

BOARD OF FINANCE  
MINUTES  
REGULAR MEETING  
3 Primrose Street, Newtown - Newtown Municipal Center  
Thursday, February 23, 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:

Also Present: First Selectman, Dan Rosenthal, Finance Director, Bob Tait, Superintendent, Chris Melillo and BOE Chair, Deb Zukowski

Chair Madzula called the meeting to order at 7:36p.m. Attendees saluted the American Flag.

**Voter Comments**

None

**Communications**

None

**Minutes**

Sandy Roussas moved to approve the minutes from the February 22, 2023. Laura Miller seconded. (Chandravir Ahuja and Erica Sullivan abstained). All in favor and motion passes.

**First Selectman's Report**

The First Selectman reported that he received report from S&P and the Town's rating was reaffirmed.

**Finance Director's Report**

Finance Director, Bob Tait, reported on the Capital and Non-Recurring fund including expenditures and revenues (see attached). Start of fiscal year balance was \$3.2MM in the fund and ending \$3.8MM. There was a \$2.3MM transfer out, \$337,000 for road funds among other transfers. To keep the general fund undesignated fund balance at 12% of total budget (using the 2022-2023 total budget amount), keeping to the Town's Fund Balance Policy, the Finance Director is recommending increasing the use of fund balance account (in revenues) by \$900,000 and increasing the transfer out – capital & non-recurring account (in expenditures) by \$900,000. Bringing the use of fund balance and a corresponding amount in transfer to capital & non-recurring total of \$1,500,680, which would bring the undesignated fund balance close to 12%.

**New Business**

*1. 2023-2024 Budget Discussion and Review (see attached)*

Mr. Tait commented on proposed changes to BOS/BOE proposed budget (see attached). He previously noted a 6% increase to medical self-assurance fund; however, the Employee Medical Benefits Board recommended a 9% increase. Public Works energy contract showed some savings (\$32,950). Overall changes amount to ~\$42,000 adjustment on budgeted current year taxes. If the proposed adjustments were approved, the preliminary mill rate would be 26.56. Superintendent, Chris Melillo and BOE Chair, Deb Zukowski answered some clarifying questions regarding streamlining staffing usage, rationale around some cuts while keeping various positions (such as SROs and necessary teachers in conjunction with certain cohorts), increases in Sped out-placements and grants.

2. *Fund Balance Policy*  
Tabled

3. *Police Grant, \$35,000 for Auto Theft and Violence*

Erica Sullivan moved to accept the ARPA Auto Theft Violence grant as presented in the amount of \$35,000. Sandy Roussas seconded. All in favor and motion passes.

**Unfinished Business**

None

**Voter Comments**

None

**Announcements**

None

**Adjournment**

Sandy Roussas made a motion to adjourn. Erica Sullivan seconded. All members were in favor and the meeting was adjourned 8:44pm.

Respectfully submitted,  
Kiley Morrison Gottschalk, Clerk

**Attachments**

Finance Director Documents

Grant

BOE Budget Q(&As)

Town of Newtown				
Board of Finance Recommended 2023-24 Annual Budget				
Proposed Changes to BOS/BOE Proposed Budget				
2/23/2023				
	Proposed		Recommended	
<u>Function / Department / Line Item</u>	<u>BOS/BOE</u>	<u>Adjustment</u>	<u>BOF</u>	<u>Description</u>
<b><u>EXPENDITURES</u></b>				
Other Financing Uses				
Transfer Out to Other Funds - Transfer Out	-	96,150	96,150	On 2/13/2023 the Employee Medical Benefits Board Recommended a 9% increase in Town contributions to the medical self-insurance fund. A 6% increase is currently reflected in the budget.
Education				
Board of Education	85,990,974	259,260	86,250,234	Same as above
Public Works				
Highway - Energy Fuel Oil	422,400	(28,000)	394,400	New contract just signed with new rate
Public Building Maintenance - Energy Oil	172,058	(4,950)	167,108	New contract just signed with new rate
<b><u>REVENUES</u></b>				
Intergovernmental Revenues				
Various line items	7,685,397	280,234	7,965,631	Revenue line items adjusted to the Governors budget
Total effect of adjustments on budgeted current year taxes		42,226		Budgeted current year taxes would increase by \$42,226

Town of Newtown				
Board of Finance Recommended 2023-24 Annual Budget				
Proposed Changes to BOS/BOE Proposed Budget				
2/23/2023				
	Proposed		Recommended	
<u>Function / Department / Line Item</u>	<u>BOS/BOE</u>	<u>Adjustment</u>	<u>BOF</u>	<u>Description</u>
				Per the Town Fund Balance policy - to reduce undesignated (general fund) fund balance to 12% of total budget.
<b><u>REVENUES</u></b>				THIS HAS NO EFFECT ON CURRENT YEAR TAXES.
<b>Other Financing Sources</b>				
Use of Fund Balance	600,680	900,000	1,500,680	
<b><u>EXPENDITURES</u></b>				
<b>Other Financing Uses</b>				
Transfer Out - Capital & non-recurring Fund	600,680	900,000	1,500,680	

