

**LEGISLATIVE COUNCIL MEETING  
COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT  
WEDNESDAY, MAY 20, 2020**

**MINUTES**

**PRESENT VIA ZOOM TELECONFERENCE:** Jordana Bloom, Alison Plante, Chris Smith, Phil Carroll, Ryan Knapp, Judit DeStefano, Paul Lundquist, Chris Eide, Dan Wiedemann, Cathy Reiss, Andy Clure, Dan Honan

**ALSO PRESENT:** First Selectman Dan Rosenthal, Finance Director Bob Tait, 0 public, 1 press.

**CALL TO ORDER:** Mr. Lundquist called the meeting to order with the Pledge of Allegiance at 7:33 pm.

**VOTER COMMENT:** None

**MINUTES:** Mr. Honan moved to accept the minutes of the May 6, 2020 Legislative Council regular meeting, with the below edit noted. Seconded by Ms. Plante. All in favor. Motion passes (12-0).

The minutes of the May 6, 2020 meeting were approved and accepted with corrections made at the meeting of May 20, 2020. The resolution below reflects the changes of the May 6<sup>th</sup> meeting minutes. The correction states that the original motion was made but the resolution was not voted on. The amended motion was approved.

Ms. DeStefano introduced the Resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$7,541,933 For Emergency Radio System Upgrades As Authorized In The Capital Improvement Plans (2020-21 To 2021-22) And Authorizing The Issuance Of \$7,541,933 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is available on the town website, said special appropriation was initiated by the First Selectman in a letter dated February 18, 2020, a copy of which is available on the town website, in accordance with Chapter 6, Section 6-35 of the Town Charter and moved the said resolution to be adopted as introduced and read without a Referendum pursuant to Governor Lamont's Executive Order No. 7S, Section 7. Seconded by Ms. Plante. ~~All in favor. Motion passes (12-0).~~

Ms. DeStefano moved to amend the motion and reduce the appropriation to \$2.5 million instead of the original amount of \$7,541,933. Seconded by Mr. Eide. All in favor. Motion to amend passes (12-0).

All in favor. Main motion as amended passes (12-0).

**COMMUNICATIONS:** None

**COMMITTEE REPORTS:**

Education Committee – None

Finance Committee – Mr. Lundquist stated that the Finance and Administration Committee can now pick up on the CIP policy where they left off. At the next meeting in June, the BOF will deliver their recommendations on the debt policy.

Municipal Operations Committee – None

Ordinance Committee – None

**FIRST SELECTMAN'S REPORT:** First Selectman Dan Rosenthal reported that today began the first phase of the state's reopening. Everything went pretty well today. We partially opened Dickinson and Treadwell Parks. There were ambassadors at the entrances checking for permit stickers. Resident permits are free of charge, but non-residents can pay for a permit. We are still working on a final strategy for the opening of Eichler's Beach which should be within a week to 10 days from now. We can then expand to our town pools and other amenities as we head into the summer months. Staff is working very hard to accommodate that. The other part of the Governor's Order was that the Chief Elected Official has to designate someone to enforce these rules around businesses. Because the role is a 24/7 operation, the First Selectman asked the Chief of Police to be that designee. The messaging to all businesses is that this is not meant to be something adversarial so we don't anticipate any issues, and we want to work with businesses and accommodate those that are moving into uncharted territory.

From the Municipal Center standpoint, starting Tuesday May 26<sup>th</sup> all employees will be back at full force. Some modifications to work spaces have been made. We will continue to follow health guidelines. For now, we will continue to accommodate the public via the drop box, over the phone, etc. We anticipate opening the building to the public around the beginning of June.

The BOS met Monday night – the only item of consequence was the appropriation for the FEMA money out of fund balance which was made along the lines of what was shared with the Council already. The only change to it was \$75,000 for Fairfield Hills safety improvements, but after further review the First Selectman trimmed that back to \$49,000. The balance allocated to the cost for the revaluation was \$100,000, but now has been bumped to \$126,000 so that it will bring us closer to the total of \$175,000 that we need for the revaluation in 2021. This change was approved unanimously and will now go to the BOF.

Mr. Clure asked the First Selectman if he's gotten any calls or requests from salons or barbershops that want to be open regardless of the Governor move in pushing off the date. He replied that he has not heard from anyone, but in his opinion, the businesses that were ready to open should've been able to do so.

## **UNFINISHED BUSINESS**

### *Discussion and Possible Action*

Mr. Lundquist spoke on wanting to close the conversation on the \$300,000 for the Hawley project which was not on our agenda. By a vote of 5-1, the BOF, at their last meeting, approved the BOE's request to use \$300,000 from the non-lapsing account. The engineering study for the Hawley HVAC is being paid from that. The next step for us would've been to authorize that appropriation, however, we were told directly from Bond Council that there is no need to do that for this project because it had already been sent back to the BOS for referendum which ends there per the Governor's Executive Order not to have a referendum. From a legal perspective, there is no further action required.

