

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

BOARD OF FINANCE
MINUTES
REGULAR MEETING

3 Primrose Street, Newtown - Newtown Municipal Center
Thursday, September 28, 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, Sandy Roussas and Steven Csordas

Also Present: First Selectman, Dan Rosenthal, Finance Director, Bob Tait, and two members of the public

Chair Madzula called the meeting to order at 7:32 p.m. Attendees saluted the American Flag.

Voter Comments

None

Communications

Chair Madzula shared correspondence from Kathy June regarding the BOE Non-Lapsing Fund transfer as well the Kimball Midwest ribbon cutting on October 6th at 11a (see below).

Minutes

Erica Sullivan moved to approve the minutes from the September 11, 2023. Sandy Roussas seconded. All in favor and motion passes.

First Selectman's Report

First Selectman, Dan Rosenthal, reported the launch of the HRA grant program is off to a good start. The transfer station is close to being fully operational in the near future. Construction demo will be near where recycling is now. The First Selectman presented the 2024-2025 budget at the BOS meeting. He shared there are a couple of new formal conference tables to match the current tables in the Council Chambers (these new tables replaced the card tables previously used).

Finance Director's Report

Finance Director reported on the Capital Non-Recurring report dated September 19th, 2023. Project budget amounts, expenditures and project balances are shown regarding department approved projects (see attached). Amounts in red are new projects from the year end transfer request as well as July 1st transfer outs from the general fund. There is a balance of \$3.6 MM in the undesignated account giving the Town financial flexibility.

New Business

1. Grant Acceptance – Summer Mental Health Program State Grant \$115,020 (Community Center)

Erica Sullivan made a motion to accept the Summer Mental Health Program State Grant in the amount of \$115,020. Sandy Roussas seconded. All in favor and motion passes.

2. *Grant Acceptance – Western Connecticut Area Agency on Aging \$5,000*

Erica Sullivan made a motion to approve the Western Connecticut Area Agency on Aging in the amount of \$5,000. Laura Miller seconded. All in favor and motion passes.

3. *2024-2025 Budget Time Table*

Erica Sullivan made a motion to approve the 2024-2025 Budget Time Table. Steve Goodridge seconded. All in favor and motion passes.

4. *Appointment for Vice Chair*

Chair Madzula nominated Steve Goodridge for the open Vice Chair position.

Sandy Roussas made a motion to approve Steve Goodridge for the nomination for Vice-Chair. Laura Miller seconded. All in favor and motion passes.

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

ARP- Pickleball courts are still being discussed. A vote will likely take place at the next ARP meeting. The First Selectman mentioned he placed pickleball courts in Year 2 of the CIP. His recommendation is to utilize some of the ARP funds, utilize fundraising efforts as well as use some funds from the Town (not bonded).

Recycling- The transfer station is waiting for the electrician for the new transfer station to be up and working. 1000 residents

CFF/CIP- Mr. Goodridge shared the Middle Gate playground had a ribbon cutting ceremony. Families are pleased. Hawley School completion letter was received; however, there are still a few outstanding items to be fully completed. As a whole, Downes did a great job. The BOE may need to purchase a new truck for snow plowing for the schools (~20 years old). The estimate is ~\$67,000. Mr. Goodridge mentioned about the BOE transfer of ~\$184,000 and stated \$100,000 of the Non-Lapsing fund will shift to Special Education. The remainder of funds could be used for the truck. Discussion occurred around applying the balance of the Non-Lapsing Fund transfer to the facilities study. The First Selectman recommends there should be a facilities study. Lastly, there currently is a signed TA document regarding teacher negotiations.

Unfinished Business

None

Voter Comments

None

Announcements

None

Adjournment

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

Respectfully submitted,
Kiley Morrison Gottschalk, Clerk

Attachments

Correspondence
Budget Time Table
Grant Documents

All please see attached and bellow. Thanks
Very truly yours,
John S. Madzula II, Esq.
Jsmadzula2@gmail.com
203-258-5751

Admitted to practice in CT, FL, MA, RI, US Supreme Court, & USCAVC

Confidentiality Notice: This message and any attachments are sent by John S. Madzula, Esq., and may contain information that is confidential and protected by privilege from disclosure. If you are not the intended recipient, any saving, dissemination, distribution, copying or exploitation of, or the taking of any action in reliance on, the contents is prohibited. Please delete/destroy it and notify me of the error by return e-mail or telephone. Thank you.

