

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



## TOWN OF NEWTOWN

### TOWN OF NEWTOWN LEGISLATIVE COUNCIL MEETING

JANUARY 3, 2018

NEWTOWN MUNICIPAL CENTER, NEWTOWN, CT

**PRESENT:** Chris Eide, Chris Smith, Jordana Bloom, Judit DeStefano, Ryan Knapp, Dan Wiedemann, Paul Lundquist (Chairman), Phil Carroll, Kelley Johnson, Jay Mategat, Dan Honan.

**ABSENT:** Robert Pickard.

**ALSO PRESENT:** First Selectman Dan Rosenthal, Finance Director Bob Tait, Selectman Maureen Crick Owen, Selectman Jeff Capece, Edmond Town Hall Board of Managers Margot Hall, Interim Superintendent Newtown Public School District Dr. Lorrie Rodrigue, Director of Business Newtown Public School District Ron Bienkowski, Board of Education members Dan Cruson, Jr., Daniel Delia, Michelle Embree Ku, Rebekah Harriman-Stites, Board of Finance members Robert Cyr, James Gaston, Steve Hinden, 4 public, 2 press.

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

**VOTER COMMENT:** None.

**MINUTES:** MR. EIDE MOVED TO APPROVE THE MINUTES OF THE DECEMBER 20, 2017 REGULAR MEETING. SECOND BY MR. CARROLL. ALL IN FAVOR. (11-0)

**COMMUNICATIONS:** Mr. Lundquist referred to the invitation to visit Garner Correctional Institution on Thursday, January 25, 2018 at 10:00 am and the invitation to the Gala Concert to celebrate the Newtown High School Auditorium Grand Opening on January 5, 2018 at 7:00 pm, snow date: January 8. (ATTACHMENT A)

**COMMITTEE REPORTS:** None.

#### **FIRST SELECTMAN'S REPORT:**

First Selectman Rosenthal said the first steps have been taken to create a commission for the Community Center. The existing Community Center Advisory Committee is to be dissolved to make way for a permanent commission. Members of the committee have been instrumental in establishing guidelines for the new commission and facilitating the hiring process for the director of the Community Center. First Selectman Rosenthal said that they are in the process of reviewing candidates for the position and narrowing down the selection. Mr. Honan questioned the placement of office space for Park and Rec within the Community Center and concern of using community space for offices. First Selectman Rosenthal said that plans include office space and offered to look into it further and report back to the Council. Mr. Wiedemann asked if the new Community Center will oversee the Senior Center too. First Selectman Rosenthal said no, the Senior Center continue with oversight from the Commission On Aging.

**OLD BUSINESS:**

**Open Budget Planning Discussion to include State Budget Update, Debt Report, Employee Medical Benefits and 2018-2019 operating budget with BOE, BOS, BOF**

Mr. Lundquist opened the floor for a discussion from Board of Education, Board of Selectman, and Board of Finance members present at the meeting.

Starting with a state budget update, First Selectman Rosenthal said that he spoke with State Representative Mitch Bolinsky, state reps are trying to fight cuts to municipalities in the approved budget, for Newtown, it is approximately a \$470,000 cut, it would be reasonable to plan on that cut this year as well as next year. Mr. Tait shared the Board of Selectmen 2018-19 Budget-Preliminary Discussion document dated January 3, 2018. (ATTACHMENT B) Mr. Tait highlighted 2018-19 Main Budget Drivers, State of Connecticut fiscal crisis and the uncertainty of state municipal grants. Mr. Tait reviewed 2017-18 expenditure budget at a glance – wages & salaries, debt service, operating expenses & fringe benefits comprise 84% of the total budget. Capital – there is a planned increase in road improvement of \$250,000, this will increase that line item from \$1,500,000 to \$1,750,000. It is hoped that any budgetary savings in 2017-18 can be transferred to the capital non-recurring line item. This will have the effect of off setting some additional capital requests in the 2018-19 budget. Operating Expenses – the 2018-19 budget will present the same services budget for the most part, operating expenses should be close to inflation. Debt Service – will not have a substantial increase, any premium from the planned February bond issue will be applied to debt interest. Mr. Eide asked if there are any trends to note with the self-insurance fund, Mr. Tait spoke to a fund balance carry over, generally looking good going forward. Ms. DeStefano is hopeful that budget savings can be transferred to capital non-recurring. Mr. Knapp spoke to state budget, changes in federal tax law, how reval plays in to the revenue side. Mr. Lundquist said there are a lot of external factors that can affect the budget, he encouraged Council to keep informed. Mr. Honan commended Mr. Tait for fiscal responsibility and saving Newtown millions of dollars over the years.

Michelle Embree Ku, Chair of the Board of Education, spoke to the Board of Education side of the budget and distributed the Assumptions, Priorities. (ATTACHMENT C) Ms. Embree Ku said they strive to keep a level funding plan and encouraged collaborative thinking from the Legislative Council and Board of Selectmen. Dr. Rodrigue shared Budget Approach and Priorities. (ATTACHMENT D) Dr. Rodrigue said that the budget process is a collective effort, including the administrative team and school leaders to reach a fiscally responsible budget, she is also working with members of the community, town-wide not just district-wide. The education of all students is a top priority, sustain quality programs, maintain class size alignment, support and funding for special education needs. Dr. Rodrigue spoke to grant funded positions to support, salaries 63.6% of the budget, salaries and benefits combined equal 78.3% of the total budget. Dr. Rodrigue discussed transportation, other purchased services, supplies. Mr. Gaston asked about the shared purchasing agent position, the position is in the budget as well as a shared network specialist. Alternative tax credit not realized for propane fuel instead of diesel. Level funding discussed, in-district special ed programs, excess cost grants, solar panels at Reed – Mr. Bienkowski to provide details. Staff positions supported by grants discussed, support should be sustainable, continue to apply for grants private or local community foundation grants.

Mr. Lundquist concluded the discussion by encouraging the Board of Education and Board of Selectmen to develop a narrative as to “why” in addition to explaining changes to the public, it is hard to get support from voters without a narrative, we can do a better job of that. Mr. Honan, as Chair of the Education

## LEGISLATIVE COUNCIL

Committee for the Legislative Council, will have a member of the committee attend Board of Ed budget workshops, to have a clear understanding of the 'whys.' Mr. Hinden added that if there are budget increases to consider, it should be strategic.

### **2018-2019 – 2022-2023 CIP**

Mr. Lundquist led the discussion of the CIP, reviewed debt service indicators, items in the CIP such as Edmond Town Hall, and the Cyrenius H. Booth Library. (ATTACHMENT E) It was decided to hold off on discussion of Edmond Town Hall.

Mr. Tait reviewed debt service indicators. Mr. Lundquist asked for the report in an excel format, Mr. Tait to provide. Mr. Knapp suggested to look at other AAA communities, look at Moody's ratings report. Mr. Tait is confident that Newtown will keep our rating. He explained that rating agencies look at different factors, past and future.

Mr. Knapp referenced changes to the CIP, First Selectman Rosenthal explained the need to amend, for example he is in support of renovations at Edmond Town Hall, but questioned the need for a/c in the gym, safety needs to be addressed for the theater. Regarding changes to the library, Ms. Johnson offered to get a summary. Ms. DeStefano referred to process of approving CIP items, accept, reject, reduce, anything new has to be referred back to the Board of Finance. First Selectman Rosenthal spoke to planning for the police department site. Mr. Knapp noted the CIP is a planning and vetting document, helpful to rank projects, provide as much detail as possible. In response to Ms. Johnson's request, Mr. Lundquist will reach out to the library regarding space planning. Mr. Lundquist asked process for grant funding, there may be grants available to support aspects of CIP projects. Mr. Lundquist to look into confirmation for a split, before the next meeting.

### **NEW BUSINESS**

**Transfer: From Salaries & Wages (\$290,976), from Social Security Contributions (\$22,260) to Education (\$313,236)**

MR WIEDEMANN MOVED TO ACCEPT THE TRANSFER FROM SALARIES AND WAGES (\$290,976), FROM SOCIAL SECURITY CONTRIBUTIONS (\$22, 260) TO EDUCATION (\$313,236). SECOND BY MR. CARROLL. (ATTACHMENT F) Mr. Tait explained the change is to transfer school security officer budget amounts from the police budget to the education budget. Per contract, starting in fiscal year 2017-18, SSO's are now Board of Education employees. ALL IN FAVOR. 11-0

**VOTER COMMENT:** None.

**ANNOUNCEMENTS:** Mr. Honan will email Education Committee members to attend upcoming Board of Ed workshop/meeting.

**ADJOURNMENT:** There being no further business the meeting adjourned at 9:48 pm

Respectfully Submitted,

June Sgobbo  
Clerk

## LEGISLATIVE COUNCIL

**Attachments:** Garner Correctional Institution Tour, NHS Gala Concert, Board of Selectmen 2018-19 Budget – Preliminary Discussion – January 3, 2018, Board of Education Assumptions and Priorities 2018-2019 Board of Education Budget, Board of Education Budget Approach and Priorities, Debt Service Indicators, Board of Finance Recommended CIP (2018-2019 to 2022-2023) – 12/28/2017, Edmond Town Hall Theater Inspection Report July 7, 2017, Cyrenius H. Booth Library Space Use Plan Report.

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





**STATE OF CONNECTICUT  
DEPARTMENT OF CORRECTION**

*Garner Correctional Institution  
50 Nunnawauk Rd.  
Newtown, CT 06470*

*Denise Dilworth  
Warden*

*Tel: (203) 270-2810  
Fax: (203) 270-1826*

December 22, 2017

Newtown Public Safety Committee  
3 Primrose Street  
Newtown, CT 06470

Dear Committee Members:

The Connecticut Department of Correction has planned a tour for local and state officials at the Garner Correctional Institution on Thursday, January 25, 2018 at 10:00 a.m.

Through the direction of Commissioner Scott Semple, our agency is dedicated to operate as transparently as possible within our mission of public safety and security and our commitment to being a good neighbor within the host-communities of our facilities. This tour is an opportunity to see how the facility in your community operates.

You are invited to take part in this tour which will last approximately two hours. We ask that you arrive at least 15 minutes in advance with only your vehicle keys and a valid photo-identification, leaving all electronic devices in your vehicle (including cellular phones, cameras, paging devices, etc.).

We will provide a brief overview of the operations and programmatic opportunities within our facility, followed by a visit to representative areas of the correctional facility. Please note there will be contact with inmates during the course of the tour.

If you wish to participate in this tour, please contact my office directly at 203-270-2809, at least 48 hours in advance of the tour date.

Thank you for your time and consideration. We look forward to seeing you.

Sincerely,

Denise Dilworth  
Warden

DD/to



---

# *Gala Concert*

*to celebrate*

NEWTOWN HIGH SCHOOL  
AUDITORIUM GRAND OPENING

---

*January 5, 2018*

7:00 PM

SNOW DATE - JAN. 8

NEWTOWN HIGH SCHOOL  
12 BERKSHIRE ROAD  
SANDY HOOK, CONNECTICUT

---

RIBBON CUTTING CEREMONY  
6:45 P.M.  
BLACK TIE OPTIONAL

---

Board of Selectmen 2018-19 Budget – Preliminary Discussion – January 3, 2018

2018-19 MAIN BUDGET DRIVERS:

- State of Connecticut fiscal crisis & the uncertainty of state municipal grants.

	2017-18		2018 - 19 Preliminary ***
	Newtown Amended Budget	State Budget to date (after hold back)	
<b>STATE OF CONNECTICUT MUNICIPAL GRANTS:</b>			
PILOT: State-Owned Real Property	417,704	417,704	456,363
Mashantucket Pequot And Mohegan Fund Grant	903,200	903,200	829,098
Town Aid Road Grant	470,708	470,708	470,708
Local Capital Improvement (LOCIP)	380,724	380,724	242,279
Education Cost Sharing	3,691,266	4,243,596	4,756,332
Grants for Municipal Projects	235,371	235,371	235,371
Municipal Stabilization Grant	304,962	304,962	362,441
	6,403,935	6,956,265	7,352,592
*** State revenue adjustments will be presented by the state in February.			

ATTACHMENT  
6

- The education cost sharing grant should be kept at 3,691,266 for 2018-19 in anticipation of reduced state municipal contributions.

<b>ECS 2017-18 budget:</b>	
Original budget	2,138,725
Budget amendment	1,031,481
Net zero transfer	521,060
Amended budget	3,691,266

<b>ECS 2017-18 budget:</b>	
Excess revenues over budget:	552,330
Could be used for:	
* to offset any further state cuts	
* to offset any loss in M.V. taxes	
* other items	



Board of Selectmen 2018-19 Budget – Preliminary Discussion – January 3, 2018

2018-19 MAIN BUDGET DRIVERS:

- 2017-18 expenditure budget at a glance:

	2017 - 2018 AMENDED	
MUNICIPAL SERVICES		
WAGES & SALARIES	12,141,737	30%
FRINGE BENEFITS	5,739,647	14%
INSURANCE	1,160,500	3%
OPERATING EXPENSES	7,083,159	18%
CAPITAL	2,453,342	6%
CONTINGENCY	200,000	0%
CONTRIBUTIONS TO OUTSIDE AGENCIES:		
TOWN AGENCIES	2,317,044	6%
OTHER AGENCIES	53,842	0%
TOTAL MUNICIPAL SERVICES	31,149,271	78%
CAPITAL FINANCING - DEBT SERVICE	8,937,068	22%
TOTAL BOARD OF SELECTMEN BUDGET	40,086,339	100%

Wages & salaries, debt service, operating expenses & fringe benefits comprise 84% of the total budget.

2018-19 MAIN BUDGET DRIVERS:

- Wages & salaries - average increase = 2.25%
- A 2.25% equates to around = \$273,000
- 3 union contracts expire 6/30/2018
  - Town hall employees
  - Public works
  - Communicators

**2018-19 MAIN BUDGET DRIVERS:**

- Wages & salaries – continued

- Per the Connecticut Conference of Municipalities “Municipal Labor Relations Data Reporter”:

**General Wage Increase by Fiscal Year: Arbitration Awards**

The following are select summary statistics related to all arbitration awards reported to CCM from July 1, 2011. Each month the data below will be updated to reflect new settlements received by CCM.

	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
<b>Average</b>	1.87%	1.85%	1.99%	2.21%	2.31%	2.56%	2.33%
<b>Minimum</b>	0.00%	0.00%	0.00%	1.00%	1.25%	2.25%	2.25%
<b>Maximum</b>	3.50%	3.00%	3.00%	3.00%	3.50%	2.90%	2.50%
<b>Sample Size</b>	26	20	21	21	16	7	3



Board of Selectmen 2018-19 Budget – Preliminary Discussion – January 3, 2018

2018-19 MAIN BUDGET DRIVERS:

- Wages & salaries - continued

General Wage Increase by Fiscal Year: Negotiated Settlements

The following are select summary statistics related to all negotiated settlements reported in the Data Reporter from July 1, 2013. Each month the data below will be updated to reflect new settlements received by CCM. For information regarding a particular municipal settlement, please contact CCM.

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
<b>Average</b>	2.05%	2.27%	2.33%	2.33%	2.32%	2.37%	2.53%
<b>Minimum</b>	0.00%	1.00%	0.00%	0.00%	1.50%	1.00%	1.50%
<b>Maximum</b>	4.25%	3.76%	3.50%	3.25%	3.25%	3.00%	3.00%
<b>Mode</b>	2.00%	2.00%	2.00%	2.50%	2.50%	2.50%	No Mode
<b>Sample Size</b>	291	257	207	118	69	39	12

Board of Selectmen 2018-19 Budget – Preliminary Discussion – January 3, 2018

2018-19 MAIN BUDGET DRIVERS:

- **Fringe Benefits**

- Due to the positive experience of the medical self insurance fund, the preliminary 2018-19 budget amount for medical benefits will (decrease) by (7.5%) or around (\$238,000). A final budget amount will be recommended by the employee medical benefits board.  
(preliminary 2018-19 total = 2,943,000)
- Due to a change to the actuarial calculation method (to best practice) and a change to the discount rate from 7.5% to 7.0% used in the actuarial calculation the 2018-19 budget amount for pension is increasing around \$290,000.  
(2018-19 total = 1,601,000)

Pension increase is mostly off set by medical benefit decrease.



2018-19 MAIN BUDGET DRIVERS:

- Capital

- There is a planned increase in road improvement of \$250,000. This will increase that line item from \$1,500,000 to \$1,750,000.
- It is hoped that any budgetary savings in 2017-18 can be transferred to the capital non-recurring line item. This will have the effect of off setting some additional capital requests in the 2018-19 budget.

Board of Selectmen 2018-19 Budget – Preliminary Discussion – January 3, 2018

2018-19 MAIN BUDGET DRIVERS:

- Operating Expenses.
  - The 2018-19 budget will present a same services budget for the most part.  
Hence operating expenses should be close inflation.
- Debt Service.
  - Will not have a substantial increase. Any premium from the planned February bond issue will be applied to debt interest.



ASSUMPTIONS  
**2018-2019 BOARD OF EDUCATION BUDGET**

- The Newtown Board of Education's mission to inspire every student to excel will be the foundation of all decision making.
- Open and honest communication and cooperation will be maintained with other municipal boards and the community throughout the budget process.
- State and Federal financial support of education will not keep pace with increased programming mandates and will be further reduced by legislation and reductions of grants and other supports to local communities. There will be a need for continued services and staffing for the 2018-2019 school year.
- Safety, security and health standards will be supported through continued training of staff; e.t., District Security Committee, Anti-bullying, Blood Borne Pathogens, Sexual harassment/Title IX, Mandated reporting, OSHA (Office of Safety and Health Administration).
- Salaries and benefits will be based on commitments incurred through collective bargaining and other employment agreements.
- Existing programs and services will be reviewed, evaluated, maintained or adjusted as the educational needs of students change.
- Overall certified and classified staffing levels will be adjusted based on enrollment, programming, safety factors and facility considerations.

PRIORITIES  
**2018-2019 BOARD OF EDUCATION BUDGET**

- Support funding for appropriate class sizes at all levels of instruction.
- Create a contingency item in the budget for Special Education enrollment changes.
- Continue a level funding plan for expansion and sustainability of technology with access and equity for all students.
- Create a level funding plan for maintenance of facilities and vehicles.
- Continue to pursue opportunities to share services, where appropriate, between the Board of Education, all town departments and other districts and participate in regional services when they are beneficial to the district.
- Ensure adequate funding for mental health resources to meet student needs.

ATTACHMENT D



# Budget Approach & Priorities

- Sustain quality programs and initiatives in support of our mission and goals
- Maintain appropriate class sizes in alignment with established guidelines
- Reallocate resources in response to changing educational needs and mandates, the fiscal climate, and enrollment
- Pursue new initiatives and academic pathways to support future growth in student learning
- Ensure appropriate support services and resources for social-emotional well-being of all students
- Incorporate shared services with the Town of Newtown that would be cost-effective (long term planning)
- Ensure adequate funding for Special Education support





## Impacts to the Budget

- State budget cuts and uncertainty with State aid
- Sustaining of valuable support positions and other resources as some grants come to a close
- Curriculum
- Contractual obligations (certified and non-certified)
- Enrollment and class size

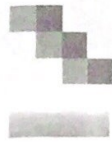


## Staff Positions Supported by Grants in 2018-19

Position	Budget Impact
2 Elementary School Counselors	\$120,282
NMS Social Worker	\$88,634
NMS Psychologist	\$72,215
NHS Social Worker (moving to NHS from RIS)	\$64,968
NHS Special Education Teacher (for FLEX)	\$60,129
K-12 Director of Counseling & Guidance	\$21,777
NHS TAP Social Worker	\$3,000
Elementary school paraprofessionals	\$30,000
SHS Clifford Beers Clinician	\$28,554
Family Assistance Coordinator	\$58,250
<b>Total</b>	<b>\$547,809</b>

The above positions will be supported by the NoVo Foundation and Sandy Hook Foundation





# Salaries

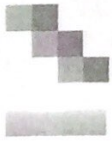
- Salaries comprise 63.6% of the total budget. Salaries and benefits combined equal 78.3% of the total budget
- Teachers union will receive 1.0% for top step only and .5% for all other steps along with step movement
- Administration, custodians and nurses will receive a 2.25% wage increase for the upcoming year
- Secretaries will receive 2.5%
- Paraeducators are to be negotiated
- The total change in salaries after staff reduction is \$1,246,771 or 2.65%.



## Purchased Property Services

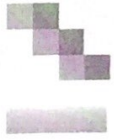
- This area is expected to increase by \$322,325
- The major driver in this area is building and site maintenance projects with an increase of \$294,027
- All other accounts total \$28,298





## Other Purchased Services

- These services have increased by \$299,021
- The major drivers in this area are transportation and out-of-district tuition with an increase of \$129,246 and \$117,849 respectively
- All other accounts total \$51,926



## Supplies

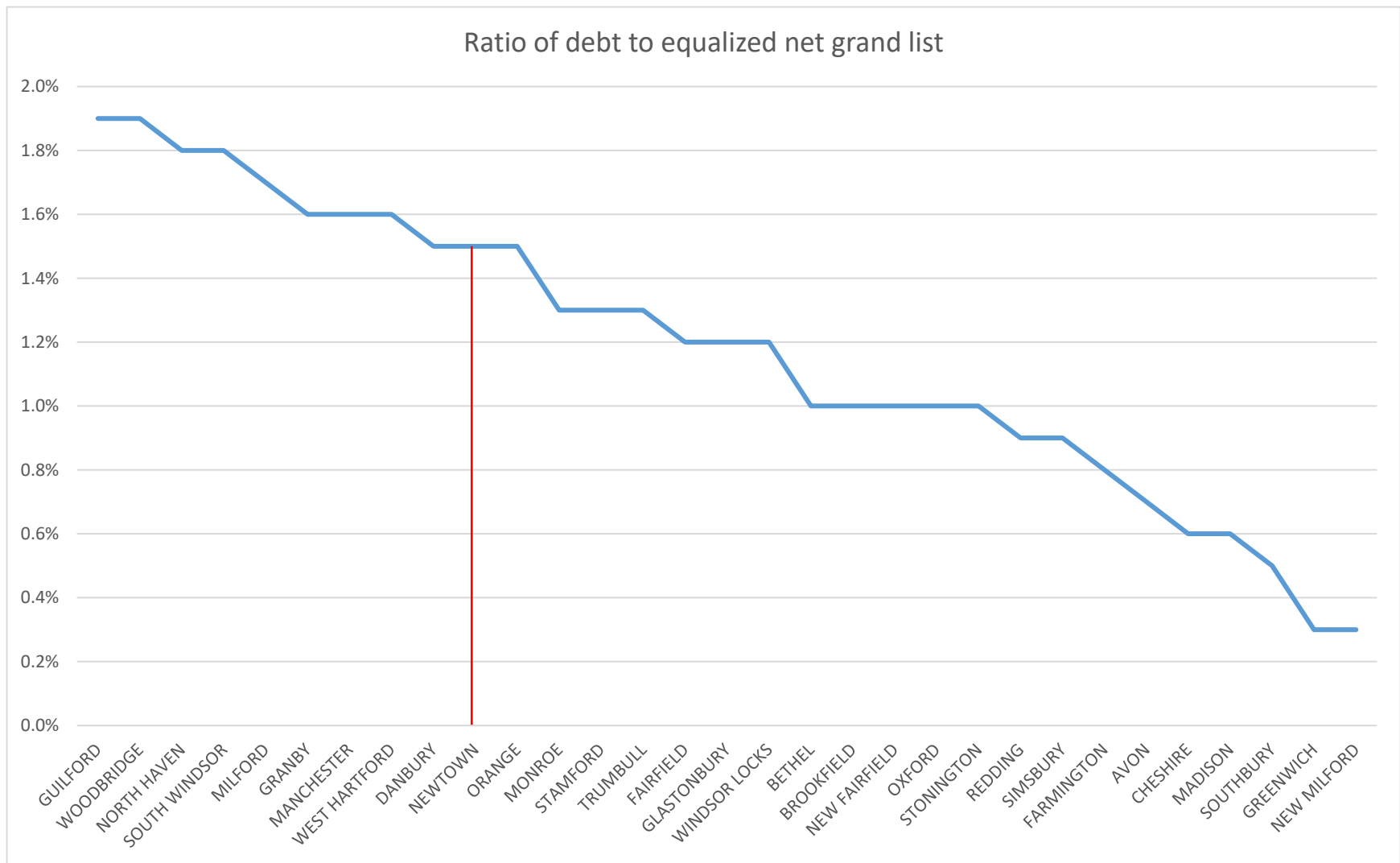
- This area of the budget is expected to increase by \$254,455
- The major driver are textbooks mainly due to pre-purchases in 2016-17, increasing by \$114,397
- Energy accounts for \$66,097 of this increase
- Other supplies have increased by \$99,961
- Plant supplies have decreased by -\$26,000