Mr. Knapp asked Mr. Tait to confirm if the \$300,000 appropriation lives on the BOE side or the Town side of the budget and what would the plan look like going forward for future potential capital expenditures. Mr. Tait stated that it is a separate fund on the Town books which has its own regulations. A CIP project will always follow CIP regulations no matter where the source of the funds are from. The First Selectman commented that because they had the money, it made sense in this case. As a rule, we should plan and save for things using the capital non-recurring accounts so

we can keep with the overall appropriations process. He spoke to BOE Chair Michelle Embree Ku on the project and they were formally handing it over to Public Building and Site.

- FEMA Reimbursement Allocation

This will be discussed further at the next meeting.

## NEW BUSINESS

### *Discussion and Possible Action*

- Set the mill rate effective July 1, 2020.

Mr. Tait confirmed the new mill rate to be 34.76.

Ms. DeStefano moved to set the new mill rate at 34.76 effective July 1, 2020. Seconded by Mr. Honan. All in favor. Motion passes (12-0).

- Transfer: \$10,625 from Contingency and \$1,300 from Retirement Contributions (Social Services) to Various Retirement Contribution Accounts totaling \$11,925

Ms. DeStefano moved to transfer \$10,625 from contingency and \$1,300 from retirement contributions (Social Services) to various retirement contribution accounts totaling \$11,925. Seconded by Ms. Reiss. All in favor. Motion passes (12-0).

*See attachment A.* Mr. Tait stated that all the accounts receiving those budget amounts are retirement accounts. It represents departments with new employees that do not participate in the pension plan and we cannot plan ahead for the Town's contribution to the 401A, which is for municipalities. Typically we will see this every year until we do not see anyone left in the pension plan.

- Transfer: \$4,435 from Various Group Insurance Accounts to Various Group Insurance Accounts

Ms. DeStefano moved to transfer \$4,435 from various group insurance accounts to various group insurance accounts. Seconded by Mr. Wiedemann. All in favor. Motion passes (12-0).

*See attachment B.* Mr. Tait explained that these transfers are between group insurance accounts and involves estimating life insurance premiums and long term disability premiums.

- Transfer: \$86,192 Transfer from Contingency to Capital Non-Recurring (\$9,000), Grant Fund (\$52,192) and Unemployment Compensation (\$25,000)

Ms. DeStefano moved to transfer \$86,192 from contingency to capital non-recurring (\$9,000), grant fund (\$52,192) and unemployment compensation (\$25,000). Seconded by Mr. Wiedemann. All in favor. Motion passes (12-0).

*See attachment C.* Mr. Tait explained that the FEMA amount represents the amount that is left in the FEMA grant account and represents the Town share of 25%. This represents money that we had to pay from the 25% share. Once it is transferred the grant account will be zero. He stated that it all relates to the approximately \$2 million grant of which we share 25% of it with most of it being in-kind.

Mr. Smith asked for more detailed information on the unemployment compensation that its definite amount is not known. Mr. Tait noted that municipalities do not pay a premium like businesses do – we

pay the actual cost which is very hard to estimate how much we will end up paying. We are on an actual payment basis. Our June payment is paid in August and right now that account is slightly over, so the amount laid out is one that hopefully, by the end of August, will have enough in that account to take care of any unemployment claims. Mr. Smith asked if we have any outstanding currently. Mr. Tait replied that typically in the summer months there are some claims that come about. Mr. Wiedemann asked if we had furloughed anyone. Mr. Tait confirmed that we had not, but that these claims are from people that have left and are receiving unemployment.

**VOTER COMMENT:** None

**ANNOUNCEMENTS:** Mr. Lundquist announced that there is a special meeting scheduled for Tuesday, May 26<sup>th</sup> at 7:00 pm which will be held jointly with the BOS and the Public Building and Site Commission. It will be to consider action on the final settlement with the Community Center.

**ADJOURNMENT:** There being no further business, Mr. Honan moved to adjourn the meeting at 8:09 p.m. Seconded by Mr. Wiedemann. All in favor.

*Respectfully submitted,  
Rina Quijano, Clerk*

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE LEGISLATIVE COUNCIL**

**TOWN OF NEWTOWN**  
**APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR 2019 - 2020 DEPARTMENT Finance DATE 4/21/20

	Account	Amount	
FROM:	101245700000-5899CONTINGENCY	(10,625)	USE NEGATIVE AMOUNT
	101111100000-5230RETIREMENT CONTRIBL Social Services	(1,300)	
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	.		
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	.		
	.		
	.		
TO:	101112050000-5230RETIREMENT CONTRIBL Technology	1,150	USE POSITIVE AMOUNT
	101123000000-5230RETIREMENT CONTRIBL Communications	5,000	
	101144100000-5230RETIREMENT CONTRIBL CAC	25	
	101135000000-5230RETIREMENT CONTRIBL Highway	2,000	
	101165500000-5230RETIREMENT CONTRIBL Parks & Recr.	2,500	
	101136500000-5230RETIREMENT CONTRIBL Bldg Maint.	1,250	
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## REASON:

Transfers relating to new employees not eligible for the pension plan that are participating in the defined contribution 401a retirement plan.

