc., M 2, B 9, Lot 1.12 and GRC Construction LLC, M 43, B 2, L 26. Selectman Gaston seconded. All in favor.

**Tax Refunds.** Selectman Rodgers moved the August 2014 Refunds No. 2, 2014-2015 in the amount of \$47,082.74. First Selectman Llodra seconded. First Selectman Llodra and Selectmen Rodgers in favor. Selectman Gaston abstained.

**VOTER COMMENTS.** None noted.

**ANNOUNCEMENTS.** None noted.

**COMMUNICATIONS:**

- Letter from Board of Fire Commissioners listing their concerns possible regionalization of the emergency communications center.
- Letter from Friends of the C.H. Booth Library thanking town officials for their support of their Annual Summer Book Sale.
- Letter of appreciation from Police Chief Kehoe to Animal Control Officer Mason.
- Letter from Angela and Emily Payne requesting that the age to volunteer at municipal animal shelters be lowered. First Selectman Llodra noted that the Animal Advisory Board will look creating a policy so that younger people can participate.

**Hiring Policy.** Tabled

Selectman Rodgers commended First Selectman Llodra and Public Works Director Hurley for their work in the test plan of saturating (repaving) the Flat Swamp and Brookwood Drive areas.

**EXECUTIVE SESSION:** First Selectman Llodra moved to enter executive session to discuss legal matters, and a tax assessment appeal. Second by Selectman Rodgers. All in favor. Nobody was invited to attend. Executive session was entered at 10:08 p.m. and returned to regular session at 10:13 p.m. with the following motion:

Selectman Rodgers moved to authorize Attorney David Grogins to defend the Town of Newtown in the tax appeal of John Neuhoff. Second by Selectman Gaston. All in favor.

The meeting was adjourned at 10:13 p.m.



Ann M. Mazur,  
Clerk Pro Tem

Att. A.           Transfers  
Att. B            Year End Re-Appropriations

A

# TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

**FISCAL YEAR** 2014 - 2015      **DEPARTMENT** Selectmen      **DATE** 8/18/14

	<u>Account</u>	<u>Amount</u>	
<b>FROM:</b>	1-101-11-740-5300-0000FEES & PROFESSIONAL SERVICES	(30,000)	USE NEGATIVE AMOUNT ↓ USE POSITIVE AMOUNT ↓
	1-101-11-740-5110-0000SALARIES & WAGES - FULL TIME	(3,048)	
<b>TO:</b>	1-101-15-490-5110-0000SALARIES & WAGES - FULL TIME	15,000	
	1-101-15-490-5220-0000SOCIAL SECURITY CONTRIBUTIONS	1,148	
	1-101-11-740-5210-0000GROUP INSURANCE	7,650	
	1-101-11-870-5210-0000GROUP INSURANCE	4,650	
	1-101-11-740-5230-0000RETIREMENT CONTRIBUTIONS	3,475	
	1-101-11-870-5230-0000RETIREMENT CONTRIBUTIONS	1,125	

**REASON:** Land Use / Economic & Community Development Reorganization. See attached.

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

(1) DEPARTMENT HEAD \_\_\_\_\_

(2) FINANCE DIRECTOR \_\_\_\_\_

(3) SELECTMAN \_\_\_\_\_

(4) BOARD OF SELECTMEN \_\_\_\_\_

(5) BOARD OF FINANCE \_\_\_\_\_

(6) LEGISLATIVE COUNCIL \_\_\_\_\_

AUTHORIZATION SIGN OFF

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

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

\* Economic and Community Development department will be merged with the Land Use Agency department

\* Economic and Community Development Director position will be eliminated.

It will be replaced by an Economic Development Coordinator; a Grant Administrator; and increased job responsibilities and tasks for the Director of Planning and Land Use and the Deputy Director of Planning and Land Use. Also there will be no contract for a coordinator of economic development.

