

THE FOLLOWING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Monday, November 5, 2018, in the Council Chamber, Newtown Municipal Center, 3 Primrose Street, Newtown. First Selectman Rosenthal called the meeting to order at 7:30 p.m.

**PRESENT:** First Selectman Daniel C. Rosenthal, Selectman Maureen Crick Owen and Selectman Jeff Capeci.

**ALSO PRESENT:** Finance Director Robert Tait

**VOTER COMMENTS:** none.

**ACCEPTANCE OF THE MINUTES:** Selectman Crick Owen moved to accept the minutes of the regular meeting of 10/15/18. Selectman Capeci seconded. All in favor.

**COMMUNICATIONS:** The 2019-2020 budget timetable was shared.

**FINANCE DIRECTORS REPORT:** Mr. Tait presented information relative to the Employee Medical Benefits fund (att.) saying that 2.5 to 3% of claimants are 40% of claims. The rate has been steady for five years.

**OLD BUSINESS**

**Discussion and possible action:**

1. **Review of CIP regulation for possible referral to Board of Finance and Legislative Council for revision:** Mr. Tait said that he had reviewed five policies and other examples and tried to reflect accurately and simply, how the town goes about the CIP process. (att.). He said instead of taking a percent of the grand list each year, just make it a flat \$200,000. The timing/schedule was changed a bit to reflect what is being done now. A new First Selectman will have the ability to change year one. The following motion was made following discussion regarding Section 310-5 (E): Selectman Crick Owen moved to approve the Capital Improvement Policy, sections 310-1 thru 310-6 with discussed change to 310-5 (E) to address if the Board of Finance adds a capital asset or project to the CIP, that the Legislative Council has to approve with nine affirmative votes. Selectman Capeci seconded. All in favor.

**NEW BUSINESS**

**Discussion and possible action:**

1. **Northwest Regional Workforce Investment Board Agreement:** Some programs that employ high school students go through the Northwest Regional Workforce Investment Board. The new agreement goes into effect June 1, 2019 with an automatic renewal every three years on July 1. Selectman Crick Owen moved that the Town of Newtown enter into the Intergovernmental Agreement with regards to the Northwest Regional Workforce Investment Board and authorize the First Selectman to sign the agreement on behalf of the Town (att.). Selectman Capeci seconded. All in favor.
2. **Acceptance of the Redwoods Foundation Water Safety Grant:** Selectman Crick Owen moved to accept the Redwoods Foundation Water Safety Grant in the amount of \$1,000. Selectman Capeci seconded. All in favor.
3. **Appropriation Reduction:** Selectman Crick Owen moved the Resolution: 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

Rec'd. for Record 11-7 2018  
Town Clerk of Newtown 2:43pm  
Debbie Aurelia Halstead

November 5, 2018

appropriation and authorized and unissued balance thereof (att.) and further moved to waive the reading of the entire resolution. Mr. Tait said this was authorized but unissued; the auditors prefer this go through bond council to be de-authorized. The appropriations, relative to the spending cap, are fiscal year specific. Selectman Capeci seconded. All in favor.

4. **Resolution:** Selectman Crick Owen moved the Resolution: 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 (att.) and further moved to waive the reading of the entire resolution. Selectman Capeci seconded. All in favor.
5. **Resolution:** Selectman Crick Owen moved the Resolution: 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 (att.) and further moved to waive the reading of the entire resolution. The resolution notes a scope of work to be done. If they wanted to spend the appropriation differently the CIP would need to be amended. Selectman Capeci seconded. All in favor.
6. **Transfer:** The subject transfer is the result of savings from the extension of the Town Hall Union contract. Selectman Crick Owen moved the \$4,264.00 transfer from various Salaries & Wages – Full Time to Contingency (att.). Selectman Capeci seconded. All in favor.
7. **Approval of 2019 Board of Selectman meeting calendar:** Selectman Crick Owen moved to approve the 2019 Board of Selectmen meeting calendar (att.). Selectman Capeci seconded. All in favor.
8. **Appointments/Reappointments/Vacancies/Openings:** Selectman Crick Owen moved the appointments of Suada Likovic, Assistant Animal Control Officer, for a term to expire 4/17/19, Barbara Snyder (D), Economic Development Commission for a term to expire 1/6/19 and John Dixon (D), Conservation Commission, for a term to expire 12/31/21. Selectman Capeci seconded. All in favor. Selectman Crick Owen moved the re-appointments of Carolee Mason, Animal Control Officer and Cynthia Edgar and Helen Wigzell, Assistant Animal Control Officers, for terms to expire 4/17/19. Selectman Capeci seconded. All in favor.
9. **Driveway Bond Release/Extension:** none.
10. **Tax Refunds:** Selectman Crick Owen moved the November 2018 Refunds, Refund 6, 2018/19 in the amount of \$12,263.26. Selectman Capeci seconded. All in favor.