TOWN OF NEWTOWN  
DEBT SERVICE INDICATORS - USING THE MUNICIPAL FISCAL INDICATORS DECEMBER 2017 (STATE OF CT REPORT)

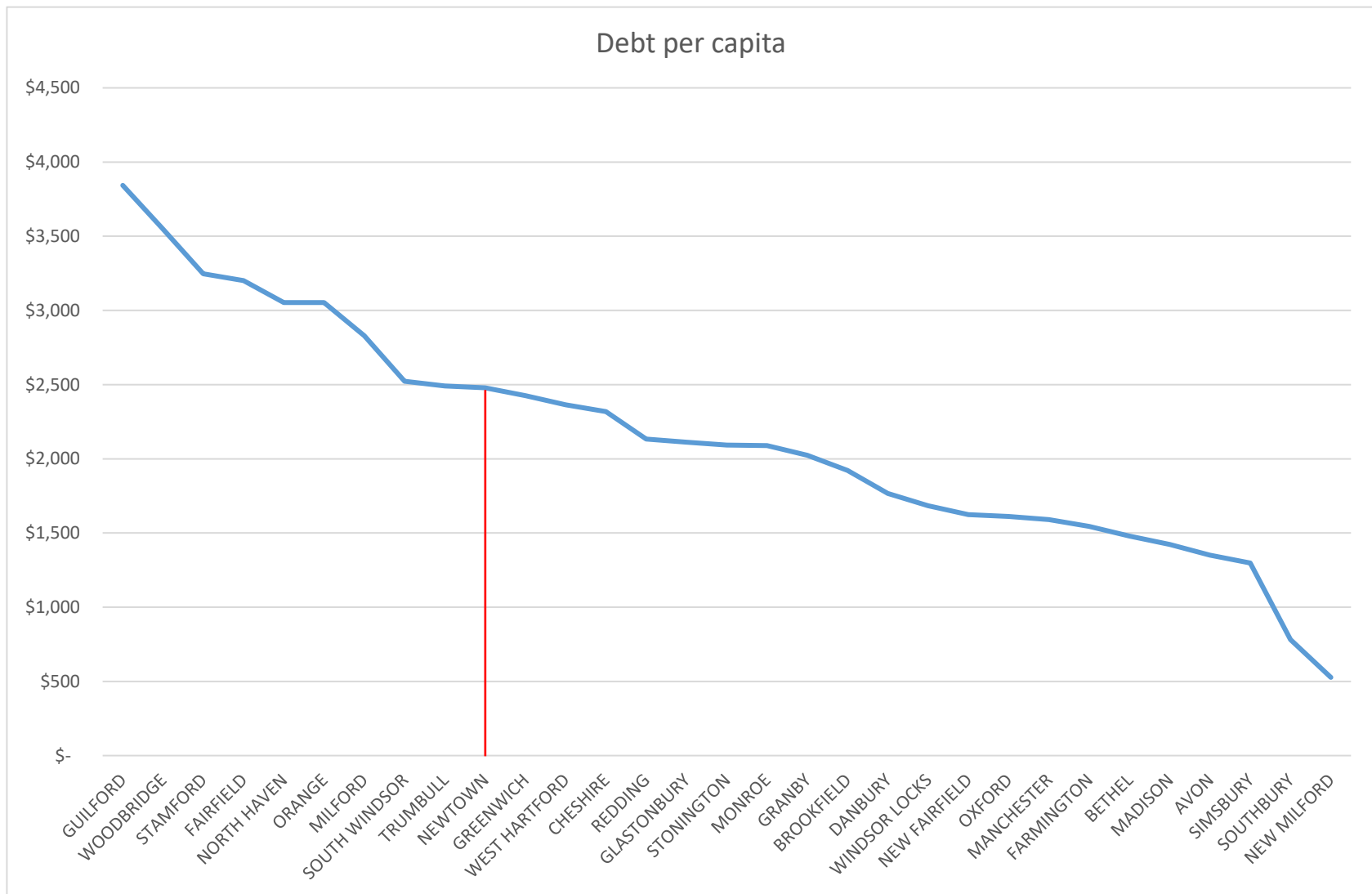
In The Immediate Vicinity Same Moody's Bond Rating District Reference Group B			i. ii. iii.	Ratio of debt to equalized net grand list (a)	Debt per capita (b)	Per capita income ©	Median household income ©	Debt per capita as a % of per capita income	Debt per capita as a % of median household income
AVON			iii.	0.7%	\$ 1,350	\$ 67,430	\$ 124,608	2.0%	1.1%
BETHEL	i.			1.0%	\$ 1,479	\$ 44,782	\$ 94,292	3.3%	1.6%
BROOKFIELD	i.	iii.		1.0%	\$ 1,921	\$ 46,949	\$ 106,278	4.1%	1.8%
CHESHIRE		ii.	iii.	0.6%	\$ 2,318	\$ 45,164	\$ 108,559	5.1%	2.1%
DANBURY	i.	ii.		1.5%	\$ 1,767	\$ 31,940	\$ 67,430	5.5%	2.6%
FAIRFIELD			iii.	1.2%	\$ 3,202	\$ 60,505	\$ 122,135	5.3%	2.6%
FARMINGTON			iii.	0.8%	\$ 1,545	\$ 53,899	\$ 95,158	2.9%	1.6%
GLASTONBURY			iii.	1.2%	\$ 2,113	\$ 58,216	\$ 108,600	3.6%	1.9%
GRANBY			iii.	1.6%	\$ 2,024	\$ 49,999	\$ 109,901	4.0%	1.8%
GREENWICH			iii.	0.3%	\$ 2,425	\$ 93,194	\$ 134,223	2.6%	1.8%
GUILFORD			iii.	1.9%	\$ 3,843	\$ 55,566	\$ 102,199	6.9%	3.8%
MADISON			iii.	0.6%	\$ 1,423	\$ 52,847	\$ 105,673	2.7%	1.3%
MANCHESTER		ii.		1.6%	\$ 1,591	\$ 32,919	\$ 65,592	4.8%	2.4%
MILFORD		ii.		1.7%	\$ 2,830	\$ 41,520	\$ 81,844	6.8%	3.5%
MONROE	i.	iii.		1.3%	\$ 2,089	\$ 50,195	\$ 113,333	4.2%	1.8%
NEW FAIRFIELD	i.	ii.	iii.	1.0%	\$ 1,624	\$ 45,268	\$ 101,392	3.6%	1.6%
NEW MILFORD	i.	ii.		0.3%	\$ 527	\$ 38,056	\$ 81,350	1.4%	0.6%
NEWTOWN	i.	ii.		1.5%	\$ 2,479	\$ 49,603	\$ 110,036	5.0%	2.3%
NORTH HAVEN		ii.		1.8%	\$ 3,054	\$ 40,952	\$ 93,696	7.5%	3.3%
ORANGE		ii.	iii.	1.5%	\$ 3,054	\$ 50,659	\$ 106,475	6.0%	2.9%
OXFORD	i.			1.0%	\$ 1,612	\$ 39,670	\$ 99,311	4.1%	1.6%
REDDING		ii.		0.9%	\$ 2,134	\$ 63,762	\$ 129,643	3.3%	1.6%
SIMSBURY			iii.	0.9%	\$ 1,298	\$ 54,177	\$ 110,099	2.4%	1.2%
SOUTHBURY	i.			0.5%	\$ 781	\$ 43,742	\$ 85,068	1.8%	0.9%
SOUTH WINDSOR			iii.	1.8%	\$ 2,523	\$ 46,758	\$ 100,122	5.4%	2.5%
STAMFORD		ii.		1.3%	\$ 3,247	\$ 49,443	\$ 81,634	6.6%	4.0%
STONINGTON		ii.		1.0%	\$ 2,093	\$ 47,422	\$ 78,274	4.4%	2.7%
TRUMBULL			iii.	1.3%	\$ 2,491	\$ 46,622	\$ 112,674	5.3%	2.2%
WEST HARTFORD			iii.	1.6%	\$ 2,364	\$ 51,556	\$ 91,875	4.6%	2.6%
WINDSOR LOCKS		ii.		1.2%	\$ 1,684	\$ 36,587	\$ 66,494	4.6%	2.5%
WOODBIDGE			iii.	1.9%	\$ 3,548	\$ 55,644	\$ 136,786	6.4%	2.6%

(a) - based upon the 10/1/2014 grand list; (b) - fiscal year ending 2016; © - per US Census Bureau, 2012-16 American Community Survey.

<b><u>RANK</u></b>	<b>Ratio of debt to equalized net <u>grand list</u></b>
1 GUILFORD	1.9%
2 WOODBRIDGE	1.9%
3 NORTH HAVEN	1.8%
4 SOUTH WINDSOR	1.8%
5 MILFORD	1.7%
6 GRANBY	1.6%
7 MANCHESTER	1.6%
8 WEST HARTFORD	1.6%
9 DANBURY	1.5%
10 NEWTOWN	1.5%
11 ORANGE	1.5%
12 MONROE	1.3%
13 STAMFORD	1.3%
14 TRUMBULL	1.3%
15 FAIRFIELD	1.2%
16 GLASTONBURY	1.2%
17 WINDSOR LOCKS	1.2%
18 BETHEL	1.0%
19 BROOKFIELD	1.0%
20 NEW FAIRFIELD	1.0%
21 OXFORD	1.0%
22 STONINGTON	1.0%
23 REDDING	0.9%
24 SIMSBURY	0.9%
25 FARMINGTON	0.8%
26 AVON	0.7%
27 CHESHIRE	0.6%
28 MADISON	0.6%
29 SOUTHBURY	0.5%
30 GREENWICH	0.3%
31 NEW MILFORD	0.3%

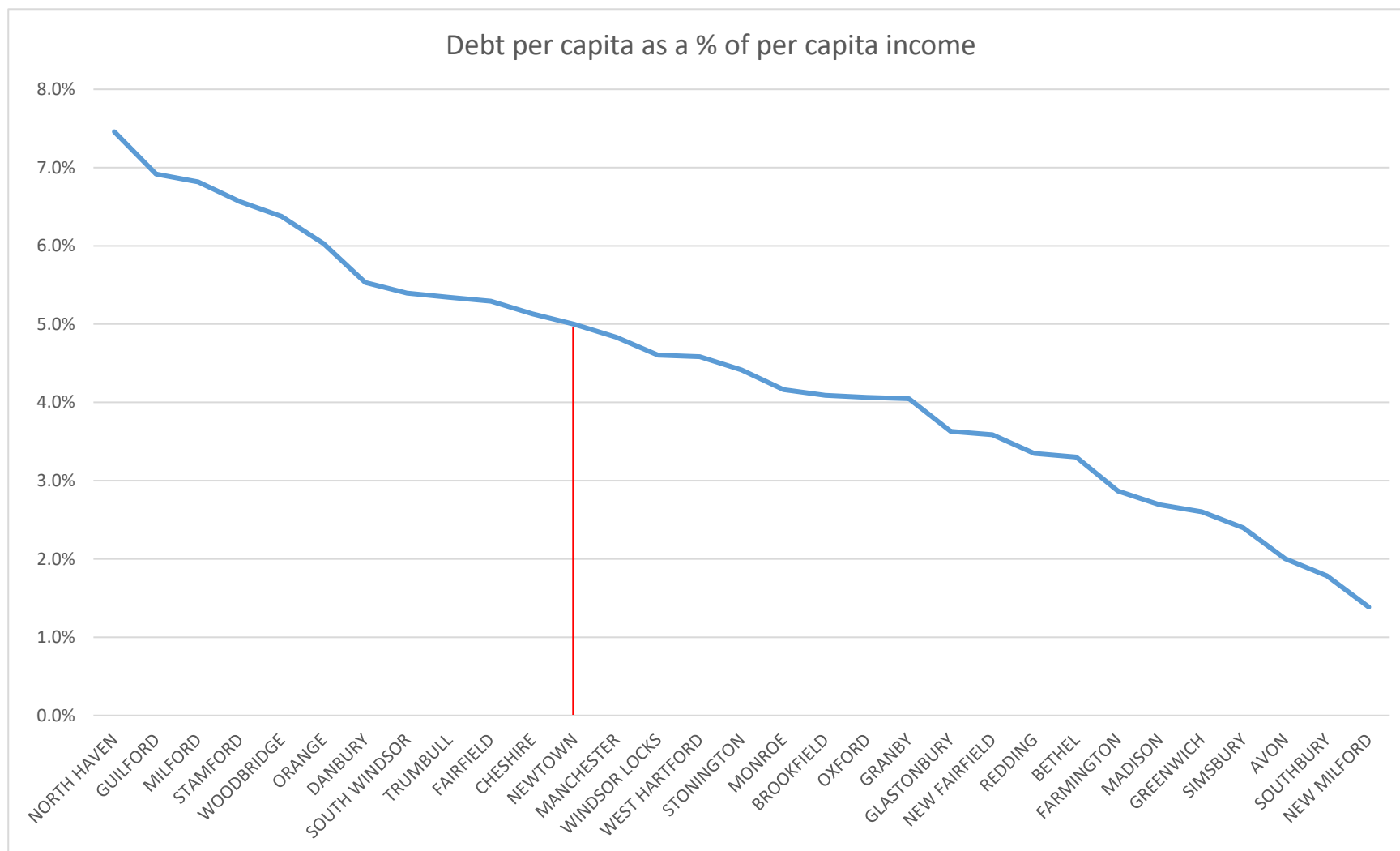


<b><u>RANK</u></b>	<b><u>Debt per capita</u></b>
1 GUILFORD	\$ 3,843
2 WOODBRIDGE	\$ 3,548
3 STAMFORD	\$ 3,247
4 FAIRFIELD	\$ 3,202
5 NORTH HAVEN	\$ 3,054
6 ORANGE	\$ 3,054
7 MILFORD	\$ 2,830
8 SOUTH WINDSOR	\$ 2,523
9 TRUMBULL	\$ 2,491
10 NEWTOWN	\$ 2,479
11 GREENWICH	\$ 2,425
12 WEST HARTFORD	\$ 2,364
13 CHESHIRE	\$ 2,318
14 REDDING	\$ 2,134
15 GLASTONBURY	\$ 2,113
16 STONINGTON	\$ 2,093
17 MONROE	\$ 2,089
18 GRANBY	\$ 2,024
19 BROOKFIELD	\$ 1,921
20 DANBURY	\$ 1,767
21 WINDSOR LOCKS	\$ 1,684
22 NEW FAIRFIELD	\$ 1,624
23 OXFORD	\$ 1,612
24 MANCHESTER	\$ 1,591
25 FARMINGTON	\$ 1,545
26 BETHEL	\$ 1,479
27 MADISON	\$ 1,423
28 AVON	\$ 1,350
29 SIMSBURY	\$ 1,298
30 SOUTHBURY	\$ 781
31 NEW MILFORD	\$ 527

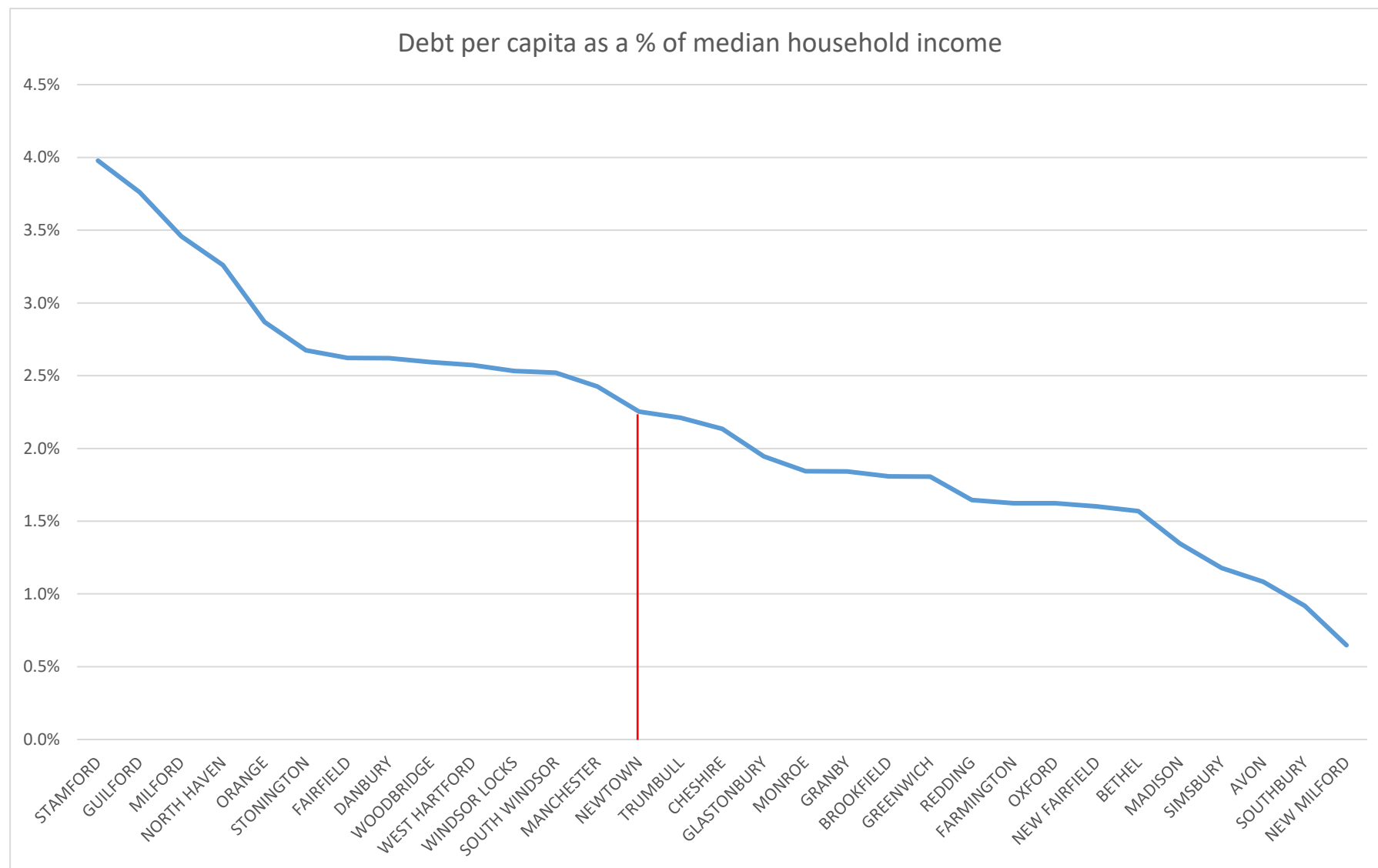


<b><u>RANK</u></b>	<b>Debt per capita as a % of per <u>capita income</u></b>
1 NORTH HAVEN	7.5%
2 GUILFORD	6.9%
3 MILFORD	6.8%
4 STAMFORD	6.6%
5 WOODBRIDGE	6.4%
6 ORANGE	6.0%
7 DANBURY	5.5%
8 SOUTH WINDSOR	5.4%
9 TRUMBULL	5.3%
10 FAIRFIELD	5.3%
11 CHESHIRE	5.1%
12 NEWTOWN	5.0%
13 MANCHESTER	4.8%
14 WINDSOR LOCKS	4.6%
15 WEST HARTFORD	4.6%
16 STONINGTON	4.4%
17 MONROE	4.2%
18 BROOKFIELD	4.1%
19 OXFORD	4.1%
20 GRANBY	4.0%
21 GLASTONBURY	3.6%
22 NEW FAIRFIELD	3.6%
23 REDDING	3.3%
24 BETHEL	3.3%
25 FARMINGTON	2.9%
26 MADISON	2.7%
27 GREENWICH	2.6%
28 SIMSBURY	2.4%
29 AVON	2.0%
30 SOUTHBURY	1.8%
31 NEW MILFORD	1.4%





<b><u>RANK</u></b>	<b><u>Debt per capita as a % of median household income</u></b>
1 STAMFORD	4.0%
2 GUILFORD	3.8%
3 MILFORD	3.5%
4 NORTH HAVEN	3.3%
5 ORANGE	2.9%
6 STONINGTON	2.7%
7 FAIRFIELD	2.6%
8 DANBURY	2.6%
9 WOODBRIDGE	2.6%
10 WEST HARTFORD	2.6%
11 WINDSOR LOCKS	2.5%
12 SOUTH WINDSOR	2.5%
13 MANCHESTER	2.4%
14 NEWTOWN	2.3%
15 TRUMBULL	2.2%
16 CHESHIRE	2.1%
17 GLASTONBURY	1.9%
18 MONROE	1.8%
19 GRANBY	1.8%
20 BROOKFIELD	1.8%
21 GREENWICH	1.8%
22 REDDING	1.6%
23 FARMINGTON	1.6%
24 OXFORD	1.6%
25 NEW FAIRFIELD	1.6%
26 BETHEL	1.6%
27 MADISON	1.3%
28 SIMSBURY	1.2%
29 AVON	1.1%
30 SOUTHBURY	0.9%
31 NEW MILFORD	0.6%



TOWN OF NEWTOWN							
BOARD OF FINANCE RECOMMENDED CIP - (2018 - 2019 TO 2022 - 2023) - 12/28/2017							
RANK	2018 - 2019 (YEAR ONE)			Proposed Funding			
	<u>BOARD OF SELECTMEN</u>	<u>Dept.</u>	<u>Amount Requested</u>	<u>Bonding</u>	<u>Grants</u>	<u>General Fund</u>	<u>Other</u>
	Capital Road Program	PW	3,500,000	1,500,000		2,000,000	
	Sandy Hook Permanent Memorial	SH MEM	250,000	250,000			
	Library Renovations / replacements / upgrades	LIB	350,000	350,000			
	Building/Land Purchase/Remediaton/Demolition /infrastructure	FFH	4,000,000	4,000,000			
	Brownfields remediation/re-purposing-7/28A Glen rd/open space	LAND USE	650,000	650,000			
	Eichlers Cove Improvements Phase (2 of 2)	P & R	400,000	-0-			400,000
	<u>BOARD OF EDUCATION</u>						
	Middle Gate - Roof Replacement (1964 & 1992 sections)	BOE	1,685,400	1,685,400			
	TOTALS	>>>>>>>	10,835,400	8,435,400	-	2,000,000	400,000
RANK	2019 - 2020 (YEAR TWO)			Proposed Funding			
	<u>BOARD OF SELECTMEN</u>	<u>Dept.</u>	<u>Amount Requested</u>	<u>Bonding</u>	<u>Grants</u>	<u>General Fund</u>	<u>Other</u>
	Capital Road Program	PW	2,250,000			2,250,000	
	Bridge Replacement Program	PW	400,000	400,000			
	Police Facility - Construction Phase	POLICE	8,000,000	8,000,000			
	Tilson Artificial Turf Replacement	P & R	500,000				500,000
	Dickinson Pavilion Replacement	P & R	450,000	450,000			
	Edmond Town Hall Exterior Renovations	ETH	268,000	268,000			
	Library Renovations / replacements / upgrades	LIB	350,000	350,000			
	<u>BOARD OF EDUCATION</u>						
	Hawley - Replace Boiler & Lighting Energy Project	BOE	1,814,720	1,814,720			
	High School - Main Boiler Replacements	BOE	954,000	954,000			
	TOTALS	>>>>>>>	14,986,720	12,236,720	-	2,250,000	500,000
RANK	2020 - 2021 (YEAR THREE)			Proposed Funding			
	<u>BOARD OF SELECTMEN</u>	<u>Dept.</u>	<u>Amount Requested</u>	<u>Bonding</u>	<u>Grants</u>	<u>General Fund</u>	<u>Other</u>
	Capital Road Program	PW	2,500,000			2,500,000	
	Bridge Replacement Program	PW	400,000	400,000			
	Police Facility - Construction Phase	POLICE	5,000,000	5,000,000			
	Radio System Upgrade and Console	ECC	1,775,000	1,775,000			
	FFH Building Remediaton / Demolition / Infrastructure	FFH	2,000,000	2,000,000			
	Library Renovations / replacements / upgrades	LIB	350,000	350,000			
	<u>BOARD OF EDUCATION</u>						
	Hawley - Ventilation and HVAC Renovations	BOE	4,719,120	4,719,120			
	TOTALS	>>>>>>>	16,744,120	14,244,120	-	2,500,000	-
RANK	2021 - 2022 (YEAR FOUR)			Proposed Funding			
	<u>BOARD OF SELECTMEN</u>	<u>Dept.</u>	<u>Amount Requested</u>	<u>Bonding</u>	<u>Grants</u>	<u>General Fund</u>	<u>Other</u>
	Capital Road Program	PW	2,750,000			2,750,000	
	Bridge Replacement Program	PW	400,000	400,000			
	FFH Building Remediaton / Demolition	FFH	2,000,000	2,000,000			
	Fairfield Hills Pickle Ball Courts	P & R	420,000	420,000			
	Edmond Town Hall Gym Air Conditioning	ETH	252,000	252,000			
	Library Renovations / replacements / upgrades	LIB	300,000	300,000			
	<u>BOARD OF EDUCATION</u>						
	High School - Replace/Restore Stadium Turf Field	BOE	1,060,000	1,060,000			
	Middle School - Ventilation, HVAC, AC (partial) - Phase II	BOE	3,093,300	3,093,300			
	TOTALS	>>>>>>>	10,275,300	7,525,300	-	2,750,000	-
RANK	2022 - 2023 (YEAR FIVE)			Proposed Funding			
	<u>BOARD OF SELECTMEN</u>	<u>Dept.</u>	<u>Amount Requested</u>	<u>Bonding</u>	<u>Grants</u>	<u>General Fund</u>	<u>Other</u>
	Capital Road Program	PW	3,000,000			3,000,000	
	Bridge Replacement Program	PW	400,000	400,000			
	FFH Building Remediaton / Demolition	FFH	2,000,000	2,000,000			
	P & R Maintenance Yard Improvements	P & R	670,000	670,000			
	Edmond Town Hall Parking Lot Improvements	ETH	450,000	450,000			
	Library Renovations / replacements / upgrades	LIB	250,000	250,000			
	<u>BOARD OF EDUCATION</u>						
	Reed - Install High Efficiency Gas Boilers & LED Lighting	BOE	2,000,000	2,000,000			
	TOTALS	>>>>>>>	8,770,000	5,770,000	-	3,000,000	-
GRAND TOTALS			61,611,540	48,211,540	-	12,500,000	900,000