**COSTS:**

Budget

**Economic Development Coordinator:**

WAGES	30 hours/week =	1,560 hours/year	47,000
SOC SEC		(32 hrs/wk; 20 hrs/wk in the summer)	3,596
MEDICAL		In Lieu	3,000
DEFINED CONTR	401a		2,350

**Grant Administrator:**

WAGES	30 hours/week =	1,560 hours/year	45,000
SOC SEC		(32 hrs/wk; 20 hrs/wk in the summer)	3,443
MEDICAL		single plan	9,300
DEFINED CONTR	401a		2,250

**Director of Planning and Land Use:**

SALARY ENHANCEMENT			10,000
SOC SEC			765

**Deputy Director of Planning and Land Use:**

SALARY ENHANCEMENT			5,000
SOC SEC			383

132,086

**SAVINGS:**

**Economic & Community Development Director:**

WAGES	(90,481)
SOC SEC	(6,922)
MEDICAL IN LIEU	(3,000)

**Fees & Professional Services (current contracted coordinator)** (30,000)

**Fairfield Hills Authority:**

GENERAL FUND - PART TIME WAGES	(20,106) (included in grant admin salary above)
SOC SEC	(1,538)

(152,047)

Account Distribution

	BOS Budget		FFH Special Revenue Fund	Total
	Econ & Comm Dev	Fairfield Hills Auth		

Economic Development Coordinator:

Salary	47,000			47,000
Social Security	3,596			3,596
Medical	3,000			3,000
Defined Contribution	2,350			2,350

Grant Administrator:

Salary	20,000	20,000	5,000	45,000
Social Security	1,722	1,722		3,443
Medical	4,650	4,650		9,300
Defined Contribution	1,125	1,125		2,250

Grand Total:

Salary	67,000	20,000	5,000	92,000
Social Security	5,318	1,722		7,039
Medical	7,650	4,650		12,300
Defined Contribution	3,475	1,125		4,600

v Amount available in current budget line item

¥ Transfer needed (from Econ & Comm Dev - Fees & Professional Services)

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

**FISCAL YEAR** 2013 - 2014      **DEPARTMENT** Finance      **DATE** 8/18/14

	<u>Account</u>	<u>Amount</u>	
<b>FROM:</b>	1-101-13-500-5580-0000DUES, TRAVEL & EDUCATION	(600.00)	USE NEGATIVE AMOUNT ↓
	1-101-13-650-5430-0000REPAIR & MAINTENANCE SERVICES	(2,220.00)	
	1-101-13-650-5615-0000GENERAL MAINTENANCE SUPPLIES	(50.00)	
	1-101-13-650-5622-0000ENERGY - ELECTRICITY	(150.00)	
<b>TO:</b>	1-101-13-500-5626-0000STREET LIGHTS	600.00	↑ USE POSITIVE AMOUNT
	1-101-13-650-5411-0000WATER / SEWERAGE	2,420.00	

**REASON:** 2013-14 YEAR END TRANSFER FOR PUBLIC WORKS DEPARTMENT. THIS IS AN INTER-DEPARTMENTAL TRANSFER.

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

- (1) DEPARTMENT HEAD \_\_\_\_\_
- (2) FINANCE DIRECTOR \_\_\_\_\_
- (3) SELECTMAN \_\_\_\_\_
- (4) BOARD OF SELECTMEN \_\_\_\_\_
- (5) BOARD OF FINANCE \_\_\_\_\_
- (6) LEGISLATIVE COUNCIL \_\_\_\_\_

**AUTHORIZATION SIGN OFF**

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

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

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

**FISCAL YEAR** 2013 - 2014      **DEPARTMENT** Finance      **DATE** 8/18/14

	<u>Account</u>	<u>Amount</u>	
<b>FROM:</b>	1-101-12-320-5115-0000 SALARIES & WAGES - PART TIME	(1,000.00)	USE NEGATIVE AMOUNT ↓
	1-101-12-320-5220-0000 SOCIAL SECURITY CONTRIBUTIONS	(950.00)	
	1-101-12-320-5580-0000 DUES, TRAVEL & EDUCATION	(11,000.00)	
	1-101-12-320-5745-0000 FIRE EQUIPMENT	(3,500.00)	
	1-101-12-320-5749-0000 CAPITAL	(3,400.00)	
	1-101-12-320-5520-0000 INSURANCE, OTHER THAN EMPLOYEE	(900.00)	
<b>TO:</b>	1-101-12-320-5290-0000 OTHER EMPLOYEE BENEFITS	4,800.00	USE POSITIVE AMOUNT ↓
	1-101-12-320-5310-0000 PROFESSIONAL SERVICES - OFFICIAL / ADMIN	1,600.00	
	1-101-12-320-5412-0000 HYDRANTS	2,450.00	
	1-101-12-320-5435-0000 RADIO & PAGER SERVICE	1,400.00	
	1-101-12-320-5436-0000 TRUCK REPAIR	10,500.00	
	.		

