

BOARD OF FINANCE  
MINUTES  
REGULAR MEETING  
3 Primrose Street, Newtown - Newtown Municipal Center  
Thursday, April 27, 2023 at 7:30 p.m.

*These minutes are subject to approval by the Board of Finance*

Present: Laura Miller, Steven Goodridge, Erica Sullivan and John Madzula

Absent: Sandy Roussas and Chandravir Ahuja

Also Present: First Selectman, Dan Rosenthal, Finance Director, Bob Tait,

Chair Madzula called the meeting to order at 7:33p.m. Attendees saluted the American Flag.

**Voter Comments**

None

**Communications**

Chair Madzula shared correspondence from the Director of Visual and Performing Arts regarding Spring 2023 events (see below). He also mentioned that he sent Fund Balance for Outside Agencies policy and BOE Non-Lapsing policies out to chairs for both LC and BOE respectively (Chairs for those Boards will share with their sub-committees).

**Minutes**

Laura Miller moved to approve the special minutes from the April 10, 2023. Erica Miller seconded. All in favor and motion passes.

**First Selectman's Report**

The First Selectman reported the budget passed at referendum. He thanked those voters who came out to vote. Hawley is waiting for switchgear to come in June. Once this arrives, Eversource will do it's part and the project will come to a close during the summer months.

**Finance Director's Report**

Finance Director reported on the Town of Newtown ARP Act of 2021 – ARP Working Group worksheet (see attached). ARP awarded amount was \$7,674,294. The amount expended up till 03/31/2023 is \$3,448,414.45. The amount un-appropriated is \$291,294.

**New Business**

*1. CT State Library Historic Documents Preservation Program Acceptance Grants*

Erica Sullivan moved to accept the CT State Library Historic Documents Preservation Program Acceptance Grants in the amount of \$8,000. Laura Miller seconded. All in favor and motion passes.

*2. CIP Calendar 2024-25 through 2028-29 Approval*

Mr. Tait shared the calendar is similar to last year's CIP calendar approval with the exception of a one or two day margin.

Erica Sullivan made a motion to approve the Town of Newtown BOF Capital Improvement Plan Calendar CIP 2024-25 through 2028-29. Steve Goodridge seconded. All in favor and motion passes.

3. *ARP, Recycling and CFF/CIP Sub Committee Reports*

Recycling Committee – no formal report; however, the transfer station has been cleaning up the area.

ARP Committee - Erica Sullivan shared ARP allocated funds towards replacing firearms for the Police Department in the amount of up to \$60,000.

CFF/CIP Sub Committee – The Town offered a formal job offer to it's chosen candidate for Director of Facilities. This candidate has accepted the position. We have a driver for every bus including 3 spare drivers. The Non-Lapsing policy was sent to the BOE sub-committee last week and this sub-committee will meet about the policy in the coming weeks.

**Unfinished Business**

None

**Voter Comments**

None

**Announcements**

None

**Adjournment**

Erica Sullivan made a motion to adjourn. Laura Miller seconded. All members were in favor and the meeting was adjourned 7:59pm.

Respectfully submitted,  
Kiley Morrison Gottschalk, Clerk

**Attachments**

Correspondence

Finance Director Documents

Grant

**From:** Michelle Hiscavich via Newtown CT <[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)>

**Date:** April 24, 2023 at 11:14:01 AM EDT

**To:** [JSMADZULA2@gmail.com](mailto:JSMADZULA2@gmail.com)

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

**Reply-To:** Michelle Hiscavich <[hiscavichm@newtown.k12.ct.us](mailto:hiscavichm@newtown.k12.ct.us)>

Submitted on Monday, April 24, 2023 - 11:14am

**Submitted by user:** Anonymous

Submitted values are:

**Your Name:** Michelle Hiscavich

**Your e-mail address:** [hiscavichm@newtown.k12.ct.us](mailto:hiscavichm@newtown.k12.ct.us)

Subject: Invitation - Visual and Performing Arts Events

**Message:**

Good Morning All,

On behalf of the Visual and Performing Arts, I extend an invitation to you to attend our spring 2023 events. We are excited to share the progress of our students. We appreciate all you do to support the arts and provide these experiences and opportunities for all of the children of Newtown.