**VOTER COMMENTS:** none.

**ANNOUNCEMENTS:** none.

**ADJOURNMENT:** Having no further business the regular Board of Selectmen meeting adjourned at 8:24 p.m.

Att: Employee Medical Benefits fund; TON CIP Policy; Northwest Regional Workforce Investment Board Agreement; Appropriation reduction; SHPMC Resolution; Library Resolution; Transfer; 2019 BOS meeting calendar

Respectfully submitted,  
*Sue Marcinek, Clerk*

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

FUND BALANCE @ JULY 1, 2018

5,580,793

ESTIMATED REVENUES

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

ESTIMATED EXPENSES

CLAIMS/NAF:

MUNICIPAL	13,000,000
EDUCATION	

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

ESTIMATED FUND BALANCE @ JUNE 30, 2020

43%

25% OF TOTAL CLAIMS =

3,428,750

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

ESTIMATED REVENUES

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

ESTIMATED EXPENSES

CLAIMS/NAF:

MUNICIPAL	13,715,000	5.50%
EDUCATION		

13,715,000

ADMINISTRATIVE FEES:

MUNICIPAL	1,133,000
EDUCATION	

1,133,000

CONSULTANT FEES

55,000

TOTAL EXPENSES

14,903,000

ESTIMATED FUND BALANCE @ JULY 1, 2020

4,887,793

36%

**TOWN OF NEWTOWN CLAIMS ANALYSIS**

**2018 - 19**

	FISCAL YEAR 2013 - 2014												TOTALS	
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14		
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	34%
														111,750 h.s.a.
														12,432,750
														135,583 h.s.a.
														12,708,583 34%
														171,250 h.s.a.
														13,546,250 36%
														314,000
	FISCAL YEAR 2014 - 2015												TOTALS	
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15		
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	
										NAF fees	179,000	47,000		
	FISCAL YEAR 2015 - 2016												TOTALS	
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16		
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	
	FISCAL YEAR 2016 - 2017												TOTALS	
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17		
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	
														35%
														682,000 h.s.a.
														12,710,000
														12,417,000 34%
														708,533 h.s.a.
														3,000 h.s.a.
														Estimated Annual
														\$ 12,948,262
														10%
	FISCAL YEAR 2017 - 2018												TOTALS	
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18		
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	
														\$
	FISCAL YEAR 2018 - 2019												TOTALS	
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19		
TOWN			1,126,168	255,141									1,381,309	
BOE			1,729,425	580,142									2,309,567	
TOTAL			2,855,593	835,283									3,690,876	

## 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
<u>ESTIMATED REVENUES</u>		<u>ESTIMATED REVENUES</u>	
EMPLOYER CONTRIBUTIONS:		EMPLOYER CONTRIBUTIONS:	
MUNICIPAL	3,181,000	MUNICIPAL	2,942,425
EDUCATION	8,686,000	EDUCATION	8,034,550
			7.5% (238,575)
			7.5% (651,450)
EMPLOYEE CONTRIBUTIONS:		EMPLOYEE CONTRIBUTIONS:	
MUNICIPAL	390,000	MUNICIPAL	390,000
EDUCATION	2,100,000	EDUCATION	2,100,000
			2,490,000
RETIREE/COBRA/AGENCY CONTRIBUTIONS:		RETIREE/COBRA/AGENCY CONTRIBUTIONS:	
MUNICIPAL	350,000	MUNICIPAL	350,000
EDUCATION	392,000	EDUCATION	392,000
			742,000
INTEREST EARNED ON INVESTMENTS		INTEREST EARNED ON INVESTMENTS	
	20,000		20,000
<b>TOTAL REVENUES</b>	<b>15,119,000</b>	<b>TOTAL REVENUES</b>	<b>14,228,975</b>
<u>ESTIMATED EXPENSES</u>		<u>ESTIMATED EXPENSES</u>	
CLAIMS/NAF:		CLAIMS/NAF:	
MUNICIPAL	12,500,000	MUNICIPAL	13,312,500 (6.5%)
EDUCATION		EDUCATION	
ADMINISTRATIVE FEES:		ADMINISTRATIVE FEES:	
MUNICIPAL	1,060,000	MUNICIPAL	1,060,000
EDUCATION		EDUCATION	
CONSULTANT FEES		CONSULTANT FEES	
	55,000		55,000
<b>TOTAL EXPENSES</b>	<b>13,615,000</b>	<b>TOTAL EXPENSES</b>	<b>14,427,500</b>
ESTIMATED FUND BALANCE @ JUNE 30, 2018	5,650,007	ESTIMATED FUND BALANCE @ JUNE 30, 2019	5,451,482
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 is 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:
  - a. Multiphase projects crossing CIP years that are expected to exceed Legislative Council fiscal authority.
  - b. Capital assets / projects with significant costs that do not exceed Legislative Council fiscal authority.
  - c. 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.

