

3 PRIMROSE STREET  
NEWTOWN, CT 06470  
TEL. (203) 270-4221

BOARD OF FINANCE  
MINUTES  
REGULAR MEETING

3 Primrose Street, Newtown - Newtown Municipal Center  
Tuesday, November 28, 2023 at 7:30 p.m.

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

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

Absent: Steven Csordas

Also Present: First Selectman, Dan Rosenthal, Finance Director, Bob Tait and five members of the public

Chair Madzula called the meeting to order at 7:30 p.m. Attendees saluted the American Flag.

**Voter Comments**

None

**Communications**

Chair Madzula spoke about various communications (see below).

**Minutes**

Erica Sullivan moved to approve the minutes from the November 13, 2023. Sandy Roussas seconded. All in favor and motion passes.

**First Selectman's Report**

The First Selectman shared the BOS approved the Town Hall Union contract. Steps were added. Cumulative impact is 2.75%.

**Finance Director's Report**

The Finance Director's Report shared the bond forecast for informational purposes only (see attached). Middle School HVAC project is in Year 3 of which \$8MM was added in Year 4.

**New Business**

*1. BOE Transfer request – Non Lapsing Fund*

Chair Madzula shared a correspondence from Tanja Vedas to approve the request (see below).

Sandy Roussas made a motion to approve \$120,653.13 for Reed Chiller restoration from the Non Lapsing account. Steve Goodridge seconded. All in favor and motion passes.

*2. Transfer, \$5,960 from various Salaries & Wages – Full Time accounts to other various Salaries & Wages – Full Time accounts*

Erica Sullivan made a motion to approve the transfer \$5,960 from various Salaries & Wages Full Time accounts to other various Salaries & Wages. Laura Miller seconded. All in favor and motion passes.

*3. Proposed BOS/BOE CIP*

You can view the CIP by going to [newtown-ct.gov](http://newtown-ct.gov) → Finance Department → Capital Improvement Plan (CIP)

Ms. Roussas shared her concern about the cost of the Middle School HVAC project and would like it removed from the CIP. Ms. Miller inquired what the alternative is for air quality. Ms. Sullivan commented this is only a placeholder. Mr. Goodridge agreed the number is quite large, but the key is to wait for the facilities study which will reveal a more accurate picture. The Finance Director shared he will make a note on a future bond forecast for the future board.

Erica Sullivan made a motion to approve the proposed combined BOS/BOE 2024-25 to 2028-29 CIP as presented. Sandy Roussas seconded. All in favor and motion passes.

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

*ARP- None*

*Recycling- None*

*CFF/CIP- Transportation drivers have returned with six subs. The new truck purchased has been picked up. HVAC grants are being worked on. HOM condenser project will be delayed until the Spring. BOE is working on it's budget.*

**Unfinished Business**

None

**Voter Comments**

None

**Announcements**

Chair Madzula thanked this Board for their service as well as The First Selectman and the Finance Director for their dedication and service.

**Adjournment**

Erica Sullivan made a motion to adjourn. Sandy Roussas seconded. All members were in favor and the meeting was adjourned 8:07 pm.

Respectfully submitted,  
Kiley Morrison Gottschalk, Clerk

**Attachments**

Communications

Finance Director Documents

Thank you  
Very truly yours,  
John S. Madzula II, Esq.  
[Jsmadzula2@gmail.com](mailto:Jsmadzula2@gmail.com)  
203-258-5751

Admitted to practice in CT, FL, MA, RI, US Supreme Court,& USCAVC

Hi,  
Please see the attached memo from Tanja Vadas regarding a request for funds from the Non-Lapsing account.  
Please contact Tanja should you have any questions.  
Thank you and have a nice weekend.  
Joanne

**Joanne Morris**

Business Office Assistant  
Newtown Public Schools  
3 Primrose Street  
Newtown, CT 06470  
Phone: (203) 426-7618  
Fax: (203) 270-6110  
Website: [www.newtown.k12.ct.us](http://www.newtown.k12.ct.us)

