

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held a regular meeting on Tuesday, November 13, 2018 in the Council Chamber in the Municipal Building, 3 Primrose Street, Newtown, CT. Vice Chair Roussas called the meeting to order at 7:37pm.

**Present:** Jim Gaston (7:39), Sandy Roussas, Steve Hinden, Mark Boland, Keith Alexander  
**Also Present:** Finance Director Bob Tait, First Selectman Dan Rosenthal, BOE Director of Operations Gino Faiella, Superintendent Dr. Rodrigue, Michelle Embree Ku, BOE Director of Business Ron Bienkowski, Debbie Leidlein

**Voter Comment** – NONE

**Communications** – The board received communications from BOE with a 2018 winter schedule for the Newtown Public Schools Visual and Performing Arts (Att. A).

**Minutes** – S. Roussas move to approve the minutes of the 10/25/18 meeting. N. Simpson seconded, motion unanimously approved.

**First Selectman Report** – First Selectman Rosenthal thanked the members of the BOF for their effort getting the police project underway. 12,500 people voted and 8,000 voted in favor of the project. They recognized the need and supported the solution. The first order of business will be getting an RFP for a construction manager.

**Finance Director Report** – R. Tait provided the October 3, 2018 report for the Medical Self Insurance Fund (Att. B) They started with a fund balance of \$5.5 million and estimating to end with the same at the end of this fiscal year. The claims estimate is \$13 million. If they take the analysis and extend it to FY19/20 and add 5.5% inflation rate for claims, keeping the same employer contribution as this year it would bring the fund balance down to \$4.8 million which is good. The fund balance should be 25% of claims, too much money in the fund balance is not good.

**UNFINISHED BUSINESS**

*Review of potential CIP regulation policy matters* – First Selectman Rosenthal explained that the BOS worked on language for the BOF and the LC (Att. C). They aligned it better with the process they have been following. It changes the percentage of the grand list and made it \$200,000. Both the BOF and the LC would have the ability to change dollar amounts and shift from one year to the next. If the CIP leaves either the BOS or the BOE, and the BOF or LC choose to add something it would take a super majority vote.

*2019/20-2028/29 CIP* – S. Roussas moved to approve the 2019/20 – 2023/24 CIP as presented by the BOS and the BOE, K. Alexander seconded (Att. D). S. Roussas explained that she would support the CIP. With regard to Hawley School, it is the appropriate time to have the discussion about the project, not table it. The BOE supplied information regarding

improvements in the CIP for Hawley School (Att. E). The project is 2 years out, it will give them something to work towards and get in the expertise needed to make sure it is being done the right way. As stewards of the tax payer money, we owe residents the due diligent.

J. Gaston explained that the five years of the CIP they are approving is under the current 9% debt cap. It is a prudent CIP plan.

The first 5 years are being approved, the second 5 years is directional. The rating agencies will look at this favorable because it is an increase in planning.

First Selectman Rosenthal explained that it is hard to predict years 6 to 10 but a 10 year CIP gives more transparency to the tax payers. Knowing what is coming down the pike may allow them to spread things out better.

Motion unanimously approved.

## **NEW BUSINESS**

*Transfer – S. Roussas moved to transfer \$4,264 from Various Salaries & Wages – Full Time TO Contingency (Att. F), K. Alexander seconded. First Selectman Rosenthal explained that this is for the contract negotiations with the Town Hall union, they budgeted 2.25% increase but negotiated a one year deal with a 2% increase. The surplus goes into contingency.*

Motion unanimously approved.

*Acceptance of the Redwoods Foundation Water Safety Grant – First Selectman Rosenthal explained that this is a \$1000 grant that the Community Center applied for and covers water safety lessons. The charter requires acceptance of grants by the BOF. S. Roussas moved to accept the Redwoods Foundation Water Safety Grant. M. Boland seconded, motion unanimously approved.*

*Appropriation Reduction-Resolution – S. Roussas moved the amount of the \$1,550,000 appropriation and bond authorization for Newtown Hawley School evidenced by a resolution entitled “Resolution Providing For A Special Appropriation In The Amount Of \$1,550,000 For Boiler Replacement, HVAC And Related Infrastructure Upgrades Phase I – Construction At Newtown Hawley School And Authorizing The Issuance Of \$1,550,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, adopted by the Legislative Council on March 6, 2013 and at a Special Town Meeting on March 20, 2013, is hereby reduced by the remaining \$359,000 appropriation and authorized and unissued balance thereof and waived the reading of the entire resolution (Att. G). N. Simpson seconded. R. Tait explained that this is housekeeping. They spent \$359,000 less and that isn’t bonded. On his books the just closes it out but the auditors need this to close it out. Motion unanimously approved.*

*Resolution - S. Roussas moved a RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$250,000 FOR THE PLANNING AND DESIGN OF THE SANDY HOOK PERMANENT MEMORIAL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 TO 2022-23) AND AUTHORIZING THE ISSUANCE OF \$250,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and waived the reading of the entire resolution (Att. H). S. Hinded seconded. Motion unanimously approved by roll call*

*Resolution - S. Roussas moved a RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$300,000 FOR THE RENOVATIONS, REPLACEMENTS AND UPGRADES TO THE CYRENIUS H. BOOTH LIBRARY AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 TO 2022-23) AND AUTHORIZING THE ISSUANCE OF \$300,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and waived the reading of the entire resolution (Att. H). N. Simpson seconded. Motion unanimously approved by roll call.*

**Voter Comments – None**

**Announcements – None**

Having no further business, the meeting was adjourned at 8:33PM

Respectfully submitted,  
Arlene Miles, Clerk

# Attachment A



Please join us in celebrating the arts in the Newtown Public Schools.

Students throughout the district are developing artistic literacy – the knowledge, skills, and understanding to actively engage in the arts throughout their lives.

The exhibits, productions and concerts taking place in our schools provide insight into the process in which students develop discipline-specific skills and techniques associated with their art form. They represent the culmination of a great deal of discipline, many hours of practice, analyzing and problem-solving, refining, and collaborating with teachers and peers. All skills that are crucial in today's workforce.

A variety of cultures, styles, genres, and time periods are represented with many elements having been arranged or created by our own students.

We appreciate the amount of time you dedicate to supporting all of the programs in our schools.

The Visual and Performing Arts Department staff and students would be honored to have you attend one of our events. The Winter 2018 Performance and Exhibit Schedule is enclosed.

Please join us to accept our gift of the arts.