## Intergovernmental Agreement

Between

The Municipalities Of

Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester / Winsted, Wolcott, Woodbury.

THIS Intergovernmental Agreement ("Agreement"), is entered into by and among the above-named municipalities, (collectively referred to as the "Parties" and, each individually, referred to as a Party") that together comprise the local workforce development area under the Workforce Innovation and Opportunity Act of 2014, (WIOA) Pub. L. 113-128, 29 U.S.C. Sec. 3101, et. seq.

WHEREAS WIOA, provides for states to award funds by formula to local workforce development areas for the purpose of providing workforce development services to citizens and residents in the local workforce development area; and

WHEREAS the above-named municipalities, together constitute a local workforce development area, under WIOA; and

WHEREAS WIOA requires that workforce development areas consisting of multiple local governmental units enter into an agreement with each other to describe how they will carry out their roles and responsibilities;

NOW, THEREFORE, in consideration of the premises and mutual covenants and obligations herein contained and subject to the terms and conditions hereinafter stated, the Parties agree and understand as follows:

### ARTICLE I: AGREEMENT PURPOSE

It is the purpose of this Agreement to specify the roles of the individual chief elected officials representing their municipality within the workforce development area in carrying out their responsibilities under WIOA in accordance with WIOA §107(c)(1)(B) and 29 CFR 679.310, 29 CFR 679.420 and 29 CFR 683.710

## ARTICLE II: PARTIES TO THE AGREEMENT

- a. The Parties to this Agreement shall be each of the forty-one (41) individual municipalities named above as represented by their Chief Elected Officials.
- b. Each Party represents and warrants that it has the constitutional and/or statutory power pursuant to the Connecticut General Statutes to enter into this Agreement and has complied with the requirements necessary to authorize execution of this Agreement.

## ARTICLE III: TERM

- a. This Agreement shall become effective on June 1, 2019, and shall automatically renew every 3 years on July 1st of the third year, unless or until:
  - i. The Governor re-designates the Local Workforce Development Area, or
  - ii. This Agreement has been terminated by a Party upon the giving of written notice to the other Parties at least ninety (90) days prior to July 1 of the year in which the Party wishes to withdraw from the Agreement. In such instance this Agreement shall be terminated only as to such Party and not as to the other Parties to the Agreement.
- b. If any Party withdraws from this Agreement in accordance with the terms and conditions of this Agreement:
  - i. The withdrawing Party shall be liable as described in Article VI a, for actions and/or obligations entered into or incurred prior to the effective date of its respective withdrawal.
  - ii. The remaining Parties shall be allocated the future liabilities of the withdrawing Party on a pro-rata basis relative to its then-existing pro-rata liabilities hereunder;
  - iii. At the option of the other Parties:
    - A. This Agreement shall continue as to all of the other Parties and to the extent that an amendment is necessary or appropriate, the Parties may enter into such amendment, or
    - B. A new agreement may be negotiated.

## ARTICLE IV: ORGANIZATION

- a. To carry out the purposes of this Agreement a Consortium shall be created consisting of each Party's Chief Elected Official.

- i. The officers of the Consortium of Elected Officials shall include a chairperson, a vice-chairperson and a chairperson pro-tempore.
  - ii. The Chief Elected Officials of the Cities of Danbury and Waterbury shall alternate annually as chair and vice-chair, commencing with the Mayor of Waterbury serving as the chair.
  - iii. The chairperson pro-tempore shall be elected by the Executive Committee, of the Consortium as described in paragraph b below.
- b. There shall be an Executive Committee of the Consortium.
- i. The Executive Committee shall consist of (5) members. Two shall be permanent members and three members shall serve on a two (2) year rotating basis.
    - A. The Mayors of Waterbury and Danbury shall be the permanent members.
    - B. The rotating members shall be determined as follows:
      - C. The Mayor of Danbury shall select the Chief Elected Official of one of the municipalities, party to this Agreement
      - D. The Mayor of Waterbury shall select the Chief Elected Official of one of the municipalities, party to this Agreement
      - E. Together, the Mayors of Waterbury and Danbury shall agree upon the selection of the Chief Elected Official of one of the municipalities, party to this Agreement.
      - F. The terms of the rotating members shall coincide with the calendar year, however the inaugural rotation term shall commence on July 1, 2019 and terminate on December 31, 2021.
  - ii. The officers of the Consortium of Elected Officials shall serve as the officers of the Executive Committee. The chairperson pro-tempore shall be elected by the full Executive Committee, from among the Chief Elected Officials of the rotating municipalities. Each shall hold office until their successors are duly elected. Notwithstanding the foregoing, the initial term of officers shall commence in July 1, 2019 and shall terminate on December 31, 2021.
  - iii. The Consortium of Elected Officials representing the Parties to this Agreement delegates and designates the Executive Committee to perform the duties and responsibilities of the Chief Elected Officials as specified in WIOA.

- A. The Chair shall serve as the signatory for those WIOA responsibilities requiring the signature of the Chief Elected Official.
- B. In the absence of the Chair or if the Chair is unavailable, the Vice Chair may serve as the signatory for those WIOA responsibilities requiring the signature of the Chief Elected Official.
- C. In the absence of the Chair and Vice Chair the Chair Pro-Tempore may serve as the signatory for those WIOA responsibilities requiring the signature of the

iv. Meetings

- I. The Executive Committee shall meet at least semi-annually in January and June and more frequently as may be required to carry out the responsibilities assigned to the Chief Elected Officials under WIOA.
- II. The Executive Committee may decide to meet jointly with the Northwest Regional Workforce Board, Inc. for the purpose of conducting its business.
- III. Executive Committee Meetings in addition to the semiannual meetings may be called by any of the Officers to the Consortium of Elected Officials or upon the request of the Northwest Regional Workforce Board Executive Director to an Officer of the Consortium of Elected Officials.
- IV. The chairperson shall preside at all Executive Committee meetings and shall perform all duties incident to that office. The vice-chairperson shall preside in the absence of the chairperson and shall have the power to exercise and perform all duties of the chairperson.
- V. Meetings of the Executive Committee shall be publicly noticed and open to the public, in accordance with Connecticut State Statutes and federal law.
- VI. A quorum at any Executive Committee meeting shall consist of the majority of the members of the Executive Committee. Actions by the Executive Committee must receive the affirmative votes of a majority of those members present and voting.
- VII. Each member of the Executive Committee shall have one vote.

c. Designation of the Grant Recipient, Sub-Recipient and Fiscal Agent

- i. The City of Waterbury shall be the grant recipient for the purposes of receipt of federal and State workforce development and related funds.
- ii. The Northwest Regional Workforce Investment Board, Inc., a duly recognized 501© 3 nonprofit corporation, shall be the grant sub-recipient and fiscal agent for purposes of receipt of federal and State workforce development and related funds.

- iii. All programs and activities as well the cost of supporting the Consortium of Elected Officials, the Consortium Executive Committee and the Northwest Regional Workforce Board, Inc. shall be paid for and supported by:
    - A. Grant funds appropriated to the sub-grant recipient/fiscal agent, the Northwest Regional Workforce Board, Inc., by federal and State grants or appropriations; and
    - B. Any other grants in aid or assistance or appropriations from any of the Consortium of Elected Officials members, Northwest Regional Workforce Board, Inc. members, or any other organization or person, including the acceptance of gifts, grants, or bequests whether they be in the form of tangible or intangible property.
  - iv. Under the direction of its Executive Director, the Northwest Regional Workforce Board, Inc. shall provide staff support, to the Consortium of Elected Officials, the Consortium Executive Committee and the Northwest Regional Workforce Board, Inc. The staff shall carry out the policies of the Consortium as approved by the Executive Committee, and the Northwest Regional Workforce Board, Inc., produce required reports for their review and approval and provide such other services as may be necessary for the workforce board and Executive Committee to carry out its business.
- d. Creation and Appointment of a Majority Private Sector Workforce Development Board
  - i. In accordance with WIOA section 107 and Conn. General Statutes, 31.31 the Executive Committee shall appoint the members of the Northwest Regional Workforce Board, Inc.. The Workforce Board shall be comprised of four (4) categories of membership. Appointments to each category of membership shall meet the WIOA requirements described below:
    - A. Representatives of the Private Sector which shall be the majority of the members appointed
      - I. Nominations to the private sector seats on the Northwest Regional Workforce Investment Board shall be made by local business organizations and industry/trade associations and may be submitted to the Northwest Regional Workforce Board, Inc. for recommendation to the Executive Committee. ~~shall~~.
      - II. Private sector members shall be owners, chief executive officers, chief operating officers, or other individuals with optimum policy-making or hiring authority from businesses providing employment opportunities in in-demand industry sectors or occupations in the workforce development area.
      - III. At two members must represent small business as defined by the U.S. Small Business Administration

