

BOARD OF FINANCE
MINUTES
REGULAR MEETING
3 Primrose Street, Newtown
Newtown Municipal Center – Council Chambers
Monday, April 10, 2023 at 7:32

These minutes are subject to approval by the Board of Finance

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

Also Present: First Selectman Dan Rosenthal

Voter Comments

None

Communications

Chandravir Ahuja distributed a press release for Governor Lamont's release of \$56 million in grants to public schools for air filtration system upgrades (attached). He explained that he forwarded this for awareness. John Madzula forwarded The Outside Agency Policy (attached) that was approved at the 4/4/23 meeting to the Finance Director and asked for guidance. And also sent the Non-Lapsing Education Fund Policy (Attached) to the BOE and LC.

Minutes

Sandy Roussas moved to approve the minutes from the 4/4/23 special meeting. Laura Miller seconded. All in favor with 2 abstain (Ahuja, Sullivan).

First Selectman's Report

First Selectman Rosenthal reported that the LC finished the budget on Wednesday. Some changes were made and it resulted in an increase of 1.29% and a mil rate of 26.24.

Finance Director's Report

None

NEW BUSINESS

Transfer of \$116,623 from the BOE non-lapsing fund to the reserve for special education (part of the BOE non-lapsing) (attached)– Erica Sullivan moved to transfer \$116,623 in the BOE non-lapsing fund and designate it for special education. Sandy Roussas seconded, all in favor.

ARP, Recycling and CFF/CIP sub-Committee Reports – No reports.

Voter Comments

None

Announcements

None

Having no further business, the meeting was adjourned at 7:42pm

Respectfully submitted,
Arlene Miles, Clerk Pro tem

Attachments: \$56 million grant press release, Policy on Outside Agency Request for Funds



Arlene Miles <arlene.miles@newtown-ct.gov>

Fwd: Governor Lamont Releases \$56 Million in Grants to Public Schools for Air Filtration System Upgrades

1 message

John Madzula <jsmbofnewtown@gmail.com>

Mon, Apr 10, 2023 at 11:39 AM

To: Steven Goodridge <sbgoodridge.bof@gmail.com>, Sandy Roussas <sandyroutassasbof@gmail.com>, Erica Sullivan <SullivanBOF21@gmail.com>, Laura Miller <millerbofnewtown@gmail.com>, Chandravir Ahuja <Ahujac.bof@gmail.com>, Arlene Miles <arlene.miles@newtown-ct.gov>, Kiley Gottschalk <kjmg11@gmail.com>, Robert Tait <robert.tait@newtown-ct.gov>, Dan Rosenthal <dan.rosenthal@newtown-ct.gov>

good morning

Here is a communication provided by our own, Chand, for your review
see you all tonight

----- Forwarded message -----

From: Chandravir Ahuja <ahujac.bof@gmail.com>

Date: Wed, Apr 5, 2023 at 12:32 PM

Subject: Governor Lamont Releases \$56 Million in Grants to Public Schools for Air Filtration System Upgrades

To: Robert Tait <robert.tait@newtown-ct.gov>, Dan Rosenthal <dan.rosenthal@newtown-ct.gov>, jsmbofnewtown <jsmbofnewtown@gmail.com>, Zukowski, Deborra <zukowskid_boe@newtown.k12.ct.us>



STATE OF CONNECTICUT

GOVERNOR NED LAMONT

Governor Lamont Releases \$56 Million in Grants to Public Schools for Air Filtration System Upgrades

Posted on April 5, 2023

(HARTFORD, CT) – Governor Ned Lamont today announced that his administration is awarding \$56 million in grants for public schools throughout Connecticut to make upgrades to heating, ventilation, and air conditioning (HVAC) systems.

The grants are being awarded through the [HVAC Indoor Air Quality Grants Program for Public Schools](#), a newly established state program that is administered by the Connecticut Department of Administrative Services. It was created as part of the budget adjustment bill that Governor Lamont signed into law in 2022 ([Public Act 22-118](#)). The program has been allocated \$150 million through two revenue streams, including \$75 million from state bond funding and \$75 million from the state's share of federal American Rescue Plan Act (ARPA) funds.

These \$56 million in grants represent the first round of funding released through this program. This initial round [opened](#) on September 14, 2022, and school districts seeking grants were required to submit applications to the state by December 1, 2022. Municipalities are required to provide matching grants to fund the project costs. Examples of eligible projects include:

- Replacing, upgrading, or repairing boilers and other heating and ventilation components;
- Replacing controls and technology systems related to HVAC operations;
- Installing or upgrading air conditioning or ventilation systems; and
- Other similar work approved by the commissioner of the Department of Administrative Services.