**REASON:** 2013-14 YEAR END TRANSFER FOR FIRE DEPARTMENT. THIS IS AN INTER-DEPARTMENTAL TRANSFER.

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

(1) DEPARTMENT HEAD \_\_\_\_\_

(2) FINANCE DIRECTOR \_\_\_\_\_

(3) SELECTMAN \_\_\_\_\_

(4) BOARD OF SELECTMEN \_\_\_\_\_

(5) BOARD OF FINANCE \_\_\_\_\_

(6) LEGISLATIVE COUNCIL \_\_\_\_\_

AUTHORIZATION SIGN OFF

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

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

## TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR **2013 - 2014** DEPARTMENT **Finance** DATE **8/12/14**

	<u>Account</u>	<u>Amount</u>	
FROM:	See attached for list of accounts	<b>(207,070.00)</b>	USE NEGATIVE AMOUNT ↓
	.		
	.		
	.		
	.		
	.		
TO:	<b>1-101-25-890-5870-0000TRANSFER OUT</b>	<b>207,070.00</b>	↑ USE POSITIVE AMOUNT
	.		
	.		
	.		

**REASON:**

The medical self insurance fund balance (unaudited) at June 30, 2014 was below forecasted amount. It is proposed that the accounts attached with year end balances (unexpended amounts); that those balances be transferred to the Transfer Out account to be transfer to the medical self insurance fund. This would keep the medical self insurance fund financial performance on track with desired outcomes.

It is further requested that the Financial Director have the authority to reduce the attached unexpended amounts (to be transferred) by any 2013-14 bill chargeable to the account that is recieved after this action.

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

(1) DEPARTMENT \_\_\_\_\_

(2) FINANCE D \_\_\_\_\_

(3) SELECTMA \_\_\_\_\_

(4) BOARD OF \_\_\_\_\_

(5) BOARD OF \_\_\_\_\_

(6) LEGISLATI \_\_\_\_\_

2013-14 TRANSFER  
REQUEST OF  
UNEXPENDED AMOUNTS  
TO TRANSFER OUT  
(TO MEDICAL SELF-  
INSURANCE FUND)

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH \_\_\_\_\_ IS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)

>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF

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

**Newtown**

Fiscal Year 2013-2014 GENERAL FUND

		<u>Appropriation to be</u>
		<u>Transferred to</u>
		<u>Group Insurance</u> **
		*
<b><u>SELECTMEN</u></b>		
1-101-11-100-5110-0000	SALARIES & WAGES - FULL TIME	150
1-101-11-100-5290-0000	TOWN HALL O.T., LONGEVITY	550
1-101-11-100-5350-0000	PROF SVS - LEGAL	2,500
1-101-11-100-5580-0000	DUES, TRAVEL & EDUCATION	250
1-101-11-100-5800-0000	OTHER EXPENDITURES	350
<b><u>SELECTMEN - OTHER</u></b>		
1-101-11-105-5430-0000	REPAIR & MAINTENANCE SERVICES	3,900
1-101-11-105-5531-0000	POSTAGE	740
1-101-11-105-5590-0000	MEETING CLERKS	4,400
1-101-11-105-5611-0000	OFFICE SUPPLIES	8,400
<b><u>TAX COLLECTOR</u></b>		
1-101-11-140-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	350
<b><u>REGISTRARS</u></b>		
1-101-11-180-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	420
1-101-11-180-5360-0000	PROF SVS - ELECTION	1,800
1-101-11-180-5430-0000	REPAIR & MAINTENANCE SERVICES	1,700
<b><u>TAX ASSESSOR</u></b>		
1-101-11-190-5110-0000	SALARIES & WAGES - FULL TIME	300
1-101-11-190-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	1,600
1-101-11-190-5580-0000	DUES, TRAVEL & EDUCATION	4,700
<b><u>FINANCE</u></b>		
1-101-11-200-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	650
1-101-11-200-5580-0000	DUES, TRAVEL & EDUCATION	900
1-101-11-200-5800-0000	OTHER EXPENDITURES	270
<b><u>TECHNOLOGY</u></b>		
1-101-11-205-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	720
1-101-11-205-5445-0000	SOFTWARE/HARDWARE	640
1-101-11-205-5580-0000	DUES, TRAVEL & EDUCATION	500
<b><u>PROBATE COURT</u></b>		
1-101-11-255-5310-0000	PROF SVS - OFFICIAL /	360
<b><u>PROFESSIONAL ORGANIZATIONS</u></b>		
1-101-11-280-5800-0000	OTHER EXPENDITURES	1,710
<b><u>ECONOMIC &amp; COMMUNITY DEVELOPMENT</u></b>		
1-101-11-740-5301-0000	FEES & PROFESSIONAL SERVICES	290
<b><u>FAIRFIELD HILLS AUTHORITY</u></b>		
1-101-11-870-5115-0000	SALARIES & WAGES - PART TIME	300
<b><u>COMMUNICATIONS</u></b>		
1-101-12-300-5130-0000	SALARIES & WAGES - OVERTIME	830
1-101-12-300-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	2,400

