

THESE MINUTES ARE SUBJECT TO APPROVAL BY BOARD OF SELECTMEN

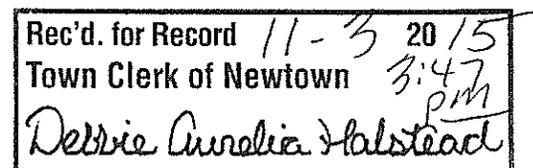
The Board of Selectmen held a regular meeting Monday, November 2, 2015 in the Council Chamber of the Newtown Municipal Center, 3 Primrose Street. First Selectman Llodra called the meeting to order at 7:00p.m.

**PRESENT:** First Selectman Llodra, Selectman William F.L. Rodgers, Selectman James O. Gaston, Sr.  
**ALSO PRESENT:** Robert Tait, labor attorney Fred Dorsey, thirteen members of the public and two members of the press.

**EXECUTIVE SESSION:** Selectman Rodgers moved to enter executive session at 7:03p.m. to discuss attorney-client privileged communication and to discuss employer rights and responsibilities regarding employee non-work related behaviors. Selectman Gaston seconded. All in favor. Executive session was entered into at 7:04p.m. with labor attorney Fred Dorsey invited to attend and returned to regular session at 7:40p.m. with the following motion:

Selectman Rodgers moved that, while it is not in the normal purview of the Board of Selectmen to file an ethics complaint, certain information has been brought to the attention of the Board which should be investigated to determine whether there are any violations of the Newtown Code of Ethics. As such, the Board authorizes the First Selectman to make a referral, versus a complaint, to the Board of Ethics for processing and conformance with Section 36-16 of the Town Code and the Board of Selectmen authorize legal counsel be made available to the Board of Ethics. Furthermore, the Board of Selectmen does so reserving the right to take any and all further action that may be appropriate, including actions beyond the Code of Ethics. Selectman Gaston seconded. All in favor.

**VOTER COMMENTS:** **Karen Pierce**, 10 Chestnut Hill Road, shared a letter she submitted to the Newtown Bee (att) saying her concern is the impact of how this is handled and how we move forward as a functional municipal government. **Laura Terry**, 64 Robin Hill Road believes there is a violation of the Code of Ethics, 27-6(b). She asks the Board of Selectmen to get to the bottom of the entire situation, working in conjunction with the Board of Education. **Karen Holden**, 68 Berkshire Road also believes there were several Code of Ethics violations (section 27-6) involving a town employee and an elected official. She also stated they did not adhere to Newtown's core character attributes: respect, trustworthiness, caring, perseverance, citizenship and responsibility. **Michelle Assante**, 16 Wendover Road, asked for swift action so the public will have trust that things will go the way they are supposed to go. There should be no speculation, after the election, as to whether there was wrong doing. She wants to know who else was involved. **Debbie Leidlein**, 29 Little Brook Road said although she appreciates the motion, she doesn't clearly understand it. **Phil Carroll**, 1 Fieldstone Drive said that it appears the court of public opinion has already held court and although he understands the Board of Selectmen have to act on this he thinks it's ridiculous. **Laura Roche**, 41 Cobblers Mill Road said this has gone so deep it is affecting our boards; it has to stop. We are better than this and we are bigger than this. The two people involved need to own it, speak to it and stop it. **Laura Terry** spoke again to ask what the difference between a referral and a complaint is and asked what she can do as a citizen. Selectman Gaston stated that any resident can file a complaint with the Board of Ethics. The difference between a referral and a complaint is that if a complaint was filed the Board of Selectmen would already have made a judgement as to a violation, without the facts first. In the motion the board reserves the right to proceed further after the ethics decision. First Selectman Llodra said also implied in the motion is a request that the issue be examined broadly, not a narrow request but a referral of the whole issue. Selectman Rodgers stated that the Board of Selectmen is the body that receives the



Board of Ethics recommendation so the board couldn't give a complaint and ask for it back. In answer to Ms. Terry's question asking what she can do, Selectman Rodgers suggested she follow the actions of the Board of Ethics; anyone is free to file an ethics complaint at any time, if in any way they are dissatisfied with the decision. First Selectman Llodra said that the protocols that are written that guide the actions of the Board of Ethics lay the Board of Ethics under the jurisdiction of the Board of Selectmen.