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Begin forwarded message:

**From:** Dan Rosenthal <[dan.rosenthal@newtown-ct.gov](mailto:dan.rosenthal@newtown-ct.gov)>  
**Date:** November 28, 2023 at 1:39:43 PM EST  
**To:** John Madzula <[jmbofnewtown@gmail.com](mailto:jmbofnewtown@gmail.com)>, Robert Tait <[robert.tait@newtown-ct.gov](mailto:robert.tait@newtown-ct.gov)>  
**Subject:** Fwd: Irrigation Justification

FYI, John. Please share with the BOF in response to Steve Csordas' question at our last meeting.

Thank you,  
Dan

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

**From:** Carl Samuelson <[carl.samuelson@newtown-ct.gov](mailto:carl.samuelson@newtown-ct.gov)>  
**Date:** Tue, Nov 28, 2023 at 1:38 PM  
**Subject:** Irrigation Justification  
**To:** Dan Rosenthal <[dan.rosenthal@newtown-ct.gov](mailto:dan.rosenthal@newtown-ct.gov)>, Mangold, Amy <[amy.mangold@newtown-ct.gov](mailto:amy.mangold@newtown-ct.gov)>

Dan,

Please see attached irrigation information you requested.

Regards,

**Carl Samuelson**  
Assistant Director, Parks  
Office: 203-270-4378 Cell: 203-948-2523

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**From:** "Hiscavich, Michelle" <[hiscavichm@newtown.k12.ct.us](mailto:hiscavichm@newtown.k12.ct.us)>

**Date:** November 20, 2023 at 8:37:23 AM EST  
**To:** John Madzula <[jsmbofnewtown@gmail.com](mailto:jsmbofnewtown@gmail.com)>  
**Subject: Re: Invitations - Winter Events**

Thank you John! I appreciate help and will get in touch with Sue.

Happy Thanksgiving!  
Michelle

On Fri, Nov 17, 2023 at 3:16 PM John Madzula <[jsmbofnewtown@gmail.com](mailto:jsmbofnewtown@gmail.com)> wrote:

I can send it all for you!

So generally you can always send to the chair (at this time it is me) then we circulate to our board members. Other than that; when the new term starts you can ask Sue M for a list of the members emails and then send to all via list serve  
Have a great weekend!

Very truly yours,

John S. Madzula [jsmbofnewtown@gmail.com](mailto:jsmbofnewtown@gmail.com)

On Nov 17, 2023, at 12:35 PM, Hiscavich, Michelle <[hiscavichm@newtown.k12.ct.us](mailto:hiscavichm@newtown.k12.ct.us)> wrote:

Hi John,

I am trying to send my invitations out to the various boards in town but not able to reach everyone with the way the town site is set up. Is it possible that you forward this with the attachments to the members of the Board of Finance? Is there a best way to do this in the future?

Here is my email message to everyone with attachments below:

Good Afternoon All,

On behalf of the Visual and Performing Arts, please accept this invitation to attend our winter events featuring students in all Newtown Public Schools. Over the next two months 1500 students will be performing in school concerts, plays, and various community celebrations. Our artists will be sharing art work in a Newtown coffee house, face painting for community service at Ann's Place Festival of Trees, and running a winter clothing drive. Add a CMEA Music Festival and the Scholastic Art Show at the University of Hartford and it makes for a very full season.

We hope you will be able to join us to experience the joy and pride of students, families, and friends. Attached you will find our official invitation, schedule of winter events, and flyers.

Thank you for your continued support of the arts for the children of Newtown.

