

3 PRIMROSE STREET
NEWTOWN, CT 06470
TEL. (203) 270-4201
FAX (203) 270-4205
www.newtown-ct.gov



TOWN OF NEWTOWN

TOWN OF NEWTOWN LEGISLATIVE COUNCIL MEETING MINUTES

JULY 18, 2018

NEWTOWN MUNICIPAL CENTER, NEWTOWN, CT

PRESENT: Chris Eide, Chris Smith, Jordana Bloom, Judit DeStefano, Ryan Knapp, Dan Wiedemann, Paul Lundquist, Phil Carroll, Kelley Johnson, Jay Mattegat, Dan Honan.

ABSENT: Robert Pickard.

ALSO PRESENT: First Selectman Dan Rosenthal, Finance Director Bob Tait, 1 press.

CALL TO ORDER: Mr. Lundquist called the meeting to order with the Pledge of Allegiance at 7:30 pm.

VOTER COMMENT: None.

MINUTES: MS. DESTEFANO MOVED TO APPROVE THE MINUTES OF THE JULY 2, 2018 SPECIAL MEETING. SECOND BY MR. HONAN. ALL IN FAVOR. (11-0)

COMMUNICATIONS: The Legislative Council received invitations to tour the 191 South Main Street location and the Sandy Hook Memorial Commission final design presentation. Mr. Lundquist expressed appreciation for the invitations and thanked those Council members who were able to attend. (Attached)

COMMITTEE REPORTS: None.

FIRST SELECTMAN'S REPORT:

Mr. Rosenthal thanked those that attended the 191 South Main Street tour, proposed site for the police department, still finalizing terms with the property owner, need to get this on the ballot in November for voter approval. In order to meet the time frame, final Council action needs to take place at the September 5 meeting.

Mr. Knapp referred to previous discussion of putting this forward as phased or all at once, Mr. Rosenthal indicated it will be an appropriation all at once, Mr. Tait will spread bonding out over a number of years. Mr. Knapp also asked about the land acquisition process, negotiating and reconciling with Charter, disposition of property how to coordinate. Mr. Rosenthal said purchase and sale has to get ratified by the Council, property owners are aware it needs to be ratified and appropriate language will be used and packaged appropriately. Mr. Rosenthal explained that, without a range, was coming in at \$14.8 million. Mr. Knapp asked about regionalizing dispatch, Mr. Rosenthal said that the new space will have some flexibility should that be a consideration in the future.

Mr. Smith asked about the space from a tax perspective, Mr. Rosenthal said that the value of the properties (including 61 Pecks Lane), combined parcels are approximately \$2.2-2.3 million, the assessed value is \$1.6 million, total tax is \$58,000 per year.

LEGISLATIVE COUNCIL

Ms. Bloom asked about the cost of the range, Mr. Rosenthal explained that the range would need to be in an auxiliary building and are exploring other indoor options, \$300,000 estimate for modular range. Mr. Wiedemann asked about future plans for the current police station building. Mr. Rosenthal said the current facility will be in use until the new space is ready, will possibly look to sell the building.

NEW BUSINESS:

MR. WIEDEMANN MOVED A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$1,500,000 FOR THE PLANNING, DESIGN, ENGINEERING, RECONSTRUCTION AND CONSTRUCTION OF TOWN ROADS AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE. SECOND BY MR. EIDE. MR. WIEDEMANN FURTHER MOVED TO WAIVE THE READING OF THE FULL RESOLUTION. SECOND BY MR. EIDE. ALL IN FAVOR TO WAIVE THE READING OF THE FULL RESOLUTION. (11-0)

Mr. Lundquist recapped that this appropriation was initially approved by voters back in April at the public referendum but upon bond council review, the public notice in The Newtown Bee did not satisfy the 5-day window, the motion here is to use Legislative Council appropriation power to move this project forward now. Excel sheet to show that we have the cap space for this appropriation and the other one. (Attached)

Mr. Knapp said he that had raised the concern that if we do this, that every item on the 2019-20 CIP, the current CIP, would have to go to referendum. Mr. Rosenthal clarified that this is the 2018-19 CIP. Mr. Tait said the referendum is 2018-19, there is plenty of room in the cap. (Attached) In looking at the Charter, Mr. Knapp commented that the Charter language is a bit confusing.

Mr. Knapp also asked about roads funding, also backed up by \$1.75 million in general funding, would we send this in November instead of the spring if we money is available. Mr. Tait said that Public Works knows they will have \$3 million plus for roads and plan accordingly.

Ms. DeStefano asked about risks involved by adding this, and concern for a bit of room should something happen. Mr. Lundquist said cap is a consideration, Mr. Rosenthal discussed FEMA funding, restoration of funds, check if a special referendum would be a possibility to address an emergency.

Mr. Wiedemann asked about the methods to notify voters, Mr. Tait said right now the newspaper is used. Mr. Smith asked about the roads schedule, Mr. Rosenthal said the approved road plan is the same with some additions, Mr. Rosenthal will provide a copy of the list.

A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$1,500,000 FOR THE PLANNING, DESIGN, ENGINEERING, RECONSTRUCTION AND CONSTRUCTION OF TOWN ROADS AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF \$1,500,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE. MOTION PASSES. (9-2)
(Ms. Destefano, Mr. Knapp)

MR. WIEDEMANN MOVED A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$875,000 FOR THE COMPLETE REPLACEMENT AND/OR RESTORATION OF CERTAIN SECTIONS OF THE MIDDLE GATE SCHOOL ROOF AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF

LEGISLATIVE COUNCIL

\$875,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE. SECOND BY MR. EIDE. MR. WIEDEMANN FURTHER MOVED TO WAIVE THE READING OF THE FULL RESOLUTION. SECOND BY MR. EIDE. ALL IN FAVOR TO WAIVE THE READING OF THE FULL RESOLUTION. (11-0)

Mr. Lundquist said this is a similar situation as the previous resolution, which was approved last April by 74% of voters who casted ballots. Noted the original dollar amount has decreased since then, the scope of the work has been reduced, originally was almost \$1.7 million and now is \$875,000. (Attached)

Mr. Carroll said last time discussed, and had concern of reducing amount after BOE reduced, the whole roof was not needing replacement, just sections, including windows. Mr. Tait has not heard of fixing windows and will ask the BOE to clarify.

Mr. Eide referred to state statute section 7-379, and issuance of bonds and notes for dire emergencies, Charter limitation, and questioned interaction of authority. Mr. Lundquist questioned relevance and indicated that this is a fair question to be best brought up when we need to in the future time.

Mr. Knapp expressed an effort to reconcile the interpretation of the total and emergency appropriations made by Legislative Council for all purposes during a fiscal year shall not exceed the amount equal to 1 mil of the most recently completed grand list, if using that as an interpretation that these are appropriations to be spent in a given fiscal year, what fiscal year are these deauthorizations from that are from plan year 2017-18. Mr. Tait said that those are from various years, and funds are authorized in a fiscal year and these are deauthorized in the same year and difference is to deauthorize to spend. Mr. Knapp asked if this is so urgent could it be looked at by legal. Mr. Tait said he passed the deauthorization with bond council. Mr. Lundquist said that there is nothing that is dubious about it, even though it is unclear based on Charter language, it has been passed by bond council, and intention understood.

Mr. Smith asked for clarification that the \$875,000 is just for roof and how that is different from what was changed. Mr. Tait said the bond resolution said complete replacement and/or restoration and it is now just restoration. Mr. Smith noted that possibly in the coming years work may be needed.

A RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$875,000 FOR THE COMPLETE REPLACEMENT AND/OR RESTORATION OF CERTAIN SECTIONS OF THE MIDDLE GATE SCHOOL ROOF AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2018-19 to 2022-23) AND AUTHORIZING THE ISSUANCE OF \$875,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE. MOTION PASSES. (10-1) (Mr. Knapp)

MR. WIEDEMANN MOVED A MOTION TO ACCEPT THE HISTORIC DOCUMENTS PRESERVATION PROGRAM GRANT. SECOND BY MR. EIDE. Mr. Lundquist explained that this is a \$6,500 grant that is comprised of two pieces. (Attached) Mr. Lundquist asked if this is one-time occurrence with no future costs involved and alleviates expenses, needing to be done this year. Mr. Tait clarified that this is a line item in the Town Clerk budget to continuously restore their records, this grant facilitates the process, continuous process, savings at the end. Mr. Wiedemann asked how many years will the \$6,500 take care of, Mr. Tait estimated \$15,000-\$20,000 is spent per year on that line item. ALL IN FAVOR. (11-0)

VOTER COMMENT: None.