**Newtown**

Fiscal Year 2013-2014 GENERAL FUND

		<u>Appropriation to be</u>
		<u>Transferred to</u>
		<u>Group Insurance</u> **
1-101-12-300-5290-0000	OTHER EMPLOYEE BENEFITS	990
1-101-12-300-5580-0000	DUES, TRAVEL & EDUCATION	1,400
<b><u>POLICE</u></b>		
1-101-12-310-5117-0000	SALARIES & WAGES - SEASONAL	800
1-101-12-310-5130-0000	SALARIES & WAGES - OVERTIME	490
1-101-12-310-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	620
1-101-12-310-5445-0000	SOFTWARE/HARDWARE	3,100
1-101-12-310-5501-0000	OTHER PURCHASED SERVICES	290
1-101-12-310-5505-0000	CONTRACTUAL SERVICES	6,500
1-101-12-310-5580-0000	DUES, TRAVEL & EDUCATION	1,400
1-101-12-310-5742-0000	MACHINERY & EQUIPMENT -	550
1-101-12-310-5800-0000	OTHER EXPENDITURES	340
<b><u>FIRE</u></b>		
1-101-12-320-5115-0000	SALARIES & WAGES - PART TIME	1,000
1-101-12-320-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	950
<b><u>EMERGENCY MANAGEMENT</u></b>		
1-101-12-330-5310-0000	PROF SVS - OFFICIAL /	1,300
1-101-12-330-5505-0000	CONTRACTUAL SERVICES	550
1-101-12-330-5580-0000	DUES, TRAVEL & EDUCATION	2,600
1-101-12-330-5611-0000	OFFICE SUPPLIES	300
<b><u>ANIMAL CONTROL</u></b>		
1-101-12-340-5290-0000	OTHER EMPLOYEE BENEFITS	500
1-101-12-340-5330-0000	PROF SVS - OTHER	800
1-101-12-340-5580-0000	DUES, TRAVEL & EDUCATION	700
<b><u>LAKE AUTHORITIES</u></b>		
1-101-12-360-5501-0000	OTHER PURCHASED SERVICES	220
<b><u>BUILDING OFFICIAL</u></b>		
1-101-12-460-5110-0000	SALARIES & WAGES - FUL TIME	180
1-101-12-460-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	1,000
1-101-12-460-5330-0000	PROF SVS - OTHER	500
1-101-12-460-5580-0000	DUES, TRAVEL & EDUCATION	290
<b><u>HIGHWAY</u></b>		
1-101-13-500-5110-0000	SALARIES & WAGES - FULL TIME	200
1-101-13-500-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	2,300
1-101-13-500-5230-0000	RETIREMENT CONTRIBUTIONS	2,300
1-101-13-500-5290-0000	OTHER EMPLOYEE BENEFITS	4,200
1-101-13-500-5505-0000	CONTRACTUAL SERVICES	2,800
1-101-13-500-5625-0000	ENERGY - GASOLINE	8,300
1-101-13-500-5651-0000	STREET SIGNS	1,900
1-101-13-500-5653-0000	ROAD PATCHING MATERIALS	6,500

