

Board of Selectmen  
January 19, 2021

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

The Board of Selectmen held a regular meeting Tuesday, January 19, 2021. The meeting was held in the Council Chamber at the Newtown Municipal Center. First Selectman Rosenthal called the meeting to order at 7:34 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 MINUTES:** Selectman Crick Owen moved to accept the regular meeting minutes January 4, 2021. Selectman Capeci seconded. All in favor.

**COMMUNICATIONS:** none.

**FINANCE DIRECTORS REPORT:** none.

**NEW BUSINESS**

**Discussion and possible action:**

**1. Charter Revision:** The Board of Selectmen discussed thoughts and ideas on various areas of the Charter, relative to the upcoming Charter Revision, including clarification on language relative to land acquisition and disposition. Section 6-35 should separate special and emergency appropriations, which are now linked. If there is no impact to the taxpayer items should not have to go to referendum. Section 6-40, create a dollar amount, or if there is no impact, grants or gifts should not have to go through the major bodies. Relative to transfers internal transfers up to an agreed amount were discussed. First Selectman Rosenthal thinks the Town Manager/Town Administrator concept should be evaluated. Selectman Capeci would like section 2-32(a) reviewed with consideration to changing the 45 days to fill a vacancy to 60-90 days. Section 4-05(8) shouldn't specify five years for the CIP. Mr. Tait said that a five year CIP with a five year projection still gives flexibility. Rating agencies looks at policies. Section 2-05 eligibility, what is the Buildings Appeals Board? The Police Commission should include that it is also considered to be the civilian oversight board. Selectman Crick Owen asked if anything needs to be added to the Lake Authority section as it involves members from other towns. There was discussion on appointed officials. The Charter indicates some don't have to live in town, some indicate they do and some don't mention it at all. The Purchasing Authority is the Finance Director and the First Selectman. The Board of Education follows the purchasing policy; the purchasing agent works for both the Town and the Board of Education. For boards that have their own bi laws it should state that should there be any conflict with the Charter or Statute the State Statute or Charter should prevail.

**2. First Selectman FY 2021-2022 Budget Presentation:** Mr. Tait presented the First Selectman Proposed Budget, 2021-2022 (att.). The department request represented a 3.16% reduced to 2.24% by the First Selectman. Without the \$250,000 proposed increase in capital roads the First Selectman proposed budget would be 1.66%. There is only one staffing change, part time public building maintenance to focus across the town's building inventory. \$250,000 of capital items were reduced in the current budget. Capital will increase by \$377,234 in the 2021-22. Last year P&R Capital was reduced by \$56,875, this year request included \$28,000 P&R capital equipment. Last year Highway Capital was reduced by \$68,000, this year request includes \$65,000 for a transfer station hook truck. The P&R mower will reduce contractual services by \$22,000. Mr. Tait reviewed the budget book, table of contents, functions by department and budget detail. Increases in the police budget reflect costs for drug and mental health testing mandated through the

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Town Clerk of Newtown 3:38  
Debbie Aurelia Halstead

Board of Selectmen  
January 19, 2021

police accountability bill. First Selectman Rosenthal noted Peter Wlasuk was sworn in as a new police officer and immediately began the academy. A retired NYPD officer was hired as a certified officer. Chief Viadero hopes to have one more hire in order to get them into the next academy and be ready when the next two retirements occur in the summer. An increase in the fire budget includes replacing an obsolete reporting system. The present curbside recycling program remains in the budget. Recent bids, which came in high, will be rejected. Of the eleven towns in the HRRRA service area, Newtown is the only one with curbside pick-up. There is an increase in the Parent Connection budget. A number of 12/14 family foundations use space in the building; funding from donations will run out in September. There is budget flexibility in the P&R budget to do repair and maintenance at the skate park; some items may be under warrantee. Planning for a frisbee golf course at Treadwell Park can be covered with the donation fund. The library has a decent fund balance that can be used for some maintenance items. DPW, P&R, Police, Fire and the Edmond Town Hall Board of Managers will be invited to discuss their budgets. Selectman Crick Owen requested that the Community Center present to the Board, not necessarily during the budget process.

**3. Appointments/Reappointments/Vacancies/Openings:** none.

**4. Driveway Bond Release/Extension:** none.

**5. Tax Refunds:** Selectman Crick Owen moved to accept Refund #11, 2020/21 in the amount of \$2,397.54. Selectman Capeci seconded. All in favor.

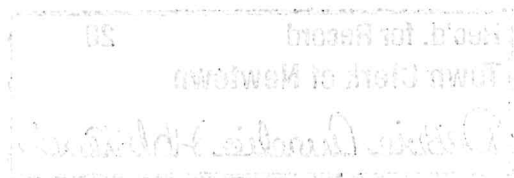
**VOTER COMMENTS:** none.