Begin forwarded message:

From: "Morris, Joanne" <morrisj@newtown.k12.ct.us>
Date: September 18, 2023 at 3:03:41 PM EDT
To: Jeffrey Capeci <jeff@thecapecis.com>, JSMADZULA2@gmail.com
Cc: Tanja Gouveia <vadast@newtown.k12.ct.us>, Christopher Melillo <melilloc@newtown.k12.ct.us>, Deborra Zukowski <zukowskid_boe@newtown.k12.ct.us>
Subject: 2023 BOF Non-Lapsing Transfer

Hi John & Jeff:

Please see the attached 2023 BOF Non-Lapsing Fund Balance and Activity Spreadsheet from Tanja Vadas. I have also attached the BOE Non-Lapsing requested letter that was mailed and emailed to both of you on August 29th.

Thank you,

Joanne Morris
Business Office Assistant
Newtown Public Schools
3 Primrose Street
Newtown, CT 06470
Phone: (203) 426-7618
Fax: (203) 270-6110
Website: www.newtown.k12.ct.us

From: Susan Marcinek <susan.marcinek@newtown-ct.gov>
Date: September 26, 2023 at 4:08:08 PM EDT
To: Maureen Crick Owen <maureencrickowen@gmail.com>, Ed Schierloh <ednewtown21@gmail.com>, "Ku, Michelle" <michelleku.newtown@gmail.com>, "Capeci, Jeff" <jeff@thecapecis.com>, Tom Long <tsplong07@gmail.com>, "Knapp, Ryan" <Knapp.Newtown@gmail.com>, Lisa Kessler <Lisa4newtown@gmail.com>, "Carroll, Phil" <ppcarroll13@gmail.com>, Matthew Mihalcik <mattmihalcik@gmail.com>, William DeRosa <derosa.newtown@gmail.com>, Charles Gardner <charles.gardnerLC2@gmail.com>, "Honan, Dan" <danielthonan@gmail.com>, Christopher Gardner <cgardner4242@gmail.com>, Derek Pisani <derek.pisani@elmbankcap.com>, Stephen Csordas <nbof.csordas@yahoo.com>, "Sandy T. Roussas" <sandyroussasBOF@gmail.com>, Steven Goodridge <sbgoodridge.bof@gmail.com>, Laura Miller <millerlaura926@gmail.com>, John Madzula <jsmbofnewtown@gmail.com>, Erica Sullivan <SullivanBOF21@gmail.com>, jeffrey robinson <jrob@sbcglobal.net>, Barbara Snyder <barbara.snyder.sells@gmail.com>, Valerie Fallon <vfallon@vbfresources.com>, Steve Matiatos <steve.matiatos@sbcglobal.net>, "Penorola, Fran" <fpennarola212@earthlink.net>, Tracey Reiser <TREISER4@aol.com>, Nick Roussas <nikosr77@yahoo.com>, walczak <bruce@relocationconsultants.us>, dave@hbsgre.com, Kimberly Chiappetta <kimberly.chiappetta@newtown-ct.gov>
Subject: invitation to ribbon cutting - Oct. 6

Dan asked me to extend an invitation to you for the Kimball Midwest ribbon cutting on Oct. 6 at 11am (the location is the old Hubble property, 14 Prospect Drive).

Please let me know if you plan to attend.
Sue

Sue Marcinek
Executive Assistant
Office of the First Selectman
3 Primrose Street
Newtown, CT 06470
(203) 270-4203
(203) 270-4205 (FAX)

******* 2024 - 2025 BUDGET TIME TABLE *******

October 20, 2023	Departments Receive Budget Instructions.
December 15, 2023	Completed Budget Forms to the Finance Director.
December 18 – January 05, 2024	First Selectman/Finance Director budget review with departments
January 16 – February 02, 2024	Board of Selectmen review First Selectman’s recommended budget
February 05, 2024	Board of Selectmen & Board of Education submit Budget to the Board of Finance (Per charter no later than the 14 th)
February 15, 2024 (Thursday)	Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed Budgets (per charter no later than March 2 th). (Publish 5 days prior to hearing: 2/09/24)
February 28, 2024	Board of Finance submits Budget to the Legislative Council (Per charter no later than March 14 th).
March 13, 2024 (Wednesday)	Legislative Council holds a Public Hearing on the Proposed Board of Finance Recommended Budget (Per charter no later than March 30 th). (Publish 5 days prior to hearing: 3/08/24)
April 03, 2024	Legislative Council Adopts Budget (no later than second Wednesday in April)
April 23, 2024 (Tuesday)	Annual Budget Referendum (4 th Tuesday of April) (Publish 4/12/24)