*"Every child is an artist. The problem is to remain an artist as we grow up."*

Pablo Picasso



## Newtown Public Schools Visual and Performing Arts 2018-19 Winter Exhibit and Performance Schedule

<b>Nov.</b>	15-18	Fall Drama – <i>The Crucible</i> (Th-Sat @ 7:00 p.m. & Sun @ 2:00 p.m.)	NHS
<b>Dec.</b>	3	NMS 8 <sup>th</sup> Grade Concert, 7:00 p.m. (snow date –Dec. 11)	NHS
	4	NMS 7 <sup>th</sup> Grade Concert, 7:00 p.m. (snow date – Dec. 12)	NHS
	6	Hawley 4 <sup>th</sup> Grade Chorus, 7:00 p.m. (snow date – Dec. 20)	Hawley
	6	SH 4 <sup>th</sup> Grade Chorus, 7:00 p.m. (snow date –Dec. 20)	SH
	10	NHS Orchestra and Jazz Improv Class Concert, 7:00 p.m. (snow date – Dec. 19)	NHS
	17	NHS Band Concert, 7:00 p.m. (snow date – Jan. 8)	NHS
	18	NHS Chorus Concert, 7:00 p.m. (snow date –Dec. 19)	NHS
	21-Jan. 2	NHS Art Portfolio Show Jan. 2 - Artist Reception, 4:30-6:30 p.m.	Booth Library
<b>Jan.</b>	5-6	Unified Theater Production (snow date – Jan. 12-13) (Sat @ 6:00 p.m. @ Sun @ 2:00 p.m.)	NHS
	9	HOM 4 <sup>th</sup> Grade Chorus, 7:00 p.m. (snow date –Jan. 15)	HOM
	10	MG 4 <sup>th</sup> Grade Chorus Concert, 7:00 p.m. (snow date –Jan. 15)	NHS
	11-12	Western Region HS Music Festival (snow date – Jan. 18-19)	Greenwich HS
	13-Feb. 1	Scholastic Art Show (M-F 10-4; Weekends 12-4) Silpe Art Gallery, Hartford Art School	
	23	RIS Gr. 5 & 6 Band Concert (Gr. 5 @ 6:30 and Gr. 6 @ 8:00 p.m.) (snow date –Jan. 31)	RIS
	24	RIS Gr. 5 Chorus and Orchestra Concert, 7:00 p.m. (snow date – Jan. 29)	RIS
	28	RIS Gr. 6 Chorus and Orchestra Concert, 7:00 p.m. (snow date –Jan. 30)	RIS



*All students will create, perform, respond and connect with understanding to all of the arts, including visual arts, music, theatre, and dance. Students will develop in-depth skills in at least one art form, appreciate the importance of the arts in expressing human experiences, and be prepared to apply their arts knowledge and skills throughout their lifetime.*

# NHS Drama Presents



## *The Crucible*

WRITTEN BY ARTHUR MILLER

THE CRUCIBLE IS PRESENTED BY SPECIAL ARRANGEMENT  
WITH DRAMATISTS PLAY SERVICE, INC., NEW YORK.

NOVEMBER 15, 16, 17 @ 7PM

NOVEMBER 18 @ 2PM

STUDENTS \$7 NEWTOWN HIGH SCHOOL

SENIORS \$10 12 BERKSHIRE RD, SANDY HOOK, CT

ADULTS \$12 TICKETS SOLD AT DOOR

Attachment B

TOWN OF NEWTOWN  
MEDICAL SELF INSURANCE FUND ANALYSIS @ OCT 31, 2018  
FISCAL YEAR 2018 - 2019 FORECAST

FUND BALANCE @ JULY 1, 2018	5,580,793
<u>ESTIMATED REVENUES</u>	
EMPLOYER CONTRIBUTIONS:	
MUNICIPAL	2,938,000
EDUCATION	8,134,000
	11,072,000
EMPLOYEE CONTRIBUTIONS:	
MUNICIPAL	416,000
EDUCATION	2,006,000
	2,422,000
RETIREE/COBRA/AGENCY CONTRIBUTIONS:	
MUNICIPAL	350,000
EDUCATION	300,000
	650,000
INTEREST EARNED ON INVESTMENTS	50,000
TOTAL REVENUES	14,194,000
<u>ESTIMATED EXPENSES</u>	
CLAIMS/NAF:	
MUNICIPAL	FROM CLAIMS
EDUCATION	ANALYSIS
	13,000,000
ADMINISTRATIVE FEES:	
MUNICIPAL	1,133,000
EDUCATION	
	1,133,000
CONSULTANT FEES	55,000
TOTAL EXPENSES	14,188,000
ESTIMATED FUND BALANCE @ JUNE 30, 2019	5,586,793
25% OF TOTAL CLAIMS =	3,250,000
	43%

TOWN OF NEWTOWN  
MEDICAL SELF INSURANCE FUND ANALYSIS @ OCT 31, 2018  
FISCAL YEAR 2019 - 2020 FORECAST

ESTIMATED FUND BALANCE @ JULY 1, 2019	5,586,793
<u>ESTIMATED REVENUES</u>	
EMPLOYER CONTRIBUTIONS:	
MUNICIPAL	2,938,000
EDUCATION	8,134,000
	11,072,000
EMPLOYEE CONTRIBUTIONS:	
MUNICIPAL	416,000
EDUCATION	2,006,000
	2,422,000
RETIREE/COBRA/AGENCY CONTRIBUTIONS:	
MUNICIPAL	350,000
EDUCATION	300,000
	650,000
INTEREST EARNED ON INVESTMENTS	60,000
TOTAL REVENUES	14,204,000
<u>ESTIMATED EXPENSES</u>	
CLAIMS/NAF:	
MUNICIPAL	13,715,000
EDUCATION	5.50%
ADMINISTRATIVE FEES:	
MUNICIPAL	1,133,000
EDUCATION	
	1,133,000
CONSULTANT FEES	55,000
TOTAL EXPENSES	14,903,000
ESTIMATED FUND BALANCE @ JUNE 30, 2020	4,887,793
25% OF TOTAL CLAIMS =	3,428,750
	36%

