

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

BOARD OF FINANCE  
MINUTES  
REGULAR MEETING  
Council Chambers  
3 Primrose Street  
Newtown, CT 06470  
Thursday, September 26, 2019 at 7:30 p.m.

*These minutes are subject to approval by the Board of Finance*

**Present:** Jim Gaston, Mark Boland, Sandy Roussas, Ned Simpson, Steve Hinden, Keith Alexander

**Absent:** Sandy Roussas and Mark Boland

**Also Present:** Finance Director, Bob Tait, First Selectman Rosenthal, Peter Luchini and Ronald Bathrick (both of RZ Design Associates), Ron Bienkowski, Rob Gerbert and Michelle Ku (all from BOE) and Lorrie Rodrigue (Superintendent), member of the press and four members of the public

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

**Voter Comments**

Dan Wiedemann of 13 Clearview Drive noted there is a surplus from the 2017-2018 BOE budget that he request be transferred back into the tax payer funds.

**Communications**

Chairman Gaston reported Sandy and Mark were out-of-state on business.

stated on behalf of Sandy Roussas (regarding the BOE meeting with which she is working) that the group as a whole is wrapping up final remarks; Ms. Roussas will report after the final meetings with the BOE.

**Minutes**

Ned Simpson moves to approve the minutes of August 22nd, 2019. Steve Hinden seconds. Minutes are approved and motion passes.

**First Selectman's Report**

First Selectman Rosenthal expects the CIP will be reviewed with the BOS during their meeting in October.

FEMA package has been sent to the State and the First Selectman expects payment in the near future.

Roads continue to be paved. The company hired is currently working rigorously around the Town.

First Selectman shared that he held the first of four meetings at NHS regarding the Fairfield Hills Master Plan. The First Selectman appreciated the feedback and questions of those in attendance. The next meeting will be held in November.

Bids for the police department came in yesterday; the BOS will evaluate three packages with one bidder.

**Finance Director's Report**

Finance Director, Bob Tait, shared the Unaudited Exerpt for the Town (see attached). On page one under the general fund column the unassigned fund balance is \$13.9MM representing an increase of

\$1.1MM. The unassigned fund balance is 11.8% of total budget. Keep in mind that the numbers included the BOE transfer request that is on tonight's agenda (for illustrative purposes). Page two shows revenues and expenses. The general fund intergovernmental revenue equates to 6% of total revenues. The figures in the general fund column do not include the in-kind state payments for teachers pension. This will be added when available. Intergovernmental revenues will be increased by the teacher pension amount and education expenditures will be increased resulting in an off set. Page three shows that the pension and OPEB trust funds increased \$3.1MM. More specifically, pension increased by 2.6MM. Page four is the budget to actual comparison. You can see that revenues contributed the most to the general fund, fund balance increase. Intergovernmental revenues had a favorable balance of \$540K due mainly to the ECS grant (we under budgeted not knowing what the state was going to do). Investment income had a favorable experience of \$746K. Overall expenditures had a favorable experience of \$301K. Page five and beyond show the budget to actual report in more detail. Mr. Tait has highlighted from areas that made a difference. When the financial statements come out in December, he will go over the financial in more detail.

### **Unfinished Business**

*CIP Policy tabled*

*Debt Policy tabled*

### **New Business**

#### **1. Board of Education Capital Improvement Plan Request 2020/2021-2024/25+**

Dr. Lorrie Rodrigue, Superintendent, came to share the BOE CIP Request 2020-2021-2024/24/25+. She mentioned the current CIP projects as well as the projected CIP Projects (see attached).

Rob Gerbert explained the difference as well as the advantages and disadvantages of rooftop systems versus ductless splits. Ms. Rodrigue mentioned the ductless split have been used in the past.

Mr. Luchini and Mr. Bathrick of RZ Design Associates shared their expertise regarding the buildings as well as the pros and cons of both systems.

Mr. Simpson asked if the Sustainable Energy Committee has been brought into this project.

Chairman Gaston mentioned the Hawley project has been on the CIP for the past 10-15 years and has been repeatedly pushed back.

Mr. Alexander wanted to make clear that the NHS turf is a CIP project in Year 2 due to Hawley's immediate needs, but pushing this project back will be a health hazard.