**Dan Wiedemann**, 13 Clearview Drive said the incident, from start to end, has been unnerving, there have been mistakes on both sides. When voting look at the candidate and not the party.

**ACCEPTANCE OF MINUTES:** Selectman Gaston moved to accept the minutes of the public hearing of 10/5/15. Selectman Rodgers seconded. All in favor. Selectman Gaston moved to accept the minutes of the regular meeting of 10/5/15. Selectman Rodgers seconded. All in favor. Selectman Rodgers moved to accept the minutes of the special meeting of 10/19/15. Selectman Gaston seconded. All in favor.

**COMMUNICATIONS:** First Selectman Llodra shared a communication from a resident who had a concern about something that happened in a neighboring community. An analysis of the Sandy Hook School natural gas line cost was shared (att). First Selectman reviewed the road progress report of 10/7/15 (att.)

**FINANCE DIRECTORS REPORT:** Mr. Tait stated the unaudited financial statements for 2014-15 are prepared; the auditors are currently working on them. The current year is half finished and we are at budget; we have to be aware of the reduction in state funds. Budgets for 2016-17 are due back from department heads the first week of December. The CIP is at the Board of Finance level; there are still open items on the Board of Selectmen side relating to municipal building projects that are pending while waiting for the municipal space needs report. First Selectman Llodra said the municipal space needs group will be presenting a recommendation to the board on No v. 16; she would then like to bring the CIP back to the selectmen for modification.

**ADD TO AGENDA:** Selectman Rodgers moved to add to the agenda a transfer request related to tax collector department wages, dues and insurance. Selectman Gaston seconded. All in favor. Selectman Gaston move add to the agenda a transfer request related to the Town Hall union contract. Selectman Rodgers seconded. All in favor.

## **NEW BUSINESS**

### **Discussion and possible action:**

- 1.) **Discussion and possible action related to employer rights and responsibilities regarding employee non-work actions:** see above executive session motion.
- 2.) **Changes to Employee Non-Union Handbook:** Selectman Rodgers moved the changes to the Employee Non-Union Handbook as summarized in a memo from Human Resources, dated October 20, 2015(att). Selectman Gaston seconded. All in favor.
- 3.) **Town Hall Union Contract:** First Selectman Llodra summarized the negotiations as of October 27, 2015 (att.) Selectman Gaston moved to authorize the First Selectman to engage the Town Hall contract on behalf of the town. Selectman Rodgers seconded. All in favor.
- 4.) **Transfer:** Selectman Rodgers moved the \$33,017 transfer from Contingency to various salary and social security contribution line items (att). Selectman Gaston seconded. All in favor.
- 5.) **Appointment/Reappointments:** Selectman Gaston moved the appointment of Lisa Krauss to the Commission on Aging, alternate vacancy to expire 1/16/17. Selectman Rodgers seconded. All in favor. First Selectman Llodra noted that Robin Olson resigned from the Animal Control Advisory Board. This is an Ad Hoc committee and as such doesn't require formal action. Joy Brewster will become a full

board member. First Selectman Llodra interviewed George Brown, an unaffiliated voter for the vacancy on Sustainable Energy. His appointment will be referred to the Sustainable Energy Commission for action as the vacancy exceeds 45 days.

- 6.) **Driveway bond Release/Extension:** none.
- 7.) **Tax Refunds:** Selectman Rodgers moved the November 2015 tax refunds, refund no. 6, 2015/16 in the amount of \$21,688.83. Selectman Gaston seconded. All in favor.
- 8.) **Transfer:** Selectman Rodgers moved the \$17,666 transfer from contingency to five itemized accounts (att). Selectman Gaston seconded. All in favor.

**EXECUTIVE SESSION:** Selectman Rodgers moved to go into executive session to discuss a proposal to purchase land for development rights to farmland. Selectman Gaston seconded. All in favor. Executive session was entered into at 8:35p.m with nobody invited to attend and returned to regular session at 8:58p.m. with no motion taken.