From: **Evans, Kate** <[Kate.Evans@ct.gov](mailto:Kate.Evans@ct.gov)>  
Date: Thu, Dec 15, 2022 at 15:14  
Subject: ARPA GRANT, Data Required  
CC: DESPP.Autotheftgrant <[DESPP.Autotheftgrant@ct.gov](mailto:DESPP.Autotheftgrant@ct.gov)>

Dear Chief;

Your agency has received ARPA Auto Theft and Violence funds to focus on reducing auto theft and other crimes in our communities. The grant period began December 1, 2022.

The goal is to work collaboratively to reduce these types of crimes, either by proactive patrols or by conducting investigations into the people responsible for these crimes. Your department will also be working with units within the State Police Bureau of Special Investigations such as the Statewide Narcotics Task Force, Gun Tracing Task Force, Statewide Urban Violence Cooperative Crime Control Task Force, CT Regional Auto Theft Task Force and the Statewide Organized Crime Investigative Task Force.

In order to measure the success of the ARPA Auto theft and Violence Grant, your department IS REQUIRED to provide certain data, which includes Activity Reports and Quantitative Data Measures. The Quantitative Data Measures are listed on the attached spreadsheet. It is **imperative** that this data be provided on a **MONTHLY basis, not later than the FIFTH** of the following month. Your designated point of contact should email the data to [DESPP.Autotheft@ct.gov](mailto:DESPP.Autotheft@ct.gov). Timely data is vital in this effort. Your department is collecting certain pieces of the required data already, and you can provide this data as long as it's provided by the fifth of the next month. Data is required EVERY month, and it needs to be provided in the attached spreadsheet. There is one tab for each participating town. We cannot accept data in other formats.

In addition to this data, we are collecting selected charge data. This data is being drawn from the Computerized Criminal History file and requires no additional effort from your department.

Compiled data from both the Quantitative Data Measures and the charge data will be posted on CT.gov for your department's use. We will be sending a specific link as soon as this is available.

Please let us know who your point of contact is, and have that person respond with the December data not later than Jan 5, 2023.

If you have any questions please contact Lt. Anthony Giuliano at [Anthony.Giuliano@Ct.gov](mailto:Anthony.Giuliano@Ct.gov).

Thank you.

**TOWN OF NEWTOWN  
FINANCIAL IMPACT STATEMENT  
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT POLICE

PROJECT: ARPA AUTO THEFT & VIOLENCE GRANT

PROPOSED APPROPRIATION AMOUNT: \$ 35,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	35,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>35,000</u>

**ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):**

List any financial impact your request will have on the Town's annual operating budget.  
Attach spreadsheet(s) showing your calculation of the estimated impact.

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS		***	
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (average)			
TOTAL IMPACT ON EXPENDITURES		\$ -	

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ -

EQUIVALENT MILL RATE OF TOTAL IMPACT

(using current year's information)

0.0000 mills

**COMMENTS:**

NO FINANCIAL IMPACT ON THE BUDGET.

PREPARED BY:



DATE: 2/22/2023

## BOS Budget Review

### Capital non-recurring

- Can we quantify the overall savings realized from the capital expenditures made in the last two budget years with funds from capital non-recurring versus bonding for those expenditures?
- Assuming that we transfer 600,680 to capital non recurring, what does that bring the total of that fund to?
- How did we arrive at this amount?

### Winter Maintenance

- How many winter storm deployments were there in 2022 such that we used 4,471 tons of salt? How many were there in 2021 and in 2020?

### Town Clerk

- For how long have we had 2 FT and 1 PT clerks in this office?

### Police Dept

- Are we adding a new Step 1 hire? If so, please explain the need for that new position and what can we expect in terms of overall cost of benefits?

### Building Dept

- What are the duties of the secretary/clerk vs. the executive secretary? What is the support load for each of these positions?

### Highway

- What are the duties of the administrator/assistant administrator/clerk? What is the support load for each of these positions?

### Land Use

- What are the duties of the administrative assistant versus secretary? What is the support load for each of these positions?

Is there any opportunity for consolidation of some of these admin positions?

### Parks & Rec

- What are the duties of the administrative assistant versus secretary? What is the support load for each of these positions?
- How do these positions differ from the part-time clerical position?

## Library

- Can we get a breakdown of staffing?

