

3 PRIMROSE STREET
NEWTOWN, CT 06470
TEL. (203) 270-4221

BOARD OF FINANCE
MINUTES
REGULAR MEETING

3 Primrose Street, Newtown - Newtown Municipal Center
Thursday, August 24, 2023 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

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

Absent: Chandravir Ahuja

Also Present: First Selectman, Dan Rosenthal and one member of the public

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

Voter Comments

None

Communications

Chair Madzula shared correspondence with Kathy June regarding Convocation (see below) as well as information regarding tri-board non-lapsing fund policy upcoming meeting (see below).

Minutes

Erica Sullivan moved to approve the minutes from the July 27, 2023. Laura Miller seconded (Sandy Roussas abstained). All in favor and motion passes.

First Selectman's Report

First Selectman, Dan Rosenthal, reported the staff and teachers at Hawley have moved back into the building with the project finishing ~\$340,000 under budget (re HVAC project). These excess funds may be used towards the '96 section of the building. The First Selectman thanks PB&S as well as Downes for their help with the project. He mentioned year end transfers are wrapping up and will be brought to BOF and LC after Labor Day. DEEP grant pay-as-you-throw program kick off will happen in the near future.

Finance Director's Report

No report.

New Business

1. Resolution: Authorization to Create "Western CT Regional Services Unit" fund on the accounting system

Erica Sullivan made a motion to recommend to the Legislative Council to create a special revenue account for the custody of funds for the Western CT Regional Services Unit. (see attached). Sandy Roussas seconded. All in favor and motion passes.

2. American Rescue Plan – Guideline change for previously approved tutoring funds (see attached)

Erica Sullivan made a motion to approve the changes noted in the attached memo dated 5/31/23 be approved relative to ARPA Tutoring funds however approving items 1 and 2 but not 3 (SAT tutoring program). Sandy Roussas seconded. All in favor and motion passes.

The Board discussed the allocation of funds for tutoring programs such as a homework tutoring program. The idea of using funds for SAT tutoring was talked about but no action will occur for that at this time.

3. BOE Non-Lapsing Fund Agreement

The Board discussed the Non-Lapsing Fund Agreement. The tri-board will meet on September 20th at 7:30p

2. ARP, Recycling and CFF/CIP Sub Committee Reports

Recycling Report—Kick off for the pay-as-you-throw program will be September 5th at the Transfer Station

ARP Report-- See motion above

CFF/CIP- Hawley School project inspections passed by the Fire Marshall and AC in running. The new Middle Gate playground is due August 28th. Transportation update- every route has been filled with a driver including five subs. This includes sports teams transportation as well. We may lend two subs to Brookfield temporarily. BOE has excess funds and plans to use majority for Special Education costs. John Barlow is suggesting the Town should have a facilities study done on the buildings especially with the Middle School HVAC project coming up in the CIP.

Unfinished Business

None

Voter Comments

None

Announcements

Chair Madzula shared about the tri-board meeting on September 20th at 7:30p

Adjournment

Erica Sullivan made a motion to adjourn. Sandy Roussas seconded. All members were in favor and the meeting was adjourned 8:16 pm.

Respectfully submitted,
Kiley Morrison Gottschalk, Clerk

Attachments

Resolution

Memo

Non-Lapsing Fund Document

Begin forwarded message:

From: "June, Kathy" <junek@newtown.k12.ct.us>
Date: August 15, 2023 at 10:24:45 AM EDT
To: undisclosed-recipients;
Subject: Revised Convocation Agenda

Good Morning:

The starting time for the August 24th convocation has been changed to 8:30 a.m. and breakfast will now be available at 7:30 that morning. The revised agenda is attached. Thank you and enjoy your day!.

Kathy

--
Kathy June
Executive Assistant
Superintendent of Schools
Newtown Public Schools
3 Primrose Street
Newtown, CT 06470
Phone: 203-426-7620
Fax: 203-270-6199

On Fri, Aug 18, 2023 at 10:08 PM Jeffrey Capeci <Jeff@thecapecis.com> wrote:
Deb,

What is your proposal? Do we need a meeting with just the LC and BoF or would it be better to have a joint meeting of all three bodies. I'm sure I can get the LC to approve the policy but I think all parties need to be involved in hammering out the final language.