Although this is a newly established program, public school districts throughout Connecticut have already received more than \$165 million to support HVAC upgrades since the start of the COVID-19 pandemic in 2020. That money was released by the Lamont administration using funds the state received from the federal Elementary and Secondary School Emergency Relief Fund, which was approved by Congress in response to the pandemic. Recognizing that there continues to be a need for more schools to make HVAC upgrades, Governor Lamont and the General Assembly established this program last year to ensure that a dedicated source of funding remains available for this purpose.

Governor Lamont said, “One thing the COVID-19 pandemic exposed is that many school buildings, particularly those that are of a certain age, are in serious need of air quality improvements. Modernized ventilation systems provide an important public health function that filtrate the air and reduce airborne contaminants, including particles containing viruses. Most importantly, these air filtration systems will help ensure that our students can continue receiving their education in-person, in the classroom, where they learn best. When the pandemic began, we dedicated more than \$165 million in our federal relief funding to make air filtration upgrades in schools. Now, with this new state program, we have a dedicated source of funding to continue these upgrades and partner with schools on these much-needed infrastructure improvements.”

Department of Administrative Services Commissioner Michelle Gilman said, “The Department of Administrative Services team is proud to award the first round of grants for this critical program to improve indoor air quality in schools and support Connecticut’s students, staff, and families. The HVAC Indoor Air Quality Grants program is a testament to the collaboration between our legislative partners, agency colleagues, union and municipal leadership, and other advocates ensuring our schools are equipped with modernized ventilation systems to promote healthy air quality.”

State Department of Education Commissioner Charlene M. Russell-Tucker said, “One of our top priorities is ensuring that our students and educators have access to safe and healthy learning and teaching environments. I commend Governor Lamont for recognizing the importance of this issue and making investments to improve indoor air quality in schools. Healthy schools provide students and educators with classroom settings that are conducive to teaching and learning, ensuring better academic outcomes for our students.”

Department of Public Health Commissioner Manisha Juthani, MD, said, “While we are in a far better place than we were three years ago in terms of COVID-19, good ventilation in our schools is always a critical component to healthy school environments, which both improves learning and reduces the impact of viral respiratory diseases on our students, faculty, and staff. The Department of Public Health congratulates all the award recipients and commends them for their commitment to these important public health strategies.”

Senator Richard Blumenthal said, “Connecticut children deserve to breathe clean air. This funding will help Connecticut schools upgrade their outdated HVAC systems to create safer, more energy efficient environments for kids to learn and thrive – good for education, good for the environment. I’m proud to see this first round of funding take shape and look forward to continued investments to support infrastructure upgrades in our schools.”

Senator Chris Murphy said, “The health and safety of our students should be top priority, and making sure that every school has an up-to-date HVAC system will improve air quality in the classroom. It’s great to see the American Rescue Plan continue to pay dividends for our kids.”

U.S. Representative John B. Larson (CT-01) said, “All of our children deserve clean air to breathe. I voted for the American Rescue Plan to ensure our community has the resources to thrive and get students back in their seats, and this is one way students will be able to go to school and receive the education they deserve. I commend Governor Lamont for taking this federal funding and putting it to good use for Connecticut’s students.”

U.S. Representative Rosa DeLauro (CT-03) said, “The American Rescue Plan funding is a win for our ongoing efforts to improve indoor air quality for our schools and students here in Connecticut. I am so proud that our joint efforts allowed to make this day possible — and celebrate the HVAC Indoor Air Quality Grants Program for Public Schools. Updated ventilation systems are needed all throughout the state – and we owe it to our school teachers, administrators, parents, and students to ensure we are doing all we can to eliminate airborne contaminants and unfiltered air.”

U.S. Representative Jim Himes (CT-04) said, “Providing public schools with the funding they need to upgrade their HVAC systems is not only necessary to protect our children’s health and development, it is also a smart financial investment that increases energy efficiency and lowers costs.”

The first round of grants awarded under the HVAC Indoor Air Quality Grants Program for Public Schools include:

Municipality or District	School	Total Project Cost	State Grant
Bridgeport	Jettie S. Tisdale	\$1,250,000.00	\$982,125.00
Colebrook	Colebrook Consolidated	\$1,746,549.00	\$855,000.00
Coventry	Coventry High School	\$11,070,000.00	\$6,602,148.00
East Granby	East Granby Middle-High	\$809,078.00	\$356,482.50
East Hartford	Langford Elementary School	\$97,946.00	\$74,860.13
East Hartford	Sunset Middle School	\$99,800.00	\$76,277.14
Eastford	Eastford Elementary School	\$362,836.00	\$219,007.81
Ellington	Center School	\$1,220,000.00	\$671,000.00
Ellington	Ellington Middle School	\$1,823,750.00	\$1,003,062.50
Ellington	Ellington High School	\$3,692,500.00	\$2,030,875.00