## BOE Budget Review

### Staffing:

- Please detail clerical staff at all the schools and the ratio of staff/admins at each school
- What is the ratio of guidance counselors to students in Reed, Middle School, High School?

### Technology:

- What equipment is provided to students for home use? Chromebooks?
- What equipment is provided to students for class use? Elementary? Intermediate? Middle School? High School
- Does the department maintain an inventory of equipment provided to students?
- Does the department maintain an inventory of equipment provided to staff?
- What equipment is provided to staff for home use? Class use?
- What is the turnover rate in terms of technology items for staff?

### Transportation:

- When a bus is parked or unable to complete a particular route on a particular day, does that result in a credit to the district? If so, what is that credit and over the last year, how much credit have we earned with All Star?



## BOS additional questions

- 1) Regarding improvement if streetscape in SH, what does that include/entail?
- 2) How are non-union pay increases determined?
- 3) Please explain in further detail why there was a decrease of 37.79% in the Emergency Management Budget. Was this a wash when the EM budget moved to outside agencies?
- 4) Please give further detail regarding tech department Budget Highlight statement.

## Continued 2023-2024 Budget Review

### Board of Education:

#### Transportation

- Please provide the All Star Bus Contract
- What was the reason for the \$690,000 increase in transportation from 2021/22 - 2022/23?

#### Staffing

- There was a reduction of 0.57 FTE in Pupil Personnel (Clerical - NMS Guidance), but there is also an addition of 1.73 FTE to Pupil Personnel (p. 18 of book). What position(s) does this additional FTE represent?
- What is the additional 1 FTE in General Services, also on p. 18 of book?

#### Reed Intermediate School

- Please break down classroom instruction the way it was described at the elementary school level. How much total instruction time do Reed cluster teachers give individually per day? Math instruction is 88 minutes per day and reading/ELA is 88 minutes per day; how much science/social studies instruction do students receive daily?

#### High School

- Why are there a total of 10 clerical/secretarial staff at the high school? Please outline the positions and their support load.

#### Special Education

- What is the reason for the dramatic increase in out of district tuition costs? Is this due to an influx of SPED children? How many identified SPED children did the district have receiving in district education in 2022-2023; How many out of district? Did any placements go to mediation?

#### Curriculum

- What is the \$108K increase in textbooks? (Voter commented that 2 year old Latin textbooks were being replaced - is that accurate? If so, why?)
- Contracted services is up to \$259K from \$115K - what is the reason for that?

#### Technology

- What is the basis for the \$405K equipment increase? (Is this a function of money being expended the last 2 years through capital non-recurring?)

#### General Support Services

- How many secretarial/clerical staff do we have between the Superintendent's office and business office? I'm tallying 9 FTEs - if so, what is the support load for each of these staff members?

### **BOE Budget Questions (set 3)**

Is there a spreadsheet of all current grants, sunset dates, positions funded, and amount funded that you can provide us with?

What is the plan for funds in the non-lapsing fund balance?

What are the discretionary budget drivers? How much did they increase in the proposed budget?

Does the Reading Mandate cost of \$194,000 include materials, training, ongoing support? Is it digital? Do materials/subscriptions have an ongoing cost?

Health and Wellness Coordinator--What is the rationale for keeping this position? Qualifications? Does this position directly impact students? How?

Please explain: this was a voter comment and asked for further explanation

- BOE getting rid of a two-year-old textbook, and the true need behind purchasing a revised Latin textbook.

Could the superintendent's proposed budget, that was then amended by the BOE, be feasible with the paraprofessional adjustments that he proposed and not sacrifice any educational benefits to students

Is there any projection of when Newtown High School would obtain Blue Ribbon status or is it necessary

### Capital non-recurring

- Can we quantify the overall savings realized from the capital expenditures made in the last two budget years with funds from capital non-recurring versus bonding for those expenditures?
  - Assuming that we transfer 600,680 to capital non recurring, what does that bring the total of that fund to?
  - How did we arrive at this amount?
- 
- For the most part, capital expenditures in the capital & non-recurring fund have not qualified to be bonded (or in the CIP). They have been under the \$200,000 threshold.

That is not to say that we couldn't appropriate larger projects in the capital & non-recurring fund in the future to save on bond interest payments.

Recently the amounts budgeted in the general fund "transfer to capital & non-recurring fund" line item have been offset by a corresponding amount in revenues in the "use of fund balance" line item. This is a nice way to use fund balance over 12% of total budget (per our fund balance policy).

So the savings is reflected in the mill rate (in the current tax levy amount). These proposed capital items and future capital items from undesignated will be funded by excess fund balance (not new taxes).

- A capital & non-recurring balance report is attached.
- The \$600,680 represents department capital requests during the initial budget process.