## AUTHORIZATION:

date:

(1) DEPARTMENT HEAD

(2) FINANCE DIRECTOR

(3) SELECTMAN

(4) BOARD OF SELECTMEN

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

4/21/2020

5-4-2020

5-4-2020

## AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)  
 >>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF  
 AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

**TOWN OF NEWTOWN**  
**APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR	2019 - 2020	DEPARTMENT	Finance	DATE	4/21/20
FROM:	Account	SEE ATTACHED	Amount	(4,435)	USE NEGATIVE AMOUNT
TO:	Account	SEE ATTACHED	Amount	4,435	USE POSITIVE AMOUNT
<p>REASON:</p> <p>Transfers between various group insurance accounts (except for \$360 from Contingency) to balance amounts relating to life insurance and long term disability premiums.</p>					
<p>AUTHORIZATION:</p> <p>(1) DEPARTMENT HEAD</p> <p>(2) FINANCE DIRECTOR</p> <p>(3) SELECTMAN</p> <p>(4) BOARD OF SELECTMEN</p> <p>(5) BOARD OF FINANCE</p> <p>(6) LEGISLATIVE COUNCIL</p>					
<p>AUTHORIZATION SIGN OFF</p> <p>FIRST 335 DAYS &gt;&gt;&gt;&gt;WITH IN A DEPT.&gt;&gt;&gt;&gt;LESS THAN \$50,000&gt;&gt;&gt;&gt; (1), (2) &amp; (3) SIGNS OFF; MORE THAN \$50,000&gt;&gt;&gt;&gt; (1), (2), (3) &amp; (5)</p> <p>AFTER 335 DAYS &gt;&gt;&gt;&gt;(1), (2), (3), (5) &amp; (6) ANY AMOUNT FROM CONTINGENCY&gt;&gt;&gt;&gt; ALL SIGN OFF</p>					

FUND 101				
<b>DEPARTMENT</b>	<b>ACCOUNT</b>		<b>TRANSFER TO</b>	<b>TRANSFER FROM</b>
100	5210	GROUP INSURANCE	60.00	
108	5210	GROUP INSURANCE	60.00	
140	5210	GROUP INSURANCE	175.00	
200	5210	GROUP INSURANCE	100.00	
230	5210	GROUP INSURANCE	100.00	
310	5210	GROUP INSURANCE	1,200.00	
320	5210	GROUP INSURANCE	50.00	
340	5210	GROUP INSURANCE	70.00	
370	5210	GROUP INSURANCE	350.00	
410	5210	GROUP INSURANCE	90.00	
433	5210	GROUP INSURANCE	300.00	
490	5210	GROUP INSURANCE	800.00	
515	5210	GROUP INSURANCE	100.00	
550	5210	GROUP INSURANCE	800.00	
670	5210	GROUP INSURANCE	180.00	
110	5210	GROUP INSURANCE		(1,150.00)
150	5210	GROUP INSURANCE		(65.00)
170	5210	GROUP INSURANCE		(185.00)
190	5210	GROUP INSURANCE		(500.00)
205	5210	GROUP INSURANCE		(100.00)
220	5210	GROUP INSURANCE		(600.00)
300	5210	GROUP INSURANCE		(275.00)
460	5210	GROUP INSURANCE		(550.00)
500	5210	GROUP INSURANCE		(200.00)
650	5210	GROUP INSURANCE		(450.00)
570	5899	CONTINGENCY		(360.00)
			4,435.00	(4,435.00)
To balance out group insurance accounts for life insurance premiums and long term disability premiums.				

FISCAL YEAR	2019 - 2020	DEPARTMENT	Finance	DATE	4/21/20
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	Account	Amount	
FROM:	101245700000-5899CONTINGENCY	86,192	USE NEGATIVE AMOUNT ↓
TO:	101258600000-5870TRANSFER OUT - CAPITAL NON-RECURRING	9,000	USE POSITIVE AMOUNT ↓
	101258900000-5870TRANSFER OUT TO GRANT FUND	52,192	
	101112400000-5250UNEMPLOYMENT COMPENSATION	25,000	

  

REASON:

From Contingency:

(1) Town's matching grant of the Naugatuck Valley Council of Government's grant of \$45,000 for the cleanup of the brownfield located at 28A Glen Road.

(2) Town's FEMA grant match relating to stump and wood grinding (most of the Town match was unkind services such as town equipment useage). This will close out the FEMA grant.

(3) Additional amount needed for unemployment (a definate amount is not known)

  

AUTHORIZATION:

(1) DEPARTMENT HEAD	_____	date:	_____
(2) FINANCE DIRECTOR	_____		4/21/20
(3) SELECTMAN	_____		5-4-2020
(4) BOARD OF SELECTMEN	_____		5-4-2020
(5) BOARD OF FINANCE	_____		
(6) LEGISLATIVE COUNCIL	_____		

  

AUTHORIZATION SIGN OFF

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AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) >>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF

ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF