

BOARD OF FINANCE
MINUTES
REGULAR MEETING

3 Primrose Street, Newtown - Newtown Municipal Center
Thursday, May 25, 2023 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

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

Absent: Sandy Roussas

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

Chair Madzula called the meeting to order at 7:35 p.m. Attendees saluted the American Flag.

Voter Comments

None

Communications

Chair Madzula spoke to the Summer Enrichment Grant (see attached). Also, the VFW will be hosting a Memorial Day celebration at 11am on Monday.

Minutes

Laura Miller moved to approve the special minutes from the May 8, 2023. Steve Goodridge seconded (Erica Sullivan and Chandravir Ahuja abstained). All in favor and motion passes.

First Selectman's Report

First Selectman, Dan Rosenthal, reported the switchgear has been delayed by a month, but this will not disrupt the start of school. The project budget remains about ~\$350,000. Edmond Town Hall parking lot has been paved. The Town is waiting on the DPW to stripe the parking spaces.

Finance Director's Report

Finance Director, Bob Tait, reported on the Town of Newtown budget analysis narrative (see attached). In terms of revenues, the balance/projected balance column amounts are favorable when negative (positive number represents under budget). Overall, estimated actual revenues will equal the amount that was budgeted. This includes the budgeted use of fund balance. In terms of expenditures, the available balance/estimated saving column amounts are favorable when positive. Group insurance and retirement contribution accounts need small adjustments. Various retirement contribution accounts need adjustments due to new employees entering the defined contribution plan. Fire commission budget needs a year end "rebalancing" (in process) due to shortages in various accounts. Contingency is expected to have positive balance of \$25,000. The full report for the Board of Education can be found on the BOE website www.newtownk12.ct.us/Financials

1. *Grant Acceptance for Land Use & Parks & Recreation*

The First Selectman shared this grant includes building a more official entry area at the Newtown/Monroe border along the Housatonic Rail Trail, which will include a small extension of the Newtown entrance trail.

Erica Sullivan moved to approve the grant from the Jeniam Foundation in the amount of \$6,500. Laura Miller seconded. All in favor and motion passes.

2. *Summer Enrichment Grant Acceptance for the Newtown Community Center*

Erica Sullivan moved to accept the 2023-24 CSDE Summer Enrichment Grant for the Newtown Community Center in the amount of \$100,000. Steve Goodridge seconded. All in favor and motion passes.

3. *Resolution relative to the HVAC Indoor Air Quality project at Newtown High School*

First Selectman Rosenthal mentioned this is a request from Judit DeStefano in anticipation when future grants are offered.

Erica Sullivan moved the resolution: RESOLVED, that the Board of Finance hereby authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ project at Newtown High School. Steve Goodridge seconded. All in favor.

4. *Resolution relative to the HVAC Indoor Air Quality project at Newtown Middle School*

Erica Sullivan moved the resolution: RESOLVED, that the Board of Finance hereby authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ project at Newtown Middle School. Laura Miller seconded . All in favor and motion passes.

5. *Transfer: \$15,000 from Contingency to Capital*

The First Selectman shared this transfer is regarding the foot bridge in Sandy Hook. These funds are to move the bridge and fence the area in the amount of \$13,000. Should the bridge still be in shapeto be repaired, more funds will be requested.

Erica Sullivan moved the \$15,000 transfer from Contingency to Capital regarding the Sandy Hook Center business district pedestrian bridge. Steve Goodridge seconded. All in favor and motion passes.

6. *ARP, Recycling and CFF/CIP Sub Committee Reports*

Recycling Committee – No report

ARP Committee – No report

CFF/CIP Sub Committee – Mr. Goodridge reiterated the switchgear is delayed for Hawley. There are three concerns upcoming: the chillers at Hawley, the pool at the HS needs to be repainted and **the greenspace xxx at Reed.**

Unfinished Business

None

Voter Comments

None

Announcements

The American Legion holds a ceremony at the memorial at Main St and Schoolhouse Hill Rd on Saturday at 5pm.