### Winter Maintenance

- How many winter storm deployments were there in 2022 such that we used 4,471 tons of salt? How many were there in 2021 and in 2020?

The budget detail that is already present under "Winter Maintenance" has the answer to that question going back to 2018.

Year	Number of events	Tons of salt
2018	20	4,229
2019	13	2,895
2020	8	2,041
2021	13	3,855
2022	20	4,471
Average	15	3,498

Due to the differing nature of each event, you can only approximate averages.

## Town Clerk

- For how long have we had 2 FT and 1 PT clerks in this office?

In budget year 2019-20 the Town Clerk staffing changed from three full time clerks to two full time clerks and one part time clerk.

<u>Town Clerk</u>		<u>2018 - 2019</u>		<u>2019 - 2020</u>		<u>INCREASE (DECREASE)</u>	
		<u>AMENDED</u>		<u>1st SELECTMAN</u>			
<u>POSITION</u>	<u>union</u>	<u># AUTH.</u>	<u>BUDGET</u>	<u># AUTH.</u>	<u>PROPOSED</u>	<u># AUTH.</u>	<u>BUDGET</u>
Town Clerk	nu	1	76,312	1	81,312	0	5,000
Assistant Town Clerk	th	3	115,694	2	79,784	-1	(35,910)
Assistant Town Clerk - Part Time (19 hours per week)		0		1	19,750	1	19,750
		4	192,006	4	180,846	0	(11,160)

## Police Dept

- Are we adding a new Step 1 hire? If so, please explain the need for that new position and what can we expect in terms of overall cost of benefits?

The Police Department requested two new positions in their budget request. The First Selectman's proposed budget reflects no change in staffing from the prior year.

## Building Dept

- What are the duties of the secretary/clerk vs. the executive secretary? What is the support load for each of these positions?

## Highway

- What are the duties of the administrator/assistant administrator/clerk? What is the support load for each of these positions?

## Land Use

- What are the duties of the administrative assistant versus secretary? What is the support load for each of these positions?

Is there any opportunity for consolidation of some of these admin positions?

## Parks & Rec

- What are the duties of the administrative assistant versus secretary? What is the support load for each of these positions?
- How do these positions differ from the part-time clerical position?

Job descriptions are attached for the above administrative assistant and secretary positions. Each department has specific software and skill sets matching the departments function.

## BOS additional questions

1) Regarding improvement of streetscape in SH, what does that include/entail?

For the most part it is for the maintenance of the brick walk including sealing the paving brick.

2) How are non-union pay increases determined?

Non-union pay increases typically follow the Town Hall Union pay increase.

3) Please explain in further detail why there was a decrease of 37.79% in the Emergency Management Budget. Was this a wash when the EM budget moved to outside agencies?

The Emergency Management department name changed from Emergency Management/NUSAR department to reflect the movement of NUSAR budget amounts to the “outside agency” department. NUSAR is not a town department or part of a town department. It is a separate not for profit with its own governance structure. The decrease in Emergency Mgt. is offset by an increase in outside agencies.

4) Please give further detail regarding tech department Budget Highlight statement.

The decrease in IT is mainly due to a reduction in the line item “hardware/software” due to the elimination of a \$55,000 annual lease. The leased equipment is a voice management (VM) system. The lease was able to be eliminated in the IT budget because of a \$60,000 equipment request in the Transfer to Capital & non-recurring account (page 264) for a voice management (VM) system.

**Douglas Lord**

5:35 PM (21  
minutes ago)

to Rose, me

Hi Bob - Hopefully this gets at the intent of the question -

We have 40 total employees with a total of 18.13 FTEs. 11 are full time. There is not a union.

The part-timers range from those who work one 4 hour shift per week to those who are here daily with 25 hours per week. There are 5 professional librarians and 2 part-time librarians. The rest are support staff of various levels including 6 part-time pages and 3 part-time maintainers.

CH Booth ranks 5th lowest in terms of wages and salaries per capita, 4th lowest in the District Resource Group in salaries as a percentage of Operating Expenditures, and is also below the state average in terms of professional FTEs as a proportion of all FTEs. It is difficult to keep good people in terms of what we can afford to pay them. This is why we started a rebalancing last year.



C.H.