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CT 06470

www.newtown-ct.gov

Robert Tait, Finance Director



**TOWN OF NEWTOWN
BOARD OF FINANCE**

John Madzula II, Esq, Chairman


Laura Miller
Steven Goodridge
Erica Sullivan
Sandra Roussas

September 12, 2023

To the Town Clerk:

Be advised last night, on 9/11/23, we appointed Stephen J. Csordas to the Republican vacancy for the Board of Finance, as he is now replacing Chand Ahuja who resigned from the Board and his letter was accepted by Ms. Halstead. Please set up a time to have him sworn Stephen into the position this week. Time is of essence as we have a tri board meeting on 9/20/23 which he is needed for. Mr. Csordas email for this position will be NBOF.Csordas@yahoo.com

Very truly yours,



John Madzula II, Esq
Chairman
Board of Finance



**NEWTOWN PUBLIC SCHOOLS
3 PRIMROSE STREET
NEWTOWN, CT 06470**

OFFICE OF THE SUPERINTENDENT
(203) 426-7620
FAX (203) 270-6110

BUSINESS OFFICE
(203) 426-7618
FAX (203) 270-6110

August 28, 2023

John S.. Madzula II, Chair, Board of Finance
40 Main Street
Newtown, CT 06470

Dear John,

On Tuesday, August 22, 2023 the Newtown Board of Education unanimously passed the following:

Move that the Board of Education request of the Legislative Council that the unexpended funds from the 2022-2023 fiscal year budget appropriation in the amount of \$184,274 be deposited into the Non-Lapsing account, established in accordance with Connecticut General Statute Section 10-248a for educational purposes and that \$100,000 of the total amount be designated for Special Education. The source of these funds are detailed in the year-end financial report as approved by this Board of Education.

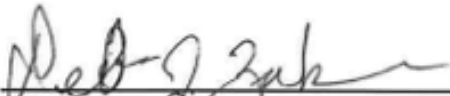
The \$184,274 should be added to the prior deposits that were made to the Non-Lapsing account.

Please do not hesitate to call me if I can offer any further explanation on this request.

Respectfully,



Christopher Melillo
Superintendent of Schools



Deborra Zukowski
Chair, Board of Education

cc: Jeff Capeci, Newtown, Legislative Council

BOE Non-Lapsing Fund Balance and Activity

<u>Year</u>	<u>% to Budget</u>	<u>General Deposit</u>	<u>Reserved for Special Ed</u>	<u>Expense</u>	<u>Account Balance</u>	<u>Use</u>
Trans from Cap non-recurring 7/2012		\$150,000		(\$139,690)	\$10,310	(a)
2013-14 Deposit 6/30/14		\$47,185	\$0	(\$1,800)	\$55,695	Fabricate metal doorway
2014-15 Deposit 6/30/15		\$12,909	\$0	(\$13,310)	\$55,294	Fabricate metal doorway + security bollards
2015-16 Deposit 6/30/16		\$2,533	\$0	(\$4,950)	\$52,877	IR scan
Trans from Cap non-recurring 7/2016		\$100,000			\$152,877	
2016-17 Deposit 6/30/17	0.13%	\$97,942	\$0	(\$90,036)	\$160,783	4G Network
2017-18 Deposit 6/30/18	0.37%	\$276,038	\$0	(\$9,358)	\$427,463	4G Network
2018-19 Deposit 6/30/19	0.43%	\$265,772	\$63,000	(\$180,182)	\$576,053	HAW & MS A/C, SHS lightning protection
2019-20 Deposit 6/30/20	1.74%	\$0	\$0	(\$55,113)	\$520,940	SHS lightning protection
2020-21 Deposit 6/30/21	0.03%	\$6,861	\$20,377	(\$255,672)	\$292,506	Hawley architectural fees
2021-22 Deposit 6/30/22	0.30%	\$121,118	\$116,623	(\$55,080)	\$475,167	Additional work on HS track. (glue)
Total Since Inception		\$1,080,358	\$200,000	(\$805,191)	\$475,167	
2022-23 Deposit (unaudited)	0.22%	\$84,274	\$100,000		\$184,274	Requires BoF Approval
Total With 22-23 Deposit		\$1,164,632	\$300,000	(\$805,191)	\$659,441	
(a) \$150,000 was transferred into this account from the Town's Capital non-recurring fund to cover costs associated with the Middlegate roof and the HS stairwell gate						
Current Balance Non-Lapsing Fund (prior to deposit)					\$475,167	