Adjournment

Erica Sullivan made a motion to adjourn. Steve Goodridge seconded. All members were in favor and the meeting was adjourned 8:08pm.

Respectfully submitted,
Kiley Morrison Gottschalk, Clerk

Attachments

Finance Director Documents

Resolution

Grant

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

From: Scianimanico, John <John.Scianimanico@ct.gov>

Date: Thursday, May 11, 2023

Subject: 2023-2024 Summer Enrichment Update

To: "Matthew.Ariniello@newtown-ct.gov" <Matthew.Ariniello@newtown-ct.gov>

Good afternoon,

Thank you for applying to the 2023-24 CSDE Summer Enrichment Grant program. We are pleased to announce that **Newtown Community Center** has been selected as an **Expansion Grant** recipient! Your tentative award amount is **\$50,000 for Summer 2023 and \$50,000 for Summer 2024**, consistent with the guidelines of the grant's request for this application, and designed to support your program at **Newtown Community Center** in accomplishing the goals outlined in your application narrative.

Summer Enrichment Orientation Webinar + Survey

The next step to access grant funds will be to ensure that your organization is set up in Connecticut's Electronic Grants Management System (eGMS). **The CSDE will be hosting a mandatory Summer Enrichment Orientation Webinar for all grantees to discuss financial and data collection processes.** This will be held on Monday, June 5th from 1:00 – 2:30PM. You will not be able to access grant funds without setting up an eGMS account, loading your budget and other grant information, and submitting required financial expenditures. Additionally, each program will be required to collect and submit student-level data on each student attending their program this summer, and this will be discussed in further detail during the Orientation. Each organization is required to have one person attend this training. Please register using [this link](#).

Note that the timeline for accessing your funds can take up to a few months, and funding will only be available on a reimbursement basis. As a first step to creating your accounts in eGMS, please complete this [short survey](#) no later than June 5th, 2023.

CTREAP

Your program may have requested funding in your budget for a [CTREAP account](#), which connects educational professionals and staff to job openings across Connecticut. As a next step to purchasing your account, please complete this [brief registration form](#). A representative from CTREAP will be touch.

Again, congratulations and thank you for your interest in the Summer Enrichment Grant program. We are thrilled to be supporting your program over the next two years and cannot wait to see the incredible experiences Connecticut children will encounter at your camp.

If you have any questions, please email us directly at SDE.SummerEnrichment@ct.gov.



Susan Marcinek <susan.marcinek@newtown-ct.gov>

Motions for boards on HVAC Projects

DeStefano, Judit <destefanoj@newtown.k12.ct.us>

Mon, May 8, 2023 at 2:22 PM

To: Susan Marcinek <susan.marcinek@newtown-ct.gov>

Cc: Dan Rosenthal <dan.rosenthal@newtown-ct.gov>, Robert Tait <robert.tait@newtown-ct.gov>

For the two BOE HVAC projects approved at referendum, when the BOS/BOF/LC next takes action, can we add the following motions so we are set to apply for the state DAS grant, should we have the opportunity next cycle?: (IAQ = Indoor Air Quality)

RESOLVED, that the BOS/BOF/LC hereby authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ project at Newtown High School.

RESOLVED, that the BOS/BOF/LC hereby authorizes at least the preparation of schematic drawings and outline specifications for the HVAC IAQ project at Newtown Middle School.

RESOLVED, that the Newtown Building and Sites Commission is hereby authorized as the building committee with regard to the HVAC IAQ project at Newtown High School.

RESOLVED, that the Newtown Building and Sites Commission is hereby authorized as the building committee with regard to the HVAC IAQ project at Newtown Middle School.

I only need one set of minutes (presumably LC) but I figured you need to move them through all the boards for your purposes? Please let me know if you have any questions.

Thanks!

Judit

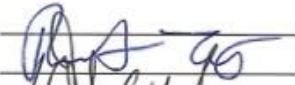
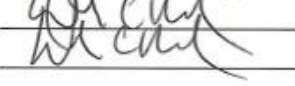

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Judit DeStefano
Newtown Public Schools
Grants Specialist
O: (203)426-7600 x7505
M: (203) 906-9226
destefanoj@newtown.k12.ct.us

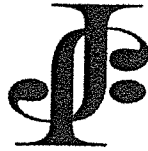
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| TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FISCAL YEAR | 2022 - 2023 | DEPARTMENT | Finance |
| | | DATE | 5/12/23 |
| | <u>Account</u> | <u>Amount</u> | |
| FROM: | 101245700000-5899CONTINGENCY | (15,000) | <div style="display: flex; flex-direction: column; align-items: center;"> <div>USE NEGATIVE AMOUNT</div> <div style="margin: 10px 0;">↓</div> <div>USE POSITIVE AMOUNT</div> </div> |
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| REASON: | <p>To remove bridge from Sandy Hook Center business district (pedestrian bridge) for repair or disposal.</p> | | |
| AUTHORIZATION: | | date: | |
| (1) DEPARTMENT HEAD |  | 5/12/23 | |
| (2) FINANCE DIRECTOR |  | 5-15-23 | |
| (3) SELECTMAN |  | 5-15-23 | |
| (4) BOARD OF SELECTMEN | | | |
| (5) BOARD OF FINANCE | | | |
| (6) LEGISLATIVE COUNCIL | | | |
| AUTHORIZATION SIGN OFF FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5) >>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF | | | |

T H E J E N I A M



F O U N D A T I O N

April 11th, 2023

Town of Newtown
ATTN: Amy Mangold
Newtown Parks and Recreation
8 Simpson Street
Newtown, CT 06470

Dear Amy:

Enclosed is a grant of \$6,500 to improve the Housatonic Rail Trail in Newtown. This grant has the following restrictions:

- Funds may be spent on design, planning, and construction of a "entry rest area" per your emailed proposal of March 29th, 2023. The check is made payable to the Newtown Park Gift Fund.
- A 1-2-page Interim Report is due on or before August 31st, 2023.
- A 1-2-page Final Report is due on or before December 15th, 2023.

Please acknowledge receipt of these funds together with your acceptance of terms by signing and returning an electronic copy of this letter for our files.

We hope this small grant helps kick off the next stage of connecting the Housatonic Rail Trail to Fairfield Hills. All my gratitude to you and Rob Sibley for developing this project.

Sincerely,

Hugh E. "Tripp" Killin III
Executive Director
Jeniam Foundation
PO Box 3128
Newtown, CT 06470

This is to acknowledge receipt of the above grant under the terms and for the purposes stated and to confirm that no goods or services were provided to Jeniam, its officers or Trustees with respect to these funds.

FOR: Town of Newtown

By: _____

Date: _____

8 SIMPSON STREET
NEWTOWN, CT 06470
www.newtown-ct.gov



TOWN OF NEWTOWN

March 29, 2023

Jeniam Foundation
Tripp Killin
Executive Director

Grant Proposal:

The Land Use Agency and Newtown Parks and Recreation Department are requesting to plan and install a future entry rest area at the Monroe / Newtown Border along the Housatonic Rail Trail. The entry trail and rest area will include a small extension of the Newtown entrance trail, explanation signage of the future goals for expansion into Newtown to Fairfield Hills and resting benches.

Approvals complete:

Land Use

Conservation Commission

Parks and Recreation Commission

Town of Monroe called and spoke with Missy Oroz Director of Parks and Recreation 3/22/23
Very much in favor and is working on another section improvement from Monroe into Trumbull.

We opt to do the work in-house to save on funds needed. In house in kind value:

Materials & Fees

Survey cost: \$1,700

2 benches at: \$1,248.85 each

with plaque \$155 each

Shipping \$250 each Installation cost for materials each \$425 total bench cost: 4158.08
(could get one instead of two)

Sign: 3' x 3' \$170

Installation cost \$100

Total Request \$6127.70

Thank you for your consideration. Please let us know if you have further questions or comments.