Jeff

[Sent from Yahoo Mail on Android](#)

On Fri, Aug 18, 2023 at 12:09, Zukowski, Deborra
<zukowskid_boe@newtown.k12.ct.us> wrote:

Hey there,

I've attached the version of the Non-Lapsing Policy adopted by the LC and BOE in November 2021, annotated with recommended updates approved by the BOF in March 2023.

John, can you make sure that the annotations are correct/complete?

Jeff, is it possible for the BOE and LC to meet jointly to hear from the BOF and discuss the requested updates for possible approval? It would be good to get this done so we can update our online policy documents, something that is needed but hasn't been done since we were awaiting the BOF's approval.

Chris/Tanja, this is the policy that is in effect re: the Non-Lapsing transfer request procedure.

Best regards,
Deb

From: "Zukowski, Deborra" <zukowskid_boe@newtown.k12.ct.us>
Date: August 19, 2023 at 12:59:56 PM EDT
To: Jeffrey Capeci <Jeff@thecapecis.com>
Cc: John Madzula <jsmbofnewtown@gmail.com>, Christopher Melillo <melilloc@newtown.k12.ct.us>, "Gouveia, Tanja" <vadast@newtown.k12.ct.us>
Subject: Re: Tri-Board Non-Lapsing Policy

I agree that it would be best to have a meeting with all three bodies, preferably before mid October. Would that be workable?

From: Jeffrey Capeci <jeff@thecapecis.com>
Date: August 23, 2023 at 5:25:47 PM EDT
To: zukowskid_boe@newtown.k12.ct.us
Cc: John Madzula <jsmbofnewtown@gmail.com>
Subject: Re: Non-Lapsing Fund Tri-Board policy meeting
Reply-To: Jeffrey Capeci <Jeff@thecapecis.com>

Deb,

While virtual is not optimal it is a lesser evil than no participation. I will make that option available but since we are giving close to a months notice, I am hopeful everyone can meet in person.

Jeff

[Sent from Yahoo Mail on Android](#)

On Wed, Aug 23, 2023 at 17:21, Zukowski, Deborra
<zukowskid_boe@newtown.k12.ct.us> wrote:

Hey there,

As mentioned in last night's meeting, Jeff Capeci (Chair of the LC) and John Madzula (Chair of the BOF) are requesting a three-body meeting to address remaining work related to a tri-board policy that governs the BOE Non-Lapsing account. They suggest the LC meeting on Wednesday, Sept. 20. Please let me know if you would be able to attend. Jeff, is virtual an option?

Best regards,
Deb

Some background for those who are new to the Board(s).

- 1) Work on the tri-board policy began in Mar 2021 when a Non-Lapsing Workgroup was launched with members from the BOE, BOF and LC, facilitated by the BOF. The Workgroup's recommendation was presented to the BOE during its Nov 3, 2021 meeting. Its recommendation is available on pg 72 of the [meeting minutes](#).
- 2) The BOE had sent the recommended policy to counsel, and received a suggested revision in response. The two versions were substantially the same regarding the overall processes and expectations. This revision is available on pg.70 of the Nov 3 meeting minutes (link above).
- 3) Both the BOE and LC adopted the counsel's recommended revision in Nov 2021. The BOF opted to stay with the original version at that time. Because of the BOE vote, the tri-board policy superseded existing BOE policies (3160 and 3171.1). Note that it appears that 3160 was modified to reflect the change, but 3171.1 was not. Neither represents the full approved policy.
- 4) The BOF revisited the policy in March 2023 and suggested a few edits to the BOE/LC approved version. A markup of the BOE/LC version with BOF edits is attached. (John, please ensure that all edits are properly represented.) The BOF discussions were held on March 13 and March 23, 2023. Minutes and Mar 23 video are available.
- 5) At this time, rather than go back and forth again, the hope is that the three Boards can meet to arrive at a single policy that can be passed, together.

Please let me know if you have any other questions. I'm happy to fill in more background if needed.

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From: "Zukowski, Deborra" <zukowskid_boe@newtown.k12.ct.us>
Date: August 24, 2023 at 12:01:21 PM EDT
To: Jeff Capeci <jeff@thecapecis.com>, John Madzula <jsmbofnewtown@gmail.com>
Subject: Fwd: Non-Lapsing Fund Tri-Board policy meeting

As of Don's email, we have a quorum of the BOE able to join on Sept. 20. Will this be at the beginning of the LC meeting (7:30 pm) or at some other time?