TOWN OF NEWTOWN  
BOARD OF FINANCE RECOMMENDED CIP  
2018-19 TO 2022-23

## LEGEND:

Page 3 .....	CIP Summary Sheet
Page 4 .....	Projects & Funding Sources Summary
Page 5 .....	Projects & Funding Sources by Department by Project
Page 7 .....	Project Detail

### BOARD OF EDUCATION

- 8. Middle Gate - Roof Replacement
- 9. Hawley - Boiler/Lighting & HVAC/Ventilation
- 10. High School - Main Boiler / LED Lights
- 11. High School - Replace / Restore Stadium Turf
- 12. Middle School Improvements
- 13. Reed - Install Gas Boiler / LED Lighting

### EDMOND TOWN HALL

- 14. Edmond Town Hall Exterior Renovations
- 16. Edmond Town Hall Gym Air Conditioning
- 17. Edmond Town Hall Parking Lot Improvements

### EMERGENCY COMMUNICATIONS

- 18. ECC Radio System Upgrade

### FAIRFIELD HILLS AUTHORITY

- 19. Building/Land Purchase/Remediation/Demolition/Infrastructure
- 20. Building Remediation/Demolition/Remediation

### LAND USE

- 21. Brownfield Remediation-Repurposing/Open Space

### LIBRARY

- 22. Library Renovations / Replacements / Upgrades

### PARKS & RECREATION

- 30. Eichler's Cove Improvements (phase 2 of 2)
- 33. Tilson Artificial Turf Replacement
- 34. Dickinson Park Pavilion Replacement
- 35. Fairfield Hills Pickleball Courts
- 36. Parks & Recreation - Maintenance Yard Improvements

### POLICE

- 38. Police facility

### PUBLIC WORKS

- 39. Capital road program
- 41. Bridge Replacement program

### SANDY HOOK PERMANENT MEMORIAL

- 43. Sandy Hook Permanent Memorial

Page 44.....	Bond Forecast Schedule
--------------	------------------------

TOWN OF NEWTOWN

BOARD OF FINANCE RECOMMENDED CIP - (2018 - 2019 TO 2022 - 2023) - 12/28/2017

RANK	2018 - 2019 (YEAR ONE)			Proposed Funding				
	BOARD OF SELECTMEN		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program		PW	3,500,000	1,500,000		2,000,000	
	Sandy Hook Permanent Memorial		SH MEM	250,000	250,000			
	Library Renovations / replacements / upgrades		LIB	350,000	350,000			
	Building/Land Purchase/Remediaton/Demolition /infrastructure		FFH	4,000,000	4,000,000			
	Brownfields remediation/re-purposing-7/28A Glen rd/open space		LAND USE	650,000	650,000			
	Eichlers Cove Improvements Phase (2 of 2)		P & R	400,000	-0-			400,000
	BOARD OF EDUCATION							
	Middle Gate - Roof Replacement (1964 & 1992 sections)		BOE	1,685,400	1,685,400			
	TOTALS		>>>>>>>	10,835,400	8,435,400	-	2,000,000	400,000
RANK	2019 - 2020 (YEAR TWO)			Proposed Funding				
	BOARD OF SELECTMEN		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program		PW	2,250,000			2,250,000	
	Bridge Replacement Program		PW	400,000	400,000			
	Police Facility - Construction Phase		POLICE	8,000,000	8,000,000			
	Tilson Artificial Turf Replacement		P & R	500,000				500,000
	Dickinson Pavilion Replacement		P & R	450,000	450,000			
	Edmond Town Hall Exterior Renovations		ETH	268,000	268,000			
	Library Renovations / replacements / upgrades		LIB	350,000	350,000			
	BOARD OF EDUCATION							
Hawley - Replace Boiler & Lighting Energy Project		BOE	1,814,720	1,814,720				
High School - Main Boiler Replacements		BOE	954,000	954,000				
	TOTALS		>>>>>>>	14,986,720	12,236,720	-	2,250,000	500,000
RANK	2020 - 2021 (YEAR THREE)			Proposed Funding				
	BOARD OF SELECTMEN		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program		PW	2,500,000			2,500,000	
	Bridge Replacement Program		PW	400,000	400,000			
	Police Facility - Construction Phase		POLICE	5,000,000	5,000,000			
	Radio System Upgrade and Console		ECC	1,775,000	1,775,000			
	FFH Building Remediaton / Demolition / Infrastructure		FFH	2,000,000	2,000,000			
	Library Renovations / replacements / upgrades		LIB	350,000	350,000			
	BOARD OF EDUCATION							
	Hawley - Ventilation and HVAC Renovations		BOE	4,719,120	4,719,120			
	TOTALS		>>>>>>>	16,744,120	14,244,120	-	2,500,000	-
RANK	2021 - 2022 (YEAR FOUR)			Proposed Funding				
	BOARD OF SELECTMEN		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program		PW	2,750,000			2,750,000	
	Bridge Replacement Program		PW	400,000	400,000			
	FFH Building Remediaton / Demolition		FFH	2,000,000	2,000,000			
	Fairfield Hills Pickle Ball Courts		P & R	420,000	420,000			
	Edmond Town Hall Gym Air Conditioning		ETH	252,000	252,000			
	Library Renovations / replacements / upgrades		LIB	300,000	300,000			
	BOARD OF EDUCATION							
	High School - Replace/Restore Stadium Turf Field		BOE	1,060,000	1,060,000			
Middle School - Ventilation, HVAC, AC (partial) - Phase II		BOE	3,093,300	3,093,300				
	TOTALS		>>>>>>>	10,275,300	7,525,300	-	2,750,000	-
RANK	2022 - 2023 (YEAR FIVE)			Proposed Funding				
	BOARD OF SELECTMEN		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program		PW	3,000,000			3,000,000	
	Bridge Replacement Program		PW	400,000	400,000			
	FFH Building Remediaton / Demolition		FFH	2,000,000	2,000,000			
	P & R Maintenance Yard Improvements		P & R	670,000	670,000			
	Edmond Town Hall Parking Lot Improvements		ETH	450,000	450,000			
	Library Renovations / replacements / upgrades		LIB	250,000	250,000			
	BOARD OF EDUCATION							
	Reed - Install High Efficiency Gas Boilers & LED Lighting		BOE	2,000,000	2,000,000			
	TOTALS		>>>>>>>	8,770,000	5,770,000	-	3,000,000	-
GRAND TOTALS				61,611,540	48,211,540	-	12,500,000	900,000

Town of Newtown, Connecticut

*Capital Improvement Plan*

'18/'19 thru '22/'23

**EXPENDITURES AND SOURCES SUMMARY**

<b>Department</b>	<b>'18/'19</b>	<b>'19/'20</b>	<b>'20/'21</b>	<b>'21/'22</b>	<b>'22/'23</b>	<b>Total</b>
Board of Education	1,685,400	2,768,720	4,719,120	4,153,300	2,000,000	15,326,540
Edmond Town Hall		268,000		252,000	450,000	970,000
Emergency Comm Ctr			1,775,000			1,775,000
FHA	4,000,000		2,000,000	2,000,000	2,000,000	10,000,000
Land Use	650,000					650,000
Library	350,000	350,000	350,000	300,000	250,000	1,600,000
Parks & Recreation	400,000	950,000		420,000	670,000	2,440,000
Police		8,000,000	5,000,000			13,000,000
Public Works	3,500,000	2,650,000	2,900,000	3,150,000	3,400,000	15,600,000
S.H. Permanent Memorial Comm	250,000					250,000
<b>EXPENDITURE TOTAL</b>	<b>10,835,400</b>	<b>14,986,720</b>	<b>16,744,120</b>	<b>10,275,300</b>	<b>8,770,000</b>	<b>61,611,540</b>

<b>Source</b>	<b>'18/'19</b>	<b>'19/'20</b>	<b>'20/'21</b>	<b>'21/'22</b>	<b>'22/'23</b>	<b>Total</b>
Bonding	8,435,400	12,236,720	14,244,120	7,525,300	5,770,000	48,211,540
General Fund	2,000,000	2,250,000	2,500,000	2,750,000	3,000,000	12,500,000
Other	400,000	500,000				900,000
<b>SOURCE TOTAL</b>	<b>10,835,400</b>	<b>14,986,720</b>	<b>16,744,120</b>	<b>10,275,300</b>	<b>8,770,000</b>	<b>61,611,540</b>



Town of Newtown, Connecticut

*Capital Improvement Plan*

'18/'19 thru '22/'23

**PROJECTS & FUNDING SOURCES BY DEPARTMENT**

Department	Project #	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
<b>Board of Education</b>							
Middle Gate - Roof Replacement <i>Bonding</i>	BOE - 1	1,685,400 1,685,400					1,685,400 1,685,400
Hawley Elem. - Boiler/Lighting & HVAC/Ventilation <i>Bonding</i>	BOE - 2		1,814,720 1,814,720	4,719,120 4,719,120			6,533,840 6,533,840
High School - Main Boiler Replacements / LED Light <i>Bonding</i>	BOE - 3		954,000 954,000				954,000 954,000
High School - Replace / Restore Stadium Turf <i>Bonding</i>	BOE - 4				1,060,000 1,060,000		1,060,000 1,060,000
Middle School Improvements <i>Bonding</i>	BOE - 5				3,093,300 3,093,300		3,093,300 3,093,300
Reed - Install Gas Boiler / LED Lighting <i>Bonding</i>	BOE - 6					2,000,000 2,000,000	2,000,000 2,000,000
<b>Board of Education Total</b>		1,685,400	2,768,720	4,719,120	4,153,300	2,000,000	15,326,540
<b>Edmond Town Hall</b>							
Edmond Town Hall Exterior Renovations <i>Bonding</i>	ETH - 1		268,000 268,000				268,000 268,000
Edmond Town Hall Gym Air Conditioning <i>Bonding</i>	ETH - 2				252,000 252,000		252,000 252,000
Edmond Town Hall - Parking Lot Improvements <i>Bonding</i>	ETH - 3					450,000 450,000	450,000 450,000
<b>Edmond Town Hall Total</b>			268,000		252,000	450,000	970,000
<b>Emergency Comm Ctr</b>							
Radio System Upgrade <i>Bonding</i>	ECC - 1			1,775,000 1,775,000			1,775,000 1,775,000
<b>Emergency Comm Ctr Total</b>				1,775,000			1,775,000
<b>FHA</b>							
Building/land purchase/remediation/demo/infrastruc <i>Bonding</i>	FHA-1	4,000,000 4,000,000					4,000,000 4,000,000
FHA Building Remediation / Demolition / Renovation <i>Bonding</i>	FHA-2			2,000,000 2,000,000	2,000,000 2,000,000	2,000,000 2,000,000	6,000,000 6,000,000
<b>FHA Total</b>		4,000,000		2,000,000	2,000,000	2,000,000	10,000,000
<b>Land Use</b>							
Brownfield Remediation/Re-purposing/Open space <i>Bonding</i>	LAND USE-1	650,000 650,000					650,000 650,000

Department	Project #	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
<b>Land Use Total</b>		<b>650,000</b>					<b>650,000</b>
<b>Library</b>							
Library Renovations / Replacements / Upgrades <i>Bonding</i>	LIB-1	350,000 350,000					350,000 350,000
Library Renovations / Replacements / Upgrades <i>Bonding</i>	LIB-2		350,000 350,000				350,000 350,000
Library Renovations / Replacements / Upgrades <i>Bonding</i>	LIB-3			350,000 350,000			350,000 350,000
Library Renovations / Replacements / Upgrades <i>Bonding</i>	LIB-4				300,000 300,000		300,000 300,000
Library Renovations / Replacements / Upgrades <i>Bonding</i>	LIB-5					250,000 250,000	250,000 250,000
<b>Library Total</b>		<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>300,000</b>	<b>250,000</b>	<b>1,600,000</b>
<b>Parks &amp; Recreation</b>							
Eichler's Cove Improvements (phase 2 of 2) <i>Other</i>	P & R - 1	400,000 400,000					400,000 400,000
Tilson Artificial Turf Replacement <i>Other</i>	P & R - 2		500,000 500,000				500,000 500,000
Dickinson Park Pavilion Replacement <i>Bonding</i>	P & R - 3		450,000 450,000				450,000 450,000
Fairfield Hills Pickleball Courts <i>Bonding</i>	P & R - 4				420,000 420,000		420,000 420,000
Maintenance Yard Improvements <i>Bonding</i>	P & R - 5					670,000 670,000	670,000 670,000
<b>Parks &amp; Recreation Total</b>		<b>400,000</b>	<b>950,000</b>		<b>420,000</b>	<b>670,000</b>	<b>2,440,000</b>
<b>Police</b>							
Police Facility <i>Bonding</i>	Pol - 1		8,000,000 8,000,000	5,000,000 5,000,000			13,000,000 13,000,000
<b>Police Total</b>			<b>8,000,000</b>	<b>5,000,000</b>			<b>13,000,000</b>
<b>Public Works</b>							
Capital Road Program <i>Bonding</i>	PW - 1	3,500,000 1,500,000	2,250,000	2,500,000	2,750,000	3,000,000	14,000,000 1,500,000
<i>General Fund</i>		2,000,000	2,250,000	2,500,000	2,750,000	3,000,000	12,500,000
Bridge Replacement Program <i>Bonding</i>	PW - 2		400,000 400,000	400,000 400,000	400,000 400,000	400,000 400,000	1,600,000 1,600,000
<b>Public Works Total</b>		<b>3,500,000</b>	<b>2,650,000</b>	<b>2,900,000</b>	<b>3,150,000</b>	<b>3,400,000</b>	<b>15,600,000</b>
<b>S.H. Permanent Memorial Comm</b>							
Sandy Hook Permanent Memorial <i>Bonding</i>	FS - 1	250,000 250,000					250,000 250,000
<b>S.H. Permanent Memorial Comm Total</b>		<b>250,000</b>					<b>250,000</b>
<b>GRAND TOTAL</b>		<b>10,835,400</b>	<b>14,986,720</b>	<b>16,744,120</b>	<b>10,275,300</b>	<b>8,770,000</b>	<b>61,611,540</b>

## PROJECT DETAIL

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** BOE - 1  
**Project Name** Middle Gate - Roof Replacement

**Type** Building construction/renovatio

**Department** Board of Education

**Useful Life**

**Contact** RON BIENKOWSKI, DIRECT

**Category** Buildings

### Description

This project will allow a complete replacement of the 1964 and 1992 sections of the facility.

### Justification

The roof will be beyond its 20th year of service. Life span/warranty is 20 years.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance	1,685,400					1,685,400
<b>Total</b>	<b>1,685,400</b>					<b>1,685,400</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	1,685,400					1,685,400
<b>Total</b>	<b>1,685,400</b>					<b>1,685,400</b>

### Budget Impact/Other

Savings will be realized through savins in roof repairs as well as energy savings using better quality roof insulation.

Project eligible for state grant (reimbursement) of approximately \$579,000.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** BOE - 2  
**Project Name** Hawley Elem. - Boiler/Lighting & HVAC/Ventilation

**Type** Building construction/renovatio  
**Useful Life**  
**Category** Buildings  
**Department** Board of Education  
**Contact**

### Description

2019-20: This project will allow replacement of the of the boiler plant located in the 1921 section of the building.

2020-201: This project will allow installation of a HVAC system which will service the entire facility. Project includes but is not limited to ductwork, controls, HVAC system, electrical upgrades and an emergency generator.

### Justification

2019-20: Boiler plant will be upgraded to high efficiency gas fired hot water system versus current steam system. Provisions for an additional boiler in the 1948 section have been made.

2020-21: Upgrade air quality in the facility, unable to open windows facing Church Hill Road.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		1,814,720	4,719,120			6,533,840
<b>Total</b>		<b>1,814,720</b>	<b>4,719,120</b>			<b>6,533,840</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding		1,814,720	4,719,120			6,533,840
<b>Total</b>		<b>1,814,720</b>	<b>4,719,120</b>			<b>6,533,840</b>

### Budget Impact/Other

Energy savings through high efficiency boiler and better environmental controls.

Better air quality.

## Capital Improvement Plan

'18/'19 *thru* '22/'23

### Town of Newtown, Connecticut

**Project #** BOE - 3  
**Project Name** High School - Main Boiler Replacements / LED Light

**Type** Unassigned

**Department** Board of Education

**Useful Life**

**Contact**

**Category** Unassigned

#### Description

•Project includes but is not limited to lighting upgrades to LED, the replacement of three boilers, controls, drives and pumps.

#### Justification

•Replace existing boilers from original building (1970) with high efficiency gas fired condensing units. Replace all VFD drives and replace all circulating pumps to high efficiency units.  
•Upgrade all internal light fixtures to LED.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		954,000				954,000
<b>Total</b>		<b>954,000</b>				<b>954,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding		954,000				954,000
<b>Total</b>		<b>954,000</b>				<b>954,000</b>

#### Budget Impact/Other

Energy savings through high efficiency boiler and better environmental controls.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** BOE - 4  
**Project Name** High School - Replace / Restore Stadium Turf

**Type** Building construction/renovatio

**Department** Board of Education

**Useful Life**

**Contact** RON BIENKOWSKI, DIRECT

**Category** Land Improvements

### Description

This project would replace the track and field turf in their 11th year of service which follows current standard practice.

### Justification

Artificial turf and track will meet life expectancy in budget year

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance				1,060,000		1,060,000
<b>Total</b>				<b>1,060,000</b>		<b>1,060,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding				1,060,000		1,060,000
<b>Total</b>				<b>1,060,000</b>		<b>1,060,000</b>

### Budget Impact/Other

This is a safety issue

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

Project # **BOE - 5**  
Project Name **Middle School Improvements**

Type Building construction/renovatio

Department Board of Education

Useful Life

Contact RON BIENKOWSKI, DIRECT

Category Buildings

### Description

Phase II 2021-22: This project consists of but is not limited to installation of an active ducted ventilation system, replacement of existing 1986 HVAC units and the addition of additional HVAC units in key areas, ie auditorium, cafeteria....

### Justification

Phase II 2021-22: The existing HVAC units are inefficient and nearing their usable life span. The ducted ventilation and additional HVAC units will greatly increase the indoor air quality in the facility.

Prior	Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
1,800,000	Construction/Maintenance				3,093,300		3,093,300
Total	Total				3,093,300		3,093,300

Prior	Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
1,800,000	Bonding				3,093,300		3,093,300
Total	Total				3,093,300		3,093,300

### Budget Impact/Other

This project will reduce repair/maintenance costs through new equipment warranty & life cycle of 20+ years. It will also meet current air quality codes. This project will also allow us to use natural gas which will reduce energy costs as well as reduce carbon monoxide emissions.



# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

Project # **BOE - 6**  
Project Name **Reed - Install Gas Boiler / LED Lighting**

Type Equipment Purchases

Department Board of Education

Useful Life

Contact RON BIENKOWSKI, DIRECT

Category Equipment

### Description

Install high efficiency gas boilers & LED lighting conversion.

### Justification

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance					2,000,000	2,000,000
<b>Total</b>					<b>2,000,000</b>	<b>2,000,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding					2,000,000	2,000,000
<b>Total</b>					<b>2,000,000</b>	<b>2,000,000</b>

### Budget Impact/Other

## Capital Improvement Plan

'18/'19 thru '22/'23

### Town of Newtown, Connecticut

**Project #** ETH - 1

**Project Name** Edmond Town Hall Exterior Renovations

**Type** Building construction/renovatio

**Department** Edmond Town Hall

**Useful Life** 35

**Contact** Margot S. Hall, Chairman

**Category** Buildings

#### Description

Repair aging exterior building infrastructure which needs drainage repairs, roof repairs, brick repointing, stone work repairs, exterior lighting, etc. See attached for more detail.

#### Justification

Public safety, responsible maintenance and continued revenue generation to help offset building maintenance costs. Currently, bricks are in danger of falling on people, steps are dangerous to walk on, roofs have outlived their useful life and rusted and rotted gutter pipes in walls are allowing water in to building when it rains. Floor has rotted on ground level and there is danger of mold forming due to water entry. In addition, the Police have advised us to replace external doors and locks and install alarm system because they are limited in how they can help otherwise.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		268,000				268,000
<b>Total</b>		<b>268,000</b>				<b>268,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding		268,000				268,000
<b>Total</b>		<b>268,000</b>				<b>268,000</b>

#### Budget Impact/Other

Annual maintenance contracts = \$3,000

Edmond Town Hall – Building Renovation Detail (201 / ):

Repointing of bricks on south and west side of building and install of chimney cap \$20,000

Repair of stone steps on front entry of building where sand has washed away \$13,000

Repair of 4 rotted in-wall cast-iron gutters \$24,000

Repair of four exterior doors that are insecure and not functional. \$20,000

Install burglar/alarm security system \$5,000

Replace flat roof which is more than 30 years old \$80,000

Repair slate roof on original building \$30,000

Repair floor on ground level where water has been entering through bad gutters \$2,000

Repair clock tower \$30,000

Repair stone steps on north side of building \$10,000

Restore and paint building dormers and trim \$12,000

Replace 8 old windows behind theater and on South side of theater 11,000

Repair non-functional exterior lighting \$6,000

Repair rusted, split, unsafe iron work \$5,000

## Capital Improvement Plan

'18/'19 *thru* '22/'23

### Town of Newtown, Connecticut

**Project #** ETH - 2

**Project Name** Edmond Town Hall Gym Air Conditioning

**Type** Building construction/renovatio

**Department** Edmond Town Hall

**Useful Life** 35

**Contact** Margot S. Hall, Chairman

**Category** Buildings

#### Description

Install air conditioning unit in gymnasium.

#### Justification

Gymnasium is one of the two highest revenue generating rental spaces in the building. The lack of air conditioning reduces business during warm weather resulting in only 75% use of space.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance				252,000		252,000
<b>Total</b>				<b>252,000</b>		<b>252,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding				252,000		252,000
<b>Total</b>				<b>252,000</b>		<b>252,000</b>

#### Budget Impact/Other

Annual maintenance contracts = \$4,000.

## Capital Improvement Plan

'18/'19 *thru* '22/'23

### Town of Newtown, Connecticut

**Project #** ETH - 3  
**Project Name** Edmond Town Hall - Parking Lot Improvements

**Type** Land Improvements

**Department** Edmond Town Hall

**Useful Life** 25

**Contact** Margot S. Hall, Chairman

**Category** Land Improvements

#### Description

Repair current parking lot to provide safe, well-lighted space for parking and for additional events such as fundraisers, exhibitions, etc. Install lighting, cameras, Expand use by providing access to water and power. Provide pedestrian walkways and good signage. Increase handicapped parking, improve grading and paint lines, add space.