Be well and Happy Thanksgiving,  
Michelle

Thank you for your help with this. Be well,  
Michelle

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Michelle Hiscavich  
Director of Visual and Performing Arts, Newtown Public Schools  
Newtown High School Fine Arts Dept. Chair  
NHS Orchestra Director

Newtown High School  
12 Berkshire Road  
Sandy Hook, CT 06482  
Phone: (203) 426-7646  
Fax: (203) 426-6573

[hiscavichm@newtown.k12.ct.us](mailto:hiscavichm@newtown.k12.ct.us)

<https://newtownmusicdept.weebly.com/overview.html>  
<https://hiscavichm.wixsite.com/nhs-fine-arts>



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**From:** Steven Goodridge <[sbgoodridge.bof@gmail.com](mailto:sbgoodridge.bof@gmail.com)>

**Date:** November 20, 2023 at 4:08:37 PM EST

**To:** John Madzula <[jsmbofnewtown@gmail.com](mailto:jsmbofnewtown@gmail.com)>

**Subject:** Fwd: Memo - Request for funds

John

I see you got the email on the Reed Chiller request and using BOE non-lapsing fund on it. Just making sure we have this on our next meeting agenda. Hope all is well

Steve G

Sent from my iPhone

Begin forwarded message:

**From:** "Plante, Alison" <[plantea\\_boe@newtown.k12.ct.us](mailto:plantea_boe@newtown.k12.ct.us)>

**Date:** November 17, 2023 at 3:15:37 PM EST

**To:** Steven Goodridge <[sbgoodridge.bof@gmail.com](mailto:sbgoodridge.bof@gmail.com)>

**Subject:** Fwd: Memo - Request for funds

Hi Steve - looks like the Reed chiller request is now moving. John separately acknowledged the request so this should land on the next BOF agenda.

Thanks for your assistance with this, and have a great weekend.

Alison

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

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

FISCAL YEAR	2023 - 2024	DEPARTMENT	Finance	DATE	11/6/23
FROM:	Account	Amount			
tax coll	101111400000-5110SALARIES & WAGES - FULL TIME	(623)	USE NEGATIVE AMOUNT		
town clerk	101111700000-5110SALARIES & WAGES - FULL TIME	(123)			
assessor	101111900000-5110SALARIES & WAGES - FULL TIME	(229)			
grants	101117500000-5110SALARIES & WAGES - FULL TIME	(203)			
bldg off	101124600000-5110SALARIES & WAGES - FULL TIME	(601)			
sr svcs	101142200000-5110SALARIES & WAGES - FULL TIME	(345)			
land use	101154900000-5110SALARIES & WAGES - FULL TIME	(3,836)			
TO:					
SOC SVS	101111100000-5110SALARIES & WAGES - FULL TIME	290	USE POSITIVE AMOUNT		
finance	101112000000-5110SALARIES & WAGES - FULL TIME	362			
tech	101112050000-5110SALARIES & WAGES - FULL TIME	674			
fire	101123200000-5110SALARIES & WAGES - FULL TIME	298			
hwy	101135000000-5110SALARIES & WAGES - FULL TIME	68			
p & r	101165500000-5110SALARIES & WAGES - FULL TIME	518			
registrar	101111800000-5580DUES, TRAVEL & EDUCATION	500			
tax coll	101111400000-5580DUES, TRAVEL & EDUCATION	1,000			
econ dev	101117400000-5580DUES, TRAVEL & EDUCATION	2,000			
land use	101154900000-5290OTHER EMPLOYEE BENEFITS	250			

**REASON:**

Transfer to and from various accounts totaling \$5,960:

Transfer is due to the new Town Hall Employee contract. The salary account budget amounts started with an estimated 2.75% increase. The average salary increase for 2023-24 in the contract is 2.75%. Transfers are required due to the new salary structure affecting positions +/- 2.75%.

Larger amount transferred from land use is due mainly to savings from turn over.

**AUTHORIZATION:**

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

**NEWTOWN PUBLIC SCHOOLS  
BUSINESS OFFICE**

**MEMORANDUM**

**DATE:** November 17, 2023  
**TO:** Board of Finance, Legislative Council  
**FROM:** Tanja Vadas, Director of Business, Christopher Melillo, Superintendent  
*Tanja Vadas*  
**SUBJECT:** Request of the Non-Lapsing Account Funds for Reed Chiller Restoration

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On September 20, 2023 the Legislative Council approved the BOE request for unexpended funds of \$184,274 from the 2022-2023 Board of Education Budget to be deposited in the BOE Non-lapsing account with \$100,000 going to special education and the balance to go into capital non-recurring.

