

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, February 8, 2022**. The meeting was held remotely due to COVID-19 precautions. Warden Maher called the meeting to order at 7:31p.m.

Present: Warden Jay Maher, Senior Burgess Chris Gardner, Burgess James Gaston, Burgess Bill Lucas, Burgess Sarah Phillips, Treasurer Paula Brinkman, Tax Collector Jodie Enriquez and Clerk Ann Scaia.

Absent: Burgess Anthony Baiad, Burgess Jared Modzelewski and Tree Warden Rob McCulloch.

Also Present: 2 members of public.

Burgess Gaston made a motion to accept the January 11, 2022 regular meeting minutes,
seconded by Senior Burgess Gardner and unanimously approved.

Warden's Report: Warden Maher announced Richard Davis and Donald Mitchell were approved as alternates during the January 12th, Borough Zoning Commission meeting. Burgess Gaston requested resumes and/or information regarding the candidates prior to formally appointing the candidates. Warden Maher will present documentation at the March Borough meeting.

Warden Maher reported Dr. Rodrigue submitted an outline of possible expenditures for Hawley Elementary School and Newtown Middle School utilizing ARPA funds. Burgess Gaston stated he was comfortable with the Hawley Elementary School math intervention as well as math tutoring program but suggested we wait until the school budget is approved to make a final determination of what funds are needed. Warden Maher recently spoke with the Newtown Historical Society regarding the Matthew Curtiss House and their financial needs due the impact of COVID. Warden Maher will present their request at the March Borough meeting.

Warden Maher presented a desire for the Board of Burgesses to assist the Newtown Village Cemetery Association with the repair the dam at the Hawley Pond. The Board of Burgesses agreed with supporting this initiative. Warden Maher will meet with Building Inspector Poetl to assess the scope of work and how we may assist in this project. Warden Maher will present his findings at the March Borough meeting.

Warden Maher reported on an initiative from the Friends of Newtown Seniors (FONS). FONS is sponsoring a Senior Earth Day Celebration and is looking for teams to assist seniors with working/cleaning their yards. Warden Maher suggested we create a "Team Borough" and participate in this initiative. He suggested we discuss this further at the March Borough meeting.

Tree Warden's Report: Due to the absence of the Tree Warden, there is nothing new to report.

Tax Collector's Report: Tax Collector Enriquez reported the following for February 2022: Taxes Collectable \$163,729.75; Current Taxes: \$164,606.13; Back Taxes: \$1,201.95; Interest: \$1,120.91; Liens & Fees: \$144.00. Total Submitted to Treasurer to Date: \$163,700.00. Current Taxes Collected: \$163,052.30 representing 99.59%. Please review attached report for February 2022.

Senior Burgess Gardner made a motion to accept the Tax Collector's Report for February 2022, seconded by Burges Gaston and unanimously approved.

Treasurer's Report: The February 2022 report presents: There was no deposit made from the Borough Zoning Office. There was no deposit made from Tax Collector, Jodie Enriquez. A transfer of \$26,000.00 was made to cover last month's invoicing. There was no transfer into the ISC Account from the Borough Operating Account. A transfer of \$26,000.00 was transferred from the ISC Account to the Borough Operating Account. Interest on the 6 mo. CD was \$13.49 making a total of \$79,392.60. Please review attached report for February 2022.

Burgess Gaston made a motion to accept the Treasurer's Report for February 2022, seconded by Senior Burgess Gardner and unanimously approved.

Zoning Officer's Report: Nothing new to report given the recent resignation of Zoning Officer Sibley. Warden Maher has been in contact with Doug Nelson regarding possible candidates. Burgess Gaston has requested any potential candidate's resumes be submitted at the March Borough meeting. Warden Maher will also secure a job description from Rob Sibley to assist in the search for a new Zoning Officer.

Historic District: Warden Maher reported Signarama is currently working on the Historic District "Welcome" signs and hopes to have them installed by Memorial Day weekend.

Sidewalks: Warden Maher submitted a proposal for services from Benesch to continue the final drawings for Sugar Street project to the Board of Burgesses. The estimated fee to complete the drawings is \$53,000.00. The Board of Burgesses agreed with the proposal for completing drawings.

Burgess Gaston made a motion for a special appropriation of up to \$53,000.00 from the Fund Balance for design project as proposed, seconded by Burgess Lucas and unanimously approved.

Streets & Parks: Warden Maher stated he wanted to utilize the \$3000.00 allotted in the Trees & Maintenance line item of the budget and asked everyone to offer suggestions at the March Borough meeting of locations for tree plantings this Spring.

New Business: None.

Old Business: None.

Public Participation: Kenneth Kopsco, of 4 Overlook Drive, suggested the “Welcome to the Borough” signs be re-introduced as a possible project. In the Fall of 2019, he and then Second Senior Burgess Kenyon investigated the cost, possible design and locations for the signs. Mr. Kopsco offered to volunteer his time if this project were to be re-instated. Warden Maher will contact Signarama for original sketches and costs. He will present his findings at the March Borough meeting.

The regular meeting of the Board of Burgesses will be held on Tuesday, March 8, 2022 at 7:30p.m. in the Old Court Room in Edmond Town Hall, Newtown, CT.

There being no further business, Burgess Lucas made a motion to adjourn the meeting at 8:17 p.m., seconded by Senior Burgess Gardner and unanimously approved.

Respectfully submitted,

Ann Scaia
Borough Clerk

A recording of the meeting may be found here:

https://us02web.zoom.us/rec/share/mc_lnjTgP2850Mw8TDTZhFFgQl3o1YpZo-Doq1doVbkd5sOqi8fFbEq-ieFHZGFU.5eE2P1C39kStEwZh

NEWTOWN BOROUGH TAX

MONTHLY REPORT THRU: JANUARY 2022

TOTAL TAXES DUE FOR GRAND LIST 2020:	\$163,367.21
LAWFUL CORRECTIONS:	
INCREASE	\$387.50
DECREASE	<u>-\$24.96</u>
TAXES COLLECTABLE:	\$163,729.75

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:	\$164,606.13
BACK TAX	\$1,201.95
INTEREST:	\$1,120.91
LIENS & FEES:	<u>\$144.00</u>
TOTAL COLLECTED TO DATE:	\$167,072.99

TOTAL SUBMITTED TO TREASURER TO DATE:	\$163,700.00
REFUND GIVEN FROM CURRENT YR TAX	\$0.00
REFUND GIVEN DUE FROM PRIOR YR	<u>\$0.00</u>
	\$163,700.00

TAX COLLECTION SUMMARY:

GL 2020	TAXES COLLECTED	\$164,606.13	
	TAXES SUSPENDED	\$0.00	
	TRANSFERS	\$16.90	
	BOUNCED CHECKS	-\$372.34	
	REFUNDS	<u>-\$1,198.39</u>	
	TOTAL CURRENT TAX COLLECTED	\$163,052.30	99.59%
	UNCOLLECTED TAXES	\$1,046.00	0.64%
	OVERPAYMENTS	<u>-\$368.55</u>	
		\$677.45	

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2019 AND PRIOR:

UNCOLLECTED TAXES	\$495.51
OVERPAYMENTS FROM PRIOR YEARS	<u>-\$154.43</u>
	\$341.08
ADJUSTMENTS	\$0.00
TRANSFER (TO CURRENT YEAR)	-\$16.90
BOUNCED CHECK FROM BT PAID	-\$665.85

DATE:

7-Feb-22

SIGN: *Jodie Enriquez*
BOROUGH TAX COLLECTOR

		BOROUGH OF NEWTOWN					
			Treasurer's Report				
			Month Ending January 31, 2022				
		ACCOUNT 673	ACCOUNT 2470-D	ACCOUNT 873	TOTAL		
		Operating Account	Insured Cash Sweep	American Rescue Plan			
BEGIN 1/1/2022		\$250,010.62	\$336,718.34	\$274,795.05			\$861,524.01
Interest Transfer		-\$10.62	\$10.62				\$0.00
Transfer to Clerk's Account	Check #316	-\$26,000.00					-\$26,000.00
Transfer in from ICS		\$26,000.00	-\$26,000.00				\$0.00
Deposit from Bldg/Zoning		\$0.00	\$0.00				\$0.00
Deposit from Tax	YTD:\$163,700	\$0.00	\$0.00				\$0.00
Transfer out to ICS Acct.		\$0.00	\$0.00				\$0.00
Interest earned 1/31/2022		\$10.62	\$25.44	\$10.92			\$46.98
ENDING BALANCE 1/31/2022		\$250,010.62	\$310,754.40	\$274,805.97			\$835,570.99
		6 MONTH CD Account matures 3/15/2022					
BEGIN 1/1/2022		\$79,379.11					
Interest earned 1/31/2022	.20 APY	\$13.49					
ENDING BALANCE 1/31/2022		\$79,392.60					

Respectfully submitted 2/8/2022



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January 14, 2022

Jay Maher
Warden
Borough of Newtown
9 Glover Avenue
Newtown, CT 06470

Re: Civil Engineering Services Proposal
Sugar Street (Route 302) Sidewalk Extension Amendment #1

Dear Mr. Maher:

We have prepared the following scope of work and estimate of design services fee for Amendment #1 for the above referenced project to complete the project as discussed. This scope is based on our phone conversation describing the goals of the project.

