

**LEGISLATIVE COUNCIL REGULAR MEETING
COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT
WEDNESDAY, MAY 4, 2022**

MINUTES

PRESENT: Jeffrey Capeci, Phil Carroll, Angela Curi, William DeRosa (7:44 pm), Charles Gardner, Chris Gardner, Dan Honan, Lisa Kessler, Ryan Knapp, Michelle Embree Ku, Tom Long, Matthew Mihalcik

ALSO PRESENT: First Selectman Dan Rosenthal, Finance Director Bob Tait, Tax Collector Donna Saputo, Charter Revision Committee Chair Andy Buzzi, Charter Revision Committee Vice-Chair James Gaston; 1 public, 0 press

CALL TO ORDER: Mr. Capeci called the meeting to order with the Pledge of Allegiance at 7:34 pm.

VOTER COMMENT: None

MINUTES: Mr. Charles Gardner moved to accept the minutes of the April 20, 2022 Legislative Council Regular Meeting with the below edit. Seconded by Mr. Carroll. All in favor. Motion passes (12-0).
Mr. Charles Gardner pointed out an error on page 3, line 7. The sentence should have read:
Mr. Charles Gardner asked if 137 ~~gutters~~ shutters that are made of wood and non serving any functional purpose, only for aesthetic purpose.

COMMUNICATIONS: Mr. Capeci stated that he's had a lot of communication with Mr. Buzzi and Mr. Gaston in regards to the CRC draft which will be presented this evening. Mr. Knapp asked to have a public comment published with these LC minutes in regards to a recent BOE meeting in which he attended. At this meeting, he spoke as a member of the public, not representative of the Council, in regards to the transportation contract. Due to time restraints, he was not able to read his full statement at the BOE meeting, and further, the BOE's policy is not to allow the public's communications to be included in their minutes. Mr. Knapp's intent was to communicate his personal views with the Council and to possibly discuss it further by adding it as a future agenda item. Ms. Ku noted that several other boards also do not include public communications in their minutes. She experienced this personally at a past meeting of the Police Commission. After some discussion, the Council agreed that Mr. Knapp's statement can be included during Voter Comment.

COMMITTEE REPORTS: None

FIRST SELECTMAN'S REPORT: First Selectman Dan Rosenthal reported that the state passed the budget. One budget item that passed is a statewide established mill rate of 32.5 for all motor vehicles. He had Mr. Tait run a report based on motor vehicles. The state is sending us \$638,000 to offset that based on our mill rate which is about \$100,000 short. However, there is the supplemental motor vehicle list which will bring us even. From a state budget standpoint, there was no impact on our revenue projections. Mr. Tait shared a 2021-2022 budget analysis as of May 2, 2022, which puts us at less then two months to go in the fiscal year. He concluded that overall, we should have about \$900,000 balance left in the budget at fiscal year end which puts us in good shape. *See attachments A, B and C.*

NEW BUSINESS

Discussion and Possible Action

- Request from Tax Collector for approval of the transfer of uncollectible tax accounts to the Suspense List

Ms. Saputo provided a list of delinquent real estate, motor vehicle and personal property accounts. *See attachment D.* These accounts get transferred from “collectible” to “suspense listing” which is uncollectible. As a suspended account, the Tax Collector's office will continue to actively attempt to collect the money, however, hard copy delinquent statements are mailed less frequently. Ms. Saputo explained that the real estate accounts are mostly made up of vacant mobile homes. The motor vehicle accounts are mostly made up of motor vehicle owners that have moved out of town. The personal property accounts are primarily made up of businesses that have closed but also consist of active businesses that are not responsive. Mr. Knapp and Ms. Curi asked how aggressive she is on following up. Ms. Saputo replied that they regularly follow up by mailing delinquent notices 2-3 times per year, making frequent phone calls and turning them over to collections. She stated that they try very hard to collect what is owed and are very willing to work with the accounts by setting them up on payment plans. Mr. Capeci asked what the approach is on big ticket tax bills versus the smaller accounts. Ms. Saputo said that, for example, larger accounts such as a restaurant, they can put a hold on their health permits which usually gets their attention. Ms. Curi asked if there is a policy in place for allowing someone in suspense to serve on a Town board. Mr. Capeci stated that he does not believe the Charter has anything written about that. Ms. Saputo confirmed that the list is comprised of old and new accounts.

Mr. Charles Gardner moved to transfer the uncollectible tax accounts as detailed in the letter by the Office of the Tax Collector to the suspense tax list. Seconded by Mr. Knapp. All in favor. Motion passes (12-0).

- Charter Revision Commission Draft Report

Mr. Buzzi and Mr. Gaston presented a brief overview of the draft report of the Charter Revisions Commission dated April 22, 2022. *See attachment E.* He said the report is made up of who they are, the meeting process and recommendations with summaries for each one. It includes a proposed Charter with the recommended changes. Some of the charges relate to editing text to make it gender neutral so it falls in line with the same language used in state statutes. One of the main proposed recommendations is to eliminate the Board of Finance. The overall sentiment was that the Legislative Council has the overall fiscal authority. At the beginning of the process, Mr. Gaston and others on the commission felt that the BOF should be in place. However, after lengthy discussions and meetings, they came to the agreement to propose eliminating it. Mr. Buzzi reiterated that this was not a quick easy decision – it was a very long deliberate discussion, meeting at least twice a month over the course of the last three months. Other proposed changes included making the Town Clerk the Registrar of Vital Statistics and changing the Police Commission to the Civilian Review Board. Mr. Gaston spoke on section 6-35 which separated emergency and special appropriations. The charge was to implement a decoupling. Mr. Buzzi stated that the public hearing must be held on or before June 6th. The Council will then have 15 days to get revisions back to the CRC. Although some Council members expressed concern over the time frame, the First Selectman said this timeline is set by statute.

Mr. Charles Gardner moved to refer the April 22, 2022 draft charter revisions to outside counsel for a review limited to any inconsistencies, unintended consequences or conflicts within or with statute, and further charge that the scope of the review not expand to include reconsidering actions taken or not taken by the Charter Revision Commission. Seconded by Mr. Knapp.

The Council decided that having a fresh set of eyes review this draft is a good idea. First Selectman Rosenthal stated that we can either use our own Town Counsel which would be mostly covered in our retainer; or have an outside counsel review it at additional cost. The First Selectman recommends every member of the Council should read and review the draft on their own and come up with their own set of questions.

Mr. Capeci recommended amending the motion to read: I move to refer the April 22, 2022 draft charter

revisions to outside council, if possible otherwise Town Counsel, for a review limited to any inconsistencies, unintended consequences or conflicts within or with statute, and charge that the scope of the review not expand to include reconsidering actions taken or not taken by the Charter Revision Commission. Motion passes (11-1, Nay: Long).

- American Rescue Plan (ARP) Appropriation related to Transfer Station site improvements, Municipal Building improvements, Parks & Recreation truck, Dickinson Park pavilion refurbishment, Community Center outside storage building, Community Center patio and Community Center/Senior Center handicapped doors

Mr. Charles Gardner moved to approve the resolution providing for an appropriation totaling \$786,000 to be used for: \$200,000 for transfer station site improvements; \$100,000 for municipal building improvements; \$90,000 for Parks & Recreation truck with lift gate (a replacement); \$150,000 for Dickinson Park pavilion refurbishment; \$75,000 for Community Center outside storage building; \$155,000 for Community Center patio; and \$16,000 for Community Center/Senior Center handicapped doors. All to be funded from the American Rescue Plan (ARP) grant. Seconded by Mr. Carroll. All in favor. Motion passes (12-0). See attachment F.

- Acceptance of grants for Fairfield Hills campus

Mr. Charles Gardner moved to accept the grant awards from the Newtown Board of Realtors in the amount of \$5,000; and The Jeniam Foundation in the amount of \$5,000 relating to a project to create a gathering space on the Fairfield Hills campus. Seconded by Mr. Mihalcik. All in favor. Motion passes (12-0).

First Selectman Rosenthal noted this refers to the implementation of a project which includes plantings and benches along the trail. *See attachment G.*

VOTER COMMENT: Mr. Knapp shared his personal comments from the latest BOE meeting regarding the transportation contract. *See attachment H.* Ms. Ku shared unpublished personal correspondence from a past Police Commission meeting. *See attachment I.*

ANNOUNCEMENTS: Mr. Capeci proposed holding the first CRC public hearing preceding the June 1st LC meeting. The First Selectman asked the BOF at their last meeting to start crafting a policy to send to the Council which revolves around fund balance of outside organizations.

ADJOURNMENT: There being no further business, Ms. Curi moved to adjourn the meeting at 9:37 pm. Seconded by Mr. Chris Gardner. All in favor.

*Respectfully submitted,
Rina Quijano, Clerk*

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE LEGISLATIVE COUNCIL AT THE NEXT MEETING. ANY EDITS WILL BE REFLECTED IN THE MINUTES OF THE NEXT MEETING.

Town of Newtown
2021-22 Budget Analysis
05/02/2022

Revenues:

Property Taxes

- Current taxes, delinquent & interest are projected to make budget.
- Supplemental motor vehicle taxes are currently \$223,000 over budget amount.

Intergovernmental

- Intergovernmental revenues are projected to be \$300,000+ over budget amount. This is mainly due to an increase in in lieu of taxes; municipal stabilization grant and the education cost sharing grant.

Charges for services

- Charges for services accounts are projected to be over budget by \$400,000+. This is mainly due to the town clerk conveyance fees and building permits.

Investment income

- Investment income is estimated to be \$250,000 short of budget.

Overall the revenue budget is projected to be \$675,000+/- over budget (a favorable variance).

Expenditures:

- A projected shortfall in public works diesel and gasoline account and the winter maintenance OT account (page 7 & 9) (\$114,000) will be made up by savings in the selectmen legal services account and contingency (the transfer request is pending).
- The following are projected savings in wage accounts due to vacancies and employees out on disability or worker's compensation:
 - Purchasing - \$17k
 - Town clerk - \$20k
 - Assessor - \$30k
 - Finance - \$10k
 - Police - \$150k
 - Building official - \$20k
 - Land use - \$20k
 - Highway - \$20k
 - Transfer station - \$40k
 - P & R - \$20k
 - Public bldg. maint. \$25k

\$237k (some of this payroll savings will be used for yearend payroll accruals)

Expenditures continued:

- Police department – the salaries SSO account will be reimbursed (page 4).
- Fire commissioners – are in process to balance their accounts (inter-department transfers) for projected short falls (page 5).
- There are overages in some retirement contribution accounts representing defined contribution amounts relating to new employees (not budgeted). A transfer request is forthcoming.
- There are some small overages in some group insurance accounts due to increases in life insurance rates. A transfer request is forthcoming.
- Transfer station – the energy account will be reimbursed by the onsite consultant (page 8).
- The state has issued unemployment credits to the municipalities. Hence no expenditures in the unemployment account (page 3).
- Fairfield Hills Authority – balance in account will be used to reimburse P & R for campus grass cutting.

Overall the projected expenditure budget is projected to be \$225,000+/- under budget (a favorable variance).

Recap:

Revenue variance	\$675,000+
Expenditure variance	<u>\$225,000+</u>
Total savings	\$900,000+/-

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NEWTOWN MUNICIPAL CENTER
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: orgn.fund='101'
ACCOUNTING PERIOD: 11/22

SORTED BY: FUND,FUNCTION,ACCOUNT
TOTALLED ON: FUNCTION
PAGE BREAKS ON: FUND

FUND-101 GENERAL FUND
FUNCTION-01 PROPERTY TAXES

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
4100	CURRENT TAXES	110,768,056.00	.00	.00	109,864,848.42	903,207.58	99.18
4101	DELINQUENT TAXES	550,000.00	.00	.00	462,756.36	87,243.64	84.14
4102	INTEREST & PENALTIES	375,000.00	.00	.00	301,834.91	73,165.09	80.49
4103	SUPPL MOTOR VEHICLE	1,110,000.00	.00	.00	1,333,322.76	-223,322.76	120.12
4109	TELCOM TAXES	47,000.00	.00	.00	42,450.37	4,549.63	90.32
TOTAL	PROPERTY TAXES	112,850,056.00	.00	.00	112,005,212.82	844,843.18	99.25
FUNCTION-02	INTERGOVERNMENTAL						
4210	IN LIEU OF TAXES	456,363.00	.00	.00	507,894.16	-51,531.16	111.29
4215	VETERANS ADDL EXEMPT	16,059.00	.00	.00	10,254.32	5,804.68	63.85
4220	TOTALLY DISABLED	1,398.00	.00	.00	1,430.31	-32.31	102.31
4225	MUNICIPAL PROJECTS	235,371.00	.00	.00	.00	235,371.00	.00
4230	TOWN AID FOR ROADS	470,587.00	.00	.00	470,552.20	34.80	99.99
4235	STATE REVENUE SHARING	267,960.00	.00	.00	267,960.00	.00	100.00
4236	MUNICIPAL STABILIZATION	.00	.00	.00	180,487.28	-180,487.28	.00
4240	MASHANTUCKET PEQUOT GRAN	829,098.00	.00	.00	552,732.00	276,366.00	66.67
4250	LOCIP GRANT	206,461.00	.00	.00	208,339.00	-1,878.00	100.91
4255	EDUCATION COST SHARING	4,495,691.00	.00	.00	4,594,467.00	-98,776.00	102.20
4270	HEALTH SVS - ST ROSE	22,170.00	.00	.00	30,512.00	-8,342.00	137.63
4280	OTHER STATE GRANTS	25,000.00	.00	.00	18,922.57	6,077.43	75.69
TOTAL	INTERGOVERNMENTAL	7,026,158.00	.00	.00	6,843,550.84	182,607.16	97.40
FUNCTION-03	CHARGES FOR SERVICES						
4305	TOWN CLERK CONVEYANCE	600,000.00	.00	.00	909,638.30	-309,638.30	151.61
4310	TOWN CLERK - OTHER	225,000.00	.00	.00	252,461.55	-27,461.55	112.21
4315	BUILDING PERMITS	550,000.00	.00	.00	620,482.28	-70,482.28	112.81
4320	PARK & REC PROGRAMS	200,000.00	.00	.00	102,324.45	97,675.55	51.16
4325	TRANSFER STA FEES	475,000.00	.00	.00	231,983.75	243,016.25	48.84
4330	OTHER PERMITS	5,000.00	.00	.00	12,309.80	-7,309.80	246.20
4337	SEWER/WATER	135,000.00	.00	.00	135,000.00	.00	100.00
4340	SCHOOL ACTIVITIES	30,000.00	.00	.00	30,000.00	.00	100.00
4345	LAND USE PERMITS	60,000.00	.00	.00	80,784.45	-20,784.45	134.64
4350	TUITION	32,340.00	.00	.00	45,997.60	-13,657.60	142.23
4355	SR CTR MEMBERSHIP	20,000.00	.00	.00	8,765.00	11,235.00	43.83
TOTAL	CHARGES FOR SERVICES	2,332,340.00	.00	.00	2,429,747.18	-97,407.18	104.18
FUNCTION-04	INVESTMENT INCOME						
4400	INTEREST	500,000.00	.00	.00	183,651.48	316,348.52	36.73
TOTAL	INVESTMENT INCOME	500,000.00	.00	.00	183,651.48	316,348.52	36.73
FUNCTION-05	OTHER						
4500	MISCELLANEOUS REVENUE	211,000.00	.00	.00	226,854.73	-15,854.73	107.51
TOTAL	OTHER	211,000.00	.00	.00	226,854.73	-15,854.73	107.51
FUNCTION-06	OTHER FINANCING SOURCES						

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NEWTOWN MUNICIPAL CENTER
REVENUE STATUS REPORT

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TOTALLED ON: FUNCTION
PAGE BREAKS ON: FUND

FUND-101 GENERAL FUND
FUNCTION-06 OTHER FINANCING SOURCES

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
4600	TRANSFER IN	300,000.00	.00	.00	.00	300,000.00	.00
TOTAL	OTHER FINANCING SOURCES	300,000.00	.00	.00	.00	300,000.00	.00
TOTAL REPORT		123,219,554.00	.00	.00	121,689,017.05	1,530,536.95	98.76

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NEWTOWN MUNICIPAL CENTER
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='101'
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FUND-101 GENERAL FUND
DEPARTMENT-100 SELECTMEN

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5110	SALARIES - REGULAR	181,970.00	.00	.00	153,706.18	28,263.82	84.47
5210	GROUP INSURANCE	23,025.00	.00	.00	22,768.44	256.56	98.89
5220	SOCIAL SEC CONTRI	13,921.00	.00	.00	11,663.81	2,257.19	83.79
5230	RETIREMENT CONTRI	13,344.00	.00	.00	13,344.00	.00	100.00
5290	OTHER EMPL BENEFITS	8,000.00	.00	.00	5,562.36	2,437.64	69.53
5350	PROF SVS - LEGAL	200,000.00	.00	9,326.00	90,264.70	100,409.30	49.80
5580	DUES, TRAVEL & EDUC	2,000.00	.00	.00	1,666.98	333.02	83.35
5611	OFFICE SUPPLIES	1,500.00	584.40	.00	984.53	515.47	65.64
5800	OTHER EXPENDITURES	4,000.00	-584.40	.00	3,523.61	476.39	88.09
	TOTAL SELECTMEN	447,760.00	.00	9,326.00	303,484.61	134,949.39	69.86
DEPARTMENT-105 SELECTMEN - OTHER							
5220	SOCIAL SEC CONTRI	3,500.00	.00	.00	2,587.83	912.17	73.94
5430	REPAIR & MAINTENANC	1,500.00	.00	.00	606.60	893.40	40.44
5443	COPIER LEASING	43,000.00	.00	6,571.20	24,204.80	12,224.00	71.57
5531	POSTAGE	50,000.00	138.00	502.25	34,926.53	14,571.22	70.86
5540	ADVERTISING	20,000.00	1,209.44	.00	15,247.48	4,752.52	76.24
5590	MEETING CLERKS	50,000.00	.00	3,750.00	39,321.94	6,928.06	86.14
	TOTAL SELECTMEN - OTHER	168,000.00	1,347.44	10,823.45	116,895.18	40,281.37	76.02
DEPARTMENT-108 HUMAN RESOURCES							
5110	SALARIES - REGULAR	82,203.00	.00	.00	69,533.17	12,669.83	84.59
5210	GROUP INSURANCE	17,425.00	.00	.00	17,117.80	307.20	98.24
5220	SOCIAL SEC CONTRI	6,289.00	.00	.00	5,100.61	1,188.39	81.10
5230	RETIREMENT CONTRI	4,110.00	.00	.00	3,476.61	633.39	84.59
5310	PROF SVS - OFFICIAL	11,499.00	-1,162.44	.00	11,440.89	58.11	99.49
5580	DUES, TRAVEL & EDUC	500.00	.00	.00	.00	500.00	.00
	TOTAL HUMAN RESOURCES	122,026.00	-1,162.44	.00	106,669.08	15,356.92	87.42
DEPARTMENT-110 SOCIAL SERVICES							
5110	SALARIES - REGULAR	240,530.00	.00	.00	203,416.31	37,113.69	84.57
5210	GROUP INSURANCE	41,548.00	.00	.00	41,099.04	448.96	98.92
5220	SOCIAL SEC CONTRI	18,401.00	.00	.00	14,754.38	3,646.62	80.18
5230	RETIREMENT CONTRI	13,993.00	.00	.00	12,472.35	1,520.65	89.13
5301	FEES & PROF SERVICE	4,000.00	.00	.00	1,316.99	2,683.01	32.92
5580	DUES, TRAVEL & EDUC	4,000.00	.00	.00	.00	4,000.00	.00
5611	OFFICE SUPPLIES	2,500.00	.00	69.96	1,242.01	1,188.03	52.48
5800	OTHER EXPENDITURES	1,999.00	1,000.00	.00	1,528.38	470.62	76.46
5810	CONTRIBUTIONS TO IN	5,000.00	-1,000.00	.00	4,704.60	295.40	94.09
	TOTAL SOCIAL SERVICES	331,971.00	.00	69.96	280,534.06	51,366.98	84.53
DEPARTMENT-140 TAX COLLECTOR							
5110	SALARIES - REGULAR	241,004.00	.00	.00	205,388.50	35,615.50	85.22
5115	SALARIES - PART TIM	7,053.00	.00	.00	2,055.00	4,998.00	29.14
5117	SALARIES - SEASONAL	5,000.00	.00	.00	2,992.50	2,007.50	59.85
5130	SALARIES - OVERTIME	7,100.00	.00	.00	3,516.29	3,583.71	49.53

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NEWTOWN MUNICIPAL CENTER
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTA11

SELECTION CRITERIA: orgn.fund='101'
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FUND-101 GENERAL FUND
DEPARTMENT-140 TAX COLLECTOR

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5210	GROUP INSURANCE	87,652.00	.00	.00	87,301.82	350.18	99.60
5220	SOCIAL SEC CONTRI	19,933.00	.00	.00	15,368.41	4,564.59	77.10
5230	RETIREMENT CONTRI	22,845.00	.00	.00	22,845.00	.00	100.00
5580	DUES, TRAVEL & EDUC	1,000.00	.00	20.00	731.94	248.06	75.19
5611	OFFICE SUPPLIES	4,200.00	-1,037.87	1,954.62	2,177.61	67.77	98.39
TOTAL TAX COLLECTOR		395,787.00	-1,037.87	1,974.62	342,377.07	51,435.31	87.00
DEPARTMENT-150 PURCHASING							
5110	SALARIES - REGULAR	45,546.00	.00	.00	20,994.86	24,551.14	46.10
5210	GROUP INSURANCE	23,551.00	.00	.00	8,747.50	14,803.50	37.14
5220	SOCIAL SEC CONTRI	3,639.00	.00	.00	1,271.57	2,367.43	34.94
5230	RETIREMENT CONTRI	2,378.00	.00	.00	1,050.13	1,327.87	44.16
5580	DUES, TRAVEL & EDUC	2,519.00	.00	.00	1,187.45	1,331.55	47.14
TOTAL PURCHASING		77,633.00	.00	.00	33,251.51	44,381.49	42.83
DEPARTMENT-170 TOWN CLERK							
5110	SALARIES - REGULAR	191,652.00	.00	.00	143,871.98	47,780.02	75.07
5210	GROUP INSURANCE	64,751.00	.00	.00	64,698.59	52.41	99.92
5220	SOCIAL SEC CONTRI	14,661.00	.00	.00	10,483.64	4,177.36	71.51
5230	RETIREMENT CONTRI	15,425.00	.00	.00	15,087.86	337.14	97.81
5310	PROF SVS - OFFICIAL	500.00	.00	.00	198.00	302.00	39.60
5550	PRINTING,BINDING &	20,000.00	-4,500.00	1,838.20	18,059.75	102.05	99.49
5580	DUES, TRAVEL & EDUC	2,000.00	-500.00	.00	1,730.74	269.26	86.54
5611	OFFICE SUPPLIES	2,600.00	.00	.00	1,384.76	1,215.24	53.26
TOTAL TOWN CLERK		311,589.00	-5,000.00	1,838.20	255,515.32	54,235.48	82.59
DEPARTMENT-180 REGISTRARS							
5110	SALARIES - REGULAR	71,656.00	.00	.00	60,611.84	11,044.16	84.59
5115	SALARIES - PART TIM	20,000.00	.00	.00	13,975.07	6,024.93	69.88
5117	SALARIES - SEASONAL	33,000.00	.00	.00	17,079.00	15,921.00	51.75
5220	SOCIAL SEC CONTRI	9,536.00	.00	.00	5,948.54	3,587.46	62.38
5430	REPAIR & MAINTENANC	2,250.00	.00	.00	2,250.00	.00	100.00
5580	DUES, TRAVEL & EDUC	3,500.00	-1,000.00	673.38	2,450.00	376.62	89.24
5611	OFFICE SUPPLIES	1,800.00	.00	517.71	1,168.98	113.31	93.71
5800	OTHER EXPENDITURES	28,000.00	1,000.00	7,085.12	12,689.70	8,225.18	70.62
TOTAL REGISTRARS		169,742.00	.00	8,276.21	116,173.13	45,292.66	73.32
DEPARTMENT-190 TAX ASSESSOR							
5110	SALARIES - REGULAR	245,172.00	.00	.00	176,725.08	68,446.92	72.08
5210	GROUP INSURANCE	48,338.00	.00	.00	48,084.44	253.56	99.48
5220	SOCIAL SEC CONTRI	19,571.00	.00	.00	12,847.06	6,723.94	65.64
5230	RETIREMENT CONTRI	19,438.00	.00	.00	20,754.79	-1,316.79	106.77
5290	OTHER EMPL BENEFITS	325.00	.00	.00	325.00	.00	100.00
5370	PROF SVS - AUDIT	13,660.00	.00	.00	.00	13,660.00	.00
5580	DUES, TRAVEL & EDUC	2,500.00	.00	465.00	1,953.00	82.00	96.72
5611	OFFICE SUPPLIES	3,750.00	.00	.00	3,220.93	529.07	85.89

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FUND-101 GENERAL FUND
DEPARTMENT-190 TAX ASSESSOR

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL TAX ASSESSOR		352,754.00	.00	465.00	263,910.30	88,378.70	74.95
DEPARTMENT-200 FINANCE							
5110	SALARIES - REGULAR	389,506.00	.00	.00	319,945.06	69,560.94	82.14
5210	GROUP INSURANCE	87,911.00	.00	.00	87,712.01	198.99	99.77
5220	SOCIAL SEC CONTRI	29,908.00	.00	.00	22,708.01	7,199.99	75.93
5230	RETIREMENT CONTRI	48,672.00	.00	.00	48,137.39	534.61	98.90
5580	DUES, TRAVEL & EDUC	2,000.00	.00	.00	1,944.88	55.12	97.24
5611	OFFICE SUPPLIES	4,500.00	.00	29.09	4,278.70	192.21	95.73
5800	OTHER EXPENDITURES	2,199.00	.00	.00	1,862.40	336.60	84.69
TOTAL FINANCE		564,696.00	.00	29.09	486,588.45	78,078.46	86.17
DEPARTMENT-205 TECHNOLOGY							
5110	SALARIES - REGULAR	304,231.00	.00	.00	251,932.00	52,299.00	82.81
5210	GROUP INSURANCE	57,966.00	.00	.00	57,185.36	780.64	98.65
5220	SOCIAL SEC CONTRI	25,186.00	.00	.00	18,546.94	6,639.06	73.64
5230	RETIREMENT CONTRI	19,518.00	.00	.00	16,203.38	3,314.62	83.02
5301	FEES & PROF SERVICE	35,000.00	.00	423.27	1,840.04	32,736.69	6.47
5445	SOFTWARE/HARDWARE M	327,785.00	852.87	713.78	288,028.96	39,042.26	88.09
5580	DUES, TRAVEL & EDUC	8,000.00	.00	.00	2,251.35	5,748.65	28.14
5611	OFFICE SUPPLIES	8,500.00	.00	.00	1,076.05	7,423.95	12.66
5744	MACH & EQUIP - TECH	30,000.00	.00	13,127.25	8,829.28	8,043.47	73.19
TOTAL TECHNOLOGY		816,186.00	852.87	14,264.30	645,893.36	156,028.34	80.88
DEPARTMENT-220 SENIOR SERVICES							
5110	SALARIES - REGULAR	57,521.00	.00	.00	47,255.83	10,265.17	82.15
5115	SALARIES - PART TIM	16,000.00	.00	.00	12,228.45	3,771.55	76.43
5210	GROUP INSURANCE	26,327.00	.00	.00	26,266.12	60.88	99.77
5220	SOCIAL SEC CONTRI	5,546.00	.00	.00	4,362.11	1,183.89	78.65
5230	RETIREMENT CONTRI	4,767.00	.00	.00	4,610.93	156.07	96.73
5510	SENIOR BUS CONTRACT	160,700.00	.00	40,175.01	120,524.99	.00	100.00
5580	DUES, TRAVEL & EDUC	700.00	.00	.00	.00	700.00	.00
5611	OFFICE SUPPLIES	1,500.00	.00	6.60	1,477.88	15.52	98.97
5800	OTHER EXPENDITURES	51,969.00	.00	3,350.98	38,752.54	9,865.48	81.02
TOTAL SENIOR SERVICES		325,030.00	.00	43,532.59	255,478.85	26,018.56	92.00
DEPARTMENT-230 TH BOARD OF MGRS							
5210	GROUP INSURANCE	49,945.00	.00	.00	49,943.50	1.50	100.00
5230	RETIREMENT CONTRI	5,760.00	.00	.00	5,760.00	.00	100.00
5820	CONTRIBUTIONS TO OU	139,329.00	.00	.00	139,329.00	.00	100.00
TOTAL TH BOARD OF MGRS		195,034.00	.00	.00	195,032.50	1.50	100.00
DEPARTMENT-240 UNEMPLOYMENT							
5250	UNEMPLOYMENT	8,000.00	.00	.00	.00	8,000.00	.00
TOTAL UNEMPLOYMENT		8,000.00	.00	.00	.00	8,000.00	.00

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FUND-101 GENERAL FUND
DEPARTMENT-255 PROBATE COURT

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
DEPARTMENT-255	PROBATE COURT						
5310	PROF SVS - OFFICIAL	8,400.00	.00	.00	.00	8,400.00	.00
	TOTAL PROBATE COURT	8,400.00	.00	.00	.00	8,400.00	.00
DEPARTMENT-270	OPEB CONTRI						
5210	GROUP INSURANCE	81,663.00	.00	.00	81,663.00	.00	100.00
5270	OPEB	100,000.00	.00	.00	100,000.00	.00	100.00
	TOTAL OPEB CONTRI	181,663.00	.00	.00	181,663.00	.00	100.00
DEPARTMENT-280	PROF ORG						
5800	OTHER EXPENDITURES	41,108.00	.00	.00	41,108.00	.00	100.00
	TOTAL PROF ORG	41,108.00	.00	.00	41,108.00	.00	100.00
DEPARTMENT-300	COMMUNICATIONS						
5110	SALARIES - REGULAR	584,885.00	.00	.00	506,371.38	78,513.62	86.58
5130	SALARIES - OVERTIME	132,000.00	-10,000.00	.00	127,603.67	4,396.33	96.67
5210	GROUP INSURANCE	111,274.00	.00	.00	109,742.88	1,531.12	98.62
5220	SOCIAL SEC CONTRI	53,465.00	.00	.00	47,923.16	5,541.84	89.63
5230	RETIREMENT CONTRI	42,850.00	.00	.00	36,823.70	6,026.30	85.94
5290	OTHER EMPL BENEFITS	2,000.00	.00	.00	.00	2,000.00	.00
5430	REPAIR & MAINTENANC	17,000.00	.00	.00	.00	17,000.00	.00
5442	RENTAL OF EQUIPMENT	233,100.00	.00	2,589.01	192,571.25	37,939.74	83.72
5501	OTHER PURCHASED SER	1,500.00	.00	.00	.00	1,500.00	.00
5580	DUES, TRAVEL & EDUC	2,000.00	.00	.00	875.77	1,124.23	43.79
5611	OFFICE SUPPLIES	400.00	.00	.00	208.34	191.66	52.09
	TOTAL COMMUNICATIONS	1,180,474.00	-10,000.00	2,589.01	1,022,120.15	155,764.84	86.80
DEPARTMENT-310	POLICE						
5110	SALARIES - REGULAR	4,331,234.00	.00	.00	3,492,429.91	838,804.09	80.63
5117	SALARIES - SEASONAL	22,250.00	.00	.00	.00	22,250.00	.00
5118	SALARIES - SSO	.00	.00	.00	12,279.35	-12,279.35	.00
5130	SALARIES - OVERTIME	162,980.00	.00	.00	147,468.36	15,511.64	90.48
5210	GROUP INSURANCE	885,731.00	.00	.00	877,595.09	8,135.91	99.08
5220	SOCIAL SEC CONTRI	345,510.00	.00	.00	272,345.64	73,164.36	78.82
5230	RETIREMENT CONTRI	1,221,238.00	.00	.00	1,239,996.33	-18,758.33	101.54
5290	OTHER EMPL BENEFITS	81,800.00	.00	883.95	56,909.82	24,006.23	70.65
5445	SOFTWARE/HARDWARE M	80,649.00	.00	.00	43,683.19	36,965.81	54.16
5501	OTHER PURCHASED SER	23,000.00	.00	.00	5,739.72	17,260.28	24.96
5505	CONTRACTUAL SERVICE	47,550.00	.00	.00	18,609.32	28,940.68	39.14
5580	DUES, TRAVEL & EDUC	54,900.00	.00	2,414.48	33,471.71	19,013.81	65.37
5611	OFFICE SUPPLIES	4,500.00	.00	.00	3,833.72	666.28	85.19
5742	MACH & EQUIP - VEHI	91,044.00	-23,702.03	.00	91,044.00	.00	100.00
5746	EQUIPMENT	35,175.00	.00	2,897.33	8,741.37	23,536.30	33.09
5800	OTHER EXPENDITURES	10,750.00	.00	46.92	5,254.68	5,448.40	49.32
	TOTAL POLICE	7,398,311.00	-23,702.03	6,242.68	6,309,402.21	1,082,666.11	85.37

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FUND-101 GENERAL FUND
DEPARTMENT-320 FIRE

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
DEPARTMENT-320 FIRE							
5110	SALARIES - REGULAR	191,140.00	.00	.00	160,632.16	30,507.84	84.04
5115	SALARIES - PART TIM	21,901.00	.00	.00	15,654.25	6,246.75	71.48
5210	GROUP INSURANCE	27,702.00	.00	.00	27,315.27	386.73	98.60
5220	SOCIAL SEC CONTRI	16,298.00	.00	.00	13,460.99	2,837.01	82.59
5230	RETIREMENT CONTRI	21,048.00	.00	.00	20,332.27	715.73	96.60
5290	OTHER EMPL BENEFITS	323,500.00	.00	9,734.80	275,586.71	38,178.49	88.20
5310	PROF SVS - OFFICIAL	18,600.00	.00	1,542.00	8,164.54	8,893.46	52.19
5411	WATER/SEWERAGE	3,000.00	.00	.00	1,759.60	1,240.40	58.65
5412	HYDRANTS	87,000.00	.00	5,682.30	72,575.00	8,742.70	89.95
5430	REPAIR & MAINTENANC	48,475.00	.00	17,011.54	34,286.46	-2,823.00	105.82
5435	RADIO & PAGER SERVI	21,360.00	.00	.00	3,893.12	17,466.88	18.23
5436	TRUCK REPAIR	83,100.00	.00	67.02	60,263.87	22,769.11	72.60
5520	INSURANCE, OTHER TH	76,284.00	.00	.00	55,308.00	20,976.00	72.50
5580	DUES, TRAVEL & EDUC	73,000.00	.00	10,602.95	43,816.35	18,580.70	74.55
5611	OFFICE SUPPLIES	1,500.00	.00	.00	953.92	546.08	63.59
5621	ENERGY - NATURAL GA	16,000.00	.00	606.55	15,754.14	-360.69	102.25
5622	ENERGY - ELECTRICIT	52,200.00	.00	671.77	39,276.69	12,251.54	76.53
5623	ENERGY - BOTTLED GA	7,000.00	.00	551.61	4,074.22	2,374.17	66.08
5624	ENERGY - OIL/NATURA	19,000.00	.00	.00	18,257.37	742.63	96.09
5745	FIRE EQUIPMENT	60,108.00	.00	104.05	44,035.59	15,968.36	73.43
5749	CAPITAL OUTLAY	102,740.00	.00	7,579.77	87,878.37	7,281.86	92.91
5820	CONTRIBUTIONS TO OU	145,000.00	.00	.00	145,000.00	.00	100.00
TOTAL FIRE		1,415,956.00	.00	54,154.36	1,148,278.89	213,522.75	84.92
DEPARTMENT-330 EMERGENCY MGT							
5115	SALARIES - PART TIM	16,925.00	.00	.00	15,625.00	1,300.00	92.32
5220	SOCIAL SEC CONTRI	1,295.00	.00	.00	956.33	338.67	73.85
5310	PROF SVS - OFFICIAL	5,500.00	.00	.00	2,000.00	3,500.00	36.36
5505	CONTRACTUAL SERVICE	28,725.00	.00	.00	17,940.53	10,784.47	62.46
5580	DUES, TRAVEL & EDUC	3,000.00	.00	1,045.00	1,770.00	185.00	93.83
5611	OFFICE SUPPLIES	1,000.00	.00	.00	65.75	934.25	6.58
5622	ENERGY - ELECTRICIT	4,200.00	.00	.00	2,698.04	1,501.96	64.24
5624	ENERGY - OIL/NATURA	3,000.00	.00	.00	2,120.12	879.88	70.67
TOTAL EMERGENCY MGT		63,645.00	.00	1,045.00	43,175.77	19,424.23	69.48
DEPARTMENT-340 ANIMAL CONTROL							
5110	SALARIES - REGULAR	87,598.00	.00	.00	74,190.59	13,407.41	84.69
5115	SALARIES - PART TIM	33,538.00	.00	.00	27,331.84	6,206.16	81.50
5210	GROUP INSURANCE	29,823.00	.00	.00	29,567.84	255.16	99.14
5220	SOCIAL SEC CONTRI	9,267.00	.00	.00	8,953.69	313.31	96.62
5230	RETIREMENT CONTRI	9,840.00	.00	.00	9,480.56	359.44	96.35
5290	OTHER EMPL BENEFITS	2,500.00	.00	.00	304.79	2,195.21	12.19
5330	PROF SVS - OTHER	500.00	.00	.00	.00	500.00	.00
5580	DUES, TRAVEL & EDUC	500.00	.00	.00	.00	500.00	.00
5611	OFFICE SUPPLIES	500.00	.00	.00	218.39	281.61	43.68

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FUND-101 GENERAL FUND
DEPARTMENT-340 ANIMAL CONTROL

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL ANIMAL CONTROL		174,066.00	.00	.00	150,047.70	24,018.30	86.20
DEPARTMENT-350 INSURANCE							
5520 INSURANCE, OTHER TH	1,100,500.00	.00	293.88	1,090,464.23	9,741.89	99.11	
5800 OTHER EXPENDITURES	10,000.00	.00	.00	4,303.59	5,696.41	43.04	
TOTAL INSURANCE	1,110,500.00	.00	293.88	1,094,767.82	15,438.30	98.61	
DEPARTMENT-360 LAKE AUTHORITIES							
5501 OTHER PURCHASED SER	53,735.00	.00	.00	53,735.00	.00	100.00	
TOTAL LAKE AUTHORITIES	53,735.00	.00	.00	53,735.00	.00	100.00	
DEPARTMENT-370 HEALTH DISTRICT							
5210 GROUP INSURANCE	99,880.00	.00	.00	99,647.70	232.30	99.77	
5230 RETIREMENT CONTRI	30,468.00	.00	.00	23,259.00	7,209.00	76.34	
5501 OTHER PURCHASED SER	290,000.00	.00	.00	290,000.00	.00	100.00	
TOTAL HEALTH DISTRICT	420,348.00	.00	.00	412,906.70	7,441.30	98.23	
DEPARTMENT-410 CHILDREN'S ADVENT CTR							
5210 GROUP INSURANCE	106,611.00	.00	.00	106,176.16	434.84	99.59	
5230 RETIREMENT CONTRI	34,854.00	.00	.00	37,254.97	-2,400.97	106.89	
TOTAL CHILDREN'S ADVENT CTR	141,465.00	.00	.00	143,431.13	-1,966.13	101.39	
DEPARTMENT-415 OUTSIDE AGENCIES							
5820 CONTRIBUTIONS TO OU	83,945.00	.00	.00	70,195.00	13,750.00	83.62	
TOTAL OUTSIDE AGENCIES	83,945.00	.00	.00	70,195.00	13,750.00	83.62	
DEPARTMENT-426 NW SAFETY COMM							
5501 OTHER PURCHASED SER	11,590.00	.00	.00	11,489.00	101.00	99.13	
TOTAL NW SAFETY COMM	11,590.00	.00	.00	11,489.00	101.00	99.13	
DEPARTMENT-432 EMERG MEDICAL SVS.							
5501 OTHER PURCHASED SER	270,000.00	.00	.00	270,000.00	.00	100.00	
TOTAL EMERG MEDICAL SVS.	270,000.00	.00	.00	270,000.00	.00	100.00	
DEPARTMENT-433 YOUTH & FAMILY SVS							
5210 GROUP INSURANCE	36,466.00	.00	.00	35,485.46	980.54	97.31	
5820 CONTRIBUTIONS TO OU	266,000.00	.00	44,990.90	151,119.94	69,889.16	73.73	
TOTAL YOUTH & FAMILY SVS	302,466.00	.00	44,990.90	186,605.40	70,869.70	76.57	
DEPARTMENT-437 NW CT EMS COUNCIL							
5501 OTHER PURCHASED SER	250.00	.00	.00	.00	250.00	.00	
TOTAL NW CT EMS COUNCIL	250.00	.00	.00	.00	250.00	.00	
DEPARTMENT-442 NEWTOWN PARADE COMM							
5520 INSURANCE, OTHER TH	1,400.00	.00	.00	.00	1,400.00	.00	
TOTAL NEWTOWN PARADE COMM	1,400.00	.00	.00	.00	1,400.00	.00	

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FUND-101 GENERAL FUND
DEPARTMENT-442 NEWTOWN PARADE COMM

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
DEPARTMENT-444 NW CONSERV DISTRICT							
5501	OTHER PURCHASED SER	1,040.00	.00	.00	1,040.00	.00	100.00
	TOTAL NW CONSERV DISTRICT	1,040.00	.00	.00	1,040.00	.00	100.00
DEPARTMENT-460 BUILDING OFFICIAL							
5110	SALARIES - REGULAR	281,265.00	.00	.00	216,100.23	65,164.77	76.83
5210	GROUP INSURANCE	100,868.00	.00	.00	100,913.07	-45.07	100.04
5220	SOCIAL SEC CONTRI	21,517.00	.00	.00	15,858.14	5,658.86	73.70
5230	RETIREMENT CONTRI	28,878.00	.00	.00	28,369.32	508.68	98.24
5290	OTHER EMPL BENEFITS	1,000.00	.00	.00	650.00	350.00	65.00
5580	DUES, TRAVEL & EDUC	1,000.00	.00	.00	340.00	660.00	34.00
5611	OFFICE SUPPLIES	2,400.00	.00	.00	565.18	1,834.82	23.55
	TOTAL BUILDING OFFICIAL	436,928.00	.00	.00	362,795.94	74,132.06	83.03
DEPARTMENT-490 LAND USE							
5110	SALARIES - REGULAR	411,577.00	.00	.00	333,023.63	78,553.37	80.91
5210	GROUP INSURANCE	95,559.00	.00	.00	94,612.07	946.93	99.01
5220	SOCIAL SEC CONTRI	31,486.00	.00	.00	24,631.22	6,854.78	78.23
5230	RETIREMENT CONTRI	41,285.00	.00	.00	40,902.72	382.28	99.07
5290	OTHER EMPL BENEFITS	1,000.00	.00	.00	325.00	675.00	32.50
5340	PROF SVS - TECHNICA	2,250.00	.00	.00	85.00	2,165.00	3.78
5350	PROF SVS - LEGAL	70,000.00	.00	3,177.50	62,646.69	4,175.81	94.03
5505	CONTRACTUAL SERVICE	44,000.00	.00	.00	35,972.91	8,027.09	81.76
5550	PRINTING,BINDING &	20,000.00	.00	.00	15,656.89	4,343.11	78.28
5580	DUES, TRAVEL & EDUC	3,000.00	.00	.00	1,767.04	1,232.96	58.90
5611	OFFICE SUPPLIES	2,400.00	.00	143.76	1,344.59	911.65	62.01
5749	CAPITAL OUTLAY	2,000.00	.00	.00	1,752.51	247.49	87.63
	TOTAL LAND USE	724,557.00	.00	3,321.26	612,720.27	108,515.47	85.02
DEPARTMENT-500 HIGHWAY							
5110	SALARIES - REGULAR	2,706,143.00	.00	.00	2,267,533.65	438,609.35	83.79
5130	SALARIES - OVERTIME	80,000.00	.00	.00	74,285.51	5,714.49	92.86
5210	GROUP INSURANCE	681,256.00	.00	.00	681,427.10	-171.10	100.03
5220	SOCIAL SEC CONTRI	213,905.00	1,600.00	.00	175,976.01	37,928.99	82.27
5230	RETIREMENT CONTRI	241,523.00	.00	.00	246,614.31	-5,091.31	102.11
5290	OTHER EMPL BENEFITS	46,100.00	.00	134.74	35,558.91	10,406.35	77.43
5301	FEES & PROF SERVICE	15,000.00	.00	.00	11,250.00	3,750.00	75.00
5430	REPAIR & MAINTENANC	482,600.00	.00	23,832.68	416,488.78	42,278.54	91.24
5505	CONTRACTUAL SERVICE	650,000.00	.00	9,891.43	642,153.54	-2,044.97	100.31
5580	DUES, TRAVEL & EDUC	8,000.00	.00	2,100.00	1,555.00	4,345.00	45.69
5611	OFFICE SUPPLIES	1,600.00	.00	12.91	1,497.91	89.18	94.43
5625	ENERGY - GASOLINE/D	226,500.00	.00	19,002.79	226,288.82	-18,791.61	108.30
5626	STREET LIGHTS	45,000.00	.00	9,786.76	28,608.78	6,604.46	85.32
5650	CONSTRUCTION SUPPLI	40,000.00	.00	3.00	40,062.38	-65.38	100.16
5651	STREET SIGNS	18,000.00	.00	755.00	15,747.50	1,497.50	91.68

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NEWTOWN MUNICIPAL CENTER
EXPENDITURE STATUS REPORT

PAGE NUMBER: 8
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SELECTION CRITERIA: orgn.fund='101'
ACCOUNTING PERIOD: 11/22