**ANNOUNCEMENTS:** Thursday, 1/28, BOS meeting may be cancelled.

**ADJOURNMENT:** Having no further business the regular Board of Selectmen meeting adjourned at 9:01 p.m.

Att.: First Selectman Proposed Budget Presentation

Respectfully submitted,  
*Sue Marcinek, Clerk*





## **TOWN ORGANIZATIONAL VALUES**

The Town of Newtown is dedicated to providing quality services in a cost effective manner. This commitment to quality depends upon a dedicated partnership between residents, elected officials and the employees of the Town. The Town of Newtown has expectations and values shared by all to ensure organizational excellence and quality service. They are:

- Getting close to our residents and businesses (customers)
- Committing to the highest ideals of professionalism and integrity
- Improving relations among all employees
- Use of technology to gain efficiencies
- Committing to long range planning

## **MAJOR PUBLIC POLICIES**

Newtown must continually position itself to meet the challenges that lie ahead. The public policies below form the basis of public actions.

- Newtown must be a safe and secure place in which to live and do business.
- Newtown must be a community that actively supports and promotes recreational, cultural, and social opportunities for all citizens.
- Newtown's infrastructure and physical appearance must be the best it can be. This includes roads, sidewalks, and other parts of the rights of way in residential and commercial areas and the strict enforcement of public safety, zoning, housing, environmental and health codes to prevent the appearance of neglect or unsafe conditions.
- Newtown must provide superior customer service. The Town will commit itself to continuous improvement to achieve this.
- Newtown will incorporate the market forces of competition while being mindful of the need to maintain public accountability.

# Budget Goals and Priorities

- Keeping the budget increase as low as possible; while preserving same services; while increasing the capital road account by \$250,000.
- Phase 1 (out of 5) of the reduction of the pension discount rate from 7.0% to 6.5% as recommended by the Pension Committee.
- Encouraging the “can do” spirit. If the Town can do it for less then lets do it.
  - Transfer station hook truck request
  - Parks & Recreation 14' tow behind mower

# Right to the Point

- DEPARTMENT REQUESTS REPRESENTED A **3.16%** BUDGET INCREASE. FIRST SELECTMAN REDUCED THE DEPARTMENT REQUESTS BY **\$370,968**.
- FIRST SELECTMAN 2021-22 PROPOSED BUDGET INCREASE (compared to 2020-21 ADOPTED) = **2.24%**.
- WITHOUT THE \$250,000 PROPOSED INCREASE IN CAPITAL ROADS INCREASE WOULD BE **1.66%**.

# First Selectman 2021 – 2022 Proposed Budget

| Category            | 2020 – 2021<br>Adopted | 2021 - 2022<br>Proposed | Increase<br>(Decrease) | %      |
|---------------------|------------------------|-------------------------|------------------------|--------|
| *WAGES & SALARIES   | \$12,970,255           | \$13,229,132            | \$258,877              | 2.00%  |
| *FRINGE BENEFITS    | \$ 6,178,050           | \$6,353,797             | \$175,747              | 2.84%  |
| INSURANCE           | \$1,118,500            | \$1,118,500             | -0-                    | 0.00%  |
| *OPERATING EXPENSES | \$7,595,820            | \$7,484,328             | (\$111,492)            | -1.47% |
| *CAPITAL            | \$2,960,399            | \$3,337,633             | \$377,234              | 13.77% |
| CONTINGENCY         | \$140,000              | \$140,000               | -0-                    | -0-%   |
| OUTSIDE AGENCIES    | \$2,525,938            | \$2,550,879             | \$24,941               | 0.99%  |
| *DEBT SERVICE       | \$9,485,797            | \$9,723,932             | \$238,135              | 2.51%  |
| TOTAL BUDGET        | \$42,974,759           | \$43,938,201            | \$963,442              | 2.24%  |

\* Detail attached  
BUDGET INCREASE WITH  
OUT CAPITAL ROAD  
INCREASE OF \$250,000



1.66%

# WAGES & SALARIES

## SALARY INCREASES:

- Increase = \$258,877

| <u>SALARY INCREASES:</u> | <u>%</u> |                                 |
|--------------------------|----------|---------------------------------|
| TOWN HALL                | 2.50%    | per contract                    |
| PUBLIC WORKS             | 2.50%    | per contract                    |
| PARKS & RECREATION       | 2.25%    | per contract                    |
| COMMUNICATIONS           | 2.50%    | contract not settled (estimate) |
| NON UNION                | 2.50%    | follows town hall               |
| POLICE                   | 2.25%    | per contract                    |

## STAFFING CHANGES:

Public Works – Public Building Maintenance

- One part time (25hr/wk = \$32,804 annually) maintainer position which was formally a full time position in the 2019-20 approved budget. Prior full time position was exclusive to former police building. This position will focus on maintenance across the town's building inventory.
- Eliminate 50% Community Center facilities manager charge to Senior Center. Community Center may bill Public Building Maintenance for any work (\$30,750 reduction).