TOWN OF NEWTOWN CLAIMS ANALYSIS  
2018 - 19

FISCAL YEAR 2013 - 2014																111,750 h.s.a.
	<u>Jul-13</u>	<u>Aug-13</u>	<u>Sep-13</u>	<u>Oct-13</u>	<u>Nov-13</u>	<u>Dec-13</u>	<u>Jan-14</u>	<u>Feb-14</u>	<u>Mar-14</u>	<u>Apr-14</u>	<u>May-14</u>	<u>Jun-14</u>	<u>TOTALS</u>			
TOWN	275,000	238,000	389,000	180,000	276,000	280,000	220,000	203,000	336,000	261,000	403,000	462,000	3,523,000	28%		
BOE	958,000	865,000	493,000	741,000	649,000	804,000	546,000	721,000	856,000	739,000	623,000	803,000	8,798,000	72%		
TOTAL	1,233,000	1,103,000	882,000	921,000	925,000	1,084,000	766,000	924,000	1,192,000	1,000,000	1,026,000	1,265,000	12,321,000			12,432,750 34%
FISCAL YEAR 2014 - 2015																135,583 h.s.a.
	<u>Jul-14</u>	<u>Aug-14</u>	<u>Sep-14</u>	<u>Oct-14</u>	<u>Nov-14</u>	<u>Dec-14</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>May-15</u>	<u>Jun-15</u>	<u>TOTALS</u>			
TOWN	331,000	221,000	352,000	475,000	307,000	304,000	234,000	365,000	361,000	304,000	340,000	202,000	3,843,000	30%		
BOE	834,000	821,000	543,000	599,000	644,000	652,000	603,000	728,000	782,000	801,000	843,000	701,000	8,730,000	70%		
TOTAL	1,165,000	1,042,000	895,000	1,074,000	951,000	956,000	837,000	1,093,000	1,143,000	1,105,000	1,183,000	903,000	12,573,000			12,708,583 34%
FISCAL YEAR 2015 - 2016																171,250 h.s.a.
	<u>Jul-15</u>	<u>Aug-15</u>	<u>Sep-15</u>	<u>Oct-15</u>	<u>Nov-15</u>	<u>Dec-15</u>	<u>Jan-16</u>	<u>Feb-16</u>	<u>Mar-16</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Jun-16</u>	<u>TOTALS</u>			
TOWN	268,000	291,000	258,000	571,000	288,000	228,000	320,000	268,000	425,000	268,000	221,000	264,000	3,670,000	27%		
BOE	1,080,000	817,000	737,000	701,000	655,000	848,000	671,000	753,000	1,005,000	690,000	693,000	1,055,000	9,705,000	73%		
TOTAL	1,348,000	1,108,000	995,000	1,272,000	943,000	1,076,000	991,000	1,021,000	1,430,000	958,000	914,000	1,319,000	13,375,000			13,546,250 36%
FISCAL YEAR 2016 - 2017																314,000
	<u>Jul-16</u>	<u>Aug-16</u>	<u>Sep-16</u>	<u>Oct-16</u>	<u>Nov-16</u>	<u>Dec-16</u>	<u>Jan-17</u>	<u>Feb-17</u>	<u>Mar-17</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>TOTALS</u>			
TOWN	327,000	300,000	242,000	375,000	296,000	295,000	218,000	219,000	310,000	260,000	332,000	241,000	3,415,000	27%		
BOE	891,000	781,000	619,000	643,000	909,000	800,000	626,000	547,000	833,000	587,000	825,000	920,000	8,981,000	73%		
TOTAL	1,218,000	1,081,000	861,000	1,018,000	1,205,000	1,095,000	844,000	766,000	1,143,000	847,000	1,157,000	1,161,000	12,396,000			12,710,000 35%
FISCAL YEAR 2017 - 2018																682,000 h.s.a.
	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>TOTALS</u>			
TOWN	265,000	269,000	221,000	258,000	260,000	287,000	293,000	314,000	338,000	373,000	345,000	234,000	3,457,000	28%		
BOE	698,000	723,000	588,000	557,000	651,000	637,000	740,000	683,000	539,000	721,000	886,000	855,000	8,278,000	72%		
TOTAL	963,000	992,000	809,000	815,000	911,000	924,000	1,033,000	997,000	877,000	1,094,000	1,231,000	1,089,000	11,735,000			\$ 12,417,000 34%
FISCAL YEAR 2018 - 2019																708,533 h.s.a.
	<u>Jul-18</u>	<u>Aug-18</u>	<u>Sep-18</u>	<u>Oct-18</u>	<u>Nov-18</u>	<u>Dec-18</u>	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>Apr-19</u>	<u>May-19</u>	<u>Jun-19</u>	<u>TOTALS</u>			
TOWN			1,126,168	255,141									1,381,309			708,533 h.s.a.
BOE			1,729,425	580,142									2,309,567			3,000 h.s.a.
TOTAL	-	-	2,855,593	835,283	-	-	-	-	-	-	-	-	3,690,876			Estimated Annual
																\$ 12,948,262
																10%



## Self-Insurance Fund Analysis:

TOWN OF NEWTOWN		TOWN OF NEWTOWN	
MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2018		MEDICAL SELF INSURANCE FUND ANALYSIS @ JAN 31, 2018	
FISCAL YEAR 2017 - 2018 FORECAST		FISCAL YEAR 2018 - 2019 FORECAST	
FUND BALANCE @ JULY 1, 2017	4,146,007	ESTIMATED FUND BALANCE @ JULY 1, 2018	5,650,007
<b>ESTIMATED REVENUES</b>		<b>ESTIMATED REVENUES</b>	
EMPLOYER CONTRIBUTIONS:		EMPLOYER CONTRIBUTIONS:	
MUNICIPAL	3,181,000	MUNICIPAL	2,942,425
EDUCATION	8,686,000	EDUCATION	8,034,550
EMPLOYEE CONTRIBUTIONS:		EMPLOYEE CONTRIBUTIONS:	
MUNICIPAL	390,000	MUNICIPAL	390,000
EDUCATION	2,100,000	EDUCATION	2,100,000
RETIREE/COBRA/AGENCY CONTRIBUTIONS:		RETIREE/COBRA/AGENCY CONTRIBUTIONS:	
MUNICIPAL	350,000	MUNICIPAL	350,000
EDUCATION	392,000	EDUCATION	392,000
INTEREST EARNED ON INVESTMENTS	20,000	INTEREST EARNED ON INVESTMENTS	20,000
<b>TOTAL REVENUES</b>	<b>15,119,000</b>	<b>TOTAL REVENUES</b>	<b>14,228,975</b>
<b>ESTIMATED EXPENSES</b>		<b>ESTIMATED EXPENSES</b>	
CLAIMS/NAF:		CLAIMS/NAF:	
MUNICIPAL	FROM CLAIMS ANALYSIS	MUNICIPAL	13,312,500 (6.5%)
EDUCATION		EDUCATION	
ADMINISTRATIVE FEES:		ADMINISTRATIVE FEES:	
MUNICIPAL		MUNICIPAL	1,060,000
EDUCATION		EDUCATION	
CONSULTANT FEES		CONSULTANT FEES	55,000
<b>TOTAL EXPENSES</b>	<b>13,615,000</b>	<b>TOTAL EXPENSES</b>	<b>14,427,500</b>
<b>ESTIMATED FUND BALANCE @ JUNE 30, 2018</b>	<b>5,650,007 45%</b>	<b>ESTIMATED FUND BALANCE @ JUNE 30, 2019</b>	<b>5,451,482 41%</b>
25% OF TOTAL CLAIMS =	3,125,000	25% OF TOTAL CLAIMS =	3,328,125