**Newtown**

Fiscal Year 2013-2014 GENERAL FUND

		<u>Appropriation to be</u>
		<u>Transferred to</u>
		<u>Group Insurance</u> **
1-101-13-500-5735-0000	ROAD IMPROVEMENTS	2,200
1-101-13-500-5749-0000	CAPITAL	380
<b><u>WINTER MAINTENANCE</u></b>		
1-101-13-510-5130-0000	SALARIES & WAGES - OVERTIME	220
1-101-13-510-5505-0000	CONTRACTUAL SERVICES	2,900
1-101-13-510-5660-0000	SAND	750
1-101-13-510-5661-0000	SALT	500
<b><u>TRANSFER STATION</u></b>		
1-101-13-515-5110-0000	SALARIES & WAGES - FULL TIME	570
1-101-13-515-5130-0000	SALARIES & WAGES - OVERTIME	490
1-101-13-515-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	550
1-101-13-515-5290-0000	OTHER EMPLOYEE BENEFITS	800
1-101-13-515-5505-0000	CONTRACTUAL SERVICES	22,800
1-101-13-515-5580-0000	DUES, TRAVEL & EDUCATION	370
1-101-13-515-5622-0000	ENERGY - ELECTRICITY	750
1-101-13-515-5749-0000	CAPITAL	12,000
<b><u>PUBLIC BUILDING MAINTENANCE</u></b>		
1-101-13-650-5110-0000	SALARIES & WAGES - FULL TIME	400
1-101-13-650-5130-0000	SALARIES & WAGES - OVERTIME	820
1-101-13-650-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	1,700
1-101-13-650-5290-0000	OTHER EMPLOYEE BENEFITS	550
1-101-13-650-5505-0000	CONTRACTUAL SERVICES	13,800
1-101-13-650-5622-0000	ENERGY - ELECTRICITY	400
1-101-13-650-5749-0000	CAPITAL	8,600
<b><u>SENIOR SERVICES</u></b>		
1-101-14-220-5110-0000	SALARIES & WAGES - FULL TIME	600
1-101-14-220-5115-0000	SALARIES & WAGES - PART TIME	970
1-101-14-220-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	570
<b><u>NEWTOWN PARADE COMMITTEE</u></b>		
1-101-14-442-5520-0000	INSURANCE, OTHER THAN	410
<b><u>LAND USE</u></b>		
1-101-15-490-5110-0000	SALARIES & WAGES - FULL TIME	1,730
<b><u>PARKS &amp; RECREATION</u></b>		
1-101-16-550-5110-0000	SALARIES & WAGES - FULL TIME	710
1-101-16-550-5115-0000	SALARIES & WAGES - PART TIME	560
1-101-16-550-5130-0000	SALARIES & WAGES - OVERTIME	1,000
1-101-16-550-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	1,200
1-101-16-550-5290-0000	OTHER EMPLOYEE BENEFITS	2,200
1-101-16-550-5505-0000	CONTRACTUAL SERVICES	11,400
1-101-16-550-5613-0000	SIGNS	1,300

**Newtown**

Fiscal Year 2013-2014 GENERAL FUND

		<u>Appropriation to be</u>	
		<u>Transferred to</u>	
		<u>Group Insurance</u>	**
1-101-16-550-5615-0000	GENERAL MAINTENANCE SUPPLIES	3,700	
1-101-16-550-5616-0000	GROUNDS MAINTENANCE	720	
1-101-16-550-5749-0000	CAPITAL	10,900	
		<u>207,070</u>	

\* Amount represents the unexpended 2013-14 balance in respective account on 8/6/2014.

\*\* To be reduced by subsequent 2013-14 bills (chargeable to account)

## TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR **2013 - 2014** DEPARTMENT **Finance** DATE **8/18/14**

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-15-490-5340-0000PROFESSIONAL SERVICES - TECHNICAL	(1,900.00)	USE NEGATIVE AMOUNT ↓
	1-101-15-490-5550-0000PRINTING, BINDING & MICROFICING	(800.00)	
	.		
	.		
	.		
	.		
	.		
TO:	1-101-15-490-5350-0000PROF SVS -LEGAL	2,700.00	↑ USE POSITIVE AMOUNT
	.		
	.		
	.		
	.		

**REASON:** 2013-14 YEAR END TRANSFER FOR LAND USE DEPARTMENT. THIS IS AN INTER-DEPARTMENTAL TRANSFER.

(3) MISC 2013-14 INTER-DEPARTMENTAL YEAR END TRANSFERS.