#### Justification

Current parking lot has old patched pavement that is unsafe. There is more demand for use of the lot by Edmond Town Hall patrons as well as the patrons of the new businesses on Main Street. Many more seniors use the space because of Bridge Club and it is difficult to navigate the parking lot in its current state.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance					450,000	450,000
<b>Total</b>					<b>450,000</b>	<b>450,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding					450,000	450,000
<b>Total</b>					<b>450,000</b>	<b>450,000</b>

#### Budget Impact/Other

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** ECC - 1  
**Project Name** Radio System Upgrade

**Type** Equipment Purchases

**Department** Emergency Comm Ctr

**Useful Life**

**Contact** Maureen Will, ECC Director

**Category** Equipment

### Description

The radio console and many components of the radio system will go out of support at the end of 2018. The console will continue to function however repair will be more and more difficult to do and at some point it will NOT be repairable this end of support includes items that make up the radio system and the console.

The town needs to begin the process of budgeting at a minimum of 1.3 million dollars for a radio system upgrade. If we continue to dispatch from 3 Main street the console will need to be replaced – the cost for this is about \$475K additional. The equipment is the life line to all the responders in our community – Police / Fire and EMS. I have maintained the system to the best of my ability with funding and grants. It has been well over ten (10) years since the radio system was installed and it is time for it to be upgraded

### Justification

Equipment have reached their useful life

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Equip/Vehicles/Furnishings			1,775,000			1,775,000
<b>Total</b>			<b>1,775,000</b>			<b>1,775,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding			1,775,000			1,775,000
<b>Total</b>			<b>1,775,000</b>			<b>1,775,000</b>

### Budget Impact/Other

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

Project # **FHA-1**  
Project Name **Building/land purchase/remediation/demo/infrastruc**

Type Land Improvements

Department FHA

Useful Life

Contact

Category Unassigned

### Description

To be used for eventual police facility site. Either for demolition and remediation of building on chosen site or the purchase of land and existing building. Along with any infrastructure improvements. Any excess funds can be used for Fairfield Hills demolition/remedication/infrastruture.

### Justification

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	4,000,000					4,000,000
<b>Total</b>	<b>4,000,000</b>					<b>4,000,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	4,000,000					4,000,000
<b>Total</b>	<b>4,000,000</b>					<b>4,000,000</b>

### Budget Impact/Other

## Capital Improvement Plan

'18/'19 *thru* '22/'23

### Town of Newtown, Connecticut

**Project #**      **FHA-2**  
**Project Name**   **FHA Building Remediation / Demolition / Renovation**

**Type**   Building construction/renovatio      **Department**   FHA  
**Useful Life**  
**Category**   Land Improvements      **Contact**   Ross Carley, FHA

#### Description

The overall Fairfield Hills Authority goal for Fairfield Hills is to clean up the property, provide a safe and enjoyable destination for all the people of Newtown. These requests work to accomplish these goals through building remediation, demolition and renovations as well as site infrastructure improvements.

#### Justification

The remediation, removal and reclamation of former State hospital buildings that have been identified as beyond restoration is the next phase of the campus master plan. The buildings continue to deteriorate and are a risk to adjoining properties, personnel and the public. Demolition prepares the vacant land to be incorporated into the master plan.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other			2,000,000	2,000,000	2,000,000	6,000,000
<b>Total</b>			<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>6,000,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding			2,000,000	2,000,000	2,000,000	6,000,000
<b>Total</b>			<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>6,000,000</b>

#### Budget Impact/Other

There will be additional lawn maintenance costs. Cost TBD.



# Capital Improvement Plan

'18/'19 *thru* '22/'23

## Town of Newtown, Connecticut

**Project #** LAND USE-1  
**Project Name** Brownfield Remediation/Re-purposing/Open space

**Type** Land Improvements

**Department** Land Use

**Useful Life**

**Contact** Christal Preszler, Deputy Dir, Ec

**Category** Land Improvements

### Description

Amount available for town share regarding brownfield and open space grants:

Cleanup, oversight, assessment and activities related to the review, cleanup and reuse of town owned brownfield properties such as Glen Road 7 & 28A.

Open space land purchases or easements.

### Justification

Could potentially put land back onto the tax rolls or could make usable for community purposes. Would also eliminate a blighted area.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	650,000					650,000
<b>Total</b>	<b>650,000</b>					<b>650,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	650,000					650,000
<b>Total</b>	<b>650,000</b>					<b>650,000</b>

### Budget Impact/Other

Will improve the tax base.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** LIB-1  
**Project Name** Library Renovations / Replacements / Upgrades

**Type** Building construction/renovatio  
**Useful Life**  
**Category** Buildings  
**Department** Library  
**Contact** Robert Geckle, President

### Description

- (1) Furnish and install replacement skylights located in the existing slate roof of the original building and other roof and flashing repairs as required.
- (2) Upgrade HVAC system.
- (3) Furnish and install new carpet in the meeting room.
- (4) Upgrade the existing mens & ladies room adjacent to the meeting room, including lighting, plumbing fixtures & finishes plus ADA compliance.
- (5) Upgrade the existing server, switch, and telephone with the current equipment and technology.
- (6) Long range space planning & development phase II, including staff security, childrens room, meeting room and flexible space.
- (7) Partial replacement of existing furniture where required.

### Justification

- (1) Existing glass paneled, wood framed skylights located in the original section of the library has not been maintained and it is feared structurally unsound.
- (2) HVAC system needs upgrading due to age.
- (3) The existing carpet in the meeting room is really worn from the continuous use of the room for events. The carpet also withstood two flood events in the past three years.
- (4) The existing rest room lights and plumbing fixtures are not efficient and need replacing. This project would also update the finishes in both rooms.
- (5) With technology consistently changing it is imperative that the library remain current on how it's patrons gather information and also expand the efficiency of the library's operating equipment and systems.
- (6) Second phase of the implementation of the long range planning goals and direction and reconstruction of the space in specific departments and areas of the library.
- (7) Most of the interior furniture ranges in age from 20 to 85 years and should be replaced for both the safety and comfort of patrons. Upholstered pieces need to be sturdy commercial grade and ADA compliant.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	350,000					350,000
<b>Total</b>	<b>350,000</b>					<b>350,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	350,000					350,000
<b>Total</b>	<b>350,000</b>					<b>350,000</b>

### Budget Impact/Other

Maintenance and energy costs will be reduced. Exact amounts will be determined in subsequent years.  
Organize and revise space to better serve community needs and improve security.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** LIB-2  
**Project Name** Library Renovations / Replacements / Upgrades

**Type** Building construction/renovatio  
**Useful Life**  
**Category** Buildings  
**Department** Library  
**Contact** Robert Geckle, President

### Description

(1) Boiler and heat exchanger replacement.  
(2) Long range planning and development phase III; including ADA access, self service kiosks, etc. Reconstruct, realign and retrofit the library's respective departments and study areas, established through long term planning.

### Justification

(1) HVAC system was refurbished in 1997 when the rear building was erected. Without having a chemical treated water system the heating & cooling system piping and equipment have valves and controls that fail. The new system will lower utility costs by 15 - 20 %.  
(2) Through the extensive studies done in the long term planning done by the library this will keep the library an essential part of the community's culture.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		350,000				350,000
<b>Total</b>		<b>350,000</b>				<b>350,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding		350,000				350,000
<b>Total</b>		<b>350,000</b>				<b>350,000</b>

### Budget Impact/Other

Lower utility costs. Ensure reliable HVAC performance. Organize and revise space to better serve community and improve security and access.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** LIB-3  
**Project Name** Library Renovations / Replacements / Upgrades

**Type** Building construction/renovatio  
**Department** Library  
**Useful Life**  
**Contact** Robert Geckle, President  
**Category** Buildings

### Description

- (1) Replacement of the existing slate shingled roof of the original building. The project would also include replacing the gutters, downspouts and flashing as needed.
- (2) Replace the existing heating and cooling perimeter fan coil units throughout the rear building which was built in 1997.
- (3) Replace the existing cooling plant chambers and heat exchanger (entire assembly). Reuse the existing chiller pumps and controls, previously replaced through an earlier CIP project.
- (4) Long range space planning and development phase IV; including engineering services, building access improvements.

### Justification

- (1) The existing slate roof, flashing, gutters and downspouts are original to the structure. This request has been included in every CIP submission since 2012.
- (2) The existing fan coil units are beginning to fail due to internal clogging of the operating valves and sediment build up in the control valves and heating/cooling coils.
- (3) While replacement of the chiller pumps and controls were addressed, the chilled water tower (plant) is original to the building built in 1997. The cooling coils, piping and mechanical valves have been maintained regularly but preventative maintenance on this equipment has increased with valves and controls failing more frequently.
- (4) Through extensive long range planning, necessary space changes to maintain library service to the community.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance			350,000			350,000
<b>Total</b>			<b>350,000</b>			<b>350,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding			350,000			350,000
<b>Total</b>			<b>350,000</b>			<b>350,000</b>

### Budget Impact/Other

- (1) Reduce maintenance and operating costs; ensure reliable HVAC performance.
- (2) Organize space to provide improved community access.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** LIB-4  
**Project Name** Library Renovations / Replacements / Upgrades

**Type** Building construction/renovatio  
**Useful Life**  
**Category** Buildings  
**Department** Library  
**Contact** Robert Geckle, President

### Description

- (1) Building upgrades, including but not limited to carpeting, tile, bathrooms and signage, ADA compliance.
- (2) Refresh workstations to current technology.
- (3) Long range planning development phase V; including study rooms and flexible meeting space.

### Justification

- (1) Replace and repair carpeting and tile in restrooms that have been in service over 15 years.
- (2) Replace obsolete public and staff workstations on a scheduled basis.
- (3) Through extensive long range planning - space changes are needed to maintain library services to the community.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance				300,000		300,000
<b>Total</b>				<b>300,000</b>		<b>300,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding				300,000		300,000
<b>Total</b>				<b>300,000</b>		<b>300,000</b>

### Budget Impact/Other

Normal maintenance capital; ADA compliance.  
Scheduled technology upgrades  
Long range planning and development phase V including study rooms and flexible meeting space.



# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** LIB-5  
**Project Name** Library Renovations / Replacements / Upgrades

**Type** Building construction/renovatio  
**Useful Life**  
**Category** Buildings  
**Department** Library  
**Contact** Robert Geckle, President

### Description

- (1) Upgrades included but not limited to driveways, sidewalks and carpet and flooring replacements.  
(2) Long range planning and development phase VI; including flexible space and solarium.

### Justification

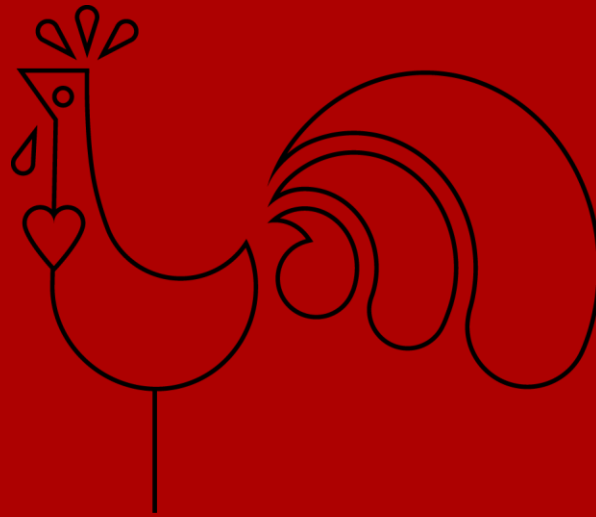
- (1) Upgrades are repair and replace items that are 20 to 40 years in service.  
(2) Through extensive long range planning necessary space changes to maintain library service to the community.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance					250,000	250,000
<b>Total</b>					<b>250,000</b>	<b>250,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding					250,000	250,000
<b>Total</b>					<b>250,000</b>	<b>250,000</b>

### Budget Impact/Other

Normal maintenance capital; patron and staff safety.  
Organize space to better serve community needs.



---

C.H.

---

**BOOTH**

---

LIBRARY

---

C.H. Booth Library  
2018-19 to 2022-23 CIP Requests  
Supporting Material

	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		TOTAL	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
	(000)		(000)		(000)		(000)		(000)		(000)	
Maintenance capital	190	54	200	50	295	86	200	67	125	50	\$1,010	61
Strategic space	160	46	200	50	50	14	100	33	125	50	\$635	39
	<b>\$350</b>	100	<b>\$400</b>	100	<b>\$345</b>	100	<b>\$300</b>	100	<b>\$250</b>	100	<b>\$1,645</b>	100

## C.H. Booth Library 2018-19 to 2022-23 CIP Overview

	18/19	19/20	20/21	21/22	22/23	
<b><u>Maintenance Capex</u></b>						
Roof/flashing/skylight/etc	X		X			
Windows	X					
HVAC upgrades/replacements	X	X	X			
Carpet/tile replacements	X				X	
Restrooms/ADA	X			X		
Network & technology	X	X		X		
Furniture	X		X		X	
Driveway/sidewalks					X	
<b><u>Strategic Space Actions</u></b>						
Building security	x	x				
Engineering services	x		x			
Improve entry to upper floors		x				
Improve rear entrance/ADA access		x				
Childrens Room improvements	x					
Self-service		x				
Meeting Room kitchen	x					
Sound booth/Business incubator		x				
Front entrance			x			
Study rooms/Flexible space	x			x		
Solarium					x	

## C.H. Booth Library

### 2018-19 to 2022-23 CIP

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** P & R - 1

**Project Name** Eichler's Cove Improvements (phase 2 of 2)

**Type** Park Improvements

**Department** Parks & Recreation

**Useful Life** 20

**Contact** AMY MANGOLD, DIRECTOR

**Category** Buildings

### Description

A bathhouse to provide showers, changing facilities, sinks & toilets.

(in 2015-16 parking and driveway improvements along with pavillion addition and septic reserve were accomplished)

### Justification

Currently there are no bathrooms at Eichler's cove. Patrons who pay to use the facility or rent a boat slip use portable bathrooms. There is no changing area, sinks, showers or toilets other than temporary.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance	400,000					400,000
<b>Total</b>	<b>400,000</b>					<b>400,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	400,000					400,000
<b>Total</b>	<b>400,000</b>					<b>400,000</b>

### Budget Impact/Other

NO IMPACT ON THE GENERAL FUND OPERATING BUDGET. ADDITIONAL OPERATING ITEMS SUCH AS UTILITIES AND SALARIES WILL BE FUNDED BY THE EICHLER'S COVE SPECIAL REVENUE FUND.





## EICHLER'S COVE PARK

PARKING EXPANSION AND ENHANCEMENT PLAN  
DECEMBER 3, 2010



Town of Newtown  
Eichler's Cove Special Revenue Fund  
Four Year Fiscal Year Analysis and 2017-18 Year to Date (12/18/2017)

<b><u>Revenues:</u></b>	<b><u>2017-18 YTD**</u></b>	<b><u>2016-17</u></b>	<b><u>2015-16</u></b>	<b><u>2014-15</u></b>	<b><u>2013-14</u></b>
BOAT SLIP FEES	-	121,568	110,000	99,668	89,723
SEASONAL BOAT LAUNCH FEES	305	2,295	-	370	13,947
SEASONAL BEACH PASS	1,455	9,825	9,135	8,975	9,215
DAILY BOAT LAUNCH PASS	495	410	2,940	4,879	2,430
DAILY BEACH PASS	-	1,335	2,275	640	6,045
DRY STORAGE	75	1,568	1,725	1,763	685
OTHER INCOME	200	200	236	212	472
	<b>2,530</b>	<b>137,200</b>	<b>126,311</b>	<b>116,507</b>	<b>122,517</b>
<b><u>Expenditures:</u></b>					
SALARIES & WAGES - SEASONAL	24,477	34,156	28,677	28,625	29,216
SOCIAL SECURITY	-	2,613	-	-	-
FEES & PROFESSIONAL	-	-	-	-	-
CLEANING SERVICES - DISPOSAL	-	-	309	779	-
REPAIR & MAINTENANCE	-	2,994	1,327	2,412	2,196
CONTRACTUAL SERVICES	18,340	26,593	31,675	27,059	26,335
GENERAL SUPPLIES	288	390	28	1,017	1,252
OFFICE SUPPLIES	-	-	21	-	-
MACHINERY & EQUIPMENT -	-	-	31	-	-
OTHER EXPENDITURES	33	499	359	1,205	1,078
CAPITAL OUTLAY	30,655	43,448	-	34,998	2,325
	<b>73,793</b>	<b>110,692</b>	<b>62,427</b>	<b>96,095</b>	<b>62,403</b>
Excess Revenues Over Expenditures (net in	<b>(71,263)</b>	<b>26,508</b>	<b>63,885</b>	<b>20,412</b>	<b>60,115</b>
Beginning Fund Balance	461,823	435,315	371,430	351,019	290,904
Ending Fund Balance	<b>390,560</b>	<b>461,823</b>	<b>435,315</b>	<b>371,430</b>	<b>351,019</b>

\*\* Note: majority of Eichler's Cove revenues are collected at the end of the fiscal year.  
Fund balance at the end of 2017/18 (June 30, 2018) is estimated to be \$470,000.

## Capital Improvement Plan

'18/'19 *thru* '22/'23

### Town of Newtown, Connecticut

**Project #** P & R - 2

**Project Name** Tilson Artificial Turf Replacement

**Type** Park Improvements

**Department** Parks & Recreation

**Useful Life**

**Contact** AMY MANGOLD, DIRECTOR

**Category** Unassigned

#### Description

Replace artificial turf at Tilson.

#### Justification

Turf has reached its usefull life

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		500,000				500,000
<b>Total</b>		<b>500,000</b>				<b>500,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other		500,000				500,000
<b>Total</b>		<b>500,000</b>				<b>500,000</b>

#### Budget Impact/Other

Reduced maintenance costs

## Capital Improvement Plan

'18/'19 *thru* '22/'23

### Town of Newtown, Connecticut

**Project #** P & R - 3

**Project Name** Dickinson Park Pavilion Replacement

**Type** Building construction/renovatio

**Department** Parks & Recreation

**Useful Life** 50

**Contact** AMY MANGOLD, DIRECTOR

**Category** Buildings

#### Description

Replace 50 year old pavilion that has served its useful life span.

#### Justification

Existing structure has become dilapidated and dry rotted. Replacement pavilion will consist of modern materials to insure another long lasting structure. Reconfigure footprint and landscape enhancement to better serve the needs of the community including a porous paver plaza which is ADA compliant. Facility infrastructure will be updated: Lighting, PA system, plumbing, electrical and security.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		450,000				450,000
<b>Total</b>		<b>450,000</b>				<b>450,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding		450,000				450,000
<b>Total</b>		<b>450,000</b>				<b>450,000</b>

#### Budget Impact/Other

Reduced maintenance costs

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** P & R - 4

**Project Name** Fairfield Hills Pickleball Courts

**Type** Building construction/renovatio

**Department** Parks & Recreation

**Useful Life**

**Contact** AMY MANGOLD, DIRECTOR

**Category** Buildings

### Description

Pickleball is one of the fastest most popular growing sports in the country. It is a great sport for multi-generations. A goal is to offer more active programming for the aging population and pickleball is one that seniors and residents of all ages can enjoy.

Plan is for four courts:

4 courts - \$240,000

Site development (landscaping) - \$40,000

Lighting - \$140,000

These costs are based on the construction of the new Treadwell courts with post tension concrete slabs. Courts built with post tension as opposed to asphalt will last 25-30 years. They will need to be recoated every 7-8 years.

### Justification

Pickleball programs and the current court at Treadwell are filling to full capacity on a regular basis. The current single court at Treadwell Park and the temporary courts at Fairfield Hills have become popular and very busy.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance				420,000		420,000
<b>Total</b>				<b>420,000</b>		<b>420,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding				420,000		420,000
<b>Total</b>				<b>420,000</b>		<b>420,000</b>

### Budget Impact/Other

Increase in the Building Maintenance department budget.



## Capital Improvement Plan

'18/'19 *thru* '22/'23

### Town of Newtown, Connecticut

**Project #** P & R - 5

**Project Name** Maintenance Yard Improvements

**Type** Unassigned

**Department** Parks & Recreation

**Useful Life**

**Contact** AMY MANGOLD, DIRECTOR

**Category** Infrastructure

#### Description

To renovate and make improvements to the back lot of the Maintenance facility on Trades Lane. This project will include but is not limited to repairing drainage and paving for employee trucks and personal vehicle parking.. Creating storage bins for yard materials and to renovate and improve fencing and lighting for safety and security.

#### Justification

Currently there are many drainage issues tied to this lot and the campus that need to be addressed from reconfigured from this area. There is no employee parking in the back lot and employees currently park at the Reed School. The materials for fields and landscaping have no defined outside storage areas and need containment. Improved fencing and lighting need to be improved for safety and security of employees, vehicles and materials for theft and vandalism.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance					670,000	670,000
<b>Total</b>					<b>670,000</b>	<b>670,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding					670,000	670,000
<b>Total</b>					<b>670,000</b>	<b>670,000</b>

#### Budget Impact/Other

## **Cost detail for rear yard improvements of Parks and Recreation Maintenance Facility**

- Remove remnants of dilapidated greenhouse and dispose of properly based on testing \$75,000
  - Cost would cover cold storage structure if grant removes greenhouse prior
- Excavate and grub rear lot to delineate safe work space, employee parking, plow storage, trailer storage and Town vehicle parking \$60,000
- Pave entire front and rear parking lot, including safe employee parking area away from work zones. This includes catch basins and drainage. ( Based on asphalt tonnage costs, aggregate cost, and average price per square foot installation costs) \$122,500
- Engineering and site borings \$20,000
- Loading dock repairs and renovations. (Based on price of loading dock plates, bumpers, and concrete repair of existing rear ramp.) \$16,000
- Replace failed gutter drains under parking lot (Gutters were replaced under roofing project) with applicable drainage to remove water from building surrounds. This will include piping building surrounds, trench drainage in front of garage doors, as well as tie in to existing storm water basins. ( Based on linear footage of pipe, fittings and excavation services for building perimeter) \$22,000
- Install trees and shrubs suitable for screening and erosion control purposes along road, as well as planting sediment detention areas at drainage points. \$10,000
- Build 4 bay covered concrete material bins for commonly used materials. ( Based on State Contract Concrete costs and 7 days contracted labor) \$58,000
- Install wash water recycler as required for daily equipment washing \$85,000
- Install pad and hook up mothballed SHS generator \$22,000
- Install pad and fenced dumpster enclosure for garbage and recycling \$7500
- Install required site and security lighting (6 poles at \$2000 each) \$12,000
- Install outdoor pallet lift at parking lot basement access bilco drop, including new doors \$65,000
- Install split 5000 gallon gas/diesel tanks with integration to public works fuel system. \$95,000

All costs based on square foot or linear foot pricing, professional estimates, tonnage pricing, State Contract pricing and/or similar scope local projects as of 2017

## Capital Improvement Plan

'18/'19 thru '22/'23

### Town of Newtown, Connecticut

**Project #** Pol -1  
**Project Name** Police Facility

**Type** Building construction/renovatio  
**Useful Life** 50  
**Category** Buildings

**Department** Police  
**Contact** CHIEF JAMES VIADERO

#### Description

A comprehensive space needs study was completed and it determined that the police facility at 3 Main St. was inadequate. The current facility no longer fulfills the day to day needs of policing functions for the Town of Newtown. Initial design amount was approved in 2017-18 and is in process.

#### Justification

The Police facility, built in 1981, was based upon projections that we have far exceeded. The growth of the community and police personnel have made the current facility overcrowded, outdated and inadequate for a modern and professional police agency. The planning of this project started in 2002 with numerous CIP requests for improvements. A comprehensive Space Needs Study and Site Evaluation of 3 Main Street was completed. Monies will be needed to professionally design the building.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		8,000,000	5,000,000			13,000,000
<b>Total</b>		<b>8,000,000</b>	<b>5,000,000</b>			<b>13,000,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding		8,000,000	5,000,000			13,000,000
<b>Total</b>		<b>8,000,000</b>	<b>5,000,000</b>			<b>13,000,000</b>

#### Budget Impact/Other

Detailed operational budget impact will be determined closer to project start date.

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

**Project #** PW - 1  
**Project Name** Capital Road Program

**Type** Road Improvements

**Department** Public Works

**Useful Life**

**Contact** FRED HURLEY, DIRECTOR O

**Category** Infrastructure

### Description

Complete reconstruction of aging roads per the current capital road plan.