The link with our calendar of events is: <https://newtownmusicdept.weebly.com/calendar-of-events.html>

Be well,

Michelle Hiscavich

Director of Visual and Performing Arts

Newtown Public Schools

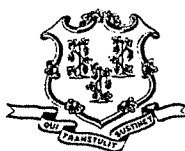
**Town of Newtown**  
**Board of Finance - Capital Improvement Plan Calendar**  
**CIP 2024-25 through 2028-29**

July/Aug, 2023	Departments work on 2024-25 / 2028-29 CIP.
September, 2023	First Selectman with Finance Director review department submittals.
September 18, 2023	Board of Selectmen Reviews First Selectman proposed 2024-25 / 2028-29 Capital Improvement Plan (9/18; 10/2 meetings) Note: the BOE has their own approval process.
October 2, 2023	Board of Selectmen approves proposed 2024-25 / 2028-29 Capital Improvement Plan (CIP)
September 28, 2023	Board of Education presents to the Board of Finance 2024-25 / 2028-29 Capital Improvement Plan (CIP)
October 10, 2023	Board of Selectmen presents to the Board of Finance 2024-25 / 2028-29 Capital Improvement Plan (CIP)
Oct thru Nov, 2023	Board of Finance Reviews 2024-25 / 2028-29 Capital Improvement Plan (10/26 meeting; 11/13 meeting; special meetings if needed)
November 13, 2023	Board of Finance completes recommended Capital Improvement Plan (CIP)
November 15, 2023	Board of Finance recommended CIP presented to the Legislative Council. (Due by November 30).
January 17, 2024	Legislative Council approves the Capital Improvement Plan  Legislative Council determines which first year projects go to referendum in April. LC expenditure CAP worksheet is presented by the Finance Director.



Town of Newtown					
the American Rescue Plan Act of 2021 (ARP)					
Approved Items with Accounts					
		6/2/22			
				<u>Account #</u>	
Education:					
Hawley School HVAC/Ventilation project		2,500,000		150-11-200-0000	5870
General Government:					
Fairfield Hills - Replace Water Distribution System		1,500,000		150-13-800-0000	5749
Public Works:					
Multi-purpose Building Roof		190,000		150-13-500-0000	5749
Transfer Station Site Improvements		200,000		150-13-515-0000	5749
Municipal Building Improvements		100,000		150-13-650-0000	5749
Public Safety:					
Fire Commission Fire Suppression Tank Repair		50,000		150-12-320-0000	5749
Fire Company Grants (4 x \$15,000); NUSAR (\$15,000); Ambulance (\$15,000)		90,000		150-12-320-0000	5749
Recreation & Leisure:					
Parks & Recreation Truck with lift gate		90,000		150-16-550-0000	5749
Dickinson Park New Pavilion (Refurbishment)		150,000		150-16-550-0000	5749
Health & Welfare:					
Senior/Community Center 14 passenger bus		90,000		150-16-560-0000	5749
COVID supplies/expenses		40,000		150-11-200-0000	5749
Community Center:					
Community Center Outside Storage Building		75,000		150-16-560-0000	5749
Community Center Patio		155,000		150-16-560-0000	5749
Community Center/Senior Center Handicap Doors		16,000		150-16-560-0000	5749
Medical Self-Insurance Fund:					
Reimbursement for COVID Expenses (since 3/3/2021)		325,000		150-11-200-0000	5870
	Total	5,571,000			

**APPLICATION**  
**TARGETED GRANT FY 2024**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2023)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATOR  
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

<b>Name of Municipality:</b>		<b>TOWN of NEWTOWN</b>
<i>Use full municipality name, ie 'Town of _____' or 'City of _____'</i>		
<b>Name of Municipal CEO:</b>	<b>DANIEL C ROSENTHAL</b>	<b>Title: FIRST SELECTMAN</b>
<b>Phone with Area Code:</b>	203-270-4201	
<b>Email:</b>	FIRST.SELECTMAN@NEWTOWN-CT.COM	
<b>Name of Town Clerk:</b>	<b>DEBBIE AURELIA HALSTEAD</b>	<b>Title: TOWN CLERK</b>
<b>Phone with Area Code:</b>	203-270-4214	
<b>Email:</b>	DEBBIE.HALSTEAD@NEWTOWN-CT.GOV	<b>Check if Designated Applicant:</b> <input checked="" type="checkbox"/>
<b>TC Mailing Address:</b>	NEWTOWN MUNICIPAL CENTER, 3 PRIMROSE STREET, NEWTOWN, CT 06470	
<b>MCEO Address if Different:</b>		

**Grant Application Deadline:** ☒ Cycle 1: April 30, 2023 ☐ Cycle 2: September 30, 2023

**Grant Contract Period:** The contract period begins after July 1, 2023 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2024.