**BOOTH**  
LIBRARY

Douglas C. Lord (*he/him*)  
Director  
Cyrenius H. Booth Library  
[dlord@chboothlibrary.org](mailto:dlord@chboothlibrary.org)  
(203) 426-1561  
[President, CLA](#)



## CAPITAL &amp; NON-RECURRING FUND DETAIL

1/18/2023

## TRIAL BALANCE

BOS - 144BOE - 144COMBINED

Beginning Fund Balance @ 06/30/2022

4,540,164

(1,299,485)

3,240,679

## REVENUES:

Current Year's Interest to Date

243

-

243

Transfer-In

2,300,000

-

2,300,000

Misc. Revenue

337,000

Total Revenues

2,637,243

-

2,300,243

## EXPENDITURES

1,211,241

438,725

1,649,966

Ending Fund Balance @ 01/18/2023

5,966,165

(1,738,210)

3,890,955

PRIOR YEAR EXPENDITURES

520,138

0

520,138

CUMMULATIVE EXPENDITURES

1,731,380

438,725

2,170,105



**CAPITAL & NON-RECURRING FUND DETAIL**

**1/18/2023**

<b>ACCOUNTS:</b>		<b>BUDGET</b>	<b>EXPEND</b>	<b>BALANCE</b>	<b>OPEN PO</b>
<b>7000 - UNDESIGNATED</b>		2,966,029		2,966,029	
<b>7190 - ASSESSOR REVALUATION</b>		151,000	117,333	33,667	32,167
<b>7205 - IT EQUIPMENT</b>					
	Technology- Equipment	18,462	18,462	-	
	New UPS for EOC building	28,000	-	28,000	
		46,462	18,462	28,000	
<b>7310 - POLICE EQUIPMENT</b>					
	Vehicle videos with equipment	115,965	115,965	-	
	Cloud Storage	120,003	14,400	105,603	
	Vehicle videos with equipment	50,240	223	50,017	
		286,208	130,588	155,620	
<b>7320 - FIRE EQUIPMENT</b>					
	Fire- Air Packs/Turnout Gear	152,599	123,053	29,546	12,420
	NUSAR suites (2)	6,000	6,000	-	
	Dodgingtown reimb for vehicle repair	7,800	3,600	4,200	
	H & L radio mics	2,500	-	2,500	
	H & L pager w/amp base	2,500	-	2,500	
		171,399	132,653	38,746	
<b>7330 - NUSAR EQUIPMENT</b>					
	NUSAR Operational Boat	21,000	-	21,000	
<b>7500 - PW EQUIPMENT</b>					
	New Supervisor Truck	40,000	38,405	1,595	
	10 Wheel Dump Truck	220,000	220,000	-	
	Two All Season Body Replacement (#3 & 15)	120,000	117,217	2,783	
	One all season body replacement	80,000	80,000	-	
	Frame rail replacement	60,000	43,582	16,418	
	Replace one 11 ft snow plow	15,000		15,000	
		535,000	499,204	35,796	
<b>7500 - PW CONTRACTUAL</b>					
	Additional Tree Work	100,000	100,000	-	
<b>7501 - CAPITAL ROAD IMPROVEMENT</b>					
	Aquarion paving allotment	220,100	220,100	-	
	CIP Allocation	250,000	250,000	-	
	Alpine paving allotment	337,000	152,000	185,000	
		807,100	622,100	185,000	

**CAPITAL & NON-RECURRING FUND DETAIL**

**1/18/2023**

<b>ACCOUNTS:</b>	<b>BUDGET</b>	<b>EXPEND</b>	<b>BALANCE</b>	<b>OPEN PO</b>
<b><u>7550 - P &amp; R EQUIPMENT</u></b>				
Replace aerator	35,500	35,413	87	
Treadwell pool cover	22,500		22,500	
Court Recoating	15,000	-	15,000	
	73,000	35,413	37,587	
<b><u>7650 - PW BLDG MAINT</u></b>				
Continue window abatement and refurbish	34,000	-	34,000	
<b><u>7740 - ECONOMIC DEVELOPMENT</u></b>				
Banner System	5,000	-	5,000	
Glen Road- Town Match	9,000	-	9,000	
	14,000	-	14,000	
<b><u>7870 - FAIRFIELD HILLS IMPROVEMENTS</u></b>				
Monitoring Wells	48,000	1,943	46,057	41,579
High Meadow Evaluation	7,000	-	7,000	
	55,000	1,943	53,057	
<b><u>7900 - BOE CAPITAL</u></b>	per BOE 144			
High School Turf Project - Vandalism Repair	25,000	-	25,000	
2021-22 Capital items	48,901	-	48,901	34,216
2022-23 Capital items	616,540	438,725	177,815	150,359
	690,441	438,725	251,716	
<b><u>7999 - OTHER</u></b>				
Community Center Reimbursement (soffit)	48,500	48,500	-	
Payroll System Training	8,000	8,000	-	
Fix street lighting at municipal center	25,000	-	25,000	
Insurance recovery - lightning strike	20,321	17,184	3,137	
SHOP	8,600	-	8,600	
	110,421	73,684	36,737	
<b><u>0000 - TRANSFER OUT TO DEBT SERVICE FUND</u></b>				
	6,061,060	2,170,105	3,890,955	< FUND BALANCE
		(0)	0	>>> Interest (not added to undesignated yet)
	5,370,619		3,890,955	>>> ties to T/B

**Town of Newtown**  
**Building Department**  
**Administrative Assistant**

**General Statement of Duties :**

The Administrative Assistant for the Building Department serves as secretary and Administrator to the Chief Building Official.