The current available balance in the BOE Non-Lapsing Fund is \$220,936. This amount does not include the amount reserved for Special Education.

We respectfully request your approval to withdraw funds based on the following motion that was approved by the Board of Education on November 8, 2023.

Motion: Move that the Board of Education approve using \$120,653.13 from the Non-lapsing Account for the Reed chiller restoration.

We ask that the Board of Finance and the Legislative Council include this action in your next agenda. Thank you for your continued support.

Please contact me should you have any questions.

# TOWN OF NEWTOWN 2024-2025 CIP FIVE YEAR FORECAST - BOF WHAT IF

10/26/2023

## current yr 2024-25 TO 2028-29 CIP

	Current	Planned	Forecasted	Forecasted	Forecasted	Forecasted	Forecasted	Total Est.	Debt Service	Debt
Fiscal	Debt	2024 Bond	2025 Bond	2026 Bond	2027 Bond	2028 Bond	2029 Bond	Debt Service	Fiscal Year	Service
Years	Service	Issue	Issue	Issue	Issue	Issue	Issue	Total	General Fund	as a % of
Ending	Schedule	(03/15/2024)	(03/15/2025)	(03/15/2026)	(03/15/2027)	(03/15/2028)	(03/15/2029)		Budget	Budget
PRINCIPAL AMOUNT>>>	9,950,000	-	8,785,000	19,365,000	17,290,000	6,915,000	52,355,000	←	FIVE YEAR BORROWING AMOUNT	
					ADD \$8mm	***				
06/30/2024	9,799,232							9,799,232	129,026,038	7.59%
06/30/2025	9,677,666	947,750						9,825,416	131,606,559	7.47%
06/30/2026	9,001,418	925,250	-					9,926,668	134,238,690	7.39%
06/30/2027	8,473,569	902,750	-	879,250				10,255,569	136,923,464	7.49%
06/30/2028	7,491,515	880,250	-	857,250	1,986,663			10,715,678	139,661,933	7.67%
06/30/2029	6,602,758	857,750	-	835,250	1,935,738	1,815,950		12,047,446	142,455,172	8.46%
06/30/2030	6,346,508	835,250	-	813,250	1,884,813	1,768,375	742,613	12,390,808	145,304,275	8.53%
06/30/2031	6,169,274	812,750	-	791,250	1,833,888	1,720,800	722,775	12,050,737	148,210,361	8.13%
06/30/2032	5,315,656	790,250	-	769,250	1,782,963	1,673,225	702,938	11,034,281	151,174,568	7.30%
06/30/2033	4,717,265	767,750	-	747,250	1,732,038	1,625,650	683,100	10,273,053	154,198,059	6.66%
06/30/2034	4,496,723	745,250	-	725,250	1,681,113	1,578,075	663,263	9,889,673	157,282,020	6.29%

\* premium applied from debt service fund.