## NEWTOWN CAPITAL IMPROVEMENT PLAN (CIP) - POLICY

### 310 – 1. Purpose

This policy is designed to assure that Newtown's unique needs are fully considered in the capital planning process. It helps to assure the sustainability of Newtown's infrastructure by establishing a process for addressing major maintenance, construction, replacement, and capital asset acquisition. It strengthens Newtown's borrowing position by demonstrating sound fiscal management and showing the Town's commitment to maximizing benefit to the public within its resource constraints. It establishes a framework in which stakeholders understand their roles, responsibilities, and expectations for the process and an end result. It also promotes sound, long-term operational and capital financing strategies.

### 310 – 2. Overview

The Capital Improvement Plan ("CIP") is a ten-year plan identifying the Town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds \$200,000.

Capital project planning is an ongoing process. Each year the CIP document is updated. The need or idea for capital improvements can originate from the department heads and boards and commissions. These capital items are compiled into this document and presented annually to the Board of Selectmen/Board of Education; to the Board of Finance and Legislative Council. Once approved, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent year's budgets.

Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, equipment, etc. are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Reduces the need for "crash programs" to finance the construction of Town facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future community growth and development.
- Advance planning ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital assets.
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program.
- Promotes transparency regarding planned major capital projects and their costs.

### **310 – 3. Capital Improvement Plan Projects**

Capital improvement plan projects are those capital assets of a non-recurring nature that are to be included in the CIP having an estimated cost equal or greater than \$200,000. They include the following:

- Purchase of land and development rights.
- Purchase of buildings.
- Construction of new buildings.
- Land and building improvements and renovations.
- Remediation and demolition of buildings.
- Infrastructure improvements (streets, sewers, sidewalks, etc.)
- Machinery and equipment
- Vehicles and construction equipment
- Feasibility analysis / design / cost estimates and other professional services relative to anticipated major projects.

In addition to the above items, the CIP may include certain recurring expenditures / projects that due to their nature and anticipated cost are best placed through the CIP (e.g. assessment revaluation or major software acquisition).

### **310 – 4. Evaluation Criteria for Capital Requests**

It is recognized that many more projects will be proposed by departments than funding will allow. The following evaluation criteria will be used to select and prioritize projects to be included in the Board of Selectmen and Board of Education proposed CIP requests:

#### **PRINCIPLES**

1. Public safety – does the project directly impact the health/public safety of the citizens.
2. Existing infrastructure – does the project provide additional capacity or upgrade an existing system; is the facility exceeding its useful life; do the resources spent on maintenance justify replacement.
3. Economic development – will the project help stimulate economic development or redevelopment.
4. Quality of life – does the project enhance the quality of life of the citizens; does the project target the quality of life for all citizens or does it target only the specific area; does the project improve the appearance and image of the Town.

#### **FINANCIAL, TECHNICAL & REGULATORY**

1. Regulatory compliance – satisfy current or scheduled regulatory compliance.
2. External funding – grants, user fees, etc.
3. Impact on operational budget – will the project require additional money to operate.

## **310 – 5. Capital Improvement Plan Formulation / Process**

- A. Board of Selectmen departments shall submit to the First Selectman, on a form as prescribed by the Finance Director, a prioritized list of proposed capital assets / projects along with their proposed funding source. The First Selectman will evaluate the department requests using the criteria stated above and produce a First Selectman Proposed CIP to be submitted to the Board of Selectmen for review, adjustment and approval.

Board of Education departments shall submit to the Superintendent, on a form as prescribed by the Finance Director, a prioritized lists of proposed capital assets / projects along with their proposed funding source. The Superintendent will evaluate the department requests using the criteria stated above and produce a Superintendent Proposed CIP to be submitted to the Board of Education for review, adjustment and approval.

- B. The Board of Selectmen and the Board of Education will present their proposed CIP to the Board of Finance after which the Finance Director will combine the two reports into one proposed CIP. The “Combined Board of Selectmen and Board of Education Proposed CIP”. The Finance Director will also present to the Board of Finance the Bond Forecast Schedule which shows the effect of the combined CIP request on future annual debt service payments to ensure adherence to the Town Debt Service Policy.
- C. The Board of Finance will review the Combined Board of Selectmen and Board of Education Proposed CIP. It may reduce a capital asset / project cost and scope; it may transfer capital asset / project between CIP years and it may eliminate a capital asset / project. The Board of Finance may add a capital asset / project with 5 affirmative votes. The Board of Finance will then prioritize, within each CIP year, the recommended capital assets / projects.
- D. The Board of Finance will present their recommended CIP to the Legislative Council by November 30<sup>th</sup>. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule which shows the effect of the Board of Finance recommended CIP on future annual debt service payments to ensure adherence to the Town Debt Service Policy.
- E. The Legislative Council will review the Board of Finance Recommended CIP. It may accept it in its entirety. It may reduce a capital asset / project cost and scope; it may transfer capital asset / project between CIP years and it may eliminate a capital asset / project. The Legislative Council may add a capital asset / project with 9 affirmative votes. If the Board of Finance added a capital asset / project, the Legislative Council will have to confirm the addition with 9 affirmative votes. Otherwise the added capital asset / project will be removed. The Legislative Council will then prioritize, within each CIP year, the capital assets / projects.
- F. The Legislative Council will adopt a CIP and determine which capital assets / projects in the first CIP year go to referendum in April by January 31<sup>st</sup>.
- G. The following should be considered when determining which capital assets / projects go to referendum:
- Multiphase projects crossing CIP years that are expected to exceed Legislative Council fiscal authority.
  - Capital assets / projects with significant costs that do not exceed Legislative Council fiscal authority.
  - Time sensitive projects.

