

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE**

The Board of Finance held a regular on Monday, September 11, 2017 in the Council Chambers at the Municipal Center, 3 Primrose Street, Newtown, CT. Chairman John Godin called the meeting to order at 7:30pm.

**Present:** James Gaston, John Godin, Kelley Johnson, Sandy Roussas, Aaron Carlson

**Absent:** Boland

**Also Present:** Finance Director Robert Tait, First Selectman Pat Llodra, Interm Superintendent Dr. Rodrigue, BOE Director of Business Ron Bienkowski, Director of Facilities Gino Faiella, BOE Chair Keith Alexander and one member of press

**VOTER COMMENT** – None

**COMMUNICATIONS** – Bruce Walzak sent an e-mail regarding school population in Ridgefield (Attachment A)

**MINUTES** – Mr. Gaston moved to approve the minutes of the 8/14/17 meeting. Ms. Johnson seconded, motion passes with one abstain (Carlson)

**FIRST SELECTMAN REPORT** – First Selectman Llodra explained that there is no bright lights on the horizon concerning the State budget.

Ms. Johnson asked who much in the rears NYA is with their common charges. Mr. Tait answered that they are \$61,500 behind.

**FINANCE DIRECTORS REPORT** – Mr. Tait reported that he is currently putting together the towns fiancial statements for last year.

**UNFINISHED BUSINESS**

*CIP Policy* – Mr. Godin provided and update copy of the CIP Policy (Attachment B). He explained that when they did the update to the CIP policy it was not the version approved by the Legislative Council in March of 2015. The version that was used was in the code book but was never updated. In blue are the material major sections that were approved by the LC but they never saw. Red is the changes that they made. He asked everyone to review it and give him their edits. His goal is to complete this by the meeting on the 29<sup>th</sup>.

**NEW BUSINESS**

*BOE CIP Presentation* – Mr. Bienkowski reviewed the Board of Education proposed CIP (Attachment C). For next year there is one project in the CIP and the cost is \$1,684,400.

It was questioned why Hawley School boiler has been off another year. Mr. Beinkowski explained that they are trying to even out the flow of dollars and there was considerable

consideration regarding the value of the project. Mr. Faiella explained that he is looking into this as an energy savings project will take more time for him to research.

There are cost savings in fuel or operating costs if they do these projects. Middle Gate School was converted to gas last year and they saved \$59,000 in heat and \$17,000 in electricity for converting to high efficiency lighting.

Mr. Godin asked for them to quantify the savings more directly because it can be measured by the ask.

Mr. Gaston moved A resolution authorizing the transfer of \$97,942 representing the unappropriated amount (left) in the Board of Education 2016-17 budget to the to the Non-lapsing fund to be used for educational purposes per Connecticut General Statute Section 10-48a, for educational purposes. Ms. Johnson seconded. Mr. Bienkowski explained that the BOF established this account on the BOE's behalf. He also provided current activity (Attachment D). At this point they don't have a defined use for it, they want to make sure it is there should they need it. They have to come back to the BOF to get approval to use it. Motion unanimously approved.

Mr. Gaston moved a resolution with respect to the close-out of various capital projects and reducing the appropriations and authorized and unissued amounts for such projects. Whereas, certain of the projects and purposes set forth on Schedule A, and waved the reading of the entire resolution (Attachment E). Ms. Johnson seconded. Mr. Tait explained that these project have been taken off the books but until this is done the auditors won't take it off the financials, this is administrative. Motion unanimously approved.

Mr. Gaston moved a transfer 3,500 from contingency to other expenditures-Hattertown (Attachment F). Ms. Johnson seconded, motion unanimously approved.

Mr. Gaston moved to approve the 2016-2017 fiscal year end budget transfers as presented in pages 1-6 (Attachment G), Ms. Johnson seconded. Mr. Tait explained that the majority of the transfers are within a department. Motion unanimously approved.

**Voter Comments – None**

**Announcements –** The next meeting is 9/29/17. Mr. Godin asked everyone to get their marked up changes to the CIP policy to him by the end of the weekend.

Having no further business, the meeting was adjourned at 8:16pm

Respectfully Submitted,  
Arlene Miles, Clerk



Attachment A

Arlene Miles &lt;arlene.miles@newtown-ct.gov&gt;

**Fwd: Form submission from: Contact the entire Board of Finance**

1 message

John Godin &lt;jgodin1312@gmail.com&gt;

Sun, Sep 10, 2017 at 5:09 PM

To: Arlene Miles &lt;arlene.miles@newtown-ct.gov&gt;

Hi Arlene,

Could you please add this note from Bruce Walczak for our Minutes to tomorrow's meeting?

Thank you!

Best,

John

Begin forwarded message:

**From:** "bruce walczak via Newtown CT" <vtstdmailer@vt-s.net>  
**Subject:** Form submission from: Contact the entire Board of Finance  
**Date:** September 6, 2017 at 4:03:31 PM EDT  
**To:** jgodin1312@gmail.com  
**Reply-To:** "bruce walczak" <bw.reloconsult@snet.net>

Submitted on Wednesday, September 6, 2017 - 4:03pm  
Submitted by user: Anonymous  
Submitted values are:

Your Name: bruce walczak  
Your e-mail address: bw.reloconsult@snet.net  
Subject: Apartments and school children  
Message:

Thanks one and all for the work you did on Covered Bridge.  
One comment I heard more than once had to do with the impact on the schools and thought this article in the News Times discusses an impact which might not have come to mind during your discussions.  
RIDGEFIELD — For the second straight year, the school district has had to hire teachers not included in its budget to accommodate a summer influx of students that made some classes larger than expected.

The new teachers, said Superintendent Karen Baldwin, are needed to keep class sizes within district guidelines in fourth grade at Farmingville School and in second grade at Ridgebury School.

Baldwin also said she is keeping a watchful eye on kindergarten at Veteran's Park, which she said is at capacity and would be over if more students enroll.

"We've seen numerous swings in demographics and it's possible we will see more," Baldwin said at a recent Board of Education meeting.

As of the Aug. 22 meeting, enrollment will be 55 students higher in 2016-17 than the district anticipated when it crafted its budget last May. That still represents a drop of 36 students than the previous year, continuing a multi-year trend of declining enrollment.

