

BOARD OF FINANCE
MINUTES
REGULAR MEETING
3 Primrose Street – Council Chambers
Monday, April 11, 2022 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

Present: John Madzula, Laura Miller, Steven Goodridge and Erica Sullivan

Absent: Chandravir Ahuja and Geoffrey Dent

Also Present: First Selectman Dan Rosenthal and Finance Director, Bob Tait,

Chair Madzula called the meeting to order at 7:40 p.m. Attendees saluted the American Flag.

Voter Comments

None

Communications

Chair Madzula shared a communications with Newtown Lions Club (see below).

Minutes

Laura Miller moved to approve the minutes from March 24, 2022. Steve Goodridge seconded. (Erica Sullivan abstained). All in favor and motion passes.

First Selectman's Report

The First Selectman reminded residents to vote on referendum on Tuesday, April 26, 2022. He also shared the BOS approved the GMP on the Hawley project.

Finance Director's Report

Finance Director, Bob Tait, reported the LC adopted the budget last week. The Council reduced the BOE budget by \$300,000 as well as the library and lake authorities reduced to prior year amounts. They also reduced the debt service by \$100,000, which will need to be looked at next year to make up for this action. Total increase of the budget is 0.7%.

New Business

Erica Sullivan made a motion to add to the agenda the CT State Library Historic Documents Preservation Program grant acceptance as presented. Steve Goodridge seconded. All in favor and motion passes.

Erica Sullivan made a motion to add to the agenda to amend the 2022-23 to 2026-2027 CIP and increase in the amount of \$21,000 for the HS turf field as presented. Steve Goodridge seconded. All in favor and motion passes.

Erica Sullivan made a motion to amend the 2022-23 to 2026-2027 CIP and increase in the amount of \$21,000 for the HS turf field as presented. Steve Goodridge seconded. All in favor and motion passes.

1. RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Erica Sullivan made a motion to accept the resolution RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and waived the reading of the remaining resolution. Steve Goodridge seconded. All in favor and motion passes.

2. *Reports from ARP and Recycling Committees*

Laura Miller shared the Recycling Committee is meeting next week.

Erica Sullivan spoke on the ARP Committee, which has made various recommendations regarding ARP funds. The Committee invited SHOP, Senior Center and the Community Center to talk at their next meeting.

3. *CT State Library Historic Documents Preservation Program grant acceptance*

Erica Sullivan made a motion to accept the CT State Library Historic Documents Preservation Program grant acceptance as presented. Steve Goodridge seconded. All in favor and motion passes.

Unfinished Business

None

Voter Comments

None

Announcements

None

Adjournment

Erica Sullivan made a motion to adjourn. Laura Miller seconded. All members were in favor and the meeting was adjourned at 8:01pm.

Respectfully submitted,
Kiley Morrison Gottschalk, Clerk

Attachments

Communication

Resolutions

Finance Director Document

From: Neil Randle via Newtown CT <cmsmailer@civicplus.com>
Date: April 9, 2022 at 9:56:17 AM EDT
To: JSMADZULA2@gmail.com
Subject: Form submission from: Contact the entire Board of Finance
Reply-To: Neil Randle <neilprandle1962@gmail.com>

Submitted on Saturday, April 9, 2022 - 9:56am

Submitted by user: Anonymous

Submitted values are:

Your Name: Neil Randle

Your e-mail address: neilprandle1962@gmail.com

Subject: Newton Lions Playground Project - Ribbon Cutting

Message:

On behalf of Walt Schweikert and the entire Playground Project team, it is my pleasure to invite you to the above mentioned Ribbon Cutting event, set to take place on Saturday June 4th at Dickinson Park, starting at 10am. Rain date: Sunday June 5th at 10am.

When we started the project, and associated fundraising, two years ago, few of us thought we would be at this point so quickly, but due to the crucial and generous contribution from the Newtown 2021 Budget Re-appropriation and approval from the Board of Finance, we were able to reach our goal in Q3 last year.

The Ribbon Cutting is an opportunity to thank you and everyone in Newtown who donated to the project, to recognize the immense contribution of Amy Mangold, Carl Samuelson and the Parks & Rec team for the installation work ... and to see the new equipment in action.

There are many benefits to Inclusive Play and this initiative puts Newtown at the forefront of making these benefits available to children with physical restrictions, their families and friends in our area.

We hope to see you there.

Neil Randle

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CT 06470

www.newtown-ct.gov

Robert Tait, Finance Director



**TOWN OF NEWTOWN
BOARD OF FINANCE**

John Madzula II, Esq, Chairman
Chandravir Ahuja, Vice Chairman
Laura Miller
Steven Goodridge
Erica Sullivan
Geoffrey Dent

April 11th, 2022

To the Legislative Council

Members of the Council:

At a meeting of the Board of Finance held April 11 2022, the following resolution was approved and recommended for adoption:

RESOLVED: That the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$781,000 For The Construction, Maintenance And Renovation Of The Newtown High School Stadium Turf Practice Field As Authorized In The Capital Improvement Plan (2022-23 To 2026-27) And Authorizing The Issuance Of \$781,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated April 4, 2022, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Very truly yours,

A handwritten signature in blue ink, appearing to read "John S. Madzula II", is written over a horizontal line.

John S. Madzula II, Chairman
Board of Finance

Newtown Municipal Center
3 Primrose St., Newtown, CT 06470
Tel. 203-270-4201
Fax 203-270-4205



Daniel C. Rosenthal
First Selectman
Tel. 203-270-4202
dan.rosenthal@newtown-ct.gov

TOWN OF NEWTOWN

OFFICE OF THE FIRST SELECTMAN

April 4, 2022

Board of Selectmen
3 Primrose Street
Newtown, CT 06470

Dear Board of Selectmen:

I am requesting a special appropriation in the amount of \$781,000 be financed by bonds for the following project as authorized in the capital improvement plan (CIP) 2022-2023 to 2026-2027 and further amended at the April 4, 2022 Board of selectman meeting.

- A special appropriation in the amount of \$781,000 for the construction, maintenance and renovation of the Newtown High School Stadium Turf Practice Field.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Rosenthal", is written over the word "Sincerely,".

Daniel C. Rosenthal
First Selectman

DCR/sm



TOWN OF NEWTOWN

OFFICE OF THE FIRST SELECTMAN

April 5, 2022

To the Legislative Council

Members of the Council:

At a meeting of the Board of Selectmen held April 4, 2022, the following resolution was adopted:

RESOLVED: That the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$781,000 For The Construction, Maintenance And Renovation Of The Newtown High School Stadium Turf Practice Field As Authorized In The Capital Improvement Plan (2022-23 To 2026-27) And Authorizing The Issuance Of \$781,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated April 4, 2022, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

The Board of Selectmen hereby requests that the Legislative Council request that the Board of Finance provide a recommendation on the above-captioned resolution.

Very truly yours,

A handwritten signature in black ink, appearing to read "D. Rosenthal", is written over a horizontal line.

Daniel C. Rosenthal, First Selectman

Excerpt for Minutes of Board of Finance Meeting
to be held April 11 2022

A meeting of the Board of Finance of the Town of Newtown was held in the Council Chambers, on April 11, 2022, at 7:30 P.M. (E.T.).

* * *

Members present and absent were as follows:

Present
John Madzula
Laura Miller
Steven Goodridge
Erica Sullivan

Absent
Chandravir Ahuja
Geoffrey Dent

* * *

Chair John Madzula introduced and read the following resolution:

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 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. The sum of \$781,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the construction, maintenance and renovation of the Newtown High School stadium turf practice field, all as authorized in the Capital Improvement Plan (2022-23 to 2026-27), and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State, Federal or other grants-in-aid thereof.

Section 2. To meet said appropriation, \$781,000 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 Connecticut, Revision of 1958, 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 or other 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, certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the 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, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. The notes 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 or his designee is hereby authorized, in the name and on behalf of the Town, to apply for and accept any and all Federal and State loans and/or any 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 any time 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 Town 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, in the name and 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, in the name and 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.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

RESOLVED: That the resolution entitled “Resolution Providing For A Special Appropriation In The Amount Of \$781,000 For The Construction, Maintenance And Renovation Of The Newtown High School Stadium Turf Practice Field As Authorized In The Capital Improvement Plan (2022-23 To 2026-27) And Authorizing The Issuance Of \$781,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated April 4th, 2022, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Ms. Miller moved that said resolution be adopted as introduced and read and the motion was seconded by Mr. Goodridge. Upon roll call vote the ayes and nays were as follows:

AYES

John Madzula
Laura Miller
Steven Goodridge
Erica Sullivan

NAYS

Chair John Madzula thereupon declared the motion carried and the resolution adopted.

* * *

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

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Section 2. To meet said appropriation, \$781,000 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 Connecticut, Revision of 1958, 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 or other 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, certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the 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, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. The notes 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 or his designee is hereby authorized, in the name and on behalf of the Town, to apply for and accept any and all Federal and State loans and/or any 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 any time 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 Town 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, in the name and 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, in the name and 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.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

TOWAPPLICATION
TARGETED GRANT FY 2023
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2022)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:
Use full municipality name, ie 'Town of ' or 'City of '
TOWN of NEWTOWN

Name of Municipal CEO: **DANIEL C ROSENTHAL** **Title:** **FIRST SELECTMAN**

Phone with Area Code: 203-270-4201

Email: FIRST.SELECTMAN@NEWTOWN-CT.GOV

Name of Town Clerk: **DEBBIE AURELIA HALSTEAD** **Title:** **TOWN CLERK**

Phone with Area Code: 203-270-4214

Email: DEBBIE.HALSTEAD@NEWTOWN-CT.GOV **Check if Designated Applicant:** ☐

TC Mailing Address: 3 PRIMROSE STREET, NEWTOWN, CT 06470

MCEO Address if Different: SAME

Grant Application Deadline: ☒ Cycle 1: April 30, 2022 ☐ Cycle 2: September 30, 2022

Grant Contract Period: The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 7,500

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input checked="" type="checkbox"/> Preservation/Conservation	See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,829.40	\$	\$ 4,829.40
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 2,670.60	\$	\$ 2,670.60
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 7,500.00	\$	\$ 7,500.00

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

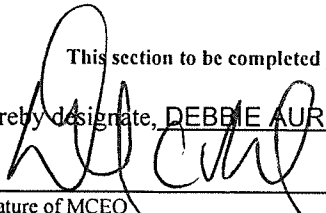
Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, DEBBIE AURELIA HALSTEAD, the Town Clerk, as the agent for making the above application.


Signature of MCEO

4-4-22
Date

DANIEL C. ROSENTHAL, FIRST SELECTMAN
Name and Title of MCEO

Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2023 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

DEBBIE AURELIA HALSTEAD, TOWN CLERK
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

HISTORIC DOCUMENTS PRESERVATION
TARGETED GRANT APPLICATION
FY2023
NARRATIVE PAGE &SUPPORTING DOCUMENTATION

1. DESCRIBE THE PROJECT:
 - A. To create 10 land record archival volumes and 9 minute books.
 - B. To microfilm minutes from 2019 to 2021 and vital records from 2013-2021

2. PROVIDE VENDOR/INFO & TIMEFRAME:
 - A. ADKINS will be the vendor for this entire project.
 - B. Archival binders take approximately 4 to 6 weeks to be printed and shipped.
 - C. Microfilming records require the books to be taken off site. It is estimated that it could take a few days.

3. STATE WHAT WILL BE ACCOMPLISHED:
 - A. This will resolve the land record volumes that are in disrepair and are not identifiable on the shelves.
 - B. This will keep the Town compliant with the State Statutes. Minutes and vitals are permanent records that require proper archival procedures.

5. PROVIDE A DETAILED BUDGET: Attached is the vendor proposal.

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981

JOB ESTIMATE

March 24, 2022

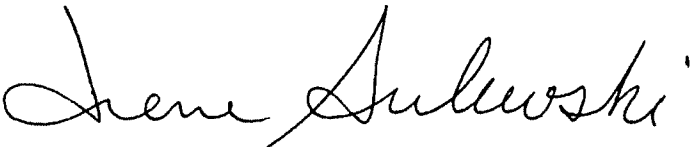
Client: Newtown Town Clerk

Title of Job: Microfilming of Town Minutes and Vital Records

The Town of Newtown has 18,247 pages of minutes and 5,900 pages of vital records that need to be microfilmed. Adkins will pick up the pages and microfilm each page for security.

18,247 pages of minutes microfilmed @ \$0.20/pg.....\$3,649.40
5,900 pages of vitals microfilmed @ \$0.20/pg.....\$1,180

TOTAL: \$4,829.40

Signed: 
Irene Sulewski, Municipal Account Specialist

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981

JOB ESTIMATE

March 24, 2022

Client: Newtown Town Clerk

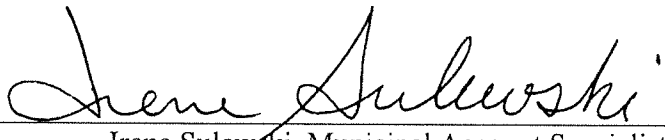
Title of Job: Archival Supplies

9 minute books @ \$140/ea.....\$1,260
10 red land record books @ \$135/ea.....\$1,350

Delivery.....\$60.60

TOTAL: \$2,670.60

Signed: _____



Irene Sulewski, Municipal Account Specialist

TOWN OF NEWTOWN				
2022 - 2023 BUDGET - LEGISLATIVE COUNCIL ADJUSTMENTS				
MEETING DATE: 04/06/2022	2022-2023 BUDGET	LEGISLATIVE	2022-2023 BUDGET	
	BOARD OF FINANCE	COUNCIL	LEGISLATIVE COUNCIL	
FUNCTION / DEPARTMENT / ACCOUNT	RECOMMENDED	ADJUSTMENTS	PROPOSED	COMMENTS
PUBLIC SAFETY				
LAKE AUTHORITIES				
OTHER PURCHASED SERVICES	64,892	(11,157)	53,735	20% increase too high. Use fund balance.
RECREATION & LEISURE				
LIBRARY				
CONTRIBUTIONS TO OUTSIDE AGENCIES	1,406,000	(24,531)	1,381,469	Usu (sizable) fund balance.
DEBT SERVICE				
DEBT SERVICE				
BOND INTEREST	2,398,371	(100,000)	2,298,371	Use an additional \$100,000 from debt service fund.
EDUCATION				
BOARD OF EDUCATION				
EDUCATION LINE ITEM	82,434,639	(300,000)	82,134,639	A reduction to the BOE line item in the Town budget.
TOTAL BUDGET ADJUSTMENTS 04/06 /2022	129,461,726	(435,688)	129,026,038	