ANNOUNCEMENTS: None.

LEGISLATIVE COUNCIL

ADJOURNMENT: There being no further business the meeting adjourned at 8:16 pm.

Respectfully Submitted,

June Sgobbo
Clerk

Attachments: 191 S. Main St. Tour, Request Letter, Resolution Communication, Letter to Bob Tait, RC Action Order Proceedings, LC Approp. Cap 2018-19, Resolution Reco. BOF to LC, Historical Documents Preservation Impact Statement 2018-19.

These are draft minutes and as such are subject to correction by the Legislative Council at the next regular meeting. All corrections will be determined in minutes of the meeting at which they were corrected.

**BOARD OF SELECTMEN
SPECIAL MEETING
TUESDAY, JULY 17, 2018, 5:00 P.M.
191 SOUTH MAIN STREET, NEWTOWN, CT**

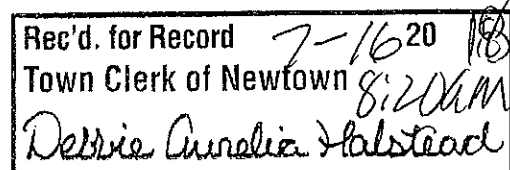
AGENDA

The Board of Selectmen will hold a special meeting on Tuesday, July 17, 2018. Invited to attend are members of the Board of Finance, Legislative Council and the Police Commission to attend for the sole purpose of touring the facility at 191 South Main Street.

ADJOURNMENT

Dan Rosenthal, First Selectman

If you plan to attend this meeting and require assisted hearing devices, please contact the Office of The First Selectman at 270-4201 at least 24 hours prior to the meeting.



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

June 12, 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 \$1,500,000 For The Planning, Design, Engineering, Reconstruction And Construction Of Town Roads As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$1,500,000 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 \$875,000 For The Complete Replacement And/Or Restoration Of Certain Sections Of The Middle Gate School Roof, Connecticut As Authorized In The Capital Improvement Program (2018-19 to 2022-23) And Authorizing The Issuance Of \$875,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Dear Bob:

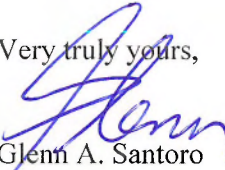
Enclosed please find the above-captioned resolutions and a set of proceedings to be followed in connection with their adoption by the Town. For your convenience a bond resolution adoption timeline has been attached as Schedule A. We have assumed, pursuant to Section 6-35(e) of the Charter, that the aggregate total of the proposed resolutions (\$2,375,000.00) will not exceed the amount equal to one mil on the most recently completed Grand List. Also, once the letter initiating the special appropriations has been signed by the First Selectman, the date needs to be inserted into the proceedings.

By copy of this letter, I am requesting the Town Clerk to send me one certified copy of all the proceedings as they appear in the Town record book.

Robert G. Tait
June 12, 2018
Page 2

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

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

June 26, 2018

Board of Selectmen
3 Primrose Street
Newtown, CT 06470

Dear Board of Selectmen:

I am requesting a total of two special appropriations totaling \$2,375,000 to be financed by bonds for the following projects as authorized in the capital improvement plan (CIP) 2018-19 to 2022-23:

A special appropriation in the amount of \$1,500,000 for the planning, design, engineering, reconstruction and construction of **town roads**.

A special appropriation in the amount of \$875,000 for the restoration of certain sections of the **Middle Gate School roof**.

Please let me know if you have any questions.