Fairfield	Fairfield Warde High School	\$1,094,485.00	\$285,332.24
Fairfield	Fairfield Woods	\$7,343,995.00	\$1,914,579.50
Fairfield	North Stratfield Elementary School	\$9,404,844.00	\$2,451,842.83
Fairfield	Osborn High School	\$5,952,604.00	\$1,551,843.86
Glastonbury	Gideon Welles	\$449,1972.00	\$158,900.00
Guilford	Guilford Lakes	\$1,476,287.00	\$432,404.46
Guilford	Cox Elementary School	\$1,156,213.00	\$338,654.79
Guilford	Baldwin Middle School	\$1,640,500.00	\$480,502.45
Oxford	Great Oak	\$4,335,000.00	\$1,888,759.50
Preston	Preston Veterans Memorial School	\$89,872.00	\$55,208.37
Region District 10	Lewis Mill High School	\$1,993,749.00	\$1,082,406.33
Region District 18	Consolidated	\$8,292,760.00	\$3,050,906.40
Region District 18	Center School	\$7,389,531.00	\$2,718,608.45
Region District 18	Middle School	\$16,961,681.00	\$6,240,202.44
Region District 5	Amity Regional High School	\$2,022,079.00	\$866,663.06
Region District 8	RHAM High School (locker room)	\$254,800.00	\$162,893.64
Region District 8	RHAM High School	\$390,151.00	\$249,423.53

Ridgefield	Barlow Mountain	\$28,400.00	\$6,693.88
Ridgefield	Veterans Park	\$1,200.00	\$282.84
Ridgefield	Ridgefield High School	\$2,685.00	\$632.85
Ridgefield	East Ridgefield Middle School	\$3,832.00	\$903.20
Ridgefield	Brachville	\$6,731.00	\$1,586.50
Ridgefield	Farmingville	\$7,826.00	\$1,844.59
Ridgefield	Ridgebury	\$6,524.00	\$1,537.71
Stamford	Julia Stark	\$1,024,964.00	\$289,142.34
Stamford	Davenport	\$1,494,387.00	\$421,566.57
Stamford	Cloonan Middle School	\$341,073.00	\$96,216.69
Stamford	Stamford High School	\$2,458,585.00	\$693,566.83
Stamford	Westover Magnet Elementary School	\$2,845,445.00	\$802,700.03
Stamford	Rippowam	\$1,748,570.00	\$493,271.60
Stamford	Northeast	\$820,285.00	\$231,402.40
Stratford	Flood Middle School	\$876,062.00	\$531,944.85
Waterbury	Tinker	\$2,557,256.00	\$2,027,648.28
Waterbury	Sprague Elementary School	\$2,716,455.00	\$2,153,877.17
Waterbury	Woodrow Wilson	\$2,398,942	\$1,902,121.11
Waterbury	Walsh	\$2,743,442.00	\$2,175,275.16

Waterbury	Bunker Hill	\$2,202,719.00	\$1,746,535.90
Waterbury	Kingsbury	\$2,286,686.00	\$1,813,113.33
Waterbury	Hopeville	\$2,623,662.00	\$2,080,301.60
Waterbury	Driggs	\$2,605,852.00	\$2,066,180.05

[Read on CT.gov](#)

Town of Newtown

Policy on Outside Agency Request for Funds

Purpose Statement:

Through the annual municipal budget process, the Town of Newtown reviews requests from agencies that operate outside of the Town's general fund.

The purpose of this policy is twofold. First, the policy ensures transparency and accountability for public funds contributed to outside agencies through the budget process. Second, outside agencies requesting public funds must demonstrate financial need and use the funds to benefit the citizens of Newtown.

Scope:

For the purpose of this policy, all outside agencies or quasi-departments, as defined in the budget document, including but not limited to, are subject to this policy.

Not For Profits – categorized in the budget document as “outside agencies”:

- Regional Hospice
- Women’s Center of Danbury
- Ability Beyond Disability
- United Way of Western Connecticut
- Newtown Parent Connection
- Kevin’s Community Center

Not For Profits/Authorities – categorized in the budget document as (quasi) departments:

- Lake Authorities – Zoar & Lillinonah
- Newtown Underwater Search & Rescue
- Newtown Volunteer Ambulance Association
- Newtown Youth & Family Services
- Children’s Adventure Center
- Cyrenius H. Booth Library

Town Special Revenue Funds - categorized in the budget document as “other

financing uses” Edmond Town Hall

Policy Statement:

Any outside agency requesting public funds to partially fund their operations must submit a report describing their mission and outlining how they benefit Newtown residents in the most recent fiscal year completed.

The outside agency will be required to submit their two most recent financial statements and their current working budget **as** compared to the three prior year budgets.