- CAM USE 2,700
- PW 3,020
- FIRE 20,750

**AUTHORIZATION:**

(1) DEPARTMENT HEAD		date: _____
(2) FINANCE DIRECTOR		_____
(3) SELECTMAN		_____
(4) BOARD OF SELECTMEN		_____
(5) BOARD OF FINANCE		_____
(6) LEGISLATIVE COUNCIL		_____

**AUTHORIZATION SIGN OFF**

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

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

B

3 PRIMROSE STREET, MUNICIPAL BLD  
NEWTOWN, CONNECTICUT 06470  
TEL. (203) 270-4221  
www.newtown-ct.gov



ROBERT G. TAIT  
FINANCE DIRECTOR

8/7/2014

**TOWN OF NEWTOWN**  
**OFFICE OF THE FINANCE DIRECTOR**

**YEAR END RE-APPROPRIATION REQUESTS (carrying forward 2013-14 (and prior) appropriations to 2014-15)**

**HUMAN RESOURCES**

Account **1-101-11-108-5310-0000 Professional Services**. Request \$2,691 carried forward to account 1-102-11-108-5310-0000 Professional Services. **For** School Security Officer (SSO) physicals.

**TAX COLLECTOR**

Account **1-101-11-140-5580-0000 Dues, Travel & Education**. Request \$178 carried forward to account 1-102-11-140-5580-0000 Dues, Travel & Education. **For** Tax Collector education requirements.

**TAX ASSESSOR**

Account **1-101-11-190-5370-0000 Professional Services - Audit**. Request \$3,200 carried forward to account 1-102-11-190-5370-0000 Professional Services - Audit. **For** personal property audits. Due to staff turnover these audits were not accomplished.

**TECHNOLOGY**

Account **1-101-11-205-5301-0000 Fees & Professional Services**. Request \$10,000 carried forward to account 1-102-11-205-5301-0000 Fees & Professional Services. **For** additional support to help new IT director and help with GIS backlog.

Account **1-101-11-205-5744-0000 Equipment - Technology**. Request \$26,454 carried forward to account 1-102-11-205-5744-0000 Equipment - Technology. **For** new technology equipment. This equipment was not purchased during the year because of the IT Director turnover.

**DISTRICT CONTRIBUTIONS**

Account **1-101-11-730-5802-0000 Other Expenditures**. Request \$500 carried forward to account 1-102-11-730-5802-0000 Other Expenditures. **For** future Hawleyville district expenditures.

**SUSTAINABLE ENERGY COMMISSION**

Account **1-101-11-755-5800-0000 Other Expenditures**. Request \$5,000 carried forward to account 1-102-11-755-5800-0000 Other Expenditures. **For** planned lighting upgrades.

Account **1-102-11-755-5800-0000 Other Expenditures**. Request \$4,072 carried forward to account 1-102-11-755-5800-0000 Other Expenditures. **For** planned lighting upgrades.

## **FAIRFIELD HILLS AUTHORITY**

Account **1-101-11-870-5301-0000 Fees & Professional Services**. Request \$12,000 carried forward to account 1-102-11-870-5301-0000 Fees & Professional Services. **For** environmental consultant and other campus services.

Account **1-101-11-870-5430-0000 Repairs & Maintenance**. Request \$2,090 carried forward to account 1-102-11-870-5430-0000 Repairs & Maintenance. **For** tank removal.

Account **1-101-11-870-5800-0000 Other Expenditures**. Request \$830 carried forward to account 1-102-11-870-5800-0000 Other Expenditures. **For** miscellaneous repairs and maintenance.

Account **1-102-11-870-5301-0000 Fees & Professional Services**. Request \$20,950 carried forward to account 1-102-11-870-5301-0000 Fees & Professional Services. **For** streetscape and EPA grant match.

## **ECONOMIC & COMMUNITY DEVELOPMENT**

Account 1-102-11-740-5301-0000 **Fees & Professional Services**. Request \$1,250 carried forward to account 1-102-11-740-5301-0000 Fees & Professional Services. **For** web site redesign and Brownfield grant match.

## **POLICE**

Account **1-101-12-310-5290-0000 Other Employee Benefits**. Request \$3,300 carried forward to account 1-102-12-310-5290-0000 Other Employee Benefits. **For** School Security Officer (SSO) pre-employment tests.