

BOARD OF FINANCE
MINUTES
REGULAR MEETING
191 South Main Street – Newtown Police Department
Wednesday, January 25, 2023 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

Present: John Madzula, Sandy Roussas, Laura Miller, Chandravir Ahuja, Steven Goodridge and Erica Sullivan

Absent: None

Also Present: BOE Chair, Deb Zukowski

Chair Madzula called the meeting to order at 7:30p.m. Attendees saluted the American Flag.

Voter Comments

None

Communications

Chair Madzula mentioned correspondence from Brookfield BOF Chair (see attached).

Minutes

Laura Miller moved to approve the minutes from the January 9, 2023. Erica Sullivan seconded. All in favor and motion passes.

First Selectman's Report

No report

Finance Director's Report

No report

New Business

1. *Transfer: \$130,000 from Police Salaries & Wages FT to Salaries & Wages OT*

Sandy Roussas made a motion to approve a transfer in the amount of \$130,000 from Police Salaries & Wages FT to Salaries & Wages OT as provided and attached. Laura Miller seconded. All in favor and motion passes.

2. *American Rescue Plan Appropriation: \$50,000 for each Fire Company (5 x \$50,000) and \$50,000 for fire training equipment to be used company wide*

Sandy Roussas made a motion to approve American Rescue Plan Appropriation: \$50,000 for each Fire Company (5 x \$50,000) and \$50,000 for fire training equipment to be used company wide as presented. Erica Sullivan seconded. All in favor and motion passes.

3. *Non-Lapsing Fund*

Mr. Ahuja shared with the Board that he appreciates the work of the BOE. He cleared up a miscommunication from last meeting. Mr. Ahuja recommended having a deeper discussion when the fund balance gets closer to 5% of budget. He also suggested a language change in Section 5 regarding a more specific review period and clarification of written report. He proposed a friendly suggestion to LC and BOE to adapt what they adopted last year and then begin the discussion. BOE Chair Zukowski shared there is a

logical inconsistency for caps (for possible future boards) in apprehension old behaviors would ensue. She asked Mr. Ahuja to clarify “deeper discussion”. Ms. Roussas reminded the Board the purpose of the fund is to give the BOE flexibility to handle gaps. She explained the concern about BOE capital spending in different funds. Ms. Roussas offered to make a couple of minor edits on behalf of the BOF to the policy previously adopted by the LC and BOE.

Sandy Roussas made a motion to review and amend the Non Lapsing Policy previously adopted by BOE on November 3, 2021 and LC on November 17, 2021 and turn around draft with suggested edits to BOE for it's approval. Steve Goodridge seconded. All in favor and motion passes.

4. Fund Balance Policy for Outside Agencies

Tabled

5. ARP and Recycling Committee Reports

Mr. Goodridge shared about the CFF/CIP subcommittee and the issues the Town is facing regarding bus drivers. A couple of drivers are facing illness. The Town has one new driver recently with one termination as well. Currently, there are four new drivers in the pipeline; however, there is a 6-week turn around for various reasons. Ms. Sullivan asked if the BOE attorneys have investigated looking into redacting the contract. The Board discussed further. Hawley HVAC is on schedule and possibly under budget. The switchboard has delayed shipping. Middlegate is in need of a new playground ~\$85,000 and is waiting for January playground sales (hoping for ~16,000 in savings). No update on State HVAC grant re Hawley. Mr. Goodridge shared the CFF/CIP subcommittee suggested having an oversight for grant writing with the forethought of future budgetary impacts. The BOE plans to create sub-committees for contracts exceeding \$200,000.

Unfinished Business

None

Voter Comments

None

Announcements

Ms. Roussas shared she watched the LC meeting on Jan 18 about the referral to a sub committee for debt service policy and capital non-recurring policy. She reminded the Board that this is an odd year and the BOF plans to review policies and then send to alternate Boards for approval.

Adjournment

Laura Miller made a motion to adjourn. Erica Sullivan seconded. All members were in favor and the meeting was adjourned at 8:39pm.