SORTED BY: FUND,DEPARTMENT,ACCOUNT
TOTALLED ON: DEPARTMENT
PAGE BREAKS ON: FUND

FUND-101 GENERAL FUND
DEPARTMENT-500 HIGHWAY

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5652	DRAINAGE MATERIALS	100,000.00	.00	.00	100,000.00	.00	100.00
5653	ROAD PATCHING MATER	85,000.00	.00	.00	84,999.03	.97	100.00
5735	ROAD IMPROVEMENTS	2,500,000.00	.00	123,391.38	2,330,328.68	46,279.94	98.15
5749	CAPITAL OUTLAY	92,000.00	.00	.00	44,212.47	47,787.53	48.06
TOTAL HIGHWAY		8,232,627.00	1,600.00	188,910.69	7,424,588.38	619,127.93	92.48
DEPARTMENT-510	WINTER MAINT						
5130	SALARIES - OVERTIME	180,000.00	.00	.00	206,890.72	-26,890.72	114.94
5220	SOCIAL SEC CONTRI	13,770.00	-1,600.00	.00	13,737.54	32.46	99.76
5505	CONTRACTUAL SERVICE	160,000.00	.00	30,022.37	122,741.19	7,236.44	95.48
5660	SAND	60,608.00	.00	.00	59,669.89	938.11	98.45
5661	TREATED SALT	225,766.00	.00	.00	224,756.68	1,009.32	99.55
5747	MACH & EQUIP - WINT	25,000.00	.00	401.45	20,200.38	4,398.17	82.41
TOTAL WINTER MAINT		665,144.00	-1,600.00	30,423.82	647,996.40	-13,276.22	102.00
DEPARTMENT-515	TRANSFER STA						
5110	SALARIES - REGULAR	175,222.00	.00	.00	92,160.56	83,061.44	52.60
5130	SALARIES - OVERTIME	41,000.00	.00	.00	35,623.51	5,376.49	86.89
5210	GROUP INSURANCE	44,008.00	.00	.00	43,471.36	536.64	98.78
5220	SOCIAL SEC CONTRI	16,656.00	.00	.00	9,187.07	7,468.93	55.16
5230	RETIREMENT CONTRI	18,349.00	.00	.00	18,349.00	.00	100.00
5290	OTHER EMPL BENEFITS	3,868.00	.00	.00	275.43	3,592.57	7.12
5430	REPAIR & MAINTENANC	4,000.00	.00	1,800.00	1,640.59	559.41	86.01
5505	CONTRACTUAL SERVICE	1,233,950.00	.00	326,223.10	880,135.03	27,591.87	97.76
5580	DUES, TRAVEL & EDUC	500.00	.00	.00	.00	500.00	.00
5610	GENERAL SUPPLIES	3,500.00	.00	.00	3,397.86	102.14	97.08
5622	ENERGY - ELECTRICIT	4,600.00	.00	3,204.34	3,017.27	-1,621.61	135.25
TOTAL TRANSFER STA		1,545,653.00	.00	331,227.44	1,087,257.68	127,167.88	91.77
DEPARTMENT-550	PARKS & RECR						
5110	SALARIES - REGULAR	1,025,512.00	.00	.00	844,993.27	180,518.73	82.40
5115	SALARIES - PART TIM	73,094.00	.00	.00	33,339.94	39,754.06	45.61
5117	SALARIES - SEASONAL	244,083.00	.00	.00	170,252.78	73,830.22	69.75
5130	SALARIES - OVERTIME	62,000.00	.00	.00	54,194.69	7,805.31	87.41
5210	GROUP INSURANCE	290,215.00	.00	.00	289,421.39	793.61	99.73
5220	SOCIAL SEC CONTRI	107,459.00	.00	.00	82,991.15	24,467.85	77.23
5230	RETIREMENT CONTRI	84,474.00	.00	.00	79,702.80	4,771.20	94.35
5290	OTHER EMPL BENEFITS	15,350.00	.00	200.00	11,940.96	3,209.04	79.09
5505	CONTRACTUAL SERVICE	300,000.00	.00	6,180.14	258,371.12	35,448.74	88.18
5580	DUES, TRAVEL & EDUC	10,000.00	.00	.00	5,393.22	4,606.78	53.93
5610	GENERAL SUPPLIES	12,000.00	.00	.00	10,509.63	1,490.37	87.58
5611	OFFICE SUPPLIES	3,000.00	.00	.00	1,766.76	1,233.24	58.89
5613	SIGNS	6,000.00	.00	.00	5,379.07	620.93	89.65
5614	POOL SUPPLIES	32,342.00	.00	913.54	14,096.61	17,331.85	46.41
5615	GENERAL MAINTENANCE	35,900.00	.00	2,778.95	21,736.28	11,384.77	68.29
5616	GROUNDS MAINTENANCE	157,731.00	.00	1,148.60	115,659.55	40,922.85	74.06

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NEWTOWN MUNICIPAL CENTER
EXPENDITURE STATUS REPORT

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SORTED BY: FUND,DEPARTMENT,ACCOUNT
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FUND-101 GENERAL FUND
DEPARTMENT-550 PARKS & RECR

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5749	CAPITAL OUTLAY	21,500.00	.00	5,947.99	15,374.96	177.05	99.18
	TOTAL PARKS & RECR	2,480,660.00	.00	17,169.22	2,015,124.18	448,366.60	81.93
DEPARTMENT-570	CONTINGENCY						
5899	CONTINGENCY	63,850.00	.00	.00	.00	63,850.00	.00
	TOTAL CONTINGENCY	63,850.00	.00	.00	.00	63,850.00	.00
DEPARTMENT-580	DEBT SERVICE						
5860	BOND PRINCIPAL	7,266,991.00	.00	.00	7,260,265.89	6,725.11	99.91
5861	BOND INTEREST	2,444,667.00	-200,000.00	.00	2,444,405.16	261.84	99.99
	TOTAL DEBT SERVICE	9,711,658.00	-200,000.00	.00	9,704,671.05	6,986.95	99.93
DEPARTMENT-600	LEGISLATIVE COUNCIL						
5370	PROF SVS - AUDIT	46,000.00	.00	.00	46,000.00	.00	100.00
	TOTAL LEGISLATIVE COUNCIL	46,000.00	.00	.00	46,000.00	.00	100.00
DEPARTMENT-650	PUBLIC BLDG MAINT						
5110	SALARIES - REGULAR	85,290.00	.00	.00	43,642.67	41,647.33	51.17
5130	SALARIES - OVERTIME	6,000.00	.00	.00	2,220.38	3,779.62	37.01
5210	GROUP INSURANCE	47,164.00	.00	.00	47,093.04	70.96	99.85
5220	SOCIAL SEC CONTRI	6,984.00	.00	.00	3,411.21	3,572.79	48.84
5230	RETIREMENT CONTRI	4,347.00	.00	.00	2,707.00	1,640.00	62.27
5290	OTHER EMPL BENEFITS	650.00	.00	.00	325.00	325.00	50.00
5411	WATER/SEWERAGE	70,000.00	.00	27,317.00	29,951.51	12,731.49	81.81
5430	REPAIR & MAINTENANC	54,654.00	600.00	17,992.36	16,611.56	20,050.08	63.31
5505	CONTRACTUAL SERVICE	214,331.00	.00	48,894.96	159,037.55	6,398.49	97.01
5615	GENERAL MAINTENANCE	6,840.00	-600.00	35.13	6,774.35	30.52	99.55
5622	ENERGY - ELECTRICIT	250,538.00	.00	66,684.26	177,713.20	6,140.54	97.55
5624	ENERGY - OIL/NATURA	101,063.00	.00	17,351.66	83,624.05	87.29	99.91
	TOTAL PUBLIC BLDG MAINT	847,861.00	.00	178,275.37	573,111.52	96,474.11	88.62
DEPARTMENT-670	LIBRARY						
5210	GROUP INSURANCE	2,000.00	.00	.00	1,555.95	444.05	77.80
5230	RETIREMENT CONTRI	24,621.00	.00	.00	23,346.04	1,274.96	94.82
5820	CONTRIBUTIONS TO OU	1,381,000.00	.00	.00	1,160,452.12	220,547.88	84.03
	TOTAL LIBRARY	1,407,621.00	.00	.00	1,185,354.11	222,266.89	84.21
DEPARTMENT-730	DISTRICT CONTRI						
5803	OTHER EXPENDITURES	7,500.00	.00	.00	.00	7,500.00	.00
	TOTAL DISTRICT CONTRI	7,500.00	.00	.00	.00	7,500.00	.00
DEPARTMENT-740	ECONOMIC & COMM						
5110	SALARIES - REGULAR	78,238.00	.00	.00	66,178.63	12,059.37	84.59
5210	GROUP INSURANCE	2,500.00	.00	.00	2,185.00	315.00	87.40
5220	SOCIAL SEC CONTRI	5,985.00	.00	.00	4,955.45	1,029.55	82.80
5230	RETIREMENT CONTRI	7,449.00	.00	.00	7,449.00	.00	100.00

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NEWTOWN MUNICIPAL CENTER
EXPENDITURE STATUS REPORT

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FUND-101 GENERAL FUND
DEPARTMENT-740 ECONOMIC & COMM

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
5301	FEES & PROF SERVICE	40,000.00	.00	12,323.02	23,484.03	4,192.95	89.52
5580	DUES, TRAVEL & EDUC	2,200.00	.00	.00	2,169.66	30.34	98.62
5611	OFFICE SUPPLIES	300.00	.00	.00	114.89	185.11	38.30
	TOTAL ECONOMIC & COMM	136,672.00	.00	12,323.02	106,536.66	17,812.32	86.97
DEPARTMENT-750	GRANTS ADMIN						
5110	SALARIES - REGULAR	24,114.00	.00	.00	19,697.55	4,416.45	81.69
5220	SOCIAL SEC CONTRI	1,845.00	.00	.00	1,353.53	491.47	73.36
5230	RETIREMENT CONTRI	2,296.00	.00	.00	2,296.00	.00	100.00
	TOTAL GRANTS ADMIN	28,255.00	.00	.00	23,347.08	4,907.92	82.63
DEPARTMENT-755	SUST ENERGY COMM						
5800	OTHER EXPENDITURES	300.00	.00	.00	300.00	.00	100.00
	TOTAL SUST ENERGY COMM	300.00	.00	.00	300.00	.00	100.00
DEPARTMENT-870	FAIRFIELD HILLS AUTH						
5301	FEES & PROF SERVICE	40,000.00	.00	.00	.00	40,000.00	.00
	TOTAL FAIRFIELD HILLS AUTH	40,000.00	.00	.00	.00	40,000.00	.00
DEPARTMENT-900	BOARD OF EDUCATION						
5890	EDUCATION	79,697,698.00	.00	.00	.00	79,697,698.00	.00
	TOTAL BOARD OF EDUCATION	79,697,698.00	.00	.00	.00	79,697,698.00	.00
TOTAL REPORT		123,219,554.00	-238,702.03	961,566.07	38,331,572.46	83,926,415.47	31.89

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4320
FAX (203) 270-4243

Donna L. Saputo
TAX COLLECTOR

OFFICE OF THE TAX COLLECTOR

DATE: May 25, 2022

TO: The Legislative Council

From: Donna L. Saputo



Re: The Transfer of Uncollectible Motor Vehicle, Personal Property and Real Estate Tax Accounts to the Suspense Tax List for your consideration and approval.

The Connecticut State Statutes require that at least once a year the Tax Collector of each municipality shall deliver to the Board of Finance or similar board a listing of all accounts that the Tax Collector believes to be uncollectible. These accounts are then transferred from the regular accounts-receivable to the Suspense Tax Book.

This transfer does not void the tax. If at any time in the future the Tax Collector is able to collect the taxes on the suspense tax list, she shall do so with all the usual interest charges.

The Tax office ceases to send out quarterly bills for these accounts, but in reference to the Motor Vehicle Suspense Accounts, those persons cannot register a car in the State of Connecticut until the taxes are paid to the Town of Newtown.

546 Motor Vehicle Accounts	\$	144,277.21
176 Personal Property Accounts	\$	113,936.33
13 Real Estate Accounts	\$	7,280.14

May – 735 Suspense Accounts totaling	\$	265,493.68
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Process Suspense Report

TOWN OF NEWTOWN Date: 04/19/2022 Time: 09:07:16

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Condition (s): Year: , Type: 01 - REAL ESTATE, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2019-01-0001816	CLEMENT KEVIN	NR	NO RESPONSE	04/19/2022	916.28			
REAL ESTATE	# Of Acct: 1				916.28			
YR : 2019	TOTAL : 1				916.28			
2020-01-0001209	BROWER MICHAEL	MV	MOVED	04/19/2022	409.56			
2020-01-0001621	CEPERLEY JAMES	MV	MOVED	04/19/2022	371.80			
2020-01-0001735	CHRISTESON KAYLA	MV	MOVED	04/19/2022	405.06			
2020-01-0001816	CLEMENT KEVIN	NR	NO RESPONSE	04/19/2022	913.38			
2020-01-0003531	GALASSO JOSEPH	DE	DECEASED	04/19/2022	396.40			
2020-01-0004112	HANCOCK RICHARD H JR	NR	NO RESPONSE	04/19/2022	404.02			
2020-01-0006550	METCALF JOHN	MV	MOVED	04/19/2022	681.92			
2020-01-0006564	EISENHAUER ROBERT	MV	MOVED	04/19/2022	1,134.80			
2020-01-0007879	POTTER MARY E	MR	MAIL RETURNED	04/19/2022	408.52			
2020-01-0009027	SHERWOOD ANDREW M JR	MV	MOVED	04/19/2022	428.28			
2020-01-0010464	WAECHTER ROBERT E	MV	MOVED	04/19/2022	380.46			
2020-01-0010732	WILLIAMS CAROL	DE	DECEASED	04/19/2022	429.66			
REAL ESTATE	# Of Acct: 12				6,363.86			
YR : 2020	TOTAL : 12				6,363.86			
Grand Total: 13					7,280.14			

Process Suspense Report

TOWN OF NEWTOWN Date: 04/19/2022 Time: 10:14:10

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Condition (s): Year: , Type: 02 - PERSONALPROPERTY, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2018-02-0040033	1	A & L LANDSCAPING	NR	NO RESPONSE	04/19/2022	759.04			
2018-02-0040342		CONNECTICUT RESTORATION & INTERIOR LLC	NR	NO RESPONSE	04/19/2022	264.03			
2018-02-0040742		JANELLA SERVICES LLC	DE	DECEASED	04/19/2022	308.76			
2018-02-0040860	1	LATHROP SCHOOL OF DANCE	NR	NO RESPONSE	04/19/2022	74.41			
2018-02-0041190		PHILLIP LOMBARDO	NR	NO RESPONSE	04/19/2022	217.32			
PERSONAL PROPERTY # Of Acct: 5						1,623.56			
YR : 2018 TOTAL : 5						1,623.56			
2019-02-0040017		26 SHEPARD HILL ROAD	NR	NO RESPONSE	04/19/2022	220.74			
2019-02-0040033	1	A & L LANDSCAPING	NR	NO RESPONSE	04/19/2022	834.24			
2019-02-0040214		BRIAN HUSSEY S GOLF SHOP	NR	NO RESPONSE	04/19/2022	525.92			
2019-02-0040235		CAD-CAM DENTAL STUDIO AND MILLING CENTER	NR	NO RESPONSE	04/19/2022	414.70			
2019-02-0040342		CONNECTICUT RESTORATION & INTERIOR LLC	NR	NO RESPONSE	04/19/2022	420.60			
2019-02-0040629		GREAT CLIPS	NR	NO RESPONSE	04/19/2022	83.90			
2019-02-0040716		ISABEL LEBOWITZ & CASEY KINNEY	NR	NO RESPONSE	04/19/2022	46.58			
2019-02-0040723		J C CONSTRUCTION INC	NR	NO RESPONSE	04/19/2022	75.44			
2019-02-0040756		JENIFER CRAMER	NR	NO RESPONSE	04/19/2022	477.96			
2019-02-0040859		LAST MILE COMMUNICATIONS	NR	NO RESPONSE	04/19/2022	342.04			
2019-02-0040868		LDK DIRECT MARKETING	NR	NO RESPONSE	04/19/2022	95.94			
2019-02-0040881		LILY TRANSPORTATION	NR	NO RESPONSE	04/19/2022	50.32			
2019-02-0040989		MICHAEL TADROS	NR	NO RESPONSE	04/19/2022	477.96			
2019-02-0041172		PENDERGAST LAWN CARE LLC	NR	NO RESPONSE	04/19/2022	878.74			
2019-02-0041190		PHILLIP LOMBARDO	NR	NO RESPONSE	04/19/2022	477.96			
2019-02-0041284		ROBERT GREGSON JR	NR	NO RESPONSE	04/19/2022	37.20			
2019-02-0041422		STORM APPAREL	NR	NO RESPONSE	04/19/2022	8.69			
2019-02-0041496		THE SHEEP SHOPPE LLC	NR	NO RESPONSE	04/19/2022	95.94			
2019-02-0041502		THE VINTAGE SQUIRE LLC	NR	NO RESPONSE	04/19/2022	525.92			
2019-02-0041506		THOMAS COPPINGER	NR	NO RESPONSE	04/19/2022	477.96			
2019-02-0041508		THOMAS GIBBONS	NR	NO RESPONSE	04/19/2022	107.91			
2019-02-0041618		WILLIAM MANGOLD CONSTRUCTION LLC	NR	NO RESPONSE	04/19/2022	258.28			
2019-02-0045312		MELANIE HERRERA	NR	NO RESPONSE	04/19/2022	434.50			
2019-02-0045331		JANINE ACHURY-CUADROS	NR	NO RESPONSE	04/19/2022	434.50			
2019-02-0045353		PATRICK WALKER	MV	MOVED	04/19/2022	434.50			
2019-02-0045367		SUGAR MAGNOLIA BAKESHOP LLC	OB	OUT OF BUSINESS	04/19/2022	434.50			
2019-02-0045377		AUTO-MERCH LLC	NR	NO RESPONSE	04/19/2022	434.50			
2019-02-0045380		DR MARY MURPHY LLC	NR	NO RESPONSE	04/19/2022	434.50			
2019-02-0045382		NRH CONSULTING SERVICES INC	NR	NO RESPONSE	04/19/2022	434.50			
2019-02-0045429		ARMSTRONG MOVING	NR	NO RESPONSE	04/19/2022	12,166.00			
PERSONAL PROPERTY # Of Acct: 30						22,142.44			
YR : 2019 TOTAL : 30						22,142.44			
2020-02-0040004		120 WALNUT TREE HILL ROAD	NR	NO RESPONSE	04/19/2022	120.94			
2020-02-0040017		26 SHEPARD HILL ROAD	NR	NO RESPONSE	04/19/2022	242.20			
2020-02-0040028		76 EDEN HILL ROAD	DE	DECEASED	04/19/2022	40.89			
2020-02-0040033	1	A & L LANDSCAPING	NR	NO RESPONSE	04/19/2022	914.76			
2020-02-0040048		ACCURATE MECHANICAL CO	MV	MOVED	04/19/2022	318.10			
2020-02-0040080		AMERICAN ROLL-OFF LLC	NR	NO RESPONSE	04/19/2022	22.52			
2020-02-0040092		ANDRY NANCY	NR	NO RESPONSE	04/19/2022	42.62			
2020-02-0040128		AYANAT & CO	NR	NO RESPONSE	04/19/2022	454.26			
2020-02-0040133		B&B CONSTRUCTION	NR	NO RESPONSE	04/19/2022	576.58			
2020-02-0040135		BACKCOUNTRY MEDICAL	NR	NO RESPONSE	04/19/2022	454.26			
2020-02-0040179		BETTER 2 CARRY	NR	NO RESPONSE	04/19/2022	454.26			
2020-02-0040199		BOMBA INDUSTRIES LLC	NR	NO RESPONSE	04/19/2022	84.90			

Process Suspense Report

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Condition (s): Year: , Type: 02 - PERSONALPROPERTY, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2020-02-0040205	BOWER BUILDERS INC	NR	NO RESPONSE	04/19/2022	287.84			
2020-02-0040214	BRIAN HUSSEY S GOLF SHOP	NR	NO RESPONSE	04/19/2022	576.58			
2020-02-0040234	C-CO TECHNOLOGY INC	NR	NO RESPONSE	04/19/2022	613.66			
2020-02-0040235	CAD-CAM DENTAL STUDIO AND MILLING CENTER	NR	NO RESPONSE	04/19/2022	454.26			
2020-02-0040282	CHARLES R STEPHEN JR	NR	NO RESPONSE	04/19/2022	141.72			
2020-02-0040342	CONNECTICUT RESTORATION & INTERIOR LLC	NR	NO RESPONSE	04/19/2022	461.20			
2020-02-0040345	CONNOR LANDSCAPING CONTRACTORS LLC	NR	NO RESPONSE	04/19/2022	1,299.72			
2020-02-0040408	DAVID FINN	NR	NO RESPONSE	04/19/2022	226.62			
2020-02-0040445	DMP ASSET MANAGEMENT LLC	NR	NO RESPONSE	04/19/2022	431.06			
2020-02-0040474	EARTHWORKS	NR	NO RESPONSE	04/19/2022	8,630.44			
2020-02-0040496	EVANS HILL A COTTAGE INDUSTRY	NR	NO RESPONSE	04/19/2022	454.26			
2020-02-0040516	FALCON JULIO	NR	NO RESPONSE	04/19/2022	19.06			
2020-02-0040542	FIRESAFE CHIMNEY SWEEPS	NR	NO RESPONSE	04/19/2022	218.64			
2020-02-0040573	G & G GROUP	NR	NO RESPONSE	04/19/2022	318.10			
2020-02-0040581	GARY COLLESIAN	NR	NO RESPONSE	04/19/2022	86.64			
2020-02-0040587	GDS INC	NR	NO RESPONSE	04/19/2022	566.88			
2020-02-0040593	GEOFF GEILS	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040609	GLEN ROAD AUTO BODY LLC	NR	NO RESPONSE	04/19/2022	1,118.86			
2020-02-0040619	GOYETTE MARKETING CORP	NR	NO RESPONSE	04/19/2022	576.58			
2020-02-0040629	GREAT CLIPS	NR	NO RESPONSE	04/19/2022	1,056.84			
2020-02-0040640	H & T INC	NR	NO RESPONSE	04/19/2022	167.36			
2020-02-0040642	H TOM PARSONS	NR	NO RESPONSE	04/19/2022	553.02			
2020-02-0040666	HI-HO DADDARIO SAND & STONE	NR	NO RESPONSE	04/19/2022	527.38			
2020-02-0040683	HOMEWIZ	NR	NO RESPONSE	04/19/2022	318.10			
2020-02-0040709	INTERIORS BY DESIGN	NR	NO RESPONSE	04/19/2022	152.82			
2020-02-0040718	IT TECHNOLOGY SERVICES	NR	NO RESPONSE	04/19/2022	318.10			
2020-02-0040723	J C CONSTRUCTION INC	NR	NO RESPONSE	04/19/2022	74.84			
2020-02-0040738	JAMES MARINO	NR	NO RESPONSE	04/19/2022	576.58			
2020-02-0040762	JMG CONSTRUCTION LLC	NR	NO RESPONSE	04/19/2022	2,136.88			
2020-02-0040771	JOHN ANDREWS	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040774	JOHN L WHITTLE	NR	NO RESPONSE	04/19/2022	56.84			
2020-02-0040782	JOSE ANTONIO GONCALVES DEOLIVIERA	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040806	KATHERINE KING	NR	NO RESPONSE	04/19/2022	67.22			
2020-02-0040808	KATHLEEN J. DEBRECENI	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040809	KATHLEEN PARKER	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040818	KELLY VANASE	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040824	KEVIN M BUTLER	NR	NO RESPONSE	04/19/2022	2,445.60			
2020-02-0040859	LAST MILE COMMUNICATIONS	NR	NO RESPONSE	04/19/2022	375.26			
2020-02-0040868	LDK DIRECT MARKETING	NR	NO RESPONSE	04/19/2022	105.34			
2020-02-0040881	LILY TRANSPORTATION	NR	NO RESPONSE	04/19/2022	576.58			
2020-02-0040890	LISA MENNILLI DANCE ACADEMY	NR	NO RESPONSE	04/19/2022	287.60			
2020-02-0040897	LOGICAL STRATEGIES GROUP	NR	NO RESPONSE	04/19/2022	576.58			
2020-02-0040902	LOUIS BIANCO	NR	NO RESPONSE	04/19/2022	2,305.62			
2020-02-0040921	MAIN STREET RX INC	NR	NO RESPONSE	04/19/2022	1,221.08			
2020-02-0040959	MBG SERVICES LLC	NR	NO RESPONSE	04/19/2022	408.70			
2020-02-0040960	MCCAFFERTY CONSTRUCTION LLC	NR	NO RESPONSE	04/19/2022	103.26			
2020-02-0040971	MEEHAN MICHAEL CERAMIC TILE	NR	NO RESPONSE	04/19/2022	263.34			
2020-02-0040983	MICHAEL OCONNOR	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040988	MICHAEL T. OCONNOR	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0040989	MICHAEL TADROS	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0041004	MJ MORA REMODELING	NR	NO RESPONSE	04/19/2022	289.68			
2020-02-0041065	NEWTOWN FITNESS LLC	NR	NO RESPONSE	04/19/2022	1,872.50			
2020-02-0041106	NORTHERN LEASING SYSTEMS INC	NR	NO RESPONSE	04/19/2022	39.15			
2020-02-0041130	OPG VENTURES LLC	NR	NO RESPONSE	04/19/2022	20.79			
2020-02-0041138	P K DEVELOPMENT LLC	NR	NO RESPONSE	04/19/2022	177.06			
2020-02-0041139	PACHECO EDGAR E	NR	NO RESPONSE	04/19/2022	366.94			

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2020-02-0041149		PARVIN DARVAR	NR	NO RESPONSE	04/19/2022	142.08			
2020-02-0041182		PETES PLUMBING	NR	NO RESPONSE	04/19/2022	314.98			
2020-02-0041185		PETTINELLI ELEC CO	NR	NO RESPONSE	04/19/2022	212.76			
2020-02-0041190		PHILLIP LOMBARDO	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0041210		POST SABRINA	NR	NO RESPONSE	04/19/2022	454.26			
2020-02-0041217		PRESTIGE ELECTRIC	NR	NO RESPONSE	04/19/2022	694.74			
2020-02-0041230		QUANTUM PSYCHOMETRICS LLC	NR	NO RESPONSE	04/19/2022	454.26			
2020-02-0041238		RAY RAUSO	NR	NO RESPONSE	04/19/2022	100.84			
2020-02-0041265		RICHARDSON DIESEL SERVICES	NR	NO RESPONSE	04/19/2022	166.68			
2020-02-0041267		RICOH PRINTING SYSTEMS AMERICA INC	NR	NO RESPONSE	04/19/2022	278.94			
2020-02-0041271		RISE ABOVE ATHLETICS	NR	NO RESPONSE	04/19/2022	576.58			
2020-02-0041275		RJL WOODWORK	NR	NO RESPONSE	04/19/2022	932.44			
2020-02-0041284		ROBERT GREGSON JR	NR	NO RESPONSE	04/19/2022	37.08			
2020-02-0041286		ROBERT L GLASER JR	NR	NO RESPONSE	04/19/2022	461.20			
2020-02-0041338		SCOTT OSTROSKY	NR	NO RESPONSE	04/19/2022	928.62			
2020-02-0041353		SHORELINE CONSTRUCTION LLC	NR	NO RESPONSE	04/19/2022	254.34			
2020-02-0041364		SLC PROPERTIES LLP	NR	NO RESPONSE	04/19/2022	289.68			
2020-02-0041404		STACY MADDOX	NR	NO RESPONSE	04/19/2022	348.58			
2020-02-0041422		STORM APPAREL	NR	NO RESPONSE	04/19/2022	9.70			
2020-02-0041440		SUPERIOR CONSTRUCTION CO INC	NR	NO RESPONSE	04/19/2022	485.10			
2020-02-0041496		THE SHEEP SHOPPE LLC	NR	NO RESPONSE	04/19/2022	105.34			
2020-02-0041506		THOMAS COPPINGER	NR	NO RESPONSE	04/19/2022	524.26			
2020-02-0041508		THOMAS GIBBONS	NR	NO RESPONSE	04/19/2022	236.66			
2020-02-0041518		TJ S CONTRACTING	NR	NO RESPONSE	04/19/2022	77.96			
2020-02-0041527		TOP SHELF USA LLC	NR	NO RESPONSE	04/19/2022	532.22			
2020-02-0041539		TRI-WIRE ENGINEERING SOLUTIONS	NR	NO RESPONSE	04/19/2022	1,001.40			
2020-02-0041564		VALLEY VIEW LANDSCAPING	NR	NO RESPONSE	04/19/2022	1,185.04			
2020-02-0041587		WAHLBERG IMPROVEMENTS LLC	NR	NO RESPONSE	04/19/2022	539.86			
2020-02-0041616		WILLIAM BELWARD	NR	NO RESPONSE	04/19/2022	145.18			
2020-02-0041618		WILLIAM MANGOLD CONSTRUCTION LLC	NR	NO RESPONSE	04/19/2022	202.01			
2020-02-0041654		ZOAR PRESS LLC	NR	NO RESPONSE	04/19/2022	232.50			
2020-02-0041655		ZOAR RIDGE STABLES	NR	NO RESPONSE	04/19/2022	319.14			
2020-02-0045312		MELANIE HERRERA	NR	NO RESPONSE	04/19/2022	7.97			
2020-02-0045334		ORCUS SOLUTIONS LLC	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045341 1		AMY LANDISMAN	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045346		ANTHONY J DEFELICE	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045348		MICHELLE NARDINI	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045353		PATRICK WALKER	MV	MOVED	04/19/2022	476.44			
2020-02-0045365		AMERICAN CONTRACTING	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045367		SUGAR MAGNOLIA BAKESHOP LLC	OB	OUT OF BUSINESS	04/19/2022	476.44			
2020-02-0045377		AUTO-MERCH LLC	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045380 1		DR MARY MURPHY LLC	NR	NO RESPONSE	04/19/2022	32.57			
2020-02-0045381		ATOMIUM CORPS INC	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045382		NRH CONSULTING SERVICES INC	NR	NO RESPONSE	04/19/2022	476.44			
2020-02-0045416		ROONEY WILLIAM J	NR	NO RESPONSE	04/19/2022	366.94			
2020-02-0045422		MCKEEN-MORA LYNN T	NR	NO RESPONSE	04/19/2022	1,467.44			
2020-02-0045429		ARMSTRONG MOVING	NR	NO RESPONSE	04/19/2022	13,340.26			
2020-02-0045452		LIONS BLEECKER STREET PIZZA II LLC	NR	NO RESPONSE	04/19/2022	2,829.52			
2020-02-0045467		JG MARKETING SERVICES LLC	NR	NO RESPONSE	04/19/2022	670.48			
2020-02-0045491		JANELLA SERVICES LLC	DE	DECEASED	04/19/2022	615.38			
2020-02-0045552		STEPHEN & KENDALL PURDY	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045564		EL POUND LLC	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045570		WILLIAM BRUNETTI	OB	OUT OF BUSINESS	04/19/2022	519.76			
2020-02-0045571		WILLIAM BRUNETTI	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045579		KAREEM DAVIS	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045602		C & C CHEFS LLC	NR	NO RESPONSE	04/19/2022	519.76			

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2020-02-0045611	TOWNE & COUNTRY HEALTH & WELLNESS	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045618	GLENN SAHLIN	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045624	MICHAEL TADROS	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045641	A & A AUTOMOTIVE LLC	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045654	WHITESTAR LLC	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045659	MICHAEL TADROS	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045666	LG MARKETING LLC	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045683	MICHAEL TADROS	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045684	MUHAMMAD ALI	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045699	SUITE SPACE NEWTOWN LLC	MV	MOVED	04/19/2022	519.76			
2020-02-0045704	RIVERS EDGE HEALING CENTER	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045712	SINOL USA INC.	NR	NO RESPONSE	04/19/2022	14.55			
2020-02-0045722	A TASTE OF TEA INC.	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045724	BHSC GLOBAL MARKETING LLC	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045726 1	SHALVOY LAW LC	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045734	STRAIGHT LINE HOME IMPROVEMENTS LLC	NR	NO RESPONSE	04/19/2022	519.76			
2020-02-0045743	NLS EQUIPMENT FINANCE LLC	NR	NO RESPONSE	04/19/2022	9.36			
PERSONAL PROPERTY	# Of Acct: 141				90,170.33			
YR : 2020	TOTAL : 141				90,170.33			
Grand Total: 176					113,936.33			

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Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2015-03-0062384	KAGHAT NICOLE	MV	MOVED	04/20/2022	159.26			
MOTOR VEHICLE	# Of Acct: 1				159.26			
YR : 2015	TOTAL : 1				159.26			
2017-03-0051898	BENNETT CHAD C	NR	NO RESPONSE	04/20/2022	96.56			
2017-03-0075017	VANASE KELLEY L	MV	MOVED	04/20/2022	279.50			
2017-03-0076572	YACKO CHRISTINE	MV	MOVED	04/20/2022	128.74			
MOTOR VEHICLE	# Of Acct: 3				504.80			
2017-04-0080298	BECKWITH DEIDRE J	NR	NO RESPONSE	04/20/2022	80.29			
2017-04-0080318	BENNETT CHAD C	NR	NO RESPONSE	04/20/2022	1,528.78			
2017-04-0080319	BENNETT CHAD C	NR	NO RESPONSE	04/20/2022	1,667.15			
2017-04-0083509	REED RYKER A	MV	MOVED	04/20/2022	61.46			
2017-04-0084254	VANASE KELLEY L	MV	MOVED	04/20/2022	124.36			
MV SUPPLEMENT	# Of Acct: 5				3,462.04			
YR : 2017	TOTAL : 8				3,966.84			
2018-03-0050038	ACADEMY DESIGN AND CONSTRUCTION LLC	MV	MOVED	04/20/2022	227.05			
2018-03-0050778	AMES MEREDITH A	NR	NO RESPONSE	04/20/2022	121.00			
2018-03-0051774	BECKWITH DEIDRE J	NR	NO RESPONSE	04/20/2022	295.89			
2018-03-0051921	BENNETT CHAD C	NR	NO RESPONSE	04/20/2022	1,571.26			
2018-03-0051922	BENNETT CHAD C	NR	NO RESPONSE	04/20/2022	1,571.26			
2018-03-0051948	BENSON DARLENE M	MV	MOVED	04/20/2022	347.35			
2018-03-0052430	BOMOVA GULIZAR	MV	MOVED	04/20/2022	181.85			
2018-03-0052431	BOMOVA GULIZAR	MV	MOVED	04/20/2022	415.50			
2018-03-0053125	BUDSYNSKI KENNETH	MV	MOVED	04/20/2022	416.89			
2018-03-0054766	CLAUDIO B ROJAS RAMIREZ LLC	MV	MOVED	04/20/2022	247.56			
2018-03-0055764	DAHLMAYER DETLEF H	NR	NO RESPONSE	04/20/2022	15.65			
2018-03-0059353	GENC ERDAL	NR	NO RESPONSE	04/20/2022	26.11			
2018-03-0059354	GENC ERDAL	NR	NO RESPONSE	04/20/2022	14.50			
2018-03-0059454	GHENT BARBARA A	NR	NO RESPONSE	04/20/2022	222.88			
2018-03-0062953	KEARNEY PATRICK R	NR	NO RESPONSE	04/20/2022	764.24			
2018-03-0064087	LAMONTE PETER J	NR	NO RESPONSE	04/20/2022	74.41			
2018-03-0064825	LONG ROLAND C 3RD	NR	NO RESPONSE	04/20/2022	139.43			
2018-03-0066610	MERCADO CHASTITY	NR	NO RESPONSE	04/20/2022	398.12			
2018-03-0068638	ONEALL DEBRA G	MV	MOVED	04/20/2022	72.32			
2018-03-0070310	RAGUZIN DANIELLE	NR	NO RESPONSE	04/20/2022	550.76			
2018-03-0070500	REED RYKER A	MV	MOVED	04/20/2022	107.79			
2018-03-0071305	RUFFLES WILLIAM C	NR	NO RESPONSE	04/20/2022	35.26			
2018-03-0071611	SANTANIELLO THOMAS J	NR	NO RESPONSE	04/20/2022	159.59			
2018-03-0073396	STGEORGE RYAN M	NR	NO RESPONSE	04/20/2022	67.11			
2018-03-0073746	SWAIM JOHN E JR	NR	NO RESPONSE	04/20/2022	907.84			
2018-03-0075087	VANASE KELLEY L	MV	MOVED	04/20/2022	885.24			
2018-03-0077021	MERCADO CHASTITY	NR	NO RESPONSE	04/20/2022	59.80			
2018-03-0077377	REYES DESIREE M	MV	MOVED	04/20/2022	174.20			
2018-03-0077380	STAMPP SCOTT M	NR	NO RESPONSE	04/20/2022	156.47			
2018-03-0077391	COONEY CHRISTINE M	MV	MOVED	04/20/2022	262.17			
2018-03-0077395	THARNISH SUSAN C	MV	MOVED	04/20/2022	218.36			
MOTOR VEHICLE	# Of Acct: 31				10,707.86			
2018-04-0090003	ACADEMY DESIGN AND CONSTRUCTION	MV	MOVED	04/20/2022	219.75			
2018-04-0090176	ANDREWS JOHN C 3RD	MV	MOVED	04/20/2022	217.31			
2018-04-0090426	BOYLE JENNIFER M	NR	NO RESPONSE	04/20/2022	180.21			

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2018-04-0090737	CHENET CLAUDETTE T	NR	NO RESPONSE	04/20/2022	506.15			
2018-04-0090789	CLAUDIO B ROJAS RAMIREZ LLC	MV	MOVED	04/20/2022	70.76			
2018-04-0091131	DOLYAK MICHAEL E	NR	NO RESPONSE	04/20/2022	383.23			
2018-04-0091155	DOWNS THOMAS C	NR	NO RESPONSE	04/20/2022	191.93			
2018-04-0091226	EKSTROM CHRISTIE E	MV	MOVED	04/20/2022	96.73			
2018-04-0091387	FLORES DANIELLE	MV	MOVED	04/20/2022	29.38			
2018-04-0091388	FLORES DANIELLE	MV	MOVED	04/20/2022	13.56			
2018-04-0091537	GENC ERDAL	NR	NO RESPONSE	04/20/2022	28.93			
2018-04-0091552	GHENT BARBARA A	NR	NO RESPONSE	04/20/2022	98.05			
2018-04-0091810	HIGGINS LEE R	MV	MOVED	04/20/2022	9.68			
2018-04-0092042	JAEGER ANDRE H JR	DE	DECEASED	04/20/2022	95.27			
2018-04-0092049	JANSEN VIRGINIA K	MV	MOVED	04/20/2022	44.16			
2018-04-0092234	KELLEY FRED A	NR	NO RESPONSE	04/20/2022	163.07			
2018-04-0092311	KOKKOROS PETER M	MV	MOVED	04/20/2022	156.12			
2018-04-0092566	MACCHIAROLI AUSTIN N	MV	MOVED	04/20/2022	458.27			
2018-04-0092650	MARPLE JAMES A	NR	NO RESPONSE	04/20/2022	123.09			
2018-04-0092673	MARTIN VICTORIA K	NR	NO RESPONSE	04/20/2022	62.66			
2018-04-0093151	OSWALDO PG LLC	MV	MOVED	04/20/2022	96.63			
2018-04-0093152	OSWALDO PG LLC	MV	MOVED	04/20/2022	68.88			
2018-04-0093281	PETTINELLI KERRY	MV	MOVED	04/20/2022	21.11			
2018-04-0093364	PRITCHARD DANIELLE M	NR	NO RESPONSE	04/20/2022	63.68			
2018-04-0093473	RICHARDS EMILY A	NR	NO RESPONSE	04/20/2022	26.74			
2018-04-0093618	SANTANIELLO THOMAS J	NR	NO RESPONSE	04/20/2022	194.05			
2018-04-0093636	SAVOIA HAYDEN T	NR	NO RESPONSE	04/20/2022	40.68			
2018-04-0093857	STARK THOMAS M	MV	MOVED	04/20/2022	89.15			
2018-04-0094027	THIBODEAU BRENDA M	MV	MOVED	04/20/2022	138.21			
2018-04-0094523	STAMPP SCOTT M	NR	NO RESPONSE	04/20/2022	111.68			
MV SUPPLEMENT	# Of Acct: 30				3,999.12			
YR : 2018	TOTAL : 61				14,706.98			
2019-03-0050028	ACADEMY DESIGN AND CONSTRUCTION	MV	MOVED	04/20/2022	184.92			
2019-03-0050029	ACADEMY DESIGN AND CONSTRUCTION LLC	MV	MOVED	04/20/2022	175.89			
2019-03-0050774	AMES MEREDITH A	NR	NO RESPONSE	04/20/2022	104.63			
2019-03-0050894	ANDREWS JOHN C 3RD	MV	MOVED	04/20/2022	150.86			
2019-03-0050895	ANDREWS JOHN C 3RD	MV	MOVED	04/20/2022	205.08			
2019-03-0051758	BECKWITH DEIDRE J	NR	NO RESPONSE	04/20/2022	242.62			
2019-03-0051906	BENNETT CHAD C	NR	NO RESPONSE	04/20/2022	1,179.06			
2019-03-0051907	BENNETT CHAD C	NR	NO RESPONSE	04/20/2022	1,179.06			
2019-03-0051932	BENSON DARLENE M	MV	MOVED	04/20/2022	308.32			
2019-03-0052441	BOMOVA GULIZAR	MV	MOVED	04/20/2022	365.68			
2019-03-0052671	BOYLE JENNIFER M	NR	NO RESPONSE	04/20/2022	273.91			
2019-03-0052701	BRADLEY BARBARA J	NR	NO RESPONSE	04/20/2022	65.70			
2019-03-0053163	BUDSYNSKI KENNETH	MV	MOVED	04/20/2022	386.18			
2019-03-0053474	CABRAL SALENA M	MV	MOVED	04/20/2022	131.39			
2019-03-0054513	CHENET CLAUDETTE T	NR	NO RESPONSE	04/20/2022	929.48			
2019-03-0054812	CLAUDIO B ROJAS RAMIREZ LLC	MV	MOVED	04/20/2022	300.67			
2019-03-0055413	COSTALLOS DIANE C	MV	MOVED	04/20/2022	193.61			
2019-03-0055414	COSTALLOS STEPHEN G	MV	MOVED	04/20/2022	179.88			
2019-03-0055756	CZAPLICKI MICHAEL A	MV	MOVED	04/20/2022	285.20			
2019-03-0055765	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	613.17			
2019-03-0055766	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	310.41			
2019-03-0055787	DAHLMAYER DETLEF H	NR	NO RESPONSE	04/20/2022	15.29			
2019-03-0056152	DE MENDONCA THIAGO G	MV	MOVED	04/20/2022	119.92			
2019-03-0056153	DE MENDONCA THIAGO G	MV	MOVED	04/20/2022	8.69			

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Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2019-03-0056610	DEVANEY STEPHANIE E	MV	MOVED	04/20/2022	322.92			
2019-03-0056896	DOLYAK MICHAEL E	NR	NO RESPONSE	04/20/2022	385.14			
2019-03-0057076	DOWNS THOMAS C	NR	NO RESPONSE	04/20/2022	176.58			
2019-03-0057077	DOWNS THOMAS C	NR	NO RESPONSE	04/20/2022	59.79			
2019-03-0057078	DOWNS THOMAS C	NR	NO RESPONSE	04/20/2022	191.53			
2019-03-0057306	DUQUE BEATRIZ L	NR	NO RESPONSE	04/20/2022	373.67			
2019-03-0057548	EKSTROM CHRISTIE E	MV	MOVED	04/20/2022	124.79			
2019-03-0057749	ERICKSON HENRY W	MR	MAIL RETURNED	04/20/2022	53.18			
2019-03-0058183	FERRIS ERIN M	MV	MOVED	04/20/2022	196.39			
2019-03-0058529	FLORES DANIELLE	MV	MOVED	04/20/2022	107.06			
2019-03-0058530	FLORES DANIELLE	MV	MOVED	04/20/2022	158.16			
2019-03-0058531	FLORES DANIELLE	MV	MOVED	04/20/2022	51.44			
2019-03-0058845	FRIEDLAENDER WILLIAM R	MV	MOVED	04/20/2022	243.32			
2019-03-0059372	GENC ERDAL	NR	NO RESPONSE	04/20/2022	71.26			
2019-03-0059476	GHENT BARBARA A	NR	NO RESPONSE	04/20/2022	90.03			
2019-03-0059477	GHENT BARBARA A	NR	NO RESPONSE	04/20/2022	196.39			
2019-03-0060249	GUARNA CHRISTOPHER M	MV	MOVED	04/20/2022	84.12			
2019-03-0060260	GUERIN JORDAN L	MV	MOVED	04/20/2022	307.28			
2019-03-0060280	GUIDERA BARBARA L	MV	MOVED	04/20/2022	215.86			
2019-03-0061001	HERRING BRUCE M	NR	NO RESPONSE	04/20/2022	60.83			
2019-03-0061240	HOLDAWAY STEVEN D	MV	MOVED	04/20/2022	445.28			
2019-03-0062204	JAEGER ANDRE H JR	DE	DECEASED	04/20/2022	17.38			
2019-03-0062205	JAEGER ANDRE H JR	DE	DECEASED	04/20/2022	96.29			
2019-03-0062275	JANSEN VIRGINIA K	MV	MOVED	04/20/2022	80.30			
2019-03-0063014	KEARNEY PATRICK R	NR	NO RESPONSE	04/20/2022	726.83			
2019-03-0063114	KELLEY FRED A	NR	NO RESPONSE	04/20/2022	299.28			
2019-03-0063600	KOKKOROS PETER M	MV	MOVED	04/20/2022	585.71			
2019-03-0064108	LAMONTE PETER J	NR	NO RESPONSE	04/20/2022	72.30			
2019-03-0064844	LONG ROLAND C 3RD	NR	NO RESPONSE	04/20/2022	125.83			
2019-03-0065166	MACCHIAROLI AUSTIN N	MV	MOVED	04/20/2022	393.14			
2019-03-0065641	CANO-GUERRA DIANA P	MV	MOVED	04/20/2022	129.65			
2019-03-0065697	MARPLE JAMES A	NR	NO RESPONSE	04/20/2022	176.93			
2019-03-0065698	MARPLE JAMES A	NR	NO RESPONSE	04/20/2022	116.79			
2019-03-0065801	MARTIN VICTORIA K	NR	NO RESPONSE	04/20/2022	232.89			
2019-03-0066334	MCINTYRE BRANDON J	NR	NO RESPONSE	04/20/2022	402.17			
2019-03-0066530	MECCA JOHN A	NR	NO RESPONSE	04/20/2022	93.56			
2019-03-0066628	MERCADO CHASTITY	NR	NO RESPONSE	04/20/2022	350.38			
2019-03-0066651	MERRIFIELD ERIN O	NR	NO RESPONSE	04/20/2022	378.77			
2019-03-0067120	MONTANA MATTHEW N	NR	NO RESPONSE	04/20/2022	377.49			
2019-03-0067265	MORGAN BEATRICE E	NR	NO RESPONSE	04/20/2022	57.35			
2019-03-0068794	OSWALDO PG LLC	MV	MOVED	04/20/2022	192.22			
2019-03-0069225	PBS INC.	NR	NO RESPONSE	04/20/2022	78.18			
2019-03-0069564	PETTINELLI KERRY	MV	MOVED	04/20/2022	80.30			
2019-03-0069565	PETTINELLI LAUREN E	MR	MAIL RETURNED	04/20/2022	36.12			
2019-03-0070068	PRATT JILLIAN M	NR	NO RESPONSE	04/20/2022	132.78			
2019-03-0070069	PRATT JILLIAN M	NR	NO RESPONSE	04/20/2022	150.16			
2019-03-0070070	PRATT JILLIAN M	NR	NO RESPONSE	04/20/2022	174.15			
2019-03-0070145	PRITCHARD DANIELLE M	NR	NO RESPONSE	04/20/2022	356.64			
2019-03-0070334	RAGUZIN DANIELLE	NR	NO RESPONSE	04/20/2022	433.80			
2019-03-0070786	RICHARD SANDI P	NR	NO RESPONSE	04/20/2022	489.07			
2019-03-0070788	RICHARDS EMILY A	NR	NO RESPONSE	04/20/2022	76.12			
2019-03-0070982	ROCCA NICHOLAS P	NR	NO RESPONSE	04/20/2022	99.07			
2019-03-0071096	ROJAS ENTERPRISES LLC	NR	NO RESPONSE	04/20/2022	195.35			
2019-03-0071130	ROMANDI ERIC E	MV	MOVED	04/20/2022	17.38			
2019-03-0071334	RUFFLES WILLIAM C	NR	NO RESPONSE	04/20/2022	74.39			
2019-03-0071633	SANTANIELLO THOMAS J	NR	NO RESPONSE	04/20/2022	210.99			

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2019-03-0071741	SAVOIA HAYDEN T	NR	NO RESPONSE	04/20/2022	150.86			
2019-03-0071747	SAWYER JENNIFER J	NR	NO RESPONSE	04/20/2022	377.03			
2019-03-0071785	SCARLATO EMILY M	MV	MOVED	04/20/2022	803.94			
2019-03-0071819	SCHENZER DANIEL H	NR	NO RESPONSE	04/20/2022	1,280.91			
2019-03-0071961	SCHOVANEC BERT C	DE	DECEASED	04/20/2022	79.60			
2019-03-0072100	SCOTT KATHLEEN M	MV	MOVED	04/20/2022	551.64			
2019-03-0072101	SCOTT KATHLEEN M	MV	MOVED	04/20/2022	557.20			
2019-03-0072242	SERI NOAH	MV	MOVED	04/20/2022	131.39			
2019-03-0072395	SHEEHAN PAMELA J	DE	DECEASED	04/20/2022	617.34			
2019-03-0072440	CASTRONOVO HEATHER L	MV	MOVED	04/20/2022	310.41			
2019-03-0072792	SMITH ALAN R	NR	NO RESPONSE	04/20/2022	153.29			
2019-03-0072793	SMITH ALAN R	NR	NO RESPONSE	04/20/2022	114.36			
2019-03-0072849	SMITH NICHOLAS J	MV	MOVED	04/20/2022	90.72			
2019-03-0072941	SOCCI CHRISTOPHER A	NR	NO RESPONSE	04/20/2022	130.70			
2019-03-0073090	SOUTHARD RYAN L	MV	MOVED	04/20/2022	174.15			
2019-03-0073219	SRL TRANSPORT LLC	MV	MOVED	04/20/2022	468.91			
2019-03-0073282	STARK THOMAS M	MV	MOVED	04/20/2022	226.29			
2019-03-0073410	STGEORGE RYAN M	NR	NO RESPONSE	04/20/2022	62.22			
2019-03-0073604	STUBBS ANDREW C	NR	NO RESPONSE	04/20/2022	110.88			
2019-03-0073605	STUBBS ANDREW C	NR	NO RESPONSE	04/20/2022	478.65			
2019-03-0073606	STUBBS KELLY F	NR	NO RESPONSE	04/20/2022	648.97			
2019-03-0073646	SUCKOW SARAH E	MV	MOVED	04/20/2022	131.39			
2019-03-0073762	SWAIM JOHN E JR	NR	NO RESPONSE	04/20/2022	801.91			
2019-03-0073897	TADROS MONA E	NR	NO RESPONSE	04/20/2022	104.63			
2019-03-0073976	TARBY GEORGE T 3RD	MV	MOVED	04/20/2022	84.12			
2019-03-0073977	TARBY GEORGE T 3RD	MV	MOVED	04/20/2022	52.14			
2019-03-0074249	THIBODEAU BRENDA M	MV	MOVED	04/20/2022	76.12			
2019-03-0074250	THIBODEAU BRENDA M	MV	MOVED	04/20/2022	160.59			
2019-03-0074830	TRIVERS MAUREEN K	MV	MOVED	04/20/2022	41.84			
2019-03-0074942	TYLER RONALD C	MV	MOVED	04/20/2022	203.52			
2019-03-0075194	VANTSL0T MADELINE M	NR	NO RESPONSE	04/20/2022	227.68			
2019-03-0075503	VILLA STEPHANIE M	MV	MOVED	04/20/2022	35.87			
2019-03-0075808	WALKER PATRICK A	MV	MOVED	04/20/2022	660.79			
2019-03-0076252	WICHMAN MARGARET	NR	NO RESPONSE	04/20/2022	108.45			
2019-03-0077035	HOLDAWAY STEVEN D	MV	MOVED	04/20/2022	149.82			
2019-03-0077062	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	922.18			
2019-03-0077063	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	121.66			
2019-03-0077180	VIAU JUSTIN A	NR	NO RESPONSE	04/20/2022	610.04			
2019-03-0077226	SMILOWITZ ERIC	NR	NO RESPONSE	04/20/2022	76.47			
2019-03-0077265	REYES DESIREE M	MV	MOVED	04/20/2022	150.16			
2019-03-0077273	STAMPP SCOTT M	NR	NO RESPONSE	04/20/2022	263.48			
2019-03-0077286	LAVACH LISAANN N	NR	NO RESPONSE	04/20/2022	193.96			
2019-03-0077315	COONEY CHRISTINE M	MV	MOVED	04/20/2022	248.19			
2019-03-0077322	THARNISH SUSAN C	MV	MOVED	04/20/2022	192.22			
MOTOR VEHICLE # Of Acct: 124					32,471.09			
2019-04-0080513	CASTRONOVO HEATHER L	MV	MOVED	04/20/2022	178.04			
2019-04-0080563	CHAMBERLAIN VALERIE D	NR	NO RESPONSE	04/20/2022	63.26			
2019-04-0080680	COSTALLOS STEPHEN G	MV	MOVED	04/20/2022	789.92			
2019-04-0080921	DUNLEAVY JOHN P	MV	MOVED	04/20/2022	137.27			
2019-04-0080963	ERICKSON HENRY W	MR	MAIL RETURNED	04/20/2022	191.53			
2019-04-0081174	GDS NEWTOWN LLC	MV	MOVED	04/20/2022	8.69			
2019-04-0081175	GDS NEWTOWN LLC	MV	MOVED	04/20/2022	1,608.35			
2019-04-0081521	HUDAK ROBERT	MV	MOVED	04/20/2022	347.43			
2019-04-0081818	KURKCU AIDEN D	NR	NO RESPONSE	04/20/2022	77.13			
2019-04-0081923	LOPATA MELISSA V	MV	MOVED	04/20/2022	93.02			

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2019-04-0082148	MECCA JOHN A	NR	NO RESPONSE	04/20/2022	371.58			
2019-04-0082164	MERRIFIELD ERIN O	NR	NO RESPONSE	04/20/2022	172.58			
2019-04-0082532	PERSONAL TOUCH CONSTRUCTION INC.	NR	NO RESPONSE	04/20/2022	174.15			
2019-04-0082630	RAMOS DAVID V	MV	MOVED	04/20/2022	208.28			
2019-04-0082743	ROSS ALLYX	MV	MOVED	04/20/2022	214.36			
2019-04-0082760	RUBIN EMILY S	NR	NO RESPONSE	04/20/2022	686.16			
2019-04-0082837	SAYERS SHANNON C	NR	NO RESPONSE	04/20/2022	335.02			
2019-04-0082871	SCOTT KATHLEEN M	MV	MOVED	04/20/2022	373.67			
2019-04-0082885	SEIDEL ELIZABETH A	NR	NO RESPONSE	04/20/2022	264.07			
2019-04-0082950	SMITH NICHOLAS J	MV	MOVED	04/20/2022	58.99			
2019-04-0083051	STRAITS TURNPIKE AUTO LLC	NR	NO RESPONSE	04/20/2022	84.22			
2019-04-0083104	TARBY GEORGE T 3RD	MV	MOVED	04/20/2022	93.09			
2019-04-0083373	WALKER ARIELLE O	NR	NO RESPONSE	04/20/2022	348.02			
MV SUPPLEMENT	# Of Acct: 23				6,878.83			
YR : 2019	TOTAL : 147				39,349.92			
2020-03-0050044	ACADEMY DESIGN AND CONSTRUCTION LLC	MV	MOVED	04/20/2022	50.07			
2020-03-0050357	ADAMOWICZ HEATHER A	MV	MOVED	04/20/2022	186.07			
2020-03-0050469	AJDINOSKI ADRIAN	MV	MOVED	04/20/2022	17.33			
2020-03-0050641	ALTIERI KATHARINE G	NR	NO RESPONSE	04/20/2022	205.13			
2020-03-0050651	ALVARADO JORGE L	MV	MOVED	04/20/2022	186.07			
2020-03-0050713	AMES MEREDITH A	NR	NO RESPONSE	04/20/2022	97.71			
2020-03-0050744	AMOROSO MICHELLE D	NR	NO RESPONSE	04/20/2022	125.43			
2020-03-0050812	ANDRACHICK ALICIA F	MV	MOVED	04/20/2022	437.28			
2020-03-0050841	ANDREWS JOHN C 3RD	MV	MOVED	04/20/2022	147.26			
2020-03-0050987	ARNOLD CRISTINA R	MV	MOVED	04/20/2022	4.97			
2020-03-0051269	BALAS MARKUS A	MV	MOVED	04/20/2022	317.74			
2020-03-0051578	BAYLES JENNIFER M	MV	MOVED	04/20/2022	171.17			
2020-03-0051654	BEDARD MICHELE L	MV	MOVED	04/20/2022	309.77			
2020-03-0051700	BELDEN JAMES S	MV	MOVED	04/20/2022	787.25			
2020-03-0051803	BENNETT MARY	MV	MOVED	04/20/2022	252.25			
2020-03-0051816	BENSON BRYANNA E	MV	MOVED	04/20/2022	130.98			
2020-03-0051818	BENSON DARLENE M	MV	MOVED	04/20/2022	292.79			
2020-03-0051945	BES MICHAL	MV	MOVED	04/20/2022	212.13			
2020-03-0052173	BO MARIANNE	MV	MOVED	04/20/2022	20.79			
2020-03-0052174	BO MARIANNE	MV	MOVED	04/20/2022	195.95			
2020-03-0052300	BOMOVA GULIZAR	MV	MOVED	04/20/2022	360.71			
2020-03-0052518	BOYLE JENNIFER M	NR	NO RESPONSE	04/20/2022	240.82			
2020-03-0052973	BUDSYNSKI KENNETH	MV	MOVED	04/20/2022	388.77			
2020-03-0053106	BUTLER INDIA A	MV	MOVED	04/20/2022	308.73			
2020-03-0053245	CABALLERO JOHANNA N	MV	MOVED	04/20/2022	1,009.01			
2020-03-0053266	CABRAL SALENA M	MV	MOVED	04/20/2022	125.43			
2020-03-0053267	CABRAL SALENA M	MV	MOVED	04/20/2022	74.50			
2020-03-0053325	CALI JASON H	MV	MOVED	04/20/2022	44.35			
2020-03-0053326	CALI JASON H	MV	MOVED	04/20/2022	1,086.62			
2020-03-0053327	CALI KRISTIN L	NR	NO RESPONSE	04/20/2022	805.96			
2020-03-0053341	CAMEJO RACHEL A	MV	MOVED	04/20/2022	590.97			
2020-03-0053785	CASEY KEVIN M	MV	MOVED	04/20/2022	5.02			
2020-03-0053817	CASSIN THOMAS P	MV	MOVED	04/20/2022	908.87			
2020-03-0053837	CASTRONOVO HEATHER L	MV	MOVED	04/20/2022	213.44			
2020-03-0054038	CEPERLEY JAMES M	MV	MOVED	04/20/2022	32.92			
2020-03-0054039	CEPERLEY JAMES M	MV	MOVED	04/20/2022	99.45			
2020-03-0054046	CERRATO ROBERT P	MR	MAIL RETURNED	04/20/2022	384.62			
2020-03-0054253	CHENET CLAUDETTE T	NR	NO RESPONSE	04/20/2022	924.81			

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2020-03-0054281	CHIARANDINI DIEGO	MV	MOVED	04/20/2022	12.00			
2020-03-0054415	CIRELLA AUSTIN J	MV	MOVED	04/20/2022	296.60			
2020-03-0054535	CLAUDIO B ROJAS RAMIREZ LLC	MV	MOVED	04/20/2022	290.02			
2020-03-0054594	COBB HUNTER D	NR	NO RESPONSE	04/20/2022	128.55			
2020-03-0054627	COHEN MADELINE	DE	DECEASED	04/20/2022	185.72			
2020-03-0054628	COHEN SETH G	MV	MOVED	04/20/2022	755.72			
2020-03-0054629	COHEN SETH G	MV	MOVED	04/20/2022	136.52			
2020-03-0054640	COLAVITO ANNA M	MV	MOVED	04/20/2022	203.74			
2020-03-0055046	CORDON THOMAS A	MV	MOVED	04/20/2022	389.47			
2020-03-0055147	COSTALLOS DIANE C	MV	MOVED	04/20/2022	200.62			
2020-03-0055148	COSTALLOS STEPHEN G	MV	MOVED	04/20/2022	1,135.13			
2020-03-0055210	COYLE DAVID M	MV	MOVED	04/20/2022	117.81			
2020-03-0055211	COYLE DAVID M	MV	MOVED	04/20/2022	918.57			
2020-03-0055212	COYLE DAVID M	MV	MOVED	04/20/2022	325.71			
2020-03-0055240	CRANE STACIE A	MV	MOVED	04/20/2022	272.35			
2020-03-0055479	CZAPLICKI MICHAEL A	MV	MOVED	04/20/2022	489.95			
2020-03-0055480	CZAPLICKI SANDI M	MV	MOVED	04/20/2022	574.84			
2020-03-0055487	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	538.46			
2020-03-0055488	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	117.81			
2020-03-0055489	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	853.08			
2020-03-0055490	D H SCHENZER CONSTRUCTION LLC	NR	NO RESPONSE	04/20/2022	299.72			
2020-03-0055505	DAHL LARS G	NR	NO RESPONSE	04/20/2022	255.72			
2020-03-0055844	DE MENDONCA THIAGO G	MV	MOVED	04/20/2022	104.30			
2020-03-0056000	DELAHOZ FRANCISCA R	MV	MOVED	04/20/2022	126.82			
2020-03-0056104	DEMACHE BURTON L	MV	MOVED	04/20/2022	108.45			
2020-03-0056274	DEVANEY STEPHANIE E	MV	MOVED	04/20/2022	335.41			
2020-03-0056559	DOLYAK MICHAEL E	NR	NO RESPONSE	04/20/2022	371.79			
2020-03-0056628	DONOGHUE GARY	NR	NO RESPONSE	04/20/2022	124.39			
2020-03-0056629	DONOGHUE GARY	NR	NO RESPONSE	04/20/2022	726.96			
2020-03-0056726	DOWNS THOMAS C	NR	NO RESPONSE	04/20/2022	172.90			
2020-03-0056727	DOWNS THOMAS C	NR	NO RESPONSE	04/20/2022	183.30			
2020-03-0056746	DOYON RICKY L	MV	MOVED	04/20/2022	17.33			
2020-03-0056794	DROZDA CSABA	MR	MAIL RETURNED	04/20/2022	69.30			
2020-03-0056811	DUARTE JACOB A	MV	MOVED	04/20/2022	321.90			
2020-03-0056927	DUNKIN JOHN R	MV	MOVED	04/20/2022	36.38			
2020-03-0056928	DUNLEAVY BARBARA A	MV	MOVED	04/20/2022	15.59			
2020-03-0056929	DUNLEAVY JOHN P	MV	MOVED	04/20/2022	185.03			
2020-03-0056930	DUNLEAVY JOHN P	MV	MOVED	04/20/2022	150.38			
2020-03-0056931	DUNLEAVY JOHN P	MV	MOVED	04/20/2022	363.83			
2020-03-0056967	DUQUE BEATRIZ L	NR	NO RESPONSE	04/20/2022	375.95			
2020-03-0056994	DUTTON BRUCE J	MV	MOVED	04/20/2022	346.15			
2020-03-0056995	DUTTON BRUCE J	MV	MOVED	04/20/2022	296.60			
2020-03-0057109	EDWARDS FRANK D	MV	MOVED	04/20/2022	251.21			
2020-03-0057187	EKSTROM CHRISTIE E	MV	MOVED	04/20/2022	120.58			
2020-03-0057236	ELLIS-SUROVY JUSTYN L	MV	MOVED	04/20/2022	384.96			
2020-03-0057360	ERICKSON HENRY W	MR	MAIL RETURNED	04/20/2022	182.61			
2020-03-0057361	ERICKSON HENRY W	MR	MAIL RETURNED	04/20/2022	47.47			
2020-03-0057765	FERRIS ERIN M	MV	MOVED	04/20/2022	200.62			
2020-03-0057979	FIGURE LUKE S	MV	MOVED	04/20/2022	130.28			
2020-03-0057981	FIORILLA MASON W	MV	MOVED	04/20/2022	17.33			
2020-03-0058053	FITZPATRICK JAMES J	NR	NO RESPONSE	04/20/2022	405.75			
2020-03-0058090	FLORES DANIELLE	MV	MOVED	04/20/2022	94.59			
2020-03-0058091	FLORES DANIELLE	MV	MOVED	04/20/2022	153.50			
2020-03-0058092	FLORES DANIELLE	MV	MOVED	04/20/2022	48.86			
2020-03-0058254	FRACKER MELISSA A	MV	MOVED	04/20/2022	403.33			
2020-03-0058370	FRIEDLAENDER WILLIAM R	MV	MOVED	04/20/2022	246.71			

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2020-03-0058468	FURTADO-MORAIS ANA C	MV	MOVED	04/20/2022	222.45			
2020-03-0058812	GDS NEWTOWN LLC	MV	MOVED	04/20/2022	303.19			
2020-03-0058813	GDS NEWTOWN LLC	MV	MOVED	04/20/2022	247.40			
2020-03-0058866	GENC ERDAL	NR	NO RESPONSE	04/20/2022	64.80			
2020-03-0058899	GEORGE COURTNEY A	MV	MOVED	04/20/2022	367.98			
2020-03-0058958	GHEENT BARBARA A	NR	NO RESPONSE	04/20/2022	201.32			
2020-03-0059118	GIORGIO GREGORY L	MV	MOVED	04/20/2022	166.67			
2020-03-0059153	GLASER ROBERT L JR	MV	MOVED	04/20/2022	17.33			
2020-03-0059154	GLASER ROBERT L JR	MV	MOVED	04/20/2022	81.77			
2020-03-0059221	GOELLER CARLY S	MV	MOVED	04/20/2022	154.19			
2020-03-0059249	GOLDEY ERINN G	NR	NO RESPONSE	04/20/2022	386.35			
2020-03-0059301	GONCALVES-DEOLIVEIRA JOSE A	MR	MAIL RETURNED	04/20/2022	31.19			
2020-03-0059302	GONCALVES-DEOLIVEIRA JOSE A	MR	MAIL RETURNED	04/20/2022	47.47			
2020-03-0059303	GONCALVES-DEOLIVEIRA JOSE A	MR	MAIL RETURNED	04/20/2022	467.43			
2020-03-0059557	GREGORY ELLIOT C	DE	DECEASED	04/20/2022	103.60			
2020-03-0059575	GREGS DRIVEWAY SEALING INC	MV	MOVED	04/20/2022	485.10			
2020-03-0059685	GRUBER MICHAEL A	NR	NO RESPONSE	04/20/2022	642.76			
2020-03-0059711	GUAMAN MARIO P	NR	NO RESPONSE	04/20/2022	126.13			
2020-03-0059722	GUARNA CHRISTOPHER M	MV	MOVED	04/20/2022	81.77			
2020-03-0059732	GUERIN JORDAN L	MV	MOVED	04/20/2022	294.18			
2020-03-0059752	GUIDERA BARBARA L	MV	MOVED	04/20/2022	194.73			
2020-03-0059816	H & A GROUP 2 LLC	MV	MOVED	04/20/2022	562.02			
2020-03-0059897	HALL PETER L	MV	MOVED	04/20/2022	378.38			
2020-03-0059898	HALL PETER L	MV	MOVED	04/20/2022	631.32			
2020-03-0060083	HARRIMAN-STITES REBEKAH L	NR	NO RESPONSE	04/20/2022	637.21			
2020-03-0060117	HARRISON KRISTINE S	MV	MOVED	04/20/2022	424.22			
2020-03-0060118	HARRISON KRISTINE S	MV	MOVED	04/20/2022	98.75			
2020-03-0060379	HENEGHAN TAYLAR	MV	MOVED	04/20/2022	362.79			
2020-03-0060439	HERRING BRUCE M	NR	NO RESPONSE	04/20/2022	60.64			
2020-03-0060464	HEWITT MINDY S	MV	MOVED	04/20/2022	317.74			
2020-03-0060476	HIGGINS KILE C	MV	MOVED	04/20/2022	261.95			
2020-03-0060666	HOLDAWAY STEVEN D	MV	MOVED	04/20/2022	455.30			
2020-03-0060916	HONIKER ASHLEE K	MV	MOVED	04/20/2022	574.15			
2020-03-0061075	HUDAK ROBERT	MV	MOVED	04/20/2022	386.35			
2020-03-0061095	HUGENS MARY C	DE	DECEASED	04/20/2022	80.04			
2020-03-0061144	HUNDLEY ERIK J	NR	NO RESPONSE	04/20/2022	243.24			
2020-03-0061395	IDE VALERIE C	DE	DECEASED	04/20/2022	82.47			
2020-03-0061402	IEZZI MICHAEL	NR	NO RESPONSE	04/20/2022	748.79			
2020-03-0061534	JACKMAN CADY T	NR	NO RESPONSE	04/20/2022	243.24			
2020-03-0061598	JAEGER ANDRE H JR	DE	DECEASED	04/20/2022	17.33			
2020-03-0061599	JAEGER ANDRE H JR	DE	DECEASED	04/20/2022	84.20			
2020-03-0061663	JANSEN VIRGINIA K	MV	MOVED	04/20/2022	74.15			
2020-03-0061885	JOSHPE CHAD T	MV	MOVED	04/20/2022	1,429.31			
2020-03-0062357	KEARNEY PATRICK R	NR	NO RESPONSE	04/20/2022	785.86			
2020-03-0062450	KELLEY FRED A	NR	NO RESPONSE	04/20/2022	279.63			
2020-03-0062566	KEYS MIGUEL W	MV	MOVED	04/20/2022	51.63			
2020-03-0062867	KNOCHE TERRANCE M	NR	NO RESPONSE	04/20/2022	485.10			
2020-03-0062917	KOKKOROS ALEXANDER M	MV	MOVED	04/20/2022	593.21			
2020-03-0062919	KOKKOROS PETER M	MV	MOVED	04/20/2022	605.68			
2020-03-0063301	KURKCU AIDEN D	NR	NO RESPONSE	04/20/2022	79.35			
2020-03-0063400	LAMBERT DOROTHY D	MV	MOVED	04/20/2022	27.30			
2020-03-0063407	LAMBO ANDREW J	MV	MOVED	04/20/2022	261.26			
2020-03-0063417	LAMONTE PETER J	NR	NO RESPONSE	04/20/2022	74.15			
2020-03-0063486	LANGLOIS JUSTIN E	NR	NO RESPONSE	04/20/2022	17.33			
2020-03-0063487	LANGLOIS JUSTIN E	NR	NO RESPONSE	04/20/2022	80.04			
2020-03-0063526	LAPRE TONYA C	MV	MOVED	04/20/2022	239.09			

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2020-03-0063862	LEWIS RONALD G	MV	MOVED	04/20/2022	27.37			
2020-03-0063947	LINK AMIE L	MV	MOVED	04/20/2022	53.19			
2020-03-0064010	LITTERER ANDREW T	NR	NO RESPONSE	04/20/2022	163.20			
2020-03-0064100	LONG ROLAND C 3RD	NR	NO RESPONSE	04/20/2022	124.39			
2020-03-0064115	LOPATA MELISSA V	MV	MOVED	04/20/2022	149.69			
2020-03-0064295	LUIZZI JAMES S	NR	NO RESPONSE	04/20/2022	565.14			
2020-03-0064312	LUND CHRISTOPHER P	MV	MOVED	04/20/2022	644.49			
2020-03-0064417	MACCHIAROLI AUSTIN N	MV	MOVED	04/20/2022	403.33			
2020-03-0064523	MADDOX MARY A	MV	MOVED	04/20/2022	232.16			
2020-03-0064673	MALICHIO RICHARD A	MV	MOVED	04/20/2022	154.19			
2020-03-0064715	MAMMEN LOGAN J	MV	MOVED	04/20/2022	290.02			
2020-03-0064938	MARPLE JAMES A	NR	NO RESPONSE	04/20/2022	154.19			
2020-03-0064953	MARRAZZO GEORGE M 3RD	MR	MAIL RETURNED	04/20/2022	80.73			
2020-03-0065004	MARTIN CHRISTOPHER	MV	MOVED	04/20/2022	129.94			
2020-03-0065040	MARTIN VICTORIA K	NR	NO RESPONSE	04/20/2022	205.47			
2020-03-0065187	MATHISON MICHAEL W	MV	MOVED	04/20/2022	62.20			
2020-03-0065451	MCDANIEL LAUNIE S	NR	NO RESPONSE	04/20/2022	826.40			
2020-03-0065554	MCINTYRE BRANDON J	NR	NO RESPONSE	04/20/2022	381.50			
2020-03-0065748	MECCA JOHN A	NR	NO RESPONSE	04/20/2022	366.94			
2020-03-0065846	MERCADO CHASTITY	NR	NO RESPONSE	04/20/2022	324.32			
2020-03-0065854	MERCHANT SUSAN B	NR	NO RESPONSE	04/20/2022	268.54			
2020-03-0065869	MERRIFIELD ERIN O	NR	NO RESPONSE	04/20/2022	998.27			
2020-03-0066040	MILLBERRY CATHY G	NR	NO RESPONSE	04/20/2022	416.15			
2020-03-0066336	MONTANA MATTHEW N	NR	NO RESPONSE	04/20/2022	17.33			
2020-03-0066337	MONTANA MATTHEW N	NR	NO RESPONSE	04/20/2022	17.33			
2020-03-0066338	MONTANA MATTHEW N	NR	NO RESPONSE	04/20/2022	40.54			
2020-03-0066359	MONTRAY MARILYN A	DE	DECEASED	04/20/2022	289.33			
2020-03-0066468	MORGAN BEATRICE E	NR	NO RESPONSE	04/20/2022	57.17			
2020-03-0066469	MORGAN BRITTANY A	MV	MOVED	04/20/2022	134.79			
2020-03-0066519	MORONEY COLTEN E	MV	MOVED	04/20/2022	77.96			
2020-03-0066520	MORONEY COLTEN E	MV	MOVED	04/20/2022	456.69			
2020-03-0066589	MOSCATELLI MATTHEW J	MV	MOVED	04/20/2022	89.40			
2020-03-0066667	MUHLFELD ALBA M	NR	NO RESPONSE	04/20/2022	135.83			
2020-03-0066694	MULLIGAN JESSICA A	NR	NO RESPONSE	04/20/2022	238.39			
2020-03-0066695	MULLIGAN JESSICA A	NR	NO RESPONSE	04/20/2022	107.42			
2020-03-0066696	MULLIGAN JESSICA A	NR	NO RESPONSE	04/20/2022	552.32			
2020-03-0066824	NADEAU CLARENCE J	MV	MOVED	04/20/2022	190.92			
2020-03-0066825	NADEAU CLARENCE J	MV	MOVED	04/20/2022	375.95			
2020-03-0066958	NAVID REZA	NR	NO RESPONSE	04/20/2022	97.71			
2020-03-0067460	NOVELLA JOSEPH A JR	NR	NO RESPONSE	04/20/2022	418.92			
2020-03-0067889	OSWALDO PG LLC	MV	MOVED	04/20/2022	172.90			
2020-03-0068312	PBS INC.	NR	NO RESPONSE	04/20/2022	337.14			
2020-03-0068375	PEGORARO-MAFRA IZABELLA M	MV	MOVED	04/20/2022	98.41			
2020-03-0068451	PEREIRA PHILLIP R	MV	MOVED	04/20/2022	108.45			
2020-03-0068452	PEREIRA PHILLIP R	MV	MOVED	04/20/2022	180.87			
2020-03-0068490	PERRY ASHLEY R	MV	MOVED	04/20/2022	147.26			
2020-03-0068491	PERRY ASHLEY R	MV	MOVED	04/20/2022	646.92			
2020-03-0068528	PETERS KIMBERLY A	MV	MOVED	04/20/2022	16.63			
2020-03-0068529	PETERS KIMBERLY A	MV	MOVED	04/20/2022	212.40			
2020-03-0068530	PETERS KIMBERLY A	MV	MOVED	04/20/2022	165.63			
2020-03-0068606	PETTENGILL ZACHARY S	MV	MOVED	04/20/2022	97.71			
2020-03-0068609	PETTINELLI LAUREN E	MR	MAIL RETURNED	04/20/2022	292.45			
2020-03-0068669	PIAZZA GRACEE M	NR	NO RESPONSE	04/20/2022	100.83			
2020-03-0068793	PIPERIS ROSALIE	DE	DECEASED	04/20/2022	205.13			
2020-03-0069104	PRATT JILLIAN M	NR	NO RESPONSE	04/20/2022	120.24			
2020-03-0069105	PRATT JILLIAN M	NR	NO RESPONSE	04/20/2022	154.54			

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2020-03-0069400	RAINO ROBERT G	NR	NO RESPONSE	04/20/2022	304.57			
2020-03-0069569	REGAN WENDY L	MV	MOVED	04/20/2022	289.33			
2020-03-0069801	RICHARDS EMILY A	NR	NO RESPONSE	04/20/2022	74.50			
2020-03-0069963	ROBBINS ANNE D	MV	MOVED	04/20/2022	356.55			
2020-03-0069991	ROBERTSON RAYON R	NR	NO RESPONSE	04/20/2022	66.56			
2020-03-0069992	ROBERTSON RAYON R	NR	NO RESPONSE	04/20/2022	97.44			
2020-03-0069993	ROBERTSON RAYON R	NR	NO RESPONSE	04/20/2022	172.04			
2020-03-0070137	ROJAS ENTERPRISES LLC	NR	NO RESPONSE	04/20/2022	165.63			
2020-03-0070148	ROLAND LONG	MV	MOVED	04/20/2022	166.32			
2020-03-0070169	ROMANDI ERIC E	MV	MOVED	04/20/2022	17.33			
2020-03-0070197	ROONEY GREGORY A	MV	MOVED	04/20/2022	460.15			
2020-03-0070198	ROONEY GREGORY A	MV	MOVED	04/20/2022	813.93			
2020-03-0070210	ROSA PETER A	MV	MOVED	04/20/2022	133.40			
2020-03-0070241	ROSS ALLYX	MV	MOVED	04/20/2022	630.63			
2020-03-0070348	RUBIN EMILY S	NR	NO RESPONSE	04/20/2022	724.53			
2020-03-0070349	RUBIN EMILY S	NR	NO RESPONSE	04/20/2022	111.57			
2020-03-0070413	RUSCOE ERISSA S	MV	MOVED	04/20/2022	321.55			
2020-03-0070458	RYAN HALEY M	MV	MOVED	04/20/2022	359.67			
2020-03-0070672	SANTANIELLO THOMAS J	NR	NO RESPONSE	04/20/2022	202.70			
2020-03-0070792	SAVOIA HAYDEN T	NR	NO RESPONSE	04/20/2022	146.22			
2020-03-0070799	SAWYER JENNIFER J	NR	NO RESPONSE	04/20/2022	87.01			
2020-03-0070803	SAYERS SHANNON C	NR	NO RESPONSE	04/20/2022	381.50			
2020-03-0070877	SCHENZER DANIEL H	NR	NO RESPONSE	04/20/2022	1,213.10			
2020-03-0071020	SCHOONMAKER CONSTANCE H	DE	DECEASED	04/20/2022	57.17			
2020-03-0071135	SCHWERIN LUKE H	DE	DECEASED	04/20/2022	305.61			
2020-03-0071146	SCIORTINO CONSTANCE G	DE	DECEASED	04/20/2022	138.25			
2020-03-0071147	SCIORTINO CONSTANCE G	DE	DECEASED	04/20/2022	104.30			
2020-03-0071169	SCOTT KATHLEEN M	MV	MOVED	04/20/2022	343.73			
2020-03-0071170	SCOTT KATHLEEN M	MV	MOVED	04/20/2022	526.33			
2020-03-0071171	SCOTT KATHLEEN M	MV	MOVED	04/20/2022	580.39			
2020-03-0071245	SEIDEL ELIZABETH A	NR	NO RESPONSE	04/20/2022	368.68			
2020-03-0071321	SESSA FRANK J	MV	MOVED	04/20/2022	188.84			
2020-03-0071449	SHELBURN MICKAYLA F	MV	MOVED	04/20/2022	498.96			
2020-03-0071488	SHERWOOD ANDREW M JR	MV	MOVED	04/20/2022	17.33			
2020-03-0071576	SHWARTZ JEFFREY A	MV	MOVED	04/20/2022	97.71			
2020-03-0071583	SIDELEAU THOMAS J	MV	MOVED	04/20/2022	209.98			
2020-03-0071584	SIDELEAU THOMAS J	MV	MOVED	04/20/2022	138.95			
2020-03-0071592	SIEBERN ANDREW O	MV	MOVED	04/20/2022	17.33			
2020-03-0071593	SIEBERN ANDREW O	MV	MOVED	04/20/2022	15.00			
2020-03-0071594	SIEBERN ANDREW O	MV	MOVED	04/20/2022	132.71			
2020-03-0071595	SIEBERN ANDREW O	MV	MOVED	04/20/2022	20.44			
2020-03-0071698	SIMONELLI JAMES M	MV	MOVED	04/20/2022	169.79			
2020-03-0071827	SMITH ALAN R	NR	NO RESPONSE	04/20/2022	140.68			
2020-03-0071828	SMITH ALAN R	NR	NO RESPONSE	04/20/2022	106.03			
2020-03-0071882	SMITH NICHOLAS J	MV	MOVED	04/20/2022	80.04			
2020-03-0071883	SMITH NICHOLAS J	MV	MOVED	04/20/2022	221.41			
2020-03-0071966	SOCCI CHRISTOPHER A	NR	NO RESPONSE	04/20/2022	127.51			
2020-03-0072065	SORDI MATTHEW C	NR	NO RESPONSE	04/20/2022	431.05			
2020-03-0072114	SOUTHARD RYAN L	MV	MOVED	04/20/2022	160.78			
2020-03-0072167	SPENCER JEFFREY A	MV	MOVED	04/20/2022	98.09			
2020-03-0072290	STANZIALE WENDY A	MV	MOVED	04/20/2022	100.14			
2020-03-0072295	STARK THOMAS M	MV	MOVED	04/20/2022	205.13			
2020-03-0072371	STEPHEN ESZTER	NR	NO RESPONSE	04/20/2022	68.61			
2020-03-0072413	STEWART CHARLEE R	MV	MOVED	04/20/2022	58.91			
2020-03-0072499	STORM JAMES S	MV	MOVED	04/20/2022	126.13			
2020-03-0072529	STRAITS TURNPIKE AUTO LLC	NR	NO RESPONSE	04/20/2022	197.51			

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2020-03-0072614	STUBBS ANDREW C	NR	NO RESPONSE	04/20/2022	411.64			
2020-03-0072615	STUBBS KELLY F	NR	NO RESPONSE	04/20/2022	583.85			
2020-03-0072652	SUCKOW SARAH E	MV	MOVED	04/20/2022	125.43			
2020-03-0072691	SULLIVAN LAURA E	MV	MOVED	04/20/2022	491.68			
2020-03-0072760	SWAIM JOHN E JR	NR	NO RESPONSE	04/20/2022	773.73			
2020-03-0072967	TARBY GEORGE T 3RD	MV	MOVED	04/20/2022	79.00			
2020-03-0072968	TARBY GEORGE T 3RD	MV	MOVED	04/20/2022	95.98			
2020-03-0073099	TELHIARD KIRSTEN	NR	NO RESPONSE	04/20/2022	264.38			
2020-03-0073109	TENESACA NELLY R	NR	NO RESPONSE	04/20/2022	184.34			
2020-03-0073112	TENNEY COURTNEY E	NR	NO RESPONSE	04/20/2022	202.70			
2020-03-0073169	THARNISH SUSAN C	MV	MOVED	04/20/2022	396.74			
2020-03-0073216	THIBODEAU BRENDA M	MV	MOVED	04/20/2022	142.07			
2020-03-0073248	THOMAS WILLIAM R	DE	DECEASED	04/20/2022	57.52			
2020-03-0073259	THOMPSON JESSICA A	MV	MOVED	04/20/2022	108.45			
2020-03-0073436	TOMASULO BRIAN C	MV	MOVED	04/20/2022	165.63			
2020-03-0073489	TORTORICI SANTO A	NR	NO RESPONSE	04/20/2022	152.11			
2020-03-0073769	TRIVERS CHRISTOPHER C	MV	MOVED	04/20/2022	404.02			
2020-03-0073770	TRIVERS MAUREEN K	MV	MOVED	04/20/2022	166.67			
2020-03-0073771	TROCCOLLA CORTNEY F	NR	NO RESPONSE	04/20/2022	443.17			
2020-03-0073772	TROCCOLLA DAVID M JR			04/20/2022	17.33			
2020-03-0073786	TROMBLEY KATIE E	MV	MOVED	04/20/2022	420.30			
2020-03-0073787	TROMBLEY KATIE E	MV	MOVED	04/20/2022	684.68			
2020-03-0073850	TURCOTT DAWN M	NR	NO RESPONSE	04/20/2022	309.77			
2020-03-0073876	TYLER RONALD C	MV	MOVED	04/20/2022	92.65			
2020-03-0073877	TYLER RONALD C	MV	MOVED	04/20/2022	109.15			
2020-03-0074097	VANHAVERE KATHLEEN R	NR	NO RESPONSE	04/20/2022	106.03			
2020-03-0074111	VANTSLOT MADELINE M	NR	NO RESPONSE	04/20/2022	234.23			
2020-03-0074274	VELKY MATTHEW M	NR	NO RESPONSE	04/20/2022	95.98			
2020-03-0074373	VIAU JUSTIN A	NR	NO RESPONSE	04/20/2022	379.76			
2020-03-0074374	VIAU JUSTIN A	NR	NO RESPONSE	04/20/2022	80.04			
2020-03-0074492	VOGT JESSE D	NR	NO RESPONSE	04/20/2022	59.94			
2020-03-0074493	VOGT JESSE D	NR	NO RESPONSE	04/20/2022	83.85			
2020-03-0074500	VOLLINGER KURT D	MV	MOVED	04/20/2022	350.66			
2020-03-0074707	WALKER PATRICK A	MV	MOVED	04/20/2022	184.34			
2020-03-0074708	WALKER PATRICK A	MV	MOVED	04/20/2022	708.25			
2020-03-0074720	WALLENTA CRAIG A	NR	NO RESPONSE	04/20/2022	71.03			
2020-03-0074723	WALLIN KYLE J	NR	NO RESPONSE	04/20/2022	275.81			
2020-03-0074826	WATSON BRIANNA L	MV	MOVED	04/20/2022	293.49			
2020-03-0075170	WIGGLESWORTH KIMBERLY A	MV	MOVED	04/20/2022	151.07			
2020-03-0075228	WILLIAMS COLETTE R	DE	DECEASED	04/20/2022	383.92			
2020-03-0075349	WINTERS LEWIS F JR	MV	MOVED	04/20/2022	152.11			
2020-03-0075460	WOODCOCK SHAWN E	NR	NO RESPONSE	04/20/2022	95.98			
2020-03-0075495	WRIGHT JOSHUA D	MV	MOVED	04/20/2022	454.95			
2020-03-0075618	YOUNG MICHAEL J	MV	MOVED	04/20/2022	656.62			
2020-03-0075857	ZUMWAL-HATHAWAY ANDREW H	MV	MOVED	04/20/2022	134.10			
2020-03-0075868	ZVON STEPHEN M	MV	MOVED	04/20/2022	270.96			
2020-03-0075869	ZVON STEPHEN M	MV	MOVED	04/20/2022	265.07			
2020-03-0075882	MORTARA MATTHEW J	MV	MOVED	04/20/2022	17.33			
2020-03-0075883	MORTARA MATTHEW J	MV	MOVED	04/20/2022	60.64			
2020-03-0075888	STAMPP SCOTT M	NR	NO RESPONSE	04/20/2022	229.38			
2020-03-0075928	CARBONI JULIANA O	MV	MOVED	04/20/2022	367.46			
2020-03-0075969	LAVACH LISAANN N	NR	NO RESPONSE	04/20/2022	93.04			
2020-03-0075996	COONEY CHRISTINE M	MV	MOVED	04/20/2022	135.76			
2020-03-0076006	SANCTUS INDUSTRIES	NR	NO RESPONSE	04/20/2022	60.29			
2020-03-0076095	THARNISH SUSAN C	MV	MOVED	04/20/2022	136.97			
2020-03-0076155	BRADDOCK ROBERT C	MV	MOVED	04/20/2022	322.59			

Process Suspense Report

TOWN OF NEWTOWN

Date: 04/20/2022

Time: 12:01:40

Page: 11

Condition (s): Year: , Type: 88 - MV/MVS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
2020-03-0076247	OZANNE KATHRYN F	NR	NO RESPONSE	04/20/2022	83.16			
2020-03-0076373	PAGE CHRISTOPHER P	MV	MOVED	04/20/2022	80.04			
MOTOR VEHICLE	# Of Acct: 320				84,477.76			
2020-04-0080627	CALI JASON H	MV	MOVED	04/20/2022	21.00			
2020-04-0081271	DUARTE JACOB A	MV	MOVED	04/20/2022	143.10			
2020-04-0082715	LEWIS RONALD G	MV	MOVED	04/20/2022	28.03			
2020-04-0082737	LINK AMIE L	MV	MOVED	04/20/2022	214.76			
2020-04-0083182	MORONEY COLTEN E	MV	MOVED	04/20/2022	8.49			
2020-04-0083228	NADEAU CLARENCE J	MV	MOVED	04/20/2022	109.25			
2020-04-0083243	NEFF IAN C	NR	NO RESPONSE	04/20/2022	128.66			
2020-04-0084068	SEIDEL ELIZABETH A	NR	NO RESPONSE	04/20/2022	896.98			
2020-04-0084081	SESSA FRANK J	MV	MOVED	04/20/2022	66.18			
MV SUPPLEMENT	# Of Acct: 9				1,616.45			
YR : 2020	TOTAL : 329				86,094.21			
Grand Total: 546					144,277.21			

Newtown Charter Revision Commission

Draft Charter Revision Report

April 22, 2022

Andrew J. Buzzi, Jr., Chairman
James Gaston, Vice Chair
Dennis Brestovansky
Scott Davidow



Tony Filiato
Elias Petersen
Prerna Rao

2021 Charter Revision Commission

- Andrew J. Buzzi, Jr. (R), Chairman
- James Gaston (D), Vice Chair
- Dennis Brestovansky (R)
- Scott Davidow (U)
- Tony Filiato (R)
- Elias Petersen (D)
- Prerna Rao (D)

*Created and charged by unanimously endorsed resolutions
of the Legislative Council on March 3, 2021.*

History

- Held 25 Public Meetings and two Public Hearings
 - Divided recommendations into three major categories to focus discussions and deliberations:
 - Board of Finance
 - Board of Education
 - Other various items
 - Deliberations incorporated input from many stakeholders:
 - Board of Selectman, Board of Finance, Board of Education, Legislative Council, Police Commission, etc.
 - Town legal counsel and independent research
 - Input via Public Hearing, Public Comment, and correspondence to the Commission

Recommendations

#	Section	Recommendation to amend Charter as follows
1	1-25(a)(7)	<ul style="list-style-type: none">To clarify that the Board of Education shall be exempted from such duties prescribed for Town Departments if such duties are inconsistent with their statutory authority
2	2	<ul style="list-style-type: none">To add to the Charter the purpose, membership, and terms for the Fairfield Hills Authority. This information is not currently included in the Charter
3	2-01(c)	<ul style="list-style-type: none">To add clarifying language stating that in case of any conflict between board/commission/committee bylaws, the Town Charter and/or State Statute prevails
4	2-25(a)	<ul style="list-style-type: none">To permit members of town bodies to abstain from the approval of minutes of a meeting they did not attend. The current requirement is that every member present is to vote affirmatively or negatively on each question raised except in cases of conflict of interest.
5	2-31	<ul style="list-style-type: none">To add the procedure for filling vacancies on the Board of Education to section 2-31
6	2-32(a)(1)	<ul style="list-style-type: none">To increase the time from 45 to 90 days to fill a vacancy on appointive Boards and Commissions to provide appropriate flexibility in appointing new members
7	2-125	<ul style="list-style-type: none">To restore the Legislative Council as the town's sole fiscal authority by eliminating the Board of Finance from the Charter

Recommendations

#	Section	Recommendation to amend Charter as follows
8	2-135(a)	<ul style="list-style-type: none">To add “Registrar of Vital Statistics” as a responsibility of the Town Clerk to align the Charter with CT General Statutes (§7-37)
9	2-160	<ul style="list-style-type: none">To add “Civilian Review Board” as a responsibility of the Board of Police Commissioners to align the Charter with CT General Statutes
10	2-210	<ul style="list-style-type: none">To remove the Building Appeals Board from the Charter. No legislative history nor purpose nor meaning has been found to keep this Board in the Charter. Additionally, the Zoning Board of Appeals and Planning and Zoning Commission cover all aspects and purposes
11	2-275(a)	<ul style="list-style-type: none">To add “or a reduction in environmental impact” to the summary of general responsibilities of the Sustainable Energy Commission as a clarification
12	3-15	<ul style="list-style-type: none">To incorporate the provisions of Newtown Ordinance 124, which governs elections of the Board of Education, into the Charter
13	4-05(c)(8)	<ul style="list-style-type: none">To revise language regarding the Capital Improvement Plan (CIP) for the town to broaden the current language from a five-year plan to a plan of at least five years with annual adjustments