B. Workforce Representatives which shall comprise 20 percent of the members appointed:

- I. Nominations to the workforce representative seats shall be made by local labor federations.
- II. A minimum of three (3) members in this category shall be Representatives of Labor Organizations, one (1) of which shall be a training director, from a joint labor management apprenticeship program or a representative of an apprenticeship program in the workforce area if no joint program exists in the area.
- III. The balance of the members in this category may be:
  - aa. Representatives of community-based organizations serving the employment needs of individuals with barriers to employment, or
  - bb. Representatives of organizations serving veterans or
  - cc. Representatives of organizations that provide or support competitive integrated employment for individuals with disabilities, or
  - dd. Representatives of organizations serving youth including out-of-school youth

C. Representatives of Education which shall include:

- I. At least one eligible training provider administering adult education and literacy activities under WIOA title II, and
- II. At least one representative from an institution of higher education including community colleges.
  - aa. If it is determined that there is more than one local area provider of WIOA Title II adult education and literacy activities nominations shall be made by those entities.
  - bb. As there are multiple institutions of higher education providing workforce investment activities in the workforce area nominations shall be made from those entities.
- III. May include Representative(s) of local educational agencies or community-based organizations with expertise in education or training for individuals with barriers to employment.

D. Representatives of governmental, economic and community development entities which shall include:

- I. A representative from an economic and community development entity,
- II. A representative from the State employment service office,
- III. A representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) and
- IV. May include representatives of:
  - aa. Local transportation, housing, and public assistance agencies, or
  - bb. Local philanthropic organizations, or
  - cc. Other individuals as may be determined by Executive Board.
- ii. The nomination process for any of the categories of members not specified above shall be determined by the Executive Committee.
- iii. Local Workforce Development Board members shall serve at the pleasure of the Executive Committee.

#### ARTICLE V: POWERS DELEGATED TO THE EXECUTIVE COMMITTEE

- a. In addition to the powers already granted under this Agreement, the Executive Committee shall execute the following powers on behalf of the Consortium of Elected Officials for the workforce area:
  - i. To adopt policies in those areas delegated to the chief elected officials under WIOA aligned with federal and state rules and regulations.
  - ii. To adopt policies together with the Northwest Regional Workforce Board, Inc. in those areas delegated to the Chief Elected Official(s) and the local board under WIOA
  - iii. To enter into contracts with any one of the Parties to this Agreement
  - iv. To amend this Agreement, except for amendments or modifications to this Agreement related to the liability for funds under WIOA as described in Article VI.
  - v. To enter into contracts with the State Board or with the Northwest Regional Workforce Development Board Inc., appointed by the Executive Committee.



- vi. Establishment of the manner in which funds shall be disbursed or paid, which shall be by the Northwest Regional Workforce Board, Inc., designated to serve as the Fiscal Agent for the workforce area.
  - vii. To approve the process and selection of an independent auditor who shall perform the audit required under 2 CFR 200 Part F.
  - viii. To accept grants, donations, gifts, subject to conflict of interest laws, or other any other types of financial assistance as allowed by law
  - ix. The manner in which any program income, fee for services or surplus funds may be expended.
  - x. The composition, membership appointments, and organizational approval of any advisory or partnership bodies to the Executive Committee or the Consortium.
- b. Together with the Local Workforce Investment Board:
- i. Approve the budget of the Board
  - ii. Approve the Local Workforce Plan
  - iii. Designate/certify or competitively select local one-stop operators;
  - iv. Provide oversight with respect to all grant activities
  - v. Negotiate local performance measures and levels with the State;
  - vi. Establish the manner in which staff shall be employed to carry out and serve Consortium objectives with regard to workforce investment and related program policies; and
  - vii. The Local Workforce Development Board shall be responsible for the selection of an Executive Director. The process for the selection of an executive director shall be approved by the Executive Committee; and
- c. Any other necessary and proper matters as they may arise and as is agreed upon by the Executive Committee or Parties.

#### ARTICLE VI: GENERAL PROVISIONS

- a. Assignment of liability for the funds.
  - i. The local workforce development area is comprised of forty-one (41) municipalities each of which is a Party to and has entered into this Agreement.