See next pages for a list of planned road reconstruction for 2018-19.

### Justification

Public safety

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance	3,500,000	2,250,000	2,500,000	2,750,000	3,000,000	14,000,000
<b>Total</b>	<b>3,500,000</b>	<b>2,250,000</b>	<b>2,500,000</b>	<b>2,750,000</b>	<b>3,000,000</b>	<b>14,000,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	1,500,000					1,500,000
General Fund	2,000,000	2,250,000	2,500,000	2,750,000	3,000,000	12,500,000
<b>Total</b>	<b>3,500,000</b>	<b>2,250,000</b>	<b>2,500,000</b>	<b>2,750,000</b>	<b>3,000,000</b>	<b>14,000,000</b>

### Budget Impact/Other

The budget impact is that the road maintenance costs will be stable. The roads that are improved or replaced cost less to maintain, the roads we don't improve or replace cost more to maintain. So the recommended amounts we invest into roads enable us to have stable maintenance costs. During the 2014-15 budget process it was understood that the capital road program budget amount would be increased incrementally so that \$2,000,000 would be reached by the 2017-18 fiscal year. This was delayed by one year. This plan increases that amount further so that by 2020-21 it will reach \$2,500,000. This will depend on additional economic activity.

**NEWTOWN PUBLIC WORKS  
CAPITAL IMPROVEMENT PLAN  
FISCAL YEARS 2018 – 2019**

**2018 – 2019  
Capital Road**

Birch Hill Road	\$195,000
Brushy Hill Road	\$105,000
Commerce Road	\$95,000
High Bridge Road	\$145,000
High Rock Road	\$165,000
Hundred Acres Road	\$215,000
Keatings Farm	\$100,000
Lakeview Terrace	\$100,000
Mile Hill South	\$200,000
Monitor Hill road	\$153,000
Mt. Nebo Road	\$250,000
Old Farm Hill Road	\$100,000
Old Hawleyville Road	\$108,000
Parmalee Hill Road	\$150,000
Pebble Road	\$255,000
Pond Brook Road	\$210,000
School House Hill	\$54,000
Sunnyview Terrace	\$95,000
Yearling Road	\$105,000
Guide Rail	\$200,000

**Total Capital Road   \$3,000,000**

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

Project # PW - 2  
Project Name Bridge Replacement Program

Type Road Improvements

Department Public Works

Useful Life

Contact FRED HURLEY, DIRECTOR O

Category Infrastructure

### Description

Bridge replacement program planned replacements:

See attached

Priorities may and can change in the bridge program.

### Justification

Public safety

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Construction/Maintenance		400,000	400,000	400,000	400,000	1,600,000
<b>Total</b>		<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>1,600,000</b>

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding		400,000	400,000	400,000	400,000	1,600,000
<b>Total</b>		<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>1,600,000</b>

### Budget Impact/Other

The budget impact of replacing a bridge (at the right time) is that we avoid large maintenance costs.



## BRIDGE PROGRAM

Brushy Hill Road  
Meadowbrook Road  
Jacklin Road  
Old Hawleyville Road #2  
Bennetts Bridge Road  
Farrell Road  
Pond Brook Road  
Echo Valley  
Borough Lane  
Huntingtown Road #2  
Deep Brook Road  
Country Club Road  
Head O'Meadow Road

# Capital Improvement Plan

'18/'19 thru '22/'23

## Town of Newtown, Connecticut

Project # FS - 1  
Project Name Sandy Hook Permanent Memorial

Type Building construction/renovatio  
Useful Life  
Category Unassigned  
Department S.H. Permanent Memorial Com  
Contact

### Description

A place holder for the Sandy Hook Permanent Memorial

### Justification

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	250,000					250,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

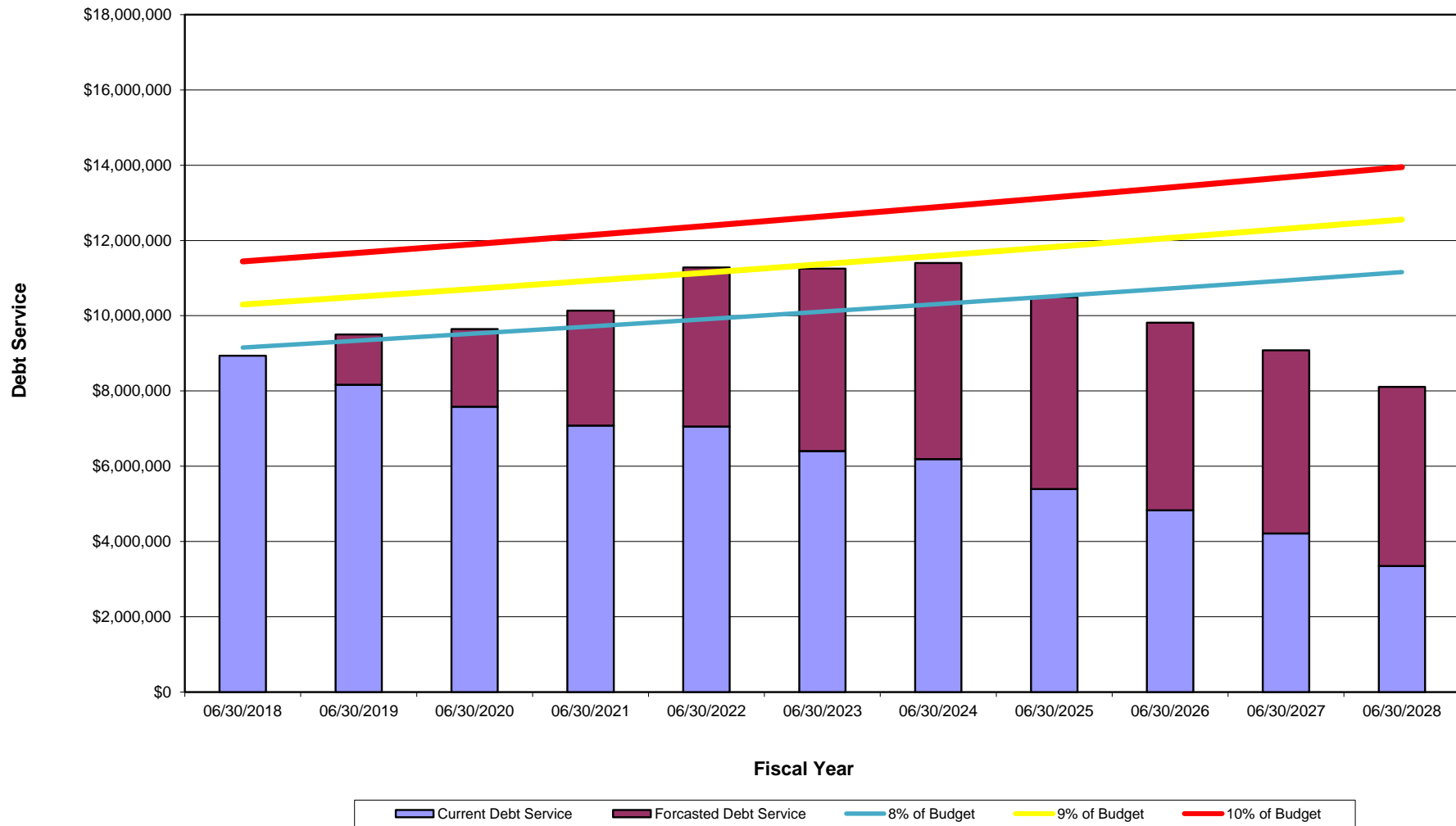
Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Bonding	250,000					250,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

### Budget Impact/Other

**TOWN OF NEWTOWN 2018-2019 CIP - FORCASTED PROJECT AMOUNTS - DEBT LIMIT CALCULATION**

[illegible]

**TOWN OF NEWTOWN  
2018 - 19 TO 2022-23 CIP EFFECT ON FUTURE DEBT SERVICE**



[illegible]

# **Edmond Town Hall Theater Newtown, CT**

Inspection Report  
July, 07, 2017



The following definitions will be used in this report:

**Decommission**

To take a component out of service because it is in a state of damage or disrepair that could potentially cause grave bodily harm or worse at any time

**Replace**

When a component is in a state of damage or disrepair that is not an immediate danger but effectively has ended the service life

**Repair**

When a component is in a state of damage or disrepair that can be serviced onsite to allow it to function properly & safely

**Hazard**

A dangerous condition that could cause bodily harm or worse at any time

**Acceptable**

When a component or condition is such that there is no apparent sign of there being any threat to those using the system

**Please Note:**

This report was prepared from the observations made by an E.T.C.P. certified company (compiled by Andrew Kotarba pp Richard Parks, ETCP). It is based upon a survey of components that were accessible at the time of the inspection. In no way does it presume to make any recommendations with regard to the structural integrity of the building, as that can only be done by a licensed engineer. The results are submitted for your consideration and action.

## System Overview

The Edmond Town hall Theater is a Proscenium thrust theater, with a mostly dead hung system and several wire guided steel counter weight line sets and Hemp Counter weight systems that tie off to a pin rail stage right.

General stage info:

- Proscenium Width: 31'-4"w
- Proscenium Height: 17'-1"h
- Floor to Rigging Steel: 23'-2"
- Floor to Concrete Deck: 29'-6"
- Plaster Line to back line: 15'-0"

The stage floor is a light wood parquet, with no other coverings or paint.

The stage rigging system is comprised of a mix of different styles of line sets:

Dead Hung Lineset:

- (5 to 8) Chain Pick points wrapped around Rigging steel as well as Pipe
- (2) ¼" Shackles, Screw Pin
- OR (2) ½" Hexbolt and Nut
- (1) 1" Sched. #40 pipe

Steel counter weight system:

- (1) single purchase counterweight arbor
- (1) ⅝" Manilla Rope
- (1) underhung headblock
- (5) underhung loftblocks
- (5) ¼" wire rope lifelines w/ termination hardware
- (1) 1-½" #40 Pipe Batten
- (1) floor block

Steel truss and Movie Screen.

- (2) ½ Ton Chain Fall
- (1) 12" Box truss
- (2) 2.5 ton Beam Clamp, OR Beam trolley
- (2) ⅝" Screw Pin Shackle
- (2) large Quick Links

### UniStrut Raceway:

- (3) C-Clamp Beam Clamp
- (7) 3/8" Threaded Rod Sections
- (3) safety cables
- (1) p1000 Strut run
- (1) p3300 Strut run

## Summary

The rigging system in place at the Edmond Town Hall is overall in poor to fair condition. Many of the components are very outdated, and the new components were installed in a fashion that is not considered industry standard. The more concerning issues being; The Asbestos fire curtain which needs to be removed and the older line sets, which are in disrepair. They do not meet modern convention in many ways, which is concerning. There are also some maintenance issues that should be addressed sooner rather than later in order to preserve the system integrity, and to prevent possible injury to those using the space.

In the following pages, certain conditions will be outlined as far as how they relate to current industry standards and at the end the report recommendations will be made as to potential solutions and options for modifications needed in order to bring the system up to current standards.

Due to the Nature of the system, it will be broken out by type of Linesets, to keep it as concise and clear as possible.

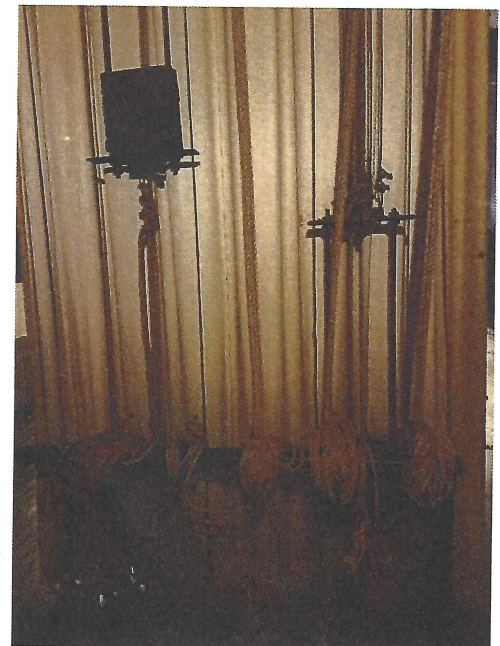
None of the criticisms outlined in the following pages are in any way a reflection of neglect or misuse of the system, nor are they meant to fault the original installation. Almost all of the criticism is due to age and use or to the change in industry standards in the years since the original installation.

### Steel Counter Weight System (CW)

2 Linesets: 3<sup>rd</sup> and 5<sup>th</sup> Electric Respectfully.

Both CW linesets are in poor to fair condition. They are operated from the Pin Rail located stage right, and are 1/4" wire guided single purchase arbors, that are approximately 6 feet in length. The operating Line is 5/8" manila rope that terminates to the top and bottom of the arbor, going through a floor block mounted to the stage floor and a head block mounted to the steel I-beam located directly

Edmond Town Hall- Newtown CT  
iWeiss Inspection Report  
Page 4



Arbors and Pin Rails



above. Each have 4 x 1/4" wire rope (with fiber core) lifting lines, and all terminations are single wire rope clips except for the terminations at the pipe, which are 3 x 1/4" Copper swages. The wire rope goes from the top of the arbor, through the head block, and through a loft block that is mounted to steel I-beams above each pick point. The cable is tied in a clove hitch knot around the pipe, to make the connection to the Sch #40 pipe.

- ✓ There are many issues with these linesets, and very little is up to modern industry standard.

#### Arbor:

Arbor is an older style and does not possess spreader plates or a locking collar. They also use cast iron counter weights, instead of the modern steel weights. The floor block is sound and correct. All

- ✓ terminations on the arbor are as not industry standard. They all do not have thimbles, and they only have one wire rope clip, this is incorrect and should have 2 Clips with proper turn back.

The operating line is undersized and is manila rope, though they seem to be in good condition. This should be at least 3/4" braided Nylon rope. The Wire rope Guides are terminated to the floor, to steel eye that is mounted on the floor, via a hook to eye turnbuckle.

- ✓ This is not industry standard due to the unreliability hook connection.

The top termination is wrapped around the I-beam and terminated with a single wire rope clip. This is an unreliable and incorrect way to terminate on all counts. Lastly, there is no rope lock or locking

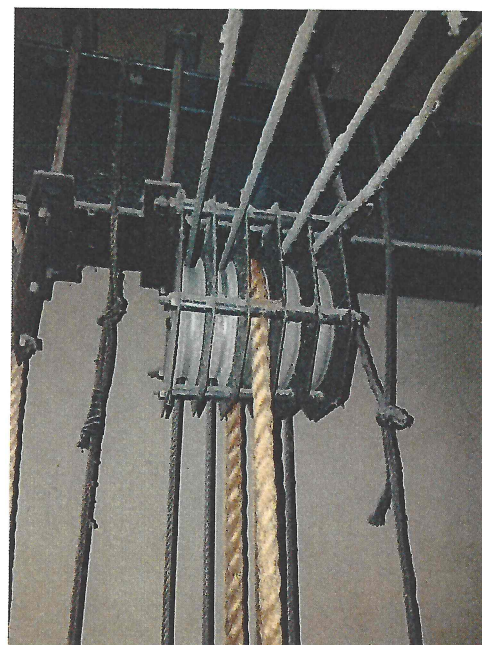
- ★ ✓ rail present, which is unusual. The rope locks are a very important safety feature, and should not be neglected. A Rope Lock needs to be added into the system
- ★

#### Head Block:

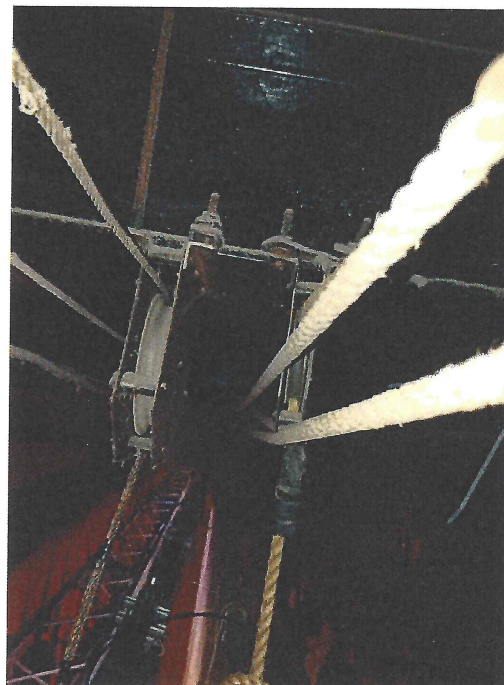
The head block is underhung and connected to the I-beam by running threaded rod through the flange of the head block to a steel plate above the head block. The head blocks are old, but are in fair to poor condition.

- ✓ The sheaves or grooves of the pulleys are oversized for 1/4" wire rope. This causes the wire rope to shift and move in the groove of the pulley, causing damage to the cable and extraneous abrasions.
- ★ All hardware is simple nut and bolt, with no visible ratings. This poses a problem, as to excessive vibration can loosen hardware overtime.

- + ✓ These should be **Replaced**



Head block



Loft Block





### Loft Blocks:

Similar to the head blocks, the groove of the pulley is over sized and improper for the lifting lines. They are underhung from steel I-beams. After attempting to physically inspect one, they were quite loose, with clips facing the wrong direction and various other poor conditions. The iWeiss representative did not feel comfortable in physically inspecting any other loft block for fear of dislodging or causing damage to the system. This needs to be address immediately, the state that these

★ ★ ★ ✓ blocks are in pose a **Hazard**.

### Lifting Lines:

Most of the lifting lines are in poor condition, and show signs of abrasion and deformation.

Each line set has 4 lifting lines; they are all 1/4" wire rope. The wire rope in the system is not industry standard any longer, because it has a fiber core. With time it deteriorates, and the thickness of the cable can change. This particularly is problem when wire rope clips are used (such as in this system) and even more so when the wire rope clips are not installed properly. All wire rope cable clips need to be torqued properly and checked regularly, as well as possessing the proper amount of clips. The Lifting Lines need to be **Replaced**.



Notice Upper Clips

### Pipe and Pipe Terminations:

The lifting line is terminated to the pipe by tying the cable, in a clove hitch knot, around the pipe and terminating it with three copper swages. This termination is incorrectly done. Tying to the pipe with wire rope is not industry standard, but more importantly by adding two more swages there is unnecessary damage done to the cable and is capable of compromising it.

The pipe its self is 1 1/2" Schd.#40, which is correct, but it externally threaded. This is not appropriate for overhead rigging and should be replaced internal sleeves and through bolted.

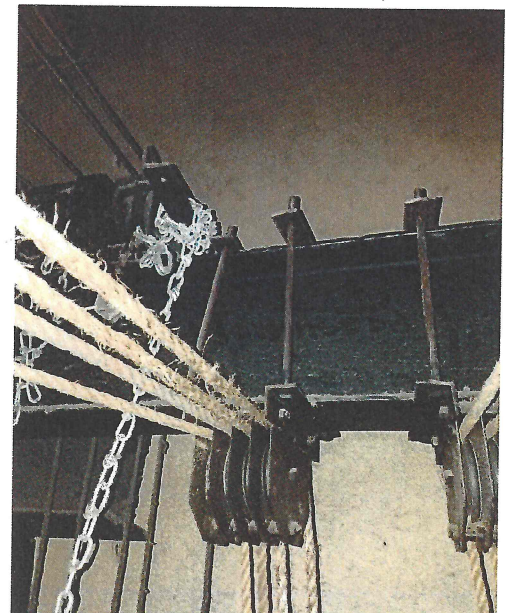
### Hemp System:

3 Linesets: DS Empty Pipe, Border #1, Border #2

The hemp systems are composed of 4 lifting lines each, that tie off to the pin rail stage right. They travel up to a head block and then through their respective loft blocks and down to terminate at the Pipe.

### Pin Rail:

Pin rail seems sound and in good condition.



Hemp Set Head Block



### Lifting Lines:

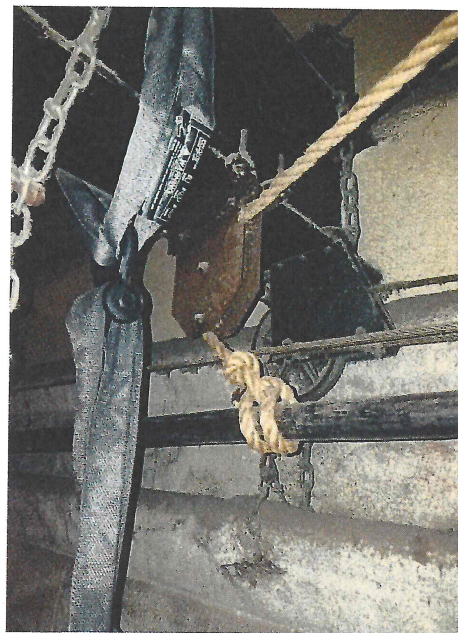
All lifting lines are in fair condition, but there seems to be abrasions occurring near the head block, causing the rope to fray. This is specifically a problem with the furthest downstage lineset, where the fleet angle is severe; this kind of damage is slow and compounding. Eventually it can weaken the lines significantly. This line set should have a series mule blocks to correct the angle of the lines.

### Counter Weight:

There is no counter weight on any of these linesets. If someone was to undo one of these lines and not realize there was weight on them, they could potentially get seriously injured. Recommend immediately defeating the system in some way, or placing some counter weight on the lines as a temporary solution. This is a **Hazard**

### Pipe:

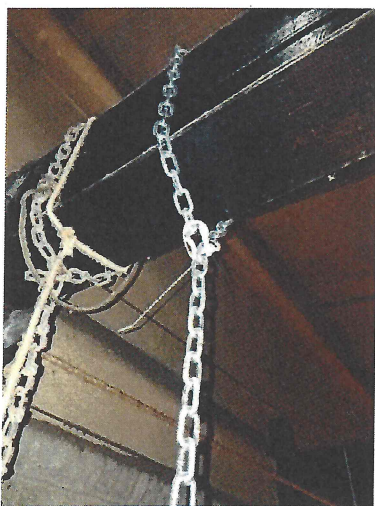
The pipe is under sized for theatrical applications. Instead of industry standard 1 1/2" pipe it is approximately 1 1/4" pipe. Similarly it is externally threaded like the CW linsets. This is not appropriate for overhead rigging and should be replaced internal sleeves and through bolted.



Typical Hemp Loft Block

### Dead Hung:

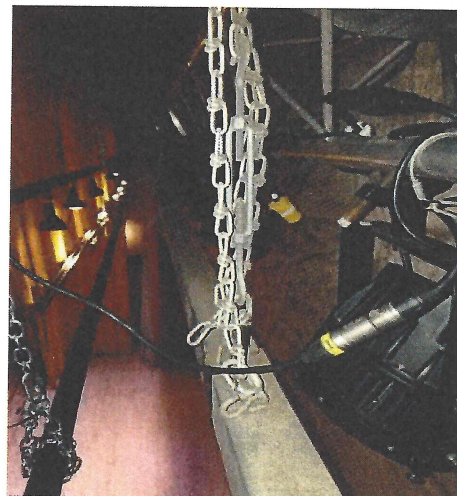
6 Linesets: Main Curtain, DS Empty pipe, Midstage Traveler, US Empty Pipe, (2x) Side Tabs



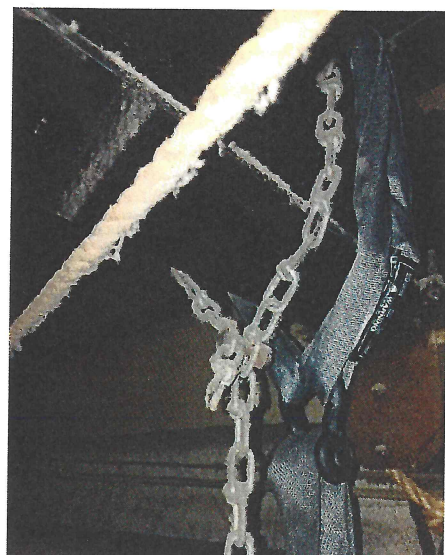
Typ. Dead Hung Termination

The Dead hung Linesets come in three varieties; they are either an overlapping traveler track, an empty pipe, or Tab pipe

The Traveler tracks are hung by swing chain, which is wrapped around an I-beam and terminated with 3/8" nut and bolt. At the pipe, the chain is connected to a hook to eye turnbuckle. The turnbuckle is connected to the track hanger by a cold closing chain link. None of these components are industry standard. The chain is underrated, the turnbuckle is a hook type which is not considered safe practice for previously mentioned reasons, and the cold closing link is not reliable and has a tendency to open under certain conditions.