Sincerely,

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

Daniel Rosenthal
First Selectman

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



Daniel C. Rosenthal
First Selectman

TOWN OF NEWTOWN
OFFICE OF THE FIRST SELECTMAN

To the Legislative Council

Members of the Council:

At a meeting of the Board of Selectmen held June 26, 2018, the following resolutions were adopted:

RESOLVED: That the resolutions entitled "Resolution Providing For A Special Appropriation In The Amount Of \$1,500,000 For The Planning, Design, Engineering, Reconstruction And Construction Of Town Roads As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$1,500,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose" and "Resolution Providing For A Special Appropriation In The Amount Of \$875,000 For The Complete Replacement And/Or Restoration Of Certain Sections Of The Middle Gate School Roof As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$875,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose"; copies of which are attached hereto, are hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriations were requested in various letters initiated by the First Selectman, copies of which are attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

The Board of Selectmen hereby requests that the Legislative Council request Board of Finance recommendation on the above captioned resolutions.

Very truly yours,

A handwritten signature in black ink, appearing to read "D C Rosenthal", is written over a horizontal line.

Daniel C. Rosenthal
Chairman, Board of Selectmen



Susan Marcinek <susan.marcinek@newtown-ct.gov>

RE: FW: Newtown - Resolutions and Proceedings

1 message

Jean, Christie D. <CJean@rc.com>

Thu, Jun 28, 2018 at 3:04 PM

To: "susan.marcinek@newtown-ct.gov" <susan.marcinek@newtown-ct.gov>

Cc: "Cooper, Karren" <kcooper@rc.com>, "Jean, Christie D." <CJean@rc.com>, "Santoro, Glenn A." <gsantoro@rc.com>, "Palmer, Keisha" <kpalmer@rc.com>

Good afternoon Susan,

The proceedings reflect the order as follows: the Board of Selectmen ("BOS") adopts the resolution, then the Board of Finance ("BOF") makes a recommendation to the Legislative Council ("LC"), prior to the LC's adoption of the resolution.

Please do not change the letter in the proceedings that is from the BOS to the LC to reflect BOS to BOF, instead. This is because Section 6.35(d) of the Town's Charter provides that the "*Legislative Council* shall request from the Board of Finance a recommendation as to whether or not a Special Appropriation should be made". (emphasis added).

Therefore, please feel free to skip past pages 3 and 4 of the proceedings, if it is a source of confusion. We included the two letters from the BOS to the LC and from the LC to the BOF, in the proceedings, to follow the functional flow of the adoption process, which you correctly noted is BOS to BOF to LC.

So long as we have evidence that the BOF recommended approval to the LC (page 7 of the proceedings), we will find Section 6.35(d) of the Charter sufficiently satisfied.

Thank you,

Christie

Christie D. Jean

Robinson & Cole LLP
280 Trumbull Street
Hartford, CT 06103
Direct 860.275.8391 | Fax 860.275.8299
cjean@rc.com | www.rc.com

Robinson+Cole

Boston | Hartford | New York | Providence | Stamford
Albany | Los Angeles | Miami | New London

From: Susan Marcinek [mailto:susan.marcinek@newtown-ct.gov]
Sent: Thursday, June 28, 2018 11:12 AM
To: Cooper, Karren
Subject: Fwd: FW: Newtown - Resolutions and Proceedings

Karen,

I'm completing the proceedings for the Town Roads and the Middle Gate Roof. The normal process is Board of Selectmen, Board of Finance, Legislative Council. (the attached MG Roof resolution is not what I'm using as the amount changed)

The proceedings sent to us have the order BOS, LC and BOF.

Can I just change the letter from BOS to LC to reflect BOS to BOF instead, as this is the next board that will address it?

thanks,

Sue

Sue Marcinek

Executive Assistant

Office of the First Selectman

3 Primrose Street

Newtown, CT 06470

(203) 270-4203

(203) 270-4205 (FAX)

----- Forwarded message -----

From: Santoro, Glenn A. <gsantoro@rc.com>
Date: Wed, Jun 13, 2018 at 1:18 PM
Subject: FW: Newtown - Resolutions and Proceedings
To: susan.marcinek@newtown-ct.gov <susan.marcinek@newtown-ct.gov>
Cc: Santoro, Glenn A. <gsantoro@rc.com>

Good afternoon Sue. Per your request, please see the attached.

Karren

Town of Newtown
Special Appropriation CAP Calculation
Fiscal Year 2018-19

<u>2018-19 CIP Projects</u>	<u>Special Appropriation Amount</u>		<u>Referendum</u>	<u>Special Appropriation</u>
Building/Land Purchase/Remediation.....	4,000,000	a.	4,000,000	
Capital Road Program	1,500,000	b.		1,500,000
Middle Gate School Roof Replacement	875,000	b.		875,000
Brownfields Remediation/Repurposing.....	650,000			650,000
Library Renovations	300,000			300,000
Sandy Hook Permanent Memorial	250,000			250,000

TOTALS

7,575,000

Other Special Appropriations:

Pedestrian Sidewalk Improvements Project	271,600		271,600
Storm Costs	500,000		500,000

Special Appropriation De-authorizations

Hawley Boiler/HVAC	c.	(359,000)
High School Addition & Renovation	c.	(700,000)

Total to date		<u>3,287,600</u>
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Amount left under the cap		217,658
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2017 Grand List	3,505,258,825	
1 Mill =	3,505,258	= Special Appropriation Cap

- a. Still to be approved at referendum
- b. Referendum regarding special appropriations invalid due to timing
- c. To be de-authorized

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CT 06470

www.newtown-ct.gov

Robert Tait, Finance Director



**TOWN OF NEWTOWN
BOARD OF FINANCE**

July 16, 2018

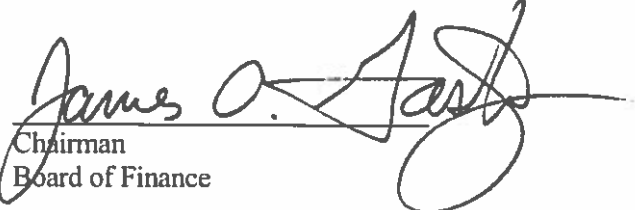
To the Legislative Council

Members of the Council:

At a meeting of the Board of Finance held July 16, 2018, the following resolutions were adopted:

RESOLVED: That the resolutions entitled "Resolution Providing For A Special Appropriation In The Amount Of \$1,500,000 For The Planning, Design, Engineering, Reconstruction And Construction Of Town Roads As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$1,500,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose" and "Resolution Providing For A Special Appropriation In The Amount Of \$875,000 For The Complete Replacement And/Or Restoration Of Certain Sections Of The Middle Gate School Roof As Authorized In The Capital Improvement Plan (2018-19 to 2022-23) And Authorizing The Issuance Of \$875,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose"; copies of which are attached hereto, are hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriations were requested in various letters initiated by the First Selectman, copies of which are attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Very truly yours,


Chairman
Board of Finance

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

REQUESTING DEPARTMENT TOWN CLERK

PROJECT: HISTORIC DOCUMENTS PRESERVATION PROGRAM

PROPOSED APPROPRIATION AMOUNT: \$ 6,500

PROPOSED FUNDING:

BONDING

GRANT

OTHER

\$ 6,500

\$ 6,500

ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):

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)			
TOTAL IMPACT ON EXPENDITURES		\$ -	

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ -

EQUIVALENT MILL RATE OF TOTAL IMPACT

(using current year's information)

0.0000 mills

COMMENTS:

THERE IS NO FINANCIAL IMPACT REGARDING THIS GRANT. THE MILL RATE WILL NOT CHANGE AND TAXES WILL NOT INCREASE AS A RESULT.

GRANT WILL BE USED FOR RE-CREATION OF TOWN RECORDS & ARCHIVAL REPLACEMENT BINDERS.

PREPARED BY:

Robert J. Tate

DATE: 7/6/2018

TO: BOF, LC

157.5 m

APPLICATION
TARGETED GRANT FY 2019
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2018)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at ctstatelibrary.org/publicrecords/hdpp

Name of Municipality:	Newtown		
Name of Municipal CEO:	Dan C Rosenthal	Title:	First Selectman
Phone with Area Code:	203-270-4201		
Email:	first.selectman@newtown-ct.gov		
Name of Town Clerk:	Debbie Aurella Halstead	Title:	Town Clerk
Phone with Area Code:	203-270-4214		
Email:	debbie.halstead@newtown-ct.gov	Check if Designated Applicant:	<input checked="" type="checkbox"/>
TC Mailing Address:	Newtown Municipal Center, 3 Primrose Street, Newtown, CT 06470		
MCEO Address if Different:	same		

Grant Application Deadline: ☒ Cycle 1: April 30, 2018 ☐ Cycle 2: September 30, 2018

Grant Contract Period: The contract period begins after July 1, 2018 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2019.