- ii. The parties recognize that WIOA assigns liability for the grant funds to the Grant Recipient which is the local Chief Elected Official or where there are multiple units of government in a local workforce development area, the Chief Elected Officials may agree on the allocation of liability among all the units of government.
- iii. In compliance with WIOA the Parties therefore agree that if an event resulting in a liability or loss is assessed against the Northwest Regional Workforce Development Area, related solely to the expenditures of grant funds, the Parties will assign liability amongst themselves equal to the worth of the relative benefit and proportionate use that each individual Municipality/Party received from the grant(s) during the grant award period in which the liability was incurred, subject to the following:
  - A. The Fiscal Agent for the local workforce area, the Northwest Regional Workforce Board, Inc., shall purchase the below listed insurance coverages to indemnify the Parties and to cover any liability event:
    - I. Directors and Officers Insurance with a Professional Liability (Errors and Omissions) Rider and which includes the cost of defense, to cover any monitoring or audit findings requiring the repayment of funds to the state or federal government including misappropriation or misuse of grant funds.
    - II. Employment Practices Liability Insurance
    - III. Commercial General Liability Insurance to cover claims involving bodily injury or property damage including fire including non-owner vehicle coverage.
    - IV. Commercial Crime Coverage to protect against crime, theft or fraud.
    - V. Employment Practices Liability Insurance to cover claims made by employees alleging discrimination (based on sex, race, age or disability, for example), wrongful termination, harassment and other employment-related issues, such as failure to promote.
  - B. Payment of insurance deductibles from grant funds, as allowed under, 2 CFR 200 et. seq., shall be made before the assignment of liability in order to reduce the amount of the liability for each Party.
  - C. Assuring that the Municipalities and Consortium/Executive Committee members are named insureds under the policies or that all insurance coverage required under this Agreement cites each Municipality, and the

Consortium/Executive Committee as additional insureds under the policies.

- D. The Northwest Regional Workforce Board, Inc. responding to findings or claims on a timely basis, providing such documentation as necessary to reduce any and all liabilities to the smallest amount possible and exhausting all appeals of audit or monitoring finding prior to the final assignment of liability, including a request for forgiveness or a waiver as allowed under 20 CFR 683.
- E. Utilizing alternative methods of repayment for the resolution any finding other than a cash repayment as provided for under federal law including a request for waiver or forgiveness as allowed under WIOA and 2 CFR 200 et, seq.
- F. Inclusion of the following clause in the Agreement between the Northwest Regional Workforce Board, Inc. and the Consortium of elected officials that:

"The Agreement Does Not Create an Agency or Employment Relationship Between the Consortium/Executive Council and the Northwest Regional Workforce Board, Inc.

That the Consortium/Executive Committee agree that the Northwest Regional Workforce Board, Inc. is an independent contractor and that no provision of the Agreement Between the Consortium/Executive Committee and the Northwest Regional Workforce Board, Inc. shall be construed as creating an agency or employment relationship between the Consortium/Executive Committee and the Northwest Regional Workforce Board, Inc. and their employees."

"The Northwest Regional Workforce Board, Inc. Responsible for Acts of Employees

The Consortium/Executive Committee and the Northwest Regional Workforce Board, Inc. agree that the Northwest Regional Workforce Board, Inc. shall be responsible for the actions of its representatives and employees, with regard to all aspects of Northwest Regional Workforce Board, Inc. responsibilities in serving as the administrative entity and fiscal agent for the Northwest Regional Workforce Board, Inc..

- iv. To assure that The Consortium/Executive Committee is apprised of the state of the Northwest Regional Workforce Board, Inc., copies of all state and federal monitoring reports the annual organization-wide independent

audit shall be distributed to each Municipality/Party to this Agreement addressed to its Chief Elected Official within ten days of their receipt.

- v. In the event of a finding or claim the Northwest Regional Workforce Board, Inc. shall keep each Municipality apprised of all resolution strategies and written responses to the findings through written communications and meetings as appropriate.
- b. This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.
- c. Whenever any Party desires to give notice unto another Party, notice must be given in writing sent by registered United States Mail with Return Receipt Requested, or by nationally recognized overnight courier, addressed to the Party for whom it is intended, at the address last specified in compliance with the provision of this Section. The Parties designate the office address of their respective Chief Elected Officials listed with their respective signatures on this Agreement as place for giving notice to a Party under this Agreement. Each Party may change the address for notice pursuant to a subsequent notice by the method and manner described in this Section.
- d. The Executive Committee shall make such reports to the State and the federal government as may be required and shall require such reports as necessary from the Board, the grant recipient or grant sub-recipient.
- e. No amendment or modification to this Agreement that increases the liability of any Party to the Agreement shall be effective unless such amendment or modification is agreed to in a written document executed and delivered on behalf of such Party by its authorized representative provided, however that any amendment to liabilities that occurs pursuant to Article III, Section b of this Agreement shall not require such written consent. All other amendments or modifications to the Agreement may be effected by the Executive Committee, which shall provide written notice to all Parties of such other amendments or modifications to this Agreement.
- f. Executive Committee members may be reimbursed for travel and out of pocket expenses to the extent allowed by the authorizing legislation governing the funding stream from which reimbursement is sought. Reimbursement shall be in accordance with federal, State and local policies.

- g. To the extent a dispute shall arise among the Parties in connection with this Agreement, the Parties shall first attempt an informal resolution, followed by formal mediation.
- h. Captions to Articles of this Agreement are for convenience only and shall form no part of this Agreement.
- i. This Agreement shall be deemed to be a binding contract and shall be construed in accordance with and governed by the laws of the State of Connecticut, without regard to its principles governing conflicts of laws.
- j. In the event that any provision of this Agreement or the application of any such provision to any Party or circumstances be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.
- k. Any waiver at any time by any Party of its rights with respect to any default or other matter arising in connection with this Agreement shall not be considered a waiver with respect to any subsequent default or other matter.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature;

**Signature Page of**

**NEWTOWN**

**Intergovernmental Agreement between the Municipalities of**

Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Wolcott, Woodbury

The Municipality of NEWTOWN, Through its \_\_\_\_\_, duly authorized.

Address for Notice

3 Primrose Street  
06470

BY: \_\_\_\_\_  
Daniel Rosenthal, First Selectman

Date: \_\_\_\_\_

**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



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,

A handwritten signature in black ink, appearing to read "Dan Rosenthal", is written over the printed name.

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

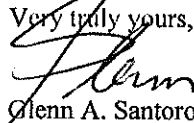
Resolution Providing For A Special Appropriation In The Amount Of \$300,000 For The Renovations, Replacements And Upgrades To The Cyrenius H. Booth Library As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$300,000 Bonds Of The Town To Meet Said Special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

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.

Excerpt for Minutes of Board of Selectmen Meeting  
held November 5, 2018

A meeting of the Board of Selectmen of the Town of Newtown was held in the Council Chamber of the Newtown Municipal Center on November 5, 2018, at 7:30P.M. (E.T.).

\* \* \*

Members present and absent were as follows:

Present  
Daniel C. Rosenthal  
Maureen Crick Owen  
Jeff Capeci

Absent

\* \* \*

First Selectman Rosenthal introduced and read the following resolution:

RESOLVED: That the resolution entitled "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", a copy of which is attached hereto, said special appropriation was initiated by the First Selectman in a letter dated November 5, 2018, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter;

Selectman Crick Owen moved that said resolution be adopted as introduced and read and the motion was seconded by Selectman Capeci. Upon roll call vote the ayes and nays were as follows:

AYES  
Daniel C. Rosenthal  
Maureen Crick Owen  
Jeff Capeci

NAYS

First Selectman Rosenthal thereupon declared the motion carried and the resolution adopted.

\* \* \*

**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.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

Project # FS - 1  
Project Name Sandy Hook Permanent Memorial

Type Building construction/renovatio  
Useful Life  
Category Unassigned  
Department S.H. Permanent Memorial Com  
Contact

### Description

A place holder for the Sandy Hook Permanent Memorial

### Justification

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	250,000					250,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	250,000					250,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

### Budget Impact/Other

**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
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**PROPOSED FUNDING:**

BONDING	\$	250,000
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GRANT

OTHER \_\_\_\_\_

\$ 250,000

**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	(POSITIVE IMPACT) /	Attachment
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**\*\*FOR BRACKETS USE NEGATIVE SIGN  
BEFORE NUMBER\*\***

(POSITIVE IMPACT) /  
NEGATIVE IMPACT

Attachment  
#

## SALARIES & BENEFITS

## PROFESSIONAL SERVICES

## CONTRACTED SERVICES

## REPAIRS & MAINTENANCE

UTILITIES	
Electricity	
Gas	
Water	
Waste disposal	
Telephone	
Internet	
TV	
Other	

OTHER \_\_\_\_\_

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

REVENUE CATEGORY:	POSITIVE IMPACT /	Attachment
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POSITIVE IMPACT /  
(NEGATIVE IMPACT)Attachment  
#

## PROPERTY TAXES

CHARGES FOR SERVICES (FEES)

OTHER \_\_\_\_\_

TOTAL IMPACT ON REVENUES	\$	-
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\$

<b>TOTAL FINANCIAL IMPACT ON OPERATING BUDGET</b>	<b>\$ 21,000</b>
---	------------------

\$ 21,000

EQUIVALENT MILL RATE OF TOTAL IMPACT	0.0067 mills
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0.0067 mills

(using current year's information)

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: Rols Tost DATE: 11/5/2018

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.

Excerpt for Minutes of Board of Selectmen Meeting  
to be held November 5, 2018

A meeting of the Board of Selectmen of the Town of Newtown was held in the Council Chamber of the Newtown Municipal Center on November 5, 2018, at 7:30 P.M. (E.T.).

\* \* \*

Members present and absent were as follows:

Present  
Daniel C. Rosenthal  
Maureen Crick Owen  
Jeff Capeci

Absent

\*\*\*

First Selectman Rosenthal introduced and read the following resolution:

RESOLVED: That the resolution entitled "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", a copy of which is attached hereto, said special appropriation was initiated by the First Selectman in a letter dated November 5, 2018, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter;

Selectman Crick Owen moved that said resolution be adopted as introduced and read and the motion was seconded by Selectman Capeci. Upon roll call vote the ayes and nays were as follows:

AYES  
Daniel C. Rosenthal  
Maureen Crick Owen  
Jeff Capeci

NAYS

First Selectman Rosenthal thereupon declared the motion carried and the resolution adopted.