Ridgefield, like many districts in the Danbury area, has been in the midst of a substantial enrollment decline that has led some to consider closing schools. The declining student population forced New Milford to close an elementary school two years ago, and similar discussions have been held in Newtown.

According to the most recent report for Ridgefield, school enrollment is expected to decline for the next five years, but might begin increasing in 2021.

Last year, a late bump in enrollment of about 20 students forced the the district to hire three extra teachers, straining the budget. In response, Baldwin enacted a district-wide spending freeze to offset the added expense.

To guard against a repeat of that issue, the Board of Education proposed including money for three contingency teaching positions in its initial budget last year. But under pressure from some residents and the Board of Finance to reduce the district's requested spending increase of more than 6 percent, those positions were cut.

School Board member Karen Sulzinsky said that the Board of Finance had signaled a willingness to give the district a special appropriation if it needed to hire more teachers, and urged Baldwin to pursue that funding.

"I think it would be wise to keep them abreast, since there was a shift in thinking from the Board of Finance," Sulzinsky said. "They are hires that we should collaborate with the Board of Finance on so we don't get to the end of the year and have a real difficulty because we spent money that's not in the budget."

On Friday, Board of Finance Chairman Dave Ulmer said the board was amenable to that, but only if there were a number of factors pushing the school board's budget higher. He noted that even with the new hires from 2015-16, the district had still returned a surplus to the town's coffers.

"It would have to be a series of needs that requires them go over budget," Ulmer said. "They had a similar circumstance last year and came in with a nice surplus."

Baldwin said she planned to approach the finance panel once school begins and the final enrollment picture becomes clearer. She also noted that the district is not required to report its enrollment to the state until Oct. 1.

"We'll get an accurate display of what our enrollment looks like grades K-12 and then I will update them," Baldwin said.

[awolff@newstimes.com](mailto:awolff@newstimes.com); 203-731-3333; @awolffster

# Attachment B

*This document integrates the language of the 3/2015 LC approved CIP and the 7/2017 approved BoF CIP. The text in black is the 3/2015 LC document. The text in blue are material changes and/or large sections from the 3/15 LC text that were not seen during the recently completed BoF review. The text in red is added wherever the BoF 7/2017 document differs.*

## Chapter 310. Capital Improvement Plan

[HISTORY: Adopted by the Legislative Council of the Town of Newtown 3-6-1997; amended 9-18-2002. Subsequent amendments noted where applicable.]

### 310-1. Goal.

#### A.

The goal of the Board of Finance in adopting this regulation is to:

(1)

Prioritize, on a Town-wide basis, proposed major capital projects.

*The term 'Town-wide' shall include both the Municipal and Education-side needs.*

(2)

Establish a consistent level of spending for such capital projects.

*Establish a financially prudent level of spending for such capital projects.*

(3)

Integrate financial planning, budgeting and debt issuance for the Town.

(4)

Encourage careful project design.

*Encourage thoughtful, economical and prudent project design.*

#### B.

This Capital Improvement Plan (CIP) regulation hereby:

(1)

Creates a process by which the Board of Finance adopts a proactive position regarding the capital expenditures of the Town of Newtown.

*Creates a process by which the Board of Finance adopts a proactive position regarding the Town-wide capital expenditures.*

(2)

Creates a process by which the Board of Finance identifies, prioritizes, evaluates, justifies, monitors, postpones or eliminates proposed capital expenditures.

*Creates a process by which the Board of Finance and Legislative Council identifies, categorize, prioritize, evaluates, justifies, monitors, postpones or eliminates proposed capital expenditures.*

(3)

Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting Subsections B (1) and (2)

Creates a process by which the Board of Finance and Legislative Council work compatibly in enacting Subsections 310-1A and B.

### 310-2. Description: annual review.

#### Five Year Capital Improvement Plan (CIP)

The Capital Improvement Plan is Newtown's Town-wide, five-year strategy regarding major capital expenditures. The CIP is based on assigned priorities that consider Town-wide need, desires and mandates for various improvements and coincides with Newtown's current and anticipated ability to finance such improvements. The CIP shall be reviewed at least annually by the Board of Finance. The Board of Finance shall amend the CIP as required to address changing priorities and maintain the CIP at a five-year projection timeframe. (We maintained the old language.)

#### Five-Year Capital Improvement Plan (CIP)

The Capital Improvement Plan (CIP) is a five-year plan identifying the Town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds 0.25% of the town budget for the year in which the request is made.

Capital project planning is an ongoing process. Each year the CIP document is updated. The need or idea for capital improvements can originate from the department heads, the First Selectman, the Superintendent of Schools, and boards and commissions. These items are compiled into this document and presented annually to the Board of Finance and Legislative Council. Once approved, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent years budgets.

Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, equipment, etc., are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Reduces the need for "crash programs" to finance the construction of Town facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future community growth and development.
- Advance planning ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital expenditures.
- Encourages a more efficient governmental administration as well as maintains a sound and stable program.

### 310-3. Implementation and amendments.

The Board of Finance is hereby charged with the responsibility of implementing the goals expressed above in § 310-1 and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance, but do not have voting privileges.

The Board of Finance and Legislative Council, in accordance to the methods and procedures contained herein, are hereby charged with the responsibility of implementing the goals expressed above in Section 310-1 and all changes, additions and deletions to the CIP. In addition, the Town Financial Director, First Selectman, Chairperson of the Board of Education, and

Superintendent of Schools may advise the Board of Finance and Legislative Council, but do not have voting privileges.

### 310-4. Presentation of proposed purchases to Board of Finance.

Proposed purchases may be brought to the Board of Finance at any time; however, except for exigent circumstances as determined by the Board of Finance, purchases not presented in the Board of Selectmen or Board of Education yearly five-year CIP projection shall not be considered by the Board of Finance until the next June through October period. The Board of Selectmen shall submit its five-year projected CIP proposal at the first regularly scheduled Board of Finance meeting in August. The Board of Education shall submit its five-year projected CIP proposal at the first regularly scheduled Board of Finance meeting in June. The Board of Finance shall hold its review period from June through October.

### 310-4 Presentation of Proposed Capital Projects to the Board of Finance

The Board of Selectman and Board of Education shall submit its five-year projected CIP proposal no later than the first regularly scheduled Board of Finance meeting in September. The Board of Finance shall hold its review period from September through November. Except under exigent circumstances, capital projects not presented in that year's CIP by the Board of Selectman or Board of Education shall not be considered until the next year's CIP review.

### 310-5. Eligible purchases and expenditures.

To be eligible for inclusion in the CIP, a proposed purchase shall have an estimated cost that is at least 0.25% of the Town budget for the year in which the request is made. Listed below are some of the guidelines which would make a request eligible for inclusion in the CIP, assuming the proposed purchase meets the 0.25% requirement set forth above:

To be eligible for inclusion in the CIP, a proposed capital project shall have an estimated cost that is at least 0.25% of the Town-wide budget for the year in which the request is made (LoCip language redacted) and meet, but not be limited to, one or more of the guidelines set forth below:

A.  
Purchases requiring debt obligation.

Capital projects requiring debt obligations:

B.  
Acquisition or lease of land.

Acquisition or lease of real property.

C.  
Purchase of major equipment and vehicles with life expectancy of five years or more.

D.  
Construction of new building facilities, including engineering, design and other preconstruction costs.

E.  
Major building improvements that are not routine expenses, including those that substantially enhance the safety of the occupants of the building and/or the longevity of the building itself.

F.  
Major equipment or furnishing required for a new building or other project.

G.  
Major studies requiring the employment of outside professional consultants.

### 310-6. Process overview.

All requests for inclusion in the CIP will adhere to the following process and shall be submitted on a form as prescribed by the Town Financial Director:

All requests for inclusion in the CIP shall adhere to the following process and shall be submitted on a form as prescribed by

the Town Financial Director:

**A.**

Each Town department shall submit to the Board of Selectmen a prioritized list of proposed capital purchases.

Each Town department shall submit to the Board of Selectmen a prioritized list of proposed capital projects.

**B.**

The Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education. The Board of Education will likewise identify, prioritize and approve purchases it proposes to be considered for placement on the CIP.

The Board of Selectman shall identify, categorize, prioritize and approve Municipal capital projects to include in the CIP proposal. Likewise, the Board of Education shall identify, categorize, prioritize and approve Educational capital projects to include the CIP proposal.

The requesting agency or department will plan for and be responsible for funding any professional estimating for a project in their operational budget. If applicable, alternative sources of funding can and should be identified, such as the Cap Non-Recurring Account, and shall be reimbursed upon actual borrowing if appropriate.

**C.**

The Board of Selectmen and the Board of Education shall also include in the CIP request(s):

(1)

The identification of any grants, revenues or reimbursements anticipated each year.

(2)

A financial impact statement as provided by the Town Financial Director.

**D.**

The Town Financial Director will review and compile the two lists to be presented to the Board of Finance.

The town's Financial Director will review and compile two lists (Municipal and Board of Education) for presentation to the Board of Finance. The comprehensive Town-wide CIP should reflect complete financial impacts by project including, but not limited to: total project cost net of applicable grants, estimated bond interest, potential revenue, and potential cost avoidance.

**E.**

The Board of Selectmen and the Board of Education will then present their prioritized purchase requests to the Board of Finance.

**F.**

The Board of Finance will consider all requests made through this process and determine those that will be recommended for inclusion in the CIP and those that are to be rejected or postponed. If rejected, the proposed purchase can be resubmitted to the appropriate board at the first step of the process. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level.

The Board of Finance shall consider all capital project requests made through this process and determine those that shall be recommended for inclusion in the CIP and those that are to be rejected or postponed. If rejected, the proposed project may be resubmitted by the appropriate board at the next annual CIP process initiation. If a proposed capital project is approved but postponed to a later date within the CIP five-year plan the request shall be reviewed by the Board of Finance with respect to its new priority level.

**G.**

The Board of Finance will prioritize, on a Town-wide basis, all requests it approves for inclusion in the CIP and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase.

The Board of Finance shall prioritize, on a Town-wide basis, all requests it approves for inclusion in the CIP and establish a timeframe for proceeding with each capital project.

**H.**

The Board of Finance will forward its formal and approved recommendation to the Legislative Council by November 30. The Legislative Council may accept the plan in its entirety, reject any item or reduce any item in capital costs, or reduce any



item in priority. Any new item addition, increase, decrease or change in proposed capital expenditure for an item by the Legislative Council shall be referred back to the Board of Finance for further review and recommendation with written comment by the Legislative Council as to its reasoning. Within a reasonable time thereafter, the Board of Finance will resubmit its recommended CIP plan noting any changes it has made.

The Board of Finance shall forward its recommendation to the Legislative Council by the first regular meeting of the Legislative Council in December. The Legislative Council may accept the plan in its entirety, reject any item, postpone any item, reduce any item, or change any priority. Any increase in proposed capital expenditures for a capital project shall be referred back to the Board of Finance for further review and recommendation with written comment from the Legislative Council to explain its reasoning and rationale. Within thirty days of receipt by the Board of Finance of said written comment, the Board of Finance shall resubmit its recommended five-year CIP plan, noting any changes it has made.

Within the recommended CIP from the Board of Finance to the Legislative Council, the proposal shall include which of the capital projects in the first year of the five-year plan will go to referendum and which projects will be approved by the Legislative Council outright. Board of Finance and Legislative Council considerations relative to referendum and approval outright shall include those issues identified in Section 310-7. Should the Legislative Council fail to approve the referendum items and/or the first year of the five-year plan recommended by the Board of Finance it shall return its recommendation to the Board of Finance with written comment to explain its reasoning and rationale. The Board of Finance shall have thirty days from receipt of said written comment to make further recommendations to the Legislative Council. Thereafter, the Board of Finance shall have no further recommendations on the issue.

I.

The CIP plan approved by the Legislative Council shall be the single and final adopted CIP plan for the Town of Newtown; except, should the Legislative Council not return a proposed plan by the Board of Finance to the Board of Finance for further review within 60 days of its submission, and not pass the final CIP plan presented by the Board of Finance within 60 days of submission to the Legislative Council, the proposed CIP plan presented by the Board of Finance shall be the single and final adopted CIP plan for the Town of Newtown.

The Board of Finance and Legislative Council shall use the following Charter identified rules when recommending capital items for referendum to the Legislative Council:

(1)

The Legislative Council, under its own authority, may approve for bonding capital items that, in total, are equal to or less than the value of 1mil (approximately \$3 million based on the existing GrandList).

(2)

Any capital item that is larger than \$1.5 million must go to referendum.

J.

Once the CIP is adopted by the Legislative Council, the projects identified for year one and their associated costs will be considered final in terms of bonding and any appropriation actions.

The Board of Finance and Legislative Council shall apply the following guidelines when recommending capital items to be acted upon by the Legislative Council:

(1)

Capital items that are one phase of a multi-phase project should normally go to referendum.

(2)

Significant consideration shall be given to the most costly of the remaining capital items in the capital plan and should go to referendum in consideration of the intent of the Charter to give voice to the voters.

(3)

Items that are time sensitive, needing near-term action, should go to referendum.

(4)

The Board of Finance and Legislative Council should act on items that are of a public-safety concern and should receive the highest priority using the most immediate means to address the issue whether by automatic approval or referendum.

### 310-7. Prioritization.

The Board of Finance shall consider the following criteria during its prioritization:

A.

The cost of the purchase.

The cost of the capital project

B.

The impact of the purchase versus the benefit to the Town

C.

The year it will be implemented

D.

The source of financing

The source of financing relative to the Debt Service Policy guidelines

E.

The impact on future operating budgets

F.

The benefit or risk to the Town should the purchase not be made.

G.

The start and completion timing of the capital project in terms of efficiencies, practicalities and/or coordination with other capital projects

H.

The need for the capital project

### 310-8. Capital Project Process

The processes used to authorize bonding and appropriations for a capital project are controlled by a series of checks and balances exercised by the executive, finance, and legislative arms of Town government. These processes are established to ensure that each project with significant costs is evaluated and examined by persons elected to represent the best interests of the community. Every project accepted into the Capital Improvement Plan, as approved by the Board of Selectmen, Board of Finance, and Legislative Council is subject to the same rigorous review. Except for emergency situations, as described in the charter, a consistent and documented process should be used to advance every capital project from inception to execution by its requesting agent.

Projects approved for inclusion in the Capital Improvement Plan typically progress from the introductory phase in year 5 to execution phase in year 1. Projects in Year 1 on the Capital Improvement Plan are intended for implementation during that fiscal year. Capital Projects to be implemented must go through the Bonding and Special Appropriations processes, as determined by the Charter, section 6-30.

Steps in this process for projects readying for implementation include:

#### **Bonding funds for requested Capital Projects:**

1. The Director of Finance causes a bonding resolution to be prepared. The resolution will identify the funds being requested and the purpose of those funds. The Department with ownership of the proposed project initiates this process through contact with the Director of Finance;
2. The bonding resolution to fund the proposed project is submitted to Board of Finance for discussion/action ;
3. If approved by the Board of Finance, that bonding resolution is then submitted for Legislative Council discussion/action;
4. If approved by the Legislative Council, the resolution is then submitted to Board of Selectmen for discussion/action.

#### **Appropriating funds for projects for which bonding has been approved follows these steps:**

*(Greater detail about the process for appropriating funds for capital projects is described in the Charter, sec. 6-30.)*

1. A special appropriation request for a Capital Project is prepared by the Director of Finance in concert with the requesting department ;
2. The appropriation request is submitted to the Board of Finance for discussion and action;
3. If approved, the appropriation request then moves to the Legislative Council;
4. The appropriations request may also be acted on by the Board of Selectmen, a Town Meeting or Referendum, depending upon the magnitude of funds requested as per Charter.

#### **Management/Oversight of Capital Projects:**

The Public Building and Site Commission shall have control of supervision and construction of capital projects. Should the Public Building and Site Commission determine that it is unable to take on this responsibility, then other building committee or owner's representative may be appointed by the Selectmen or the Board of Education.

- a. The PB&S Commission or 'other' authorized building committee establishes appropriate advisory committees; prepares and issues appropriate RFQs and RFPs; selects professionals and develops contracts with attorney and purchasing agents input;
- b. Contracts in conjunction with all such capital projects shall be authorized by the First Selectman, with approval of the Board of Selectmen or Board of Education.

#### **Project planning and bidding:**

Once the Special Appropriation process is complete and approved by the appropriate levels of government, assignment of the project to the Public Building and Site Commission or 'other' building committee may take place followed by project planning, including the issuance of public bids.

**\*\* A Charter change proposal to be voted on in 2015, calls for project approval to be included in the annual Budget Referendum. If this Charter change is enacted, then the Bonding and Appropriations processes detailed about above will be modified accordingly.**

#### **Section 310-8 Legislative Council's Return of the Five-year CIP to the Board of Finance**

The CIP approved by the Legislative Council shall be the single and final adopted CIP for the Newtown town-wide body. Should the Legislative Council fail to return a proposed plan by the Board of Finance for further review within sixty days of its submission and fail to pass the final CIP with referendum recommendations, then the Board of Finance CIP recommendations shall be the single and final adopted CIP Plan for Newtown town-wide. Should the Board of Finance fail to act on the CIP within the time frame expressed in Section 310, the Legislative Council shall act without input from the Board of Finance.

#### **Section 310.9 CIP and Budget Timing**

All capital projects that are proposed for the ensuing fiscal year and included in the final CIP by the Legislative Council shall be included as proposed expenditures in the budget presented to the Board of Finance for the upcoming fiscal year. Except for exigent circumstances, any capital improvement expenditure that falls within Section 310-5 of this plan regulation and is not contained in the CIP shall not be considered for implementation until the next CIP cycle.

Attachment C

NEWTOWN BOARD OF EDUCATION  
SUMMARY - CAPITAL IMPROVEMENT PLAN  
2018/19 TO 2022/23

Approved by  
the BOE 9/5/2017

CIP Item #	Location	Description of Project	underway 2017/18	Year					TOTALS
				2018/19	2019/20	2020/21	2021/22	2022/23	
underway	Hawley Elem.	Roof replacement 1948 and 1997 sections	\$650,000						
2	Hawley Elem.	Replace boiler, steam to HW, 1921 section & Lighting energy project		\$1,814,720					
4	Hawley Elem.	Ventilation and HVAC Renovations, partial A/C			\$4,719,120				\$6,533,840
1	Middle Gale Elem	Roof replacement 1964 and 1992 sections		\$1,685,400					\$1,685,400
7	Reed Intermediate	Install high efficiency gas boilers & LED lighting conversion					\$2,000,000		\$2,000,000
underway	Middle School	Phase I - New boilers, re-piping ('52) - Energy project	\$1,800,000						
6	Middle School	II - Ventilation, HVAC, AC Auditorium & Café, replace rooftop units '98					\$3,093,300		\$3,093,300
underway	High School	Phase II Auditorium project	\$750,000						
5	High School	Replace/restore stadium turf field (11th year)					\$1,060,000		
3	High School	Main boiler replacements - High Efficiency Gas			\$954,000				\$2,014,000
TOTAL COSTS OF ALL PROJECTS				\$1,685,400	\$2,768,720	\$4,719,120	\$4,153,300	\$2,000,000	\$15,326,540
TOTAL TO BE BONDED				\$1,685,400	\$2,768,720	\$4,719,120	\$4,153,300	\$2,000,000	\$15,326,540
School Building Grant Eligible				\$613,991	\$0	\$0	\$0	\$0	\$613,991
				2017-18 Reimbursement rate 36.43%					

Eligibility for project inclusion on the CIP is that the cost must exceed 0.25% of the Total Town Budget, \$113,395,532. For 2017-18 the threshold is \$283,489. Estimates on file are increased by 6% from last year

**BOE Non-Lapsing Fund Balance and Activity**

<u>Year</u>	<u>Deposit</u>	<u>Expense</u>	<u>Balance</u>	<u>Use</u>
2013-14 Deposit 6/30/14	\$47,185	(\$4,800)	\$42,385	Security Bollards
2014-15 Deposit 6/30/15	\$12,909	(\$4,950)	\$7,959	IR Scan - HS Roof Project
2015-16 Deposit 6/30/16	\$2,533	\$0	\$2,533	none
2016-17 Deposit 6/30/17	\$97,942	\$0	\$97,942	
Total Non-Lapsing since Inception	\$160,569	(\$9,750)	\$150,819	

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



E. Patricia Llodra  
First Selectman

**TOWN OF NEWTOWN**  
**OFFICE OF THE FIRST SELECTMAN**

August 17, 2017

To the Board of Finance

Members of the Board:

At a meeting of the Board of Selectmen held August 17, 2017, the following resolution was adopted:

RESOLVED: That the resolution entitled:

"Resolution With Respect To The Close-Out Of Various Capital Projects And Reducing The Appropriations And Authorized And Unissued Amounts For Such Projects", a copy of which is attached hereto, is hereby adopted and recommended to the Board of Finance for consideration and action.

Very truly yours,

  
E. Patricia Llodra  
First Selectman

**RESOLUTION WITH RESPECT TO THE CLOSE-OUT OF  
VARIOUS CAPITAL PROJECTS AND REDUCING THE  
APPROPRIATIONS AND AUTHORIZED AND UNISSUED  
AMOUNTS FOR SUCH PROJECTS**

WHEREAS, certain of the projects and purposes set forth on Schedule A attached hereto (collectively, the "Projects"), are complete or are no longer intended to be completed and the Town of Newtown (the "Town") desires to close-out the Projects; and

WHEREAS, the Town desires to reduce the remaining appropriations and authorized and unissued bond amounts which will not be needed for the Projects.

**NOW THEREFORE BE IT RESOLVED THAT:**

RESOLVED: The appropriations and authorized and unissued bond amounts for the Projects are hereby reduced in accordance with Schedule A attached hereto. The aggregate amount of such reductions in Schedule A totals \$553,253.



The remaining \$500 appropriation and authorized and unissued balance of the \$1,402,500 appropriation and bond authorization for the Newtown High School roof by a resolution entitled, "Resolution Appropriating \$1,402,500 For A Special Appropriation In The Amount Of \$1,402,500 For The Planning, Design, Construction And Reconstruction Of Improvements To The Newtown High School Roof As Authorized In The Capital Improvement Plan (2016-17 to 2020-21) And Authorizing The Issuance Of \$1,402,500 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", adopted by the Legislative Council on May 18, 2016 and at a Special Town Meeting on June 22, 2016.

The remaining \$25,000 appropriation and authorized and unissued balance of the \$475,000 appropriation and bond authorization for the replacement of a boiler at Middlegate School by a resolution entitled, "Resolution Appropriating \$475,000 For The Planning, Design, Construction And Replacement Of A Boiler At Middlegate School As Authorized In The Capital Improvement Plan (2016-17 to 2020-21) And Authorizing The Issuance Of \$475,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", adopted by the Legislative Council on May 18, 2016.

The remaining \$464,501 appropriation and authorized and unissued balance of the \$4,257,690 appropriation and bond authorization for roof replacement at Newtown Middle School by a resolution entitled, "Resolution Providing For A Special Appropriation In The Amount Of \$4,257,690 For Roof Replacement At Newtown Middle School And Authorizing The Issuance Of \$4,257,690 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", adopted by the Legislative Council on July 6, 2011 and at a Special Town Meeting on August 1, 2011.

The remaining \$10,252 appropriation and authorized and unissued balance of the \$866,112 appropriation and bond authorization for Dickinson Playground by a resolution entitled, "A Resolution Providing For A Special Appropriation In The Amount Of \$774,162 For The Demolition Of The Existing Playground Area And The Planning, Design, Acquisition And Construction Of A New Playground Area At Dickinson Park Located In The Town Of Newtown, Connecticut As Authorized In The Capital Improvement Program (2013-14 to 2017-18, Inclusive) And Authorizing The Issuance Of \$774,162 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose ", adopted by the Legislative Council on August 7, 2013 and at a Special Town Meeting on September 16, 2013, which resolution was amended by the Legislative Council on October 16, 2013.

The remaining \$23,000 appropriation and authorized and unissued balance of the \$238,000 appropriation and bond authorization for culvert replacement by a resolution entitled, "Resolution Providing For A Special Appropriation In The Amount Of \$238,000 Culvert Replacement On Boggs Hill Road And Authorizing The Issuance Of \$238,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", adopted by the Legislative Council on August 3, 2011.

The remaining \$30,000 appropriation and authorized and unissued balance of the \$80,000 appropriation and bond authorization for Church Hill Road sidewalk improvements by a resolution entitled, "Resolution Providing For A Special Appropriation In The Amount Of \$80,000 For The Design, Engineering And Construction Of Church Hill Road Sidewalk Improvements As Authorized In The Capital Improvement Plan (2015-16 to 2019-20) And Authorizing The Issuance Of \$80,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", adopted by the Legislative Council on July 1, 2015.

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

FISCAL YEAR	2017 - 2018	DEPARTMENT	District Contributions	DATE	7/31/17
FROM:	Account 1-101-24-570-5899-0000CONTINGENCY	Amount (3,500)	USE NEGATIVE AMOUNT		
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	.				
TO:	1-101-11-730-5801-0000OTHER EXPENDITURES - HATTERTOWN	3,500	USE POSITIVE AMOUNT		
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REASON:	Replacement of Hattertown district signs. There are 5 signs located on the roads intersecting the Hattertown Green which is the central focal point. Signs were installed early to mid 1990's. All are in poor condition and beyond repair. It is respectfully requested that all current signs be replaced with superior materials meant to withstand the abuse and elements that such signs are subjected to. Granite posts, PVC sign material and stainless steel hardware are the materials that are requested. An additional 5 signs are requested as future replacement stock.				
AUTHORIZATION:	date:				
(1) DEPARTMENT HEAD	Hattertown Historic District Commission Chair (see attached)	3/20/2017			
(2) FINANCE DIRECTOR	Rita Tait	7/25/17			
(3) SELECTMAN	C.P. Glaser				
(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)				
AFTER 335 DAYS	>>>>(1), (2), (3), (5) & (6)>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF				
ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF					

Hattertown Historic District Commission  
Chris Layda, Chair

Newtown Finance Department  
Robert Tait , Finance Director

March 20, 2017

Robert,

Following our brief phone discussion of replacing district signs in January and the completion of approval from The HHD Commission, I believe I have gathered the relevant paperwork and quotes necessary to issue a proposal to the Finance Department.

The current signage consists of 5 signs located on the roads intersecting the Hattertown Green, the center focal point of our district.

The signs were installed sometime at, or before the early to mid 1990's. All are in poor condition and beyond repair.

It is The HHD Commissions proposal and request that all current signs be replaced with superior materials meant to withstand the abuse and elements that such signs are subjected to. Granite posts, PVC sign material and stainless steel hardware are the materials that were requested.

An additional 5 signs were also requested as future replacement stock.

With these materials and extra stock it is expected that these will not need future repair or replacement for as many as 25 years at a minimum.

The current signs were made of plywood and 4x4 wood posts that did not hold up well to the weight of the signs and/or snow plow abuse and metal hardware that rusted over time.

If approved, all current locations would remain the point of install. Only one, over a guardrail and on a rocky embankment along Hattertown Rd would be requested to be relocated across the street to a more desirable install location.

Please find enclosed the related paperwork. If you should have any questions or need anything further please contact myself directly.

Respectfully submitted,  
Chris Layda, Chair

Email: [chrislayda@att.net](mailto:chrislayda@att.net)  
Cell: 203 733 3383

Low quotes:

5 Posts - Swenson Granite Works	1,350
10 Signs - Superior Signs	1,600
5 Brackets - AdVision Signs	400
	<u>3,350</u>

Contingency

say

150  
3,500



## SWENSON GRANITE WORKS

292 SOUTH MAIN STREET, RTE 25  
NEWTOWN, CONNECTICUT 06470  
(203) 270-6644 - FAX (203) 270-6477  
www.swensongranite.com

### Quote

TICKET DATE	TICKET NUMBER	PAGE NO.
8/3/16	7-408171	1

LIFETIME WARRANTY at swensongranite.com      Quote expires  
November 3, 2016 12:00 am

JOAN PETERSEN  
06470

JOAN PETERSEN  
06470  
203-450-3244

GW JOB NUMBER	TICKET DATE	CUSTOMER NUMBER	SALES REP.	CUSTOMER PO NUMBER	SHIP VIA	TERMS
		7	JD		NEWTOWN TRUCK	

QUANTITY	UNITS	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5.00	EA	PO1540	6X8X10' THER2 SPLIT2 POST TO PLACE THE 5 POSTS INTO CUSTOMER PREPARED HOLES AND BACK FILL WITH MATERIAL FROM THE HOLES (SOIL AND ROCK). WE DO NOT SUPPLY CONCRETE TO SET THE POSTS.	270.00	1,350.00
1.00	EACH	DE0020	DELIVERY AND SET CHARGE	<del>250.00</del>	250.00
			<p><i>Handwritten notes:</i> - Sun can - 1.5% for - Contractor's rate - no fee/set charge - mensyr = John Blahg</p>		
			<p>Sale subtotal: 1,800.00 Tax: 101.80 Total: 1,701.80</p>		



Phone (203) 452-9601 232 D Main Street  
Fax (203) 459-9712 Monroe, CT 06468

## Sign quote - Hattertown Historic District #701 03/28/2017

**Prepared for:**  
Hattertown Historic District  
Chris Layda

**Prepared by:**  
Superior Signs  
Salesperson: John Ignatowski  
232 D Main Street  
Monroe, CT 06468  
Phone: 203-452-9601 Fax: 203-459-9712

Phone: 203-733-3383 Fax:

**Description:**

**Delivery:**

Production time for the following item(s) will be approximately 0 days.

Quantity	Description	Each	Amount	Tax
10	1/2" x 33" x 23" PVC double sided Hattertown Historic District signs are per layout supplied.	\$180.00	\$1,600.00	\$0.00

**TOTALS** Subtotal: \$1,600.00

Sales Tax: \$0.00

**Total: \$1,600.00**

**Terms:**

This estimate is good for 30 days. All invoices are Net 30. Invoices over 30 days are subject to a \$25.00 late fee

By my signature below, I authorize work to begin and agree to pay above amount in full according to the terms on this agreement.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ AMT. PAID TODAY: \_\_\_\_\_

chrislayda@att.net

[▶ Edit](#)

Chris Layda  
52 Aunt Park Lane  
Newtown, CT 06470 United States

[▶ Edit](#)

FREE SHIPPING

[▶ Edit](#)

Product Name	Item Number	Quantity	Item Price	Total Price
36" DELUXE SCROLL BRACKET	HS F36SB	5	\$78.29	\$391.45
Subtotal:				\$391.45
Shipping & Handling:				\$0.00
Tax:				\$0.00
Order Total:				\$391.45

## Customer Notes:

2000 characters remaining

## Select your payment method:

[Credit Card](#)

## Pay by Credit Card

First Name: \* Last Name: \* Card Number: \* Card Type: \* [MasterCard](#)Expiration Date: \*  CVV Code: \*  [\(What Is CVV?\)](#)

\* denotes required field

[Edit](#)

Chris Layda  
52 Aunt Park Lane  
Newtown, CT 06470 United States

[PLACE YOUR ORDER](#)

Item	Price	Quantity	Total
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## **HATTERTOWN HISTORIC DISTRICT COMMISSION**

**MINUTES**  
**SPECIAL MEETING**  
**3 Main Street, Town Hall**  
**Meeting Room #1**  
**Newtown Municipal Center**  
**3 Primrose Street**  
**Newtown CT 06470**  
**FEBRUARY 7, 2017 at 7PM**

**Present: Mr. Layda, Ms. Petersen, Ms. Degen, Mr. Degen, Dr. Malin**

**Absent : Ms. Watts, Ms. Rosenthal**

**Guests: Ms. Malin, Ms. Layda, Ms. Vienneau**

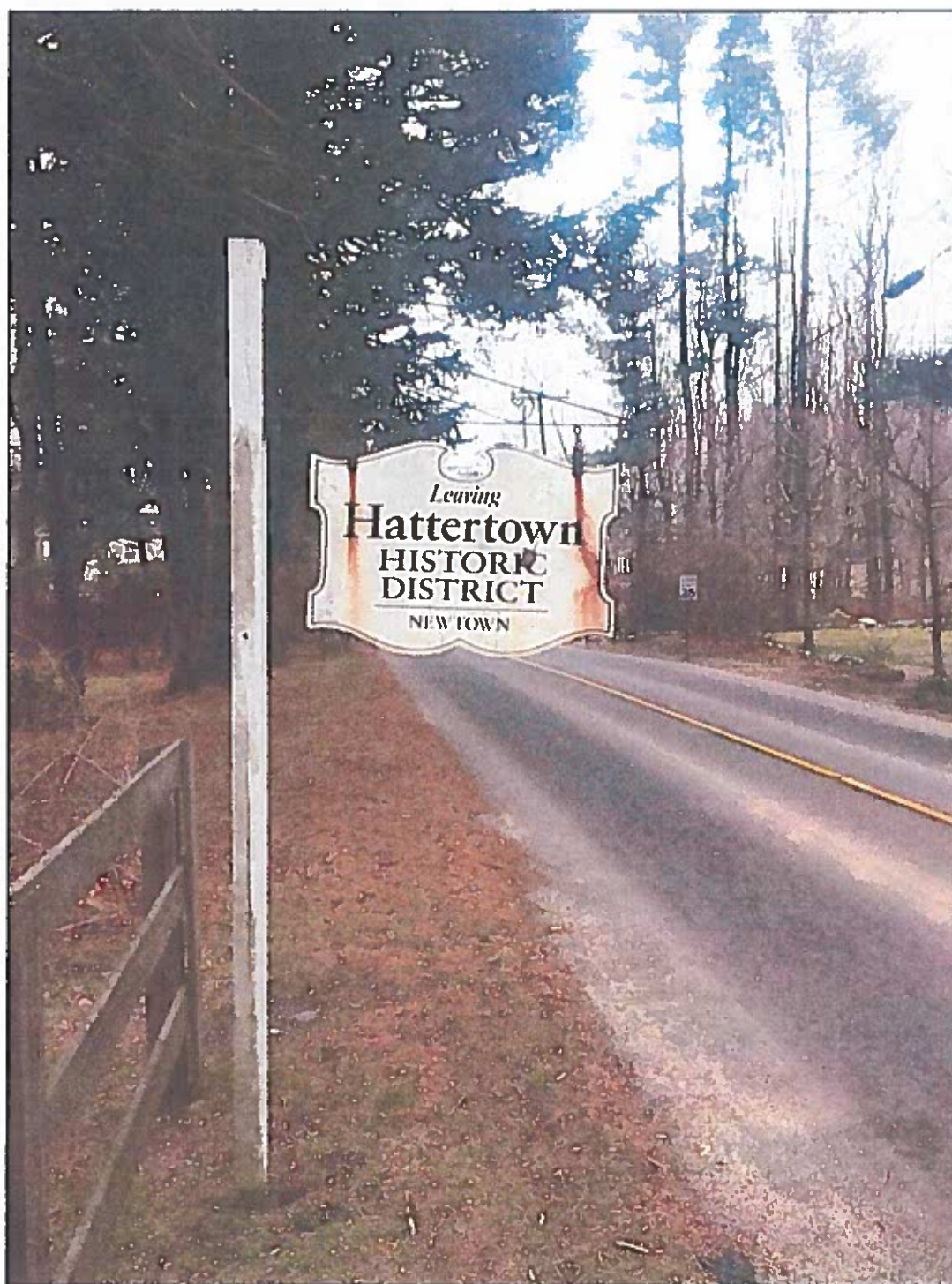
Dr. Malin made a motion to open the meeting opened at 7:02.

The Commission reviewed quotes from The Sign Depot and Swenson Granite Works for new district signs and posts. The Commission discussed presenting the Town with a proposal to replace the five existing signs, posts, and hardware. Joan Petersen made a motion for a vote, and the Commission voted unanimously in favor of the proposal. Chris Layda in his capacity as Chair will approach Mr. Bob Tait, the Financial Director of Newtown to review.

Dr. Malin moved to close the meeting at 7:15 and Mr. Layda seconded the motion. Meeting adjourned at 7:15 pm.

Respectfully submitted,  
Joan Petersen, Secretary







*Entering*

Hattertown

HISTORIC  
DISTRICT

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NEWTOWN



Town of Newtown

2016-17 Fiscal Year End Budget Transfer Request

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Police	1-101-12-310-5220	Social Security Contributions	(2,332)	
Police	1-101-12-310-5230	Retirement Contributions		2,332
Outside Agencies	1-101-14-415-5820	Contributions to Outside Agencies	(1,911)	
Childrens Adventure Center	1-101-14-410-5230	Retirement Contributions		1,911
Parks & Recreation	1-101-16-550-5505	Contractual Services	(7,079)	
Parks & Recreation	1-101-16-550-5230	Retirement Contributions		7,079
Library	1-101-14-670-5210	Group Insurance	(857)	
Library	1-101-14-670-5230	Retirement Contributions		857

EXPLANATION:

The retirement contributions account accounts for contributions to the town and police pension plans and for the town's contribution to the defined contribution plan for new employees of various unions and management. The overages are due to turnover and the resulting new employees joining the defined contribution plan. These amounts cannot be budgeted for because the turnover cannot be planned. The above does represent positions coming off the pension plans which reduces pension long term liabilities. These are the new positions affected:

Police	2
Childrens Adventure Center	1
Parks & Recreation	3
Library	1

**Town of Newtown**  
**2016-17 Fiscal Year End Budget Transfer Request**

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Social Services	1-101-11-110-5110	Salaries & Wages - Full Time	(1,154)	
Social Services	1-101-11-110-5210	Group Insurance		100
Social Services	1-101-11-110-5220	Social Security Contributions		1,054

**EXPLANATION:**

Short fall in social security contributions due to town share of VOCA grant social security not budgeted for. Two positions are fully funded in the VOCA grant. There is a town share for their social security payments. Short fall in group insurance due to increase in life insurance premium. Amount available in salaries due to an open position.

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Technology	1-101-11-205-5445	Software/Hardware maintenance	(422)	
Technology	1-101-11-205-5580	Dues, Travel & Education		422

**EXPLANATION:**

Additional training was required for new employees. There were savings in the software/hardware maintenance account.

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Contingency	1-101-24-570-5899	Contingency	(5,000)	
Unemployment	1-101-11-240-5250	Unemployment Compensation		5,000

**EXPLANATION:**

June's unemployment compensation state bill comes in late August. Currently there is \$145 left in the account. Last fiscal years June payment was \$2,084. The \$5,000 request is just to make sure the account does not go over. 2015-16 total cost for unemployment was \$33,656. So far this year (before the June payment) the total cost is \$24,855.



**Town of Newtown**  
**2016-17 Fiscal Year End Budget Transfer Request**

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Land Use Selectmen	1-101-15-490-5350	Professional Services - Legal	(4,944)	
	1-101-11-100-5350	Professional Services - Legal		4,944

**EXPLANATION:**

Selectmen legal fees account over due to increased activity compared to what was budgeted. This account is hard to budget for. Estimate is based on prior experience. 2015-16 total cost = \$213,328. 2016-17 total cost = \$204,944.

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Transfer Station	1-101-13-515-5210	Group Insurance	(88)	
Transfer Station	1-101-13-515-5290	Other Employee Benefits		12
Transfer Station	1-101-13-515-5430	Repair & Maintenance Services		76

**EXPLANATION:**

Amounts immaterial.

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Public Building Maintenance	1-101-13-650-5622	Energy - Electricity	(3,988)	
Public Building Maintenance	1-101-13-650-5411	Water/Sewerage		3,916
Public Building Maintenance	1-101-13-650-5749	Capital		72

**EXPLANATION:**

Water/Sewerage under budgeted; offset by savings in electricity

Town of Newtown

2016-17 Fiscal Year End Budget Transfer Request

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Selectmen	1-101-11-100-5800	Other Expenditures	(5,000)	
District Contributions	1-101-11-730-5803	Other Expenditures - SHOP	(7,000)	
Sustainable Energy Commission	1-101-11-755-5800	Other Expenditures	(1,000)	
Contingency	1-101-24-570-5899	Contingency	(3,750)	
Capital Non-Recurring	1-101-25-860-5870	Transfer Out - Capital Non-Recurring		16,750

EXPLANATION:

Selectmen \$5,000 relates to the approved transfer request from contingency for the banner system (cost to be shared with the Borough). This project has not started yet. It is requested that the amount be transferred to the capital non-recurring fund to be used for the banner project.

There is a \$7,000 balance in the district contributions to SHOP account. It is requested that this amount be transferred to the capital non-recurring fund for future SHOP streetscape projects.

There is a \$1,000 balance in the sustainable energy account and a \$3,750 balance in a prior year sustainable energy account (was carried forward). It is requested that this total amount (\$4,750) be transferred to the capital non-recurring fund for future sustainable energy projects. The \$3,750 amount is shown to be coming out of the contingency account instead of the prior year sustainable energy account. This is done for accounting purposes (it is easier done).

Town of Newtown

2016-17 Fiscal Year End Budget Transfer Request

Page 5 of 6

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Fire	1-101-12-320-5436	Truck Repair	(20,000)	
Fire	1-101-12-320-5624	Energy - Oil	(15,000)	
Fire	1-101-12-320-5749	Capital	(15,000)	
Capital Non-Recurring	1-101-25-860-5870	Transfer Out - Capital Non-Recurring		50,000

EXPLANATION:

It is requested that savings in truck repair, oil and capital be transferred to the capital non-recurring fund to act as a contingency in the event the planned fire apparatus trade-in(s) do not bring the required money to offset the new fire apparatus purchase cost (funded by bonds).

Bonding has been authorized from the 2015-16 and 2016-17 CIP's in the amount of \$1,550,000. \$400,000 was authorized in the capital non-recurring fund, bringing the total appropriation to \$1,950,000 for the replacement of various fire apparatus. The replaced fire apparatus were scheduled to be traded in or sold to off set the total cost. This request creates a cushion just in case the replaced apparatus does not bring in what was hoped (from a market estimate). The replaced fire apparatus cannot be sold until the new fire apparatus are operational. It takes at least a year to get delivery of the new fire apparatus.

<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Transfers</u>	
			<u>From</u>	<u>To</u>
Fire	1-101-12-320-5412	Hydrants	(9,215)	
Fire	1-101-12-320-5622	Energy - Electricity		9,215

EXPLANATION:

Electricity was underestimated (as it was in the prior year). Hydrants were overestimated.

GRANDTOTAL 2016-17 FISCAL YEAR END BUDGET TRANSFER REQUESTS  
AS A RESULT OF OVERAGES  
AS A RESULT OF TRANSFER REQUESTS TO CAP NON-REC

Transfers	
<u>From</u>	<u>To</u>
(40,015)	40,015
(66,750)	66,750
(106,765)	106,765