Respectfully submitted,
Kiley Morrison Gottschalk, Clerk

Attachments

Communications
Transfer

From: Glenn Rooney via Newtown CT <cmsmailer@civicplus.com>
Date: January 18, 2023 at 3:16:36 PM EST
To: JSMADZULA2@gmail.com
Subject: Form submission from: Contact John Madzula II
Reply-To: Glenn Rooney <grooney@brookfieldct.gov>

Submitted on Wednesday, January 18, 2023 - 3:16pm
Submitted by anonymous user: 32.220.153.42
Submitted values are:

Your Name: : Glenn Rooney
Your e-mail address: grooney@brookfieldct.gov
Subject: Debt Policy
Message:

Hi John

Glenn Rooney here Brookfield Ct BOF Chair - I am looking for us to implement a debt service policy and came across yours online and loved it. I would like to do something similar. A couple of things

- 1- How did you decide on 8.5% Debt to expenditure
- 2- How did you decide on 3% Cap against Grand list
- 3- Also in your policy it says you would compare against area towns such as Brookfield - Can you share the comparison data with me

Thanks
Glenn Rooney

A resolution providing for an appropriation totaling \$300,000; Allocated to the Board of Fire Commissioners to be distributed to the Fire Companies for various capital acquisitions. Each company will get \$50,000 (5 x \$50,000) plus \$50,000 will be used for fire training equipment to be used company wide. All acquisitions will be coordinated through the Board of Fire Commissioners and through the Town Purchasing Director. To be funded from the American Rescue Plan (ARP) grant.

\$300,000 requested appropriation was recommended by the ARP Working Group on 01/09/2023.

The ARP Working Group is comprised of the following:

Board of Selectmen

- Ed Schierloh *

Board of Finance

- Sandy Roussas *
- Erica Sullivan *

Legislative Council

- Charles Gardner
- Matthew Mihalcik *
- Michelle Ku *

Ex-officio

- First Selectman, Dan Rosenthal *

| | | | | | |
|--------------------|--------------------|-------------------|---------------|-------------|----------------|
| <u>FISCAL YEAR</u> | 2022 - 2023 | <u>DEPARTMENT</u> | Police | <u>DATE</u> | 1/12/23 |
|--------------------|--------------------|-------------------|---------------|-------------|----------------|

REASON:

Amount available in regular salaries due to worker's comp and a vacancy. See attached memo.

date:

- Attached
✓ vs BA

1/4/23

| | |
|----------------|--|
| FIRST 335 DAYS | <p>>>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)</p> <p>>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF</p> |
| AFTER 335 DAYS | <p>>>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF</p> |

Department of
Police Services
191 S. Main Street
Newtown, CT 06470



Bryan Bishop
Captain
Tel. (203) 426-5841
Fax (203) 270-0637

TOWN OF NEWTOWN

January 10, 2023

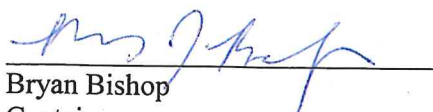
Daniel Rosenthal
First Selectman
Town of Newtown
3 Primrose Street
Newtown, CT 06470

Dear Sir,

I respectfully request a transfer to cover the Newtown Police Department's overtime budget. \$140,206.35 of the budgeted amount of \$166,675.00 for the fiscal year 2022-2023 has been exhausted, leaving \$26,468.65 for the remainder of the fiscal year, which has twelve pay periods left. For the first half of the fiscal year, the department has averaged \$10,014.74 in overtime expenses per pay period. Security at high school fall sporting events caused an additional overtime cost of \$6,157.83. Contractual obligations accounted for at least 84% usage of the overtime budget, with minimum staffing requirements accounting for 74% of the contractual overtime obligations. The patrol staffing shortages are a result of the patrol division having had a minimum of two officers out on leave while a third officer is in training. The patrol division continues to have two officers on leave, with an officer still training at least through the end of March.

In forecasting the overtime demand for the remainder of the fiscal year, the overtime usage from this time last year was looked at and averaged \$8,353.96. The patrol schedule is completed through April and shows about 60% of the shifts at minimum staffing, indicating a high likelihood of creating overtime if an officer takes off or has to go to training. Twelve officers must complete mandatory recertification training by the end of the fiscal year, which will impact patrol shift staffing. The end-of-fiscal year overtime comp time buyout for June 30, 2022, totaled \$8,775.46, an additional liability to the overtime expense account. Currently, the overtime comp time totals \$19,898.00, but officers use this to take time off, and it will most likely be a lesser amount by the end of the fiscal year.

Therefore, it is assumed the overtime costs for the remainder of the year will remain consistent. I am respectfully requesting \$130,000.00 be transferred to the police overtime account to cover the overtime expenses and end-of-year comp time buyout.


Bryan Bishop
Captain