9/16/2023

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

REQUESTING DEPARTMENT NEWTOWN COMMUNITY CENTER

PROJECT: SUMMER MENTAL HEALTH PROGRAM STATE GRANT (ARPA)

PROPOSED APPROPRIATION AMOUNT: \$ 115,020

PROPOSED FUNDING:

BONDING	\$ -
GRANT	\$ 115,020
LOCAL MATCH	\$ -
OTHER	\$ -
CONTINGENCY	\$ -
IN KIND	\$ -
	<u>\$ 115,020</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
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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 impact on general fundThe Newtown grant is part of more than \$4.5 million in funding for 48 school districts and summer camp programs across Connecticut. The Newtown Community Center has been awarded \$115,020 by the state to be used to support the delivery of mental health services for students during the summer months over a three-year period. The competitive grant program is utilizing funding the state received from the federal American Rescue Plan Act. Included in this grant is staffing salaries for a social worker and behavioral therapist and incorporation of social and emotional learning into camp curriculum (yoga, meditation etc.) and project adventure. This will include training from professionals for our camp counselors on mental health.

PREPARED BY:



DATE: 9/8/2023

Western Connecticut Area Agency on Aging, Inc.

84 Progress Lane • 2nd Floor • Waterbury, CT 06705
203/757-5449 or 800-994-9422 • Fax: 203/757-4081 • Email: info@wcaaa.org
WCAAA CHCP • Tel: 203/465-1000 • Fax 203/465-1030

September 8, 2023

Natalie Jackson
Newtown Senior Center
8 Simpson Street,
Newtown, CT 06470

Dear Natalie Jackson,

RE: Newtown SC Physical Activity

The Western CT. Area Agency on Aging, Inc. (WCAAA) Board of Directors recently approved awards for State Fiscal Year (SFY) and Federal Fiscal Year (FFY) 2024 Older Americans Act (OAA) and State Funds. The Board worked very hard to ensure that awards reflected an appropriate geographic split, meet the priorities of In Home, Transportation and I & A Services while staying within potential reductions in federal funds. We will not be certain as to our SFY and/or FFY 2024 funding amounts until Congressional action. Based on this uncertainty, most awards reflect a reduction from past years. Proposed new services were carefully considered in view of funding reductions.

It is our pleasure to inform you that the Board approved the project submitted by your organization as follows.

\$5,000 towards senior physical activities (non-evidence based). Physical activity programs focus on key areas important to the health and fitness of older adults such as stretching and flexibility, low-impact aerobics, strength training, and balance.

There are several issues that require attention prior to finalizing the award statement. Signing and returning the documents below will signify your acceptance of this award and the conditions outlined in this document. Funds will not be released if all documents below are not on file with WCAAA.

- a) Provide your organization's DUNS number, Tax ID and signature on page 2 of this letter.
- b) Sign and return the Project Performance Agreement.
- c) Sign and return the HIPPA Agreement.
- d) Provide a revised Project Budget if WCAAA awarded a different dollar figure than requested.
- e) Forward a copy of your latest Independent Audit if the documents were not submitted with the application. Audited financial statements may be substituted for grantees/contractors whose total dollar threshold does not meet federal/state audit guidelines.

The Western Connecticut Area Agency on Aging, Inc. develops, manages and provides comprehensive services through person centered planning for seniors, caregivers, and individuals with disabilities in order to maintain their independence and quality of life. The WCAAA is an Affirmative Action/Equal Opportunity Employer.

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

REQUESTING DEPARTMENT HUMAN SERVICES

PROJECT: NEWTOWN SENIOR CENTER PHYSICAL ACTIVITY GRANT

PROPOSED APPROPRIATION AMOUNT: \$ 5,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	5,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>5,000</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

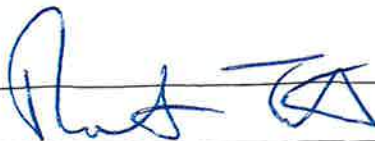
(using current year's information)

0.0000 mills

COMMENTS:

No impact on general fund\$5,000 grant towards senior physical activities. Physical activity programs focus on key areas important to the health and fitness of older adults such as stretching and flexibility, low impact aerobics, strength training and balance.

PREPARED BY:



DATE: 9/18/2023