Maximum Grant Allowed: \$4,500 Small Municipality Population less than 20,000
 \$6,500 Medium Municipality Population between 20,000 and 69,999
 \$9,500 Large Municipality Population of 70,000 or greater

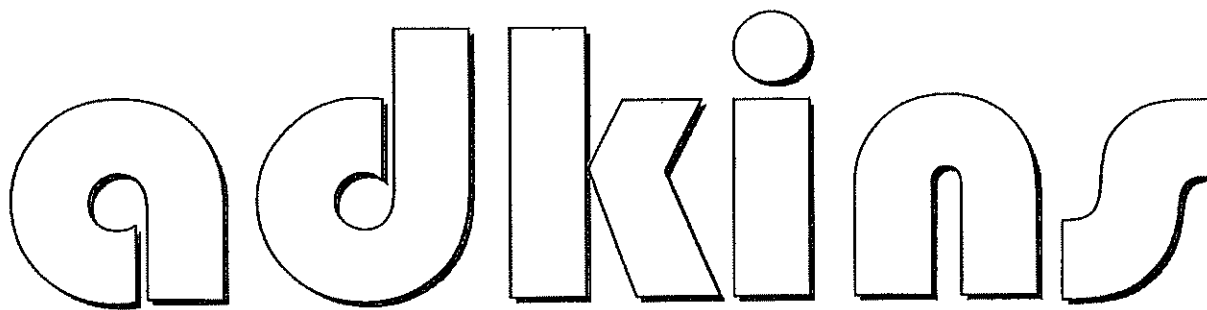
Amount Requested: **\$ 6,500**

Grant Category(ies): ☐ Inventory and Planning ☐ Organization and Indexing
☐ Program Development ☐ Storage and Facilities
☒ Preservation/Conservation

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 6,500	\$	\$ 6,500
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 6,500	\$	\$ 6,500

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

April 25, 2018

Client: Newtown Town Clerk

Title of Job: Recreation of Town Records

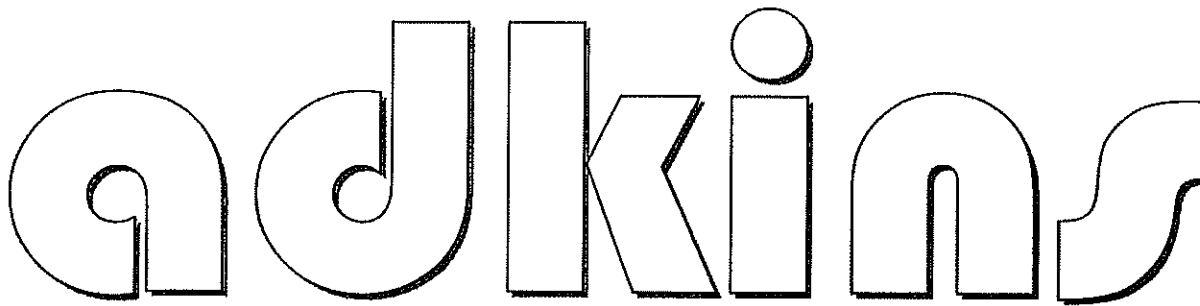
The Town of Newtown has 7,800 pages of town records that need to be recreated into letter size books. Adkins will microfilm each page for security, print each page and place inside books.

7.800 pages of minutes recreated @ \$0.50/pg.....\$3,900

TOTAL: \$3,900

Signed: _____

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981

JOB ESTIMATE

April 25, 2018

Client: Newtown Town Clerk

Title of Job: Archival replacement binders

Work Plan: The Town of Newtown needs to have 20 land record binders replaced due to age and frequent use by the public.

- 20 replacement land record binders @ \$130/ea.....\$2,600

TOTAL: \$2,600

Signed: Irene Sulewski Date: April 25, 2018
Irene Sulewski, Municipal Account Specialist

Signed: _____ Date: _____
Newtown Town Clerk

