

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, November 8, 2022** in the Old Court Room at Edmond Town Hall, Newtown, CT. Warden Maher called the meeting to order at 7:32p.m.

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

Absent: Burgess Jared Modzelewski and Tree Warden Rob McCulloch

Also Present: There were no members of public.

Senior Burgess Gardner made a motion to accept the October 11, 2022 regular meeting minutes, seconded by Burgess Lucas. 1 Abstain. Motion passed.

Warden's Report: Warden Maher asked if everyone had read the portion of Public Act No. 21-2 as it related to the option of moving the Borough elections to November or maintaining it in May. Burgess Gaston stated the Borough charter designates the elections to be held in May and felt it appropriate to keep the elections in May. After a brief discussion, all burgesses agree to continue holding Borough elections in May. Warden Maher presented resumes for two new burgess candidates for the upcoming 2023 election due to the pending resignations of Burgess Lucas & Burgess Baiad. The candidates are Maureen Crick Owen and Meghann Buck (see attached resumes). After review of resumes and discussion, the burgesses agreed they would be excellent candidates. Warden Maher presented the Civil Engineering Services Proposal outlining the scope of work and estimate of design services fee for Amendment #1 for the Church Hill Road and Queen Street Intersection ADA Improvements. After review and discussion, it was requested Warden Maher acquire an estimate for the completion of the entire project. The burgesses also agreed to allocate funds from the ARPA funds to execute the civil engineering services.

Burgess Gaston made a motion to approve funds up to \$45,000.00 to be taken out of the ARPA line item to execute the Civil Engineering Services for the Church Hill Rd and Queen Street Intersection ADA Improvements project, seconded by Senior Burgess Gardner and unanimously approved.

Tree Warden's Report: In his absence, Tree Warden McCulloch, reported via email that Eversource has been doing some major trimming on some of the roads around town, most

notably on Castle Hill and West Street in the Borough. Also there are approximately 25 stumps marked around the borough that are scheduled for grinding within the next couple weeks. If anyone notices a stump that is not marked with orange spray paint and is in the Borough please contact him.

Tax Collector's Report: Tax Collector Enriquez reported the for October 2022: Taxes Collectable \$201,004.13; Current Taxes: \$198,324.39; Back Taxes: \$27.39; Interest: \$672.17; Liens & Fees: \$0.00. Total Submitted to Treasurer to Date: \$195,500.00. Current Taxes Collected: \$197,193.46 representing 98.10%. Please review attached for October 2022.

Burgess Baiad made a motion to accept the Tax Collector's Report for October 2022,
seconded by Burges Phillips and unanimously approved.

Treasurer's Report: The October 2022 report presents: A deposit of \$398.00 was made from the Borough Zoning Office. A deposit of \$7,500.00 was made from Tax Collector, Jodie Enriquez. A transfer of \$42,800.00 was made to cover last month's invoicing. There was a transfer of \$7,898.00 into the ISC Account from the Borough Operating Account. A transfer of \$42,800.00 was transferred from the ISC Account to the Borough Operating Account. Interest on the 6 mo. CD was \$25.33 making a total of \$67,612.73. Please review attached report for October 2022.

Burgess Lucas made a motion to accept the Treasurer's Report for September 2022,
seconded by Burgess Baiad and unanimously approved.

Zoning Officer's Report: Warden Maher reported Zoning Officer Chapman has begun working at the Planning & Zoning Office at the Town Hall. He has set up regular hours on Mondays, Wednesdays and Fridays to address Borough Zoning matters.

Historic District: Burgess Phillips reported the Borough "Welcome" signs will be executed and installed in the Spring of 2023. Burgess Phillips also reported she is still solidifying final committee members for the Borough 200th anniversary committee.

Sidewalks: Warden Maher reported the RFP is going out for the 35 Church Hill project which will occur in the Spring of 2023.

Streets & Parks: Senior Burgess Gardner confirmed the summer flag at the flagpole has been replaced with the winter flag. He also reported the town purchasing agent is researching the purchase of a remote control device enabling the flag to be raised up and down at the base of the flagpole.

New Business: None

Old Business: None.

Public Participation: None.

**The regular meeting of the Board of Burgesses will be held on Tuesday, December 13, 2022
at 7:30p.m.**

**There being no further business, Burgess Lucas made a motion to adjourn the meeting at
8:16 p.m.,** seconded by Burgess Gaston and unanimously approved.