#### **2. BOE request into Non-Lapsing account**

Ned Simpson makes a motion to approve the transfer request from the unexpended funds from the 2018-19 fiscal year budget appropriation in the amount of \$328,772 be deposited into the Non-Lapsing account, established in accordance with C.G.S. Section 10-248a, for education purposes and that \$63,000 of that amount be designated for Special Education. Keith Alexander seconds. All in favor and motion passes.

Roll Call

#### **3. CIP Revisions offered by the BOE**

Chairman Gaston went over the comments from the BOE CIP suggested revisions (please see attached). Discussion was had as to wording and structure of the proposed Capital Improvement Policy. Most were received favorably.

### **Voter Comments**

Deb Zurkowski 4 Cordfield Ridge Road inquired as to whom had the final decision on adopting the CIP Policy.

**Announcements**

None

**Adjournment**

Steve Hinden made a motion to adjourn. Keith Alexander seconds. All members were in favor and the meeting was adjourned at 9:51 p.m.

Respectfully submitted,  
Kiley Gottschalk, Clerk

**Attachments**

Unaudited Government Funds  
CIP Notes  
RZ Design Associates  
BOE Non-Lapsing Fund Balance and  
Activity BOE Letter  
BOF Letter Regarding CIP  
BOE CIP 2020/21-2024/25

# EXCERPT

TOWN OF NEWTOWN, CONNECTICUT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2019

## UNAUDITED

	General Fund	Bonded Projects Fund	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ 13,209,488	\$ -	\$ 1,782,385	\$ 14,991,873
Investments	17,425,628	-	2,725,961	20,151,589
Receivables:				
Property taxes and interest, net	3,240,648	-	-	3,240,648
Grants and contracts	-	-	802,841	802,841
Loans	-	-	31,595	31,595
Other	277,735	-	605,628	883,363
Due from other funds	1,979,123	4,675,788	3,604,911	10,259,822
Other	4,738	-	15,100	19,838
Total assets	<u>\$ 36,137,360</u>	<u>\$ 4,675,788</u>	<u>\$ 9,568,420</u>	<u>\$ 50,381,568</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 1,738,002	\$ 2,764,499	\$ 662,155	\$ 5,164,656
Accrued payroll	4,089,645	-	\$ 157,136	4,246,781
Due to other funds	11,534,217	-	\$ 715,463	12,249,680
Unearned revenue	-	-	\$ 938,622	938,622
Other	434,215	-	-	434,215
Total liabilities	<u>17,796,079</u>	<u>2,764,499</u>	<u>2,473,377</u>	<u>23,033,955</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenues	<u>3,392,212</u>	<u>-</u>	<u>-</u>	<u>3,392,212</u>
<b>FUND BALANCES</b>				
Nonspendable	-	-	632,917	632,917
Restricted	-	1,911,289	2,842,097	4,753,386
Committed	264,924	-	3,620,028	3,884,952
Assigned	739,565	-	-	739,565
Unassigned	<u>13,944,580</u>	<u>-</u>	<u>-</u>	<u>13,944,580</u>
Total fund balances	<u>14,949,069</u>	<u>1,911,289</u>	<u>7,095,042</u>	<u>23,955,399</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 36,137,360</u>	<u>\$ 4,675,788</u>	<u>\$ 9,568,419</u>	<u>\$ 50,381,567</u>

Prior year amount =  
\$12,826,790; increase of  
\$1,117,790.  
Unassigned fund balance  
= 11.8% of total final  
budget

**\*\* Includes the BOE \$328,772  
transfer request to non-lapsing  
fund, on tonight's agenda, for  
illustrative purposes.**