Recommendations

#	Section	Recommendation to amend Charter as follows
14	5-10(a)	<ul style="list-style-type: none">To clarify that regulations that are proposed to be adopted, amended, or repealed by the Legislative Council will be referred to the Board of Selectman, Board of Education, or other Town Bodies, as their interests are affected, at least 90 days prior to approval by the Legislative Council
15	6-20(f)(2)	<ul style="list-style-type: none">To clarify the language related to budget amendments, in the event that a budget fails at referendum, in order to make the intent and process clear

Recommendations

#	Section	Recommendation to amend Charter as follows
16	6-35	<ul style="list-style-type: none">• To clarify the appropriations limits of the Legislative Council for Special and Emergency Appropriations within one fiscal year• To clarify and define authorities and limits related to Special Appropriations versus Emergency Appropriations made by the Legislative Council<ul style="list-style-type: none">• Legislative Council can authorize Special Appropriations up to a cumulative amount not to exceed \$1,500,000 in one fiscal year. Amounts in excess must go to referendum.• Legislative Council can authorize Emergency Appropriations up to a cumulative amount not to exceed one mill on the most recently completed Grand List during one fiscal year. Amounts in excess must go to referendum.• To authorize the Board of Education to request a Special or Emergency appropriation (currently only the Board of Selectman or the Legislative Council can request)• To specify that only dollars that are derived from local sources of tax revenue will be counted as part of the caps and limits on Special and Emergency Appropriations

Charges and Revisions Considered and Recommended (1/5)

Charter Section	Revisions Proposed	Status
General	Consider implementing gender neutral titles for town officials. (ie: Board of Select Persons)	Considered
1-25(a)7	Consider if the term Town Department may not be appropriate in all instances. Replace the term "Town Department" with "Appropriation Assignee" or another term that more clearly focuses on the assignment of funds. Review the following sections that currently reference "Town Department" to determine whether the language accurately applies to the Board of Education and current practices. Reference BOE Rec doc, each reference detailed: 1-05(a); 4-05(c)(1); 4-05(c)(3); 6-05(b); 6-10(a); 6-40(a); 7-05(b); 7-05(d); 7-15(a); 7-15(c); 7-15(d); 7-15(e); 7-15(f); 7-25(b);	Recommended in part
2	Insert the purpose, membership, and terms for the Fairfield Hills Authory. The format should mirror descriptions of other permanent commissions and committees; with the majority of detail being left to clarify in ordinance.	Recommended
2-01(c)	State that in case of any conflict between board/commission/committee bylaws, the town Charter and/or State Statute prevails.	Recommended
2-01(d)	Consider if the Board of Education should be excluded from the following: "The First Selectman shall be an ex officio member of all Town Bodies..." The BOE questions the consistency with the rest of the Newtown government structure in which the Board of Selectman have a role parallel to the Board of Education, and the Superintendent has a role parallel to the that of the First Selectman.	Considered
2-125	Remove Board of Finance from Charter. Also where referenced as part of a process, including but not limited to: 2-115(10); 3-15(3); 4-05(a); 4-05(c)(1); 4-05(c)(8); 5-10(a); 5-10(b); 6-01(4); 6-05(a); 6-05(b); 6-15, and any others making reference to BOF. - Action recognizing the Legislative Council (LC) is and has been the Fiscal Authority in Newtown and that the Board of Finance in Newtown is an advisory body that makes recommendations to the LC; that members of the LC have heard concerns from multiple boards and members of the the public on duplication of efforts and redundancies; that having two similar elected bodies in series in the review process confuses said process for members of the public; that many of our neighboring communities have only one level of review prior to referendum/town meeting; and that prior to the existence of a Board of Finance in Newtown, the budget, planning and appropriations process went directly to the LC.	Recommended

Charges and Revisions Considered and Recommended (2/5)

Charter Section	Revisions Proposed	Status
2-135(a)	"Registrar of Vital Statistics" should be added after Town Clerk as highlighted below: Summary of General Responsibilities: The Town Clerk <u>who shall also be the Registrar of Vital Statistics</u> is responsible for administrative work for the Town including the maintenance and safe-keeping of a variety of official municipal documents; issuance of various licenses and permits; and the recording of various documents and vital statistics. (Per CT General Statutes (§ 7-37)	Recommended
2-15	Consider if members of elected boards should be restricted from concurrently serving on other (appointed) boards; review term limits and term structure of major boards.	Considered
2-160	The Police Commission should be noted as the Civilian Review Board (in connection with the state police accountability legislation).	Recommended
2-210	Determine if the Building Appeals Board is necessary. (Not currently an active board.)	Recommended
2-25(a)	Current language allows for recusing oneself from vote in the case of apparent conflict of interest. Consider if the language should be revised to allow for abstention. "It shall be the duty of every member present at any Town Body meeting to vote affirmatively..." There may be times when abstaining is appropriate, for example, when a person was not present for discussion. Should member be required to give reason for recusal and/or abstention?	Recommended
2-275	Add "and a reduction in environmental impact" in description, to read in full: Sustainable Energy Commission Summary of General Responsibilities: The Sustainable Energy Commission shall identify, implement and support renewable energy use, energy efficiency, energy conservation programs and strategies for sustainable material use and recycling in which the Town's residents, businesses, organizations, and Town agencies can participate and that may result in cost savings <u>and a reduction in environmental impact</u> for the Town or school district Membership and Terms: The Commission shall be composed of nine members. The term of office shall be three years.	Recommended

Charges and Revisions Considered and Recommended (3/5)

Charter Section	Revisions Proposed	Status
2-31	This section outlines the procedures for filling vacancies on elected Town bodies. Consider if the state statute that is applicable to the Board of Education (C.G.S. §10-219) be referenced in the same way as the statute that applies to the Board of Selectman is referenced?	Recommended
2-31 / 2-32	Consider use of the term "unaffiliated" when filling mid-term vacancy, which as currently written could disqualify prospects who are members of a party other than two major parties. There is concern that this could be used as process to subvert minority representation.	Considered
2-32(a)(1)	Increase 45 days to fill a vacancy to 90 days. (Note, 45 days does not actually allow for 45 days to be used in process.)	Recommended
3-15(b)	Newtown Ordinance 124 should be merged into the Charter, specifically, referencing § 9-204b of the Connecticut General Statutes applies. Per BOE: When a revised charter is filed with the State, a statute governing BOE elections must be indicated. For the 2016 Charter filing, Connecticut General Statute § 9-204 was selected to apply, impinging on number of candidates a party could put forth on the ballot and number of candidates electors could vote for. This was an unintended restriction on the ability of voters to vote for BOE members. As a result, the Legislative Council enacted Town Ordinance 124 to address the issue. When the next revision of the Town Charter is filed with the state, the effective BOE elections statute will likely again be selected as a part of the filing process.	Recommended
4-05(8)	Delete words "five year" in the CIP section, allowing for flexibility to change over time.	Recommended
4-05(c)	Clarify that this section applies only to the town, and not the BOE: "(9) Prepare a cost analysis of all labor contracts, pension plans and insurance plans prior to the signing of any such contracts or plans; and (10) Assist in all labor negotiations serving as a consultant to the labor negotiators representing the Town." The Board of Education conducts a separate negotiation process.	Considered

Charges and Revisions Considered and Recommended (4/5)

Charter Section	Revisions Proposed	Status
5-10(a)	Reference the Board of Education or other Town Body, if its interests is affected, as currently only the BOS is referenced in this section: "... Any proposed regulation, amendment or repeal shall be referred to the Board of Selectmen for comment or consultation prior to action. Referrals can be acted on by the Legislative Council after 90 days. Such financial regulations shall also be referred to the Board of Selectman and the Finance Director prior to action." The last sentence of the paragraph does not include the Board of Education, yet the Board of Education should review and have the opportunity to provide input on financial regulations that might affect Board of Education operations. Recommendation is to add the BOE to the language.	Recommended
6-20(f) 2	Strike or clarify the section: "Prior to subsequent budget referenda, if any, amendments made by the Board of Selectman and/or the Board of Education to budget proposals shall not be exceeded by the Legislative Council."	Recommended
6-35	Clarifying what constitutes 1 year in respect to appropriations (ie: does it count when project is appropriated as calendar or fiscal year; does something sent to appropriation in April 2020 count towards FY 2020 or 2021?)	Recommended
6-35	Separate emergency and special appropriations. Example: Emergency appropriations shall be deemed "emergency" by the LC with a super majority vote. Emergency appropriation funds don't count towards the 1 mill cap limitation for appropriations. Language can include a need relating to the immediate health and welfare of citizens, or reference to exigent circumstances to be consistent with CIP. Currently there is no distinction made between special and emergency appropriations in respect to cap and limits – could lead to appropriation cap being met very early in the year; or worse, an inability to address emergency needs.	Recommended

Charges and Revisions Considered and Recommended (5/5)

Charter Section	Revisions Proposed	Status
6-35(b)	Consider whether town Charter Section 6-35(b) and (c) should be amended to include the Board of Education as a possible initiator of Special Appropriations. Concerns include: bonding cost is incurred on the BOS side, so LC and/or Finance Director director and BOS should be part of the approval process. Rationale per BOE: The appropriations process as outlined in 6-35(b)-(c) does not include the Board of Education. This is not consistent to that of budgetary and CIP appropriations. For budget appropriation requests, both the Board of Selectmen and the Board of Education prepare their respective requests, and (currently) provide those requests to the Board of Finance. For the Capital Improvement Plan (CIP), newly amended, the Board of Selectmen and the Board of Education also prepare their respective requests, and (currently) provide those requests to the Board of Finance. These processes suggest that the BOE regularly initiates appropriation requests.	Recommended
6-35(e)	Revise so only items with taxpayer impact in excess of 1.5m should go to referendum (i.e. currently all appropriations in excess of 1.5m must go to referendum for approval, even when the impact on taxpayers is under the 1.5m cap. (Examples include EDA FFH Sewer Project \$900k grant & 900k bonded and funded through assessments.)	Recommended

Additional Revisions Outside of Legislative Council Charges Considered by the Commission

8-01(a)(1)	Consider raising the \$20,000 limit for the acquisition or disposition of real property	Considered
2-120(b)(1)	Consider increasing BOE membership from seven to eight with a maximum of four from any party	Considered
2-30(d)	Consider allowing minor party members to be considered the same as unaffiliated resident electors for purposes of filling a vacancy	Considered

PROPOSED CHARTER

Charter of the Town of Newtown State of Connecticut

ADOPTED OCTOBER 2, 1961

REVISED OCTOBER 7, 1963

REVISED NOVEMBER 8, 1966

REVISED MAY 3, 1971

REVISED MAY 7, 1973

REVISED NOVEMBER 5, 1974

REVISED NOVEMBER 8, 1977

REVISED NOVEMBER 8, 1983

REVISED NOVEMBER 3, 1987

REVISED NOVEMBER 5, 1991

REVISED NOVEMBER 4, 1997

REVISED NOVEMBER 6, 2001

REVISED APRIL 22, 2008

REVISED NOVEMBER 6, 2012

ADOPTED NOVEMBER 8, 2016 - EFFECTIVE DECEMBER 8, 2016

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TOWN OF NEWTOWN

PREAMBLE

CHARTER

We, the proprietors and inhabitants of the Town of Newtown, being duly qualified electors of the State of Connecticut, and in the exercise of those privileges, liberties and powers which we have enjoyed since the eleventh day of October, 1711, in order to preserve and protect the property and personal well-being and to promote the individual and general welfare of all our citizens, do hereby declare that this Charter shall constitute our form of government.

CHAPTER 1 INTRODUCTION

1-01 Incorporation

- (a) All the inhabitants dwelling within the lawfully defined territorial limits of the Town of Newtown shall continue to be a body politic and corporate under the name of the "Town of Newtown", hereinafter called "the Town". As such, it shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by the **Town** and not inconsistent with the provisions of this Charter and all powers and privileges conferred upon towns under the **General Statutes** of the State of Connecticut.

1-05 Rights, Obligations and Actions Continued

- (a) All property interests, both real and personal, all actions, causes of action, defenses thereto and rights of every description and all liens possessed by the **Town** as of the effective date of this Charter shall be continued in the **Town**. The **Town** shall continue to be liable for all debts and obligations of every kind for which the **Town** is liable on that date. Nothing herein shall be construed to affect the right of the **Town** to collect any assessment, charge, debt or lien. Any rights or obligations of a **Town Department** that would fail, lapse or fall into breach by reason of any change in the powers, organizations or duties of **Town** officers, boards, commissions or authorities resulting from this Charter shall be assumed by the Board of Selectmen, unless otherwise provided by ordinance, resolution or the terms of this Charter.

1-10 Powers of Town

- (a) In addition to all powers granted to towns under the State of Connecticut Constitution and the **General Statutes**, the **Town** shall possess all powers granted by this Charter and all powers proper, incidental or convenient to their exercise. The **Town** shall also possess the powers incident to the management of its property, government and affairs, including the capacity and power to enter into contracts with the United States or any Federal Agency, and the State of Connecticut or any political instrumentality thereof, for any purposes not prohibited by law.

1-15 Effect of Charter

- (a) This Charter shall be the organic law of the **Town** in the administration of its local affairs. Special acts and ordinances inconsistent with this Charter and superseded by it shall have no further force or effect after the effective date of this Charter. Other special acts affecting the **Town**, and all other ordinances and resolutions duly adopted and in force before the

effective date of the Charter, remain in force, but shall not apply whenever they conflict with the provisions of this Charter.

1-20 Summary of Governance

- (a) The Chief Executive and Administrative Officer of the **Town** shall be the First Selectman.
- (b) The administrative body of the **Town** shall be the Board of Selectmen.
- (c) The legislative body of the **Town** shall be the Legislative Council.

1-25 General Provisions

The following provisions shall apply throughout this Charter unless otherwise specified:

- (a) Definitions: The following terms (in bold text throughout the document) shall have the meaning ascribed to them below.
 - (1) **Financial Impact Statement**: The term "Financial Impact Statement" shall describe a document that includes the analysis of all costs and liabilities to be incurred by the **Town** as a result of the use of a **Special Appropriation**, grant or gift of real or tangible personal property.
 - (2) **General Statutes**: The term "General Statutes" shall be used in this Charter when referring to the Connecticut **General Statutes**, as amended.
 - (3) **Legislative Council District**: The term "Legislative Council District" shall be used in this Charter as defined in Section 3-10.
 - (4) **Resident Elector**: The term "Resident Elector" shall describe a person who is registered to vote in the **Town** and whose principal residence is in the **Town**. A person who has filed an application for the retention of electoral privileges with the Registrar of Voters shall be considered a **Resident Elector** for so long as the application for retention of elector privileges is in effect.
 - (5) **Town**: The term "Town" shall be used in this Charter as defined in Subsection 1-01(a).
 - (6) **Town Body**: The term "Town Body" shall include the Legislative Council and each board, commission, and authority defined herein and any other body or group which is designated a **Town Body** by the Legislative Council.
 - (7) **Town Department**: The term "Town Department" shall include, for example, the offices of the Tax Collector, Town Clerk, Assessor, Registrar of Voters, Public Works Department, Board of Education, and any other **Town Body** to which funds are appropriated in the **Town Budget** and any other body or group which is designated a **Town Department** by the Legislative Council on or before October 1st in the year prior to the adoption of the **Town Budget**. Notwithstanding the foregoing, The Board of Education shall be exempted from the definition of "Town Department" to the extent that it is inconsistent with their statutory authority.
 - (8) **Town Election**: The term "Town Election" shall be used for elections held bi-annually on the Tuesday after the first Monday of November in the odd-numbered years.
 - (9) Budget related definitions are contained in Subsection 6-01(a).
 - (10) Real property acquisition and disposition related definitions are contained in Subsection 8-01(a).

(b) Public Notice: In any instance in which public notice is required the same shall be served by causing its publication in a newspaper having a substantial circulation in the **Town** unless a different method of notice is provided for in the **General Statutes**.

CHAPTER 2 MEMBERSHIP, RULES, AND DUTIES FOR NEWTOWN OFFICES

2-01 General Provisions

- (a) All members and alternates of **Town Bodies** shall have the powers and duties conferred and imposed on them by the **General Statutes**, the provisions of this Charter, and the regulations or by-laws of and for the body on which they serve. Members and alternates of appointive **Town Bodies** shall also be subject to the powers and duties prescribed by ordinance, if such ordinance exists.
- (b) The rules contained in the then current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with this Charter and any special rules of order that may be adopted.
- (c) All elected and appointive **Town Bodies** may make rules for the conduct of their meetings and the manner for accomplishing their duties. Such rules shall be filed with the Town Clerk. Should any such rules be in conflict with this Charter or the General Statutes, this Charter or the General Statutes, as applicable, shall prevail.
- (d) The First Selectman shall be an ex officio member of all **Town Bodies**, but without vote and not counted for the purpose of having a quorum except as a member of the Board of Selectmen. The First Selectman shall be given reasonable notice of all meetings of **Town Bodies** by their chairmen or secretaries, and may in writing appoint another member of the Board of Selectmen to represent him or her at any meeting of such **Town Body**.
- (e) All elective and appointive officers, before they enter on their duties, shall take the oath or affirmation prescribed by Article XI, Section 1 of the Constitution of the State of Connecticut, as follows: "You do solemnly swear (or affirm, as the case may be) that you will support the Constitution of the United States and the Constitution of the State of Connecticut, as long as you continue to be a citizen thereof, and that you will faithfully discharge, according to law, the duties of the office of _____ to the best of your abilities. So help you God." No other oath or affirmation shall be required.

2-05 Eligibility

- (a) Unless otherwise specified, only **Resident Electors** of the **Town** shall be eligible for election to any **Town** office or appointment to any appointive board. Any person ceasing to be a **Resident Elector** of the **Town** shall thereupon cease to hold elective or appointive office in the **Town** and the office shall be deemed vacant.
- (b) No person shall hold more than one elective office of the **Town** at the same time.
- (c) Any **Resident Elector** of the **Town**, regardless of whether they have party affiliation, may run for public office. Specifics regarding procedures for securing a position on the election ballot are available by contacting the Elections Division of the Secretary of the State's Office, the Town Clerk's Office, or the Registrar of Voters' Office.
- (d) Specific rules regarding eligibility for certain offices or **Town Body** are contained in the following subsections discussing such **Town Body**:
 - (1) First Selectman: The First Selectman shall have no other full time employment nor hold any paid civil office under the government of the United States, the State of Connecticut, or any subdivision thereof, except that of Notary Public and Justice of the Peace.
 - (2) Board of Selectmen: No member of the Board of Selectmen, while in office, shall hold or be appointed to any other office or employment in the government of the **Town**.

- (3) Legislative Council: No member of the Legislative Council shall hold or be appointed to any other **Town** office or **Town Body**. Except as provided for in Subsection 2-30(b), members of the Legislative Council shall reside in the **Legislative Council District** from which they were elected.
- (4) Police Commission: No member of the Board of Police Commissioners shall be a member or officer of the Newtown Police Department, the Chief of Police, or a member of any other **Town Body**.
- (5) Board of Fire Commissioners: Eligibility to serve on the Fire Commission is described in Subsection 2-235(b).
- (6) Public Building and Site Commission: Members shall include those who are qualified by training and experience on matters pertaining to building design, construction or contractual instruments.

2-10 Minority Representation

- (a) Except as specifically provided in this section, the maximum number of members of a **Town Body**, whether elected or appointed, who are members of the same political party shall be determined in accordance with the provisions of Section 9-167a of the **General Statutes**. In addition, the maximum number of alternate members for any given board or commission shall also conform to the provisions of 9-167a: To Wit:

Total Membership	Maximum for One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
more than 9	2/3rds of total membership

- (b) Exceptions are as follows:

- (1) Legislative Council: The number of members of any one political party who may serve on the Legislative Council shall not exceed 3 of the 4 members elected from each **Legislative Council District**.
- (2) Board of Education: The number of members of any one political party who may serve on the Board of Education shall not exceed 4.
- (3) Police Commission: The number of members of any one political party who may serve on the Police Commission shall not exceed 3.
- (4) Board of Managers of the Edmond Town Hall: At each regular **Town Election**, 2 members of the Board of Managers of the Edmond Town Hall shall be elected, neither of whom may be members of the same political party.

- (5) Board of Fire Commissioners: Provided members are appointed as set forth in this Charter, the Board of Fire Commissioners shall be exempt from the provisions for minority representation.
- (6) Board of Ethics: At no time shall more than 3 regular members and one alternate member of the Board of Ethics be of the same political party.
- (7) Public Building and Site Commission: The Public Building and Site Commission shall have no more than 4 members and one alternate member from one political party.
- (8) Justices of the Peace: The political affiliation of Justices of the Peace shall be determined as provided in the **General Statutes** [see Section 9-183a, et seq.].
- (c) As provided in Section 9-167a of the **General Statutes**, minority representation limitations in Subsection 2-10(a) shall not apply to regional bodies.

2-15 Terms and Term Limits

- (a) The term lengths and term limits, if any, for every elected official, elected or appointed member of **Town Bodies** are set forth in sections establishing said office or **Town Body**.
- (b) The terms of office of all elected officials shall commence on the December 1st following their election unless otherwise provided by a specific provision of this Charter or the **General Statutes**. Each elected official shall hold office until a successor is elected and has qualified.
- (c) The terms of office of members of all appointive **Town Bodies** shall commence on January 7th except for the Trustees of the Cyrenius H. Booth Library whose terms shall commence on July 1st, or as otherwise required by law.
- (d) The terms of appointment to any appointive **Town Body** shall not exceed 4 years.
- (e) The terms of members seated on appointive **Town Bodies** shall be established to expire, as nearly as possible, at regularly staggered annual intervals, unless otherwise provided by this Charter or by the **General Statutes**.

2-20 Officers of the Legislative Council, Boards, Commissions, and Authorities

- (a) The First Selectman shall be the chairman and shall preside over meetings of the Board of Selectmen. The First Selectman shall not be an officer on any other **Town Body**.
- (b) All other **Town Bodies** shall elect from their number a chairman during the first meeting.
- (c) The members of the Legislative Council shall also elect from their number a vice chairman during the first meeting.
- (d) The Board of Education may elect a vice chairman and shall elect a secretary from its members.
- (e) All other **Town Bodies** may elect a vice chairman and a secretary.

2-25 Voting

- (a) It shall be the duty of every member present at any **Town Body** meeting to vote affirmatively or negatively on each question raised, excepting that a member present at any Town Body meeting who has missed a previous meeting by not attending, for any reason, shall have the choice to abstain from voting on the minutes of such previous meeting. Should a member have a conflict of interest, said member shall refrain from discussion and voting. The reason for the conflict of interest need not be stated nor made part of the record.

2-30 Vacancies on the Legislative Council, Boards, Commissions, and Authorities

- (a) A vacancy shall be created in the event that any one of the following occur: the death of a member; the resignation submitted by a member and filed with the Town Clerk, who shall immediately notify the Chair of the affected **Town Body**; a member ceases to meet the eligibility requirements as described in Section 2-05; or, for appointive boards, a member is removed for cause. The vacancy shall take effect on the date of such event.
- (b) Should a member of the Legislative Council move from one **Legislative Council District** to another, such a move shall not constitute the creation of a vacancy provided that the member otherwise remains eligible for **Town** office. Should the member's seat become vacated subsequent to such move, the vacancy shall be filled by a member appointed from the district from which the member was originally elected.
- (c) If a person vacating an elective **Town Body** shall have been elected as a member of a political party, the vacancy shall be filled by a member of the same political party.
- (d) If a person vacating an appointive **Town Body** was appointed as a member of a political party, the vacancy shall be filled by a member of the same political party or by an unaffiliated **Resident Elector**. If the newly appointed member is an unaffiliated elector and must vacate his appointment, the person appointed to fill such a vacancy must be either an unaffiliated elector or a member of the same political party as the person initially appointed.

2-31 Procedures for Filling Vacancies in Elected Town Bodies

- (a) Legislative Council: A vacancy or vacancies on the Legislative Council shall be filled for the remainder of the term from among eligible **Resident Electors** in the **Legislative Council District** of the former member as follows:
 - (1) Within 30 days of vacancy, by majority vote of the Legislative Council members of the same political party of the former member;
 - (2) After 30 days, by majority vote of the remaining members of the Legislative Council regardless of party affiliation.
 - (3) Should all seats on the Council be simultaneously vacant, then a special election shall be called to fill all seats.
- (b) Board of Selectmen: A vacancy or vacancies on the Board of Selectmen shall be filled in the manner prescribed by Section 9-222 of the **General Statutes**.
- (c) Board of Education: If a vacancy occurs in the office of any member of the local Board of Education, then the successor shall be determined by:
 - (1) A majority vote of the remaining members of the same political party of the former member provided said vote occurs within 45 days of vacancy;
 - (2) A majority vote of the remaining members regardless of party affiliation after 45 days.
 - (3) Should the vacancy still not be filled after 90 days, then the current Chair of the Board of Education shall appoint the successor
 - (4) Should all seats on the Board of Education become simultaneously vacant, then a special election shall be called to fill all seats

- (5) Any successor(s) so appointed shall serve until the next regular town election for Board of Education positions, at which election a successor shall be elected for the unexpired portion of the term, the official ballot specifying the vacancy to be filled.
- (d) For all other elected **Town Bodies**, a vacancy or vacancies shall be filled as follows:
 - (1) Within 30 days of vacancy, by a majority vote of the remaining members of the **Town Body**;
 - (2) From 31 to 60 days of vacancy, by appointment of the First Selectman with the approval of the Board of Selectmen.
 - (3) Should the number of vacancies leave less than a majority of the membership, the First Selectman with the approval of the Board of Selectmen, within 30 days, shall fill all existing vacancies.

2-32 Procedures for Filling Vacancies in Appointive Boards and Commissions

- (a) Vacancies in offices originally appointed by the First Selectman shall be filled as follows:
 - (1) Within 90 days by the First Selectman, with the approval of the Board of Selectmen, or
 - (2) After 90 days by the remaining members of such board or commission subject to the provisions of Sections 2-05 and 2-10 of this Charter.
- (b) All vacancies in the Cyrenius H. Booth Library Board of Trustees other than those seats originally appointed by the First Selectman shall be filled in accordance with the by-laws of the Library Board of Trustees.
- (c) Vacancies in the Board of Fire Commissioners shall be filled in accordance with Subsection 2-235(b) of this Charter.

2-35 Use of Alternates

- (a) In the absence of one or more regular members and alternate members exist; present regular members of the **Town Body** shall designate alternate(s) to act in the absent members' place. Alternates shall be chosen in rotation so that they shall act as nearly equal a number of times as possible.

2-40 Removal for Cause

- (a) A member of an appointive board or the Building Inspector, Town Assessor or Tax Collector may be removed for cause by the First Selectman with the approval of the Board of Selectmen.
- (b) The First Selectman, with the approval of the Board of Selectmen, shall adopt a personnel policy establishing procedures, consistent with due process, for removal for cause.
- (c) Within 30 days from such removal, any person so removed may, in writing, request a hearing before the Legislative Council. Such hearing shall be held within 15 days from the date such request is made and such person may appear at the hearing with counsel. After such hearing, the decision of the Board of Selectmen may be reversed, modified or upheld by said Legislative Council, provided said Legislative Council acts no later than 30 days after the conclusion of such hearing.

2-45 Compensation

- (a) The Town Clerk shall receive a salary in lieu of all fees and other compensation. The Town Clerk's salary shall be set from time to time by the Legislative Council.

- (b) The Registrars of Voters shall receive a salary as set from time to time by the Board of Selectmen.
- (c) The salary for the First Selectman's term shall be set by the Legislative Council during the budget making process of each odd numbered year. The salary may be fixed at different rates for each year of the term. The salary shall not be changed during the term of office.
- (d) The members of elected and appointed boards, commissions, and authorities, except the First Selectman, shall serve without compensation. Necessary expenses incurred in the performance of their duties may be paid from an appropriation authorized for the purpose.

2-50 Administrative Clerks

- (a) All **Town Bodies** shall have an administrative clerk. Such clerks, as authorized by this Charter, shall keep minutes of meetings, record all motions, votes and actions of their assigned **Town Body**, prepare the agenda and notices of all regular and special meetings or cancellation of said body at the direction of its chairman and perform such other duties as such chairman, from time to time, shall direct.

2-100 Elected Boards, Commissions, and Officers

There shall be the following elected boards, commissions, and officers.

2-105 Legislative Council

- (a) Summary of General Responsibilities: All of the legislative powers of the **Town** conferred by the **General Statutes** on Legislative Bodies shall vest in the Legislative Council with the exception of those items specifically enumerated to other **Town Bodies**. The Council determines the annual **Town Budget** and considers **Special** and **Emergency Appropriations** as set forth in CHAPTER 6. The Legislative Council shall have the power to enact, amend or repeal ordinances as set forth in CHAPTER 5.
- (b) Membership and Terms:
 - (1) The Legislative Council shall consist of 12 members, 4 of whom shall be elected from each of 3 **Legislative Council Districts**, established in accordance with Section 3-10 of this Charter.
 - (2) The term of office shall be two years.
- (c) The Legislative Council, from time to time, may adopt rules of procedure to govern its functions not inconsistent with the requirements of this Charter, provided such rules are adopted by at least eight (8) affirmative votes.
- (d) Meetings – The Legislative Council shall adhere to the following:
 - (1) The first meeting of the newly elected Legislative Council, chaired by the Town Clerk, shall be held within 6 days after the members take office.
 - (2) Regular meetings shall be held twice a month, except when there is no business to conduct. The chairman shall notify the Town Clerk and the membership of the cancellation. The chairman may call special meetings as deemed necessary.
 - (3) Notice shall be given to all members of the Legislative Council of the time and place at which all regular and special meetings are to be held. Each notice shall include the meeting agenda and shall be delivered at least 3 days before the meeting and filed with the Town Clerk and made available for public inspection.

- (4) The Legislative Council may hold an emergency meeting at the immediate call of the chairman. The meeting shall be subject to ratification of the chairman's decision that an emergency existed by at least eight (8) affirmative votes. The nature of the emergency shall be set forth fully in the minutes of the meeting.
- (5) Seven members of the Legislative Council shall constitute a quorum at all meetings for the transaction of business.
- (6) The agenda of each regular or special meeting of the Legislative Council shall be prepared by the chairman. The agenda shall also include any matter or item, including without limitation any action or ordinance, set forth in a written request filed with the chairman not less than 7 days prior to such meeting by:
 - (i) Any member of the Legislative Council;
 - (ii) The First Selectman; or
 - (iii) Not less than 80 **Resident Electors** of the **Town**. Any such request filed by 80 **Resident Electors** shall contain the resolution or ordinance on which action is sought. Prior to appearing on an agenda, the resolution or ordinance shall be submitted to the Town Attorney, by the chairman of the Legislative Council, for his opinion as to the power of the Legislative Council to act thereon. Such opinion or approval shall not be unreasonably delayed.
- (7) Any **Resident Elector** of the **Town** may speak during a portion of each regular or special meeting on any matter on the Agenda of that meeting or any other item, subject to such conditions, rules and regulations as may be established from time to time by the Legislative Council, including the right to limit public participation in the working sessions on the budget.
- (8) Subject to appropriate rules of order adopted by the Legislative Council and Connecticut law on freedom of information, matters not on the agenda may be discussed. No action shall be taken by the Legislative Council on any matter unless it appears on the agenda sent to Legislative Council members with the notice of the meeting unless emergency action is required at any regular or special meeting at which it is found by at least eight (8) affirmative votes that an emergency exists or at an emergency meeting called as set forth in Subsection 2-105(d)(4).

2-110 First Selectman

- (a) Summary of General Responsibilities: The First Selectman shall be the Chief Executive and Administrative Officer of the **Town** and shall have the powers and duties of First Selectmen prescribed by this Charter and the **General Statutes**.
- (b) The First Selectman shall be responsible to the Board of Selectmen for the administration of departments under the direct supervision of the Board and shall execute or cause to be executed regulations or resolutions voted by the Board of Selectmen and **Town** ordinances voted by the Legislative Council.
- (c) The First Selectman may declare, by resolution, a state of emergency, should he or she find that a state of emergency exists within the **Town**, requiring immediate action to protect the health, safety or general welfare of the citizens. The resolution shall include the exact nature of the emergency and be simultaneously published by the most effective means available. The declaration shall be effective for a period of time not to exceed 5 calendar days. The emergency declaration may be extended by an affirmation by the Legislative Council that a state of emergency still exists. Any actions necessary to deal with such emergency proposed

during an extension shall be approved by the Legislative Council. The First Selectman shall take such actions as are in the best interest of the **Town**.

- (d) At the first meeting following the **Town Election**, the Board of Selectmen shall choose a member of the Board who shall serve as Acting First Selectman during the absence, incapacity or disability of the First Selectman. Such person shall perform all duties during such time as the Board may designate by resolution or regulation.

2-115 Board of Selectmen

- (a) Summary of General Responsibilities: The Board of Selectmen shall supervise the administration of the affairs of the **Town**, except those matters which by the **General Statutes** or this Charter are exclusively committed to the Board of Education or other **Town Bodies**. The Board of Selectmen shall also be responsible for coordinating the activities of all the departments of the **Town** and for reviewing the present and future needs of the **Town**.

(b) Membership and Terms:

- (1) The Board of Selectmen shall consist of the First Selectman and two Selectmen.
 - (2) The term of office shall be two years.
- (c) The Board of Selectmen may exercise any of the powers conferred on towns by the **General Statutes** to the extent that the Legislative Council has not already acted by ordinance or resolution on such subjects and to the extent that such powers have not otherwise been granted or limited by this Charter to other **Town Bodies** or officers.
- (d) Except for the powers granted to the Board of Education by the **General Statutes**, the Board of Selectmen shall have sole power, subject to the provisions of this Charter and the **General Statutes** to:
- (1) Incur indebtedness in the name of the **Town** and to provide for the due execution of evidences of indebtedness issued by the **Town**, subject to the provisions of Section 7-10 of this Charter,
 - (2) Provide for the due execution of contracts for the **Town**, subject to the provisions of Subsection 7-15(e) of this Charter,
 - (3) Institute, prosecute or compromise any legal action or proceeding by or against the **Town**, subject to the approval of the Legislative Council and, when relevant, the affected department or **Town Body**,
 - (4) Defend the **Town** by legal action or proceeding,
 - (5) Apply for any financial assistance by the State of Connecticut and the United States Government including grants to fund any appropriation, subject to the provisions of Section 6-40 of this Charter,
 - (6) Take, purchase, lease, sell, or convey tangible personal property of or for the **Town**. **Real Property Acquisition and Disposition** is addressed in CHAPTER 8,
 - (7) Accept public highways, to approve the layout of public highways and related drainage, slope or other easements, to approve the **Acquisition** of real property or interests in real property for the purpose of widening or realignment of existing public highways and to grant utility easements across town-owned property for the good of the **Town**,
 - (8) Discontinue any town-owned public highway,
 - (9) Require such reports from any **Town Body** as may be useful in the performance of its duties,
 - (10) Submit annually to the Legislative Council a proposed budget for the next fiscal year subject to the provisions of Subsection 6-05(b) of this Charter.
- (e) The First Selectman with the approval of the Board of Selectmen may, by resolution, establish such advisory or study committees as they find desirable in the discharge of their duties.
- (f) The Board of Selectmen shall have regular meetings and provide a procedure for calling special meetings.
- (g) A majority of the Board of Selectmen shall constitute a quorum for the transaction of any business.

- (h) The Board of Selectmen may call joint meetings with other **Town Bodies**, by resolution or regulation, as may be useful in the performance of its duties subject to the provisions the **General Statutes**.

2-120 Board of Education

- (a) Summary of General Responsibilities: The Board of Education shall provide and maintain good public elementary and secondary schools and shall provide such educational activities as in its judgment will best serve the interests of the **Town**. The Board of Education shall perform all acts required of them by this Charter or as necessary to carry into effect the powers and duties imposed upon them by law.
- (b) Membership and Terms:
- (1) The Board of Education shall consist of 7 members.
 - (2) The term of office shall be 4 years.

2-130 Planning and Zoning Commission

- (a) Summary of General Responsibilities: The Planning and Zoning Commission is responsible to promote the orderly and coordinated development of the **Town**. The Commission controls and directs the use and development of property in the **Town**. The Planning and Zoning Commission, subject to the provisions of this Charter, shall have all of the powers and duties conferred and imposed by the **General Statutes** upon both Planning and Zoning Commissions. It acts as the Planning Commission for the Borough of Newtown and shall, to the extent that it is so empowered by ordinance of the Borough of Newtown, act as Zoning Commission for the Borough of Newtown.
- (b) Membership and Terms:
- (1) The Planning and Zoning Commission shall consist of 5 members and three alternates.
 - (2) The term of office for members and alternates shall be four years and two years, respectively.

2-135 Town Clerk

- (a) Summary of General Responsibilities: The Town Clerk, who shall also be the Registrar of Vital Statistics, is responsible for administrative work for the **Town** including the maintenance and safe-keeping of a variety of official municipal documents; issuance of various licenses and permits; and the recording of various documents and vital statistics.

(b) Membership and Terms:

(1) There shall be one Town Clerk.

(2) The term of office shall be four years.

(c) The Town Clerk shall exercise the powers and perform the duties of a Town Clerk as provided by the **General Statutes** except as hereinafter provided and shall perform such other duties as required by this Charter.

(1) The receipts to be paid to the Town Clerk shall be collected in accordance with the provisions of the **General Statutes** or this Charter or ordinances of this **Town** and shall be deposited with the Finance Director of the **Town**.

(2) The Town Clerk shall also keep a record of receipts, which shall show the amounts thereof and for what received.

2-140 Registrars of Voters

(a) Summary of General Responsibilities: The Registrars of Voters are responsible for voter registration and the administration of all elections. They also assist candidates, the public, and the parties in the preparation of specialized voter lists and individual requests for voter information.

(b) Membership and Terms:

(1) There shall be two Registrars of Voters for the **Town** at large, one from each political party.

(2) The term of office shall be four years.

2-145 Board of Assessment Appeals

(a) Summary of General Responsibilities: The Board of Assessment Appeals shall hear and decide appeals from property owners regarding the assessment of their property as and when provided by the **General Statutes**.

(b) Membership and Terms:

(1) The Board of Assessment Appeals shall consist of three members.

(2) The term of office shall be four years.

2-150 Board of Managers of Edmond Town Hall

(a) Summary of General Responsibilities: The Board of Managers of the Edmond Town Hall shall have the exclusive care and maintenance of Edmond Town Hall and all grounds and buildings appurtenant thereto and shall have the status, powers and duties set forth in Special Act No. 98 of the 1931 session of the General Assembly as amended by Special Act No. 517 of the 1953 session of the General Assembly, which acts shall remain in full force and effect, except to the extent superseded or revised by this Charter.

(b) Membership and Terms:

(1) The Board of Managers of the Edmond Town Hall shall consist of six members.

(2) The term of office shall be six years.

2-155 Zoning Board of Appeals

- (a) Summary of General Responsibilities: The Zoning Board of Appeals has powers as provided in Section 8-6 of the **General Statutes**, including but not limited to granting variances of zoning regulations and hearing appeals.
- (b) Membership and Terms:
 - (1) The Zoning Board of Appeals Board shall consist of five members and three alternates.
 - (2) The term of office for the members and the alternates shall be four years and two years, respectively.

2-160 Board of Police Commissioners

- (a) Summary of General Responsibilities: The Board of Police Commissioners shall maintain a Police Department in the **Town** and shall appoint a Chief of Police. In addition, the Board of Police Commissioners serves as the traffic authority of the **Town** and is authorized to act as the Civilian Review Board with all powers as set forth in the Connecticut General Statutes.
- (b) Membership and Terms:
 - (1) The Board of Police Commissioners shall consist of five members.
 - (2) The term of office shall be four years.
- (c) The Board of Police Commissioners shall, subject to budgetary limitations, have all of the powers now or hereafter granted to Boards of Police Commissioners by the **General Statutes** and, in addition to and not in limitation thereof, shall have the power to:
 - (1) Make all the regulations necessary to organize and maintain the Police Department including, without limitation, the establishment of ranks within said Department and the duties and responsibilities of each such rank.
 - (2) Appoint and promote members and officers of the Police Department in accordance with said regulations. Such members and officers shall continue to hold office during good behavior.
 - (3) Suspend and remove members and officers of the Police Department for cause in accordance with said regulations. A violation of the regulations adopted by the Board of Police Commissioners shall be sufficient cause for removal.
- (d) The Chief of the Police Department shall not be dismissed unless written notice of the specific grounds for such dismissal is given, as well as an opportunity to present a defense, personally and by counsel, at a public hearing before the Board of Police Commissioners. Such public hearing shall be commenced not less than 5 nor more than 10 days after such notice. Any person so dismissed may appeal in the manner described by Section 7-278 of the **General Statutes**.
- (e) The members and officers of the Police Department shall have the authority with respect to the service of criminal process and the enforcement of the criminal laws as vested by the **General Statutes** in officers and members of an organized police department or force.

2-200 Appointive Authorities, Boards, Commissions and Officers

2-201 General Provisions

- (a) Board and commission members and authority delegates shall be appointed by the First Selectman with the approval of the Board of Selectmen unless hereinafter specified. All appointments to fill unexpired terms shall be for the duration of said unexpired term only.
 - (1) A First Selectman whose position as First Selectman will end as a result of not being re-elected to the office shall not make appointments from the date of the **Town Election** to the end of his/her term. The period from the **Town Election** to the beginning of the next term shall not be counted in the 45 days referred to in Subsection 2-32(a).
- (b) Appointive boards, other than those required by this of this Charter, may be created, abolished and consolidated; their powers and duties established, altered and repealed; and the number and terms of office of their members established and changed by ordinance.
- (c) Appointive boards required by this Charter or hereafter created by ordinance other than the Board of Fire Commissioners and the Board of Ethics may, in their discretion, appoint associate members, with voice but without vote, for terms no longer than the terms of members of the appointing board.

2-205 Aging, Commission on

- (a) Summary of General Responsibilities: There shall be a Commission on Aging to advocate for seniors and identify the needs of and coordinate services and programs that support the well-being of Newtown senior residents and act as their agent for other Federal, State or **Town** boards, commissions, authorities or agencies or local private groups to carry out programs for senior residents.
- (b) Membership and Terms:
 - (1) The Commission shall consist of 9 regular members and 3 alternate members.
 - (2) The term of office shall be three years for regular members and two years for alternate members.

2-215 Conservation Commission

- (a) Summary of General Responsibilities: There shall be a Conservation Commission, as established by ordinance, for the development and conservation of natural resources within the territorial limits of the **Town**. The Commission shall advise on the appropriate use and management of the natural resources for the **Town**.
- (b) Membership and Terms:
 - (1) The Commission shall consist of 7 members.
 - (2) The term of office shall be four years.

2-220 Cultural Arts Commission

- (a) Summary of General Responsibilities: The Newtown Cultural Arts Commission shall exist to stimulate, facilitate, coordinate and cooperate with existing organizations for the development of the arts. It shall serve as an information center and focal point in the community for activities related to the arts.
- (b) Membership and Terms:

- (1) The Commission shall consist of nine members.
- (2) The term of office shall be three years.

2-225 Economic Development Commission

- (a) Summary of General Responsibilities: There shall be an Economic Development Commission which will seek to implement orderly and planned economic development while always keeping in mind the character of the **Town**.
- (b) Membership and Terms:
 - (1) The Commission shall be composed of nine members
 - (2) The term of office shall be three years.

2-230 Ethics, Board of

- (a) Summary of General Responsibilities: Board of Ethics shall administer the Code of Ethics, receive and hear complaints of violations of The Code of Ethics and respond to requests from public officials seeking advice on the conformity of actions with the Code of Ethics as set forth in CHAPTER 9.
- (b) Membership and Terms:
 - (1) The Board of Ethics shall be composed of six regular members and two alternate members.
 - (2) The term of office shall be four years.
 - (3) Members shall serve no more than two consecutive terms. In no event may any member serve said Board more than eight years in succession. Any member having served said Board for eight years in succession shall be ineligible for reappointment for two years after last serving on said Board.
 - (4) Each member may serve until his/her successor has been appointed.
- (c) A quorum shall consist of four members.

2-231 Fairfield Hills Authority

- (a) Summary of General Responsibilities: The Fairfield Hills Authority shall implement the master plan for the development of the Fairfield Hills campus adopted by the Newtown Planning and Zoning Commission.
- (b) Membership and Terms:
 - (1) The Fairfield Hills Authority shall consist of 8 members appointed by the First Selectman of the Town of Newtown, with the approval of the Board of Selectman.
 - (2) The term of office shall be three years.
- (c) Any vacancy on the Authority shall be filled immediately for the unexpired portion of the term by the First Selectman, with the approval of the Board of Selectmen. The provisions of the Charter of the Town of Newtown concerning minority representation shall apply to the membership of the Authority.
- (d) The Fairfield Hills Authority Chairperson shall preside at all meetings of the Authority. In the absence of the Chairperson, the Vice Chairperson will preside. At all meetings of the Authority, five members shall constitute a quorum for the transaction of business.

2-235 Fire Commissioners, Board of

- (a) Summary of General Responsibilities: Board of Fire Commissioners shall operate, supervise and manage the Newtown Fire Department. The Newtown Fire Department consists of all the volunteer fire companies located within the **Town** and under the supervision and management of a Board of Fire Commissioners.
- (b) Membership and Terms:
 - (1) There shall be a Fire Department consisting of all the volunteer fire companies located within the **Town**, under the operation, supervision and management of a Board of Fire Commissioners. Said Board shall be composed of 7 members unless increased in accordance with Subsection 2-235(b)(1)(iii). Members shall be chosen in the following manner:
 - (i) Each volunteer fire company, in accordance with its by-laws and regulations, shall appoint one member of said Board.
 - (ii) The full membership of the Board shall meet and appoint civilian commissioners as may be necessary to constitute the full membership. Appointed civilian members shall not be members of any **Town** fire company.
 - (iii) Each new volunteer fire company admitted to the Fire Department shall be entitled to appoint one additional new member of said Board and said Board shall also appoint one additional new civilian member in the manner prescribed in Subsections 2-235(b)(1)(i) and (ii).
 - (iv) Should a volunteer fire company fail to appoint a member of said Board, the commissioners shall within 30 days appoint a civilian member to fill the vacancy who shall not be a member of any fire company.
 - (2) The term of office shall be for three years.
- (c) The Board of Fire Commissioners shall be responsible for the financial management of the Fire Department and for the supervision and care of **Town** apparatus and equipment used by the Fire Department. It may set specifications which shall be followed in the purchase of apparatus, equipment and supplies by the **Town** for the Fire Department.
- (d) The organization, government, membership and management of the Fire Department shall be in accordance with the by-laws and regulations of the departments in effect on the effective date of this Charter. Such by-laws and regulations may be amended by the Board of Fire Commissioners. Amendments to the by-laws, however, shall become effective only on approval by a majority of the volunteer fire companies which are members of the Fire Department.
- (e) The Board of Fire Commissioners shall appoint a fire marshal and may appoint deputy fire marshals and fire policemen, who shall have the powers and duties prescribed for their offices by the **General Statutes** or by ordinance.