Typical lower termination for Track



Typical Upper termination for track



### Pipe:

The pipe is under sized for theatrical applications. Instead of industry standard 1 ½" pipe it is approximately 1 ¼" pipe. Similarly it is externally threaded like the CW linsets. This is not appropriate for overhead rigging and should be replaced internal sleeves and through bolted.

There is also no backbone, meaning a pipe to distribute the evenly between points, which for these current spacing for the track hangers is not industry standard.

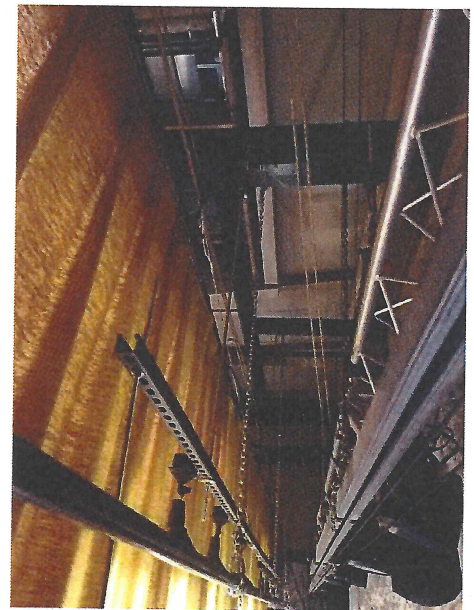
The Tab Pipes are hung in the same way as the tracks, but without a turnbuckle, and seemingly hung to whatever seemed available, including loft blocks, this should be **Replaced** and mounted to actual structure

The other dead hung Pipes are hung with un-marked chain, which is undersized for its application. The Upper termination the chain is wrapped around the beam and terminated with a ¼" shackle. The lower termination is wrapped around the 1 ½" pipes that is terminated with a shackle. This is not considered industry standard, but does not pose a hazard.

### Unistrut Electric:

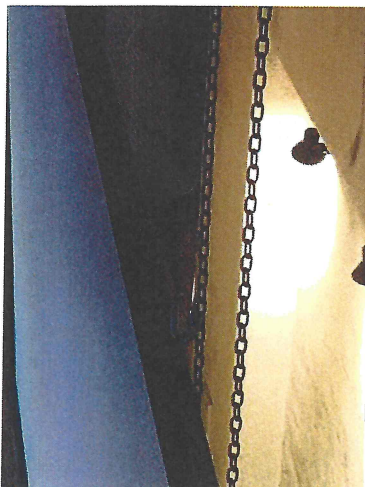
This system is comprised of an upper and lower level of strut. The upper level is hung to an I-beam by (3x) 3/8" threaded rod and C style beam clamps. Each rod has a safety cable attached to the rod. The lower section of unistrut is hung from the previous by (4x) 3/8 rod. Stage lighting, as well as work lights, are hung from this unistrut electric.

Though the material is rated and seems to be installed in a standard that is used in commercial construction, it is recommended to replace this for a standard theatrical batten for future purposes.



Unistrut Electric

### Truss and Movie Screen:



Quick Link on Movie screen

2 linesets: (3x) 12"x12"x10' box truss, and Movie Screen

#### Truss:

Truss is hung from (2x) Chain falls, which are suspended from the I-beam via 2.5 ton beam clamps. The termination at the bottom of the truss is a 5/8" shackle, to a 6' nylon core spanset. The SL stick of truss needs to roll 90 degrees in order for the chords to properly match, for structural



Movie Screen

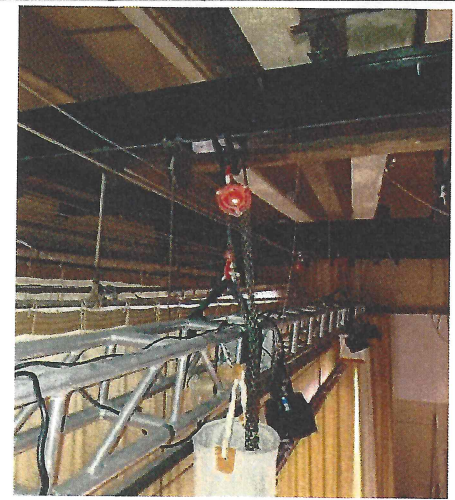


2m

reason. This should **Repaired** immediately.

#### Movie Screen:

The movie screen is sound and in good condition. It is suspended on two chain falls, which are suspended from two 1 ton beam trolleys. The bottom terminations to the screen are two quick links. Quick links are not industry standard. This is because when the open, meaning the nut that makes the link continuous unscrews, they become unable to take weight and consequently fail. These should be replaced.



Truss

#### Fire Curtain:

The fire curtain is a manual operated counter weight tripping curtain. The curtain has been defeated, because it is solid Asbestos. The fire curtain was not deployed or tested. So the condition of the actual rigging is harder to determine. Thought a few issues we noticed when a visual inspection was done. There were several hook and eye turnbuckles that are not industry standard, and the dead hanging chains seem to be swing chain which is under rated. This system should also be replaced with an automated deployment system that is tied to the buildings fire alarm.

\* could be other issue \$\$\$

#### ADC Curtain Machine:

This machine is part of the main curtain system. It seems to function in good order with no problems. The operating line itself is kinked and damaged in many places. This should be replaced.

#### Soft goods:

- \* All soft good are in fair condition, but are past their testing for fire retardancy, and if kept need to be tested and potentially treated with fireproofing solution.

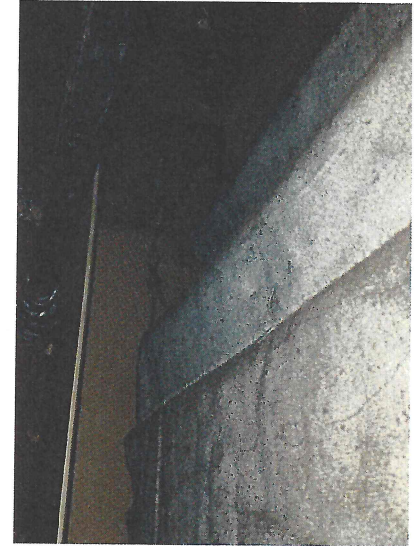
#### Misc notes:



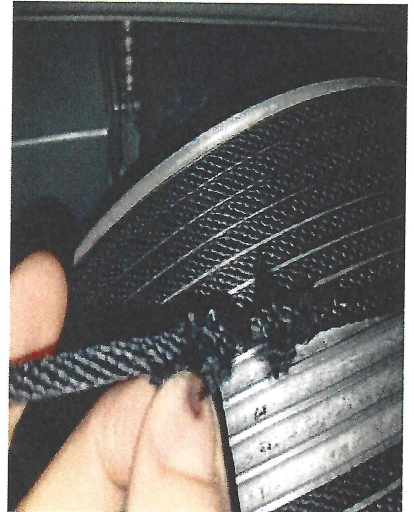
Edmond Town Hall- Newtown CT  
iWeiss Inspection Report  
Page 9

There are many connections made as what seems to be temporary rigging, which are hung from loft blocks and head blocks. Those blocks are not designed for those

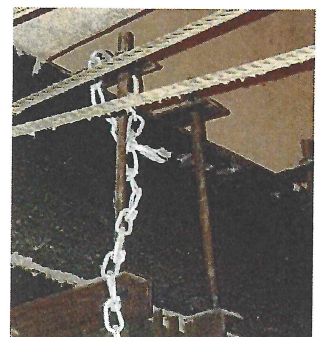
purposes and this practice should be avoided. Secondly, the steel I-beams had a lot of loose planking and equipment up on top of



Fire Curtain



ADC Curtain Machine Damaged Line



Example of temporary rigging

9/11

★ ★ them. This should be taken down, and is not an approved method of traversing the upper levels of the theater.

**Report Summary/Conclusion:**

**Overall, the system is in poor condition. It is an older system that is not up to current industry standard. Specifically; the lack of rope locks, lack of counter weight on the hemp lines, and all the loft blocks in various states of looseness pose a hazard.**

- ★ It is strongly recommended to completely over haul the system. The majority of the components are not to industry standard and some of these elements can be considered hazardous.
- The asbestos fire curtain needs to be removed. Though the blocks seem sound they are very old and it is undetermined whether they are fully operational. Replacment or removal should be considered.
  - ★ • The moving linesets seem to be in the worst condition and should be replaced. This system is too old and has too many components that are incorrectly installed or being used in the wrong application.
  - Tracks are older but seem to be in fair condition.
  - The dead hung systems should be replaced and overhauled. Though they do not pose an immediate problem, but there are a lot of safety concerns that should be addressed.
  - The Box Truss is in good condition, and does not pose any problems besides the one section needing to be rolled 90 degrees. This should be repaired relatively soon
  - The Movie Screen need to have its quick links replaced
  - The ADC Curtain machine Seems sound, but is a little old.
  - Curtains need to be tested, if kept.
  - There is nothing specifically wrong with the unistrut electric, but it should be considered for replacement because most theatrical lighting fixture is difficult to get onto unistrut. This should simply be replaced for a 1 ½" Schd#40 pipe that is dead hung, or counter weighted. This is a recommendation for the convenience of the space and is not a specific safety concern.

If you have any further questions, or would like any clarifications on this report, please don't hesitate to call.

Thank you,

Submitted By:

Andy Kotarba  
*Project Manager*



**10. How much of the \$252,000 is needed to enhance safety regardless of the whether or not the venue becomes a viable entertainment destination?**

All the money is necessary. I have provided the safety report and here is the high level breakdown:

Total for described scope of safety work:	\$199,000.00
Removal of Existing Asbestos Fire Curtain:	\$15,000
Cleaning, fire treating, reinstallation of existing curtain:	\$8,000
Wiring and termination from the machines, to the motor control Station cabinet, that will be installed:	\$11,000
Repainting and repair of walls and ceilings:	\$8,000
Contingency for unexpected repairs/issues and Inflation:	<u>\$11,000</u>
<b>TOTAL CIP AMOUNT NEEDED</b>	<b>\$252,000</b>

The upgrades to the theater are based on two factors:

- 1) Edmond Town Hall's Strategic Plan, approved in June 2017, that calls for upgrading the theater to current standards, and;
- 2) Safety and liability concerns raised by theater users for whom we have had to issue partial refunds because they had to make on-the-fly repairs to our hemp and other elements to ensure safety during their productions.

I consulted with two theater consultants regarding necessary upgrades to bring the theater to current standards. I also reached out to three companies that specialize in rigging inspections. They all charge about \$2500 for the inspection. I chose iWeiss, which is located in New Jersey. They inspected our theater and issued the safety report emailed to the Finance Board.

After receiving that report The CIP for the theater was revised in order to address the safety improvements, which must take priority. These are the recommendations made based on the report and the costs associated:

## SCOPE OF WORK From iWeiss FOR \$199,000 Theater Safety Project

Includes demoing and storing of certain equipment, new drapery, new track hardware, a new Fire Curtain System, and mobilization/labor to the site.

**(8) Line Sets to be Dead Hung and (3) Electric Line Sets to be on motorized Line Shafts.** The Line Shafts will operate off of a control station that is included in the cost. The Line Shafts would be permanently attached to the I-Beams above and will allow the pipe attach to them to be lowered to the floor at working height (3'-4'). An Electrical Contractor will be needed on your end for all wiring and terminations from the machines, to the motor control cabinet, to the control station that we will provide.

The Projection Screen will not be touched and we will turnover all of the trusses to Edmond Town Hall as well.

Here is the proposed line set schedule

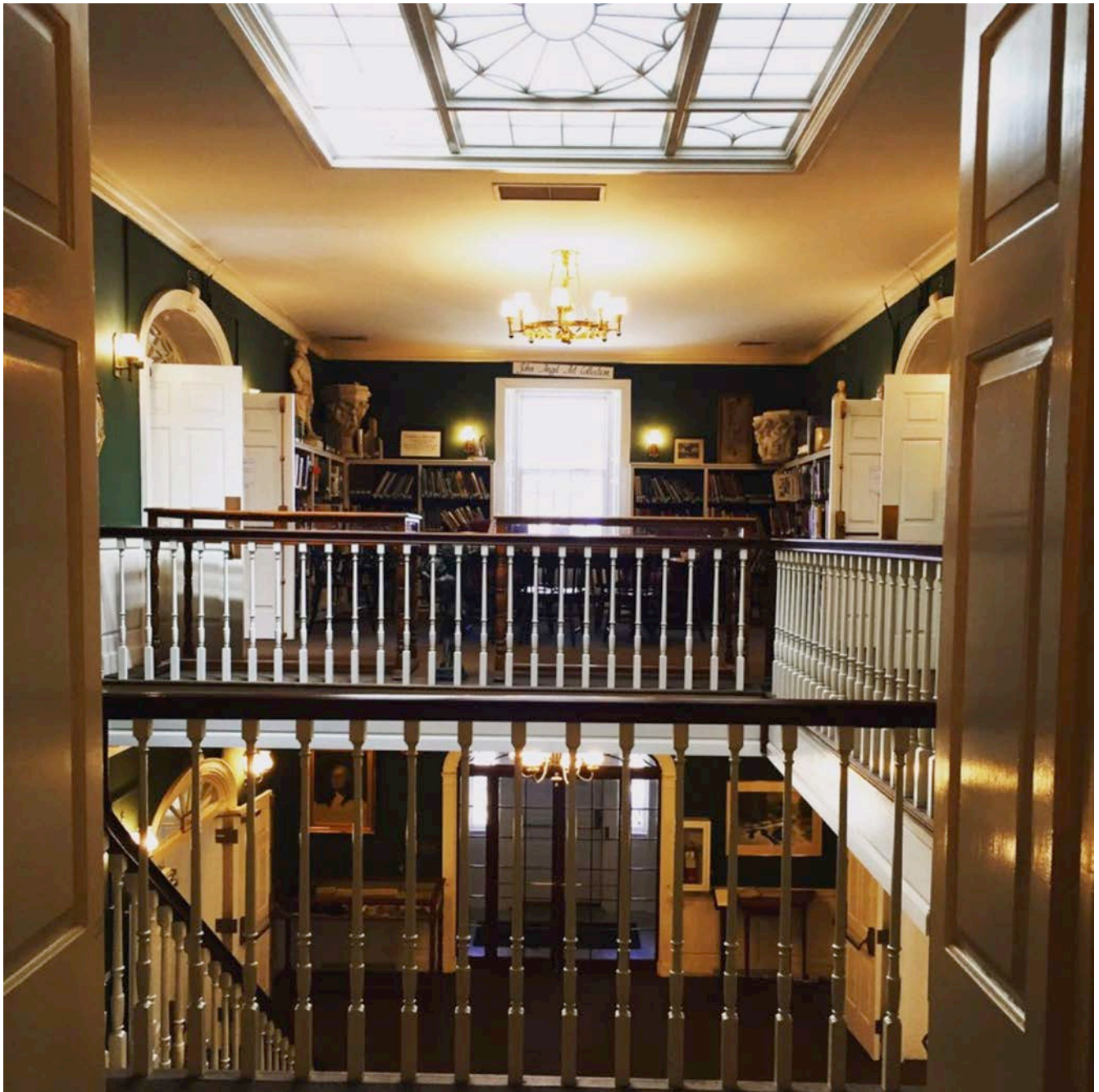
- 1 - DH Electirc
- 2 - DH Main Curtain
- 3 - DH Open Batten
- 4 - **DH/Motor/CW** Electric
- 5 - DH Border & Legs
- 6 - **DH/Motor/CW** Electric
- 7 - DH Open Batten
- 8 - DH Border & Legs
- 9 - **DH/Motor/CW** Electric
- 10 - DH Trav
- 11 - Projection Screen (no equipment needed)
- 12 - **New** DH Traveler to live where crossover marking is indicated on upstage floor

### **iWeiss** Theatrical Solutions

[201 402-6500](tel:2014026500) / direct [201 402-6467](tel:2014026467) / Chicago Office [708 435-4162](tel:7084354162) / [nicoled@iweiss.com](mailto:nicoled@iweiss.com) / [iWeiss.com](http://iWeiss.com)  
815 Fairview Ave #10, Fairview NJ 07022

[Subscribe to iWeiss eNewsletter](#)

**OUR ONLINE MARKETPLACE IS AVAILABLE 24/7**



Cyrenius H. Booth Library's Open Stair and Atrium Orients Visitors to Separate Floors

# Cyrenius H. Booth Library

25 Main Street  
Newtown, CT 06470

## Space Use Plan Report

November 17, 2017

Robert Orr & Associates, LLC, Consultant  
Maxine Bleiweis & Associates, LLC, Library Consultant



# Cyrenius H. Booth Library Space Use Plan Report

## Cyrenius H. Booth (CHB) Library Mission Statement:

*"The Cyrenius H. Booth Library's mission is to promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place for our community."*

## Summary of Strategic Plan

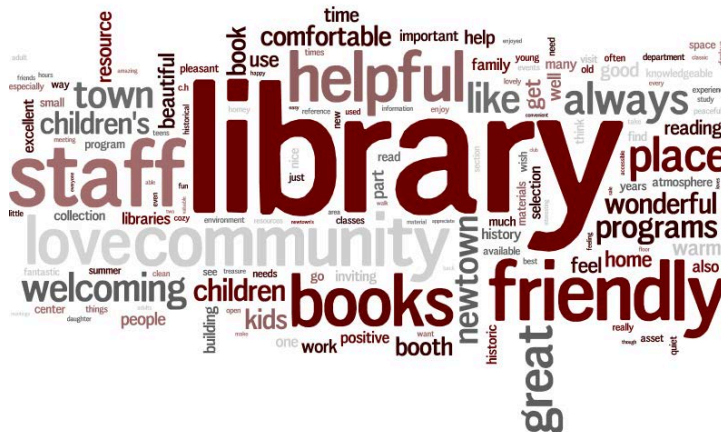
## Goals and Objectives

Goals and objectives defined in a strategic plan furnished by Maxine Bleiweis & Associates, LLC (MBA), dated March 2, 2016.

MBA's Strategic Plan developed out of a process of focus groups, surveys involving Library Staff and outreach to Patrons and town, a "strengths, weaknesses, opportunities, threats" (SWOT) analysis to seek to flesh out Library and community vision for CHB. From process, MBA constructed a "word cloud," which creates an image composed of words used in a context, in which size of each word indicates its frequency, and importance. Word frequency and importance that describe Town of Newtown:



Word frequency and importance that describe Library:



Library's "word cloud" suggests that most important aspirations start with: Library, then descends in frequency to Staff, friendly, love community, books, helpful, always, like, place, town, children, wonderful programs, and so on. From frequency of words can surmise importance of connection with town as priority.

MBA's strategic plan compared CHB with other town libraries, which determined vision for CHB as convener of community and connector of individuals within community. Most important method to achieve vision is through better communication.

Strategic Plan ended with a list of changes required to reach vision, including:

- More effective use of space
- Willingness to move beyond Library walls
- Intentional outward focus into community
- Commitment to improve marketing/communications



# Space Use Plan Project

Consultant includes:

Robert Orr & Associates LLC, (ROA) Architects, Lead, and  
Maxine Bleiweis & Associates, LLC, (MBA) Library Consultant.

Project objectives and scope of work supplied by CHB:

## Project Objectives *as Stated in RFP*

1. Based on Strategic Plan, Budgets for Phases, and Priorities by Staff As Developed During Project Process, Generate Phased Space Use Plan.
2. Based on Strategic Plan, develop Space Use Plan to address needs from overall space analysis and current utilization of Library, as well as consideration for potential future use in consultation with Staff, such as: relocation, consolidation and/or removal of additions to provide required space to accommodate overall needs.
3. Explore potential to utilize Furniture, Fixtures & Equipment (FFE) to increase Space Density to meet expanded needs.
4. Planned options to include existence of donations of furnishings and items specified as historical in nature.

## Scope of Work *as Stated in RFP*

1. Generate dimensional CAD graphics and confirm existing Facility Foot Print (Size) and current maximum allowed occupancy (Existing archived drawings are available for reference).  
*No existing CAD drawings found in archive, so Consultant to furnish fee to prepare as-built CAD documents from measurements, if requested.*
2. In consultation with Staff, furnish and identify current flows within Library Structure:
  - New and current Patrons entering & leaving Library
  - Picking up and returning Library materials
  - Access to and from identified Library areas from Service Points
  - Travel from street and other entries to Service Points
  - Travel to rest rooms
  - Travel to and from Meeting Rooms
  - Flows to Children's Areas
  - Flows to and from Quiet Zones
  - Flow of maintenance personnel to accept delivery and also to and from maintenance/storage areas
  - Travel of Postal and Delivery firms to and from



Service Point

required points of drop off and pick-up

- Travel to and from storage areas such as book selection and sorting
- 3. Based on present utilization of current active and non-active areas, prioritize list of needs from Strategic Plan, and other pertinent findings, develop Phased Space Use Plan of prioritized options into a proposed Space Use Plan that are compliant with State & Federal Code.
- 4. These options need to be initiated by means of feasible phased planning cycle to accommodate continued operation of Library and be within initial limited yearly capital allowance, supplied by Client.
- 5. Also previously mentioned personnel and Patron flows need to be tested, observed and documented in consultation with Staff. They must address assumption of continued use of Library by all age groups: preschool, school children, students, adults, seniors, and business/professional people.
- 6. Trustees expect at least (3) options to be presented during development of Space Use Plan to address all considerations for proper phasing and cost of implementation.
- 7. CHB & Trustees expectations are that of (3) options of Plans at least (1) will be restricted to existing Library footprint and site code allowances and that others may reflect planned expansion as well as change of designated Library occupancy if required.
- 8. Progress meetings (3) during development of Library utilization planning shall be scheduled and milestones set and approved to by Trustees at initial Kick Off Meeting

## The Process

*Since Space Use Plans evolved through many iterations, directives for each iteration seem most appropriate method to outline process.*

**New Year 2016/2017.** Space Use Plan process initiated with a list of goals, concerns, and challenges provided by Staff, which included (*Objectives and Scope of Work presented somewhat evolved from those itemized above*):

- Inviting. Make it clear everyone in community is welcome.
- Image. Consider ways to give original Library more presence. "Make building inviting for passersby with signage, a glimpse of what's inside, a more modern approach within a colonial context. Consider image of a "cool grandmother's house" with fire blazing, milk and cookies at ready and promise of learning something new and exciting in a safe place."
- Communication. Make vast resources of Library better known.
- Circulation. Reroute poor circulation that hides Library assets so visitors are aware of Library resources and where they are.
- Sight lines. Improve bad sight lines to reduce Staff and enable Staff to better welcome individuals and assist public.



- Orientation. Centralize experience for Patrons. Locate Staff at each entrance point. Bring in light and a sense of invitation to services and programs.
- “One-room schoolhouse.” Make Staffing patterns more functional. Consider consolidating where possible.
- Entrances. Consider Staff, Patrons, volunteers, emergency services and maintenance functions. Create entrance/egress systems that are clear and separate as needed.