# EXCERPT

**TOWN OF NEWTOWN, CONNECTICUT**  
**STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

**UNAUDITED**

	General Fund	Bonded Projects Fund	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>				
Property taxes	\$ 107,411,022	\$ -	\$ -	\$ 107,411,022
Intergovernmental	7,127,975	1,825,616	6,397,363	15,350,954
Charges for services	2,195,584	-	5,085,512	7,281,096
Investment income	1,196,136	-	195,697	1,391,832
Contributions and other	172,359	-	1,353,435	1,525,793
Total revenues	<u>118,103,076</u>	<u>1,825,616</u>	<u>13,032,006</u>	<u>132,960,697</u>
<b>EXPENDITURES</b>				
Current:				
General government	4,658,167	-	1,256,930	5,915,097
Public safety	10,154,950	-	1,018,112	11,173,062
Health and welfare	2,859,108	-	88,294	2,947,402
Land use	662,685	-	-	662,685
Public works	10,379,912	-	2,407,003	12,786,915
Parks and recreation	2,350,951	-	1,234,916	3,585,868
Education	75,415,229	-	6,237,553	81,652,782
Debt service:				
Principal	6,728,992	-	-	6,728,992
Interest and fiscal charges	2,253,376	-	433,781	2,687,157
Capital outlays	-	21,737,463	1,063,959	22,801,422
Total expenditures	<u>115,463,370</u>	<u>21,737,463</u>	<u>13,740,548</u>	<u>150,941,381</u>
Excess (deficiency) of revenues over expenditures	2,639,706	(19,911,847)	(708,543)	(17,980,684)
<b>OTHER FINANCING SOURCES (USES)</b>				
Capital lease financing	-	-	-	-
Issuance of debt	-	10,400,000	-	10,400,000
Premium on issuance of debt	-	-	149,189	149,189
Transfers in	400,000	-	1,164,029	1,564,029
Transfers out	(1,483,216)	(66,115)	(400,000)	(1,949,331)
Total other financing sources (uses)	<u>(1,083,216)</u>	<u>10,333,885</u>	<u>913,217</u>	<u>10,163,886</u>
Net change in fund balances	1,556,489	(9,577,962)	204,675	(7,816,798)
Fund balances - beginning	<u>13,392,580</u>	<u>11,489,251</u>	<u>6,890,368</u>	<u>31,772,199</u>
Fund balances - ending	<u>\$ 14,949,069</u>	<u>\$ 1,911,289</u>	<u>\$ 7,095,043</u>	<u>\$ 23,955,401</u>

*The accompanying notes are an integral part of these financial statements.*

# EXCERPT

TOWN OF NEWTOWN, CONNECTICUT  
STATEMENT OF CHANGES  
IN FIDUCIARY NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2019

**UNAUDITED**

	Pension and Other Post- Employment Benefits Trust Funds	Private Purpose Trust Fund Sandy Hook Private Purpose Trust Fund
<b>ADDITIONS</b>		
Contributions:		
Employer	\$ 2,953,829	\$ -
Plan members	775,508	-
Other	-	-
Total contributions	<u>3,729,337</u>	<u>-</u>
Investment earnings:		
Interest and dividends	1,167,513	-
Net change in the fair value of investments	133,751	-
	<u>2,505,028</u>	<u>-</u>
Less investment fees	(44,765)	-
Total investment earnings	<u>2,460,263</u>	<u>-</u>
Total additions	<u>6,189,600</u>	<u>-</u>
<b>DEDUCTIONS</b>		
Benefit payments	3,008,141	28,657
Refunds of contributions	-	-
Awards expense	-	-
Administrative expenses	68,428	-
Miscellaneous	-	-
Total deductions	<u>3,076,569</u>	<u>28,657</u>
Change in net position	3,113,031	-
Net position - beginning	45,123,602	28,657
Net position - ending	<u>\$ 48,236,633</u>	<u>\$ -</u>

\$3,113,031 increase over  
prior year

*The accompanying notes are an integral part of these financial statements.*

# EXCERPT

TOWN OF NEWTOWN, CONNECTICUT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -  
BUDGETARY BASIS - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2019

**UNAUDITED**

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>REVENUES</b>				
Property taxes	\$ 107,559,739	\$ 107,559,739	\$ 107,411,022	\$ (148,717)
Intergovernmental	6,587,409	6,587,409	7,127,975	540,566
Charges for goods and services	2,089,050	2,089,050	2,195,584	106,534
Investment income	450,000	450,000	1,196,136	746,136
Other	235,000	235,000	172,359	(62,642)
Total revenues	116,921,198	116,921,198	118,103,076	1,181,878
<b>EXPENDITURES</b>				
Current:				
General government	4,779,599	4,796,623	4,676,980	(119,643)
Public safety	10,388,213	10,241,149	10,192,509	(48,640)
Health and welfare	2,905,748	2,882,492	2,859,233	(23,259)
Land use	683,294	682,812	662,685	(20,127)
Public works	10,215,641	10,455,200	10,382,750	(72,450)
Parks and recreation	2,395,659	2,365,250	2,353,723	(11,527)
Education	76,054,231	75,725,459	75,725,459	-
Contingency	120,000	6,264	-	(6,264)
Debt service:				
Principal	6,736,992	6,728,992	6,728,992	-
Interest and fiscal charges	2,253,376	2,253,376	2,253,376	-
Total expenditures	116,532,753	116,137,617	115,835,707	(301,910)
Excess of revenues over expenditures	388,445	783,581	2,267,369	1,483,788
<b>OTHER FINANCING SOURCES (USES)</b>				
Appropriation of fund balance	-	500,000	-	(500,000)
Cancellation of prior year encumbrances	-	-	19,035	19,035
Transfers in	200,000	200,000	400,000	200,000
Transfers out	(588,445)	(1,483,581)	(1,483,216)	365
Total other financing sources (uses)	(388,445)	(783,581)	(1,064,181)	(280,600)
Net change in fund balances	\$ -	\$ (0)	\$ 1,203,188	\$ 1,203,188
Fund balance - beginning			13,002,274	
Fund balance - ending			\$ 14,205,462	