**Supervision Received:**

Works under the direct supervision of the Chief Building Official.

**Supervision Exercised:**

Supervises Secretarial staff of Building Department

**Examples of Duties:**

Performs and assigns all traditional office duties including typing, filing and answering the phone for the Building Department. Performs office management duties for the department inclusive of assuming responsibility for recording of fees, proper office procedures for all files and records, acts as liaison between other departments in regard to permit approval and is responsible for the departments bookkeeping functions. Performs and supervises data entry of all building department records. Performs other related duties as directed by the Chief Building Official.

**Minimum Qualifications:**

Strong organizational and public relations skills. Ability in written and oral expression. Knowledge of office procedures. Ability to prepare and maintain accurate financial, written and computerized records.

**Experience and Training:**

High school graduate with emphasis in business courses and/or 2 years secretarial work. One to two years office management experience.

April 2006

**TOWN OF NEWTOWN**  
**BUILDING DEPARTMENT SECRETARY**

**GENERAL STATEMENT OF DUTIES:** The secretary for the Building Department is responsible for secretarial, clerical, and receptionist functions within the department.

**SUPERVISION:** Works under the general supervision of the Chief Building Official.

**EXAMPLES OF DUTIES:**

Performs secretarial, clerical, and receptionist tasks.

Types reports, letters, permits, etc. including data entry and processing invoices

Maintains department files in an accurate and comprehensive manner, following proper office procedures.

Responsible for collecting necessary fees and maintaining account records of the department including bookkeeping functions.

Assists the Building Inspectors in handling the public, both in the office and on the telephone.

Works with other departments in regards to permit approval.

Assists the Office of the Fire Marshall when necessary.

Performs other related duties as directed by the Chief Building Official.

**MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of office procedures; ability to type at least 65 wpm; ability to prepare and maintain accurate records; ability to establish and maintain effective working relationships with associates and the public; ability in written and oral expression. Strong organizational and computer skills required. Must have clear, friendly and professional communication skills. Show honesty and discretion; a personable phone manner.

**EXPERIENCE AND TRAINING:** High school graduate with emphasis in business courses and/or two years' experience in secretarial work.

Salary: \$41,250.00

March, 2022

**Please apply  
Patrice.fahey@newtown-ct.gov  
Office of Human Resources  
3 Primrose Street, Newtown, CT 06470  
EEO/Affirmative Action employer**

Town of Newtown  
Job Description  
Assistant Administrator  
Public Works Department

**General Statement of Duties:** Performs administrative assistance for all areas of the Public Works Department including but not limited to sanitary sewer, water system, highway, solid waste, recycling, engineering and building maintenance. Performs various financial and operational functions as well as administrative duties as needed.

**Supervision Received:** Receives direction from the Public Works Director and his/her designee, the Public Works Administrator or another designee.

**Supervision Exercised:** Supervises lower level clerical staff

**Examples of Duties:**

Receives, routes and logs all incoming calls and complaints.

Handles the processing of bills for various areas of the department.

Prepares payroll as well as recording keeping of accrued time.

Handles daily receipts and deposits as applicable.

Prepares forms, reports and correspondence as required or assigned.

Assists in the upkeep of various department work, project and information lists.

Other related duties as directed.

**Minimum Qualifications – Experience and Training:**

High School graduate with extensive knowledge and/or experience in MS Word, Excel and Access. An Associates Degree or graduation from an accredited business school preferred. Must be able to demonstrate excellent oral and written communication skills and work knowledge of modern office procedures. Knowledge of bookkeeping methods and techniques. Three to five years or more of direct experience may be considered in lieu of education requirements.

April 2008

TOWN OF NEWTOWN  
PUBLIC WORKS DEPARTMENT

SECRETARY

**GENERAL STATEMENT OF DUTIES:** The Secretary in the Public Works Department is responsible for secretarial, clerical and receptionist functions within the Department.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Assistant Administrator and the general supervision of the Administrator

**EXAMPLES OF DUTIES:**

- Answer phones and greet residents.
- Assists with citizen inquires and/or directs to appropriate department for handling
- Secretarial support for the Department including typing, filing and scheduling of appointments
- Responsible for correspondence - opening, sorting & distribution
- Issue purchase orders and process invoices. Also responsible for P-Card processing.
- Process online Transfer Station permits
- Daily deposit for Transfer Station and other Misc. Income
- Uniform Procurement and record keeping of each employees uniform allowance
- Record keeping for all educational courses
- Responsible for office supply inventory and restocking
- Works on special projects as assigned
- Performs general organization and orderliness of office
- Other related duties as directed

**MINIMUM QUALIFICATIONS:**

High School Diploma or equivalent with previous secretarial experience. Knowledge of Microsoft Office is required. Ability to work independently, good interpersonal skills and ability to handle a multi-task environment. Must have strong written and oral communication skills.