We understand that the Borough is interested in extending the sidewalk along the north side of Sugar Street from the terminus of the culvert replacement work (Police Station Drive) to Madison Street. We will provide construction documents (100%) for approximately 1,400 linear feet of a five foot wide walk with an approximate four foot snow shelf along the north side of the street. We will adjust the shelf width to accommodate existing utility poles and right-of-way restrictions. We will adjust the alignment to avoid the need for property easements to the best of our ability while still providing a safe and convenient pedestrian way.

Scope of Work

Construction Documents

Semi-Final Design (75% Construction Documents)

- A. Progress Preliminary Design Plans to Semi Final Design (75% Construction Plans) which would include:
 - a. Final layout plan,
 - b. profile plan,
 - c. critical cross sections
 - d. CT DOT Standard Detail Index Sheets
 - e. Prepare a preliminary engineering estimate of probable costs for the sidewalk layout.
 - f. Identify any ROW impacts from the proposed sidewalk layout.
- B. Prepare technical specifications for the proposed work. It is assumed that the Town will provide Benesch with the front end specifications for inclusion into the specification book.
- C. Submit plans and reports to the Town of Newtown's Inland Wetlands Commission with applicable applications. It is assumed that any fee associated with this permit will be either waived by the Town of Newtown or be provide by the Borough.
- D. Attend 1 meeting to discuss the plan set and the impacts to the inland wetlands to the Town Commission.
- E. Submit Plans once given initial approval to move forward with the design to the CT Department



of Transportation District IV for their input. It is assumed this submission will be electronic via PDF format drawings.

Final Design (100% Construction Documents)

- A. Progress Semi-Final Design Plans to Final Design which would include:
 - a. Final layout plan
 - b. profile plan
 - c. critical cross sections
 - d. cross sections
 - e. CT DOT Standard Detail Index Sheets
 - f. Prepare a final engineering estimate of probably costs for the sidewalk layout.
 - g. Identify any ROW impacts from the proposed sidewalk layout. It is assumed that the Borough will initiate discussions with property owners for ROW impacts and obtain permissions for work outlined.

Bidding Assistance/Construction Administration

Bidding

- A. Respond to Contractor RFIs
- B. Review Contractor bids and provide recommendations to the Borough for contractor selection

Limited Construction Administration

- A. Respond to Contractor questions during construction.
- B. Review pertinent submittals.
- C. Perform 1 site visit during construction to ensure that construction is being performed per the design. It is assumed that Benesch will not be responsible for everyday inspection of the work being performed and that a Borough representative will assume these activities.
- D. Prepare the final punch list of the completed project to identify any items that need to be corrected by the contractor.

Assumptions

- Geotechnical investigation is not included.
- No retaining wall will be required.
- No utility relocations will be required.
- Army Corps Permits are not included in this scope of work.
- CT DEEP Permitting is not included in this scope of work.



Jay Maher
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Estimated Fees

For these services, Benesch estimates a lump sum fee of \$53,000 for the design services. Depending on the level of service the Borough is expecting for the Bidding Assistance and Construction Administration we recommend these services are performed at an hourly rate. For budgeting purposes, a fee of \$10,000 for this task would be recommended.

The terms and conditions from the original agreement dated November 21, 2020 shall apply to this work.

Your primary contact for this project will be Ryan Scrittorale, PE and Project Manager.

If you have any questions about this information, please call or e-mail Ryan at 860-494-4361 or rscrittorale@benesch.com. We look forward to providing our services on this exciting project.

Sincerely,

Alfred Benesch & Company

Steve Drechsler, PE
Vice President / CT Division Manager

Accepted By:

Jay Maher
Borough of Newtown

Date:

Covid-19 Pandemic Response							
Hawley School and Newtown Middle School Needs for 2022-23							
HAW/NMS Positions/Extra Work	2022-23 Cost	Possible Borough Grant*	History				
Hawley Math Interventionist	\$36,584 for .5 \$73,167 for 1.0	\$35,584	.5 covered by ESSER II for 2021-22 school year				
Middle School Math Interventionist	\$80,529	\$40,265	1.0 covered by ESSER II				
Hawley Math/Reading Tutoring Program	\$15,000		Covered by ESSER III in 2021-22 school year				
Middle School ARC Support	\$18,000	\$18,000	Covered by ESSER III in 2021-22 school year				
Total		\$93,849					
*Trying to find items that will equal \$75,000-\$90,000 for grant. Maybe .5 HAW Interventionist and .5 NMS Interventionist and all of ARC?							
Notes on roles:							
A non-certified staff person will support Middle School students in the Academic Resource Center during the school day. This role will involve helping struggling students with organizational and time management skills and helping students complete classwork and homework assignments.							
The Math Interventionists identify students in need of intervention, provide Tier II and Tier III support to students, and create, support and monitor student intervention plans.							