Any outside agency with an undesignated fund balance of over 10% of its total budget or \$50,000+, whichever is greater, must submit a report outlining planned expenditures of excess undesignated fund balance (amount over 10%) in order to have its budget request considered. Planned expenditures can be over a period of time (capital planning).

Procedures:

The Finance Director shall inform, in the October time period before the budget process starts, outside agencies that plan to request a contribution in the next budget process to submit a request with the required information:

- A mission statement
- A description of services which includes services that benefit Newtown residents (providing specific data)
- The most recent two completed financial statement.
- A budget comparison report comparing current budget to prior three years.
- A statement of planned use of excess undesignated fund balance.
 - Excess undesignated fund balance is the amount over 10% of total budget.
 - This requirement is not necessary if undesignated fund balance is under \$50,000.

This documentation will be included in the Town budget process as additional information for the budget reviewers to make decisions or to make additional inquiries.

As discussed by BOF: 3/23/23

Non-Lapsing Education Fund
A Policy Agreement between:
Board of Education, Board of Finance & Legislative Council

Section 1. Transfers into Non-Lapsing Education Fund.

The Board of Education may, subject to the approval of the Legislative Council, transfer into the Non-Lapsing Education Fund all or a portion of any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the Town, provided that the amount transferred into the Non-Lapsing Education Fund shall not exceed the amount set forth in Section 10-248a of the Connecticut General Statutes. The Legislative Council shall consider the recommendation of the Board of Finance, if any, prior to approving the transfer of funds into the Non-Lapsing Education Fund.

Section 2. Timeline for Consideration of Deposits into Non-Lapsing Education Fund.

No later than the first week of September, the Board of Education shall send notice to the Legislative Council and the Board of Finance of its request to transfer (“request”) all or a portion of any unexpended funds from the prior fiscal year from the budgeted appropriation for education into the Non-Lapsing Education Fund.

The Board of Finance and the Legislative Council may hold a joint meeting to discuss the Board of Education request to transfer funds into the Non-Lapsing Education Fund. In the event that the Board of Finance receives the request prior to the joint meeting and makes a recommendation upon a majority vote, the Board of Finance may elect to submit a written letter of recommendation, in lieu of a joint meeting, to the Legislative Council on the Board of Education request.

Section 3. Expenditure of Funds from Non-Lapsing Education Fund.

The Board of Education may, subject to the approval of the Legislative Council, authorize expenditures from the Non-Lapsing Education Fund for any expenses that the Board of Education determines are necessary to support students or that are in the best interests of the Newtown Public Schools. The Legislative Council shall consider the recommendation of the Board of Finance, if any, prior to authorizing the expenditure of funds from the Non-Lapsing Education Fund.

If the Board of Education requests an expenditure from the Non-Lapsing Education Fund to pay for all or part of the costs of an approved Capital Improvement Plan (“CIP”) project, then such request shall be deemed approved when the Legislative Council approves the CIP as part of the annual review process.

Section 4. Educational Purposes.

The Non-Lapsing Education Fund may only be used for educational purposes as required by Section 10-248a of the Connecticut General Statutes.

Section 5. Annual Reporting Requirement.

The Board of Education shall review the fund balance and revenues and expenditures of the Non-Lapsing Education Fund on an annual basis and provide a written accounting to the Legislative Council and the Board of Finance at the time a request for transfer is made.

Section 6. Review

This policy shall be reviewed by the Board of Finance, at minimum, on a biennial basis during the month of January in each odd numbered year. Recommendations for change, if any will be presented first to the Board of Education for adoption and then to the Legislative Council for approval.

Approved by Board of Education: 11/3/21

Approved by Legislative Council: 11/17/21

Discussed by Board of Finance: 3/23/23 Edited from 3/13/23

Hi Tanja

Thank you for the email and request. Can this request wait until the next BOF regular meeting? That is in two weeks. Let me know.
Thanks

John

Very truly yours,

John S. Madzula jsmbofnewtown@gmail.com

On Mar 27, 2023, at 5:12 PM, Gouveia, Tanja
<vadast@newtown.k12.ct.us> wrote:

Hi John,

hope all is well with you!

If you recall, last year the BoE requested that our year-end of \$237,879 be transferred into our non-lapsing account and this was approved by the council on September 21, 2022.

We had originally intended to allocate \$116,623 of this to our reserve for special education, bringing that balance up to \$200,000 (currently at \$83,377). Unfortunately, this information was not included in our year-end letter nor was it voted on at the council.

At this time, I would like to respectfully request an appropriation of \$116,623 from the BoE non-lapsing fund be transferred into the reserve for special education (part of the BoE non-lapsing)

I'm attaching our non-lapsing reconciliation as well as our year-end letter that was sent to Jeff Capeci on September 2, 2022

Thank you for this consideration

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Tanja Vadas
Director of Business and Finance
Newtown Public Schools