Thanks,



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

western CT regional emergency services unit

Robert Tait <robert.tait@newtown-ct.gov>

Tue, Jul 25, 2023 at 9:05 AM

To: Dan Rosenthal <dan.rosenthal@newtown-ct.gov>

Cc: David Kullgren <david.kullgren@newtown-ct.gov>, Susan Marcinek <susan.marcinek@newtown-ct.gov>

Hello Dan,

Originally I was going to place the above on the Board of Finance's agenda to get the fund approved. However, I guess we also have to get approved allowing you to sign the agreement. So I think both actions (permission to sign and creation of a new fund) should go to the Board of Selectmen first then BOF then LC.

- Resolution to allow the First Selectman to sign the Memorandum of Understanding Financial Agreement between the Western CT Regional Emergency Services Unit, Newtown Police Department and the Town of Newtown.
- **Resolution** to allow the creation of a new fund on the financial system of the Town of Newtown named "Western CT Regional Emergency Services Unit" to account for the financial activities of the Western CT Regional Emergency Services Unit. Sources of revenue will be member dues, donations and grants. Disbursements will be for the operations of the Western CT Regional Emergency Services Unit.

I think I have that right?

Meanwhile, the Town legal council is reviewing the documents.

Bob

2 attachments



Fund Proposal - Western CT Regional Emergency Services Unit.docx

13K



WCTREST Funding MOU.docx.pdf

184K

**Western CT Regional Emergency Services Team
Line Item / Account Creation**

The Newtown Police Department is part of a regional Emergency Services Unit. The Western CT Regional Emergency Services Team (W-CT.R.E.S.T.) was established with members of the Bethel, Brookfield, Danbury, Newtown, and Ridgefield Police Departments to work together to provide a highly trained and skilled tactical & Hostage negotiation team as a resource for those law enforcement agencies.

W-CT.R.E.S.T. is overseen and under the control of the Board of Police Chiefs. The Board consists of the respective Chiefs of the member organizations. The Chief of any additional jurisdiction added to W-CT.R.E.S.T. in the future would also join the Board.

To support the team's needs equitably, each member organization will pay a yearly membership fee as determined by the board of police chiefs. The fees will be deposited in a revolving fund managed by one of the member organizations. This fund will purchase the necessary equipment and training to support the team and its members.

We are requesting the Town of Newtown create a revolving account to deposit these funds. Disbursements would be authorized by the Board of Police Chiefs or their designee. All disbursements would follow the Town of Newtown purchasing guidelines.

This organization is consistent with how other regional police emergency services teams are funded within the state.

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 Transfers 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

memo

Board of Education

To: Bob Tait
From: Judit DeStefano
CC:
Date: 5/31/2023
Re: ARPA Tutoring Funds

I have been working with Natalie Jackson to help allocate the LC ARPA appropriation – we would like to consider an expansion of allowable activities, as we are seeing challenges in allocating these services, while keeping in place the intended restrictions.

The motion made at the BOS (Aug 22, 2022) and LC (Sept 7, 2022) is broad:
"Mr. Charles Gardner moved to approve American Rescue Plan (ARP) funds related to Student Tutoring, Child/Youth Enrichment in the amount of \$100,000 for Student Tutoring support program ..."

But in supporting documentation and the discussion around it, it was clearly intended to support 1-1 tutoring for students who demonstrate a financial need (meet ALICE guidelines). We have struggled to get enough engagement to spend down the funds so want to do the following:

- 1) Lift the income-restriction on 1-1 tutoring eligibility.
- 2) Support the after-school homework club at Reed and the Middle School by offering NYFS funding to hire additional support staff (Paras and Honor-club tutors from the HS). They hope to make this enhancement sustainable for their own resources after these funds are depleted.
- 3) Provide after school SAT tutoring to be made available at no cost to HS students.

While it might not be necessary to pass any formal motions, we wanted to be transparent about the direction we would like to take the program and want to make sure those charged with allocating the funding are in support of the program expansion.

Thank you!

Judit DeStefano