**ADJOURNMENT:** Having no further business the Board of Selectmen adjourned their regular meeting at 9:00p.m.

Respectfully submitted,

  
Susan Marcinek, Clerk

*Attachments: Karen Pierce letter, Sandy Hook School Natural Gas Line Cost. Road Progress Report dated 10/7/15, changes to the non-union employee handbook dated 10/20/15, Town Hall contract highlights dated 10/27/15, \$33,017 transfer, \$17,666 transfer*

For any of us who have served as elected officials, there have been times when we have born witness to things that might call to question whether there is a public need to know that outweighs procedural protocols and safeguards. In the years of my service as an elected official, I sometimes found myself conflicted and sought guidance from Hartford and others with expertise in the applications of policy and procedure.

The actions of Mr. Freedman, an RTC official— and possibly one other BOE member— involving the release of confidential e-mails and text messages are of grave concern for many reasons. The gravest concern, in my opinion, is the impact of how this is handled on how we move forward as a functional municipal government.

Should the investigation be stopped, speculation as to the motives for the cease and desist will run rampant. Should the investigation move forward and determine there has been a breach and there are no meaningful consequences for those involved, the implications would be that protocols and rules can be disregarded "in an effort to expose wrongdoing.", (as Mr. Freedman stated as his rationale for forwarding the documents)--- establishing a new precedent.

With this new precedent, the flood gates will be open to all who feel a need to expose perceived wrongdoing in a public venue. Governance in our community will become nothing more than rule by gossip and innuendo.

Mr. Freedman's actions have possibly exposed the tip of a larger, potentially dangerous iceberg that should be investigated before we move forward, full speed ahead, with business as usual.

Respectfully,  
Karen C. Pierce  
10 Chestnut Hill Road  
Sandy Hook, CT



**TOWN OF NEWTOWN**  
PUBLIC WORKS DEPARTMENT

**Sandy Hook School Natural Gas Line Cost/Savings Analysis – 2015**

The installation of a main/lateral natural gas supply line to the new Sandy Hook School was comprised of 3,200' of trenching on Crestwood, Washington Avenue, State Route 34 and Oakview Road. The original cost estimate from Eversource (Yankee Gas) for the installation of this line was approximately \$680,000 at a unit cost per foot of just over \$212 per linear foot. Because the Public Works Department was able to step up to the plate and provide the trenching and restoration the charge from Eversource was dropped to zero. This did not mean there was no expense or just avoided cost. The following analysis provides a look at what the true value savings are after we adjust for our direct and indirect cost.

Eversource Project Cost Estimate -		\$680,000
Town Labor (straight-time, over-time, taxes and all fringes)	(\$120,000)	
Town Equipment (figured at FEMA hourly reimbursement rates)	(\$90,000)	
Other Direct (engineering, materials, survey etc.)	(\$65,000)	
Final State Road Restoration (if required)	(\$25,000)	
	Cost Subtotal	(\$300,000)
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Net Savings / Avoided Cost		\$380,000
		-----
		-----

Submitted: 10/7/2015



**TOWN OF NEWTOWN**  
PUBLIC WORKS DEPARTMENT

Road Progress Report – 10/7/2015

There are essentially five sources of funds for road improvements: Road bond at \$1,000,000, Road Improvement line item at \$1,500,000, Highway Contractual Services line item at \$650,000, Highway Drainage Material line item at \$100,000 and Highway Road Patching Materials at \$85,000 for total funds of \$3,335,000. To date we have expended approximately \$2,497,974 leaving \$837,026. Of the remaining \$837,026, approximately \$625,000 is already committed to work in progress. Overall this leaves about \$212,026 in funds to carry us to next June. Those funds will be needed for everything from patch for potholes, emergency drainage repairs for washouts and other expenses that may not yet have been anticipated.

Now we know where we are at. The next question is what have we accomplished. The following are the various projects that have been completed. However, because a road name is mentioned doesn't mean that entire road is finished as will become obvious when we list work in progress, what we didn't get done and the carry over to next year.