Respectfully submitted,

Ann Scaia
Borough Clerk

NEWTOWN BOROUGH TAX

MONTHLY REPORT THROUGH: OCTOBER 2022

TOTAL TAXES DUE FOR GRAND LIST 2021:		\$195,771.16
LAWFUL CORRECTIONS:	INCREASE	\$5,332.17
	DECREASE	<u>-\$99.20</u>
TAXES COLLECTABLE:		\$201,004.13

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:	\$198,324.39
BACK TAX	\$27.39
INTEREST:	\$672.17
LIENS & FEES:	<u>\$0.00</u>
TOTAL COLLECTED TO DATE:	\$199,023.95

TOTAL SUBMITTED TO TREASURER TO DATE:	\$195,500.00
REFUND GIVEN FROM CURRENT YR TAX	\$0.00
BOUNCED CHECKS	<u>\$0.00</u>
	\$195,500.00

TAX COLLECTION SUMMARY:

GL 2021	TAXES COLLECTED	\$198,324.39	
	TAXES SUSPENDED	\$0.00	
	TRANSFERS	\$37.80	
	BOUNCED CHECKS	\$0.00	
	REFUNDS	<u>-\$1,168.73</u>	
	TOTAL CURRENT TAX COLLECTED	\$197,193.46	98.10%
	UNCOLLECTED TAXES	RE	\$3,810.67
		RE - OVERPAYMENTS	<u>-\$1,814.02</u>

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2020 AND PRIOR:	
UNCOLLECTED TAXES	\$0.00
OVERPAYMENTS FROM PRIOR YEARS	-\$254.22
ADJUSTMENTS	\$116.63
TRANSFER (TO CURRENT YEAR)	-\$37.80
BOUNCED CHECK FROM BT PAID	\$0.00

DATE:
5-Nov-22

SIGN: Jodie Enriquez
BOROUGH TAX COLLECTOR

			BOROUGH OF NEWTOWN					
			Treasurer's Report					
			Month Ending October 31, 2022					
			ACCOUNT 673	ACCOUNT 2470-D	ACCOUNT 873	TOTAL		
			Operating Account	Insured Cash Sweep	American Rescue Plan			
		BEGIN 10/1/2022	\$250,021.92	\$290,354.45	\$237,460.51	\$777,836.88		
		Interest Transfer	-\$21.92	\$21.92		\$0.00		
		Transfer to Clerk's Account check #331	-\$42,800.00			-\$42,800.00		
		Transfer in from ICS Account	\$42,800.00	-\$42,800.00		\$0.00		
		Deposit:Bldg/Zoning	\$398.00	\$0.00		\$398.00		
		Deposit from Tax Collector YTD:\$189,500	\$7,500.00	\$0.00		\$7,500.00		
		Transfer out to ICS Acct.	-\$7,898.00	\$7,898.00		\$0.00		
		Interest earned 10/31/2022	\$19.87	\$616.53	\$29.81	\$666.21		
		ENDING BALANCE 10/31/2022	\$250,019.87	\$256,090.90	\$237,490.32	\$743,601.09		
			CD ACCT 814 (3 month)					
			.30% APY matures 12/15/22					
		BEGIN 10/1/2022	\$67,587.40					
		Interest earned 10/31/2022 .30 APY	\$25.33					
		ENDING BALANCE 10/31/2022	\$67,612.73					

Respectfully submitted 11/8/2022

MAUREEN CRICK OWEN

7 Glover Avenue, Newtown, CT 06470

203.733.4562 · maureencrickowen@gmail.com · linkedin.com/in/maureencrickowen

VOLUNTEER SERVICE

Newtown Board of Selectmen – Selectman (elected)	Dec. 2017 - Present
Newtown Suicide Prevention Initiative – Co-Chair	Dec. 2019 - Present
Newtown Board of Assessment Appeals – Board Member (elected)	Dec. 2012 - Nov. 2017
Newtown Village Cemetery Association, Inc. President and Board Member – 2004 - Present Secretary and Board Member – 1997 - 2004	Sept. 1997 - Present
Connecticut Cemetery Association, Inc. President – 2021 - Present Vice President – 2018 - 2021 Treasurer – 2019 - 2021 Board Member – 2016 - 2018	Oct. 2016 - Present
New England Cemetery Association 2 nd Vice President – 2022 - Present Board Member – 2021 - 2022	June 2021 - Present
Newtown Community Center Advisory Board – Board Member	May 2016 - Nov. 2017
Newtown Parks and Recreation Commission – Commission Member	June 2009 - Nov. 2017
Newtown Chapter of Regional Hospice of Western Connecticut Member/Fundraiser for Annual Hospice Breakfast	Jan. 2009 - May 2012
Newtown Country Club Realty Corp. President and Director – 2009 - Present Vice President and Director – 2007 - 2009	Mar. 2007 - Present
Borough of Newtown Zoning Commission – Clerk	Dec. 1996 - Present
Borough of Newtown Zoning Board of Appeals – Clerk	Dec. 1996 - Present

EXPERIENCE

Paralegal – Christopher G. Winans, P.C.	Mar. 2021 - Present
Office Administrator – Newtown Volunteer Ambulance Association, Inc.	Sept. 2015 - Aug. 2021
Office Administrator and Paralegal – Porzio Law Offices, LLC	Nov. 2010 - Mar. 2016

MEGHANN E. BUCK
52 Queen Street, Newtown, CT 06470
(612) 750-9775 ♦ meghannebuck@gmail.com

PROFESSIONAL PROFILE

A dedicated Newtown homeowner, St. Rose of Lima Catholic Church parishioner, and Newtown Public Schools parent passionate about serving the Borough of Newtown. Exceptionally detail oriented, enjoys developing interpersonal relationships in a client facing position. Works effectively and efficiently under pressure, enjoys taking initiative and welcomes challenging opportunities with a resilient attitude and drive for results.

WORK EXPERIENCE

Keely Thorne Events, Planner

August 2014-April 2017

- Planned, coordinated, and assisted parties and weddings across Texas and several other states with budgets ranging from \$10K to \$1M.
- Responsible for securing new clients and managing personal sales portfolio.
- Established event budgets, created event timelines, and collaborated with other vendors and event professionals to ensure that events were seamlessly produced and provided an exceptional client experience.

Target Corporation, Senior Business Analyst- Merchandise Presentation Division

October 2013- July 2014

- Performed all functions of the core Business Analyst role, while seeking out strategic projects in line with division and company objectives to drive sales and improve the guest experience.
- Implemented an As Seen on TV expansion strategy that brought ASTV merchandise to the front of store in 650 stores and was expected to drive an incremental \$8M in annual sales.
- Created a new floor pad strategy for the One Spot business intended to improve the guest experience, simplify store processes, and result in over \$1M in annual expense savings by reducing transitions by 25%.

Target Corporation, Business Analyst- Merchandise Presentation Division

June 2012-October 2013

- Managed merchandise presentation strategies in all 1790 Target stores for the One Spot and Rear Seasonal Halloween businesses that drove a combined \$577M in sales and \$272M in GM in 2013.
- Determined appropriate space allocation for categories and create compelling merchandise presentations in collaboration with merchant and merchandise planning teams to build relevant product assortments, execute segmentation strategies, and clearly communicate with stores to reduce store workload, enhance guest shopping experience, and drive sales.
- Created and implemented the 2013 Halloween merchandising strategy across eight City Target stores that delivered a 58% mature sales comp.
- Mentored and trained a new Merchandise Presentation Business Analyst during a pilot training program to promote the development of new talent for the organization.

The White House Project, Intern

September 2011-January 2012

- Organized training events for women interested in politics and running for political office.
- Managed communications work including weekly press emails and fundraising efforts.

Office of Congresswoman Betty McCollum, Intern

January 2011-June 2011

- Performed various administrative tasks in the Washington, DC office including answering constituent mail and phone calls, and providing tours of the Capitol for constituents
- Developed legislative and public policy experience by drafting response letters for Legislative staff, conducting research for upcoming bills, and attending and writing memos on Congressional briefings and hearings.
- Gained experience with media by drafting press releases, filming press events and speeches.

EDUCATION

University of St. Thomas, St. Paul, MN

- B.A. Political Science, *summa cum laude* (2012)
 - Minor: Business Administration
 - Member of the Aquinas Honors Scholars program
- Completed the Washington Semester Public Law Seminar (January-June 2011) at American University, Washington, DC.



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October 11, 2022

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

Re: **Civil Engineering Services Proposal**
Church Hill Road & Queen Street Intersection ADA improvements

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.

As you know we are currently working on the design of sidewalks for the Town of Newtown for the intersection of Church Hill Road (Route 6) and Queen Street, and down Queen Street for approximately 100 feet. We will provide construction documents (100%) for the intersection of Church Hill Road and Queen Street and for approximately 100 linear feet of a five foot wide walk along the east side of Queen Street. 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. revised traffic signal plan
 - e. CT DOT Standard Detail Index Sheets
 - f. Prepare a preliminary engineering estimate of probable costs for the sidewalk layout.
 - g. 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 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. traffic signal plan
- f. CT DOT Standard Detail Index Sheets
- g. Prepare a final engineering estimate of probable costs for the sidewalk layout.
- h. 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 \$45,000 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 October 8, 2021 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 rscriitorale@benesch.com. We look forward to providing our services on this exciting project.

Sincerely,

Alfred Benesch & Company

A handwritten signature in dark ink, appearing to read "Steve Drechsler", written over a horizontal line.

Steve Drechsler, PE
Vice President / CT Division Manager

Accepted By:

Jay Maher
Borough of Newtown

Date: