

**BOROUGH OF NEWTOWN  
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, October 10, 2023** in the Lower Meeting Room at Edmond Town Hall, Newtown, CT. Warden Maher called the meeting to order at 7:31 p.m.

**Present:** Warden Joseph Maher, Senior Burgess Chris Gardner, Burgess James Gaston, Burgess Sarah Phillips, Burgess Maureen Crick Owen, Treasurer Paula Brinkman, Tax Collector Jodie Enriquez and Clerk Ann Scaia

**Absent:** Burgess Jared Modzelewski, Zoning Enforcement Officer Joe Chapman and Tree Warden Rob McCulloch

**Also Present:** There were 3 members of public.

**Senior Burgess Gardner made a motion to accept the September 12, 2023 annual meeting minutes,** seconded by Burgess Phillips with 1 abstain.

**Senior Burgess Gardner made a motion to accept the September 12, 2023 regular meeting minutes,** seconded by Burgess Phillips with 1 abstain.

**Warden's Report:** Warden Maher distributed and read the biography of Michael Mandarano which the Board of Burgesses reviewed. Warden Maher stated Mr. Mandarano is well qualified to perform the duties as Alternates on the Borough Zoning Commission.

**Burgess Gaston made a motion to appoint Michael Mandarano as Alternate Commission Members of the Borough Zoning Commission,** seconded by Senior Burgess Gardner and unanimously approved.

Burgess Crick Owen recently brought to Warden Maher's attention the Police Commissioner meeting minutes in which Commissioner Sedensky discussed the Flagpole. He reported people have approached him about traffic passing on the right, how the Borough does not approve of the removal of the flagpole and the state is not going to make any changes. Commissioner Faxon feels the Flagpole is a quaint, out-of-the-time obstruction and should be removed. Commissioner Faxon stated that a study was done 7-8 years ago, and a vast majority of the borough was against removing the Flagpole even though the Commissioner was for it. Warden Maher recognizes it is the Board of Burgesses job to maintain the integrity of the Flagpole and to be aware of discussion occurring regarding the Flagpole.

Senior Burgess Gardner stated he has been working on replacing the three signs on the Flagpole. The State no longer is taking responsibility for the maintenance of the signs. Senior Burgess Gardner is now in contact with Fred Hurley about replacing the signs.

Senior Burgess Gardner announced the changing of the summer flag to the winter flag at the Flagpole will occur this Saturday, October 14, at 8:00am.

**Tree Warden's Report:** Due to Tree Warden McCulloch's absence, there was nothing new to report.

**Tax Collector's Report:** Tax Collector Enriquez reported that for the September 2023: Taxes Collectable \$226,783.50; Current Taxes: \$218,143.69; Back Taxes: \$315.35; Interest: \$529.85; Liens & Fees: \$48.00. Total Submitted to Treasurer to Date: \$195,000.00. Current Taxes Collected: \$217,173.68 representing 95.76%. Please review attached for September 2023.

**Senior Burgess Gardner made a motion to accept the Tax Collector's Report for September 2023,** seconded by Burgess Crick Owen and unanimously approved.

**Treasurer's Report:** The September 2023 report presents: A deposit of \$3,168.00 was made from the Borough Zoning Office. A deposit of \$12,000.00 was made from Tax Collector, Jodie Enriquez. A transfer of \$38,387.63 was made to cover last month's invoicing and payroll. There was a transfer of \$15,168.00 made into the ISC Account from the Borough Operating Account. A transfer of \$38,387.63 was transferred from the ISC Account to the Borough Operating Account. Interest on the 13 mo. CD was \$162.64 making a total of \$69,242.19. Please review attached report for September 2023.

**Senior Burgess Gardner made a motion to accept the Treasurer's Report for September 2023,** seconded by Burgess Phillips and unanimously approved.

**Zoning Enforcement Officer's (ZOE) Report:** Zoning Enforcement Officer Joe Chapman was absent but a report was submitted (see attached).

**Historic District:** Burgess Phillips reported the Bicentennial Committee bank account has been created. This has allowed the website to begin design/creation. Burgess Phillips reported the committee will be meeting again in early November. Burgess Gaston suggested volunteers of the Borough over the years should be recognized for their contribution. Burgess Phillips agreed this was an excellent idea. She will discuss this with the committee and designed a form of recognition to give to the volunteers.

**Sidewalks:** Warden Maher reported the DOT has approved both the Sugar Street project and the Queen Street/Church Hill Road project. Warden Maher reported the bid form has been submitted to Kerri Mubarek, Newtown Purchasing Director. These projects will go into bid in the Spring, which will allow us to get a contractor list together for release of request for proposal in February or early March.

Warden Maher was recently approached by the State of Ct regarding LoCIP funds which are available to the Borough in the amount of \$13,647.00. Warden Maher suggested utilizing these funds to supplement funding for one of the ad hoc committee's projects, specifically the Queen Street project. It is a town road and would not require State approval. This project would extend the sidewalk from the Middle School to the stop sign at the intersection of Glover Ave and Queen Street.

**Burgess Gaston made a motion to accept LoCIP funds of \$13,647.00 and appropriate approximately \$6,353.00 of ARPA funds and move forward with the proposed Queen Street Sidewalk project,** seconded by Senior Burgess Gardner and unanimously approved.

**Streets & Parks:** Warden Maher reported a major maple tree was lost last year on Main Street. He proposed a 3.5" caliper maple tree be purchased and planted in the existing place.

**Burgess Gaston made a motion to appropriate up to \$1,000.00 from the Tree Maintenance line item to plant a maple tree on Main Street,** seconded by Burgess Phillips and unanimously approved.

**New Business:** None

**Old Business:** None

**Public Participation:** None

**Executive Session: Burgess Gaston moved to enter into Executive Session regarding the renewal lease with Edmond Town Hall Board of Managers inviting Treasurer Paula Brinkman, Clerk Ann Scaia and Tax Collector Jodie Enriquez to remain in attendance.** Senior Burgess Gardner seconded. Executive Session was entered into at 8:04 p.m. and returned to regular session at 8:41 p.m. with no action taken.

**The regular meeting of the Board of Burgesses will be held on Tuesday, November 14, 2023 at 7:30p.m.**

**There being no further business, Burgess Gaston made a motion to adjourn the meeting at 8:41 p.m.,** seconded by Burgess Phillips and unanimously approved.

Respectfully submitted,

Ann Scaia  
Borough Clerk

## NEWTOWN BOROUGH TAX

MONTHLY REPORT THROUGH: SEPTEMBER 2023

|                                      |                   |
|--------------------------------------|-------------------|
| TOTAL TAXES DUE FOR GRAND LIST 2022: | \$226,830.85      |
| LAWFUL CORRECTIONS:                  | INCREASE \$0.09   |
|                                      | DECREASE -\$47.44 |
| TAXES COLLECTABLE:                   | \$226,783.50      |

### AMOUNTS COLLECTED TO DATE:

|                          |              |
|--------------------------|--------------|
| CURRENT TAX:             | \$218,143.69 |
| BACK TAX                 | \$315.35     |
| INTEREST:                | \$529.85     |
| LIENS & FEES:            | \$48.00      |
| TOTAL COLLECTED TO DATE: | \$219,036.89 |

|                                       |              |
|---------------------------------------|--------------|
| TOTAL SUBMITTED TO TREASURER TO DATE: | \$195,000.00 |
| REFUND GIVEN FROM CURRENT YR TAX      | \$0.00       |
| REFUNDS FROM PRIOR YEARS              | (\$123.58)   |
| BOUNCED CHECKS                        | \$0.00       |
|                                       | \$194,876.42 |

### TAX COLLECTION SUMMARY:

|         |                             |              |        |
|---------|-----------------------------|--------------|--------|
| GL 2022 | TAXES COLLECTED             | \$218,143.69 |        |
|         | TAXES SUSPENDED             | \$0.00       |        |
|         | TRANSFERS                   | \$0.00       |        |
|         | BOUNCED CHECKS              | \$0.00       |        |
|         | REFUNDS                     | -\$970.01    |        |
|         | TOTAL CURRENT TAX COLLECTED | \$217,173.68 | 95.76% |
|         | UNCOLLECTED TAXES           | \$9,609.82   | 4.24%  |
|         | OVERPAYMENTS                | -\$58.77     |        |

### NOTE:

|   |            |
|---|------------|
| BACK TAXES OUTSTANDING FOR LIST 2020 AND PRIOR: |            |
| UNCOLLECTED TAXES                               | \$1,412.32 |
| OVERPAYMENTS FROM PRIOR YEARS                   | -\$101.10  |
| ADJUSTMENTS                                     | \$0.00     |
| TRANSFER (TO CURRENT YEAR)                      | \$0.00     |
| BOUNCED CHECK FROM BT PAID                      | \$0.00     |

DATE:

9-Oct-23

SIGN: Jodie Enriquez  
BOROUGH TAX COLLECTOR

|                                     |               |  |                                 |                       |                      |              |  |  |
|-------------------------------------|---------------|--|---------------------------------|-----------------------|----------------------|--------------|--|--|
|                                     |               |  |                                 |                       |                      |              |  |  |
|                                     |               |  | <b>BOROUGH OF NEWTOWN</b>       |                       |                      |              |  |  |
|                                     |               |  | Treasurer's Report              |                       |                      |              |  |  |
|                                     |               |  | Month Ending September 30, 2023 |                       |                      |              |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
|                                     |               |  | <b>ACCOUNT 673</b>              | <b>ACCOUNT 2470-D</b> | <b>ACCOUNT 873</b>   | <b>TOTAL</b> |  |  |
|                                     |               |  | Operating Account               | Insured Cash Sweep    | American Rescue Plan |              |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>BEGIN 9/1/2023</b>               |               |  | \$250,106.19                    | \$328,484.57          | \$7,408.04           | \$585,998.80 |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>Interest Transfer</b>            |               |  | -\$106.19                       | \$106.19              |                      | \$0.00       |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>Transfer to Clerk's Account</b>  | Check #347    |  | -\$12,700.00                    |                       |                      | -\$12,700.00 |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
|                                     | Check # 348   |  | -\$21,400.00                    |                       |                      | -\$21,400.00 |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
|                                     | Check #349    |  | -\$4,287.63                     |                       |                      | -\$4,287.63  |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>Transfer in from ICS Account</b> |               |  | \$38,387.63                     | -\$38,387.63          |                      | \$0.00       |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>Deposit from Tax Collector</b>   | YTD:\$195,000 |  | \$12,000.00                     | \$0.00                |                      | \$12,000.00  |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>Deposit Bldg/Zoning/Misc</b>     |               |  | \$3,168.00                      |                       |                      | \$3,168.00   |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>Transfer out to ICS Acct.</b>    |               |  | -\$15,168.00                    | \$15,168.00           |                      | \$0.00       |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>Interest Earned 9/30/23</b>      |               |  | \$99.37                         | \$1,304.75            | \$55.01              | \$1,459.13   |  |  |
|                                     |               |  |                                 |                       |                      |              |  |  |
| <b>ENDING BALANCE 9/30/2023</b>     |               |  | \$250,099.37                    | \$306,675.88          | \$7,463.05           | \$564,238.30 |  |  |

|                                   |        |  |                        |  |
|-----------------------------------|--------|--|------------------------|--|
|                                   |        |  | <b>CD ACCOUNT 814</b>  |  |
|                                   |        |  | <b>matures 1/15/24</b> |  |
|                                   |        |  |                        |  |
| <b>BEGIN 9/1/2023</b>             |        |  | \$69,079.55            |  |
|                                   |        |  |                        |  |
| <b>Interest earned 9/30/2023</b>  | 3% APY |  | \$162.64               |  |
|                                   |        |  |                        |  |
| <b>ENDING BALANCE 9/30/2023</b>   |        |  | \$69,242.19            |  |
|                                   |        |  |                        |  |
| Respectfully submitted 10/10/2023 |        |  |                        |  |

Michael Mandarano, longtime Newtown resident, started House to Home Remodeling in 2002. Since that time, his design and construction talents have benefited numerous homeowners and corporate clients in Fairfield and New Haven counties. Mike is licensed and insured in the state of Connecticut.

Mike is also a former Connecticut Building Official, having passed state-mandated licensing tests in March 2016.

A community-focused resident, Mike has been involved with Newtown Ecumenical Workcamp Servants (NEWS), a nonprofit organization associated with Newtown Congregational Church whose mission is rebuilding homes in communities. He has been a chaperone to teenage “campers” since 2015 and has assisted Newtown and other local communities as well as those in Kentucky, West Virginia, Illinois, Pennsylvania, and Mississippi. Mike recently joined the NEWS Board. In addition, Mike has provided his services pro-bono for people in need in the greater Newtown area as well as for Abbey of Regina Laudis in Bethlehem, Conn.

Mike has many hobbies, including car restoration. He is currently finishing a 1974 Porsche 914 and a 1968 Volkswagon bus. A 1964 Amphicar, currently in boxes and bins, is his next project.

Mike and his wife, Carolyn, have lived in the Borough of Newtown since 1996. They have two sons, Garrett (22) and Connor (20), who attended Newtown public schools.

Michael R. Mandarano  
9 Birch Rise Dr.  
Newtown, CT 06470  
[mikemandarano@gmail.com](mailto:mikemandarano@gmail.com)  
203-733-3891

**Borough of Newtown  
Zoning Office**

3 Primrose Street  
Newtown CT. 06470  
(203) 270-4353  
boroughzeo@gmail.com

Joseph Chapman, CZEO  
Zoning Officer

Enforcement officer report for the Board of Burgesses meeting September 12, 2023

1. Church Hill Rd #11, (non permitted apartments) dates for periodic reinspection of units being determined.
2. Queen St #3, letter of Zoning Compliance requested and issued. One unit of two currently vacant.
3. Main St #4, ZBA application for garage setback variance was held on 8/23. Meeting held and continued, site inspection by ZBZ completed, meeting scheduled for September 13, 2023.
4. Rock the Hook event on September 30 temporary signs permit in Borough issued.
5. West St #47, pool installation setback question, no issue with proposed location.
6. Church Hill Rd #32, tenant fit up for new Apple Store in Lexington Garden plaza.
7. Church Hill Rd #33, can this be a coffee shop, no, does not meet zoning in P-1.
8. Church Hill Rd #23, 25, 29. Water from 9/11 storm event overwhelmed the catch basin at the rear of #25, ran across the back of #27 (new dental office) and flooded the school gym floor, hallways and some rooms.
9. Knollwood Dr #9, application received for addition to dwelling structure. A plan review shows the original survey has been altered therefore setback dimensions are inaccurate. The dimensions shown do not meet the setback requirements, a variance must be applied for on the front and side (A and B face) of the structure.

Heldover from prior reports:

1. Church Hill Rd #27, construction underway, dental building framed, sheathed, roofed. No rough inspections requested yet per Building Dept records.
2. Event liquor sales, inquiry from the Bevy Co about sale of prepackaged alcohol drinks at non profit fund raiser (Youth Services) event. The event host is required to receive a temporary liquor permit from the Borough. Nothing received yet.
3. West St #14, Congregational Church Request to replace existing signs and move closer to the road, direct replacement at existing locations only. Two approved.





Ann Scaia <annscaia22@gmail.com>

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**Fw: Action Needed: LOCIP Entitlement Balance**

1 message

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**Jay Maher** <jaymaher1@yahoo.com>  
To: Ann Scaia <annscaia22@gmail.com>

Tue, Oct 10, 2023 at 8:58 PM

----- Forwarded Message -----

**From:** McCarthy, Debra <debra.mccarthy@ct.gov>  
**To:** jaymaher1@yahoo.com <jaymaher1@yahoo.com>  
**Sent:** Thursday, September 14, 2023 at 10:56:02 AM EDT  
**Subject:** Action Needed: LOCIP Entitlement Balance

Please be advised that as of 09/08/23 the municipality of Borough of Newtown has \$13,647.00 in available Local Capital Improvement Program (LoCIP) funds for use on capital projects pursuant to LoCIP statutes and guidelines.

You are encouraged you to utilize these funds in a timely manner. A reminder that in order to receive these funds you must submit LoCIP Project Authorization Request forms and LoCIP Reimbursement Request forms.

For detailed information about the LoCIP program, please visit Local Capital Improvement Program LoCIP HOME PAGE ([ct.gov](http://ct.gov))) and review the LoCIP Program Guidelines.

All inquiries or responses should be submitted to [LoCIP.Submit@ct.gov](mailto:LoCIP.Submit@ct.gov).

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**Debra McCarthy**

**Executive Assistant to Undersecretary Martin Heft**

Intergovernmental Policy and Planning Division

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