**January 6, 2017.** Consultant presented preliminary Space Use Plans based on goals cited above, and held a SWOT workshop, in which 20 people participated. More than 90 suggestions came out of workshop. In many ways, suggestions from workshop elaborated on bullet points above, and corresponded to some of RFP Objectives and Scope of Work. Response to presented space use plan, and instructions for changes as follows:

Approved:

- Following discussion, Staff and Consultant determine to pursue renovation plan, rather than expansion of, or change to, designated Library occupancy, per conditional, “if required,” in RFP. Adequacy of space and unnecessary cost are reasons.
- 3<sup>rd</sup> floor Study rooms,
- Director’s Office move to Staff Lounge
- Access to bathroom in Director’s Office
- Staff room in current Board Room (update bathroom nearby)
- Staff entrance
- New staircase
- Quick service near entrances (such as holds)
- Multiple Service Points
- Maker Space
- Café in LP Room
- Music salon/multifunction in current music room/or art room space.
- New location for bookstore
- Genealogy to third floor
- New offices on third floor
- Retention of Mary Hawley Dining Room
- Large version of portico
- Office at back of workroom
- Veranda
- Community room with open kitchen option



Espresso Café “Connecting Space”

- Charm and Character



Not Approved:

- Atrium (cost and safety)
- Analyze whether periodical location better up or down. (be ready to change it)

Analyze And Recommend Solutions:

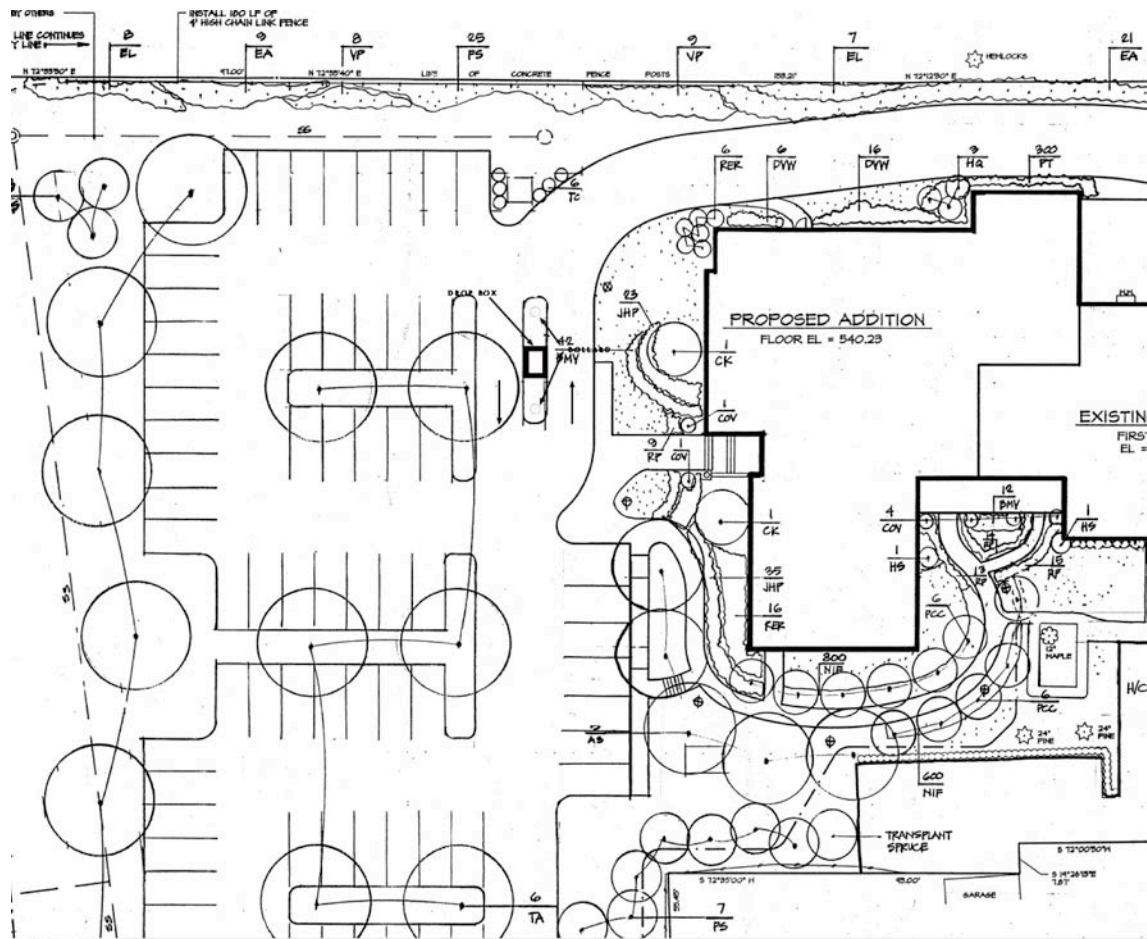
- After hours book return
- Advise if new staircase will make entrance from electronic doors appealing.



- Ease of meeting after hours for groups
- Human contact with check out (address under Staff training)
- Non-public spot for teen services (how many spots in office behind Tech services)
- Justifying "cost" of stairs
- Care of Café area to keep tidy
- Veranda--what access is there to it besides Director's Office



- Be clear about where service point is near front door
- Be clear that Service Points are flexible and movable.
- Changeable size for Meeting Room on 3rd floor.
- Book drop location(s)



Drive Thru Book Drop

- C-Car--need for process and storage. (part of current children's space. Or under new stairs. Need a counter so don't bend too much) (form a task group with options)
- Flip Sound Booth and Maker Space. More space for maker than sound
- Consider art salon rather than music salon--thinking of noise
- Consider exterior stair rather than interior stair to upper floors
- Consider room scheduling as more facile and easy method for more people or self-serve
- Wherever Large Print is, you need extra access for walkers, canes
- No space requirements, but want:
  - New phone system
  - Self-check/self-payment
  - Electrical upgrades and outlets
  - Collection development philosophy
  - Internal communications systems (mobile phones)
- Art is often for sale. Locate in other retail space.

- Staff training for new model (people on floor will be busier and need to be trained in additional public functions) MB: populate plan for various times of days and various days with current hours
- Ensure Staff privacy in new Staff room location
- Be clear about quiet space versus noisy space, especially on 3<sup>rd</sup> floor
- Show Places to work on “projects” (give examples--displays.) on third floor
- Don’t lose our “coziness” and homelike atmosphere

Not New Goals, but Consider and Advise:

- Game collection in Café area
- Questions for individuals: Andy: why change shared office for program/circ/teen.
- Periodicals location. Meeting space in current antiques room.
- Make book carts with recent returns available to take (minimizes shelving and public loves to see what others take out)
- Examine current server room to make sure it has best environment possible (what is not in cloud.)
- Move some permanent art to new stairs
- Expand downstairs hallway into children’s space to allow for more functions and welcoming space.
- Electronic activities board where dollhouse is
- Copy machine needed near genealogy collection
- Locate small tea makers in private offices for concern of Staff room being too far for quick trips. MB: disbursing Staff to areas which are isolated (such as need to maintain periodical room) is a plus for security and casual conversation
- Will full time building maintenance person be necessary for more Meeting Room changes, food, and more cleaning.

**January 18, 2017.** Consultant presented changed Space Use Plans based on requested changes and questions from above. 20 people in attendance. Following discussions of Space Use Plans, following responses by Consultant and Staff. Instructions for new changes:

General.

Recommendations by Consultant.

- Best way to de-clutter: remove everything and then put it back. Exercise of having to return things that no longer useful becomes too large an effort, and so encourages letting go to make space utilization more lean.
- Diversity. Fill Library with diversity on every floor causing Patrons to use whole building, not just their accustomed spaces. Discovery.
- Staff. Distribute Staff from centralized circulation desks to multiple Service Points. Staff scattered around Library attracts Patron usage of whole building as well. Also, better interaction between Staff and Patrons.

- Friends. Must not store flammable material in mechanical rooms! Code violation. Can ignite fire, causing property damage, building destruction, and fatalities.

#### Flow

- In response to Patron confusion navigating three floors of Library, Consultant suggests two solutions:
  - New open stair in corridor at West, parking lot, entrance. Stair would offer immediate access to main floor and upper level and visual orientation to all floors.
  - New open atrium at middle of building, approximately at location of two circulation desks. Atrium would visually connect heart of whole building on all three floors.
  - All fire stairs to remain same.

#### Service Points.

- Eliminate circulation desks. Replace with Service Points distributed around Library from which Staff can work more directly with Patrons. Service Points are lectern-like furniture located at best sightlines. Consultant to show approved locations on use plans.



CHB atrium would be smaller and simpler. Image demonstrates connection between floors, orientating entire Li-

#### Lower Level

##### Holds and Book Drop

- Don't need Staff assistance. Locate in West corridor at lower level across from new Stair. Consultants to investigate pushing alcoves into Children's Library that are large enough for holds and book handling (c-cars [1/2 are holds] and approximately 20 buckets) so materials don't clutter corridor.

##### Board Room.

- Consultants proposal for location and size of kitchen approved. Provide capability to close off when young children using space.
- Move Door to Meeting Room west to allow new stair in entry corridor.
- Consultants suggest moving Staff Lounge to Board Room. This location would offer more space and direct connection to outside, giving Staff separate entrance. Most approved, but some expressed concern over having to go through Friends to get to elevator. Staff to decide.
- Group Coat closets.

##### Children's Library.

- Toddlers. Consultants recommend moving toddler space to northwest corner and rotating stacks to allow more stacks to accommodate lower shelving. Staff to advise Consultant on preferred arrangement.

##### Staff Lounge.

#### Friends Work Space.

- Consultants recommended to examine book sale assigned space. Hall space can be devoted to Library functions, such as c-cars, etc. Approved.

#### Middle Level

##### Director's Office.

- Move to current Staff Lounge. Room for desk and small meeting table. Keep bookkeeper as is.
- Program Director, Assistant Director, etc. Move to former Director's Office. Free up space in technical services room. Create corridor so people don't access bathroom through office.

##### Friends Book Sale shelves.

- Consultants recommend locate adjacent to former Staff Lounge. Would be right outside elevator, centrally located and give them more space.

##### Café.

- Consultants recommend change Large Print book room into Café. More than Keurig or push-pot, Cappuccino Bar with pastries and sandwiches to increase Patron use, as well as Staff use.
- Move Large Print to Genealogy.

##### Meeting Room.

- Make former Periodical Room Meeting Room. Can be serviced by adjacent Café for social occasions and when appropriate.

##### Maker Space.

- Consultants recommended glassed in Maker Space at location of former Friends Book Sale. Patrons of all ages can experiment/learn about making objects in new electronics world. Approved.



##### Sound Booth.

- Consultants recommend glassed in Sound Booth where people can compose/mix music and collaborate with one another. Approved

##### Music Conservatory.

- Consultants proposed turning former Genealogy Room into music salon for arts, music and CD collections. Space would be used for small concerts as well. Also meetings. Approved.

##### Fiction.

- Move Service Point to better sightline.

##### Front Entrance (Main Street).



- 22% of Patrons enter through front door. Therefore, need space for holds. Two holds locations requires confirmation from Patrons as to preferred pick up. Better to put all holds together on lower level. There's already a book drop outside front door, which works fine, even though requires Patrons to leave their cars.

#### Puzzles and Board Games.

- Consultants to consider location and space for puzzles, where Patrons can sit on all sides at table of appropriate height. There is considerable interest for board games as well. Consider noise levels. Near Café.

#### Upper Level.

##### Periodical Room.

- Consultants recommended relocating space directly upstairs where quieter. Approved.

##### Hawley Historic Museum.

- Consultants proposed keeping current collection of Hawley artifact room, but expanding collection to raise importance of History Museum, more appeal and use. There would also be a locked case for valuable items near front (Main Street) door on middle level.

##### Genealogy.

- Consultants recommend relocating genealogy upstairs for exhibition. Use locked cases for valuable materials. Approved.
- Relate to Hawley Historic Museum.
- Connect Genealogy and Hawley Historic Museum with direct stair.
- Service Point. Locate Service Point in alcove between Periodicals and Genealogy to help Patrons and enliven this part of Library.



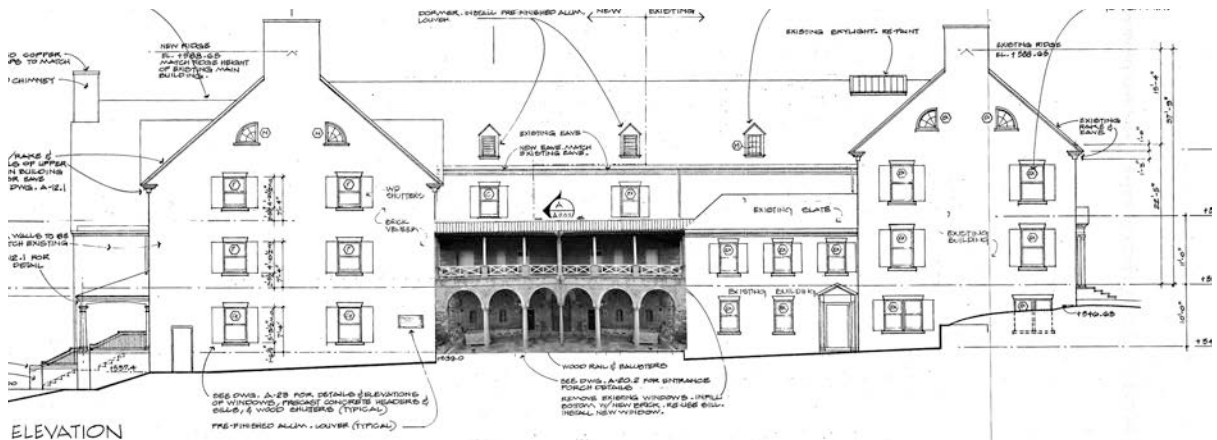
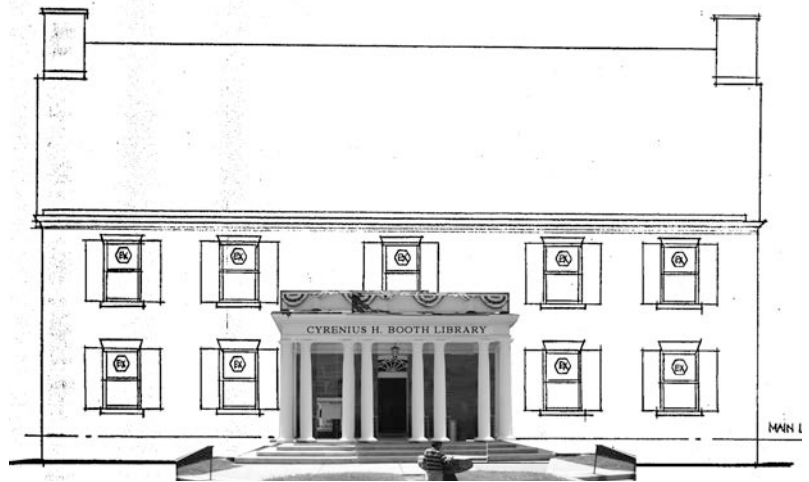
##### Entrepreneurial Space.

- Location for Reference librarian and Technical Librarian approved.
- Entrepreneur Space. Create Entrepreneurship space, including teaching area, group and individual work areas, and glassed in Meeting Rooms for exchange of ideas. Locate lounge where less formal discussions take place. Approved.

## Outside

Entrances. Consultant proposed changes to three entrances.

- Front Entrance. Consultant proposed two options, both of which scale up current entrance, more noticeable and civic in character. One is scaled to building. Other is larger to allow larger signage in frieze. Staff to decide preference.
- Parking Lot Entrance. Consultant proposed expanding wider and raising importance, since this is principal entrance for most Patrons. Approved.
- Side Entrance. Consultant proposed two options. One is similar to entrance on parking lot side of building. Other is two-story loggia where public and Staff can sit under roof outdoors and enjoy Garden Club's Garden. Staff to consider preference.



**Between January 18 and February 1** Consultant furnished iterations of space use plan changes by courier. Staff responded with instructions to change plans. Requests were from individual Staff and, therefore, too numerous and overlapping (editing) to include.

**February 1, 2017.** Consultant presented new changed Space Use Plans. 4 people (Beryl Harrison, Kim Weber from CHB, and Consultant) in attendance. Follow-up response to plans, and instructions for additional changes:

#### Lower Level.

- Main Entrance From Parking. Move parking entrance to existing ADA Entrance. Close current parking entrance. Use space for storage.
- Reception Area. Include holds, book carts, self-checkout/check in, printer/copier, and better orientation to children's Library.
- New Stair. Start at new main entrance to go directly upstairs.
- Info Board. Corkboard, electronic board, or similar material for notices to Patrons of upcoming events, information, etc. Locate at end of entrance hall, or against children's Library wall coming from elevator hall, Consultant to advise. Create more glass into children's Library from hall.
- Staff Service Point. Furnish at entrance to handle cash transactions. Only two Service Points at exterior entrances handle cash. Other Service Points handle only credit card transactions for overdue books, etc.
- Children's Library. Increase size of librarian office. Show direct access to new Staff entrance. Flip reader and toddler rooms. Low wall around toddler space.
- Staff Entrance. Make current Board Room entrance to Staff Entrance. This especially approved due to separation from public entrance.
- Staff Prep/Training Room. Turn current Board Room into room for Staff prep and training.
- Receiving Area. Turn open area next to Staff Prep/Training into receiving room where packages, etc. delivered, sorted and placed on carts to go to appropriate locations in Library.
- Hall Connection from Receiving Room to Main Library. Create new hall angled around elevator hall to connect main Library, to receiving room, to Staff prep/training room, and to Staff entrance.
- Friends Room. No changes.
- Friends Office. No changes.
- Bathroom. No changes.

#### Middle Level.

- East Entrance. Locate Staff service point. Only two Service Points at east and west entrances handle cash. Other Staff Service Points handle credit card transactions only, for overdue books, etc.



- New Stair. Make opening wider so can view three floors. Handicap sometimes park in street, not knowing about parking in back. Consider display at top of stairs on large landing.
- Book Drops. Locate one at east door and one reconfigured (so cars don't cross paths) at parking lot.
- Flexible Space 1. Turn Periodicals into flexible space. Make historic room upstairs labeled "Possible meeting space as needed by Patrons."
- Flexible Space 2. Turn genealogy and local history into flexible space for multiple uses.
- Music Books and Material. Move to Flexible Space 2.
- Sound Booth. Turn audiovisual into Sound Booth. Make large enough to allow use with musical instruments. Staff to determine following space utilization study.
- Large Print Room. Leave as is.
- Millennial Area. Locate Café. Purposefully crowded with flexible long table to encourage chatting, meeting people. Encourage use of their Library. Consider noise of many simultaneous conversations.
- Library Director. Move to former Staff Lounge.
- Tech Services. Push wall into Library to make larger. Use former Director office for program Director with table for small meetings. Add hall for direct access to bathroom.
- Circ Desk. Removal approved. Service Point locations approved. Site lines approved.
- Plaster columns. Must stay for structural reasons.
- Maker Space. Turn reading area into Maker Space. Include experimental computer electronics/robots. Flip Maker Space with Sound Booth. Library has \$50k grant to construct area for maker-space. Work must start before September 2018.
- Young Adult. Stay the same.
- Friends Book Sales. Area bigger and more visible to Patrons. Area for paintings on three walls, some for sale.
- Veranda with furniture and access shown. Approved.

#### Upper Level.

- Flexible Space 3. Move special collections into Flexible Space 3. Make clear that historic space and room downstairs are easily interchangeable. Possible meetings for Patrons.
- Genealogy. Turn quiet study into genealogy and Board Room. Show comfortable furniture and tables to study historic material and for Board meetings. Make sure room can be sealed for noise and visual concerns during Board meetings.
- Entrepreneurial Space. Approved.
- Reference and Technical Librarian Offices moved to flank nook on side of Entrepreneurial Space. Approved.

**February 17, 2017.** Consultant led a full day Workshop with Staff participation. Consultant made a PowerPoint presentation, furnished plans including new changes from previous re-

quests, and conducted an interactive process between Staff and Consultant to finalize Space Use Plans.

#### Agenda for Workshop:

9:30-10:00	Coffee/Tea
10:00-11:30	Presentation by Robert Orr and Maxine Bleiweis
11:30-12:00	Questions
12:00-12:30	Lunch (sandwiches and desserts)
12:30-2:00	Group sessions - 4 tables of 10 with a Staff facilitator and scribe. Two topics assigned to each table
2:00-3:00	Facilitators present results of group sessions
3:00-Close	Discussion/Comments

Following presentations by Consultant, workshop broke into groups of 8-10 people at tables to perform SWAT (Strengths, Weaknesses, Assets and Threats) analyses of building. Every Staff member provided recommendations on large post-it sheets at each table. One Staff person "reported out" determinations made by their table, pinning up post-it sheets for discussion. Sheets and decisions collected by Consultant following workshop, and used as instructions to guide new changes to plans. Intention of workshop and inclusion of Staff working together was to make changes as final as possible.

To summarize contents of all post-it sheets would require considerable editing to combine, since there were overlaps and personal recommendations. Andy Forsyth's sheet was most concise and comprehensive, so it is included here for sampling:

Below are Andy's thoughts regarding Space Use Plans presented by Maxine and Robert.

#### OVERALL:

Very, very positive. Proposal addresses our urgent issues and challenges concerning safety, security, and public service.

#### Keep:

- New staircase at rear of building;
- Quick service/self-service/information desk near entrances on first floor;
- Staff room with kitchen on first floor;
- Dedicated, secure Staff entrance on first floor;
- Multiple Service Points distributed logically throughout building;
- Maker areas distributed around second floor;
- Café in current LP room;
- Music salon/multi-functional room in current Genealogy Room;

- New Director's office next to Bookkeeper's office;
- Additional entrance to Staff restroom in current Director's office;
- New location for Little Bookstore items;
- Genealogy collection on third floor;
- Small group meeting spaces on third floor;
- New offices for Head of Reference and Technical Services/Systems Librarian on third floor;
- Retention of Mary Hawley Dining Room on third floor;
- LARGE version of new front portico entrance (asserts our identity as a public building/public space distinct from homes on Main Street).

#### Change or Delete:

- Create shared office for Circulation Manager and Programs Coordinator in current Director's office;
- Add service point on second floor near Main Street entrance, at foot of front staircase;
- Periodicals remain in current space on second floor (complementary to Café and Music salon areas);
- Label "Possible meeting space in current Antiques Room."
- Add service point on third floor in current Art Alcove, at top of front staircase;
- Eliminate atrium (cost);
- Eliminate veranda (cost).

Andy Forsyth, Head of Reference

**March 4, 2017.** Karen Tatarka hired as new Library Director of CHB.

**April 7, 2017.** Library Space Use Planning Requests/Revisions. Outlined Below are requests to include new workflows (including options as appropriate)

#### First Level

- Analyze current flow of people/materials for both Library and Friends Operations.
- Analyze current operations leading to option(s) to improve flow and usage including:
  - Easier access for delivery of materials for Library and for Friends' operations
  - Clearer circulation to upper floors of Library
  - Options for rear entrance including switchback handicap entrance
  - Analysis of Children's space for improvements to flow
  - Self service hold area options
  - Possible expansion of Kitchen area in Meeting Room

#### Second Level

- Analyze current flow of people/materials

- Study Service Points closer to or in line of sight of offices
- Furnish workflow analysis of office areas including options to current suggestions
- Front entrance visuals of suggestions

#### Third Level

- Analyze current flow of people/materials
- Study service point locations and #'s
- Study Dining Room options

**April 10, 2017.** Meeting called to review changed plans according to instructions from Workshop. 4 people in attendance, including new Library Director, Interim Director, two Board Members and Consultant. Consultant explained process and outcome of day-long interactive workshop of February 17 workshop with intention coordinate/narrow visions of Staff. New Library Director requests changes according to her own experience. Below are topics discussed, review of Space Use Plans, condensed summary of recommendations and instructions for additional changes at end of workshop:

#### Scope of Services.

- Question About Deliverables (Three Options).
  - At onset, Staff and Consultant determined to pursue renovation plan, based on less expense, and on adequacy of current Library space.
  - Paraphrased, RFP states, Consultant shall furnish (1) plan restricted to existing Library footprint and site code allowances, and others that may reflect planned expansion as well as change of designated Library occupancy, if required.
  - Services furnished last four months pursued (1) renovation plan.
  - Consultant acknowledges they overlooked inquiring about chain of command for determining option(s).
  - With apology, Consultant seeks Board approval for current renovation route, or instruction to pursue different route(s). Consultant will furnish services as directed.
  - As Board deliberates, Consultant will continue renovation route, unless and until instructed otherwise.

Summary of Workshop Combined with Summary of April 10 Meeting with New Library Director, and Instructions for new changes to plans.

- Keep:
  - Plenty of Space, friendly environment, loved charm and warmth of rooms in old Library and of open stair (many wedding pictures taken there), which presented welcoming and orientation between floors.
  - New Entrepreneurial feature of computer coding/science and micro technology, including lecture/class space, research, work space, and private conference rooms, on third floor.

- Change:
  - Improve door from parking lot, no sense of entrance or arrival, basement feel.
  - Find alternative to fire stair as main connector to upper floors.
  - Create opening to allow visual orientation to upper floors.
  - Clarify confusion of two “front entrances.”
  - Improve book flow entering Library near board room and accessioned into collection.
  - Untangle “corridor” through Friend’s space for Staff to access Library.
  - Suggest solutions for better utilization of old Library space.
  - Move functions between floors or on same floor for added efficiency
  - Add functions to respond to new demands libraries see nationally.
  - Create community orientation, reorganizing circulation and Staff offices for better functioning and space utilization.
  - Locate Maker Space.
  - Differentiate new walls from existing walls.
  - Children’s Library. Return proposed changes back to existing. Show full height glass walls along hall.
  - Boardroom. Wait until after discussion with Friends before making determinations on Board Room.
  - Phasing. Show possible phasing of project. Bob Geckle to supply CIP Report to include Phasing in Report (see below).
  - Entrance. Return main entrance to west side. Investigate ADA ramp. Review earlier elevation toward parking lot, or change as needed, to look more “front door” like.
  - New stair at west entrance. Keep option open as Staff considers safety and space allocation issues.
  - Upper floors are fine.
  - Construction Costing. Consultant has experience with construction cost estimator and can get proposal for services, if requested.

Place project On Hold until April 25, or until solution reached with Friends.

- Friends. Wait on changes to lower level related to Friends’ use until questions resolved with Friends. Assumed April 25.
- New Library Director. Suspend services on above to give new Library Director time to get to know Library building and Staff. New Library Director feels she knows Library and Staff well enough to move forward after April 25.
  - Square Footages. List before and after comparison square footages. Since plans are not to scale, furnish approximations in rooms that change.
    - New Library Director requested more time on this change in particular until she calculates collection sizes before determining square footages.

**April 25, 2017.** Friends issues not resolved. Meeting called to request changes to plans furnished April 10. Consultant to review all docs for conformance with following workflows.

**Main Office Workflow:**

- Staff present in main office area
  - Systems/Tech Services Librarian (FT)
  - Tech Services/Admin (FT)
  - Tech Services (PT)
  - Tech Services (PT)
  - Adult Programmer (PT)
  - Assistant Director (FT, but spends time in Reference)
  - Circulation Supervisor (FT)
  - Teen Librarian (FT – only on occasion)

Structure/scheduling these positions, 6 employees need to have dedicated workspace with computer. One of PT Tech Services positions requires only work area for processing materials

- In addition to files/materials necessary for employees' work, there also needs to be space for:
  - Processing approximately 750 physical items/month for addition to collection
  - Space for processing approximately 419 items/week that are being sent or returned to other libraries in state. Pick up of these items currently occurs 1/week.
- Change current plans to reflect:
  - Move Asst. Director, Adult Programmer, Teen Librarian to current Staff Lounge
  - Move Systems/Tech Services Librarian to 3<sup>rd</sup> floor, which will bifurcate her work, but it is nature of a position having such diverse responsibilities
  - Main office area then becomes tech Services/processing and Circulation room only.

**May 4, 2017.** Objectives summarized by new Library Director

- Secure Staff entrance to building
- Potential Staff space on 1st level to accommodate breaks and also sorting of incoming/outgoing items and deliveries (i.e. book drop, DeliverIT, UPS, USPS – ideal if driveway reconfigured)
- Reduction in proposed size of Children's Office area, with potential consideration given to creating a quiet reading space
- Analysis and modification of Staff space on 2nd and 3rd floors to insure adequate space for Staff to complete assigned tasks and flow of materials



## May 5, 2017. Staff Requested Changes to Previously Furnished Plans:

### Lower Level:

- Resolve flow of people/materials for both Library and Friends Operations. Propose secure Staff entrance to building, leading to option(s) to improve flow and usage.
- Potential Staff space on 1st level to accommodate breaks and also sorting of incoming/outgoing items and deliveries (i.e. book drop, DeliverIT, UPS, USPS – (ideal if drive-way is reconfigured)
- Analyze expansion of kitchen in Meeting Room to allow for cooking demos, etc. Please confirm and update on drawings.
- Resolve Friends space issues – Bob Geckle and Library Representatives will handle this separately. Update drawings dependent on findings when received.
- Resolve easier access for delivery of materials for Library and Friends operations
- Rear entrance – add as alternate option of building a switchback handicap ramp to allow rear entrance to building to function as main entrance
- New proposal: Design extension of one-way driveway around building. This would allow for relocation of some/all handicap spaces to rear of building (with rear entrance modification above) and use of all/part of current handicap spaces as a loading dock, drop off area, book drop area. Consider how this change would impact workflows on 1st floor.
- Children's Library.
  - Reduce size of Children's Office area, with potential consideration given to creating a quiet reading space. Analyze sight lines. Analyze Children's space for improvements to flow
  - Keep children's square footage as is.
  - Analyze visibility in regard to stack orientation
  - Make toddler area and story hour room contiguous. Story hour room to remain in current location. Explore larger toddler area, willing to sacrifice some shelf space. Show low wall to define area. Show seating.
  - Show 2 Service Points
  - Show comfortable reading area for young readers with parents
- Clarify circulation to upper floors of Library. Add as alternate option to reconstruct existing fire staircase so that stairs face entry area with glass doors.
- Show self service hold area options – adapt design so that this feature still exists without taking any space from Children's room

### Middle Level

- Analyze current flow of people/materials
- Analysis and modify Staff space on 2nd and 3rd floors to insure adequate space for Staff to complete assigned tasks and flow of materials
- Make Service Points closer to or in line of sight of offices
- Analyze workflow of office areas including options to current suggestions

- Front Entrance. Provide visuals used at presentation on Feb. 17 for future reference.
- Show Maker Space location in YA section
- Make Service Points closer to, or in clear line of sight, of offices so that additional Staff can assist if there is a line of Patrons
- Friends bookstore area – Relocate to existing location and put Sound Booth on hold. Show shelving space in Café area to house new books and displays.
- Office area. Provide workflow analysis for all Staff to insure adequate space for completion of routine tasks. Update drawings dependent on findings. Staff are reconsidering workflows
  - Leave Director's Office as-is
  - Use current Staff room for teen librarian, assistant Director, program coordinator

#### Upper Level

- Analyze current flow of people/materials
- Propose service point locations and #'s
- Dining Room. Re-purpose Dining Room as general meeting area and use adjoining room (306) for display of Hawley materials
- Add service point in art alcove of original building. Relocate existing service point in clearer sight line to offices

**May 11, 2017.** Plans put on hold until after meetings with Friends.

**June 23, 2017.** Library Director Karen Tatarka announces departure from CHB to return to Weston.

**October 4, 2017.** Meeting to review end of discussions with Friends, and to Discuss Requested Changes to Previously Furnished Space Use Plans for finalizing Project.

#### Lower Level:

- Entrance
  - Show entrance hall from parking lot
  - Sliding Door entrance
  - Create vestibule (enclose outside covered area) to control heat/AC loss and debris entering building
  - Note secure entrance system (electronic/fob)
  - Replace lighting and wall coverings in hall beside children's Library
- Meeting Room
  - Enlarge kitchen to provide for cooking demonstrations, catering

- Replace hanging system for art shows
- Children's Library
  - Make square footage same as existing
  - Make toddler area/story hour room contiguous in same location
  - Show low wall/seating to define toddler area
  - Reduce size of circulation desk
  - Reduce office size to provide for quiet reading area
  - Confirm clear sight lines from all areas
  - Show two Service Points
  - Show flat work space with shelving/storage for circulation Staff to prepare for programs and check in materials
- Book Sorting Room
  - Convert window to door for Friends' access to work areas
- Room
  - Label "Available to Friends group as configured for current use."



Board Room Teaching Kitchen

#### Middle Level:

- Make former Genealogy Room (in original building) Gathering Room/reservable room for small groups
- Make circulation area smaller and more flexible with larger area for new books, DVDs; comfortable seating groups
- YA Area (Maker Space has been constructed in back corner)
  - Same square footage for seating and computers
  - Additional 100 linear feet of shelving
  - Additional flexible tables/chairs
- Tech Services
  - Gut Tech Services space to provide more efficient use of space for up to 6 Staff– glass movable walls/cubicles with desk/file cabinets/shelves
  - Move Director's Office back to original location
  - Rework access to bathroom, expand storage closet
  - Remove windows to Director's Office to provide shelving on Tech Services side
- Staff Lounge
  - Label "Option for future use as office space, training space."
  - Show solarium as future addition

#### Upper Level:

- Genealogy (former Show Special Collections in former Genealogy Room – Label “Possible reservable Meeting Room with flexible tables/seating.”
- Antiques Room – Show flexible tables/seating for individuals and groups
- Clear small room off Dining Room. Designate for small art/craft exhibits
- Dining Room. Label “Possible cell phone use area with seating.”
- Reference Department
  - Show meeting space for small to medium groups - 3 small glass partitioned rooms, easily converted to larger spaces

#### Building/Grounds:

- Rework entrance/exit driveways to provide for drive-up book return on south side of building, with handicapped parking and delivery parking
- Provide ramp to new access door and entrance to Board Room, if necessary.

**October 27, 2017.** Following review, requested final changes to previously furnished Space Use Plans

#### Lower Level:

- Move Children’s Room entrance to back to current (diagonal) angle
- Go back to existing locking entrance from hall to Children’s lobby
- Remove Staff kiosk from hall
- Keep server room (marked storage room) as is – closed off to custodian area

#### Main Level:

- Show Service Point next to Tech Services
- Remove “Friends Book sale” and shelves
- Delete solarium
- Remove some of tables/chairs/shelving from YA area
- Keep door leading to Lower Level in current location, entering from lobby

#### Upper Level

- Eliminate cubicles on south wall and 2 on north wall. Retain one in center
- Add Service Point in YA
- Remove Presentation/Class Room area
- Re-label Antiques Room (north side) and Genealogy Room (south side)

**November 4, 2017.** Following meeting, requested final changes to previous requests.

#### Main Level:

- Replace Meeting Space labels
- Replace and locate Café between Large Print and Tech Services.

- Replace Book Store by stairs and elevator

**November 15, 2017.** Email requested final changes to previous requests.

Main Level:

- Re-label Large Print Room, Board Room, and for evening staff meetings. Close current openings with operating doors.
- Relocate Large Print to Gathering Room
- Move Friends' bookstore, and shelves, to area currently labeled PAC Computers. Shelves on wall taken from former Large Print Room. Similar footage of shelving.
- Remove long table (large Café may relocate to be in front of Gathering Room in future)

## Schedule of Phases\*

Improve entry to upper floors	2019/2020		
Improve rear entrance/ADA access	2019/2020		
Self-service	2019/2020		
Sound Booth/business incubator	2019/2020		
Building security	2019/2020		
Network & technology	2019/2020	and	2021/2022
HVAC upgrades/replacements	2019/2020	and	2020/2021
Front entrance		2020/2021	
Roof/flashing/Skylight/Etc.		2020/2021	
Furniture		2020/2021	and 2022-2023
Engineering services		2020/2021	
Windows			
Restrooms/ADA			2021/2022
Study Rooms/flexible space			2021/2022
Carpet/tile replacements			2022/2023
Driveway/sidewalks			2022/2023
Meeting Space			2022/2023
Meeting Room kitchen			
Children's Room improvements			

*\*From C.H. Booth Library 2018-19 to 2022-23 CIP Supplied by Board President Robert Geckle*

## Summary

Objectives Met by Space Use Plan Project

- Better outreach to community through partnering with more community oriented activities:
  - Maker Space



- Enhanced pre-readers and young adults Library use to influence identity with Library as center of community, and their continued use of Library into adulthood
- Entrepreneurial Space
- Coffee shop
- Classroom/lecture space
- Meeting space of different sizes
- Teaching kitchen
- Exhibits
- Local history
- Local art, music
- Local decorative arts
- Programs



Library as Community Convener

- Better Staff connection with Patrons (Service Points)
- Better sight lines by flexibility in locating Service Points.
- Better locations for Staff services (reference and technical to 3<sup>rd</sup> floor)
- Space freed up by removal of circulation desks.
- Better uses for children's Library (reading area, glass to hall, better toddler area)
- More energized Young Adult section
- Better orientation between three floors (possible new stair and atrium)
- Better image (improvements to three entrances, turning side entrance/veranda into main entrance with ADA ramp from parking)
- Better circulation (separate entrances, acknowledgement who uses Library when and which entrances are most convenient)
- Better Tech Services (larger and centrally located)
- Better book accession (Board Room)
- Better use of original Library (moving functions, creating possible meeting spaces, programs)
- Better Book Drop (two entrances and reorientation of parking lot book drop)
- More space for Friends

**November 17, 2017.** Final Presentation

## Success in Meeting Objectives of Strategic Plan

Library will be well-positioned to address strategic plan.

1. Gatherer, Library set to engage Patron transitions (uncertainty about leaving Newtown, impending retirement, re-entering workforce as full-time, Entrepreneur, part of "gig economy" (i.e. freelancers), and increasing mobility issues. CHB poised to offer opportunities to engage individuals with programming and services that are relevant to their circumstances.
2. Connector, Library is poised to become physical center in Newtown, where different groups can come together as a neutral, welcoming space, Library offers both physical and emotional space to bring people together from wide range of interests, ages, and interests.
3. Flexibility. Changes to building's space configuration offer flexibility to engage Staff and public needs, as well as to offer appropriate phasing to reduce inconvenience and align with fundraising efforts.

These objectives point to Library's ability to tackle issues paramount to CHB Library's future success in meeting and partnering with community needs.

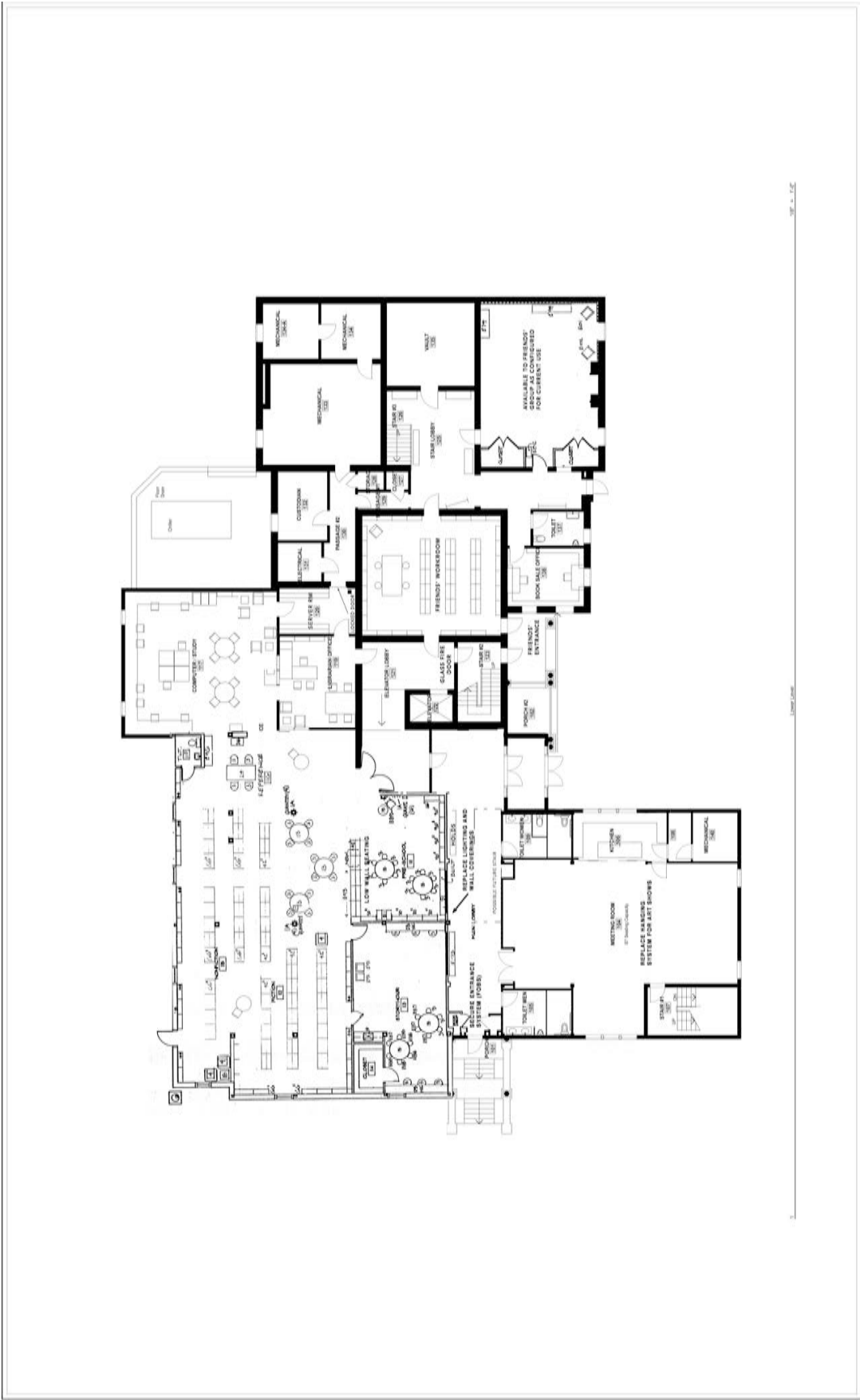
Respectfully submitted,

Robert Orr & Associates, LLC, Lead

Maxine Bleiweis & Associates, LLC, Library Consultant



CHB Creative Writing



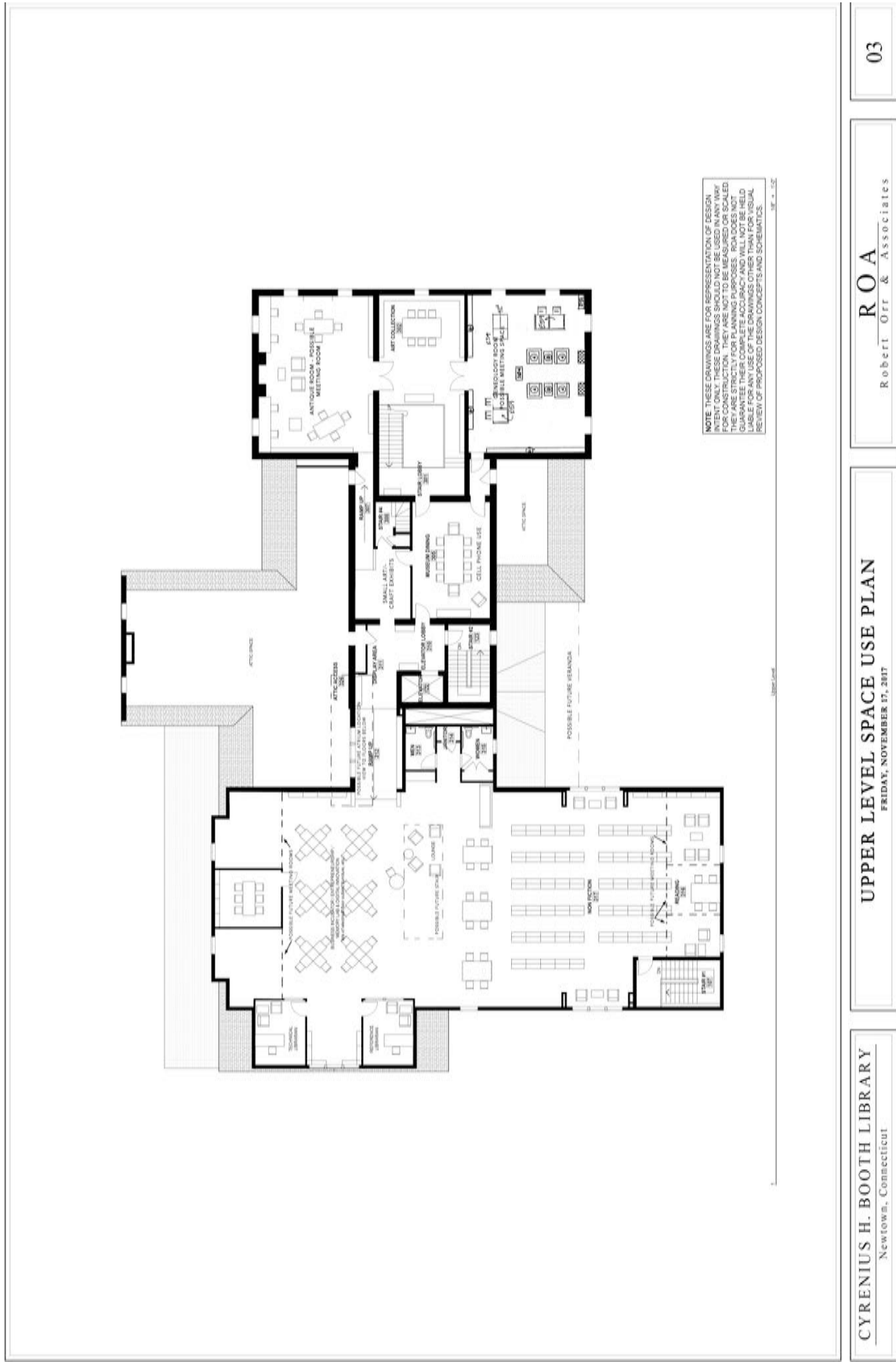
CYRENIUS H. BOOTH LIBRARY  
Newtown, Connecticut

LOWER LEVEL SPACE USE PLAN  
FRIDAY, NOVEMBER 17, 2017

ROA  
Robert Orr & Associates

01





CYRENIUS H. BOOTH LIBRARY  
Newtown, Connecticut

UPPER LEVEL SPACE USE PLAN  
FRIDAY, NOVEMBER 17, 2017

ROA  
Robert Orr & Associates

03

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

<b>FISCAL YEAR</b>	2017 - 2018	<b>DEPARTMENT</b>	Finance	<b>DATE</b>	12/4/17
--------------------	-------------	-------------------	---------	-------------	---------




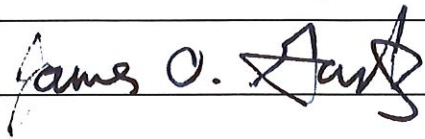
  

	Account	Amount	
<b>FROM:</b>	1-101-12-310-5118-0000SALARIES & WAGES - SSO	(290,976)	USE NEGATIVE AMOUNT ↓
	1-101-12-310-5220-0000SOCIAL SECURITY CONTRIBUTIONS	(22,260)	
<b>TO:</b>	1-101-17-900-5890-0000EDUCATION	313,236	USE POSITIVE AMOUNT ↓

**REASON:**

To transfer school security officer budget amounts from the police budget to the education budget. Per contract, starting in fiscal year 2017-18, SSO's are now Board of Education employees.

**AUTHORIZATION:**

<p>(1) DEPARTMENT HEAD</p> <p>(2) FINANCE DIRECTOR</p> <p>(3) SELECTMAN</p> <p>(4) BOARD OF SELECTMEN</p> <p>(5) BOARD OF FINANCE</p> <p>(6) LEGISLATIVE COUNCIL</p>	<div style="text-align: center;">        </div>	<p>date:</p> <p>12/4/17</p> <p>12/4/17</p> <p>12-19-17</p> <p>12/28/17</p>
--	---	--

AUTHORIZATION SIGN OFF

**FIRST 335 DAYS** >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)

>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); **MORE THAN \$200,000>>>>ALL SIGN OFF**

**AFTER 335 DAYS** >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF



Rory Edwards: The PTA National Reflections contest was open with scholarships being offered.

Talia: Last week they enjoyed International Week.

Rory: The high school play was held at Reed last Thursday through Sunday.

Talia: Student government is sponsoring student debates.

Rory: High school clubs such as Newtown Alliance and the Chess Club remain active and the Greenery is selling plants.

Mr. Alexander thanked them and wished them good luck.

#### Financial Report and Transfers:

MOTION: Mr. Cruson moved that the Board of Education approve the financial report and transfers for the month ending October 31, 2017. Mrs. Ku seconded.

Mr. Bienkowski presented the financial report and transfers. The addendum reflects what happened at the Legislative Council meeting on November 15, where they restored \$1,031,481 to the Board of Education budget due to the finalization of the State of Connecticut budget. This brings our budget to \$74,027,000. The transfer from the Police Department for the School Security Officers is still being discussed with Bob Tait. We will be restored with the money but he was not sure how that will be handled right now.

Motion passes unanimously.

#### Item 7 – Old Business

##### Second Read of Policies:

Motion: Mrs. Ku moved that the Board of Education approve policies

- 1250 Community Relations – Visits to Schools
- 4118.14/4218.14 Certified/Non-Certified – Nondiscrimination on the Basis of Disabilities
- 5141.25 Students with Special Health Care Needs – Life-Threatening Allergies and Glycogen Storage Disease Management
- 5145.4 Students – Nondiscrimination – Americans with Disabilities Act
- 6172 Alternative Education Programs

Mr. Cruson seconded.

Mrs. Ku said that, in response to Mr. Alexander's question on policy 1250 regarding visits to schools at the last Board meeting, we will add back the two paragraphs in the regulation. This was reviewed by Deborah Petersen.

There was a discussion regarding registering upon entering the schools.

Mrs. Ku suggested further checking with Mark Pompano.

MOTION: Mrs. Leidlein moved to pull policy 1250 from the list of policies to check with Mark Pompano before we remove the language. Mr. Alexander seconded.

Motion passes unanimously on the amendment.

Motion passes unanimously on the remainder of the policies.

#### Item 8 – New Business

##### Assumptions and Priorities:

Mr. Alexander asked the Board for comments. Mrs. Harriman-Stites said there needed to be a statement around ensuring adequate mental health available for students.

MOTION: Mrs. Harriman-Stites moved to approve the Assumptions and Priorities for the 2018-2019 Board of Education Budget. Mrs. Leidlein seconded.