2-240 Inland Wetlands Commission

- (a) Summary of General Responsibilities: There shall be an Inland Wetlands Commission which shall act as the **Town's** Aquifer Protection Agency; establish, amend and administer the Inland Wetlands and Watercourses Regulations; and administer the Forest Practices Regulations of the **Town**.
- (b) Membership and Terms:

- (1) The Commission shall consist of seven members.
- (2) The term of office shall be four years.

2-245 Justices of the Peace

- (a) Summary of General Responsibilities: The powers and responsibilities of the Justices of the Peace include but are not limited to general oath giving powers, taking of acknowledgments, joining persons in marriage, and taking depositions.
- (b) Membership and Terms:
 - (1) There shall be 15 justices of the peace selected in accordance with and having the powers and duties prescribed by the **General Statutes**.
 - (2) The term of office shall be 4 years.

2-250 Parks and Recreation Commission

- (a) Summary of General Responsibilities: The Parks and Recreations Commission shall be charged with the care, management and supervision of all public parks and other areas set aside by the **Town** for recreational purposes or donated to the **Town** for such use. It shall undertake and develop such recreational program or programs as the needs of the **Town** require, provided there is an appropriation or private donations have been received for this purpose.
- (b) Membership and Terms:
 - (1) The Parks and Recreation Commission shall consist of 7 members.
 - (2) The term of office shall be two years.
- (c) The Parks and Recreation Commission is empowered to appoint ad hoc committees to assist with special projects.

2-255 Pension Commission

- (a) Summary of General Responsibilities: There shall be a Pension Committee, as established by ordinance, which shall perform the duties set forth in the Other Post-Employment Benefits (OPEB) Trust Agreement, as amended from time to time, relating to the management of the assets held in the OPEB Trust. The Commission shall have other powers and duties consistent with the **General Statutes** and as prescribed by ordinance.
- (b) Membership and Terms:
 - (1) The Committee shall be composed of seven members.
 - (2) The term of office shall be two years.

2-260 Public Building and Site Commission

- (a) Summary of General Responsibilities: The Public Building and Site Commission shall have control of supervision and construction of building projects including the improvement of lands, major new construction, alterations or extensions, furnishing or equipping of a building to be used for public purposes. The Public Building and Site Commission may decline the supervision of a project when it determines that the public interest would be better served by assigning supervision to one or more qualified entities.
- (b) Membership and Terms:
 - (1) The Commission shall be composed of seven members and two alternate members.

- (2) The term of office shall be four years for both members and alternates.
- (c) The Public Building and Site Commission is empowered to appoint ad hoc committees to assist with special projects.

2-265 Public Safety Committee

- (a) Summary of General Responsibilities: The Public Safety Committee shall review correctional safety and security issues at Garner Correctional Facility which affect the **Town**.
- (b) Membership and Terms:
 - (1) The Committee shall be composed of the warden or superintendent of the correctional facility. Other representatives shall be filled by the First Selectman in accordance with Subsection 2-201(a) of this Charter.
 - (2) Representatives appointed by the First Selectman serve at his or her pleasure.

2-270 Self-Funded Health Insurance Fund Commission

- (a) Summary of General Responsibilities: The Self-Funded Health Insurance Fund Commission shall be the stewards of the Self-Funded Health Insurance Fund.
- (b) Membership and Terms:
 - (1) The Commission shall be composed of three regular members and two alternate members.
 - (2) The term of office shall be three years.

2-275 Sustainable Energy Commission

- (a) Summary of General Responsibilities: The Sustainable Energy Commission shall identify, implement, and support renewable energy use, energy efficiency, and energy conservation programs in which the **Town's** residents, businesses, organizations, and **Town** agencies can participate and that may result in cost savings or a reduction in environmental impact to the **Town** or school district.
- (b) Membership and Terms:
 - (1) The Commission shall be composed of nine members.
 - (2) The term of office shall be three years.

2-280 Trustees of the Cyrenius H. Booth Library, Board of

- (a) Summary of General Responsibilities: The Cyrenius H. Booth Library shall be operated by the Board of Trustees and the Trustees shall have the status, powers and duties set forth in Special Act No. 108 of the 1931 session of the General Assembly as amended by Special Act No. 110 of the 1959 session of the General Assembly, which acts shall remain in full force and effect, except to the extent superseded or revised by this Charter.
- (b) Membership and Terms:
 - (1) The Board of Trustees shall consist of 16 members of which eight shall be appointed by the First Selectman with the approval of the Board of Selectmen. The remainder shall be elected by the vote of the remaining Trustees present and voting at a meeting warned for the purpose.
 - (2) The term of office shall be four years.

2-285 Water and Sewer Authority

- (a) Summary of General Responsibilities: The Water and Sewer Authority shall plan and direct the development, acquisition, financing, construction, operation and maintenance of such water supply, water distribution systems, and sewerage systems as may be required to properly serve the needs of the **Town**.
- (b) Membership and Terms:
 - (1) The Authority shall be composed of seven members two of whom shall be made on the recommendation of the Board of Burgesses of the Borough of Newtown.
 - (2) The term of office shall be four years.

2-300 Regional Authorities and Boards

2-305 Lake Lillinonah Authority

- (a) Summary of General Responsibilities: The **Town** shall participate in the Lake Lillinonah Authority to exercise all powers relating to improving water quality, the enforcement of boating laws on said lake, and such other powers as from time to time may be granted to the Authority by the legislative bodies of all member towns and Section 7-151a of the **General Statutes**.
- (b) Membership and Terms:
 - (1) Member towns shall be the Town of Newtown and can be other towns having Lake Lillinonah within their territorial limits.
 - (2) The Authority shall be composed of three delegates from each member town.
 - (3) The term of office shall be three years.

2-310 Lake Zoar Authority

- (a) Summary of General Responsibilities: The **Town** shall participate in the Lake Zoar Authority to exercise all powers relating to improving water quality, the enforcement of boating laws on said lake, and such other powers as from time to time may be granted to the Authority by the legislative bodies of all member towns and Section 7-151a of the **General Statutes**.
- (b) Membership and Terms:
 - (1) Member towns shall be the Town of Newtown and can be other towns having Lake Zoar within their territorial limits.
 - (2) The Authority shall be composed of three delegates from each member town.
 - (3) The term of office shall be three years.

2-315 Newtown Health District Health Board

- (a) Summary of General Responsibilities: The Newtown Health District Health Board shall preserve and improve the status of public health by (1) upholding and enforcing the Public Health Code of the State of Connecticut and such ordinances and regulations as may be adopted by the District Board of Health and (2) working with other providers of health services in the district to better coordinate existing programs and to plan and implement new health programs.

(b) Membership and Terms:

(1) Each municipality and/or Borough which has voted to become part of the District shall, by its Board of Selectmen, appoint a representative(s), based on population, to serve on the District Board of Health and may appoint an alternate to serve in the absence of said representative(s).

(2) The term of office shall be three years.

CHAPTER 3 ELECTIONS AND REFERENDA

3-05 Town Elections

(a) The election of **Town** officials shall take place at the **Town Election** during such hours as are established by the **General Statutes**.

(b) Special elections may be held in accordance with the **General Statutes**.

3-10 Legislative Council Districts

(a) There shall be 3 districts from which Legislative Council members are elected.

(b) The districts as presently established shall continue until the assembly and senatorial districts of the State of Connecticut are revised in accordance with Article Third, Section 6 of the Constitution of Connecticut.

(1) Within 60 days of the completion of said revision, the Registrars of Voters shall prepare proposed **Legislative Council District** lines for 3 districts having as nearly equal population as is practicable.

(2) Within 6 months of the completion of each such assembly and senatorial redistricting, the Legislative Council shall adopt, by at least seven (7) affirmative votes, final **Legislative Council District** lines.

3-15 Election of Boards and Commissions

(a) At each regular **Town Election**, there shall be elected:

(1) a Board of Selectmen consisting of the First Selectman and 2 Selectmen;

(2) a Legislative Council consisting of 4 members from each **Legislative Council District** as established in Section 3-10;

(3) three alternate members of the Planning and Zoning Commission;

(4) three alternate members of the Zoning Board of Appeals; and

(5) two members of the Board of Managers of the Edmond Town Hall.

(b) At each regular **Town Election** members of the Board of Education, the Planning and Zoning Commission, Board of Assessment Appeals, Zoning Board of Appeals, and the Police Commission shall be elected and the number to be elected shall be determined by the number of members whose terms expire on or before the December 1st after the election.

(c) At the regular **Town Election** following the Presidential Election, the Town Clerk shall be elected.

(d) At the Presidential election, there shall be elected Registrars of Voters.

(e) Regarding the Board of Education:

- (1) The number of votes given to an elector in an election year shall be equal to the number of seats up for election in said year.
- (2) Each political party shall have the right to nominate as many persons as there are vacancies on the Board, and those names shall be placed upon the ballot.
- (3) If the number of candidates who would be elected exceeds the maximum number established in the town Charter, then only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected. The next-highest-ranking candidates, not from such political party, shall be elected, up to the number of places to be filled in each election.

3-20 Elections for Vacated Seats

- (a) All vacancies in elective office shall be filled at the next regular **Town Election** except where prohibited by the **General Statutes** or at a special election called as provided in Section 9-164 of the **General Statutes** by the Board of Selectman or by application of **Resident Electors**.
- (b) The person appointed pursuant to Section 2-31 to fill a vacancy in an elective office shall serve only until a successor is elected to fill the vacancy at a special election or at the next regular **Town Election** and has qualified. A person elected to fill a vacancy and a person appointed to fill a vacancy, which is not to be filled at the next regular **Town Election** because such election is prohibited by the **General Statutes**, shall serve the remainder of the term.

3-25 Referendum

- (a) An **Annual Town Budget Referendum** [see Section 6-25] shall be held on the fourth Tuesday of April for adoption of the **Town Budget**. If necessary, additional budget referenda shall be held as provided in Subsection 6-25(b). The Legislative Council may recommend a referendum to approve **Special Appropriations** or **Real Property Dispositions** in excess of the Legislative Council's authority as established in Subsection 6-35(e).
- (b) There shall be a right of petition for a referendum from any of the following:
 - (1) any **Special Appropriation** made by the Legislative Council pursuant to Section 6-35 of this Charter;
 - (2) any proposed ordinance rejected, enacted, modified and enacted, or repealed by the Legislative Council pursuant to Section 5-05 of this Charter; and
 - (3) any vote by the Legislative Council to acquire, reserve or dispose of **Real Property** or an interest in **Real Property** taken in accordance with Subsections 8-05(b) and 8-10(d) of this Charter.
- (c) The exclusive procedure to obtain a referendum authorized by Subsection 3-25(b) shall be by petition signed by at least 5% of the **Resident Electors** listed in the last-completed registry list and filed with the Town Clerk no later than the close of business on the seventh day following the date on which the Legislative Council acted. The seven day period commences on the day that notice of the action of the Legislative Council is filed with the Town Clerk, unless the notice is filed after 12 noon in which case the period will commence on the next business day.
- (d) The form of any petition shall be submitted to the Town Clerk prior to being circulated and shall include the following:

- (1) The entire resolution acted upon by the Legislative Council that the petitioners desire to have acted upon by referendum.
- (2) A statement of the action the Legislative Council took with regard to such resolution.
- (3) A statement that the undersigned petitioners are opposed to the action of the Legislative Council and petition that the resolution be presented to the voters.
- (4) A circulator's statement meeting the requirements of the **General Statutes** shall appear on every sheet on which a petitioner's signature appears.
- (5) The date on which the circulator began to circulate the petition shall be set forth in the statement of the circulator.
- (e) No signatures on any petition circulated prior to the taking of action by the Legislative Council shall be counted in determining whether sufficient signatures have been received to force a referendum.
- (f) Upon receipt of a timely filed petition for referendum the Town Clerk shall immediately determine the number constituting 5% of the last-completed registry list, verify whether or not said number of electors have signed such a petition and report said fact to the Board of Selectmen.
- (g) Upon notice from the Town Clerk that a petition bearing sufficient verified signatures has been received, the Board of Selectmen shall warn a referendum to be held not less than 7 nor more than 14 days after the receipt of said petition by the Town Clerk, 5 or more days prior to the date of the referendum according to Subsection 1-25(b). In computing said 5 days, the day of the referendum shall be excluded, but the day of publication, Saturdays, Sundays and legal holidays shall be included. Eligibility to vote at a referendum shall be determined by Section 7-6 of the **General Statutes**. The referendum shall be held between the hours of 6:00 A.M. and 8:00 P.M. on the date set by the Board of Selectmen.
- (h) The question to be voted upon by referendum shall be the same resolution as was acted upon by the Legislative Council, without amendment.

CHAPTER 4 ADMINISTRATIVE OFFICERS

4-05 Finance Director

- (a) The First Selectman, with the approval of the Board of Selectmen and the Legislative Council, shall appoint a Finance Director to an indefinite term. The First Selectman, Board of Selectmen, and Legislative Council shall choose and consider all candidates for the position of Finance Director solely on the basis of such candidate's professional qualifications, character, training, and experience in the field of financial management.
- (b) The Finance Director shall report to the First Selectman as provided in Subsection 2-110(b) of this Charter.
- (c) The Finance Director shall:
 - (1) Keep all books of account of the **Town** and shall establish and maintain a general cost accounting system for all **Town Departments**, consistent with all State Laws and subject to the regulations adopted by the Legislative Council;
 - (2) Have all of the powers and duties imposed by the **General Statutes** or by special act or law on town treasurers, and shall be Treasurer of all funds held by the **Town**;

- (3) Receive and have custody of all funds belonging to or under the control of the **Town** or any **Town Department** or officer and shall make such deposits or investments as he or she deems in the best interest of the **Town** within the limits imposed on such deposits or investments by the **General Statutes**;
 - (4) Determine when to issue authorized notes or bonds consistently with the provisions of Section 7-10;
 - (5) Approve or disapprove of requisitions or other requests for disbursements of **Town** funds as provided for in Section 7-15; No disbursements of **Town** funds shall be made, except as authorized by the Finance Director;
 - (6) Prepare and keep a detailed budget document during the different phases of the **Annual Budget Process** as described in Section 6-10;
 - (7) Prepare **Financial Impact Statements** for **Special Appropriations**, gifts or financial assistance, and **Real Property Acquisition** in accordance with Sections 6-35, 6-40, and 8-05;
 - (8) Maintain a capital improvement plan of at least 5 years with annual adjustments to allow for fiscal flexibility in accordance with the regulations [see Subsection 5-10(b)] of the Legislative Council and submit an updated version of such plan annually to the Legislative Council no later than the fifteenth day of January each year;
 - (9) Prepare a cost analysis of all labor contracts, pension plans and insurance plans prior to the signing of any such contracts or plans; and
 - (10) Assist in all labor negotiations serving as a consultant to the labor negotiators representing the **Town**.
- (d) The Finance Director, with the approval of the First Selectman and Board of Selectmen and within the limits of the available appropriations, may hire qualified employees and delegate specific functions of the aforesaid duties. However, he or she shall at all times remain fully responsible for carrying out the duties and responsibilities imposed by this Charter.
 - (e) The First Selectman, with the approval of the Board of Selectmen and with the approval of the Legislative Council after a hearing before the Council, may remove the Finance Director from office, with or without cause.

4-10 Tax Collector

- (a) The First Selectman, with the approval of the Board of Selectmen, shall nominate and appoint a Tax Collector to a term of 4 years commencing the first day of February of 1990 and every February first every 4 years thereafter. The First Selectman and the Board of Selectmen shall choose and consider all candidates for the position of Tax Collector solely on the basis of such candidate's professional qualifications, character, training and experience. The Tax Collector need not be a resident of the **Town**. The person appointed to fill the vacancy shall serve the balance of the unexpired term. The Tax Collector shall have the powers, duties and compensation set forth in the provisions of Subsection 4-10(b) of this Charter.
- (b) The Tax Collector shall exercise the powers and duties of a Tax Collector as provided by the **General Statutes**, except as hereinafter provided, and shall perform such other duties as required by this Charter. The receipts to be paid to the Tax Collector shall be collected in accordance with the provisions of the **General Statutes** or this Charter or ordinances of this **Town** and shall be deposited with the Finance Director of the **Town**. The Tax Collector shall

also keep a record of receipts, which shall show the name of each person from whom money is received, the amounts thereof, and for what received. The expenses of the office will be provided for in the usual budgetary manner.

- (c) The Tax Collector shall receive a salary in lieu of all fees and other compensation.

4-15 Town Assessor

- (a) The First Selectman, with the approval of the Board of Selectmen, shall appoint an Assessor to a term of 4 years who shall be chosen solely on the basis of professional qualifications, character, training and experience. The Assessor need not be a resident of the **Town**. Expiration of each 4 year term shall be computed from expiration of the initial term on February 28, 1972. The person appointed to fill a vacancy shall serve the balance of the unexpired term. The Assessor shall have the powers and duties prescribed for the office by ordinance and the **General Statutes**.
- (b) The duties and responsibilities of the office, the minimum qualifications for office and the methods to be used in the selection of the Assessor, including methods and agencies of administration of professional examinations, shall be prescribed by ordinance.

4-20 Building Inspector

- (a) The First Selectman, with the approval of the Board of Selectmen, shall appoint a Building Inspector. The Building Inspector shall have the qualifications prescribed by the **General Statutes** and shall have such other qualifications as may be prescribed by regulation of the Board of Selectmen. The Building Inspector shall have such powers and duties as may be prescribed by ordinance and by the **General Statutes**.

4-25 Town Attorney

- (a) The First Selectman, with the approval of the Board of Selectmen, may appoint one or more Town Attorneys to furnish such legal services to any **Town Body** as the First Selectman authorizes.
- (b) The Legislative Council chairman may appoint, with the approval of the affirmative vote of at least eight (8) members of the Legislative Council, an attorney to furnish legal services to the Legislative Council.

4-30 Emergency Management Director

- (a) The Emergency Management Director shall be appointed in accordance with the **General Statutes**.

4-35 Department of Public Works

- (a) There shall exist within the **Town** a Department of Public Works administered by such employees having such supervisory and administrative functions as may be determined by the First Selectman, with the approval of the Board of Selectmen. The Department of Public Works shall perform such functions regarding the construction and maintenance of highways and the construction and maintenance of town-owned buildings and grounds, other than the Cyrenius H. Booth Library, the Edmond Town Hall and buildings the operation and control of which is vested in the Board of Education, as are assigned to it by the Board of Selectmen. Nothing herein shall be deemed to limit the First Selectman with the approval of the Board of Selectmen, from hiring independent contractors to perform such maintenance and construction. The Department of Public Works shall perform such maintenance on the Cyrenius H. Booth Library, the Edmond Town Hall and buildings subject

to the operation and control of the Board of Education as is requested by the Trustees of the Cyrenius H. Booth Library, the Board of Managers of the Edmond Town Hall and the Board of Education, provided funds have been appropriated or transferred to the account of the Department of Public Works as are necessary to fulfill the requests of said Trustees and Boards.

4-40 Employees

- (a) The First Selectman may establish hours of work, set wages or salaries within the range set by the Board of Selectmen, and hire, suspend or dismiss employees of the **Town**, except employees of the Board of Education and employees whose employment and removal are otherwise provided for by this Charter or by the **General Statutes**. The First Selectman may, by written order, delegate this power to other departments of the **Town** with respect to employees of such departments.
- (b) Uniform procedures for the recruitment and removal of any class of employees which the First Selectman may hire, suspend or dismiss, a general merit system and a pension plan for employees of the **Town** may be established by ordinance.
- (c) All appointed employees of the **Town** other than those who work for the Board of Education shall report to the First Selectman for administrative purposes.
- (d) Any employee, other than the Finance Director, who has been suspended or dismissed by the First Selectman and for whom no grievance procedure is provided in a collective bargaining agreement may within 15 days of his removal, request in writing a hearing before the Board of Selectmen which hearing shall be held within 15 days from the date of receipt of such request. The employee may appear at the hearing with counsel. The Board of Selectmen shall, within 15 days after the conclusion of the hearing, act to affirm, modify or reverse the action of the First Selectman.

4-45 Regular Constables

- (a) Not more than 7 constables shall be appointed by the First Selectman with the approval of the Board of Selectmen for a term of 2 years with no more than a bare majority from any one political party, and they shall have the powers and duties prescribed for constables by this Charter and the **General Statutes**.

4-50 Other Officers and Departments

- (a) The First Selectman, with the approval of the Board of Selectmen, shall appoint such other officers, committees or commissions as are required by the **General Statutes**.
- (b) The First Selectman, with the approval of the Board of Selectmen, may appoint such other officers as are authorized by the **General Statutes** or by ordinance, subject to the provision of necessary appropriations.
- (c) The First Selectman with the approval of the Board of Selectmen may establish and maintain, subject to the provision of necessary appropriations, other departments for the administration of functions of the **Town**.

CHAPTER 5 LEGISLATIVE PROCESSES

5-05 Ordinances

- (a) The Legislative Council, by majority vote consisting of at least six (6) affirmative votes, shall have the power to make, alter and repeal ordinances not inconsistent with the Constitution

or **General Statutes** or the provisions of this Charter, for the execution of the powers now or hereinafter vested in the **Town** for the governance of the **Town** and management of its affairs, the preservation of good order and for the peace, health, welfare and safety of its inhabitants and the protection and security of their property.

- (b) Prior to action on an ordinance by the Legislative Council, it shall conduct a public hearing at which all persons interested shall be given a reasonable opportunity to be heard on the proposed ordinance.
- (c) Notice of the date, time and place of said hearing and the full text of any proposed ordinance shall be published in a newspaper having a substantial circulation in the **Town** at least 10 days before the day on which such hearing is to be held.
- (d) Action by the Legislative Council, either repealing, enacting, or modifying and enacting, or refusing to enact a proposed ordinance shall be taken within 30 days of the hearing held thereon.
- (e) Following action by the Legislative Council, notice of said action shall be according to Subsection 1-25(b) within 21 days of such Legislative Council action and filed with the Town Clerk. If the ordinance was modified and enacted as modified, notice of such action shall include publication of the full text of the ordinance as enacted.
- (f) Any ordinance enacted shall not become effective sooner than 14 days after the date of publication of such notice and, if no other date is given as the effective date of such ordinance, shall become effective on the fifteenth day after publication. If a referendum is called in accordance with the provisions of Subsection 3-25(c) of this Charter, the effective date of such ordinance shall be suspended until the date of the day after the referendum.
- (g) The **Town** may enact ordinances relative to any matter on which the **Town** is empowered to act by law. If the Borough of Newtown has enacted an ordinance on the same subject, the ordinance enacted by the **Town** shall apply only to the portions of the **Town** outside the Borough.

5-10 Regulations

- (a) Where regulations of the Legislative Council are authorized by this Charter, they shall be adopted, amended or repealed by majority vote of the Legislative Council, consisting of at least six (6) affirmative votes. Any proposed regulation, amendment or repeal shall be referred to the Board of Selectmen for comment or consultation prior to action. A similar referral shall be made to the Board of Education or other **Town Body** if its interests are affected. Referrals can be acted on by the Legislative Council after 90 days.
- (b) The development of the regulation governing the five year Capital Improvement Plan and any subsequent amendments to the regulation shall be the duty of the Legislative Council.
- (c) Following action by the Legislative Council, the full text of the regulation adopted or as amended shall be filed with the Town Clerk within 10 days of such action. Regulations enacted or amended shall become effective on the fifteenth day after such action.

5-15 Emergency Ordinances

- (a) Any provision of this Charter to the contrary notwithstanding, the Legislative Council may by the affirmative vote of at least eight (8) of its members, enact emergency ordinances without a public hearing and without publication or other notice prior to enactment and without the right of the voters to petition for a referendum. The reasons for such emergency shall be stated explicitly in the vote of the Legislative Council enacting such ordinance and

the preamble of the ordinance shall set forth the existence and nature of the emergency and that the enactment of the ordinance is necessary for the immediate protection of the peace, health, welfare or property of the citizens of the **Town**. An emergency ordinance shall become effective immediately upon the notice thereof according to Subsection 1-25(b) and upon filing of the same with the Town Clerk. An emergency ordinance shall cease to be effective upon the expiration of a period of 60 days after its publication unless the ordinance shall be reenacted prior to the expiration of said period in accordance with the requirements set forth in Section 5-05 of this Charter, which action shall be subject to the right of referendum as set forth in Subsection 3-25(b) of this Charter.

CHAPTER 6 BUDGET PROCESSES

6-01 General Provisions

- (a) The following terms shall have the meaning ascribed to them in the referenced section of this Charter:

- (1) **Board of Education Budget** – Subsection 6-05(a),
- (2) **First Selectman's Budget** – Subsection 6-05(b),
- (3) **Board of Selectmen Budget** – Subsection 6-05(b),
- (4) **Town Budget** – Subsection 6-20(d),
- (5) **Annual Town Budget Referendum** – Subsection 6-25(a),
- (6) **Special Appropriation** – Subsection 6-35(a),
- (7) **Emergency Appropriation** – Subsection 6-35(a).

6-05 Preparation of the Board of Selectmen and Board of Education Budget Proposals

- (a) Not later than February 21st, in such form and with such supporting data as the Legislative Council shall require, the Board of Education shall submit to the Legislative Council an itemized estimate of expenditures proposed for the provision and maintenance of good public elementary and secondary schools and an itemized estimate of all revenue other than **Town** appropriations to be received by the Board of Education for its use during the next fiscal year (the "Board of Education Budget").
- (b) At such time and in such manner as the First Selectman may require, every **Town Department** other than the Board of Education shall present to the First Selectman an itemized estimate of the expenditures to be made by and revenues to be received by such departments during the next fiscal year. After such revisions as the First Selectman may make, the First Selectman shall submit a comprehensive estimate of expenditures (the "First Selectman's Budget") to the Board of Selectmen by February 1st. The estimates shall be accompanied by such other reports and information as the Board of Selectmen may require. The Board of Selectmen shall then revise the estimates, as it deems desirable, and submit the revisions to the Legislative Council in such form and with supporting data as the Legislative Council shall require no later than February 21st (the "Board of Selectmen Budget").

6-10 Role of the Finance Director

- (a) The Finance Director shall advise all **Town Departments** participating in the budget process at such times and manner as they may reasonably request.

- (b) The Finance Director shall create and maintain a budget document throughout the budget process described in Sections 6-05 through 6-25. Said document shall be comprised of the proposed **Board of Selectmen Budget** and a single line item representing the proposed Board of Education appropriation, which shall be the proposed Town Budget. Estimated revenues, including sources of such revenues, and an estimated tax levy shall be added by the Finance Director to the budget document.
- (c) The Finance Director shall be responsible for causing the publication of the proposed or recommended budgets whenever publication is required by the provisions of this Charter.

6-20 Preparation of the Proposed Town Budget by the Legislative Council

- (a) The Legislative Council shall have the following powers with respect to approval of any item in the proposed **Town Budget**:
 - (1) It shall have the power to reduce any item by a majority of at least six (6) affirmative votes;
 - (2) It may increase any item or add items above those provided in the proposed Town Budget by an affirmative vote of at least eight (8).
- (b) The Legislative Council shall hold working sessions and shall revise the proposed budgets as it deems desirable. The Legislative Council shall:
 - (1) Make such changes in any estimates or appropriations contained in the proposed budgets as it may deem proper;
 - (2) Add appropriations or estimated revenues not contained in the proposed budgets; and
 - (3) Approve a complete financial plan for the operations of the **Town** for the next fiscal year (the "Town Budget") which shall contain at least the following:
 - (i) A simple, clear, general summary of the contents, showing estimated revenues and total appropriations equal in amount;
 - (ii) The proposed expenditures in detail including provisions for any adjustments to the unassigned fund balance for the prior fiscal year, for debt service requirements, and for all other expenditures for the next fiscal year, including an appropriation for contingencies to be met from current revenues. All proposed expenditures should be classified in such manner as the Legislative Council with the advice of the Finance Director deems desirable;
 - (iii) The estimated proposed revenues and the amount required from taxes, which shall be the amounts expected to be received during the next fiscal year; and
 - (iv) An itemized comparative statement by classification of all actual expenditures and receipts during the last completed fiscal year and the budget appropriations for the current fiscal year as revised to a recent specified date, together with estimated revenues for the current fiscal year.
- (c) Upon production of the Town Budget, the Legislative Council shall cause sufficient copies thereof to be made available for general distribution in the office of the Town Clerk and

shall hold a public hearing thereon not later than the last Wednesday in March each year. At least five (5) days prior to said hearing, a notice of the public hearing together with a summary of the Town Budget showing proposed expenditures, anticipated revenues by major sources, and the amount of revenue to be raised, shall be noticed according to Subsection 1-25(b).

- (d) No later than the second Wednesday in April, the Legislative Council shall approve the proposed **Town Budget** to be submitted for final adoption at the **Annual Town Budget Referendum** (the "Town Budget"). If the Legislative Council shall not have approved a proposed **Town Budget** on or prior to said date, then the Board of Selectmen and Board of Education Budgets shall be submitted for adoption at the **Annual Town Budget Referendum**.
- (e) If the Legislative Council approves a project in the Capital Improvement Plan for appropriation and funding for an amount that exceeds the Legislative Council's authority, as established in Subsection 6-35(d), the Legislative Council shall use its best efforts to have the appropriation for the project added to the ballot for the **Annual Town Budget Referendum**.
- (f) Prior to the final approval of a proposed **Town Budget** by the Legislative Council, the Board of Selectmen and the Board of Education may amend the proposed budget(s).
 - (1) Prior to the **Annual Town Budget Referendum**, amendments shall be submitted to the Legislative Council. The Legislative Council shall vote on the amendments as if they were part of the proposed Board of Selectmen and Board of Education Budgets.
 - (2) Prior to subsequent budget referenda, should the Board of Selectman or Board of Education make any amendments to budget proposals, then the Legislative Council shall not thereafter increase the size of any such amended budget proposal.

6-25 Annual Town Budget Referendum

- (a) The proposed **Town Budget** shall be submitted for adoption at a referendum to be held on the fourth Tuesday of April between the hours of 6:00 A.M. and 8:00 P.M. (the "Annual Town Budget Referendum"). Notice of the **Annual Town Budget Referendum** and any subsequent referenda, as may be needed, and the proposed **Town Budget** together with the mil rate estimated to be necessary to fund said budget, shall be filed by the Legislative Council with the Town Clerk and noticed according to Subsection 1-25(b) at least five (5) days prior to the **Annual Town Budget Referendum**. At the **Annual Town Budget Referendum**, the proposed **Town Budget** shall be voted on as two appropriations; one for the Board of Selectmen, and one for the Board of Education. The two appropriations shall be approved individually by a majority vote. The questions on the **Annual Town Budget Referendum** ballot shall be as follows:

Shall the sum of \$ ____ be appropriated for the Board of Selectmen for the fiscal year?

Shall the sum of \$ ____ be appropriated for the Board of Education for the fiscal year?

The **Annual Town Budget Referendum** ballots shall include two advisory questions as follows:

If the proposed sum of \$ ____ for the Board of Selectmen is not approved, should the revised budget be higher?"

Yes ____

No _____

If the proposed sum of \$ ____ for the Board of Education is not approved, should the revised budget be higher?"

Yes _____

No _____

- (b) In the event one appropriation fails and one is approved, the appropriation that is approved shall be considered adopted. In the event that a majority of those voting do not approve one or both appropriations of the proposed **Town Budget**, the Legislative Council shall amend only the non-approved appropriation or appropriations of the budget.
- (1) The Legislative Council shall reconsider and amend the proposed **Town Budget** within seven (7) calendar days. When amending the **Board of Selectmen Budget**, the Legislative Council shall confer with the First Selectman and members of the Board of Selectmen. When amending the **Board of Education Budget**, it shall confer with members of the Board of Education.
- (2) The Legislative Council shall act on changes to a proposed **Town Budget** not approved, in whole or in part, at a budget referendum as follows:
- (i) It shall have the power by a majority of at least six (6) affirmative votes to reduce any item or increase any item up to the proposed Town Budget. To increase any item above the proposed Town Budget shall require a majority of at least eight (8) affirmative votes;
- (ii) The Legislative Council may only add or increase items up to the amounts included in the proposed **Board of Selectmen** and the **Board of Education Budgets**, inclusive of any amendments made in Subsection 6-20(f).
- (3) The amended proposed **Town Budget** shall be filed with the Town Clerk and presented for adoption by vote at a referendum, pursuant to Subsection 6-20(c), not more than fourteen (14) days following the date the proposed **Town Budget** was filed with the Town Clerk. The ballot for each successive referendum shall include the applicable advisory question(s).
- (c) When an appropriation of the proposed **Town Budget** is approved by referendum vote, the action is final and not subject to additional referenda. Similarly if one or both appropriations of the budget fail, Subsection 6-25(b) shall be repeated until both appropriations are approved by referendum vote.
- (d) When a part or parts have been approved by majority vote, the Board of Selectmen and the Board of Education shall amend the proposed **Board of Selectmen** or the proposed **Board of Education Budget** to reflect the voter approved appropriations. Said amended budgets shall be available for public inspection.
- (e) In the event a **Town Budget** has not been adopted by July 1st, the **Town** may levy, collect and expend any monies in the manner provided for in the **General Statutes**.

6-26 Local Questions on Ballot

- (a) The Legislative Council, with a majority vote of at least six (6) affirmative votes, may place local questions on the **Annual Town Budget Referendum** ballot.

6-30 Laying of Taxes

- (a) Following the adoption of the **Town Budget** for the next fiscal year, the Legislative Council shall meet and, with due provision for estimated and uncollectible taxes, abatements and corrections, shall lay such tax on the last completed Grand List at a mil rate that shall be sufficient, with the income from other sources, to meet the estimated expenses of the **Town** for the next fiscal year. The tax laid shall be based on facts known and estimates made at the time the Legislative Council acts and may be different from the mil rate estimated prior to the **Annual Town Budget Referendum** or any subsequent referendum even though the budget adopted is the same as the budget recommended to the **Annual Town Budget Referendum** or any subsequent referendum.
- (b) The Tax Collector shall collect the tax in accordance with the **General Statutes**. Taxes shall be delinquent and interest charged in accordance with the **General Statutes** and any amendments thereto. Real estate tax bills shall be due and payable in 2 semi-annual installments, July 1 and January 1.

6-35 Special and Emergency Appropriations

- (a) A "Special Appropriation" is any appropriation of additional funds made during a fiscal year that is supplemental to an adopted **Town Budget** or capital project. An "Emergency Appropriation" is an appropriation required for an unforeseen or extraordinary event or threat to public health, safety, or welfare.
- (b) A request for a **Special** or **Emergency Appropriation** may be initiated by the First Selectman with the approval of the Board of Selectmen, by the Board of Education, or by the Legislative Council. The request shall include an estimate of the funds required, the reasons therefore, and a proposed method of financing. Methods of financing include, without limitation, issuing notes or bonds of the **Town** or laying a special tax on the Grand List last completed. The Finance Director shall prepare a **Financial Impact Statement** for requests for **Special Appropriations**.
- (c) If the First Selectman with the approval of the Board of Selectman initiates, or the Board of Education initiates an **Emergency Appropriation** request, the appropriation may be approved by a majority vote of the Legislative Council. If initiated by the Legislative Council, the **Emergency Appropriation** must be approved by the affirmative vote of at least eight (8) members of the Legislative Council.
- (d)
 - (1) The Legislative Council shall have the power to approve, without referendum, **Special Appropriations** in an amount not in excess of \$1,500,000 cumulative during a fiscal year. Said amount approved by the Legislative Council shall be cumulative as to the fiscal year. The total of **Special Appropriations** approved by the Legislative Council for all purposes during a fiscal year shall not exceed an amount equal to one mil on the most recently completed Grand List.
 - (2) The Legislative Council shall have the power to approve, without referendum, **Emergency Appropriations** in a cumulative amount for the fiscal year not in excess of an amount equal to one mil on the most recently completed Grand List. Said amount

approved by the Legislative Council shall be cumulative as to the fiscal year. Upon approval by the Legislative Council of Emergency Appropriations beyond said one mil, approval by referendum is required.

- (3) Only dollars sourced from property tax revenue and charges for services revenue shall be counted as part of the caps and limits on Special and Emergency Appropriations.
- (e) The Legislative Council shall have the power to make **Special Appropriations** of any amount that are necessary to implement agreements reached through the process of collective bargaining.
- (f) The Legislative Council shall recommend to a **Town** referendum all **Special** and **Emergency Appropriations** that equal or exceed the Legislative Council's authority.
- (g) The Finance Director may recommend to the Legislative Council a method of financing the **Special** or **Emergency Appropriation** that shall be included by the Board of Selectmen in the warning of the referendum.
- (h) If a **Special** or **Emergency Appropriation** is voted for a purpose requiring the expenditure or encumbrance of funds during a fiscal year for which an annual budget has been adopted but the tax has not yet been laid in accordance with Subsection 6-30(a) of this Charter, it may be financed by being included in the mil rate for said fiscal year.

6-40 Grants or Other Financial Assistance

- (a) Grants and other forms of financial assistance, whether from the State of Connecticut, the United States or any other source, shall be subject to review for their financial impact on the **Town**. The Finance Director or the **Town Department** requesting a grant or other form of financial assistance shall submit a **Financial Impact Statement** to the Legislative Council that evaluates the impact of the commitments and the conditions required of the **Town** by the grant or financial assistance on present and future **Town Budgets, Town Plans** for Development and Capital Improvement Plans. The Impact statement shall be submitted and reviewed before any action is taken that commits the **Town** to accept said grant or financial assistance.

CHAPTER 7 FINANCIAL PROCESSES

7-05 General Financial Process

- (a) The fiscal year of the **Town** shall begin on July 1st and end on June 30th.
- (b) The system of accounts used by the **Town Departments** shall be that prescribed by the **General Statutes** as supplemented by regulations adopted by the Legislative Council and in accordance with generally accepted accounting principles. The accounting system shall include a separate account for each appropriation showing the amount of the appropriation, the amounts paid or transferred to it, the unpaid obligations against it and the unencumbered balance of the appropriation.
- (c) The Legislative Council shall annually designate an independent, certified public accountant or firm to audit the books and accounts of the **Town** as required by the **General Statutes**. Said annual audit shall be accepted by the Legislative Council at its discretion..
- (d) All **Town Departments** and officers shall report and remit all receipts to the Finance Director as often as he or she may deem desirable but not more often than daily.

7-10 Bonding

- (a) The Finance Director shall seek bids from at least 3 lending institutions for all borrowings and the net bid most favorable to the **Town** must be accepted unless the Finance Director believes that it is in the best interest of the **Town** to reject all such bids, in which case all such bids may be rejected. The Finance Director may negotiate refunding and restructuring of existing bonds when it is financially advantageous. The re-negotiation may be done without securing bids.
- (b) Every resolution for the issue of bonds shall provide for a tax levy for each year to meet all serial installments of principal and interest and such amounts shall be included in a tax levy for each year until said bond shall have been paid in full.

7-15 Disbursements/Purchases

- (a) The Legislative Council shall keep under review the budget of the **Town** and shall by regulation prescribe periodic reports of receipts and expenditures for which purpose said Legislative Council shall have access to the books and records of any **Town Department**.
- (b) The regulations adopted by the Legislative Council shall also designate the forms and procedures for purchase orders to be drawn on the Finance Director by the Board of Education and the Board of Selectmen.
- (c) Neither the Board of Selectmen nor the Board of Education shall draw any order upon the **Town** unless the Finance Director confirms that there are appropriations within the requesting **Town Department** to cover the request.
 - (1) Before any **Town** funds are expended or encumbered or any contract is entered into, a requisition or other form of expenditure authorization request shall be signed by the department head or other authorized person which then shall be submitted to the Finance Director for approval and issuance of a purchase order. Each order shall designate the object for and the account upon which it is drawn.
 - (2) The Board of Education may make transfers within its own budget and shall report transfers within its budget in writing monthly to the Finance Director.
 - (3) When funds appropriated to the office of the Finance Director are spent or encumbered, purchase orders there for shall be signed by the First Selectman.
 - (4) The Finance Director, or another member of the Purchasing Authority shall issue all **Town** purchase orders. Further, the purchasing procedures adopted by the Legislative Council shall be followed.
- (d) The Finance Director, in conjunction with the First Selectman, shall be the Purchasing Authority for the **Town**. All supplies and contracts for services needed by **Town Departments** other than the Board of Education shall be procured through the Purchasing Authority. Supplies and services needed by the Board of Education may be procured through the Purchasing Authority when feasible.
- (e) No officer or **Town Department** shall expend or vote to incur any liability or expense by contract or otherwise, or enter into any contract that would obligate the **Town** to expend in excess of an approved departmental line item appropriation. For the purpose of this Charter, a line item means any expenditure for the current fiscal year to which the Legislative Council has assigned an appropriation account number. Any officer or member of a **Town Department** who, without authority from this Charter or the **General Statutes**, expends or causes to be expended any money of the **Town**, except in payment of final

judgments rendered against the **Town**, shall be liable in a civil action in the name of the **Town**, as provided in the **General Statutes**.

- (f) All sums not in excess of \$50,000 which may become due and payable to the **Town** or any **Town Department** by virtue of any loss or damage suffered by persons or property entrusted to the care, supervision or management of any such department shall be deposited in a special account and segregated by the Finance Director. Thereafter, the Finance Director shall use such sums so segregated to pay any bills incurred in the course of repairing or replacing such loss or damage by the **Town Department** in question, but such payments shall not exceed the lesser of the amount of money so deposited or the cost of repair or replacement. Any such money which is not so expended within one year from the date of its deposit shall cease to be segregated from the general fund of the **Town**, unless the **Town Department** that has incurred the loss or damage, notifies the Finance Director in writing before the expiration of said year that such repairs or replacements have been commenced or will be commenced within 90 days and will be completed on a date which will be specified in the aforesaid written notice, not to exceed 18 months.

7-20 Transfers

- (a) During the first 335 days of any fiscal year:
 - (1) The First Selectman and Finance Director may transfer unexpended and unencumbered balances of any appropriations within a department to another appropriation for the same department, which shall not exceed the sum of \$50,000.00. All transfers within a department that exceed the sum of \$50,000.00 shall require the approval of the Legislative Council.
 - (2) Upon the request of the Board of Selectman, the Legislative Council may transfer any unencumbered appropriation, balance or portion thereof from one department to another.
 - (3) All appropriations or transfers from a contingency account require the approval of the Legislative Council.
- (b) After the first 335 days, upon request of the Finance Director, the Legislative Council shall have the power to transfer, without limitation, the unexpended and unencumbered balances of any appropriation for one department to an appropriation for another department.
- (c) Nothing contained in Section 7-20 of this Charter shall affect any appropriation contained in, or transfers within, the budget of the Board of Education.

7-25 Financial Impact Statements

- (a) The Legislative Council in its regulations shall designate the form of the **Financial Impact Statement**.
- (b) No **Special Appropriation** shall be made, no purchase, grant nor gift of real or tangible personal property shall be accepted by any **Town Department** as provided in Sections 6-35, 6-40, and 8-05, until the Legislative Council has received and has had thirty-five days to give due consideration to a **Financial Impact Statement**.
- (c) **Financial Impact Statements** shall be prepared by the Finance Director as set forth in Subsection 4-05(c)(7).

CHAPTER 8 ACQUISITION OR DISPOSITION OF REAL PROPERTY

8-01 General Provisions

- (a) Definitions: The following terms shall have the meaning ascribed to them below.
 - (1) **Real Property:** The term “Real Property,” as defined herein, shall include any town-owned parcel of land, structure, or interest in such land or structures. The term **Real Property** shall not include parcels with an appraised value of less than \$20,000 nor leases that have terms, with options, of less than 5 years.
 - (2) **Acquisition:** The term “Acquisition” shall include, without limitation, the
 - (i) Receipt of real property as a result of non-payment of taxes or property exchanges,
 - (ii) Acceptance of gifts, with or without conditions,
 - (iii) Acceptance of a leasehold, or
 - (iv) Purchase of real property.
 - (3) **Disposition:** The term “Disposition” shall include the sale, exchange, abandonment, or other disposition of **Real Property** and shall also include any decision to permit leases of **Real Property**. The **Disposition of Real Property** shall be restricted to:
 - (i) **Real Property** that is not needed for municipal purposes now or in the foreseeable future,
 - (ii) **Real Property** that is required to facilitate the **Acquisition** of improved or unimproved **Real Property** for a project already funded, or
 - (iii) **Real Property** that is not under the management of another **Town Body**, as provided for in this Charter.
- (b) The **Town** shall have all the powers set forth in the **General Statutes** and in this Charter to acquire and dispose of **Real Property**. Detailed processes or procedures for the **Acquisition** and **Disposition of Real Property** shall be provided for in **Town** ordinances. If such ordinances are not available, the Legislative Council shall initiate the creation of such ordinances within 60 days of the effective date of this Charter. Such ordinances shall be consistent with requirements provided in Sections 8-05 and 8-10. For parcels with a value of less than \$20,000 or leases that have terms, with options, of less than 5 years Sections 8-05 and 8-10 need not apply.
- (c) If the transfer of **Real Property** provides consideration, in whole or in part, for the **Acquisition** of other real property, the appraised value of the transferred **Real Property** shall be included for the purpose of making an appropriation as if it were a cash payment.

8-05 Acquisition of Real Property

- (a) A recommendation to acquire real property shall be initiated by the First Selectman, with the approval of the Board of Selectmen, and presented to the Legislative Council.
- (b) The Legislative Council, subject to the availability of appropriations for the specific purpose, may authorize the **Acquisition** of real property with a majority consisting of at least six (6) affirmative votes. Exceptions to the power of the Legislative Council to acquire real property include the following:
 - (1) The Planning and Zoning Commission shall have the power to accept on behalf of the **Town** all open spaces, parks, playgrounds, real property for the purpose of widening or

realignment of existing public highways, conservation easements, conservation restrictions, and easements for drainage, slope or similar purposes that it requires to be provided by a subdivider as a condition of subdivision approval. Title of said property shall be free and clear of all encumbrances that are unacceptable to the Planning and Zoning Commission.