**Maximum Grant Allowed:**

\$6,000	Small Municipality	Population less than 20,000
\$8,000	Medium Municipality	Population between 20,000 and 69,999
\$11,000	Large Municipality	Population of 70,000 or greater

**Amount Requested:** \$ 8,000

**Grant Category(ies):**

<input type="checkbox"/> Inventory and Planning	<input checked="" type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input checked="" type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
<b>1. Consultants/Vendors</b> (Total cost for all consultants and vendors)	\$ 6,825	\$	\$ 6,825
<b>2. Equipment</b> (Total cost for eligible items, i.e. shelving)	\$	\$	\$
<b>3. Supplies</b> (Total cost for eligible items, i.e. archival supplies)	\$ 1,148	\$ 52	\$ 1,200
<b>4. Town Personnel Costs</b> (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
<b>5. Other</b> (Please specify on a separate sheet; rarely used)	\$	\$	\$
<b>6. TOTAL</b>	\$	\$	\$ 8,025

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.

## Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

## Designation of Town Clerk as Applicant

This section to be completed **only** if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, DEBBIE AURELIA HALSTEAD, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

\_\_\_\_\_  
Date

DANIEL C ROSENTHAL, FIRST SELECTMAN  
Name and Title of MCEO



### Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2024 Targeted Grant Guidelines* have been met.

Debbie Aurelia Halstead  
Signature of Applicant (MCEO or Town Clerk if Designated)

4-11-23  
Date (*must be same as or later than above date*)

Debbie Aurelia Halstead  
Name and Title of Applicant

#### For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ \_\_\_\_\_

Grant Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

\_\_\_\_\_  
Date

Narrative  
Targeted Grant FY24

1. **Describe the project.** Here we grow again. Since we have reached our capacity along the outer walls, my project this year is to purchase 2 shelves for land records. Additionally, I will purchase 10 land record volumes.
2. **Identify the vendors and/or Town personnel.** I will be working with Dupont for the shelves and Adkins for the land record volumes.
3. **State what the Municipality hopes to accomplish.** We have used all the available wall space for land record volumes. The two shelves will hold an additional 132 books which will help with our immediate and future space needs.
4. **Provide a detailed budget.** Attached are the vendor proposals.



3/31/2023

Debbie Aurelia Halstead  
Newtown Town Hall  
3 Primrose Street  
Newtown, CT 06470

Dear Debbie,

Thanks for the continued support of Dupont Storage Systems and the time you spent with me reviewing your project needs. We have completed the design for your mobile system to be added to your existing system for your land records. Below is the pricing detail for the equipment we will be supplying your vault:

Left wall area

Modify 3 existing 48"L x 12"D units to a height of 86.75" (5 openings)  
Need new uprights and top shelves  
Modify Back Panels to new height  
Mobile Shelving Systems with carriages and track  
Shelving (2) units @ 48"L x 12"D x 83.75"H (6 openings)  
Carriages (2) units @ 48"L x 12"D x 2"H  
Track System 144"L x 13"D x 2"H  
Color: Gary Mist Shelving, Black Mobile and track  
Project Price: \$6,825.00

Prices include equipment, freight, delivery and assembly. Prices also include handling the books, taking 3 existing units apart and rebuilding. Also includes loading books back on to modified units. Work to be done during normal working hours.

We look forward to working with you on this project and servicing all your storage needs. Please contact me @ 203-206-1958 at any time.

Sincerely,

Ronald Keith  
Dupont Storage Systems

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440  
Tel: 1-800-807-3981

**JOB ESTIMATE**

**April 4, 2023**

**Client:** Newtown Town Clerk

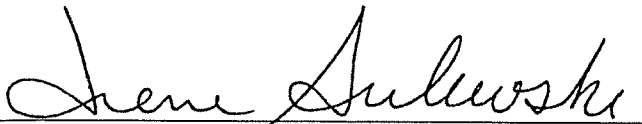
**Title of Job:** Archival Supplies

- 11 red land record books @ \$98/ea.....\$1,078
  - Letter size / red binders
- 1 ream of land record paper.....\$70

Delivery.....\$52

**TOTAL: \$1,200**

Signed: \_\_\_\_\_



Irene Sulewski, Municipal Account Specialist