### Current Year Detail:

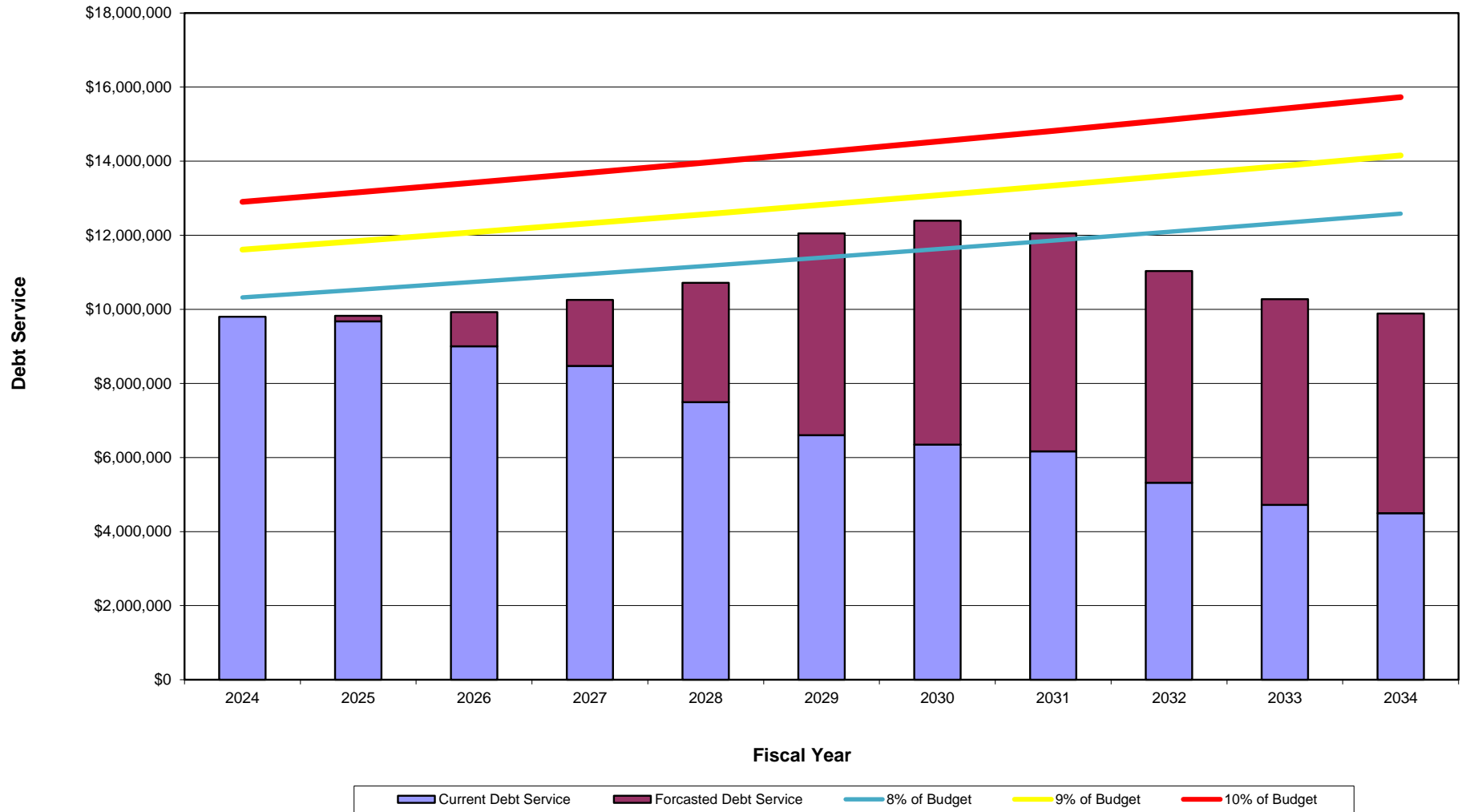
			Increase in Annual Debt Service:	Premium Applied *
SANDY HOOK MEMORIAL	50,000		2024-25	26,184
HAWLEY HVAC	4,000,000		2025-26	101,252
HIGH SCHOOL HVAC REPLACEMENT	1,100,000		2026-27	328,901
MUNICIPAL CENTER ROOF	1,550,000		2027-28	460,109
HEAD O'MEADOW CONDENSING	500,000		2028-29	1,331,768
GLEN RD CLEAN UP	200,000		2029-30	343,363
BRIDGE PROGRAM	950,000			
FIRE APPARATUS 22 23	600,000			
EDMOND TOWN HALL IMPROVEM	600,000			
LIB IMPR 2023	200,000			
MULTI PURPOSE HVAC REPL	200,000			
	9,950,000			

\*\*\* ADD \$8,000,000 TO MIDDLE SCHOOL PROJECT

11/20/2023



**TOWN OF NEWTOWN  
2022- 23 TO 2026-27 CIP EFFECT ON FUTURE DEBT SERVICE**



[illegible]