## SALARY ENHANCEMENTS:

- Increase in Tax Assessor salary to market (position currently vacant)

# FRINGE BENEFITS

Fringe benefit increase = \$175,747:

- Health benefit contribution to the medical self insurance fund increased 3% based on the funds performance. Increase = \$89,000.
- Pension = \$26,000 increase. Increase in contribution due to phasing to 6.75% interest rate from 7.00% over five years offset by the continued contraction of the active participant base:

|                     | <u>2020-2021</u> | <u>2021-2022</u> | Increase (decrease) |          |
|---------------------|------------------|------------------|---------------------|----------|
|                     |                  |                  | %                   | \$       |
| Board of Selectmen: |                  |                  |                     |          |
| Town Pension        | 687,277          | 632,672          | -7.9%               | (54,605) |
| Police Pension      | 1,083,679        | 1,164,195        | 7.4%                | 80,516   |
| Total BOS           | 1,770,956        | 1,796,867        | 1.5%                | 25,911   |

- Town contributions to defined contribution plan (new employees not on pension plan): an increase of \$26,000.
- Town contributions to social security: an increase of \$21,000.

# OPERATING EXPENSES

A decrease in operating expenses of (\$111,492).

Major contributors:

- |                                               |            |                     |
|-----------------------------------------------|------------|---------------------|
| • Electricity due to solar panels             | (\$69,000) | bldg. maint. & fire |
| • Gasoline due to new contract                | (\$61,000) | highway             |
| • Salt & sand due to lower prices & inventory | (\$98,000) |                     |

Note: amounts are offset by increases

# CAPITAL

Capital increased by \$377,234:

## Major increases:

- Fire equipment & capital \$ 45,000
- Road improvements \$250,000
- Transfer station hook truck \$ 65,000
- Parks & Recreation equipment \$ 28,000

Note: \$250,000 in capital items were taken out of the 2020-21 budget and financed in the capital & non-recurring fund (using fund balance). So effectively, taking this into consideration, capital has decreased.

Capital amounts reduced by the Legislative Council in the 2020-21 budget process:

- Police \$45,000
- Fire \$42,125
- Highway \$68,000
- Public Building Maintenance \$37,000
- Parks & Recreation \$56,875

# DEBT SERVICE

The budget for Debt Service, for fiscal year 2021-22 has increased by \$238,135 or 2.51%. Debt service amounts are forecasted in the CIP debt report.

Board of Education capital projects comprise 44% of the total annual debt service amount. It is typical in Connecticut that all of the annual debt service amounts are included on the Board of Selectmen budget.

# TRANSFER TO CAPITAL & NON-RECURRING FUND

## ACCOUNT DETAIL

Reserve Cap & Non Recurring: The requested \$220,000 comprises the following (in **bold** print):

### Public Works:

#### (1) Ten Wheel Dump Truck (replace)

|                   |           |
|-------------------|-----------|
| 2022-2023 planned | \$125,000 |
| 2023-2024 planned | \$125,000 |

#### (2) Six Wheel Dump Truck

|                          |                  |
|--------------------------|------------------|
| 2020-2021 appropriated   | \$100,000        |
| <b>2021-2022 request</b> | <b>\$120,000</b> |

#### (2) All Season Truck Body Replacement (truck #3 & 15)

|                                                                  |                 |
|------------------------------------------------------------------|-----------------|
| <b>2021-2022 request (payment #1 of a 4 year internal lease)</b> | <b>\$30,000</b> |
|------------------------------------------------------------------|-----------------|

### Parks & Recreation:

#### Pick up Truck with plow (gas engine) (additional)

|                                                                  |                 |
|------------------------------------------------------------------|-----------------|
| 2020-2021 appropriated (payment #2 of a 5 year internal lease)   | \$10,000        |
| <b>2021-2022 request (payment #3 of a 5 year internal lease)</b> | <b>\$10,000</b> |

### Court recoating (annual)

|                          |                 |
|--------------------------|-----------------|
| <b>2021-2022 request</b> | <b>\$10,000</b> |
|--------------------------|-----------------|

### Fire:

#### Air Packs/Turnout Gear (annual)

|                          |                 |
|--------------------------|-----------------|
| 2018-2019 appropriated   | \$25,000        |
| 2019-2020 appropriated   | \$50,000        |
| 2020-2021 appropriated   | \$50,000        |
| <b>2021-2022 request</b> | <b>\$50,000</b> |
| 2022-2023 planned        | \$50,000        |
| 2023-2024 planned        | \$50,000        |

Note: Debt service is forecasted to decrease \$400,000 in 2025-26. It is planned to increase transfers to capital & non-recurring to \$750,000.