Completed Work Items:

1.	Jeremiah	drainage	paving	
2.	Bennetts Bridge		paving	
3.	Lakeview Terrace	drainage	paving	
4.	Flat Swamp	drainage	paving	
5.	Poverty Hollow	drainage	paving	
6.	Key Rock		paving	speed tables
7.	Hanover		paving	
8.	Hattertown	drainage	paving	
9.	Great Hill		paving	
10.	Bonnie Brae	drainage		
11.	Brassie	drainage		
12.	Brushy Hill	drainage		
13.	Birch Hill	drainage		
14.	Meadowbrook	drainage		
15.	Riverside	drainage		
16.	School House		paving	
17.	Tamarack	drainage		
18.	Swamp Road	drainage		
19.	Platts Hill	drainage		
20.	Boulder Creek			retaining wall

- |     |                     |           |                |
|-----|---------------------|-----------|----------------|
| 21. | Gelding Hill        |           | retaining wall |
| 22. | Hundred Acres       | drainage  |                |
| 23. | Sandy Hook Gas Line | trenching | patching       |

Work In Progress:

- |     |                            |                    |             |                 |
|-----|----------------------------|--------------------|-------------|-----------------|
| 1.  | Platts Hill                |                    | paving      |                 |
| 2.  | Hundred Acres              |                    | paving      |                 |
| 3.  | Queen Street               |                    | paving      | speed tables    |
| 4.  | Parmalee Hill              | bank stabilization |             |                 |
| 5.  | Pond Brook                 | bank stabilization |             |                 |
| 6.  | Edgewood                   |                    | paving      |                 |
| 7.  | Bonnie Brae                |                    | winterizing |                 |
| 8.  | Brassie                    |                    | winterizing |                 |
| 9.  | Birch Hill                 |                    | winterizing |                 |
| 10. | Brushy Hill                |                    | winterizing |                 |
| 11. | Riverside                  |                    | winterizing |                 |
| 12. | Keatings Farm              |                    |             | utility conduit |
| 13. | Middlegate School Gas Line | trenching          |             |                 |

Work Not Completed In This Budget: First In Next Year's Queue

- |    |                     |  |        |
|----|---------------------|--|--------|
| 1. | Bonnie              |  | paving |
| 2. | Brassie             |  | paving |
| 3. | Brushy Hill         |  | paving |
| 4. | Birch Hill          |  | paving |
| 5. | Riverside           |  | paving |
| 6. | Swamp Road          |  | paving |
| 7. | Sandy Hook Gas Line |  | paving |

Some Next Year Previews: In addition to the projects already identified for next year's queue are the following areas we know we will be going to.

- |    |                     |          |        |
|----|---------------------|----------|--------|
| 1. | Hundred Acres       | drainage | paving |
| 2. | Hanover/Dinglebrook | drainage | paving |
| 3. | New Lebbon          | drainage | paving |
| 4. | Mt. Nebo            | drainage | paving |
| 5. | Phyllis Lane        | drainage | paving |
| 6. | Lakeview Terrace    | drainage | paving |
| 7. | Mile Hill South     | drainage | paving |
| 8. | Newberry/Pheasant   | drainage | paving |
| 9. | Johnny Appleseed    | drainage | paving |

There are a number of other roads that will also be evaluated for this group.

October 20<sup>th</sup>, 2015

The following changes were made to the Employee Handbook

*non-union*

**Life Insurance**

Life Insurance increase to non-union employees (non-Department Head) to match Town Hall Union 1 times salary to 1.5 times ((2011)

**Retirement**

Defined Benefit Plan eliminated  
Defined Contribution Plan initiated

**Long Term Disability**

Eligibility language removed – based on carrier

**Sick Bank removed** (1994)

4 employees still retain a sick bank Language not necessary for new employees

  
Carole Ross, HR

SUMMARY TOWN HALL NEGOTIATIONS AS OF October 27th, 2015

3 Year Contract (2015/16 - 2016/17 - 2017/18)

- Article 1 Clean-up of language designating Departments  
Full-time employee definition
- Section 8.00 Addition of Parks Operations Supervisor
- Section 9.00 Part-time day definition
- Section 11.00 Bank for Short-term Disability  
Part-time day definition  
Long Term Disability language deletion and clarification
- Section 12.00 Part-time day definition  
Jury Duty requirement of proof of service  
Workers Comp 2 day requirement for reporting
- Section 15.00 Medical 10%, 11%, 12%  
Elimination of plan specific language  
Option to decline coverage payment equalized  
Affordable Health Care Act  
Life Insurance language clean-up
- Section 16.00 Wages 1.9%, 2.0%, 2.0%
- Section 22.04 Clothing Allowance Technology Support Specialist added  
Language added for employees on disability, resignation and retirement