See accompanying notes to required supplementary information.

# EXCERPT

**TOWN OF NEWTOWN, CONNECTICUT**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES**  
**BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2019**

**UNAUDITED**

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>Property Taxes:</b>				
Collections - current year	\$ 105,499,739	\$ 105,499,739	\$ 105,338,703	\$ (161,036)
Collections - prior years	475,000	475,000	567,966	92,966
Interest and lien fees	425,000	425,000	370,732	(54,268)
Motor vehicle supplement list	1,100,000	1,100,000	1,086,324	(13,676)
Telecommunications property tax	60,000	60,000	47,298	(12,702)
<b>Total property taxes</b>	<b>107,559,739</b>	<b>107,559,739</b>	<b>107,411,022</b>	<b>(148,717)</b>
<b>Intergovernmental:</b>				
Veterans additional exemptions	20,163	20,163	19,033	(1,130)
In lieu of taxes	417,704	417,704	456,363	38,659
Totally disabled	1,753	1,753	1,643	(110)
Town aid for roads	470,865	470,865	470,587	(278)
Grants for municipal projects	235,371	235,371	235,371	-
Mashantucket Pequot fund grant	829,098	829,098	829,098	-
Connecticut school building grants	85,225	85,225	-	(85,225)
Equalized cost-sharing grant	3,956,332	3,956,332	4,557,326	600,994
Health services - St. Rose	22,170	22,170	22,777	607
Miscellaneous grants	50,000	50,000	26,639	(23,361)
LOCIP grant	240,865	240,865	241,178	313
State revenue sharing	257,863	257,863	267,960	10,097
<b>Total intergovernmental revenue</b>	<b>6,587,409</b>	<b>6,587,409</b>	<b>7,127,975</b>	<b>540,566</b>
<b>Charges for Services:</b>				
Town clerk - conveyance tax	500,000	500,000	488,906	(11,094)
Town clerk - other	225,000	225,000	196,648	(28,352)
Parks and recreation	225,000	225,000	225,000	-
Tuition	30,800	30,800	38,096	7,296
School generated fees	24,000	24,000	20,000	(4,000)
Building	450,000	450,000	556,847	106,847
Permit fees	1,250	1,250	5,375	4,125
Transfer Station permits	450,000	450,000	465,104	15,104
WPCA	125,000	125,000	125,000	-
Senior center membership fees	8,000	8,000	9,960	1,960
Land use	50,000	50,000	64,649	14,649
<b>Total charges for services</b>	<b>2,089,050</b>	<b>2,089,050</b>	<b>2,195,584</b>	<b>106,534</b>
<b>Investment Income</b>	<b>450,000</b>	<b>450,000</b>	<b>1,196,136</b>	<b>746,136</b>
<b>Other Revenues:</b>				
Miscellaneous - Police	30,000	30,000	32,139	2,139
Miscellaneous - Board of Education	5,000	5,000	6,571	1,571
Miscellaneous - Selectmen	200,000	200,000	133,648	(66,352)
<b>Total other revenues</b>	<b>235,000</b>	<b>235,000</b>	<b>172,359</b>	<b>(62,642)</b>
<b>Total revenues</b>	<b>116,921,198</b>	<b>116,921,198</b>	<b>118,103,076</b>	<b>1,181,878</b>

*Continued*

*See accompanying notes to required supplementary information.*



# EXCERPT

TOWN OF NEWTOWN, CONNECTICUT  
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES  
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (Concluded)  
FOR THE YEAR ENDED JUNE 30, 2019

