

**LEGISLATIVE COUNCIL REGULAR MEETING  
COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT  
WEDNESDAY, APRIL 17, 2024**

**MINUTES**

**PRESENT:** Jordana Bloom, Laura Miller, Keith Alexander, Tom Long, Derek Pisani, Jennifer Nicoletti, John Zachos, Heather Dean, Eric Paradis, Jill Soderholm, Ben Ruben (via google meets)

**ABSENT:** Chris Gardner

**ALSO PRESENT:** First Selectman Jeff Capeci, Finance Director Glenys Salas, Chair of the Community Center Commission Kinga Walsh, Director of Community Center Matt Ariniello, Board of Fire Chair Pat Reilly and Tim Whelan

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

**VOTER COMMENT:** NONE

**MINUTES:** J. Bloom moved to approve the minutes from the 3/27/24 meeting. L. Miller seconded, all in favor.

**COMMUNICATIONS:** None

**COMMITTEE REPORTS:** L. Miller reported that the Recycling Ad Hoc committee met and heard from Waste Zero who presented broad financial models that that they can look at over the next few weeks.

**FIRST SELECTMAN'S REPORT:** First Selectman Capeci reported the FFH historic designation would include the entire campus including across the street. The military is not opposed to the designation, they do not want it to negatively impact them when they reconstruct one of their buildings. It is the towns perspective they will not be negatively impacted. The bid for landscaping has come back much higher than anticipated. A transfer will be coming to the LC at the next meeting.

**NEW BUSINESS**

Appropriation – J. Bloom moved a \$40,000 appropriation from Capital Non-recurring for the Newtown Community Center aquatics structural concerns (att.). H. Dean seconded, all in favor.

Resolution – J. Bloom moved a resolution providing for an appropriation of \$485,000 for the refurbishment of the Newtown Hook & Ladder, ladder truck per the 2023-24 Capital Improvement Plan (CIP) to be funded from capital & Non-recurring fund. J. Zachos seconded, all in favor.

Transfer: J. Bloom moved to transfer \$25,684 from Contingency to Finance Salaries and Wages (\$22,800), Social Security Contributions (\$1,744) and Retirement Contributions (\$1,140) (att.). H. Dean seconded, all in favor.

Town Purchasing Requirements Revisions Request (att.) - J. Bloom moved to amend Town Code 350.3 to increase the threshold from \$2,000 to \$5,000 for 3 quotes. J. Zachos seconded, all in favor.

**Voter Comment** – None

**Announcements** – Reminder to vote on 4/23/24 for the budget referendum from 6am to 8pm.

Having no further business, the meeting was adjourned at 7:50pm.

*Respectfully submitted,  
Arlene Miles, Clerk*

*Attachment: Community Center appropriation request, transfer, Town Purchasing requirement revision request*

March 20, 2024

Dear Board of Selectmen, Board of Finance and Legislative Council,

The Newtown Community Center is submitting this memorandum to request an appropriation of \$40,000.00 from the town's capital non-recurring account. Following a meeting with the town's building inspector, public works department, the town engineer, and members of the town's Public Building and Site Commission, it has been determined that the following steps are necessary to address the current structural issues facing the Newtown Community Center.

These funds will be allocated towards conducting site condition testing, as well as drilling and boring tests on the Fairfield Hills Campus, both indoors and outdoors. The rationale behind this request stems from significant structural concerns that have been observed at the Community Center, particularly in the vicinity of the pool area. These concerns include:

- Large amounts of cracks on and around the pool deck
- Separation between the pool deck and the pool wall
- Tiles lifting on the pool deck and around the pool
- Piping conforming due to shifting
- Some structural cracking and interior cracking
- Movement of masonry joints

Given the importance of addressing these issues promptly to ensure the safety and integrity of our facilities, we believe that conducting comprehensive site condition testing, drilling, and boring tests is imperative. Additionally, water testing and metering will be included as part of these tests. These comprehensive assessments will provide essential insights into the underlying causes of the observed structural issues and inform the development of appropriate remediation measures. After a discussion with CIRMA, our insurance carrier, CIRMA is reserving its right to make a coverage decision until the actual cause of loss is determined.

We appreciate your attention to this matter and kindly request that the appropriation of \$40,000.00 be approved from the town's capital non-recurring account for this investigative purpose.

Respectfully,

Matt Ariniello  
Community Center Director

# TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

<u>FISCAL YEAR</u>	2023 - 2024	<u>DEPARTMENT</u> Finance	<u>DATE</u>	3/18/24
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	<u>Account</u>	<u>Amount</u>	
FROM:	101245700000-5899CONTINGENCY	(25,684)	<small>USE NEGATIVE AMOUNT</small>  <small>USE POSITIVE AMOUNT</small>
TO:	101112000000-5110SALARIES & WAGES - FULL TIME	22,800	
	101112000000-5220SOCIAL SECURITY CONTRIBUTIONS	1,744	
	101112000000-5230RETIREMENT CONTRIBUTIONS	1,140	

**REASON:**

Transfer from Contingency. To cover the time overlap and vacation payout due to the retirement of the finance director and assistant finance director. The finance director will have a two week training period with the incoming finance director and four weeks paid (unused) vacation time. The assistant finance director will have a one week training period with the incoming assistant finance director and 3 days paid (unused) vacation time. Note, the assistant finance director's paid vacation time extends into the next fiscal year so an additional transfer will be required then.

<b>AUTHORIZATION:</b>		date:
(1) DEPARTMENT HEAD		
(2) FINANCE DIRECTOR		
(3) SELECTMAN		
(4) BOARD OF SELECTMEN		
(5) BOARD OF FINANCE		
(6) LEGISLATIVE COUNCIL		

AUTHORIZATION SIGN OFF

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

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

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



TOWN OF NEWTOWN  
OFFICE OF THE PURCHASING DIRECTOR

TO: Jeffrey Capeci- First Selectman for the Board of Selectmen  
SUBJECT: Town Purchasing Requirements Revision Request  
DATE: March 28, 2024

The Purchasing Authority of the Town of Newtown is respectfully requesting the review and amendment of the current purchasing requirements as per the Town Charter 5-10 Regulations (a): *Where regulations of the Legislative Council are authorized by this Charter, they shall be adopted, amended or repealed by majority vote of the Legislative Council, consisting of at least six (6) affirmative votes. Any proposed regulation, amendment or repeal shall be referred to the Board of Selectmen for comment or consultation prior to action. A similar referral shall be made to the Board of Education or other Town Body if its interests are affected. All regulations regarding financial matters shall be referred for review and recommendation to or may originate from the Board of Finance prior to action. Referrals can be acted on by the Legislative Council after 90 days. Such financial regulations shall also be referred to the Board of Selectman and the Finance Director prior to action.*

The Town Code dated 10-28- 2015, **350.3 Quotes required for public work or services of less than \$50,000;** *Before any award is made or any contract for public work or services, other than professional services, is let involving the expenditure if more than \$2,000 but less than \$50,000, quotations from at least three sources shall be sought and listed on or with the purchase order. This procedure may follow for purchases or contract under \$2,000, but is not mandatory.*

After discussions regarding efficiencies with the Finance Director and Purchasing Director and reviewing this with the Town auditors, the Purchasing Authority is requesting to have the minimum threshold updated from \$2000 to \$5000 which would align the Town's purchasing policy with the Newtown Board of Education's purchasing policy.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert G. Tait", written over a horizontal line.

Robert G. Tait  
Finance Director

A handwritten signature in black ink, appearing to read "Kerri K. Mubarek", written over a horizontal line.

Kerri K. Mubarek  
Purchasing Director

RGT/kkm