EFFECT ON BUDGET:

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
<u>WAGE &amp; SALARIES</u>	\$30,670	\$32,897	\$33,555
<u>SOCIAL SECURITY</u>	2,347	2,517	2,567
<u>MEDICAL BENEFITS – COST SHARE</u>	<u>(2,300)</u>	<u>(9,500)</u>	<u>(10,000)</u>
<u>NET EFFECT</u>	\$30,717	\$25,914	\$26,122

ANNUAL SALARY		2014-15		2015-16		2016-17		2017-18	
dept	position	1.90%	Change	2.00%	Change	2.00%	Change	2.00%	Change
110	Social Services Aide	36,331	690	37,021	740	37,762	755	38,517	755
140	Bookkeeper/Data Entry	37,925	721	38,646	773	39,418	788	40,207	788
140	Bookkeeper/Data Entry	36,925	702	37,627	753	38,379	768	39,147	768
140	Assistant Tax Collector	55,000	1,045	56,045	1,121	57,166	1,143	58,309	1,143
170	Asst Town Clerk	36,181	687	36,868	737	37,606	752	38,358	752
170	Asst Town Clerk	34,831	662	35,493	710	36,203	724	36,927	724
170	Asst Town Clerk	35,976	684	36,660	733	37,393	748	38,141	748
190	part-time Field Tech (per hour)	20,219	384	20,603	412	21,015	420	21,436	420
190	Administrative Assistant	37,599	714	38,313	766	39,080	782	39,861	782
190	Deputy Assessor	55,000	1,045	56,045	1,121	57,166	1,143	58,309	1,143
200	accounts payable	49,000	991	49,991	999	50,990	1,019	51,948	1,019
200	Accountant	64,000	1,216	65,216	1,304	66,520	1,330	67,851	1,330
200	secretary	19,500	370	19,871	397	20,268	405	20,673	405
205	Technology support Specialist	60,000	1,140	61,140	1,223	62,363	1,247	63,610	1,247
220	Admin Asst	33,578	638	34,216	684	34,900	698	35,598	698
320	Administrative Assistant	39,192	745	39,937	799	40,735	815	41,550	815
340	Asst MACC	38,528	732	39,260	785	40,045	801	40,846	801
460	Asst Building Official	63,474	1,206	64,680	1,294	65,974	1,319	67,293	1,319
460	Asst Building Inspector	58,124	1,104	59,228	1,185	60,413	1,208	61,621	1,208
460	Administrative Assistant	40,106	762	40,868	817	41,685	834	42,519	834
460	Secretary	33,839	643	34,482	690	35,172	703	35,875	703
490	Secretary	33,000	627	33,627	673	34,300	686	34,986	686
490	Enforcement Officer	60,898	1,157	62,055	1,241	63,296	1,266	64,562	1,266
490	secretary	33,847	643	34,490	690	35,180	704	35,883	704
490	Code Enforcement Officer	50,798	965	51,763	1,035	52,798	1,056	53,854	1,056
490	Administrator - Land Use	42,925	816	43,741	875	44,615	892	45,508	892
500	Administrator	43,239	822	44,061	881	44,942	899	45,841	899
500	Asst. Administrator	36,162	687	36,849	737	37,586	752	38,338	752
500	secretary	33,831	643	34,474	689	35,163	703	35,867	703
500	Operations Manager	78,603	1,493	80,096	1,602	81,698	1,634	83,332	1,634
500	Fleet Foreman	72,904	1,385	74,289	1,486	75,775	1,515	77,290	1,515
550	Secretary	33,800	642	34,442	689	35,131	703	35,834	703
550	Administrative Assistant	45,553	866	46,419	928	47,347	947	48,294	947
550	Operation Supervisor	53,678	1,020	54,698	1,094	55,792	1,116	56,908	1,116
550	part-time secretary	19,038	362	19,400	388	19,788	396	20,183	396
650	Maintainer	45,292	861	46,153	923	47,076	942	48,017	942
650	Maintainer	45,292	861	46,153	923	47,076	942	48,017	942

FISCAL YEAR TOTAL INCREASE FOR SALARIES

30,670

32,897

33,555



**TOWN OF NEWTOWN  
FISCAL YEAR END - APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR: 2015 - 2016      DEPARTMENT: Finance      DATE: 11/2/15

FROM:	Account	Amount	
	1-101-24-570-5899-0000CONTINGENCY	(33,017.00)	USE NEGATIVE AMOUNT
		(33,017.00)	
TO:	1-101-11-110-5110-0000SALARIES & WAGES - FULL TIME	690.00	USE POSITIVE AMOUNT
	1-101-11-140-5110-0000SALARIES & WAGES - FULL TIME	2,467.00	
	1-101-11-170-5110-0000SALARIES & WAGES - FULL TIME	2,033.00	
	1-101-11-190-5110-0000SALARIES & WAGES - FULL TIME	2,144.00	
	1-101-11-200-5110-0000SALARIES & WAGES - FULL TIME	2,517.00	
	1-101-11-205-5110-0000SALARIES & WAGES - FULL TIME	1,140.00	
	1-101-14-220-5110-0000SALARIES & WAGES - FULL TIME	638.00	
	1-101-12-320-5110-0000SALARIES & WAGES - FULL TIME	745.00	
	1-101-12-340-5110-0000SALARIES & WAGES - FULL TIME	732.00	
	1-101-12-460-5110-0000SALARIES & WAGES - FULL TIME	3,715.00	
	1-101-15-490-5110-0000SALARIES & WAGES - FULL TIME	4,208.00	
	1-101-13-500-5110-0000SALARIES & WAGES - FULL TIME	5,672.00	
	1-101-16-550-5110-0000SALARIES & WAGES - FULL TIME	2,247.00	
	1-101-13-650-5110-0000SALARIES & WAGES - FULL TIME	1,721.00	
	1-101-11-110-5220-0000SOCIAL SECURITY CONTRIBUTIONS	53.00	
	1-101-11-140-5220-0000SOCIAL SECURITY CONTRIBUTIONS	189.00	
	1-101-11-170-5220-0000SOCIAL SECURITY CONTRIBUTIONS	156.00	
	1-101-11-190-5220-0000SOCIAL SECURITY CONTRIBUTIONS	164.00	
	1-101-11-200-5220-0000SOCIAL SECURITY CONTRIBUTIONS	193.00	
	1-101-11-205-5220-0000SOCIAL SECURITY CONTRIBUTIONS	87.00	
	1-101-14-220-5220-0000SOCIAL SECURITY CONTRIBUTIONS	49.00	
	1-101-12-320-5220-0000SOCIAL SECURITY CONTRIBUTIONS	57.00	
	1-101-12-340-5220-0000SOCIAL SECURITY CONTRIBUTIONS	56.00	
	1-101-12-460-5220-0000SOCIAL SECURITY CONTRIBUTIONS	284.00	
	1-101-15-490-5220-0000SOCIAL SECURITY CONTRIBUTIONS	322.00	
	1-101-13-500-5220-0000SOCIAL SECURITY CONTRIBUTIONS	434.00	
	1-101-16-550-5220-0000SOCIAL SECURITY CONTRIBUTIONS	172.00	
	1-101-13-650-5220-0000SOCIAL SECURITY CONTRIBUTIONS	132.00	
		<b>33,017.00</b>	

REASON: TOWN HALL EMPLOYEES UNION CONTRACT 2015-16. SEE ATTACHED.

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

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

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

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

(4) BOARD OF SELECTMEN *James A. [Signature]* 11/2/15

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

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

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)

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

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

## ANNUAL SALARY

<u>dept</u>	<u>position</u>	2014-15	2015-16	<u>Change</u>	<u>SS</u>	<u>Department Totals</u>	
110	Social Services Aide	36,331	37,021	690	53	690	53
140	Bookkeeper/Data Entry	37,925	38,646	721	55		
140	Bookkeeper/Data Entry	36,925	37,627	702	54		
140	Assistant Tax Collector	55,000	56,045	1,045	80	2,467	189
170	Asst Town Clerk	36,181	36,868	687	53		
170	Asst Town Clerk	34,831	35,493	662	51		
170	Asst Town Clerk	35,976	36,660	684	52	2,033	156
190	part-time Field Tech (per hour)	20,219	20,603	384	29		
190	Administrative Assistant	37,599	38,313	714	55		
190	Deputy Assessor	55,000	56,045	1,045	80	2,144	164
200	accounts payable	49,000	49,931	931	71		
200	Accountant	64,000	65,216	1,216	93		
200	secretary	19,500	19,871	370	28	2,517	193
205	Technology support Specialist	60,000	61,140	1,140	87	1,140	87
220	Admin Asst	33,578	34,216	638	49	638	49
320	Administrative Assistant	39,192	39,937	745	57	745	57
340	Asst MACO	38,528	39,260	732	56	732	56
460	Asst Building Official	63,474	64,680	1,206	92		
460	Asst Building Inspector	58,124	59,228	1,104	84		
460	Administrative Assistant	40,106	40,868	762	58		
460	Secretary	33,839	34,482	643	49	3,715	284
490	Secretary	33,000	33,627	627	48		
490	Enforcement Officer	60,898	62,055	1,157	89		
490	secretary	33,847	34,490	643	49		
490	Code Enforcement Officer	50,798	51,763	965	74		
490	Administrator - Land Use	42,925	43,741	816	62	4,208	322
500	Administrator	43,239	44,061	822	63		
500	Asst. Administrator	36,162	36,849	687	53		
500	secretary	33,831	34,474	643	49		
500	Operations Manager	78,603	80,096	1,493	114		
500	Fleet Foreman	72,904	74,289	1,385	106		
550	Secretary	33,800	34,442	642	49	5,672	434
550	Administrative Assistant	45,553	46,419	866	66		
550	Operation Supervisor	53,678	54,698	1,020	78		
550	part-time secretary	19,038	19,400	362	28	2,247	172
650	Maintainer	45,292	46,153	861	66		
650	Maintainer	45,292	46,153	861	66	1,721	132
FISCAL YEAR TOTAL INCREASE FOR SALARIES				30,670	2,346	30,670	2,346

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

FISCAL YEAR **2015 - 2016** DEPARTMENT **Finance** DATE **11/2/15**

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-24-570-5899-0000CONTINGENCY	(17,666)	USE NEGATIVE AMOUNT
	.		
	.		
	.		
	.		
TO:	1-101-11-140-5110-0000SALARIES & WAGES - FULL TIME	1,000	USE POSITIVE AMOUNT
	1-101-11-140-5130-0000SALARIES & WAGES - OVER TIME	1,000	
	1-101-11-280-5800-0000OTHER EXPENDITURES	151	
	1-101-11-350-5520-0000INSURANCE, OTHER THAN EMPLOYEE BENEF	15,000	
	1-101-14-442-5520-0000INSURANCE, OTHER THAN EMPLOYEE BENEF	515	
	.		

**REASON:**

(1) Tax collector employee passed certification test (certified tax collector). Past practice - annual salary increased by \$1,000.  
 (2) Additional OT hours needed for high tax collection periods.  
 (3) Dues for Western Connecticut Council of Governments increased by \$151 (budgeted for no increase).  
 (4) Budgeted for an estimated 5% increase in general liability insurance. Actual increase = 7% due to experience.  
 (5) Newtown Parade Committee insurance exceeded budget by \$515.

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

(1) DEPARTMENT HEAD \_\_\_\_\_ *[Signature]* \_\_\_\_\_ 11/2/15

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

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

(4) BOARD OF SELECTMEN \_\_\_\_\_ *[Signature]* \_\_\_\_\_ 11/2/15

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

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

AUTHORIZATION SIGN OFF

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

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