**TOWN OF NEWTOWN  
JOB DESCRIPTION**

**LAND USE  
ADMINISTRATIVE ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** The Administrative Assistant in the Land Use Department, serves as secretary and administrator to the Director of Land Use, the Zoning Coordinator and Liaison Official, Zoning Enforcement Official, Land Use Enforcement Officer, Conservation Official, Planning and Zoning Commission, Conservation Commission and the Zoning Board of Appeals.

**Supervision Received:** Works under the general supervision of the Land Use Director in conjunction with the direction of the Chairman of the Planning and Zoning and Conservation Commissions and the Zoning Board of Appeals.

**Supervision Exercised:** Supervises Secretary or lower level clerical staff.

**Examples of Duties:**

Performs all traditional office duties including typing, filing, and answering the phone for the Land Use Department. Administers day to day office duties within the Commissions' area of authority.

Refers the general public to pertinent statutes or regulations regarding land use including Zoning Regulations, Subdivision Regulations and Sand and Gravel Regulations, and Conservation Regulations such as inland wetlands, watercourse regulations, and aquifer protection.

Receives and reviews all land use applications, including but not limited to; subdivisions, revisions of regulations, site development, special exceptions, resubdivisions, mining permits and Zoning Board of Appeals applications. Reviews land use applications for completeness and processes and/or submits for further review by the Commission and other Town authorities.

Schedules all formal applications for public hearings when such action is required and in accordance with legal time limits established for such hearings. Drafts and publishes legal notices, notifies applicants of action taken and processes documents in the prescribed manner.

Prepares Commissions agendas and Return of Record on court cases and assures proper steps are taken in compliance with the Freedom of Information statutes.

Responsible for all Department records, correspondence and reports.

Shall be required to attend Commission meetings for the purpose of taking minutes or providing relevant information concerning Land Use Department functions in the absence of the Commissions' Clerk.

Performs other related duties as directed by Land Use Director or Commission.



## **MINIMUM QUALIFICATIONS**

Ability to deal with the general public in efficient and courteous manner. Ability to establish and maintain effective interpersonal relationships with coworkers, the general public and commission members. Must be able to work independently with strong organizational skills. Knowledge of land use regulations, ordinances, and statutes. Significant knowledge and skill in office procedures. Familiarity with word processing and computer applications. Must have strong written and oral communication skills. Willing to take courses and train for future G.I.S. program.

## **EXPERIENCE AND TRAINING**

High school graduate and at least two years experience or training in office procedures. Experience in land use procedures preferred. Supervisory experience desirable.

August 15, 2001

## **TOWN OF NEWTOWN**

### **JOB DESCRIPTION**

#### **PLANNING AND LAND USE AGENCY – DEPARTMENT SECRETARY**

**GENERAL STATEMENT OF DUTIES:** The Secretary in the Land Use Department is responsible for the secretarial, clerical and receptionist functions within the Department and for the all the commissions the Department serving the Town and the Borough.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Deputy Director of Land Use and under the general supervision of the Administrative Assistant of Land Use.

#### **EXAMPLES OF DUTIES:**

Performs full range of secretarial duties including but not limited to typing reports, general correspondence, legal notices, transcripts and agendas, performs filing and answering the phones.

Responsible for scheduling of appointments, preparing and processing purchase orders, and maintaining accounting records. Collects necessary fees for any Land Use issued permits, applications, maps or other material distributed to the public for money.

Performs full range of secretarial duties including but not limited to; typing reports, general correspondence, legal notices, transcripts and, copying documents for the Economic and Community Development Agency.

Post notices and responsible for mailing of Department documents. Assists the general public with Land Use applications and may answer general inquires regarding application processes of the Land Use Department.

May be required to prepare and distributes agenda's, legal notices and maintains files for the Land Use Commissions. Attends the evening meetings for the Land Use Commissions and acts as clerk, which includes the taking of minutes and the correspondence issued as a result of the meetings, as directed.

May be required to clerk for any Land Use commissions' evening meeting in the absence of the assigned Clerk

Performs other related duties as directed by the Land Use Deputy Director and/or Land Use Administrative Assistant.

**MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILL AND ABILITY**

Knowledge and skill in office procedures, typing and word processing programs. Shorthand and/or ability to transcribe from tapes. Strong written and oral communications skills. Strong interpersonal skills and ability to work independently. Must be able to interact with public in an efficient and courteous manner. Familiarity with word processing and computer applications, including ArcGIS, Microsoft Office and software used by the Land Use Agency . Must have strong written and oral communication skills.

**EXPERIENCE AND TRAINING**

High School graduate with two or more years of experience in secretarial work and general office procedures, college graduate preferred.

August 30, 2018

**Town of Newtown**  
**Parks and Recreation Department**  
**Administrative Assistant**

**General Statement of Duties:**

The Administrative Assistant for the Parks and Recreation Department assists the Director in daily departmental operations and management and is responsible for all the financial recordings for the department.

**Supervision Received:**

Works under the direct supervision of the Parks and Recreation Director and his/her designee.

**Examples of Duties:**

- Act as Administrative Assistant for Parks and Recreation Department handling daily administrative details of office management and operation as requested by the Director or designee.
- Bookkeeping – Accounts Payable and Accounts Receivable, (includes encumbrances, purchase orders, invoices, instructor payments, refunds, transfers, cancellations and payroll postings); ordering of supplies, tracking employee clothing expenses.
- Balances and reconciles budgeted accounts.
- Balances and reconciles program accounts, (revolving accounts); all bookkeeping.
- Responsible for department deposits.
- Performs data entry of all program records.
- Computer specialist – trains new staff on Rectrac.
- Serves as liaison between the public and the Director with regards to department policies, rules and regulations.
- Performs other related duties as directed by the Parks and Recreation Director or designee.
- Processes payroll including calculating sick/vacation/personal time.
- May act as clerk for the Parks and Recreation Commission.
- Interacts with public via phone and in person.
- Oversees facility rental including marina; serves as liaison between marina customers, staff and wardens.

**Minimum Qualifications:**

Strong organizational and public relations skills. Knowledge of office management procedures, methods and techniques. Strong communication skills. Considerable knowledge of bookkeeping methods and techniques. Strong written, oral and computer skills.

**Experience and Training:**

High school graduate with emphasis in business courses and/or 2 years office management/secretarial work. Experience in Parks and Recreation preferred.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement)

Town of Newtown

Parks and Recreation Department

Full-Time Secretary

General Statement of Duties:

Performs secretarial office and recreation related duties as assigned.

Supervision Received

Works under the direct supervision of the Assistant Director of Recreation and the general supervision of the Parks and Recreation Director.

Examples of Duties

- Heavy Contact with the public, both on the phone, in person and via e-mail
- Provides clerical support on all recreation programs
- Coordinates and organizes applications and scheduling for summer staff hiring process
- Responsible for administrative and clerical support of marketing and promotion of programs through email and social media blasts
- Performs office related tasks such as working with the Assistant Director for marketing and promotion by typing up content of flyers, seasonal brochures, advertisements for programs and special events, press releases
- Assists the Director and Assistant Director with event coordinating and program planning
- Collects and organizes seasonal recreation program contracts; respond to inquiries from subcontractors and follow through on their contracts
- Completes various forms for school facility programs coordination
- Data entry, filing, copying
- Acts as Clerk for the Parks and Recreation Commission
- Assists with seeking donations and funds for programs and special events by composing letters/emails
- Coordinates the use of facilities serving as liaison with facility coordinators
- Assists with seasonal staff schedules
- Assists with planning of summer trips for camp programs by making phone calls and confirming dates
- Performs all other related duties as requested by Director and Assistant Director of Recreation

### Minimum Qualifications

- Strong knowledge of office procedures, methods and techniques, including strong computer skills, using Microsoft Office and Adobe
- Able to establish and maintain cooperative and positive working relationships
- Organized, detail-oriented, courteous, proactive, self-motivated, dependable, and patient, team player.

### Experience and Training

High School graduate and a minimum of four years office and secretarial experience. Knowledge of social media, great technology experience, Page Maker, webmaster a plus but not necessary.

(This description lists only those job duties necessary for evaluation and does not include each and every job requirement)

5/18/2021

Salary: \$39,729.00

**Please apply**

**Patrice.fahey@newtown-ct.gov**

**Office of Human Resources**

**3 Primrose Street, Newtown**

**EEO/Affirmative Action employer**

## BOE Questions

Are we offering competitive pay for paras and substitute positions? What is a substitute per diem rate?

When teachers cover a substitute position do they get paid more than a per diem? If so, why?

How much prep time does a K-4 teacher get? How about a Reed teacher? Middle school teacher? High school teacher?

Are there opportunities for those preps to be used for work that we currently outsource to paras or other staff?