- H. The Legislative Council adopted CIP may be amended during the fiscal year. An amendment must be initiated by the First Selectman and approved by the Board of Selectmen or initiated by the Superintendent and approved by the Board of Education. The proposed amendment then goes to the Board of Finance for their recommendation and then on to the Legislative Council for final approval.
- I. A new First Selectman seated on December 1<sup>st</sup> may review the first CIP year of the Board of Finance Recommended CIP which has been presented to the Legislative Council and determine if any changes needs to be made per the new administrations priorities. If it is determined that changes to the first CIP year of the recommended CIP are desired an expedited process with special meetings can begin following the same procedures to date starting with the approval of the Board of Selectmen. Approval by the Board of Selectmen can be no later than the first meeting in January.

### **310 – 6. Capital Improvement Plan Timing / Schedule**

July / August / September	<p>Board of Selectmen departments prepare their CIP capital project requests.</p> <p>First Selectman presents the proposed First Selectman CIP to the Board of Selectmen.</p> <p>Board of Education departments prepare their CIP capital project requests.</p> <p>Superintendent presents the proposed Superintendent CIP to the Board of Education.</p>
Board of Finance second meeting in September	Board of Education presents their proposed CIP to the Board of Finance.
Board of Finance first meeting in October	<p>Board of Selectmen presents their proposed CIP to the Board of Finance.</p> <p>Finance Director presents the combined Town of Newtown CIP along with a Debt Forecast Schedule outlining the effect of combined CIP bond totals on future general fund estimated debt service payments.</p>
By November 30 <sup>th</sup>	Board of Finance presents its recommended CIP to the Legislative Council.
By January 31 <sup>st</sup>	<p>Legislative Council adopts its approved CIP.</p> <p>Legislative Council determines which first year CIP projects go to referendum in April.</p>
February / March	Bond resolutions go thru the approval process for CIP projects that have been approved for referendum.

# Attachment D

TOWN OF NEWTOWN							
BOARD OF SELECTMEN / BOARD OF EDUCATION COMBINED CIP - (2019 - 2020 TO 2023 - 2024)							
RANK	2019 - 2020 (YEAR ONE)			Proposed Funding			
	BOARD OF SELECTMEN	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW	3,000,000	1,000,000		2,000,000	
	Bridge Replacement Program	PW	400,000	400,000			
	New Police Facility	POLICE	6,800,000	6,800,000			
	Sandy Hook Permanent Memorial	SH MEM	2,000,000	2,000,000			
	Replacement of Fire Apparatus	FIRE	575,000	575,000			
	Town Match - Grants (contingency)	ECON DEV	100,000				100,000
	Tilson Artificial Turf Replacement	P & R	500,000				500,000
	BOARD OF EDUCATION						
	Hawley Elementary - Boiler & Lighting Replacement	BOE	783,200	744,239			38,961
	High School - Main Boiler Replacements/LED lighting	BOE	2,702,000	2,238,565			463,435
	TOTALS	>>>>>>>	16,860,200	13,757,804	-	2,000,000	1,102,396
RANK	2020 - 2021 (YEAR TWO)			Proposed Funding			
	BOARD OF SELECTMEN	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW	3,000,000	750,000		2,250,000	
	Bridge Replacement Program	PW	400,000	400,000			
	New Police Facility	POLICE	4,000,000	4,000,000			
	Emergency Radio System Upgrades	ECC	4,300,000	4,300,000			
	Sandy Hook Permanent Memorial	SH MEM	2,000,000	2,000,000			
	Town Match - Grants (contingency)	ECON DEV	100,000				100,000
	Edmond Town Hall Exterior Renovations	ETH	268,000	268,000			
	BOARD OF EDUCATION						
	Hawley - Ventilation and HVAC Renovations	BOE	5,002,267	5,002,267			
	TOTALS	>>>>>>>	19,070,267	16,720,267	-	2,250,000	100,000
RANK	2021 - 2022 (YEAR THREE)			Proposed Funding			
	BOARD OF SELECTMEN	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW	3,000,000	500,000		2,500,000	
	Bridge Replacement Program	PW	400,000	-			
	Emergency Radio System Upgrades	ECC	2,500,000	2,500,000			
	Town Match - Grants (contingency)	ECON DEV	100,000				100,000
	Clean Up of 7 & 28A Glen Road	ECON DEV	200,000	200,000			
	Library Renovations / replacements / upgrades	LIB	700,000	700,000			
	Fairfield Hills Pickle Ball Courts	P & R	290,000	290,000			
	BOARD OF EDUCATION						
	High School - Replace/Restore Stadium Turf Field	BOE	1,123,600	1,123,600			
	Middle School - Improvements	BOE	3,278,898	3,278,898			
	TOTALS	>>>>>>>	11,192,498	8,592,498	-	2,500,000	100,000
RANK	2022 - 2023 (YEAR FOUR)			Proposed Funding			
	BOARD OF SELECTMEN	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW	3,000,000	250,000		2,750,000	
	Bridge Replacement Program	PW	400,000	400,000			
	Replacement of Fire Apparatus	FIRE	535,000	535,000			
	Town Match - Grants (contingency)	ECON DEV	100,000				100,000
	Building Remediation & Demo / Infrastructure	FHA	2,000,000	2,000,000			
	Edmond Town Hall Upgrades & Renovations - Theatre	ETH	250,000	250,000			
	Edmond Town Hall Parking Lot Improvements	ETH	450,000	450,000			
	Library Renovations / replacements / upgrades	LIB	700,000	700,000			
	BOARD OF EDUCATION						
	Reed - Install High Efficiency Gas Boilers & LED Lighting	BOE	1,370,500	1,370,500			
	TOTALS	>>>>>>>	8,805,500	5,955,500	-	2,750,000	100,000
RANK	2023 - 2024 (YEAR FIVE)			Proposed Funding			
	BOARD OF SELECTMEN	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW	3,000,000	-		3,000,000	
	Bridge Replacement Program	PW	400,000	400,000			
	Multi-Purpose Building Improvements	PW	413,000	413,000			
	Municipal Center - Roof Remediation & Replacement	PW	1,000,000	1,000,000			
	Replacement of Fire Apparatus	FIRE	800,000	800,000			
	Town Match - Grants (contingency)	ECON DEV	100,000				100,000
	Building Remediation & Demo / Infrastructure	FHA	1,500,000	1,500,000			
	Lake Lillinonah Park Improvements	P & R	500,000				500,000
	BOARD OF EDUCATION						
	Head O'Meadow - Boiler Plant & Lighting	BOE	941,200	941,200			
	TOTALS	>>>>>>>	8,654,200	5,054,200	-	3,000,000	600,000
GRAND TOTALS			64,582,665	50,080,269	-	12,500,000	2,002,396