- (2) The Board of Selectmen shall have the power to acquire real property for public highways and related purposes as provided in Subsection 2-115(d)(7).
- (c) Prior to a Legislative Council vote to acquire real property, the following shall be completed.
 - (1) The Finance Director shall prepare and submit a **Financial Impact Statement** to the Legislative Council, as provided in Section 7-25, for all property **Acquisition** other than those excepted in Subsection 8-05(b) and
 - (2) An appraisal of said real property from an appraiser licensed or certified by the State of Connecticut is required.
- (d) If the real property proposed to be acquired is for purposes for which a mandatory referral is required by Section 8-24 of the **General Statutes**, said referral shall be made before any action is taken.
- (e) As provided in Subsection 6-35(e), if the real property proposed to be acquired requires an appropriation of \$1,500,000 or more, said **Acquisition** shall require approval of a referendum.
- (f) Following the approval of the Legislative Council or referendum to acquire real property, the Board of Selectmen shall authorize an officer, board or commission to act on behalf of the **Town** in such **Acquisition**.

8-10 Disposition of Real Property

- (a) The First Selectman, with the approval of the Board of Selectmen and the Legislative Council by a majority vote of its membership, may propose the **Disposition of Real Property**.
- (b) **Real Property** acquired for non-payment of taxes shall be sold unless the Legislative Council by a majority of at least six (6) affirmative votes to retain said property.
- (c) After the proposal to dispose of **Real Property** is made the **Town** shall:
 - (1) Post a sign conspicuously on said **Real Property** within 14 days for the duration of the **Disposition**,
 - (2) Provide public notice of the availability of said **Real Property** according to Subsection 1-25(b) within 14 days,
 - (3) Have all properties affected in the proposed **Disposition** appraised by an appraiser licensed or certified by the State of Connecticut to ascertain their values both before and after the transaction.
 - (4) Circulate, within 5 days, the proposal for comment to all boards and commissions having an interest in the **Disposition** of said **Real Property**.
 - (5) Comply with **General Statutes**, when applicable, concerning the **Disposition** of public property, including but not limited to holding a public hearing [Section 7-163e of the **General Statutes**] and referring the proposed **Disposition** to the Planning and Zoning Commission [Section 8-24 of the **General Statutes**].

- (d) Upon meeting said requirements of Subsection 8-10(c), the Legislative Council may vote to sell or otherwise dispose of said **Real Property** as required by the **General Statutes**, if applicable, or by majority vote.
 - (1) The Legislative Council may recommend that the Board of Selectmen consider factors other than obtaining the highest price, such as considering the buyer's binding commitment to use the real property for a specific purpose and where there is a benefit to the **Town**.
- (e) Where the Legislative Council votes to sell or otherwise dispose of **Real Property** having an appraised value of \$1,500,000 or more said action shall require approval of a referendum.
- (f) Following the approval of the Legislative Council or referendum, if needed, to dispose of **Real Property**, the First Selectman is authorized to take all steps necessary to carry out the sale or other disposition, including:
 - (1) If the **Disposition** is to sell the **Real Property**, the First Selectman shall determine the method of sale that is in the best interest of the **Town**, including public auction or private sale – with or without listing the property for sale with a real estate broker. If the decision is made to sell the **Real Property** by private sale, the price and terms of the contract of sale shall be established by the First Selectman with the approval of the Board of Selectmen and confirmed by an affirmative vote of at least eight (8) members of the Legislative Council.
 - (2) If the **Disposition** is to permit the lease of **Real Property**, the First Selectman shall:
 - (i) Authorize an officer, board, commission or authority, if needed, to negotiate the term(s) of the lease(s),
 - (ii) Present the negotiated lease(s) to the Board of Selectmen for approval, and
 - (iii) Present the approved lease(s) to the Legislative Council for approval.

CHAPTER 9 ETHICS COMPLAINTS AND ADVISORY OPINIONS

9-05 Code of Ethics

- (a) The Code of Ethics shall guard against improper influence or the appearance of improper influence to better ensure public trust in the government. To that end, the Code of Ethics shall set standards on the conduct of all **Town** officials and employees as necessary or appropriate.
- (b) The Code of Ethics is an ordinance which can be amended in accordance with the procedures for amending ordinances except that the Board of Ethics, without a petition, may propose amendments. In the event that an amendment is so proposed, the Legislative Council shall have no more than 120 days to approve, modify or reject said amendment.
- (c) The Board of Ethics shall be charged with the administration of the Code of Ethics. The Board shall adopt and may amend reasonable rules and regulations for the administration of its proceedings. Prior to adopting or amending said rules and regulations, the Board shall hold a public hearing. Notice of the date, time and place of the public hearing, together with the text of the proposed amendment, shall be warned according to Subsection 1-25(b) not less than 10 days before the date of said hearing. All such rules and regulations, as currently amended, shall be made available at the office of the Town Clerk to any **Resident Elector** of the **Town**.

- (d) Whenever an officer, official, or employee of the **Town** is contemplating taking an action or participating in any proceeding and has any question concerning the conformity of that action or participation with the Code of Ethics, the officer, official or employee shall have the right to seek an advisory opinion of the Board. Such request must be submitted in writing and the resulting advisory opinion from the Board shall be in writing.

9-10 Procedure for Complaints

- (a) The Board of Ethics shall receive complaints of any violations of the Code of Ethics and shall, upon receipt of such complaints, investigate the same and may hold private investigations thereon if, in the opinion of the majority of the Board, said complaint warrants an investigation. Any complaint received by the Board must be in writing and signed by the individual making said complaint. Complaints made to the Board of Ethics shall not be made public unless and until the complaint is found to warrant a hearing. Upon receiving any complaint, the Board shall privately notify in writing the person against who said complaint has been filed, advising the concerned party of the specific nature of the complaint made and being investigated by the Board and the name of the complainant. Upon receipt of said notice from the Board, the party so notified that a complaint has been filed against him/her shall have the right to request a full hearing by the Board. In the event the Board decides that a hearing is required, or the person whose conduct is being called into question requests a hearing, said hearing shall afford the person whose conduct is called into question the right to cross-examine witnesses, to meet and answer the complaint, and to present evidence. No hearing may be conducted with fewer than 4 members of the Board in attendance.
- (b) In the event the Board shall receive complaints against any officer, official or employee of the **Town**, the investigation and disposition of which have been delegated to other boards or commissions created by the Charter or under the **General Statutes**, then the Board shall forward the complaint received to the appropriate board or commission. The board or commission to which such complaints are forwarded shall thereafter notify the Board of the disposition made of said complaint.
- (c) The Board shall report to the Board of Selectmen its finding as to whether or not a violation of the Code of Ethics has occurred, together with recommendation as to dispositions to be made. The First Selectman with the approval of the Board of Selectmen shall thereupon take such action as it may deem appropriate including, but not limited to, removal from office, suspension or censure of the person(s) who is the subject of the complaint or dismissal of the charges, except that elected officials may not be removed or suspended from office.
- (d) All opinions, finding and recommendations of the Board, whether advisory or at the request of a complainant, shall be kept on file in the office of the Town Clerk.
- (e) The Legislative Council, by regulation, may prescribe procedures permitting the reimbursement by the **Town** of any reasonable out-of-pocket expenses and attorney's fees incurred in connection with an appearance before the Board of Ethics by an officer, official or employee of the **Town**.

CHAPTER 10 TRANSITION AND MISCELLANEOUS

10-01 Effective Date

- (a) As originally adopted this Charter was effective at 12:01 A.M. October 9, 1961.

10-02 Amendment of the Charter

- (a) This Charter may only be amended in the manner prescribed by the **General Statutes**.
- (b) Within 5 years after submission of the final report of the most recent Charter Revision Commission, the Legislative Council shall appoint a Charter Revision Commission to review the Charter and any recommendations made by the Legislative Council.

10-03 Schedules of Superseded Acts

- (a) The following special acts shall have no force or effect after the effective date of this Charter:

Volume and Page of Special Acts

Board of Finance	Act of April 26, 1917 XVII 940
Certain Action with respect to organization	
Validated	Act of March 15, 1943 XXIV 15
Amendment Authorized	Act of March 25, 1943 XXIV 45
Amendment Authorized	Act of July 8, 1943 XXIV 359
As amended	Act of May 22, 1957 XXVIII 413
Biennial Town Elections	Act of April 21, 1943 XXIV 91
Police and Fire Departments	Act of March 31, 1943 XXIV 57
Small Claims Court	Act of April 21, 1943 XXIV 98
Regional School Districts	Act of December 21, 1949 XXIV 13
Enactment of Ordinance	Act of April 25, 1957 XXVIII 139

10-04 Savings Clause

- (a) If any section, subsection, sentence, phrase, clause or word of this Charter shall be held invalid by a Court of competent jurisdiction, such holding shall not affect the remainder of this Charter, except to the extent that some other word, clause, phrase, sentence, subsection or section may be inseparably connected in meaning and effect with the section, subsection, sentence, phrase, clause or word to which such holding shall directly apply.
- (b) Any reference to the **General Statutes** means as said Statutes may be amended from time to time.

PROPOSED CHARTER
(REDLINED MARKUP)

Charter of the Town of Newtown State of Connecticut

ADOPTED OCTOBER 2, 1961

REVISED OCTOBER 7, 1963

REVISED NOVEMBER 8, 1966

REVISED MAY 3, 1971

REVISED MAY 7, 1973

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REVISED NOVEMBER 6, 2012

ADOPTED NOVEMBER 8, 2016 - EFFECTIVE DECEMBER 8, 2016

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TOWN OF NEWTOWN

PREAMBLE

CHARTER

We, the proprietors and inhabitants of the Town of Newtown, being duly qualified electors of the State of Connecticut, and in the exercise of those privileges, liberties and powers which we have enjoyed since the eleventh day of October, 1711, in order to preserve and protect the property and personal well-being and to promote the individual and general welfare of all our citizens, do hereby declare that this Charter shall constitute our form of government.

CHAPTER 1 INTRODUCTION

1-01 Incorporation

- (a) All the inhabitants dwelling within the lawfully defined territorial limits of the Town of Newtown shall continue to be a body politic and corporate under the name of the "Town of Newtown", hereinafter called "the Town". As such, it shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by the **Town** and not inconsistent with the provisions of this Charter and all powers and privileges conferred upon towns under the **General Statutes** of the State of Connecticut.

1-05 Rights, Obligations and Actions Continued

- (a) All property interests, both real and personal, all actions, causes of action, defenses thereto and rights of every description and all liens possessed by the **Town** as of the effective date of this Charter shall be continued in the **Town**. The **Town** shall continue to be liable for all debts and obligations of every kind for which the **Town** is liable on that date. Nothing herein shall be construed to affect the right of the **Town** to collect any assessment, charge, debt or lien. Any rights or obligations of a **Town Department** that would fail, lapse or fall into breach by reason of any change in the powers, organizations or duties of **Town** officers, boards, commissions or authorities resulting from this Charter shall be assumed by the Board of Selectmen, unless otherwise provided by ordinance, resolution or the terms of this Charter.

1-10 Powers of Town

- (a) In addition to all powers granted to towns under the State of Connecticut Constitution and the **General Statutes**, the **Town** shall possess all powers granted by this Charter and all powers proper, incidental or convenient to their exercise. The **Town** shall also possess the powers incident to the management of its property, government and affairs, including the capacity and power to enter into contracts with the United States or any Federal Agency, and the State of Connecticut or any political instrumentality thereof, for any purposes not prohibited by law.

1-15 Effect of Charter

- (a) This Charter shall be the organic law of the **Town** in the administration of its local affairs. Special acts and ordinances inconsistent with this Charter and superseded by it shall have no further force or effect after the effective date of this Charter. Other special acts affecting the **Town**, and all other ordinances and resolutions duly adopted and in force before the

effective date of the Charter, remain in force, but shall not apply whenever they conflict with the provisions of this Charter.

1-20 Summary of Governance

- (a) The Chief Executive and Administrative Officer of the **Town** shall be the First Selectman.
- (b) The administrative body of the **Town** shall be the Board of Selectmen.
- (c) The legislative body of the **Town** shall be the Legislative Council.

1-25 General Provisions

The following provisions shall apply throughout this Charter unless otherwise specified:

- (a) Definitions: The following terms (in bold text throughout the document) shall have the meaning ascribed to them below.
 - (1) **Financial Impact Statement**: The term "Financial Impact Statement" shall describe a document that includes the analysis of all costs and liabilities to be incurred by the **Town** as a result of the use of a **Special Appropriation**, grant or gift of real or tangible personal property.
 - (2) **General Statutes**: The term "General Statutes" shall be used in this Charter when referring to the Connecticut **General Statutes**, as amended.
 - (3) **Legislative Council District**: The term "Legislative Council District" shall be used in this Charter as defined in Section 3-10.
 - (4) **Resident Elector**: The term "Resident Elector" shall describe a person who is registered to vote in the **Town** and whose principal residence is in the **Town**. A person who has filed an application for the retention of electoral privileges with the Registrar of Voters shall be considered a **Resident Elector** for so long as the application for retention of elector privileges is in effect.
 - (5) **Town**: The term "Town" shall be used in this Charter as defined in Subsection 1-01(a).
 - (6) **Town Body**: The term "Town Body" shall include the Legislative Council and each board, commission, and authority defined herein and any other body or group which is designated a **Town Body** by the Legislative Council.
 - (7) **Town Department**: The term "Town Department" shall include, for example, the offices of the Tax Collector, Town Clerk, Assessor, Registrar of Voters, Public Works Department, Board of Education, and any other **Town Body** to which funds are appropriated in the **Town Budget** and any other body or group which is designated a **Town Department** by the Legislative Council on or before October 1st in the year prior to the adoption of the **Town Budget**. Notwithstanding the foregoing, The Board of Education shall be exempted from the definition of "Town Department" to the extent that it is inconsistent with their statutory authority.
 - (8) **Town Election**: The term "Town Election" shall be used for elections held bi-annually on the Tuesday after the first Monday of November in the odd-numbered years.
 - (9) Budget related definitions are contained in Subsection 6-01(a).
 - (10) Real property acquisition and disposition related definitions are contained in Subsection 8-01(a).

(b) Public Notice: In any instance in which public notice is required the same shall be served by causing its publication in a newspaper having a substantial circulation in the **Town** unless a different method of notice is provided for in the **General Statutes**.

CHAPTER 2 MEMBERSHIP, RULES, AND DUTIES FOR NEWTOWN OFFICES

2-01 General Provisions

- (a) All members and alternates of **Town Bodies** shall have the powers and duties conferred and imposed on them by the **General Statutes**, the provisions of this Charter, and the regulations or by-laws of and for the body on which they serve. Members and alternates of appointive **Town Bodies** shall also be subject to the powers and duties prescribed by ordinance, if such ordinance exists.
- (b) The rules contained in the then current edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with this Charter and any special rules of order that may be adopted.
- (c) All elected and appointive **Town Bodies** may make rules for the conduct of their meetings and the manner for accomplishing their duties. Such rules shall be filed with the Town Clerk. Should any such rules be in conflict with this Charter or the General Statutes, this Charter or the General Statutes, as applicable, shall prevail.
- (d) The First Selectman shall be an ex officio member of all **Town Bodies**, but without vote and not counted for the purpose of having a quorum except as a member of the Board of Selectmen. The First Selectman shall be given reasonable notice of all meetings of **Town Bodies** by their chairmen or secretaries, and may in writing appoint another member of the Board of Selectmen to represent him or her at any meeting of such **Town Body**.
- (e) All elective and appointive officers, before they enter on their duties, shall take the oath or affirmation prescribed by Article XI, Section 1 of the Constitution of the State of Connecticut, as follows: "You do solemnly swear (or affirm, as the case may be) that you will support the Constitution of the United States and the Constitution of the State of Connecticut, as long as you continue to be a citizen thereof, and that you will faithfully discharge, according to law, the duties of the office of _____ to the best of your abilities. So help you God." No other oath or affirmation shall be required.

2-05 Eligibility

- (a) Unless otherwise specified, only **Resident Electors** of the **Town** shall be eligible for election to any **Town** office or appointment to any appointive board. Any person ceasing to be a **Resident Elector** of the **Town** shall thereupon cease to hold elective or appointive office in the **Town** and the office shall be deemed vacant.
- (b) No person shall hold more than one elective office of the **Town** at the same time.
- (c) Any **Resident Elector** of the **Town**, regardless of whether they have party affiliation, may run for public office. Specifics regarding procedures for securing a position on the election ballot are available by contacting the Elections Division of the Secretary of the State's Office, the Town Clerk's Office, or the Registrar of Voters' Office.
- (d) Specific rules regarding eligibility for certain offices or **Town Body** are contained in the following subsections discussing such **Town Body**:
 - (1) First Selectman: The First Selectman shall have no other full time employment nor hold any paid civil office under the government of the United States, the State of Connecticut, or any subdivision thereof, except that of Notary Public and Justice of the Peace.
 - (2) Board of Selectmen: No member of the Board of Selectmen, while in office, shall hold or be appointed to any other office or employment in the government of the **Town**.

- (3) Legislative Council: No member of the Legislative Council shall hold or be appointed to any other **Town** office or **Town Body**. Except as provided for in Subsection 2-30(b), members of the Legislative Council shall reside in the **Legislative Council District** from which they were elected.
- (4) Police Commission: No member of the Board of Police Commissioners shall be a member or officer of the Newtown Police Department, the Chief of Police, or a member of any other **Town Body**.
- (5) Board of Fire Commissioners: Eligibility to serve on the Fire Commission is described in Subsection 2-235(b).
- ~~(6) Building Appeals Board: Members shall be qualified by training and experience on matters pertaining to building construction. Subsection 2-05(a) shall not apply.~~
- ~~(7)~~(6) Public Building and Site Commission: Members shall include those who are qualified by training and experience on matters pertaining to building design, construction or contractual instruments.

2-10 Minority Representation

- (a) Except as specifically provided in this section, the maximum number of members of a **Town Body**, whether elected or appointed, who are members of the same political party shall be determined in accordance with the provisions of Section 9-167a of the **General Statutes**. In addition, the maximum number of alternate members for any given board or commission shall also conform to the provisions of 9-167a. To Wit:

Total Membership	Maximum for One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
more than 9	2/3rds of total membership

- (b) Exceptions are as follows:

- (1) Legislative Council: The number of members of any one political party who may serve on the Legislative Council shall not exceed 3 of the 4 members elected from each **Legislative Council District**.
- (2) Board of Education: The number of members of any one political party who may serve on the Board of Education shall not exceed 4.
- (3) Police Commission: The number of members of any one political party who may serve on the Police Commission shall not exceed 3.
- (4) Board of Managers of the Edmond Town Hall: At each regular **Town Election**, 2 members of the Board of Managers of the Edmond Town Hall shall be elected, neither of whom may be members of the same political party.

- (5) Board of Fire Commissioners: Provided members are appointed as set forth in this Charter, the Board of Fire Commissioners shall be exempt from the provisions for minority representation.
- (6) Board of Ethics: At no time shall more than 3 regular members and one alternate member of the Board of Ethics be of the same political party.
- (7) Public Building and Site Commission: The Public Building and Site Commission shall have no more than 4 members and one alternate member from one political party.
- (8) Justices of the Peace: The political affiliation of Justices of the Peace shall be determined as provided in the **General Statutes** [see Section 9-183a, et seq.].
- (c) As provided in Section 9-167a of the **General Statutes**, minority representation limitations in Subsection 2-10(a) shall not apply to regional bodies.

2-15 Terms and Term Limits

- (a) The term lengths and term limits, if any, for every elected official, elected or appointed member of **Town Bodies** are set forth in sections establishing said office or **Town Body**.
- (b) The terms of office of all elected officials shall commence on the December 1st following their election unless otherwise provided by a specific provision of this Charter or the **General Statutes**. Each elected official shall hold office until a successor is elected and has qualified.
- (c) The terms of office of members of all appointive **Town Bodies** shall commence on January 7th except for the Trustees of the Cyrenius H. Booth Library whose terms shall commence on July 1st, or as otherwise required by law.
- (d) The terms of appointment to any appointive **Town Body**, ~~except the Building Appeals Board~~, shall not exceed 4 years.
- (e) The terms of members seated on appointive **Town Bodies** shall be established to expire, as nearly as possible, at regularly staggered annual intervals, unless otherwise provided by this Charter or by the **General Statutes**.

2-20 Officers of the Legislative Council, Boards, Commissions, and Authorities

- (a) The First Selectman shall be the chairman and shall preside over meetings of the Board of Selectmen. The First Selectman shall not be an officer on any other **Town Body**.
- (b) All other **Town Bodies** shall elect from their number a chairman during the first meeting.
- (c) The members of the Legislative Council shall also elect from their number a vice chairman during the first meeting.
- (d) The Board of Education may elect a vice chairman and shall elect a secretary from its members.
- (e) All other **Town Bodies** may elect a vice chairman and a secretary.

2-25 Voting

- (a) It shall be the duty of every member present at any **Town Body** meeting to vote affirmatively or negatively on each question raised, excepting that a member present at any Town Body meeting who has missed a previous meeting by not attending, for any reason, shall have the choice to abstain from voting on the minutes of such previous meeting.

Should a member have a conflict of interest, said member shall refrain from discussion and voting. The reason for the conflict of interest need not be stated nor made part of the record.

2-30 Vacancies on the Legislative Council, Boards, Commissions, and Authorities

- (a) A vacancy shall be created in the event that any one of the following occur: the death of a member; the resignation submitted by a member and filed with the Town Clerk, who shall immediately notify the Chair of the affected **Town Body**; a member ceases to meet the eligibility requirements as described in Section 2-05; or, for appointive boards, a member is removed for cause. The vacancy shall take effect on the date of such event.
- (b) Should a member of the Legislative Council move from one **Legislative Council District** to another, such a move shall not constitute the creation of a vacancy provided that the member otherwise remains eligible for **Town** office. Should the member's seat become vacated subsequent to such move, the vacancy shall be filled by a member appointed from the district from which the member was originally elected.
- (c) If a person vacating an elective **Town Body** shall have been elected as a member of a political party, the vacancy shall be filled by a member of the same political party.
- (d) If a person vacating an appointive **Town Body** was appointed as a member of a political party, the vacancy shall be filled by a member of the same political party or by an unaffiliated **Resident Elector**. If the newly appointed member is an unaffiliated elector and must vacate his appointment, the person appointed to fill such a vacancy must be either an unaffiliated elector or a member of the same political party as the person initially appointed.

2-31 Procedures for Filling Vacancies in Elected Town Bodies

- (a) Legislative Council: A vacancy or vacancies on the Legislative Council shall be filled for the remainder of the term from among eligible **Resident Electors** in the **Legislative Council District** of the former member as follows:
 - (1) Within 30 days of vacancy, by majority vote of the Legislative Council members of the same political party of the former member;
 - (2) After 30 days, by majority vote of the remaining members of the Legislative Council regardless of party affiliation.
 - (3) Should all seats on the Council be simultaneously vacant, then a special election shall be called to fill all seats.
- (b) Board of Selectmen: A vacancy or vacancies on the Board of Selectmen shall be filled in the manner prescribed by Section 9-222 of the **General Statutes**.
- (c) Board of Education: If a vacancy occurs in the office of any member of the local Board of Education, then the successor shall be determined by:
 - (1) A majority vote of the remaining members of the same political party of the former member provided said vote occurs within 45 days of vacancy;
 - (2) A majority vote of the remaining members regardless of party affiliation after 45 days.
 - (3) Should the vacancy still not be filled after 90 days, then the current Chair of the Board of Education shall appoint the successor
 - (4) Should all seats on the Board of Education become simultaneously vacant, then a special election shall be called to fill all seats

(5) Any successor(s) so appointed shall serve until the next regular town election for Board of Education positions, at which election a successor shall be elected for the unexpired portion of the term, the official ballot specifying the vacancy to be filled.

~~(e)~~(d) For all other elected **Town Bodies**, a vacancy or vacancies shall be filled as follows:

- (1) Within 30 days of vacancy, by a majority vote of the remaining members of the **Town Body**;
- (2) From 31 to 60 days of vacancy, by appointment of the First Selectman with the approval of the Board of Selectmen.
- (3) Should the number of vacancies leave less than a majority of the membership, the First Selectman with the approval of the Board of Selectmen, within 30 days, shall fill all existing vacancies.

2-32 Procedures for Filling Vacancies in Appointive Boards and Commissions

(a) Vacancies in offices originally appointed by the First Selectman shall be filled as follows:

- (1) Within 4590 days by the First Selectman, with the approval of the Board of Selectmen, or
- (2) After 4590 days by the remaining members of such board or commission subject to the provisions of Sections 2-05 and 2-10 of this Charter.

(b) All vacancies in the Cyrenius H. Booth Library Board of Trustees other than those seats originally appointed by the First Selectman shall be filled in accordance with the by-laws of the Library Board of Trustees.

(c) Vacancies in the Board of Fire Commissioners shall be filled in accordance with Subsection 2-235(b) of this Charter.

2-35 Use of Alternates

(a) In the absence of one or more regular members and alternate members exist; present regular members of the **Town Body** shall designate alternate(s) to act in the absent members' place. Alternates shall be chosen in rotation so that they shall act as nearly equal a number of times as possible.

2-40 Removal for Cause

(a) A member of an appointive board or the Building Inspector, Town Assessor or Tax Collector may be removed for cause by the First Selectman with the approval of the Board of Selectmen.

(b) The First Selectman, with the approval of the Board of Selectmen, shall adopt a personnel policy establishing procedures, consistent with due process, for removal for cause.

(c) Within 30 days from such removal, any person so removed may, in writing, request a hearing before the Legislative Council. Such hearing shall be held within 15 days from the date such request is made and such person may appear at the hearing with counsel. After such hearing, the decision of the Board of Selectmen may be reversed, modified or upheld by said Legislative Council, provided said Legislative Council acts no later than 30 days after the conclusion of such hearing.

2-45 Compensation

- (a) The Town Clerk shall receive a salary in lieu of all fees and other compensation. The Town Clerk's salary shall be set from time to time by the Legislative Council.
- (b) The Registrars of Voters shall receive a salary as set from time to time by the Board of Selectmen.
- (c) The salary for the First Selectman's term shall be set by the Legislative Council during the budget making process of each odd numbered year. The salary may be fixed at different rates for each year of the term. The salary shall not be changed during the term of office.
- (d) The members of elected and appointed boards, commissions, and authorities, except the First Selectman, shall serve without compensation. Necessary expenses incurred in the performance of their duties may be paid from an appropriation authorized for the purpose.

2-50 Administrative Clerks

- (a) All **Town Bodies** shall have an administrative clerk. Such clerks, as authorized by this Charter, shall keep minutes of meetings, record all motions, votes and actions of their assigned **Town Body**, prepare the agenda and notices of all regular and special meetings or cancellation of said body at the direction of its chairman and perform such other duties as such chairman, from time to time, shall direct.

2-100 Elected Boards, Commissions, and Officers

There shall be the following elected boards, commissions, and officers.

2-105 Legislative Council

- (a) Summary of General Responsibilities: All of the legislative powers of the **Town** conferred by the **General Statutes** on Legislative Bodies shall vest in the Legislative Council with the exception of those items specifically enumerated to other **Town Bodies**. The Council determines the annual **Town Budget** and considers **Special** and **Emergency Appropriations** as set forth in CHAPTER 6. The Legislative Council shall have the power to enact, amend or repeal ordinances as set forth in CHAPTER 5.
- (b) Membership and Terms:
 - (1) The Legislative Council shall consist of 12 members, 4 of whom shall be elected from each of 3 **Legislative Council Districts**, established in accordance with Section 3-10 of this Charter.
 - (2) The term of office shall be two years.
- (c) The Legislative Council, from time to time, may adopt rules of procedure to govern its functions not inconsistent with the requirements of this Charter, provided such rules are adopted by at least eight (8) affirmative votes.
- (d) Meetings – The Legislative Council shall adhere to the following:
 - (1) The first meeting of the newly elected Legislative Council, chaired by the Town Clerk, shall be held within 6 days after the members take office.
 - (2) Regular meetings shall be held twice a month, except when there is no business to conduct. The chairman shall notify the Town Clerk and the membership of the cancellation. The chairman may call special meetings as deemed necessary.

- (3) Notice shall be given to all members of the Legislative Council of the time and place at which all regular and special meetings are to be held. Each notice shall include the meeting agenda and shall be delivered at least 3 days before the meeting and filed with the Town Clerk and made available for public inspection.
- (4) The Legislative Council may hold an emergency meeting at the immediate call of the chairman. The meeting shall be subject to ratification of the chairman's decision that an emergency existed by at least eight (8) affirmative votes. The nature of the emergency shall be set forth fully in the minutes of the meeting.
- (5) Seven members of the Legislative Council shall constitute a quorum at all meetings for the transaction of business.
- (6) The agenda of each regular or special meeting of the Legislative Council shall be prepared by the chairman. The agenda shall also include any matter or item, including without limitation any action or ordinance, set forth in a written request filed with the chairman not less than 7 days prior to such meeting by:
 - (i) Any member of the Legislative Council;
 - (ii) The First Selectman; or
 - (iii) Not less than 80 **Resident Electors** of the **Town**. Any such request filed by 80 **Resident Electors** shall contain the resolution or ordinance on which action is sought. Prior to appearing on an agenda, the resolution or ordinance shall be submitted to the Town Attorney, by the chairman of the Legislative Council, for his opinion as to the power of the Legislative Council to act thereon. Such opinion or approval shall not be unreasonably delayed.
- (7) Any **Resident Elector** of the **Town** may speak during a portion of each regular or special meeting on any matter on the Agenda of that meeting or any other item, subject to such conditions, rules and regulations as may be established from time to time by the Legislative Council, including the right to limit public participation in the working sessions on the budget.
- (8) Subject to appropriate rules of order adopted by the Legislative Council and Connecticut law on freedom of information, matters not on the agenda may be discussed. No action shall be taken by the Legislative Council on any matter unless it appears on the agenda sent to Legislative Council members with the notice of the meeting unless emergency action is required at any regular or special meeting at which it is found by at least eight (8) affirmative votes that an emergency exists or at an emergency meeting called as set forth in Subsection 2-105(d)(4).

2-110 First Selectman

- (a) Summary of General Responsibilities: The First Selectman shall be the Chief Executive and Administrative Officer of the **Town** and shall have the powers and duties of First Selectmen prescribed by this Charter and the **General Statutes**.
- (b) The First Selectman shall be responsible to the Board of Selectmen for the administration of departments under the direct supervision of the Board and shall execute or cause to be executed regulations or resolutions voted by the Board of Selectmen and **Town** ordinances voted by the Legislative Council.
- (c) The First Selectman may declare, by resolution, a state of emergency, should he or she find that a state of emergency exists within the **Town**, requiring immediate action to protect the

health, safety or general welfare of the citizens. The resolution shall include the exact nature of the emergency and be simultaneously published by the most effective means available. The declaration shall be effective for a period of time not to exceed 5 calendar days. The emergency declaration may be extended by an affirmation by the Legislative Council that a state of emergency still exists. Any actions necessary to deal with such emergency proposed during an extension shall be approved by the Legislative Council. The First Selectman shall take such actions as are in the best interest of the **Town**.

- (d) At the first meeting following the **Town Election**, the Board of Selectmen shall choose a member of the Board who shall serve as Acting First Selectman during the absence, incapacity or disability of the First Selectman. Such person shall perform all duties during such time as the Board may designate by resolution or regulation.

2-115 Board of Selectmen

- (a) Summary of General Responsibilities: The Board of Selectmen shall supervise the administration of the affairs of the **Town**, except those matters which by the **General Statutes** or this Charter are exclusively committed to the Board of Education or other **Town Bodies**. The Board of Selectmen shall also be responsible for coordinating the activities of all the departments of the **Town** and for reviewing the present and future needs of the **Town**.

(b) Membership and Terms:

- (1) The Board of Selectmen shall consist of the First Selectman and two Selectmen.
 - (2) The term of office shall be two years.
- (c) The Board of Selectmen may exercise any of the powers conferred on towns by the **General Statutes** to the extent that the Legislative Council has not already acted by ordinance or resolution on such subjects and to the extent that such powers have not otherwise been granted or limited by this Charter to other **Town Bodies** or officers.
- (d) Except for the powers granted to the Board of Education by the **General Statutes**, the Board of Selectmen shall have sole power, subject to the provisions of this Charter and the **General Statutes** to:
- (1) Incur indebtedness in the name of the **Town** and to provide for the due execution of evidences of indebtedness issued by the **Town**, subject to the provisions of Section 7-10 of this Charter,
 - (2) Provide for the due execution of contracts for the **Town**, subject to the provisions of Subsection 7-15(e) of this Charter,
 - (3) Institute, prosecute or compromise any legal action or proceeding by or against the **Town**, subject to the approval of the Legislative Council and, when relevant, the affected department or **Town Body**,
 - (4) Defend the **Town** by legal action or proceeding,
 - (5) Apply for any financial assistance by the State of Connecticut and the United States Government including grants to fund any appropriation, subject to the provisions of Section 6-40 of this Charter,
 - (6) Take, purchase, lease, sell, or convey tangible personal property of or for the **Town**. **Real Property Acquisition and Disposition** is addressed in CHAPTER 8,
 - (7) Accept public highways, to approve the layout of public highways and related drainage, slope or other easements, to approve the **Acquisition** of real property or interests in real property for the purpose of widening or realignment of existing public highways and to grant utility easements across town-owned property for the good of the **Town**,
 - (8) Discontinue any town-owned public highway,
 - (9) Require such reports from any **Town Body** as may be useful in the performance of its duties,
 - (10) Submit annually to the [Legislative Council-Board of Finance](#) a proposed budget for the next fiscal year subject to the provisions of Subsection 6-05(b) of this Charter.
- (e) The First Selectman with the approval of the Board of Selectmen may, by resolution, establish such advisory or study committees as they find desirable in the discharge of their duties.
- (f) The Board of Selectmen shall have regular meetings and provide a procedure for calling special meetings.
- (g) A majority of the Board of Selectmen shall constitute a quorum for the transaction of any business.

- (h) The Board of Selectmen may call joint meetings with other **Town Bodies**, by resolution or regulation, as may be useful in the performance of its duties subject to the provisions the **General Statutes**.

2-120 Board of Education

- (a) Summary of General Responsibilities: The Board of Education shall provide and maintain good public elementary and secondary schools and shall provide such educational activities as in its judgment will best serve the interests of the **Town**. The Board of Education shall perform all acts required of them by this Charter or as necessary to carry into effect the powers and duties imposed upon them by law.
- (b) Membership and Terms:
- (1) The Board of Education shall consist of 7 members.
 - (2) The term of office shall be 4 years.

~~2-125 Board of Finance~~

- ~~(a) Summary of General Responsibilities: The Board of Finance recommends a budget proposal and submits it to the Legislative Council for final action as set forth in Section 6-15. In addition, the Board advises the Board of Selectmen and Board of Education during the budget process and all **Town Bodies** on preferred financial practices and obligations. The Board of Finance also reviews and assesses financial operations including transfers, regular and **Special Appropriations**.~~
- ~~(b) Membership and Terms:~~
- ~~(1) The Board of Finance shall consist of six members.~~
 - ~~(2) The term of office shall be two years.~~

2-130 Planning and Zoning Commission

- (a) Summary of General Responsibilities: The Planning and Zoning Commission is responsible to promote the orderly and coordinated development of the **Town**. The Commission controls and directs the use and development of property in the **Town**. The Planning and Zoning Commission, subject to the provisions of this Charter, shall have all of the powers and duties conferred and imposed by the **General Statutes** upon both Planning and Zoning Commissions. It acts as the Planning Commission for the Borough of Newtown and shall, to the extent that it is so empowered by ordinance of the Borough of Newtown, act as Zoning Commission for the Borough of Newtown.
- (b) Membership and Terms:
- (1) The Planning and Zoning Commission shall consist of 5 members and three alternates.
 - (2) The term of office for members and alternates shall be four years and two years, respectively.

2-135 Town Clerk

- (a) Summary of General Responsibilities: The Town Clerk, who shall also be the Registrar of Vital Statistics, is responsible for administrative work for the **Town** including the maintenance and safe-keeping of a variety of official municipal documents; issuance of various licenses and permits; and the recording of various documents and vital statistics.

(b) Membership and Terms:

(1) There shall be one Town Clerk.

(2) The term of office shall be four years.

(c) The Town Clerk shall exercise the powers and perform the duties of a Town Clerk as provided by the **General Statutes** except as hereinafter provided and shall perform such other duties as required by this Charter.

(1) The receipts to be paid to the Town Clerk shall be collected in accordance with the provisions of the **General Statutes** or this Charter or ordinances of this **Town** and shall be deposited with the Finance Director of the **Town**.

(2) The Town Clerk shall also keep a record of receipts, which shall show the amounts thereof and for what received.

2-140 Registrars of Voters

(a) Summary of General Responsibilities: The Registrars of Voters are responsible for voter registration and the administration of all elections. They also assist candidates, the public, and the parties in the preparation of specialized voter lists and individual requests for voter information.

(b) Membership and Terms:

(1) There shall be two Registrars of Voters for the **Town** at large, one from each political party.

(2) The term of office shall be four years.

2-145 Board of Assessment Appeals

(a) Summary of General Responsibilities: The Board of Assessment Appeals shall hear and decide appeals from property owners regarding the assessment of their property as and when provided by the **General Statutes**.

(b) Membership and Terms:

(1) The Board of Assessment Appeals shall consist of three members.

(2) The term of office shall be four years.

2-150 Board of Managers of Edmond Town Hall

(a) Summary of General Responsibilities: The Board of Managers of the Edmond Town Hall shall have the exclusive care and maintenance of Edmond Town Hall and all grounds and buildings appurtenant thereto and shall have the status, powers and duties set forth in Special Act No. 98 of the 1931 session of the General Assembly as amended by Special Act No. 517 of the 1953 session of the General Assembly, which acts shall remain in full force and effect, except to the extent superseded or revised by this Charter.

(b) Membership and Terms:

(1) The Board of Managers of the Edmond Town Hall shall consist of six members.

(2) The term of office shall be six years.

2-155 Zoning Board of Appeals

- (a) Summary of General Responsibilities: The Zoning Board of Appeals has powers as provided in Section 8-6 of the **General Statutes**, including but not limited to granting variances of zoning regulations and hearing appeals.
- (b) Membership and Terms:
 - (1) The Zoning Board of Appeals Board shall consist of five members and three alternates.
 - (2) The term of office for the members and the alternates shall be four years and two years, respectively.

2-160 Board of Police Commissioners

- (a) Summary of General Responsibilities: The Board of Police Commissioners shall maintain a Police Department in the **Town** and shall appoint a Chief of Police. In addition, the Board of Police Commissioners serves as the traffic authority of the **Town** and is authorized to act as the Civilian Review Board with all powers as set forth in the Connecticut General Statutes.
- (b) Membership and Terms:
 - (1) The Board of Police Commissioners shall consist of five members.
 - (2) The term of office shall be four years.
- (c) The Board of Police Commissioners shall, subject to budgetary limitations, have all of the powers now or hereafter granted to Boards of Police Commissioners by the **General Statutes** and, in addition to and not in limitation thereof, shall have the power to:
 - (1) Make all the regulations necessary to organize and maintain the Police Department including, without limitation, the establishment of ranks within said Department and the duties and responsibilities of each such rank.
 - (2) Appoint and promote members and officers of the Police Department in accordance with said regulations. Such members and officers shall continue to hold office during good behavior.
 - (3) Suspend and remove members and officers of the Police Department for cause in accordance with said regulations. A violation of the regulations adopted by the Board of Police Commissioners shall be sufficient cause for removal.
- (d) The Chief of the Police Department shall not be dismissed unless written notice of the specific grounds for such dismissal is given, as well as an opportunity to present a defense, personally and by counsel, at a public hearing before the Board of Police Commissioners. Such public hearing shall be commenced not less than 5 nor more than 10 days after such notice. Any person so dismissed may appeal in the manner described by Section 7-278 of the **General Statutes**.
- (e) The members and officers of the Police Department shall have the authority with respect to the service of criminal process and the enforcement of the criminal laws as vested by the **General Statutes** in officers and members of an organized police department or force.

2-200 Appointive Authorities, Boards, Commissions and Officers

2-201 General Provisions

- (a) Board and commission members and authority delegates shall be appointed by the First Selectman with the approval of the Board of Selectmen unless hereinafter specified. All appointments to fill unexpired terms shall be for the duration of said unexpired term only.
 - (1) A First Selectman whose position as First Selectman will end as a result of not being re-elected to the office shall not make appointments from the date of the **Town Election** to the end of his/her term. The period from the **Town Election** to the beginning of the next term shall not be counted in the 45 days referred to in Subsection 2-32(a).
- (b) Appointive boards, other than those required by this of this Charter, may be created, abolished and consolidated; their powers and duties established, altered and repealed; and the number and terms of office of their members established and changed by ordinance.
- (c) Appointive boards required by this Charter or hereafter created by ordinance other than the Board of Fire Commissioners and the Board of Ethics may, in their discretion, appoint associate members, with voice but without vote, for terms no longer than the terms of members of the appointing board.

2-205 Aging, Commission on

- (a) Summary of General Responsibilities: There shall be a Commission on Aging to advocate for seniors and identify the needs of and coordinate services and programs that support the well-being of Newtown senior residents and act as their agent for other Federal, State or **Town** boards, commissions, authorities or agencies or local private groups to carry out programs for senior residents.
- (b) Membership and Terms:
 - (1) The Commission shall consist of 9 regular members and 3 alternate members.
 - (2) The term of office shall be three years for regular members and two years for alternate members.

~~**2-210 Building Appeals Board**~~

- ~~(a) Summary of General Responsibilities: The Board of Building Appeals shall hear appeals related to all building matters.~~
- ~~(b) Membership and Terms:
 - ~~(1) The Commission shall be composed of five members.~~
 - ~~(2) The term of office shall be five years.~~~~
- ~~(c) No member of said Board shall vote on any question concerning a matter in which he is engaged as a contractor, material dealer, architect or engineer, or in which he has a personal interest.~~

2-215 Conservation Commission

- (a) Summary of General Responsibilities: There shall be a Conservation Commission, as established by ordinance, for the development and conservation of natural resources within the territorial limits of the **Town**. The Commission shall advise on the appropriate use and management of the natural resources for the **Town**.

(b) Membership and Terms:

- (1) The Commission shall consist of 7 members.
- (2) The term of office shall be four years.

2-220 Cultural Arts Commission

(a) Summary of General Responsibilities: The Newtown Cultural Arts Commission shall exist to stimulate, facilitate, coordinate and cooperate with existing organizations for the development of the arts. It shall serve as an information center and focal point in the community for activities related to the arts.

(b) Membership and Terms:

- (1) The Commission shall consist of nine members.
- (2) The term of office shall be three years.

2-225 Economic Development Commission

(a) Summary of General Responsibilities: There shall be an Economic Development Commission which will seek to implement orderly and planned economic development while always keeping in mind the character of the **Town**.

(b) Membership and Terms:

- (1) The Commission shall be composed of nine members
- (2) The term of office shall be three years.

2-230 Ethics, Board of

(a) Summary of General Responsibilities: Board of Ethics shall administer the Code of Ethics, receive and hear complaints of violations of The Code of Ethics and respond to requests from public officials seeking advice on the conformity of actions with the Code of Ethics as set forth in CHAPTER 9.

(b) Membership and Terms:

- (1) The Board of Ethics shall be composed of six regular members and two alternate members.
- (2) The term of office shall be four years.
- (3) Members shall serve no more than two consecutive terms. In no event may any member serve said Board more than eight years in succession. Any member having served said Board for eight years in succession shall be ineligible for reappointment for two years after last serving on said Board.
- (4) Each member may serve until his/her successor has been appointed.

(c) A quorum shall consist of four members.

2-231 Fairfield Hills Authority

(a) Summary of General Responsibilities: The Fairfield Hills Authority shall implement the master plan for the development of the Fairfield Hills campus adopted by the Newtown Planning and Zoning Commission.

(b) Membership and Terms:

(1) The Fairfield Hills Authority shall consist of 8 members appointed by the First Selectman of the Town of Newtown, with the approval of the Board of Selectman.

(2) The term of office shall be three years.

(c) Any vacancy on the Authority shall be filled immediately for the unexpired portion of the term by the First Selectman, with the approval of the Board of Selectmen. The provisions of the Charter of the Town of Newtown concerning minority representation shall apply to the membership of the Authority.

~~(c)~~(d) The Fairfield Hills Authority Chairperson shall preside at all meetings of the Authority. In the absence of the Chairperson, the Vice Chairperson will preside. At all meetings of the Authority, five members shall constitute a quorum for the transaction of business.

2-235 Fire Commissioners, Board of

~~(a)~~ Summary of General Responsibilities: Board of Fire Commissioners shall operate, supervise and manage the Newtown Fire Department. The Newtown Fire Department consists of all the volunteer fire companies located within the **Town** and under the supervision and management of a Board of Fire Commissioners.

(b) Membership and Terms:

(1) There shall be a Fire Department consisting of all the volunteer fire companies located within the **Town**, under the operation, supervision and management of a Board of Fire Commissioners. Said Board shall be composed of 7 members unless increased in accordance with Subsection 2-235(b)(1)(iii). Members shall be chosen in the following manner:

- (i) Each volunteer fire company, in accordance with its by-laws and regulations, shall appoint one member of said Board.
- (ii) The full membership of the Board shall meet and appoint civilian commissioners as may be necessary to constitute the full membership. Appointed civilian members shall not be members of any **Town** fire company.
- (iii) Each new volunteer fire company admitted to the Fire Department shall be entitled to appoint one additional new member of said Board and said Board shall also appoint one additional new civilian member in the manner prescribed in Subsections 2-235(b)(1)(i) and (ii).
- (iv) Should a volunteer fire company fail to appoint a member of said Board, the commissioners shall within 30 days appoint a civilian member to fill the vacancy who shall not be a member of any fire company.

(2) The term of office shall be for three years.

(c) The Board of Fire Commissioners shall be responsible for the financial management of the Fire Department and for the supervision and care of **Town** apparatus and equipment used by the Fire Department. It may set specifications which shall be followed in the purchase of apparatus, equipment and supplies by the **Town** for the Fire Department.

(d) The organization, government, membership and management of the Fire Department shall be in accordance with the by-laws and regulations of the departments in effect on the effective date of this Charter. Such by-laws and regulations may be amended by the Board of Fire Commissioners. Amendments to the by-laws, however, shall become effective only on approval by a majority of the volunteer fire companies which are members of the Fire Department.

(e) The Board of Fire Commissioners shall appoint a fire marshal and may appoint deputy fire marshals and fire policemen, who shall have the powers and duties prescribed for their offices by the **General Statutes** or by ordinance.

2-240 Inland Wetlands Commission

(a) Summary of General Responsibilities: There shall be an Inland Wetlands Commission which shall act as the **Town's** Aquifer Protection Agency; establish, amend and administer the Inland Wetlands and Watercourses Regulations; and administer the Forest Practices Regulations of the **Town**.

(b) Membership and Terms:

(1) The Commission shall consist of seven members.

(2) The term of office shall be four years.

2-245 Justices of the Peace

- (a) Summary of General Responsibilities: The powers and responsibilities of the Justices of the Peace include but are not limited to general oath giving powers, taking of acknowledgments, joining persons in marriage, and taking depositions.
- (b) Membership and Terms:
 - (1) There shall be 15 justices of the peace selected in accordance with and having the powers and duties prescribed by the **General Statutes**.
 - (2) The term of office shall be 4 years.

2-250 Parks and Recreation Commission

- (a) Summary of General Responsibilities: The Parks and Recreations Commission shall be charged with the care, management and supervision of all public parks and other areas set aside by the **Town** for recreational purposes or donated to the **Town** for such use. It shall undertake and develop such recreational program or programs as the needs of the **Town** require, provided there is an appropriation or private donations have been received for this purpose.
- (b) Membership and Terms:
 - (1) The Parks and Recreation Commission shall consist of 7 members.
 - (2) The term of office shall be two years.
- (c) The Parks and Recreation Commission is empowered to appoint ad hoc committees to assist with special projects.

2-255 Pension Commission

- (a) Summary of General Responsibilities: There shall be a Pension Committee, as established by ordinance, which shall perform the duties set forth in the Other Post-Employment Benefits (OPEB) Trust Agreement, as amended from time to time, relating to the management of the assets held in the OPEB Trust. The Commission shall have other powers and duties consistent with the **General Statutes** and as prescribed by ordinance.
- (b) Membership and Terms:
 - (1) The Committee shall be composed of seven members.
 - (2) The term of office shall be two years.

2-260 Public Building and Site Commission

- (a) Summary of General Responsibilities: The Public Building and Site Commission shall have control of supervision and construction of building projects including the improvement of lands, major new construction, alterations or extensions, furnishing or equipping of a building to be used for public purposes. The Public Building and Site Commission may decline the supervision of a project when it determines that the public interest would be better served by assigning supervision to one or more qualified entities.
- (b) Membership and Terms:
 - (1) The Commission shall be composed of seven members and two alternate members.
 - (2) The term of office shall be four years for both members and alternates.

- (c) The Public Building and Site Commission is empowered to appoint ad hoc committees to assist with special projects.

2-265 Public Safety Committee

- (a) Summary of General Responsibilities: The Public Safety Committee shall review correctional safety and security issues at Garner Correctional Facility which affect the **Town**.
- (b) Membership and Terms:
 - (1) The Committee shall be composed of the warden or superintendent of the correctional facility. Other representatives shall be filled by the First Selectman in accordance with Subsection 2-201(a) of this Charter.
 - (2) Representatives appointed by the First Selectman serve at his or her pleasure.

2-270 Self-Funded Health Insurance Fund Commission

- (a) Summary of General Responsibilities: The Self-Funded Health Insurance Fund Commission shall be the stewards of the Self-Funded Health Insurance Fund.
- (b) Membership and Terms:
 - (1) The Commission shall be composed of three regular members and two alternate members.
 - (2) The term of office shall be three years.

2-275 Sustainable Energy Commission

- (a) Summary of General Responsibilities: The Sustainable Energy Commission shall identify, implement, and support renewable energy use, energy efficiency, and energy conservation programs in which the **Town's** residents, businesses, organizations, and **Town** agencies can participate and that may result in cost savings or a reduction in environmental impact to the **Town** or school district.
- (b) Membership and Terms:
 - (1) The Commission shall be composed of nine members.
 - (2) The term of office shall be three years.

2-280 Trustees of the Cyrenius H. Booth Library, Board of

- (a) Summary of General Responsibilities: The Cyrenius H. Booth Library shall be operated by the Board of Trustees and the Trustees shall have the status, powers and duties set forth in Special Act No. 108 of the 1931 session of the General Assembly as amended by Special Act No. 110 of the 1959 session of the General Assembly, which acts shall remain in full force and effect, except to the extent superseded or revised by this Charter.
- (b) Membership and Terms:
 - (1) The Board of Trustees shall consist of 16 members of which eight shall be appointed by the First Selectman with the approval of the Board of Selectmen. The remainder shall be elected by the vote of the remaining Trustees present and voting at a meeting warned for the purpose.
 - (2) The term of office shall be four years.

2-285 Water and Sewer Authority

- (a) Summary of General Responsibilities: The Water and Sewer Authority shall plan and direct the development, acquisition, financing, construction, operation and maintenance of such water supply, water distribution systems, and sewerage systems as may be required to properly serve the needs of the **Town**.
- (b) Membership and Terms:
 - (1) The Authority shall be composed of seven members two of whom shall be made on the recommendation of the Board of Burgesses of the Borough of Newtown.
 - (2) The term of office shall be four years.

2-300 Regional Authorities and Boards

2-305 Lake Lillinonah Authority

- (a) Summary of General Responsibilities: The **Town** shall participate in the Lake Lillinonah Authority to exercise all powers relating to improving water quality, the enforcement of boating laws on said lake, and such other powers as from time to time may be granted to the Authority by the legislative bodies of all member towns and Section 7-151a of the **General Statutes**.
- (b) Membership and Terms:
 - (1) Member towns shall be the Town of Newtown and can be other towns having Lake Lillinonah within their territorial limits.
 - (2) The Authority shall be composed of three delegates from each member town.
 - (3) The term of office shall be three years.

2-310 Lake Zoar Authority

- (a) Summary of General Responsibilities: The **Town** shall participate in the Lake Zoar Authority to exercise all powers relating to improving water quality, the enforcement of boating laws on said lake, and such other powers as from time to time may be granted to the Authority by the legislative bodies of all member towns and Section 7-151a of the **General Statutes**.
- (b) Membership and Terms:
 - (1) Member towns shall be the Town of Newtown and can be other towns having Lake Zoar within their territorial limits.
 - (2) The Authority shall be composed of three delegates from each member town.
 - (3) The term of office shall be three years.

2-315 Newtown Health District Health Board

- (a) Summary of General Responsibilities: The Newtown Health District Health Board shall preserve and improve the status of public health by (1) upholding and enforcing the Public Health Code of the State of Connecticut and such ordinances and regulations as may be adopted by the District Board of Health and (2) working with other providers of health services in the district to better coordinate existing programs and to plan and implement new health programs.

(b) Membership and Terms:

- (1) Each municipality and/or Borough which has voted to become part of the District shall, by its Board of Selectmen, appoint a representative(s), based on population, to serve on the District Board of Health and may appoint an alternate to serve in the absence of said representative(s).
- (2) The term of office shall be three years.

CHAPTER 3 ELECTIONS AND REFERENDA

3-05 Town Elections

- (a) The election of **Town** officials shall take place at the **Town Election** during such hours as are established by the **General Statutes**.
- (b) Special elections may be held in accordance with the **General Statutes**.

3-10 Legislative Council Districts

- (a) There shall be 3 districts from which Legislative Council members are elected.
- (b) The districts as presently established shall continue until the assembly and senatorial districts of the State of Connecticut are revised in accordance with Article Third, Section 6 of the Constitution of Connecticut.
 - (1) Within 60 days of the completion of said revision, the Registrars of Voters shall prepare proposed **Legislative Council District** lines for 3 districts having as nearly equal population as is practicable.
 - (2) Within 6 months of the completion of each such assembly and senatorial redistricting, the Legislative Council shall adopt, by at least seven (7) affirmative votes, final **Legislative Council District** lines.

3-15 Election of Boards and Commissions

- (a) At each regular **Town Election**, there shall be elected:
 - (1) a Board of Selectmen consisting of the First Selectman and 2 Selectmen;
 - (2) a Legislative Council consisting of 4 members from each **Legislative Council District** as established in Section 3-10;
 - ~~(3) a Board of Finance consisting of six members;~~
 - ~~(4)~~(3) three alternate members of the Planning and Zoning Commission;
 - ~~(5)~~(4) three alternate members of the Zoning Board of Appeals; and
 - ~~(6)~~(5) two members of the Board of Managers of the Edmond Town Hall.
- (b) At each regular **Town Election** members of the Board of Education, the Planning and Zoning Commission, Board of Assessment Appeals, Zoning Board of Appeals, and the Police Commission shall be elected and the number to be elected shall be determined by the number of members whose terms expire on or before the December 1st after the election.
- (c) At the regular **Town Election** following the Presidential Election, the Town Clerk shall be elected.
- ~~(d)~~ At the Presidential election, there shall be elected Registrars of Voters.

(e) Regarding the Board of Education:

- (1) The number of votes given to an elector in an election year shall be equal to the number of seats up for election in said year.
- (2) Each political party shall have the right to nominate as many persons as there are vacancies on the Board, and those names shall be placed upon the ballot.
- ~~(4)~~(3) If the number of candidates who would be elected exceeds the maximum number established in the town Charter, then only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected. The next-highest-ranking candidates, not from such political party, shall be elected, up to the number of places to be filled in each election.

3-20 Elections for Vacated Seats

- (a) All vacancies in elective office shall be filled at the next regular **Town Election** except where prohibited by the **General Statutes** or at a special election called as provided in Section 9-164 of the **General Statutes** by the Board of Selectman or by application of **Resident Electors**.
- (b) The person appointed pursuant to Section 2-31 to fill a vacancy in an elective office shall serve only until a successor is elected to fill the vacancy at a special election or at the next regular **Town Election** and has qualified. A person elected to fill a vacancy and a person appointed to fill a vacancy, which is not to be filled at the next regular **Town Election** because such election is prohibited by the **General Statutes**, shall serve the remainder of the term.

3-25 Referendum

- (a) An **Annual Town Budget Referendum** [see Section 6-25] shall be held on the fourth Tuesday of April for adoption of the **Town Budget**. If necessary, additional budget referenda shall be held as provided in Subsection 6-25(b). The Legislative Council may recommend a referendum to approve **Special Appropriations** or **Real Property Dispositions** in excess of the Legislative Council's authority as established in Subsection 6-35(e).
- (b) There shall be a right of petition for a referendum from any of the following:
 - (1) any **Special Appropriation** made by the Legislative Council pursuant to Section 6-35 of this Charter;
 - (2) any proposed ordinance rejected, enacted, modified and enacted, or repealed by the Legislative Council pursuant to Section 5-05 of this Charter; and
 - (3) any vote by the Legislative Council to acquire, reserve or dispose of **Real Property** or an interest in **Real Property** taken in accordance with Subsections 8-05(b) and 8-10(d) of this Charter.
- (c) The exclusive procedure to obtain a referendum authorized by Subsection 3-25(b) shall be by petition signed by at least 5% of the **Resident Electors** listed in the last-completed registry list and filed with the Town Clerk no later than the close of business on the seventh day following the date on which the Legislative Council acted. The seven day period commences on the day that notice of the action of the Legislative Council is filed with the Town Clerk, unless the notice is filed after 12 noon in which case the period will commence on the next business day.

- (d) The form of any petition shall be submitted to the Town Clerk prior to being circulated and shall include the following:
 - (1) The entire resolution acted upon by the Legislative Council that the petitioners desire to have acted upon by referendum.
 - (2) A statement of the action the Legislative Council took with regard to such resolution.
 - (3) A statement that the undersigned petitioners are opposed to the action of the Legislative Council and petition that the resolution be presented to the voters.
 - (4) A circulator's statement meeting the requirements of the **General Statutes** shall appear on every sheet on which a petitioner's signature appears.
 - (5) The date on which the circulator began to circulate the petition shall be set forth in the statement of the circulator.
- (e) No signatures on any petition circulated prior to the taking of action by the Legislative Council shall be counted in determining whether sufficient signatures have been received to force a referendum.
- (f) Upon receipt of a timely filed petition for referendum the Town Clerk shall immediately determine the number constituting 5% of the last-completed registry list, verify whether or not said number of electors have signed such a petition and report said fact to the Board of Selectmen.
- (g) Upon notice from the Town Clerk that a petition bearing sufficient verified signatures has been received, the Board of Selectmen shall warn a referendum to be held not less than 7 nor more than 14 days after the receipt of said petition by the Town Clerk, 5 or more days prior to the date of the referendum according to Subsection 1-25(b). In computing said 5 days, the day of the referendum shall be excluded, but the day of publication, Saturdays, Sundays and legal holidays shall be included. Eligibility to vote at a referendum shall be determined by Section 7-6 of the **General Statutes**. The referendum shall be held between the hours of 6:00 A.M. and 8:00 P.M. on the date set by the Board of Selectmen.
- (h) The question to be voted upon by referendum shall be the same resolution as was acted upon by the Legislative Council, without amendment.

CHAPTER 4 ADMINISTRATIVE OFFICERS

4-05 Finance Director

- (a) The First Selectman, with the approval of the Board of Selectmen and the Legislative Council, ~~and with recommendation from the Board of Finance,~~ shall appoint a Finance Director to an indefinite term. The First Selectman, Board of Selectmen, ~~Board of Finance,~~ and Legislative Council shall choose and consider all candidates for the position of Finance Director solely on the basis of such candidate's professional qualifications, character, training, and experience in the field of financial management.
- (b) The Finance Director shall report to the First Selectman as provided in Subsection 2-110(b) of this Charter.
- (c) The Finance Director shall:
 - (1) Keep all books of account of the **Town** and shall establish and maintain a general cost accounting system for all **Town Departments**, consistent with all State Laws and

subject to the regulations adopted by the ~~Board of Finance and approved by the~~ Legislative Council;

- (2) Have all of the powers and duties imposed by the **General Statutes** or by special act or law on town treasurers, and shall be Treasurer of all funds held by the **Town**;
 - (3) Receive and have custody of all funds belonging to or under the control of the **Town** or any **Town Department** or officer and shall make such deposits or investments as he or she deems in the best interest of the **Town** within the limits imposed on such deposits or investments by the **General Statutes**;
 - (4) Determine when to issue authorized notes or bonds consistently with the provisions of Section 7-10;
 - (5) Approve or disapprove of requisitions or other requests for disbursements of **Town** funds as provided for in Section 7-15; No disbursements of **Town** funds shall be made, except as authorized by the Finance Director;
 - (6) Prepare and keep a detailed budget document during the different phases of the **Annual Budget Process** as described in Section 6-10;
 - (7) Prepare **Financial Impact Statements** for **Special Appropriations**, gifts or financial assistance, and **Real Property Acquisition** in accordance with Sections 6-35, 6-40, and 8-05;
 - (8) Maintain a ~~5-year~~ capital improvement plan of at least 5 years with annual adjustments to allow for fiscal flexibility in accordance with the regulations [see Subsection 5-10(b)] of the Legislative Council and submit an updated version of such plan annually to the ~~Board of Finance and~~ Legislative Council no later than the fifteenth day of January each year;
 - (9) Prepare a cost analysis of all labor contracts, pension plans and insurance plans prior to the signing of any such contracts or plans; and
 - (10) Assist in all labor negotiations serving as a consultant to the labor negotiators representing the **Town**.
- (d) The Finance Director, with the approval of the First Selectman and Board of Selectmen and within the limits of the available appropriations, may hire qualified employees and delegate specific functions of the aforesaid duties. However, he or she shall at all times remain fully responsible for carrying out the duties and responsibilities imposed by this Charter.
- (e) The First Selectman, with the approval of the Board of Selectmen and with the approval of the Legislative Council after a hearing before the Council, may remove the Finance Director from office, with or without cause.

4-10 Tax Collector

- (a) The First Selectman, with the approval of the Board of Selectmen, shall nominate and appoint a Tax Collector to a term of 4 years commencing the first day of February of 1990 and every February first every 4 years thereafter. The First Selectman and the Board of Selectmen shall choose and consider all candidates for the position of Tax Collector solely on the basis of such candidate's professional qualifications, character, training and experience. The Tax Collector need not be a resident of the **Town**. The person appointed to fill the vacancy shall serve the balance of the unexpired term. The Tax Collector shall have the powers, duties and compensation set forth in the provisions of Subsection 4-10(b) of this Charter.

- (b) The Tax Collector shall exercise the powers and duties of a Tax Collector as provided by the **General Statutes**, except as hereinafter provided, and shall perform such other duties as required by this Charter. The receipts to be paid to the Tax Collector shall be collected in accordance with the provisions of the **General Statutes** or this Charter or ordinances of this **Town** and shall be deposited with the Finance Director of the **Town**. The Tax Collector shall also keep a record of receipts, which shall show the name of each person from whom money is received, the amounts thereof, and for what received. The expenses of the office will be provided for in the usual budgetary manner.
- (c) The Tax Collector shall receive a salary in lieu of all fees and other compensation.

4-15 Town Assessor

- (a) The First Selectman, with the approval of the Board of Selectmen, shall appoint an Assessor to a term of 4 years who shall be chosen solely on the basis of professional qualifications, character, training and experience. The Assessor need not be a resident of the **Town**. Expiration of each 4 year term shall be computed from expiration of the initial term on February 28, 1972. The person appointed to fill a vacancy shall serve the balance of the unexpired term. The Assessor shall have the powers and duties prescribed for the office by ordinance and the **General Statutes**.
- (b) The duties and responsibilities of the office, the minimum qualifications for office and the methods to be used in the selection of the Assessor, including methods and agencies of administration of professional examinations, shall be prescribed by ordinance.

4-20 Building Inspector

- (a) The First Selectman, with the approval of the Board of Selectmen, shall appoint a Building Inspector. The Building Inspector shall have the qualifications prescribed by the **General Statutes** and shall have such other qualifications as may be prescribed by regulation of the Board of Selectmen. The Building Inspector shall have such powers and duties as may be prescribed by ordinance and by the **General Statutes**.

4-25 Town Attorney

- (a) The First Selectman, with the approval of the Board of Selectmen, may appoint one or more Town Attorneys to furnish such legal services to any **Town Body** as the First Selectman authorizes.
- (b) The Legislative Council chairman may appoint, with the approval of the affirmative vote of at least eight (8) members of the Legislative Council, an attorney to furnish legal services to the Legislative Council.

4-30 Emergency Management Director

- (a) The Emergency Management Director shall be appointed in accordance with the **General Statutes**.

4-35 Department of Public Works

- (a) There shall exist within the **Town** a Department of Public Works administered by such employees having such supervisory and administrative functions as may be determined by the First Selectman, with the approval of the Board of Selectmen. The Department of Public Works shall perform such functions regarding the construction and maintenance of highways and the construction and maintenance of town-owned buildings and grounds, other than the Cyrenius H. Booth Library, the Edmond Town Hall and buildings the

operation and control of which is vested in the Board of Education, as are assigned to it by the Board of Selectmen. Nothing herein shall be deemed to limit the First Selectman with the approval of the Board of Selectmen, from hiring independent contractors to perform such maintenance and construction. The Department of Public Works shall perform such maintenance on the Cyrenius H. Booth Library, the Edmond Town Hall and buildings subject to the operation and control of the Board of Education as is requested by the Trustees of the Cyrenius H. Booth Library, the Board of Managers of the Edmond Town Hall and the Board of Education, provided funds have been appropriated or transferred to the account of the Department of Public Works as are necessary to fulfill the requests of said Trustees and Boards.

4-40 Employees

- (a) The First Selectman may establish hours of work, set wages or salaries within the range set by the Board of Selectmen, and hire, suspend or dismiss employees of the **Town**, except employees of the Board of Education and employees whose employment and removal are otherwise provided for by this Charter or by the **General Statutes**. The First Selectman may, by written order, delegate this power to other departments of the **Town** with respect to employees of such departments.
- (b) Uniform procedures for the recruitment and removal of any class of employees which the First Selectman may hire, suspend or dismiss, a general merit system and a pension plan for employees of the **Town** may be established by ordinance.
- (c) All appointed employees of the **Town** other than those who work for the Board of Education shall report to the First Selectman for administrative purposes.
- (d) Any employee, other than the Finance Director, who has been suspended or dismissed by the First Selectman and for whom no grievance procedure is provided in a collective bargaining agreement may within 15 days of his removal, request in writing a hearing before the Board of Selectmen which hearing shall be held within 15 days from the date of receipt of such request. The employee may appear at the hearing with counsel. The Board of Selectmen shall, within 15 days after the conclusion of the hearing, act to affirm, modify or reverse the action of the First Selectman.

4-45 Regular Constables

- (a) Not more than 7 constables shall be appointed by the First Selectman with the approval of the Board of Selectmen for a term of 2 years with no more than a bare majority from any one political party, and they shall have the powers and duties prescribed for constables by this Charter and the **General Statutes**.

4-50 Other Officers and Departments

- (a) The First Selectman, with the approval of the Board of Selectmen, shall appoint such other officers, committees or commissions as are required by the **General Statutes**.
- (b) The First Selectman, with the approval of the Board of Selectmen, may appoint such other officers as are authorized by the **General Statutes** or by ordinance, subject to the provision of necessary appropriations.
- (c) The First Selectman with the approval of the Board of Selectmen may establish and maintain, subject to the provision of necessary appropriations, other departments for the administration of functions of the **Town**.

CHAPTER 5 LEGISLATIVE PROCESSES

5-05 Ordinances

- (a) The Legislative Council, by majority vote consisting of at least six (6) affirmative votes, shall have the power to make, alter and repeal ordinances not inconsistent with the Constitution or **General Statutes** or the provisions of this Charter, for the execution of the powers now or hereinafter vested in the **Town** for the governance of the **Town** and management of its affairs, the preservation of good order and for the peace, health, welfare and safety of its inhabitants and the protection and security of their property.
- (b) Prior to action on an ordinance by the Legislative Council, it shall conduct a public hearing at which all persons interested shall be given a reasonable opportunity to be heard on the proposed ordinance.
- (c) Notice of the date, time and place of said hearing and the full text of any proposed ordinance shall be published in a newspaper having a substantial circulation in the **Town** at least 10 days before the day on which such hearing is to be held.
- (d) Action by the Legislative Council, either repealing, enacting, or modifying and enacting, or refusing to enact a proposed ordinance shall be taken within 30 days of the hearing held thereon.
- (e) Following action by the Legislative Council, notice of said action shall be according to Subsection 1-25(b) within 21 days of such Legislative Council action and filed with the Town Clerk. If the ordinance was modified and enacted as modified, notice of such action shall include publication of the full text of the ordinance as enacted.
- (f) Any ordinance enacted shall not become effective sooner than 14 days after the date of publication of such notice and, if no other date is given as the effective date of such ordinance, shall become effective on the fifteenth day after publication. If a referendum is called in accordance with the provisions of Subsection 3-25(c) of this Charter, the effective date of such ordinance shall be suspended until the date of the day after the referendum.
- (g) The **Town** may enact ordinances relative to any matter on which the **Town** is empowered to act by law. If the Borough of Newtown has enacted an ordinance on the same subject, the ordinance enacted by the **Town** shall apply only to the portions of the **Town** outside the Borough.

5-10 Regulations

- (a) Where regulations of the Legislative Council are authorized by this Charter, they shall be adopted, amended or repealed by majority vote of the Legislative Council, consisting of at least six (6) affirmative votes. Any proposed regulation, amendment or repeal shall be referred to the Board of Selectmen for comment or consultation prior to action. A similar ~~referr~~reference shall be made to the Board of Education or other **Town Body** if its interests ~~is~~are affected. ~~All regulations regarding financial matters shall be referred for review and recommendation to or may originate from the Board of Finance prior to action.~~ Referrals can be acted on by the Legislative Council after 90 days. ~~Such financial regulations shall also be referred to the Board of Selectman and the Finance Director prior to action.~~
- (b) The development of the regulation governing the five year Capital Improvement Plan and any subsequent amendments to the regulation shall be the duty of the Legislative Council, ~~with the recommendation of the Board of Finance.~~

- (c) Following action by the Legislative Council, the full text of the regulation adopted or as amended shall be filed with the Town Clerk within 10 days of such action. Regulations enacted or amended shall become effective on the fifteenth day after such action.

5-15 Emergency Ordinances

- (a) Any provision of this Charter to the contrary notwithstanding, the Legislative Council may by the affirmative vote of at least eight (8) of its members, enact emergency ordinances without a public hearing and without publication or other notice prior to enactment and without the right of the voters to petition for a referendum. The reasons for such emergency shall be stated explicitly in the vote of the Legislative Council enacting such ordinance and the preamble of the ordinance shall set forth the existence and nature of the emergency and that the enactment of the ordinance is necessary for the immediate protection of the peace, health, welfare or property of the citizens of the **Town**. An emergency ordinance shall become effective immediately upon the notice thereof according to Subsection 1-25(b) and upon filing of the same with the Town Clerk. An emergency ordinance shall cease to be effective upon the expiration of a period of 60 days after its publication unless the ordinance shall be reenacted prior to the expiration of said period in accordance with the requirements set forth in Section 5-05 of this Charter, which action shall be subject to the right of referendum as set forth in Subsection 3-25(b) of this Charter.

CHAPTER 6 BUDGET PROCESSES

6-01 General Provisions

- (a) The following terms shall have the meaning ascribed to them in the referenced section of this Charter:
- (1) **Board of Education Budget** – Subsection 6-05(a),
 - (2) **First Selectman's Budget** – Subsection 6-05(b),
 - (3) **Board of Selectmen Budget** – Subsection 6-05(b),
 - ~~(4) **Recommended Board of Finance Budget** – Subsection 6-15(c)(3),~~
 - ~~(5)(4) **Town Budget** – Subsection 6-20(d),~~
 - ~~(6)(5) **Annual Town Budget Referendum** – Subsection 6-25(a),~~
 - ~~(7)(6) **Special Appropriation** – Subsection 6-35(a),~~
 - ~~(8)(7) **Emergency Appropriation** – Subsection 6-35(a).~~

6-05 Preparation of the Board of Selectmen and Board of Education Budget Proposals

- (a) Not later than February ~~21st~~^{14th}, in such form and with such supporting data as the ~~Legislative Council~~^{Board of Finance} shall require, the Board of Education shall submit to the ~~Legislative Council~~^{Board of Finance} an itemized estimate of expenditures proposed for the provision and maintenance of good public elementary and secondary schools and an itemized estimate of all revenue other than **Town** appropriations to be received by the Board of Education for its use during the next fiscal year (the "Board of Education Budget").
- (b) At such time and in such manner as the First Selectman may require, every **Town Department** other than the Board of Education shall present to the First Selectman an itemized estimate of the expenditures to be made by and revenues to be received by such

departments during the next fiscal year. After such revisions as the First Selectman may make, the First Selectman shall submit a comprehensive estimate of expenditures (the "First Selectman's Budget") to the Board of Selectmen by February 1st. The estimates shall be accompanied by such other reports and information as the Board of Selectmen may require. The Board of Selectmen shall then revise the estimates, as it deems desirable, and submit the revisions to the ~~Legislative Council~~**Board of Finance** in such form and with supporting data as the ~~Legislative Council~~**Board of Finance** shall require no later than February ~~21st~~**14th**, (the "Board of Selectmen Budget").

6-10 Role of the Finance Director

- (a) The Finance Director shall advise all **Town Departments** participating in the budget process at such times and manner as they may reasonably request.
- (b) The Finance Director shall create and maintain a budget document throughout the budget process described in Sections 6-05 through 6-25. Said document shall be comprised of the proposed **Board of Selectmen Budget** and a single line item representing the proposed Board of Education appropriation, which shall be the proposed Town Budget. Estimated revenues, including sources of such revenues, and an estimated tax levy shall be added by the Finance Director to the budget document.
- (c) The Finance Director shall be responsible for causing the publication of the proposed or recommended budgets whenever publication is required by the provisions of this Charter.

~~6-15 Financial Review of the Proposed Budgets by the Board of Finance~~

- ~~(a) The Board of Finance shall conduct a public hearing not later than the first Wednesday in March on the proposed budgets and at said hearing or any adjournment thereof it shall hear all persons eligible to vote as defined in Section 7-6 of the General Statutes who may desire to be heard relative to the proposed budgets.~~
- ~~(b) The proposed budgets shall be noticed according to Subsection 1-25(b) not later than five (5) days prior to said hearing. The publication shall include the proposed budgets showing in parallel columns, for each item, the sum budgeted for the current fiscal year, the sum expended for the prior fiscal year and the sum proposed for the next fiscal year and the estimated tax rate for the next fiscal year.~~
- ~~(c) The Board of Finance shall hold working sessions and shall revise the proposed budgets as it deems desirable. The Board of Finance shall:
 - ~~(1) Make such changes in any estimates or appropriations contained in the proposed budgets as it may deem proper;~~
 - ~~(2) Add appropriations or estimated revenues not contained in the proposed budgets; and~~
 - ~~(3) Approve a complete financial plan for the operations of the Town for the next fiscal year (the "Recommended Board of Finance Budget") which shall contain at least the following:
 - ~~(i) A simple, clear, general summary of the contents, showing estimated revenues and total appropriations equal in amount;~~
 - ~~(ii) The proposed expenditures in detail including provisions for any adjustments to the unassigned fund balance for the prior fiscal year, for debt service requirements, and for all other expenditures for the next fiscal year, including an appropriation for contingencies to be met from current revenues. All proposed expenditures should be classified in such manner as the Board of Finance deems desirable;~~~~~~

- ~~(iii) The estimated proposed revenues and the amount required from taxes, which shall be the amounts expected to be received during the next fiscal year; and~~
- ~~(iv) An itemized comparative statement by classification of all actual expenditures and receipts during the last completed fiscal year and the budget appropriations for the current fiscal year as revised to a recent specified date, together with estimated revenues for the current fiscal year.~~
- ~~(d) The Board of Finance shall submit to the Legislative Council its **Recommended Board of Finance Budget** for the next fiscal year by March 14th.~~

6-20 Preparation of the Proposed Town Budget by the Legislative Council

- ~~(a) The Legislative Council shall have the following powers with respect to approval of any item in the proposed **Town Budget**:~~
 - ~~(1) It shall have the power to reduce any item by a majority of at least six (6) affirmative votes;~~
 - ~~(2) It may increase any item or add items above those provided in the **proposed Town Budget** by an affirmative vote of at least eight (8).; and~~
- ~~(b) The Legislative Council shall hold working sessions and shall revise the proposed budgets as it deems desirable. The Legislative Council shall:~~
 - ~~(1) Make such changes in any estimates or appropriations contained in the proposed budgets as it may deem proper;~~
 - ~~(2) Add appropriations or estimated revenues not contained in the proposed budgets; and~~
 - ~~(3) Approve a complete financial plan for the operations of the **Town** for the next fiscal year (the "Town Budget") which shall contain at least the following:~~
 - ~~(i) A simple, clear, general summary of the contents, showing estimated revenues and total appropriations equal in amount;~~
 - ~~(ii) The proposed expenditures in detail including provisions for any adjustments to the unassigned fund balance for the prior fiscal year, for debt service requirements, and for all other expenditures for the next fiscal year, including an appropriation for contingencies to be met from current revenues. All proposed expenditures should be classified in such manner as the Legislative Council with the advice of the Finance Director deems desirable;~~
 - ~~(iii) The estimated proposed revenues and the amount required from taxes, which shall be the amounts expected to be received during the next fiscal year; and~~
 - ~~(iv) An itemized comparative statement by classification of all actual expenditures and receipts during the last completed fiscal year and the budget appropriations for the current fiscal year as revised to a recent specified date, together with estimated revenues for the current fiscal year.~~
- ~~(c) Upon production of the Town Budget, the Legislative Council receipt of the **Recommended Board of Finance Budget**, the Legislative Council shall cause sufficient copies thereof to be~~

made available for general distribution in the office of the Town Clerk and shall hold a public hearing thereon not later than the last Wednesday in March each year. At least five (5) days prior to said hearing, a notice of the public hearing together with a summary of the Town Budget~~budget recommended by the Board of Finance~~ showing proposed expenditures, anticipated revenues by major sources, and the amount of revenue to be raised, shall be noticed according to Subsection 1-25(b).

~~(d) The Legislative Council shall have the following powers with respect to approval of any item in the proposed **Town Budget**:~~

~~(1) It shall have the power to reduce any item by a majority of at least six (6) affirmative votes;~~

~~(2) It may increase any item or add items above those provided in the **Recommended Board of Finance Budget** by an affirmative vote of at least eight (8); and~~

~~(3) The Legislative Council may only add or increase items up to the amounts included in the proposed **Board of Selectmen** and **Board of Education Budgets** inclusive of any amendments made in Subsection 6-20(f).~~

~~(e)~~(d) No later than the second Wednesday in April, the Legislative Council shall approve ~~the~~a proposed **Town Budget** to be submitted for final adoption at the **Annual Town Budget Referendum** (the "Town Budget"). If the Legislative Council shall not have approved a proposed **Town Budget** on or prior to said date, then the Board of Selectmen and Board of Education Budgets~~Recommended Board of Finance Budget~~ shall be submitted for adoption at the **Annual Town Budget Referendum**.

~~(f)~~(e) If the Legislative Council approves a project in the Capital Improvement Plan for appropriation and funding for an amount that exceeds the Legislative Council's authority, as established in Subsection 6-35(~~de~~), the Legislative Council shall use its best efforts to have the appropriation for the project added to the ballot for the **Annual Town Budget Referendum**.

~~(g)~~(f) Prior to the final approval of a proposed **Town Budget** by the Legislative Council, the Board of Selectmen and the Board of Education may amend the proposed budget(s).

(1) Prior to the **Annual Town Budget Referendum**, amendments shall be submitted to ~~the Legislative Council~~the Board of Finance. If the amendments are approved by the Legislative Council~~Board of Finance.~~ The Legislative Council shall vote on the amendments as if they were part of the proposed Board of Selectmen and Board of Education Budgets~~Recommended Board of Finance Budget~~. ~~Otherwise the amendments shall be voted on by the Legislative Council as reductions, increases or additions, as the case may be, under Subsection 6-20(b).~~

(2) Prior to subsequent budget referenda, ~~if any, amendments made by the Board of Selectman and/or the Board of Education to budget proposals shall not be exceeded by the Legislative Council.~~should the Board of Selectman or Board of Education make any amendments to budget proposals, then the Legislative Council shall not thereafter increase the size of any such amended budget proposal.

6-25 Annual Town Budget Referendum

(a) The proposed **Town Budget** shall be submitted for adoption at a referendum to be held on the fourth Tuesday of April between the hours of 6:00 A.M. and 8:00 P.M. (the "Annual Town Budget Referendum"). Notice of the **Annual Town Budget Referendum** and any subsequent referenda, as may be needed, and the proposed **Town Budget** together with the

mil rate estimated to be necessary to fund said budget, shall be filed by the Legislative Council with the Town Clerk and noticed according to Subsection 1-25(b) at least five (5) days prior to the **Annual Town Budget Referendum**. At the **Annual Town Budget Referendum**, the proposed **Town Budget** shall be voted on as two appropriations; one for the Board of Selectmen, and one for the Board of Education. The two appropriations shall be approved individually by a majority vote. The questions on the **Annual Town Budget Referendum** ballot shall be as follows:

Shall the sum of \$ ____ be appropriated for the Board of Selectmen for the fiscal year?

Shall the sum of \$ ____ be appropriated for the Board of Education for the fiscal year?

The **Annual Town Budget Referendum** ballots shall include two advisory questions as follows:

If the proposed sum of \$ ____ for the Board of Selectmen is not approved, should the revised budget be higher?"

Yes ____

No ____

If the proposed sum of \$ ____ for the Board of Education is not approved, should the revised budget be higher?"

Yes ____

No ____

(b) In the event one appropriation fails and one is approved, the appropriation that is approved shall be considered adopted. In the event that a majority of those voting do not approve one or both appropriations of the proposed **Town Budget**, the Legislative Council shall amend only the non-approved appropriation or appropriations of the budget.

(1) The Legislative Council shall reconsider and amend the proposed **Town Budget** within seven (7) calendar days. When amending the **Board of Selectmen Budget**, the Legislative Council shall confer with the First Selectman and members of the Board of Selectmen. When amending the **Board of Education Budget**, it shall confer with members of the Board of Education. ~~The Legislative Council shall request additional financial recommendations from the Board of Finance.~~

(2) The Legislative Council shall act on changes to a proposed **Town Budget** not approved, in whole or in part, at a budget referendum as follows:

(i) It shall have the power by a majority of at least six (6) affirmative votes to reduce any item or increase any item up to the ~~proposed Town Budget~~ **Recommended Board of Finance Budget**. To increase any item above the ~~proposed Town Budget~~ **Recommended Board of Finance Budget** shall require a majority of at least eight (8) affirmative votes;

(ii) The Legislative Council may only add or increase items up to the amounts included in the proposed **Board of Selectmen** and the **Board of Education Budgets**, inclusive of any amendments made in Subsection 6-20(f).

- (3) The amended proposed **Town Budget** shall be filed with the Town Clerk and presented for adoption by vote at a referendum, pursuant to Subsection 6-20(~~ca~~), not more than fourteen (14) days following the date the proposed **Town Budget** was filed with the Town Clerk. The ballot for each successive referendum shall include the applicable advisory question(s).
- (c) When an appropriation of the proposed **Town Budget** is approved by referendum vote, the action is final and not subject to additional referenda. Similarly if one or both appropriations of the budget fail, Subsection 6-25(b) shall be repeated until both appropriations are approved by referendum vote.
- (d) When a part or parts have been approved by majority vote, the Board of Selectmen and the Board of Education shall amend the proposed **Board of Selectmen** or the proposed **Board of Education Budget** to reflect the voter approved appropriations. Said amended budgets shall be available for public inspection.
- (e) In the event a **Town Budget** has not been adopted by July 1st, the **Town** may levy, collect and expend any monies in the manner provided for in the **General Statutes**.

6-26 Local Questions on Ballot

- (a) The Legislative Council, with a majority vote of at least six (6) affirmative votes, may place local questions on the **Annual Town Budget Referendum** ballot.

6-30 Laying of Taxes

- (a) Following the adoption of the **Town Budget** for the next fiscal year, the Legislative Council shall meet and, with due provision for estimated and uncollectible taxes, abatements and corrections, shall lay such tax on the last completed Grand List at a mil rate that shall be sufficient, with the income from other sources, to meet the estimated expenses of the **Town** for the next fiscal year. The tax laid shall be based on facts known and estimates made at the time the Legislative Council acts and may be different from the mil rate estimated prior to the **Annual Town Budget Referendum** or any subsequent referendum even though the budget adopted is the same as the budget recommended to the **Annual Town Budget Referendum** or any subsequent referendum.
- (b) The Tax Collector shall collect the tax in accordance with the **General Statutes**. Taxes shall be delinquent and interest charged in accordance with the **General Statutes** and any amendments thereto. Real estate tax bills shall be due and payable in 2 semi-annual installments, July 1 and January 1.

6-35 Special and Emergency Appropriations

- (a) A "Special Appropriation" is any appropriation of additional funds made during a fiscal year that is supplemental to an adopted **Town Budget** or capital project. An "Emergency Appropriation" is an appropriation required for an unforeseen or extraordinary event or threat to public health, safety, or welfare. ~~The Board of Finance shall make a recommendation regarding a proposed Special Appropriation, but such a recommendation is not required for an Emergency Appropriation.~~
- (b) A request for a **Special** or **Emergency Appropriation** may be initiated by the First Selectman with the approval of the Board of Selectmen, by the Board of Education, or by the Legislative Council. The request shall include an estimate of the funds required, the reasons therefore, and a proposed method of financing. Methods of financing include, without limitation, issuing notes or bonds of the **Town** or laying a special tax on the Grand List last

completed. The Finance Director shall prepare a **Financial Impact Statement** for requests for **Special Appropriations**.

- (c) If the First Selectman with the approval of the Board of Selectman initiates, or the Board of Education initiates an **Emergency Appropriation** request, the appropriation may be approved by a majority vote of the Legislative Council. If initiated by the Legislative Council, the **Emergency Appropriation** must be approved by the affirmative vote of at least eight (8) members of the Legislative Council.

~~(d) The Legislative Council shall request from the Board of Finance a recommendation as to whether or not a **Special Appropriation** should be made. The Board of Finance shall provide such recommendation within 90 days of the request. The Legislative Council may grant up to an additional 90 days upon request. After said number of days, the Council may act on the request without a recommendation from the Board of Finance.~~

~~(d)~~

~~(1)~~ The Legislative Council shall have the power to ~~make approve, without referendum,~~ **Special and Emergency Appropriations**, in an amount not in excess of \$1,500,000 ~~for any one purpose cumulative~~ during a fiscal year. Said amount approved by the Legislative Council shall be cumulative ~~during as to~~ the fiscal year ~~as to all appropriations related to said purpose~~. The total of **Special and Emergency Appropriations** ~~made approved~~ by the Legislative Council for all purposes during a fiscal year shall not exceed an amount equal to one mil on the most recently completed Grand List.

~~(2)~~ The Legislative Council shall have the power to approve, without referendum, **Emergency Appropriations** in a cumulative amount for the fiscal year not in excess of an amount equal to one mil on the most recently completed Grand List. Said amount approved by the Legislative Council shall be cumulative as to the fiscal year. Upon approval by the Legislative Council of **Emergency Appropriations** beyond said one mil, approval by referendum is required.

~~(4)(3)~~ Only dollars sourced from property tax revenue and charges for services revenue shall be counted as part of the caps and limits on Special and Emergency Appropriations.

- (e) The Legislative Council shall have the power to make **Special Appropriations** of any amount that are necessary to implement agreements reached through the process of collective bargaining.
- (f) The Legislative Council shall recommend to a **Town** referendum all **Special** and **Emergency Appropriations** that equal or exceed the Legislative Council's authority.
- (g) The ~~Finance Director~~ Board of Finance ~~may shall~~ recommend to the Legislative Council a method of financing the **Special** or **Emergency Appropriation** that shall be included by the Board of Selectmen in the warning of the referendum. ~~In the case of an **Emergency Appropriation** and the Board of Finance is unable to make such recommendation, the Finance Director may make said recommendation.~~
- (h) If a **Special** or **Emergency Appropriation** is voted for a purpose requiring the expenditure or encumbrance of funds during a fiscal year for which an annual budget has been adopted but the tax has not yet been laid in accordance with Subsection 6-30(a) of this Charter, it may be financed by being included in the mil rate for said fiscal year.

6-40 Grants or Other Financial Assistance

- (a) Grants and other forms of financial assistance, whether from the State of Connecticut, the United States or any other source, shall be subject to review for their financial impact on the **Town**. The Finance Director or the **Town Department** requesting a grant or other form of financial assistance shall submit a **Financial Impact Statement** to the ~~Board of Finance and the~~ Legislative Council that evaluates the impact of the commitments and the conditions required of the **Town** by the grant or financial assistance on present and future **Town Budgets, Town Plans for Development and Capital Improvement Plans**. The Impact statement shall be submitted and reviewed before any action is taken that commits the **Town** to accept said grant or financial assistance.

CHAPTER 7 FINANCIAL PROCESSES

7-05 General Financial Process

- (a) The fiscal year of the **Town** shall begin on July 1st and end on June 30th.
- (b) The system of accounts used by the **Town Departments** shall be that prescribed by the **General Statutes** as supplemented by regulations adopted by ~~the Board of Finance and approved by~~ the Legislative Council and in accordance with generally accepted accounting principles. The accounting system shall include a separate account for each appropriation showing the amount of the appropriation, the amounts paid or transferred to it, the unpaid obligations against it and the unencumbered balance of the appropriation.
- (c) The Legislative Council, ~~with recommendation from the Board of Finance,~~ shall annually designate an independent, certified public accountant or firm to audit the books and accounts of the **Town** as required by the **General Statutes**. Said annual audit shall be accepted by the Legislative Council ~~at its discretion, with the recommendation of the Board of Finance.~~
- (d) All **Town Departments** and officers shall report and remit all receipts to the Finance Director as often as he or she may deem desirable but not more often than daily.

7-10 Bonding

- (a) The Finance Director shall seek bids from at least 3 lending institutions for all borrowings and the net bid most favorable to the **Town** must be accepted unless the Finance Director believes that it is in the best interest of the **Town** to reject all such bids, in which case all such bids may be rejected. The Finance Director may negotiate refunding and restructuring of existing bonds when it is financially advantageous. The re-negotiation may be done without securing bids.
- (b) Every resolution for the issue of bonds shall provide for a tax levy for each year to meet all serial installments of principal and interest and such amounts shall be included in a tax levy for each year until said bond shall have been paid in full.

7-15 Disbursements/Purchases

- (a) The ~~Legislative Council~~**Board of Finance** shall keep under review the budget of the **Town** and shall by regulation prescribe periodic reports of receipts and expenditures for which purpose said ~~Legislative Council~~**Board of Finance** shall have access to the books and records of any **Town Department**.

- (b) The regulations adopted by the ~~Board of Finance and approved by the~~ Legislative Council shall also designate the forms and procedures for purchase orders to be drawn on the Finance Director by the Board of Education and the Board of Selectmen.
- (c) Neither the Board of Selectmen nor the Board of Education shall draw any order upon the **Town** unless the Finance Director confirms that there are appropriations within the requesting **Town Department** to cover the request.
- (1) Before any **Town** funds are expended or encumbered or any contract is entered into, a requisition or other form of expenditure authorization request shall be signed by the department head or other authorized person which then shall be submitted to the Finance Director for approval and issuance of a purchase order. Each order shall designate the object for and the account upon which it is drawn.
 - (2) The Board of Education may make transfers within its own budget and shall report transfers within its budget in writing monthly to the Finance Director.
 - (3) When funds appropriated to the office of the Finance Director are spent or encumbered, purchase orders there for shall be signed by the First Selectman.
 - (4) The Finance Director, or another member of the Purchasing Authority shall issue all **Town** purchase orders. Further, the purchasing procedures adopted by the ~~Board of Finance and approved by the~~ Legislative Council shall be followed.
- (d) The Finance Director, in conjunction with the First Selectman, shall be the Purchasing Authority for the **Town**. All supplies and contracts for services needed by **Town Departments** other than the Board of Education shall be procured through the Purchasing Authority. Supplies and services needed by the Board of Education may be procured through the Purchasing Authority when feasible.
- (e) No officer or **Town Department** shall expend or vote to incur any liability or expense by contract or otherwise, or enter into any contract that would obligate the **Town** to expend in excess of an approved departmental line item appropriation. For the purpose of this Charter, a line item means any expenditure for the current fiscal year to which the ~~Legislative Council~~~~Board of Finance~~ has assigned an appropriation account number. Any officer or member of a **Town Department** who, without authority from this Charter or the **General Statutes**, expends or causes to be expended any money of the **Town**, except in payment of final judgments rendered against the **Town**, shall be liable in a civil action in the name of the **Town**, as provided in the **General Statutes**.
- ~~(f)~~ All sums not in excess of \$50,000 which may become due and payable to the **Town** or any **Town Department** by virtue of any loss or damage suffered by persons or property entrusted to the care, supervision or management of any such department shall be deposited in a special account and segregated by the Finance Director. Thereafter, the Finance Director shall use such sums so segregated to pay any bills incurred in the course of repairing or replacing such loss or damage by the **Town Department** in question, but such payments shall not exceed the lesser of the amount of money so deposited or the cost of repair or replacement. Any such money which is not so expended within one year from the date of its deposit shall cease to be segregated from the general fund of the **Town**, unless the **Town Department** that has incurred the loss or damage, notifies the Finance Director in writing before the expiration of said year that such repairs or replacements have been commenced or will be commenced within 90 days and will be completed on a date which will be specified in the aforesaid written notice, not to exceed 18 months.

|

7-20 Transfers

- (a) During the first 335 days of any fiscal year:
- (1) The First Selectman and Finance Director may transfer unexpended and unencumbered balances of any appropriations within a department to another appropriation for the same department, which shall not exceed the sum of \$50,000.00. All transfers within a department that exceed the sum of \$50,000.00 shall require the approval of the ~~Board of Finance~~Legislative Council.
 - (2) Upon the request of the Board of Selectman, the ~~Legislative Council~~Board of Finance may transfer any unencumbered appropriation, balance or portion thereof from one department to another, ~~which shall not exceed the sum of \$200,000.00. When transfers between departments are proposed which exceed \$200,000.00, the proposed transfers require a recommendation by the Board of Finance and the approval of the Legislative Council. The Legislative Council shall not consider such proposed transfers unless accompanied by a recommendation from the Board of Finance or unless the Board of Finance shall have failed to make such a recommendation within fifteen (15) days after notification by the First Selectman of the action taken by the Board of Selectmen.~~
 - (3) All appropriations or transfers from a contingency account require ~~a recommendation by the Board of Finance and~~ the approval of the Legislative Council.
- (b) After the first 335 days, upon request of the Finance Director, the ~~Legislative Council~~Board of Finance shall have the power to transfer, without limitation, the unexpended and unencumbered balances of any appropriation for one department to an appropriation for another department, ~~with the approval of the Legislative Council.~~
- (c) Nothing contained in Section 7-20 of this Charter shall affect any appropriation contained in, or transfers within, the budget of the Board of Education.

7-25 Financial Impact Statements

- (a) The Legislative Council in its regulations shall designate the form of the **Financial Impact Statement**.
- (b) No **Special Appropriation** shall be made, no purchase, grant nor gift of real or tangible personal property shall be accepted by any **Town Department** as provided in Sections 6-35, 6-40, and 8-05, until the ~~Board of Finance and~~ Legislative Council has ~~asve~~ received and has ~~ve~~ had thirty-five days to give due consideration to a **Financial Impact Statement**.
- (c) **Financial Impact Statements** shall be prepared by the Finance Director as set forth in Subsection 4-05(c)(7).

CHAPTER 8 ACQUISITION OR DISPOSITION OF REAL PROPERTY

8-01 General Provisions

- (a) Definitions: The following terms shall have the meaning ascribed to them below.
- (1) **Real Property:** The term "Real Property," as defined herein, shall include any town-owned parcel of land, structure, or interest in such land or structures. The term **Real Property** shall not include parcels with an appraised value of less than \$20,000 nor leases that have terms, with options, of less than 5 years.
 - (2) **Acquisition:** The term "Acquisition" shall include, without limitation, the

- (i) Receipt of real property as a result of non-payment of taxes or property exchanges,
 - (ii) Acceptance of gifts, with or without conditions,
 - (iii) Acceptance of a leasehold, or
 - (iv) Purchase of real property.
- (3) **Disposition:** The term “Disposition” shall include the sale, exchange, abandonment, or other disposition of **Real Property** and shall also include any decision to permit leases of **Real Property**. The **Disposition of Real Property** shall be restricted to:
- (i) **Real Property** that is not needed for municipal purposes now or in the foreseeable future,
 - (ii) **Real Property** that is required to facilitate the **Acquisition** of improved or unimproved **Real Property** for a project already funded, or
 - (iii) **Real Property** that is not under the management of another **Town Body**, as provided for in this Charter.
- (b) The **Town** shall have all the powers set forth in the **General Statutes** and in this Charter to acquire and dispose of **Real Property**. Detailed processes or procedures for the **Acquisition** and **Disposition of Real Property** shall be provided for in **Town** ordinances. If such ordinances are not available, the Legislative Council shall initiate the creation of such ordinances within 60 days of the effective date of this Charter. Such ordinances shall be consistent with requirements provided in Sections 8-05 and 8-10. For parcels with a value of less than \$20,000 or leases that have terms, with options, of less than 5 years Sections 8-05 and 8-10 need not apply.
- (c) If the transfer of **Real Property** provides consideration, in whole or in part, for the **Acquisition** of other real property, the appraised value of the transferred **Real Property** shall be included for the purpose of making an appropriation as if it were a cash payment.

8-05 Acquisition of Real Property

- (a) A recommendation to acquire real property shall be initiated by the First Selectman, with the approval of the Board of Selectmen, and presented to the Legislative Council.
- (b) The Legislative Council, subject to the availability of appropriations for the specific purpose, may authorize the **Acquisition** of real property with a majority consisting of at least six (6) affirmative votes. Exceptions to the power of the Legislative Council to acquire real property include the following:
 - (1) The Planning and Zoning Commission shall have the power to accept on behalf of the **Town** all open spaces, parks, playgrounds, real property for the purpose of widening or realignment of existing public highways, conservation easements, conservation restrictions, and easements for drainage, slope or similar purposes that it requires to be provided by a subdivider as a condition of subdivision approval. Title of said property shall be free and clear of all encumbrances that are unacceptable to the Planning and Zoning Commission.
 - ~~(2)~~ The Board of Selectmen shall have the power to acquire real property for public highways and related purposes as provided in Subsection 2-115(d)(7).

- (c) Prior to a Legislative Council vote to acquire real property, the following shall be completed.
- (1) The Finance Director shall prepare and submit a **Financial Impact Statement** to the ~~Board of Finance and~~ Legislative Council, as provided in Section 7-25, for all property **Acquisition** other than those excepted in Subsection 8-05(b) and
 - (2) An appraisal of said real property from an appraiser licensed or certified by the State of Connecticut is required.
- (d) If the real property proposed to be acquired is for purposes for which a mandatory referral is required by Section 8-24 of the **General Statutes**, said referral shall be made before any action is taken.
- (e) As provided in Subsection 6-35(e), if the real property proposed to be acquired requires an appropriation of \$1,500,000 or more, said **Acquisition** shall require approval of a referendum.
- (f) Following the approval of the Legislative Council or referendum to acquire real property, the Board of Selectmen shall authorize an officer, board or commission to act on behalf of the **Town** in such **Acquisition**.

8-10 Disposition of Real Property

- (a) The First Selectman, with the approval of the Board of Selectmen and the Legislative Council by a majority vote of its membership, may propose the **Disposition of Real Property**.
- (b) **Real Property** acquired for non-payment of taxes shall be sold unless the Legislative Council by a majority of at least six (6) affirmative votes to retain said property.
- (c) After the proposal to dispose of **Real Property** is made the **Town** shall:
 - (1) Post a sign conspicuously on said **Real Property** within 14 days for the duration of the **Disposition**,
 - (2) Provide public notice of the availability of said **Real Property** according to Subsection 1-25(b) within 14 days,
 - (3) Have all properties affected in the proposed **Disposition** appraised by an appraiser licensed or certified by the State of Connecticut to ascertain their values both before and after the transaction.
 - (4) Circulate, within 5 days, the proposal for comment to all boards and commissions having an interest in the **Disposition** of said **Real Property**.
 - (5) Comply with **General Statutes**, when applicable, concerning the **Disposition** of public property, including but not limited to holding a public hearing [Section 7-163e of the **General Statutes**] and referring the proposed **Disposition** to the Planning and Zoning Commission [Section 8-24 of the **General Statutes**].
- (d) Upon meeting said requirements of Subsection 8-10(c), the Legislative Council may vote to sell or otherwise dispose of said **Real Property** as required by the **General Statutes**, if applicable, or by majority vote.
 - (1) The Legislative Council may recommend that the Board of Selectmen consider factors other than obtaining the highest price, such as considering the buyer's binding commitment to use the real property for a specific purpose and where there is a benefit to the **Town**.

- (e) Where the Legislative Council votes to sell or otherwise dispose of **Real Property** having an appraised value of \$1,500,000 or more said action shall require approval of a referendum.
- (f) Following the approval of the Legislative Council or referendum, if needed, to dispose of **Real Property**, the First Selectman is authorized to take all steps necessary to carry out the sale or other disposition, including:
 - (1) If the **Disposition** is to sell the **Real Property**, the First Selectman shall determine the method of sale that is in the best interest of the **Town**, including public auction or private sale – with or without listing the property for sale with a real estate broker. If the decision is made to sell the **Real Property** by private sale, the price and terms of the contract of sale shall be established by the First Selectman with the approval of the Board of Selectmen and confirmed by an affirmative vote of at least eight (8) members of the Legislative Council.
 - (2) If the **Disposition** is to permit the lease of **Real Property**, the First Selectman shall:
 - (i) Authorize an officer, board, commission or authority, if needed, to negotiate the term(s) of the lease(s),
 - (ii) Present the negotiated lease(s) to the Board of Selectmen for approval, and
 - (iii) Present the approved lease(s) to the Legislative Council for approval.

CHAPTER 9 ETHICS COMPLAINTS AND ADVISORY OPINIONS

9-05 Code of Ethics

- (a) The Code of Ethics shall guard against improper influence or the appearance of improper influence to better ensure public trust in the government. To that end, the Code of Ethics shall set standards on the conduct of all **Town** officials and employees as necessary or appropriate.
- (b) The Code of Ethics is an ordinance which can be amended in accordance with the procedures for amending ordinances except that the Board of Ethics, without a petition, may propose amendments. In the event that an amendment is so proposed, the Legislative Council shall have no more than 120 days to approve, modify or reject said amendment.
- (c) The Board of Ethics shall be charged with the administration of the Code of Ethics. The Board shall adopt and may amend reasonable rules and regulations for the administration of its proceedings. Prior to adopting or amending said rules and regulations, the Board shall hold a public hearing. Notice of the date, time and place of the public hearing, together with the text of the proposed amendment, shall be warned according to Subsection 1-25(b) not less than 10 days before the date of said hearing. All such rules and regulations, as currently amended, shall be made available at the office of the Town Clerk to any **Resident Elector** of the **Town**.
- (d) Whenever an officer, official, or employee of the **Town** is contemplating taking an action or participating in any proceeding and has any question concerning the conformity of that action or participation with the Code of Ethics, the officer, official or employee shall have the right to seek an advisory opinion of the Board. Such request must be submitted in writing and the resulting advisory opinion from the Board shall be in writing.

9-10 Procedure for Complaints

- (a) The Board of Ethics shall receive complaints of any violations of the Code of Ethics and shall, upon receipt of such complaints, investigate the same and may hold private investigations thereon if, in the opinion of the majority of the Board, said complaint warrants an investigation. Any complaint received by the Board must be in writing and signed by the individual making said complaint. Complaints made to the Board of Ethics shall not be made public unless and until the complaint is found to warrant a hearing. Upon receiving any complaint, the Board shall privately notify in writing the person against who said complaint has been filed, advising the concerned party of the specific nature of the complaint made and being investigated by the Board and the name of the complainant. Upon receipt of said notice from the Board, the party so notified that a complaint has been filed against him/her shall have the right to request a full hearing by the Board. In the event the Board decides that a hearing is required, or the person whose conduct is being called into question requests a hearing, said hearing shall afford the person whose conduct is called into question the right to cross-examine witnesses, to meet and answer the complaint, and to present evidence. No hearing may be conducted with fewer than 4 members of the Board in attendance.
- (b) In the event the Board shall receive complaints against any officer, official or employee of the **Town**, the investigation and disposition of which have been delegated to other boards or commissions created by the Charter or under the **General Statutes**, then the Board shall forward the complaint received to the appropriate board or commission. The board or commission to which such complaints are forwarded shall thereafter notify the Board of the disposition made of said complaint.
- (c) The Board shall report to the Board of Selectmen its finding as to whether or not a violation of the Code of Ethics has occurred, together with recommendation as to dispositions to be made. The First Selectman with the approval of the Board of Selectmen shall thereupon take such action as it may deem appropriate including, but not limited to, removal from office, suspension or censure of the person(s) who is the subject of the complaint or dismissal of the charges, except that elected officials may not be removed or suspended from office.
- (d) All opinions, finding and recommendations of the Board, whether advisory or at the request of a complainant, shall be kept on file in the office of the Town Clerk.
- (e) The Legislative Council, by regulation, may prescribe procedures permitting the reimbursement by the **Town** of any reasonable out-of-pocket expenses and attorney's fees incurred in connection with an appearance before the Board of Ethics by an officer, official or employee of the **Town**.

CHAPTER 10 TRANSITION AND MISCELLANEOUS

10-01 Effective Date

- (a) As originally adopted this Charter was effective at 12:01 A.M. October 9, 1961.

10-02 Amendment of the Charter

- (a) This Charter may only be amended in the manner prescribed by the **General Statutes**.
- (b) Within 5 years after submission of the final report of the most recent Charter Revision Commission, the Legislative Council shall appoint a Charter Revision Commission to review the Charter and any recommendations made by the Legislative Council.

10-03 Schedules of Superseded Acts

- (a) The following special acts shall have no force or effect after the effective date of this Charter:

Volume and Page of Special Acts

Board of Finance	Act of April 26, 1917 XVII 940
Certain Action with respect to organization	
Validated	Act of March 15, 1943 XXIV 15
Amendment Authorized	Act of March 25, 1943 XXIV 45
Amendment Authorized	Act of July 8, 1943 XXIV 359
As amended	Act of May 22, 1957 XXVIII 413
Biennial Town Elections	Act of April 21, 1943 XXIV 91
Police and Fire Departments	Act of March 31, 1943 XXIV 57
Small Claims Court	Act of April 21, 1943 XXIV 98
Regional School Districts	Act of December 21, 1949 XXIV 13
Enactment of Ordinance	Act of April 25, 1957 XXVIII 139

10-04 Savings Clause

- (a) If any section, subsection, sentence, phrase, clause or word of this Charter shall be held invalid by a Court of competent jurisdiction, such holding shall not affect the remainder of this Charter, except to the extent that some other word, clause, phrase, sentence, subsection or section may be inseparably connected in meaning and effect with the section, subsection, sentence, phrase, clause or word to which such holding shall directly apply.
- (b) Any reference to the **General Statutes** means as said Statutes may be amended from time to time.

A resolution providing for an appropriation totaling \$786,000 to be used for: \$200,000 for transfer station site improvements; \$100,000 for municipal building improvements; \$90,000 for parks & recreation truck with lift gate (a replacement); \$150,000 for Dickinson Park pavilion refurbishment; \$75,000 for Community Center outside storage building; \$155,000 for Community Center patio; and \$16,000 for Community Center/Senior Center handicapped doors. To be funded from the American Rescue Plan (ARP) grant.

\$786,000 requested appropriation was recommended by the ARP Working Group on 04/11/2022.

The ARP Working Group is comprised of the following:

Board of Selectmen

- Ed Schierloh

Board of Finance

- Geoffrey Dent ***
- Erica Sullivan

Legislative Council

- Charles Gardner
- Matthew Mihalcik
- Michelle Ku ***

Ex-officio

- First Selectman, Dan Rosenthal

*** Absent

\$200,000 for transfer station site improvements:

Renovations of the Transfer Station are geared toward improvement in the traffic patterns for recycling and household garbage drop off by removing congestion and traffic bottlenecks. The goal is to create the capacity to handle a larger volume of citizen participation more quickly and efficiently. This work will include everything from new traffic patterns and roadways to better lighting, signage and security camera coverage.

\$100,000 for municipal building improvements:

- * \$30,000 - Window abatement and refurbishment of window systems at the Municipal Center is part of a continuing project to update and repair, as necessary, all the major window components that are considered a historical restoration.
- * \$18,000 - The floor replacement at the Public Works Garage is a replacement of a 20 year old tile floor that has gone beyond its useful life.
- * \$23,000 - Renovation of the woman's locker room at the Public Works Garage is to provide equal facilities for shower and rest room activities to that of the male counterparts.
- * \$29,000 - Phased repainting of the interior of the Municipal Building beginning in the hallway area.

\$90,000 for parks & recreation truck with lift gate (a replacement):

-SEE ATTACHED-

\$150,000 for Dickinson Park pavilion refurbishment:

-SEE ATTACHED

\$75,000 for Community Center outside storage building:

-SEE ATTACHED

\$155,000 for Community Center patio:

-SEE ATTACHED

\$16,000 for Community Center/Senior Center handicapped doors:

Some doors at the Community/Senior Center are very heavy and hard to open for some people. Handicapped doors will make it easier especially for the handicapped and seniors.

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333



CARL SAMUELSON
ASSISTANT DIRECTOR, PARKS

TOWN OF NEWTOWN

PARKS & RECREATION TRUCK WITH LIFT GATE

TO: Robert Tait, Finance Director

FROM: Carl Samuelson, Assistant Director-Parks

DATE: 4/12/22

RE: Budget justifications - Truck Replacement 2007 Ford F550 Liftgate with structural issues.

Rotted Frame/cross member



Frame rot / Tow hitch and lift gate attachment point.





DICKINSON PARK PAVILION REFURBISHMENT

Renovate Existing 1961 Wood Frame Structure

1. Replace dry rotted and dilapidated roof sheathing and shingles	\$ 65,000
2. Lighting	\$ 20,000
3. Utilities – Install new electrical service to site from garage including low Voltage wiring for wi-fi. Includes transformer and grounding.	\$ 34,000
4. Replace rotted corner supports columns and repair other existing columns and joists as needed.	\$ 15,000
5. Replace rotted ridge beam.	\$ 15,000
6. Construct small utility closet for new electrical service.	\$ 4,000
7. Disposal of existing roofing and decking.	\$ 12,000

TOTAL:	\$165,000
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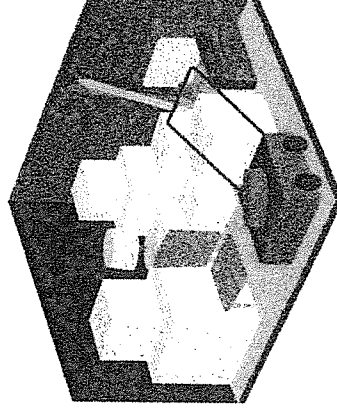
ESTIMATE

Increase Storage Needs (SC/CC)

Construction of a block-style storage unit adjacent to the building

Request from ARP: \$75,000.00

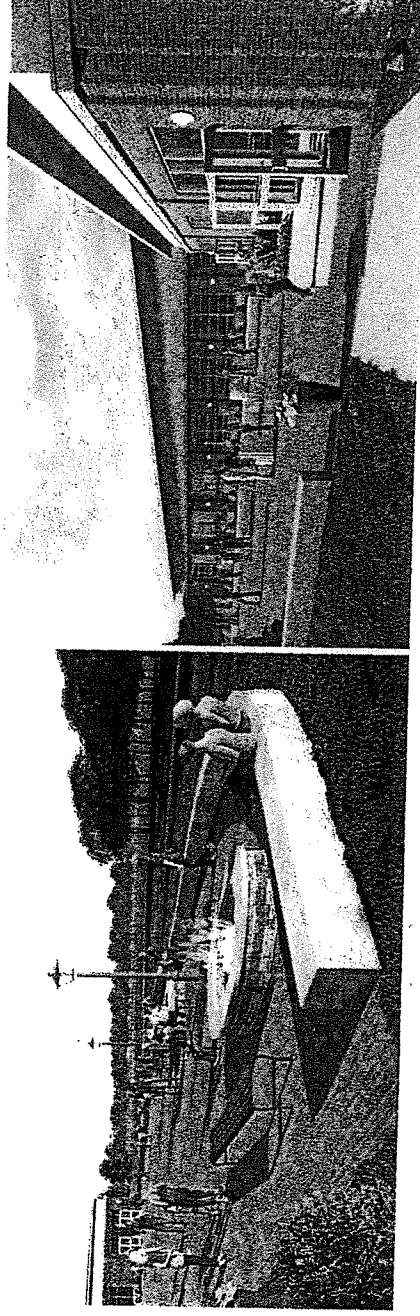
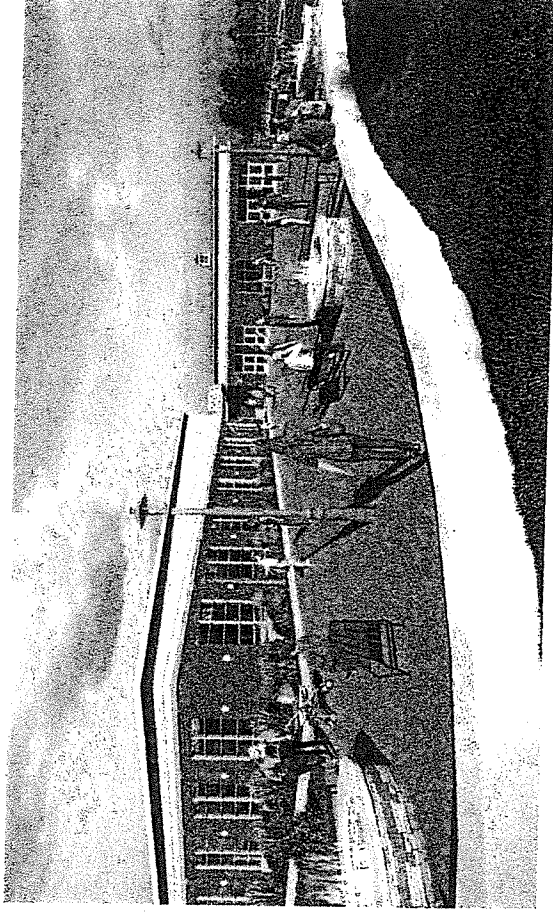
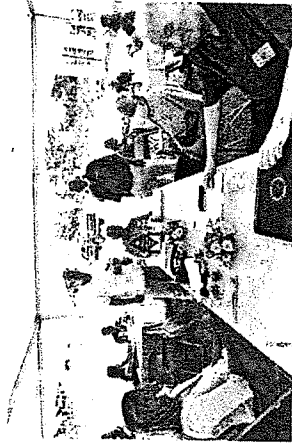
- Designated storage identified to be a key need since the building opened
- Dedicated building overflow and pool supplies' storage was removed from the initial design plan due to budget and space constraints
- Current storage spaces shared with other departments (Park and Rec, S/C)
- Fire Code Violations need to be addressed (storage of snow blower, lawn mower)
- Pool Supplies stored at Trades Lane Garage & Public Works
 - Requires supplies to be delivered by Public Works
 - Often needed quickly which interrupts PW
- New storage unit removes CC's dependence on other departments to deliver supplies
- Offers both the CC and SC increased storage adjacent to the building



Facility Upgrades: Patio

Completion of Patio Project
Request from ARP: \$155,000
(estimate generated in 2020)

- Project not completed due to construction funding constraints
 - Foundation areas completed include water line, lighting, gas line, plantings
- Creates untapped revenue generating opportunities through events and programming options
- Provides extra space for social and recreational purposes



**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT COMMUNITY CENTER / SENIOR CENTER

PROJECT: ARP GRANT - COMMUNITY CENTER / SENIOR CENTER HANDICAPPED DOORS

PROPOSED APPROPRIATION AMOUNT: \$ 16,000

PROPOSED FUNDING:

BONDING	\$ -
GRANT	\$ 16,000
LOCAL MATCH	\$ -
OTHER	\$ -
CONTINGENCY	\$ -
IN KIND	\$ -
	<u>\$ 16,000</u>

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 (average)		\$ -	
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:

NO MAJOR IMPACT ON THE BUDGET (GENERAL FUND).

PREPARED BY: Rols TA

DATE: 4/11/2022

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT COMMUNITY CENTER

PROJECT: ARP GRANT - COMMUNITY CENTER OUTSIDE STORAGE BUILDING

PROPOSED APPROPRIATION AMOUNT: \$ 75,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	75,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>75,000</u>

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 (average)
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:

NO MAJOR IMPACT ON THE BUDGET (GENERAL FUND). THERE WILL MAN HOUR SAVINGS.

PREPARED BY: 

DATE: 4/11/2022

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT COMMUNITY CENTER

PROJECT: ARP GRANT - COMMUNITY CENTER PATIO

PROPOSED APPROPRIATION AMOUNT: \$ 155,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	155,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>155,000</u>

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 (average)
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

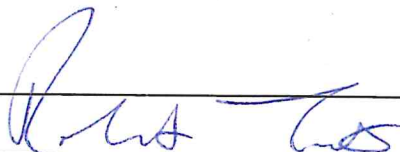
(using current year's information)

0.0000 mills

COMMENTS:

NO MAJOR IMPACT ON THE BUDGET (GENERAL FUND).

PREPARED BY:



DATE: 4/11/2022

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT PARKS & RECREATION

PROJECT: ARP GRANT - DICKINSON PARK PAVILION REFURBISHMENT

PROPOSED APPROPRIATION AMOUNT: \$ 150,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	150,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>150,000</u>

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 (average)	\$ -	
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:

NO MAJOR IMPACT ON THE BUDGET (GENERAL FUND). THERE WILL BE SAVINGS ON MAINTENANCE.

PREPARED BY:

Robert To

DATE: 4/11/2022

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT PUBLIC WORKS

PROJECT: ARP GRANT - MUNICIPAL BLDG IMPROVEMENTS

PROPOSED APPROPRIATION AMOUNT: \$ 100,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	100,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>100,000</u>

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 (average)
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:

NO ADDITIONAL IMPACT ON THE BUDGET (GENERAL FUND).

PREPARED BY:

DATE: 4/11/2022

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT PARKS & RECREATION

PROJECT: ARP GRANT - REPLACEMENT TRUCK WITH TAIL GATE

PROPOSED APPROPRIATION AMOUNT: \$ 90,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	90,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>90,000</u>

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 (average)
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:

NO MAJOR IMPACT ON THE BUDGET (GENERAL FUND). THERE WILL BE SAVINGS ON MAINTENANCE.

PREPARED BY:



DATE: 4/11/2022

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT PUBLIC WORKS

PROJECT: ARP GRANT - TRANSFER STATION SITE IMPROVEMENTS

PROPOSED APPROPRIATION AMOUNT: \$ 200,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	200,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	<u>200,000</u>

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 (average)	\$	-	
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

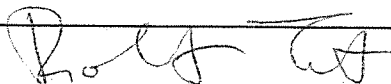
(using current year's information)

0.0000 mills

COMMENTS:

NO ADDITIONAL IMPACT ON THE BUDGET (GENERAL FUND).

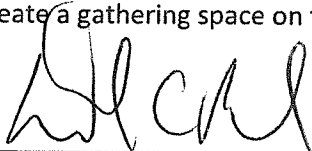
PREPARED BY:



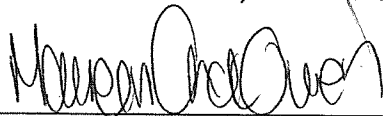
DATE: 4/11/2022

Board of Selectman Resolution

RESOLVED: Resolution accepting the grant awards from the Newtown Board of Realtors in the amount of \$5,000, and The Jeniam Foundation in the amount of \$5,000. These grant are related to a project to create a gathering space on the Fairfield Hills campus.



Daniel C. Rosenthal, First Selectman



Maureen Crick Owen



Edwin Schierloh



Kimberly Chiappetta <kimberly.chiappetta@newtown-ct.gov>

Checking in

David Landau <davidlandauremax@gmail.com>

Wed, Apr 6, 2022 at 1:33 PM

To: Christal Preszler <christal.preszler@newtown-ct.gov>, Kimberly Chiappetta <kimberly.chiappetta@newtown-ct.gov>

Hi Christal and Kimberly

We are approved!

Confirmation email below(nothing you need to do)

Thank you!

Hello

I am pleased to let you know that the \$5,000 funding request from the Newtown Board of REALTORS® for the Park/Pocket Park was approved. Congratulations!

Funding Disbursement Process

Placemaking grants are awarded using a reimbursement model. Associations receive grant funds after submitting proof of money spent/committed. Additionally, associations are required to complete an evaluation of the activity for which funds were awarded in order to receive their reimbursement.

1. Please send an "after" photo of the project, and complete the online evaluation for the activity. <https://realtorparty.realtor/community-outreach/placemaking/evaluation.html>
2. Complete the attached Reimbursement Request form.
3. Email the Reimbursement Request Form and supporting documents to PlacemakingGrants@nar.realtor. Acceptable documents include an invoice from a vendor, a signed contract with a consultant/speaker and receipts for items purchased. *Please note that as part of NAR's Right Tools, Right Now, the 10% financial contribution requirement is waived for any association that requests reimbursement between 3/1/2022 through 12/31/2022.*

Electronic Payments

NAR is currently making reimbursements as electronic payments. Please complete the attached ACH payment authorization form and return it to me with your other reimbursement documents. If your association is already set-up to receive ACH payments from NAR, you may disregard the form.

Reimbursement Timeline

- The reimbursement request must be made within 90 days of the completion of the activity.
- The activity must take place within one year of approval notification from NAR in order to be eligible for funding reimbursement.

News Release

We encourage you to use the attached fill-in-the-blank news release to gain local publicity for your association's receipt of an NAR Fair Housing Grant.

Share Your Story

THE JENIAM



FOUNDATION

January 31, 2022

Town of Newtown
ATTN: Christal Preszler
Economic and Community Development
3 Primrose St
Newtown, CT 06470

Dear Christal:

Enclosed is a grant of \$5,000 to create a gathering space at Fairfield Hills. This grant has the following restrictions:

- Funds may be spent on design, planning, and implementation of a gathering space on the Fairfield Hills campus per your emailed proposal of January 26th, 2022
- A 1-2-page final report is due on or before November 30th, 2022.

Please acknowledge receipt of these funds together with your acceptance of terms by signing and returning an electronic copy of this letter for our files.

We hope this small grant will help create a new little "pocket park" on the campus that the whole town can enjoy. Thanks for bringing this project to us.

Sincerely,

A handwritten signature in dark ink, appearing to read 'H. E. Killin III'.

Hugh E. "Tripp" Killin III
Executive Director
Jeniam Foundation
PO Box 3128
Newtown, CT 06470

4/18/22. 9:44 AM

Town of Newtown Mail - Checking in

You are welcome to submit a post about your completed grant activity for our *Spaces to Places* blog: <https://www.nar.realtor/blogs/spaces-to-places>. Your story could inspire others!

Grant Award Eligibility

Please note associations are eligible to receive one (1) grant per funding level, per calendar year.

Thanks,

Catherine

Attachment H

Fwd: Public Comments to BOE 3 May 22 regarding transportation contract

Ryan Knapp <ryan.w.knapp@gmail.com>

Wed, May 4, 11:20 AM (2 days ago)

Hello Chairman Capeci and fellow Council members,

Below are my comments I submitted (as an individual and not on behalf of the Legislative Council) to the Board of Education last night regarding the recent issues with the Transportation RFP and my concerns that we are now 10 years since the District received any competitive bids on that substantial line item. I am asking that my comment, and this note preceding it, be attached to Legislative Council minutes as communications. There are a few reasons for this:

Firstly, I would like to make other Council members aware of my comments. These comments built on concerns that were raised in public during our budget deliberations.

Secondly, there is a large financial impact to these decisions and as the Council is the Fiscal Authority the Council may feel this should warrant a future discussion only agenda item where the Board of Education can brief us on any procedural steps that are put in place to catch any major issues with RFPs before being released.

Lastly, due to the Board of Education's policy of time limits on public comment I did not get to read my full statement into the record and subsequently asked that it be attached to the minutes. I have since been told that in the time since I did the same almost 6 years ago and then Chair Alexander accommodated my request, the District has shifted away from attaching written comment to the minutes. This move away from the level of transparency we have on the LC or how the State posts written public comment, even on sensitive and contentious issues, is concerning. I ask that they be received as communications and attached to the LC minutes so that they are at least somewhere on the record and do not get forgotten.

Thank you very much,

-Ryan

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

From: Ryan W. Knapp <ryan.w.knapp@gmail.com>

Date: Tue, May 3, 2022 at 7:59 PM

Subject: Public Comments to BOE 3 May 22 regarding transportation contract

To: Deborra Zukowski <debz.newtown.ct@gmail.com>

Cc: Kathy June <junek@newtown.k12.ct.us>, Donald Ramsey <ramseyd_boe@newtown.k12.ct.us>, <vorousj_boe@newtown.k12.ct.us>, <crusond_boe@newtown.k12.ct.us>, <stitesr_boe@newtown.k12.ct.us>, <larkinj_boe@newtown.k12.ct.us>, <kuzmaj_boe@newtown.k12.ct.us>

Hello,

I did not have enough time in the three minutes allowed to read my complete statement tonight, so I would like to formally submit it for your review. I also ask that these be attached to the minutes so that my complete thoughts are captured.

Thank you,

-Ryan Knapp

“Ryan Knapp, 11 Jeremiah Rd

Here speaking as an individual and not on behalf of the Legislative Council of which I am a member.

Transportation comes up at budget time every year because it is a large overhead cost. This year was no exception and I raised concerns about this contract situation.

It doesn't seem long ago I was before a past iteration of this board raising concerns with the then Board waiving its Purchasing

Policy and giving the current vendor a contract without going out to bid.

At the time I cited the Board's policy to get "require a minimum (3) written proposals be secured" and that statute prevented extensions longer than one year. Dr. Errardi had referred to the current contract as an extension.

Since then there have been many frustrating situations regarding bussing.

We learned contractually reports were not being provided.

Many of us heard from unhappy drivers when their hours were cut with the move to a two tier system.

At the start of the pandemic, when everyone was locked down and the District continued to pay its employees and vendors, our current bus vendor was not paying the drivers.

The frustrating issues around the driver shortage, specifically the issues with late communication of what seemed to be a daily occurrence, and parents upset that their child did not have a ride to school or home. This was especially hard on single parents. An issue other vendors in other districts seemed to manage much better.

It has been frustrating to say the least.

This new contract went out to bid and received only one response, our current vendor. Unfortunately the RFP was glaringly flawed, and named our current vendor as doing the routing for the contract. Who would bid a contract when it specifies your competitor will do your logistics? It is not a reach to believe this mistake poisoned the well for all other bidders.

The contract also specified the fleet must be propane, which makes one wonder why we would limit ourselves in a time of booming Electric Vehicle technology and government subsidies. This narrow definition also likely precluded other vendors from bidding due to the capital hurdle.

Unfortunately the Board once again does not have 3 competitive bids to consider. We won't know what savings could have been realized or if our service could have been improved.

During this process this contract did not get the scrutiny it's size and importance warranted. Now the Board is left with no good choices.

I recognize this board inherited this situation as this all happened before this term, but I hope that this Board can take the time to understand how the issues happened and put procedures in place so that for large contracts it does not happen again.

Who reviewed this RFP before it went out?

Was the then purchasing agent involved?

Why was it a 5 year and not a shorter term? Was the Board consulted on that decision?

Why were the fuel options so restricted?

There are some members of the public who criticize members of our local Fiscal Authority for asking questions, scrutinizing requests and not blindly "trusting the experts." But we know well meaning people can make mistakes, and a different perspective can often spot something someone else missed.

Unfortunately being where we are now, in practice with no competitive bids for 10 years, there is no market context, no way to verify good stewardship of taxpayer dollars, no accountability for poor performance and it demonstrates why scrutiny and oversight are important. I hope this board will put procedures in place for these more substantial contracts.

Thank you and I want to wish you all the best with your difficult decision."

Your message below has been sent to the Police Commission

6 messages

Michelle E Embree Ku via Newtown CT <cmsmailer@civicplus.com>

Tue, Dec 21, 2021 at 10:57 PM

Reply-To: Michelle E Embree Ku <cmsmailer@civicplus.com>

To: michelle.embreeku@gmail.com

Submitted on Tuesday, December 21, 2021 - 10:57pm

Submitted values are:

Name: Michelle E Embree Ku

Email: michelle.embreeku@gmail.com

Subject: Public Comment on December 22 Agenda Item 2a

Message:

Dear Police Commissioners,

The recent news of Chief Viadero's resignation makes me both happy that he is being recognized for his great work, but also concerned for how we will find someone to fill the rich legacy he leaves. He has been a great leader to our community. From my own perspective, he brought the police department through a post-tragedy recovery as well as the scrutinization of policing practices. His commitment to partnering with the school district led to Newtown's District Security Committee being a model for other districts, and I appreciate his support of the importance of School Resource Officers when the Connecticut Legislature questioned the value of such positions. He served as a calming voice during the protests in the summer of 2020.

When Chief Viadero took on the leadership role in Newtown, there was a need to address the climate and culture within the department. Internal surveys helped elucidate the needs of the department and the kind of leader that could help address those needs, and Chief Viadero was selected by the Police Commission to do so. Now, six years later, the needs have changed and a focus on the Newtown community seems warranted. I urge you to provide avenues for the community to contribute and have a voice in the selection of the next Chief of Police. These avenues can take the form of community forums, focus groups, and community surveys as has been done for previous school district superintendent searches.

The Newtown community is a dynamic one, challenging its government to provide services that keep pace with the changing needs. Taking the time to hear the community will strengthen police-community engagement and trust. I hope that as you consider the "Chief Selection Process," you will decide to invest in this important step during your search for a new Chief of Police.

I write to you as a member of the public (not in my elected capacity) and appreciate your consideration,

Michelle Embree Ku

[28 Platts Hill Rd](#)

Michelle Embree Ku <michelle.embreeku@gmail.com>

Thu, Jan 6, 2022 at 9:40 AM

To: Joel Faxon <jfaxon@faxonlawgroup.com>, Neil Chaudhary <nkc@4newtown.com>, "scicciari@gmail.com"

<scicciari@gmail.com>, "bbuddnrct@gmail.com" <bbuddnrct@gmail.com>, Joan Plouffe <joanplouffe@gmail.com>

Commissioners, I appreciate your taking the time to consider my recent correspondence. With the announcement of Captain Venghale's departure and the loss of his longtime dedication to Newtown, I understand the urgency of finding a new Chief of Police. I am concerned, though, that the search is not being given enough time or community input.

First, I believe that it behooves the Police Commission to gather input from the department and the community. This only serves to strengthen police-community engagement and trust within the department. This kind of outreach has

been done for other executive level positions in our community. These are some examples:

Library Director Search

[https://www.newtownbee.com/04022014/library-director-search-focus-groups-begin/?q=](https://www.newtownbee.com/04022014/library-director-search-focus-groups-begin/?q=library%20director%20search)

[library%20director%20search](https://www.newtownbee.com/04022014/library-director-search-focus-groups-begin/?q=library%20director%20search)

[https://www.newtownbee.com/04292014/library-director-search-this-time-is-deliberate-and-comprehensive/?](https://www.newtownbee.com/04292014/library-director-search-this-time-is-deliberate-and-comprehensive/?q=library%20director%20search)

[q=library%20director%20search](https://www.newtownbee.com/04292014/library-director-search-this-time-is-deliberate-and-comprehensive/?q=library%20director%20search)

<https://www.newtownbee.com/03192014/be-part-of-the-library-director-search/?q=library%20director%20search>

Superintendent Search

[https://www.newtownbee.com/10202017/superintendent-search-subject-of-latest-community-forum/?q=](https://www.newtownbee.com/10202017/superintendent-search-subject-of-latest-community-forum/?q=superintendent%20search)

[superintendent%20search](https://www.newtownbee.com/10202017/superintendent-search-subject-of-latest-community-forum/?q=superintendent%20search)

[https://www.newtownbee.com/11202013/cabe-report-highlights-community-preferences-for-a-superintendent/?q=](https://www.newtownbee.com/11202013/cabe-report-highlights-community-preferences-for-a-superintendent/?q=superintendent%20search)

[superintendent%20search](https://www.newtownbee.com/11202013/cabe-report-highlights-community-preferences-for-a-superintendent/?q=superintendent%20search)

I am not suggesting that the Police Commission needs to hire consultants, include anyone outside of the Police Commission in the interviews, or spend months gathering community input. However, giving the community and department some sense of voice will work to the benefit of the new Chief of Police and the Commission.

Second, as of two days ago, the job had not been posted on the Newtown Employment Opportunities website, the Connecticut State Police Officer Standards and Training Council website, or the Connecticut Police Chiefs Association website. The position was posted on the Newtown website yesterday, but is still not on the other websites. Admittedly, I am unfamiliar with where qualified applicants would look for this posting, and it may be posted elsewhere. However, I see that the deadline for applications is next Friday. I am concerned that given it was just posted on our own website, a nine day window to respond to an executive level job posting is not enough and will not have a wide reach.

Again, I appreciate your consideration of this input. If appropriate, I would like to request that my correspondence (including the forwarded email attached) be made a part of the public record. Thank you,

Michelle Embree Ku

28 Platts Hill Rd

(writing as a member of the public - not in my elected capacity)

[Quoted text hidden]

Joel Faxon <jfaxon@faxonlawgroup.com>

Thu, Jan 6, 2022 at 1:40 PM

To: Michelle Embree Ku <michelle.embreeku@gmail.com>, Neil Chaudhary <nkc@4newtown.com>, "scicciari@gmail.com" <scicciari@gmail.com>, "bbuddnrtc@gmail.com" <bbuddnrtc@gmail.com>, Joan Plouffe <joanplouffe@gmail.com>

Hi Michelle, thank you for your email. I believe that the best approach for receiving public comment is for interested citizens to attend our meetings where we provide ample, nearly unlimited opportunity for public comment. That maintains the integrity of the process. We had a meeting Tuesday evening with some public participation and the topic of selection of the new chief was on the agenda. Regards, Joel.

Joel T. Faxon

FAXON LAW GROUP, LLC

59 ELM STREET

NEW HAVEN, CT 06510

T:(203)624-9500

C:(203)417-0949

F:(203)624-9100

www.faxonlawgroup.com

From: Michelle Embree Ku <michelle.embreeku@gmail.com>

Sent: Thursday, January 6, 2022 9:40:00 AM

To: Joel Faxon; Neil Chaudhary; scicciari@gmail.com; bbuddnrtc@gmail.com; Joan Plouffe

Subject: Fwd: Your message below has been sent to the Police Commission

[Quoted text hidden]

Michelle Embree Ku <michelle.embreeku@gmail.com>

Fri, Jan 7, 2022 at 10:11 AM

To: Joel Faxon <jfaxon@faxonlawgroup.com>

Cc: Neil Chaudhary <nkc@4newtown.com>, "scicciari@gmail.com" <scicciari@gmail.com>, "bbuddnrtc@gmail.com" <bbuddnrtc@gmail.com>, Joan Plouffe <joanplouffe@gmail.com>

Thank you for your reply, Joel.

I am certain that the reason for this practice is well-considered. How an elected body handles email from the public is a discussion that I am familiar with, and I understand some of the arguments for not including the entire text of correspondence in the written record. I can also appreciate that the Police Commission deals with sensitive issues unique to a body associated with law enforcement. Primarily, I appreciate knowing how my email will be handled.

If this practice - that is, written correspondence is not documented in the public records - ever comes up for review, I hope that you will consider a couple of questions:

- Do people understand that the "correspondence" item on every Police Commission agenda does not include that of the public with the commission even when specifically requested (as you can deduce, I did not understand this)?
- Do people understand that when they submit an email through the town website that their correspondence by email will not be documented (of note, many other town bodies do record correspondence in their minutes, which could cause confusion for residents)?
- Does the practice of only documenting in-person public comment discourage feedback from a certain segment of the population (for example, those who cannot attend a meeting in person due to work, illness, ability to drive at night, other town meetings, pandemic conditions, the once a month window, etc.)?
- If so, does this hamper an important part of an elected body's work to represent the community?

I fear that this distracts from the point of my two previous emails. However, I think these questions are worth bringing to your attention. Thank you again for your consideration,

Michelle Embree Ku
28 Platts Hill Rd
(writing as a member of the public - not in my elected capacity)

[Quoted text hidden]

Joel Faxon <jfaxon@faxonlawgroup.com>

Fri, Jan 7, 2022 at 11:27 AM

To: Michelle Embree Ku <michelle.embreeku@gmail.com>

Cc: Neil Chaudhary <nkc@4newtown.com>, "scicciari@gmail.com" <scicciari@gmail.com>, "bbuddnrtc@gmail.com" <bbuddnrtc@gmail.com>, Joan Plouffe <joanplouffe@gmail.com>

Hi Michelle. My understanding has always been that emails and other communications to public agencies or boards (including the Police Commission (PC)) are subject to FOIA disclosure rules however publication of them is not required by law. I confirmed that this morning with Tom Hennick - liaison for the FOIC. Our practice at the PC during my tenure has not been to attach emails to the minutes - in compliance with current guidance. See below.

Good morning Joel,

Good to hear from you. The e-mails received from a citizen would be public records subject to disclosure under FOI, but there is no requirement that they be published anywhere. Some boards choose to attach them to minutes, but it is in no way required.

Hope this helps,
Tom

Joel T. Faxon
Faxon Law Group, LLC
jfaxon@faxonlawgroup.com
Cell: (203)417-0949

On Jan 7, 2022, at 10:27, Michelle Embree Ku <michelle.embreeku@gmail.com> wrote:

[Quoted text hidden]

Michelle Embree Ku <michelle.embreeku@gmail.com>

Fri, Jan 7, 2022 at 1:13 PM

To: Joel Faxon <jfaxon@faxonlawgroup.com>

Cc: Neil Chaudhary <nkc@4newtown.com>, "scicciari@gmail.com" <scicciari@gmail.com>, "bbuddnrtc@gmail.com" <bbuddnrtc@gmail.com>, Joan Plouffe <joanplouffe@gmail.com>

Thank you for the information about FOIA. I do hope that you will still consider the questions I posed which I do not view as being legal ones, but rather ones of best practice or public relations.

Respectfully,

Michelle

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