**UNAUDITED**

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
Other Financing Sources:				
Appropriation of fund balance	\$ -	\$ 500,000	\$ -	\$ (500,000)
Cancellation of prior year encumbrances	-	-	19,035	\$ 19,035
Transfers in	200,000	200,000	400,000	\$ 200,000
Total other financing sources	<u>200,000</u>	<u>700,000</u>	<u>419,035</u>	<u>(280,965)</u>
Total revenues and other financing sources	<u>\$ 117,121,198</u>	<u>\$ 117,621,198</u>	<u>\$ 118,522,111</u>	<u>\$ 900,913</u> <i>Concluded</i>

*See accompanying notes to required supplementary information.*

# EXCERPT

**TOWN OF NEWTOWN, CONNECTICUT**  
**SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES**  
**BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2019**

## UNAUDITED

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
General Government:				
Selectmen	\$ 433,684	\$ 448,689	\$ 441,922	\$ (6,767)
Selectmen - other	168,500	168,500	165,021	(3,479)
Human Resources	117,330	117,220	114,840	(2,380)
Tax Collector	373,989	351,645	347,865	(3,780)
Purchasing	50,000	32,500	29,564	(2,936)
Probate Court	7,543	7,543	5,652	(1,891)
Town Clerk	315,753	310,470	302,303	(8,167)
Registrars	160,034	157,034	146,871	(10,163)
Assessor	315,690	311,333	304,467	(6,866)
Finance	528,081	527,807	525,807	(2,000)
Technology	727,262	786,999	738,572	(48,427)
Unemployment	10,000	10,000	8,703	(1,297)
OPEB contribution	179,116	179,116	179,116	-
Professional organizations	40,658	40,658	40,658	-
Insurance	1,110,500	1,110,500	1,102,818	(7,682)
Legislative Council	45,000	45,000	44,000	(1,000)
Districts	10,000	10,000	2,524	(7,476)
Economic Development Commission	117,742	112,892	109,191	(3,701)
Grants administration	23,717	23,717	22,797	(920)
Sustainable Energy Commission	1,000	1,000	290.52	(709)
Fairfield Hills	44,000	44,000	43,999	(1)
Total General Government	4,779,599	4,796,623	4,676,980	(119,643)
Public Safety:				
Building inspector	446,069	435,575	431,084	(4,491)
Communications	1,116,098	1,073,098	1,066,451	(6,647)
Police Department	6,897,668	6,835,668	6,819,766	(15,902)
Fire Department	1,358,752	1,343,678	1,337,835	(5,843)
Emergency Management / N.U.S.	70,834	64,440	54,083	(10,357)
Animal Control	172,732	162,630	157,480	(5,150)
Lake authorities	44,670	44,670	44,670	-
N.W. safety communications	11,140	11,140	11,140	-
Emergency Medical Services	270,000	270,000	270,000	-
Northwest CT Emergency Medical Services	250	250	-	(250)
Total Public Safety	10,388,213	10,241,149	10,192,509	(48,640)
Health and Welfare:				
Social services	308,685	283,588	273,123	(10,465)
Senior services	350,566	350,477	339,274	(11,203)
Outside agencies	189,651	189,781	189,489	(292)
Youth & Family services	301,473	301,473	301,209	(264)
Newtown Cultural Arts Commission	2,500	2,500	2,500	-
Newtown Parade Committee	1,400	1,400	1,090	(310)
N.W. Conservation District	1,100	1,100	1,040	(60)
Booth Library	1,352,249	1,352,249	1,351,873	(377)
Newtown Health District	398,124	399,924	399,636	(288)
Total Health and Welfare	2,905,748	2,882,492	2,859,233	(23,259)

Continued

See accompanying notes to required supplementary information.

# EXCERPT

TOWN OF NEWTOWN, CONNECTICUT  
SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES  
BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (Concluded)  
FOR THE YEAR ENDED JUNE 30, 2019

## UNAUDITED

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
Land Use	\$ 683,294	\$ 682,812	\$ 662,685	\$ (20,127)
Public Works:				
Highway	7,218,535	7,404,334	7,356,284	(48,050)
Winter maintenance	819,535	734,935	725,000	(9,935)
Transfer station	1,455,466	1,500,466	1,497,426	(3,040)
Public building maintenance	722,105	815,465	804,041	(11,424)
Total Public Works	10,215,641	10,455,200	10,382,750	(72,450)
Parks and Recreation	2,395,659	2,365,250	2,353,723.15	(11,527)
Education	76,054,231	75,725,459	75,725,459	-
Contingency	120,000	6,264	-	(6,264)
Debt Service:				
Principal	6,736,992	6,728,992	6,728,992	-
Interest and fiscal charges	2,253,376	2,253,376	2,253,376	-
	8,990,368	8,982,368	8,982,368	-
Other Financing Uses:				
Transfers out:				
Bonded Projects Fund	-	-	-	-
Edmond Town Hall Fund	151,895	151,895	151,530	(365)
Capital and Nonrecurring Fund - Town	436,550	1,002,914	1,002,914	-
Capital and Nonrecurring Fund - Non-lapsing	-	328,772	328,772	-
Total Other Financing Uses	588,445	1,483,581	1,483,216	(365)
Total Expenditures and Other Financing Uses	\$ 117,121,198	\$ 117,621,198	\$ 117,318,924	\$ (302,274)

Concluded

0.25% of total  
budget

See accompanying notes to required supplementary information.

June 5, 2019

**CIP Notes**

The only project included for the 2020-21 (year 1) of the new CIP is the HVAC Renovation and Ventilation project which was previously included for \$5,002,267.

This project was reviewed with a cost by RZ Design Associates for a fully ducted system at \$3,961,345.

Using this as the new estimated cost lowers the prior CIP estimated cost by approximately \$1,040,267.

Schedule would be approximately as follows:

- April 28, 2020 Referendum w/ budget approval
- School year 2020-21 select and engage engineering firm to design and spec out.  
Bid out in January of 2021 for contractor selection
- School year 2021-22 summer break- commence work



Main Office  
750 Old Main Street, Suite 202  
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Phone: (860) 436-4336 • Fax: (860) 436-4450  
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February 7, 2019

Project - Hawley Elementary School  
Newtown, CT  
Attn: Gino Faiella Director of Facilities BOE

Gino,

The following is the renovation budget for the ventilation and cooling for Areas 1921 (C) & 1948 (B) including Area 1997 (A) with (1) ductless split for 1<sup>st</sup> floor and (3) ductless splits for the 2<sup>nd</sup> floor and (1) ERV included in both the (2) scenarios attached:

Scenario #1 is a ducted ventilation system with multiple ductless split air conditioning units throughout the building. Refer to attached Dwgs. M1.1, M1.2, M1.3.

Scenario #2 fully ducted ERV units, DX cooling and Hot Water Coils as reflected in our schematic floor plans. Refer to attached Dwgs. M2.1, M2.2, M2.3, M2.4, M2.5, M2.6

All work shall include Mechanical Equipment, ductwork necessary to provide fully functional systems. We have included anticipated architectural cutting, patching and painting, electrical wiring, structural and 15% contingency. We have included 10% fees for permit drawing documents and construction administration.

<b>Scenario #1</b>	Mechanical	\$1,887,600.00
	Electrical	\$ 250,000.00
	Architectural	\$ 100,000.00
	Structural	\$ 60,000.00
	15% Contingency	<u>\$ 344,640.00</u>
Sub Total		\$2,642,240.00
Mechanical, Electrical, Structural and Architectural Design for permitting		<u>\$ 264,220.00</u>
<b>Grand total</b>		<b>\$2,906,460.00</b>

<b>Scenario #2</b>	Mechanical	\$2,606,500.00
	Electrical	\$ 350,000.00
	Architectural	\$ 100,000.00
	Structural	\$ 75,000.00
	15% Contingency	<u>\$ 469,725.00</u>
Sub Total		\$3,601,225.00
Mechanical, Electrical, Structural and Architectural Design for permitting		<u>\$ 360,120.00</u>
<b>Grand total</b>		<b>\$3,961,345.00</b>

The above budget estimated constitutes a turn key installation including HVAC, Electrical, Structural, Architectural and Construction Administration through project completion.

Any questions or comments, please contact me.

Ron Bathrick  
Associate

**BOE Non-Lapsing Fund Balance and Activity**

<u>Year</u>	<u>Deposit</u>	<u>Expense</u>	<u>Balance</u>	<u>Use</u>
2013-14 Deposit 6/30/14	\$47,185	(\$4,800)	\$42,385	Security Bollards
2014-15 Deposit 6/30/15	\$12,909	(\$4,950)	\$7,959	IR Scan - HS Roof Project
2015-16 Deposit 6/30/16	\$2,533	\$0	\$2,533	none
2016-17 Deposit 6/30/17	\$97,942	\$0	\$97,942	none
2017-18 Deposit 6/30/18	\$276,038	(\$235,000)	\$41,038	HAW, MS A/C, SHS Lightening
2018-19 Deposit 6/30/19	\$328,772	\$0	\$328,772	
6 Year Total Since Inception	\$765,379	(\$244,750)	<b>\$520,629</b>	
Amount to be reserved for Special Education			\$63,000	
Amount reserved for General Non-Lapsing			\$457,629	
<b>Total Balance Non-Lapsing Fund</b>			<b>\$520,629</b>	



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

OFFICE OF THE SUPERINTENDENT  
(203) 426-7620  
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BUSINESS OFFICE  
(203) 426-7618  
FAX (203) 270-6110

August 28, 2019

Mr. Jim Gaston  
18 Main Street  
Newtown, CT 06470

Dear Jim,

On Tuesday, August 27, 2019 the Newtown Board of Education unanimously passed the following motion:

Move that the Board of Education request of the Board of Finance that the unexpended funds from the 2018-19 fiscal year budget appropriation in the amount of \$328,772 be deposited into the Non-Lapsing account, established in accordance with Connecticut General Statute Section 10-248a, for educational purposes and that \$63,000 of that amount be designated for Special Education. Further to this action, is that the source of these funds are detailed on the year-end financial report as previously approved by this Board of Education.

The \$328,772 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,

A handwritten signature in cursive script that reads "Lorrie Rodrigue".

Dr. Lorrie Rodrigue  
Superintendent of Schools

# NEWTOWN PUBLIC SCHOOLS



## Capital Improvement Plan

2020/21 – 2024/25



## CURRENT CIP Projects

Completed

- Hawley replacement boiler, steam to HW, 1921 section & Lighting Energy Project Incentive Payment (\$33,649)

\$783,200  
-33,649

-----  
\$749,551

Currently  
Underway

- Newtown High School main boiler replacement, high efficiency gas, Lighting Energy Project Incentive Payment (\$300,277)

\$2,702,000  
-300,277

-----  
\$2,401,723



# CIP PROCESS

Outlined 5 year/10 year plan

CIP committee discussed  
existing needs and viability  
of the current timeline

Reviewed current  
professional cost estimates  
for projects coming up in  
Year 1 - 2021





# CIP PROCESS

- ❑ Identified key areas to support Newtown Public Schools in capital projects over 5-10 years (e.g., Hawley HVAC)
- ❑ Assigned projects on timeline based on priority level, including energy efficiencies, high needs, safety
- ❑ Reviewed potential funding for capital improvements and its impact over time/CIP schedule
- ❑ CIP committee continued to review need for professional cost estimate(s) in alignment with timeline and to obtain legitimate estimates



		YEAR 1 2020/21	YEAR 2 2021/22	YEAR 3 2022/23	YEAR 4 2023/24	YEAR 5 2024/25	TOTALS
Hawley	HVAC	\$3,962,000					<b>\$ 4,962,000</b>
Hawley	Generator					\$1,000,000	
Middle Gate	Window Modify					\$1,000,000	<b>\$ 1,000,000</b>
Head O' Meadow	Lighting, Efficiency, Drivers & pumps				997,672		<b>\$ 997,672</b>
Reed	High efficiency gas boilers, LED Lighting			\$1,452,730			<b>\$ 1,452,730</b>
NMS	Ventillation, HVAC, rooftop		\$3,475,632				<b>\$ 3,475,632</b>
NHS	Replace/restore stadium turf (11 <sup>th</sup> )		\$1,191,016				<b>\$ 1,191,016</b>
<b>TOTALS</b>		<b>\$3,962,000</b>	<b>\$4,666,648</b>	<b>\$1,452,730</b>	<b>\$997,672</b>	<b>\$2,000,000</b>	<b>\$13,079,050</b>



## HVAC vs. Ductless Splits

- ❑ CIP committee reviewed full HVAC system at Hawley vs. Ductless Splits
- ❑ Consideration was given to the original intent of Hawley HVAC (as in other similar projects) that was primarily focused on air quality vs. providing air conditioning
- ❑ We have used ductless splits in designated school areas previously to provide cool spaces for students (not for fresh air): Middle Gate library, NMS cafeteria, Hawley All Purpose Room)
- ❑ We reviewed the overall efficiency and long-term cost benefits of both the HVAC and Ductless
- ❑ RZ Design, engineering design firm, provided pros/cons of both systems and professional cost estimates