# Attachment E

## Capital Improvement Project Requests

### HAWLEY SCHOOL CIP –

Total estimated project cost options per Kaestle Booz Architects

- Modified Phase One- replacement of the 1948 boiler plant to service the 1997 and 1948 sections only-completed Nov 2013
- Roof replacement-completed summer 2018  
\$703,113.00
- Modified Phase II-Additional boiler to be added to the 1948 plant summer 2019. This will allow the 3 boiler plant to carry the entire facility. \$744,239.00
- Phase III-install mechanical ventilation system, ductwork, electrical upgrades, rooftop units and/or ductless split systems. \$5,002,267.00

## Historical Outline of Hawley Project

- 2010 – Hawley HVAC project proposed and approved by the BOE on 8/17/2010 as a three phase project:
  - Phase 1: Boiler/Electrical Upgrade
  - Phase 2: Ventilation
  - Phase 3: Limited Air-conditioning – specifically for the 1921 section
- 2011 – Hawley HVAC project modified but still three phases and is approved by the BOE on 8/16/2011
- 2012 –
  - 6/26/2012, PBSC accepts the new project scope from Kaestle Boos which modifies the order of the project and adds a possible ADA enhancement component.
  - 9/4/2012, BOE approves the revised Hawley School project
  - 9/5/2012, BOE CIP Committee discusses the Hawley project and the minutes indicate that the business director will forward the CIP documentation to the town's finance director
  - 9/10/2012, PB&SC move forward with the re-phased Hawley project
- 2013 –
  - 9/30/2013, CIP meeting held (no discussion about the Hawley project)
  - 10/1/2013, BOE approves CIP (Phase 1 underway, but no other changes to Hawley project)
- 2014 –
  - 5/7/2014 & 8/14/2014 – BOE CIP Meetings discussing the various parts of the CIP. Recommendation to move Phase II Hawley project to 2019-20 but extract the Hawley roof project out of Phase II and to 2017-18
  - 8/19/2014, BOE approves revised CIP which includes the change in timing to the project. (This discussion is recorded on the town's website at the 1 hour, 40 minute mark.)
  - 10/23/2014, BOF removes the Hawley HVAC project from the CIP



**Capital Improvement Plan**  
**Town of Newtown, Connecticut**

'14/'15 thru '18/'19

**Department** Board of Education  
**Contact** RON BIENKOWSKI, DIREC  
**Type** Building construction/renovatio  
**Useful Life**  
**Category** Buildings  
**Priority** I - High

**Project #** BOE-1  
**Project Name** Hawley HVAC Renovations

**Description**

In response to your request to update the cost estimates for Proposed Phases Two and Three for the Hawley School, please be advised that my estimate for Phase Two includes the HVAC work that was deleted from Phase One. Please recall that the Town directed the B & S C to modify Phase One to include only the following:

- The replacement of the boilers in the 1948 Boiler Room.
- Related Boiler Room modifications.
- The replacement of the steam radiation and related classroom modifications in the 1948 section of the building.

Modified Phase One is presently substantially complete. The final construction cost for Modified Phase One will amount to \$1,175k +/- I'm not privy to the Town's soft costs that are associated with Modified Phase One but I can imagine the total project cost was about \$1.4 to \$1.5 million.

The revised estimate for Phase Two will be comprised of the original Phase Two work combined with the work that was eliminated from the original Phase One. For clarity, the tasks are for both the 1948 & 1997 sections of the building. Therefore, the following is the revised scope of work for Phase Two:

**MECHANICAL TASKS:**

- The provision of new roof top HVAC equipment.
- Install new horizontal ductwork in 1948 section.
- Modify ductwork in the 1997 section.
- Extend new gas service to roof top equipment.
- Install vertical duct risers.
- Extend energy management system.
- Install new fire service.
- Install new fire suppression system.

**ELECTRICAL TASKS:**

- Replace existing electrical service.
- Relocate Electrical Service Room.
- Replace/modify existing electrical distribution panels.
- Modify existing addressable fire alarm Panel in renovated areas.
- Modify existing emergency lighting, signage and detection devices.
- Provide new lighting in areas renovated.
- Provide new emergency generator (alternate).

**RELATED RENOVATION TASKS:**

- Replace existing ceilings to accommodate new ductwork.
- Provision of gypsum board enclosures and ceiling drops as required to accommodate new ductwork.
- Replace existing roof on 1948 section.
- Repair existing roof on 1997 section.
- Reinforce existing roof on 1948 section to accommodate new roof equipment.
- Repair distressed masonry at window select heads.
- Repair of ceiling, floor and wall penetrations related to new ductwork, fire piping and electrical distribution.
- Repair finishes and fixtures affected by renovations.
- Temporary relocation of furnishings affected by renovations.
- Final cleaning.

Our revised estimate for Phase Two tasks as described above is \$4,500,000.00 if constructed in the summer of 2015.

The previous estimate(s) for Phase Three should be escalated by about 3 % if the work is constructed in 2016:

- Phase Three A, HVAC and Related Work only, \$2,650,000.00.
- Phase Three B, HVAC and Related Work plus ADA Improvements to 1921 Section, \$6,990,000.00

# Capital Improvement Plan

'14/'15 thru '18/'19

Department Board of Education

## Town of Newtown, Connecticut

Contact RON BIENKOWSKI, DIREC

None of the above estimates factor in potential state reimbursement. Please note that the construction duration for Phase Three A is estimated to be four (4) months. The construction duration for Phase Three B is estimated to be twelve (12) months.

### Justification

The purpose of this project is to comply with current building code requirements for fresh air exchange and ventilation in classrooms and to replace aging equipment which exceeds its useful life.

Built in 3 sections, 1921, 1948 and 1997, this facility is currently heated by 2 boiler plants. The 1921 section is served by 2 steam boilers and the 1997 section is served by one hot water boiler which is located in the 1948 boiler room. The 1948 section has old cast iron radiators, while the 1921 section has been largely upgraded to fin-tube heaters. Problems with poor temperature control capabilities and long system-response time for temperature regulation create many rooms that are either too cold or too hot during the winter season.

The steam boilers in the 1921 section are relatively new (1993), but the 1948 section is operating with the original equipment and is coming to the end of its useful life. The hot water boiler was installed in 1997. Mechanical ventilation exists in all rooms, but requires windows to be opened to provide 'make-up' or fresh air. This is a particular problem in the 1921 portion, where road noise and auto/truck emissions are introduced to the classrooms when windows are opened. The 1997 section has some air-conditioned spaces, but the addition has six classrooms that are not air-conditioned. The computer room, nurse's room, library, gym and office are air-conditioned.

Expenditures	'14/'15	'15/'16	'16/'17	'17/'18	'18/'19	Total
Construction/Maintenance		4,500,000	2,650,000			7,150,000
Total		4,500,000	2,650,000			7,150,000

Funding Sources	'14/'15	'15/'16	'16/'17	'17/'18	'18/'19	Total
Bonding		4,500,000	2,650,000			7,150,000
Total		4,500,000	2,650,000			7,150,000

### Budget Impact/Other

Operating and maintenance costs estimated at \$9,500/year.

Attachment F

**TOWN OF NEWTOWN  
FISCAL YEAR END - APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR **2018 - 2019** DEPARTMENT **Finance** DATE **10/29/18**

FROM:	Account	Amount	
	1-101-11-110-5110-0000 SALARIES & WAGES - FULL TIME	(97.00)	USE NEGATIVE AMOUNT
	1-101-11-140-5110-0000 SALARIES & WAGES - FULL TIME	(344.00)	
	1-101-11-170-5110-0000 SALARIES & WAGES - FULL TIME	(283.00)	
	1-101-11-190-5110-0000 SALARIES & WAGES - FULL TIME	(357.00)	
	1-101-11-200-5110-0000 SALARIES & WAGES - FULL TIME	(299.00)	USE POSITIVE AMOUNT
	1-101-11-205-5110-0000 SALARIES & WAGES - FULL TIME	(263.00)	
	1-101-14-220-5110-0000 SALARIES & WAGES - FULL TIME	(89.00)	
	1-101-12-320-5110-0000 SALARIES & WAGES - FULL TIME	(104.00)	
	1-101-12-340-5110-0000 SALARIES & WAGES - FULL TIME	(102.00)	
	1-101-12-460-5110-0000 SALARIES & WAGES - FULL TIME	(494.00)	
	1-101-15-490-5110-0000 SALARIES & WAGES - FULL TIME	(482.00)	
	1-101-13-500-5110-0000 SALARIES & WAGES - FULL TIME	(701.00)	
	1-101-18-550-5110-0000 SALARIES & WAGES - FULL TIME	(360.00)	
	1-101-13-650-5110-0000 SALARIES & WAGES - FULL TIME	(240.00)	
	1-101-16-550-5115-0000 SALARIES & WAGES - PART TIME	(49.00)	
TO:	1-101-24-570-5899-0000 CONTINGENCY	4,264.00	

REASON:

TOWN HALL EMPLOYEES UNION CONTRACT 2018-19 SALARY INCREASE = 2.00%. BUDGETED SALARY INCREASE = 2.25%. AMOUNTS ABOVE REPRESENT THE SAVINGS. TRANSFERRING SAVINGS TO THE CONTINGENCY ACCOUNT.

AUTHORIZATION:

date:

(1) DEPARTMENT HEAD

(2) FINANCE DIRECTOR

(3) SELECTMAN

(4) BOARD OF SELECTMEN

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

AUTHORIZATION SIGN OFF

FIRST 335 DAYS &gt;&gt;&gt;&gt;WITH IN A DEPT.&gt;&gt;&gt;&gt;LESS THAN \$50,000&gt;&gt;&gt;&gt; (1), (2) &amp; (3) SIGNS OFF; MORE THAN \$50,000&gt;&gt;&gt;&gt; (1), (2), (3) &amp; (5)

&gt;&gt;&gt;&gt;ONE DEPT TO ANOTHER&gt;&gt;&gt;&gt;LESS THAN \$200,000&gt;&gt;&gt;&gt;ALL EXCEPT (6); MORE THAN \$200,000&gt;&gt;&gt;&gt;ALL SIGN OFF

AFTER 335 DAYS &gt;&gt;&gt;&gt;(1), (2), (3), (5) &amp; (6) ANY AMOUNT FROM CONTINGENCY&gt;&gt;&gt;&gt; ALL SIGN OFF

# Attachment G

## **RESOLUTION WITH RESPECT TO THE CLOSE-OUT OF A CAPITAL PROJECT AND REDUCING THE APPROPRIATION AND AUTHORIZED AND UNISSUED AMOUNTS FOR SUCH PROJECT**

WHEREAS, a certain project and purpose set forth below (the "Project"), is complete or is no longer intended to be completed and the Town of Newtown (the "Town") desires to close-out the Project; and

WHEREAS, the Town desires to reduce the remaining appropriation and authorized and unissued bond amounts which will not be needed for the Project.

### **NOW THEREFORE BE IT RESOLVED THAT:**

RESOLVED: The amount of the \$1,550,000 appropriation and bond authorization for Newtown Hawley School evidenced by a resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$1,550,000 For Boiler Replacement, HVAC And Related Infrastructure Upgrades Phase I – Construction At Newtown Hawley School And Authorizing The Issuance Of \$1,550,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", adopted by the Legislative Council on March 6, 2013 and at a Special Town Meeting on March 20, 2013, is hereby reduced by the remaining \$359,000 appropriation and authorized and unissued balance thereof.

Newtown Municipal Center  
3 Primrose St., Newtown, CT 06470  
Tel. 203-270-4201  
Fax 203-270-4205

Attachment H



Daniel C. Rosenthal  
First Selectman  
Tel. 203-270-4202  
dan.rosenthal@newtown-ct.gov

## TOWN OF NEWTOWN

### OFFICE OF THE FIRST SELECTMAN

November 5, 2018

Board of Selectmen  
3 Primrose Street  
Newtown, CT 06470

Dear Board of Selectmen:

I am requesting a special appropriation in the amount of \$550,000 to be financed by bonds for the following project as authorized in the capital improvement plan (CIP) 2018-19 to 2022-23:

A special appropriation in the amount of \$300,000 for **C.H. Booth Library Renovations, Replacements and Upgrades.**

A special appropriation in the amount of \$250,000 for the **Sandy Hook Permanent Memorial.**

Please let me know if you have any questions.