\*\*\*

# Capital Improvement Plan

## Town of Newtown, Connecticut

'18/'19 thru '22/'23

Project # **LIB-1**  
Project Name **Library Renovations / Replacements / Upgrades**

Type Building construction/renovatio  
Useful Life  
Category Buildings  
Department Library  
Contact Robert Geckle, President

### Description

- (1) Furnish and install replacement skylights located in the existing slate roof of the original building and other roof and flashing repairs as required.
- (2) Upgrade HVAC system.
- (3) Furnish and install new carpet in the meeting room.
- (4) Upgrade the existing mens & ladies room adjacent to the meeting room, including lighting, plumbing fixtures & finishes plus ADA compliance.
- (5) Upgrade the existing server, switch, and telephone with the current equipment and technology.
- (6) Long range space planning & development phase II, including staff security, childrens room, meeting room and flexible space.
- (7) Partial replacement of existing furniture where required.

### Justification

- (1) Existing glass paneled, wood framed skylights located in the original section of the library has not been maintained and it is feared structurally unsound.
- (2) HVAC system needs upgrading due to age.
- (3) The existing carpet in the meeting room is really worn from the continuous use of the room for events. The carpet also withstood two flood events in the past three years.
- (4) The existing rest room lights and plumbing fixtures are not efficient and need replacing. This project would also update the finishes in both rooms.
- (5) With technology consistently changing it is imperative that the library remain current on how it's patrons gather information and also expand the efficiency of the library's operating equipment and systems.
- (6) Second phase of the implementation of the long range planning goals and direction and reconstruction of the space in specific departments and areas of the library.
- (7) Most of the interior furniture ranges in age from 20 to 85 years and should be replaced for both the safety and comfort of patrons. Upholstered pieces need to be sturdy commercial grade and ADA compliant.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

### Budget Impact/Other

Maintenance and energy costs will be reduced. Exact amounts will be determined in subsequent years.  
Organize and revise space to better serve community needs and improve security.

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

**PROJECT:** LIBRARY RENOVATIONS, REPLACEMENTS & UPGRADES

<b>PROPOSED FUNDING:</b>	
BONDING	\$ 300,000
GRANT	
OTHER	
	<u>\$ 300,000</u>

**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	
<b>TOTAL IMPACT ON EXPENDITURES</b>		<b>\$ 25,000</b>	

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

<b>TOTAL FINANCIAL IMPACT ON OPERATING BUDGET</b>	<b>\$ 25,000</b>
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<b>EQUIVALENT MILL RATE OF TOTAL IMPACT</b> (using current year's information)	0.0079 mills
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COMMENTS:

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

PREPARED BY:  DATE: 11/5/2018

TO: BOF, LC

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

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

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

(2) FINANCE DIRECTOR Robert Tull 10/29/18

(3) SELECTMAN \_\_\_\_\_

(4) BOARD OF SELECTMEN \_\_\_\_\_

(5) BOARD OF FINANCE \_\_\_\_\_

(6) LEGISLATIVE COUNCIL \_\_\_\_\_

AUTHORIZATION SIGN OFF

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

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

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

Newtown Municipal Center  
3 Primrose Street  
Newtown, Connecticut 06470  
Tel. (203) 270-4201  
Fax (203) 270-4205  
[first.selectman@newtown-ct.gov](mailto:first.selectman@newtown-ct.gov)  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



Daniel C. Rosenthal  
First Selectman

## TOWN OF NEWTOWN

### OFFICE OF THE FIRST SELECTMAN

#### 2019 Meeting Schedule

The Newtown **Board of Selectman** will hold meetings at 7:30 pm in the Council Chamber at the Newtown Municipal Center, 3 Primrose Street, Newtown, CT as follows:

Monday	January 7
Tuesday	January 22 – budget
Thursday	January 24 – budget
Monday	January 28 – budget
Thursday	January 31 - budget
Monday	February 4 - budget
Tuesday	February 19
Monday	March 4
Monday	March 18
Monday	April 1
Monday	April 15
Monday	May 6
Monday	May 20
Monday	June 3
Monday	June 17
Monday	July 1
Monday	July 15
Monday	August 5
Monday	August 19
Tuesday	September 3
Monday	September 16
Monday	October 7
Monday	October 21
Monday	November 4
Monday	November 18
Monday	December 2
Monday	December 16
Monday	January 6, 2020
Tuesday	January 21, 2020