Sincerely,

Daniel C. Rosenthal  
First Selectman

GLENN A. SANTORO

280 Trumbull Street  
Hartford, CT 06103-3597  
Main (860) 275-8200  
Fax (860) 275-8299  
gsantoro@rc.com  
Direct (860) 275-8322

October 18, 2018

VIA E-MAIL AND REGULAR MAIL

Robert G. Tait  
Financial Director  
Town of Newtown  
3 Primrose Street  
Newtown, CT 06470

Re: Resolution Providing For A Special Appropriation In The Amount Of \$250,000 For The Planning And Design Of The Sandy Hook Permanent Memorial As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$250,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Resolution Providing For A Special Appropriation In The Amount Of \$300,000 For The Renovations, Replacements And Upgrades To The Cyrenius H. Booth Library As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$300,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Dear Bob:

Enclosed please find the above-captioned resolutions and a set of proceedings to be followed in connection with their adoption by the Town. For your convenience a bond resolution adoption timeline has been attached as Schedule A. We have assumed, pursuant to Section 6-35(e) of the Charter, that the aggregate total of the proposed resolutions (\$550,000.00) will not exceed the amount equal to one mil on the most recently completed Grand List.

By copy of this letter, I am requesting the Town Clerk to send me one (1) certified copy of all the proceedings as they appear in the Town record book.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

  
Glenn A. Santoro

Enclosures

cc: Daniel Rosenthal, First Selectman  
Debbie A. Halstead, Town Clerk  
David L. Grogins, Esq., Town Attorney  
Susan Marcinek

**SCHEDULE A  
TOWN OF NEWTOWN  
Bond Resolution Adoption Timeline**

**Request for Special or Emergency  
Appropriation**

*Sec 6-35(b) of Town Charter –*

A request may be initiated by (i) the First Selectman with the approval of the Board of Selectmen or (ii) by the Legislative Council

The First Selectman shall request in writing an estimate of the funds required, reason for request, and method of financing

Finance Director shall prepare a Financial Impact Statement for requests for Special Appropriations

**Board of Selectmen Meeting**  
*According to custom or practice.*

Board of Selectmen meets to adopt bond resolution

**Board of Finance Meeting**  
*According to custom or practice.*

Board of Finance meets to recommend adoption of the resolution

*Sec 6-35(d) of Town Charter –*

Letter of Board of Finance to Legislative Council recommending adoption of resolution

**Legislative Council Meeting**  
*Sec 6-35(e) of Town Charter –*

Legislation Council meets to adopt resolution

*Legislative Council shall have the power to make Special and Emergency Appropriations not to exceed \$1,500,000. Said amount (i) shall be cumulative during the fiscal year as to all appropriations related to said purpose (ii) shall not exceed an amount equal to one mil on the most recently completed Grand List\*\**

**Planning and Zoning Commission  
("P&Z") Meeting**  
C.G.S. § 8-24

P&Z meets to review the proposals for (i) the planning and design of the Sandy Hook Permanent Memorial and (ii) the renovations, replacements and upgrades to the Cyrenius H. Booth Library, and approves such proposals

**\*\*Schedule A** is based on the assumption, pursuant to Section 6-35(e) of the Charter, that the aggregate amount of the proposed resolutions will not exceed the amount equal to one mil on the most recently completed Grand List.

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$250,000 FOR THE PLANNING AND DESIGN OF THE SANDY HOOK PERMANENT MEMORIAL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 TO 2022-23) AND AUTHORIZING THE ISSUANCE OF \$250,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$250,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the engineering, planning and design of the Sandy Hook Permanent Memorial, as authorized in the Capital Improvement Plan (2018-19 to 2022-23) and for architectural and engineer's fees, administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$250,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary



borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. The notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman or his designee is hereby authorized, in the name and on behalf of the Town, to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount of the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

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

REQUESTING DEPARTMENT FIRST SELECTMAN

PROJECT: SANDY HOOK PERMANENT MEMORIAL - PLANNING AND DESIGN

PROPOSED APPROPRIATION AMOUNT: \$ 250,000

PROPOSED FUNDING:

BONDING \$ 250,000

GRANT

OTHER

\$ 250,000

**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 (1st year)		\$ 21,000	
TOTAL IMPACT ON EXPENDITURES		\$ 21,000	

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 21,000

**EQUIVALENT MILL RATE OF TOTAL IMPACT**

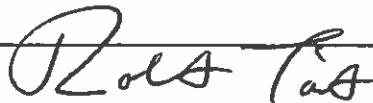
(using current year's information)

0.0067 mills

**COMMENTS:**

There will be some financial impact on the Town Budget regarding maintenance. That amount has not been determined yet due to the scope of the project is not known yet.

PREPARED BY:



DATE: 11/5/2018

TO: BOF, LC

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$300,000 FOR THE RENOVATIONS, REPLACEMENTS AND UPGRADES TO THE CYRENIUS H. BOOTH LIBRARY AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 TO 2022-23) AND AUTHORIZING THE ISSUANCE OF \$300,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$300,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the renovations, replacements and upgrades to the Cyrenius H. Booth Library, including, but not limited to, the furnishing and installation of replacement skylights; roof and flashing repairs; HVAC system upgrades; the furnishing and installation of carpeting; upgrades to lavatories for ADA compliance and the furnishing and installation of lighting, plumbing and fixtures; equipment and technology upgrades; Phase II long range space planning & development, including staff security, children's room, meeting room and flexible space; and furniture replacement, all as authorized in the Capital Improvement Plan (2018-19 to 2022-23) and for architectural and engineer's fees, administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$300,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof

describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. The notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman or his designee is hereby authorized, in the name and on behalf of the Town, to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount of the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

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

REQUESTING DEPARTMENT CYRENIUS H. BOOTH LIBRARY

PROJECT: LIBRARY RENOVATIONS, REPLACEMENTS & UPGRADES

PROPOSED APPROPRIATION AMOUNT: \$ 300,000

PROPOSED FUNDING:

BONDING \$ 300,000

GRANT

OTHER

\$ 300,000

**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 (1st year)		\$ 25,000	
TOTAL IMPACT ON EXPENDITURES		\$ 25,000	

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 25,000

**EQUIVALENT MILL RATE OF TOTAL IMPACT**

(using current year's information)

0.0079 mills

**COMMENTS:**

There will be no financial impact on the Town Budget except for debt service.

PREPARED BY:



DATE: 11/5/2018

TO: BOF, LC