

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

BOARD OF FINANCE
MINUTES
REGULAR MEETING
Council Chambers
3 Primrose Street
Newtown, CT 06470
Thursday, October 24, 2019 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

Present: Jim Gaston, Mark Boland, Sandy Roussas, Ned Simpson, Steve Hinden, Keith Alexander, Sandy Roussas and Mark Boland

Absent:

Also Present: First Selectman Rosenthal, one member of the public and one member of the press

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

Voter Comments

None

Communications

Chairman Gaston noted there is a request from the Economic and Community Development for permission to accept the award of a \$30,000 Grant from the Naugatuck Valley Council of Government's for the remediation of a property located at 28A Glen Road.

Sandy Roussas made a motion to add to the agenda the request from Economic and Community Development, permission to accept the award of a \$30,000 Grant from the Naugatuck Valley Council of Government's for the remediation of a property located at 28A Glen Road. Keith Alexander seconds. All in favor and motion passes.

Chairman Gaston noted an additional request from Economic and Community Development for permission to accept the award of a \$914,981 Grant from the State Economic Development Administration for the replacement of the sewer system on the Fairfield Hills campus.

Sandy Roussas made a motion to add to the agenda the request from Economic and Community Development, permission to accept the award of a \$914,981 Grant from the State Economic Development Administration for the replacement of the sewer system on the Fairfield Hills campus. Keith Alexander seconds. All in favor and motion passes.

Sandy Roussas monitored the BOE Teacher negotiations. There were five meetings and one mediation. The financial details of the contract are summarized as follows: three-year contract - YR 1: 3% general wage increase with no step movement; Yr 2: 1% general wage increase with step movement for a cost of 2.95%; and YR 3: 1.75% general wage increase only to top step with step movement for a cost of 2.96%. The total cost increase of the contract over 3 years is 8.91%. For medical insurance, YR 1: 23% premium contribution with a 2,000/4,000 deductible that is 50% funded by the BOE; YR 2: 23% premium contribution with a 2,250/4,500 that is 45% funded by the BOE; YR 3: 23.5% premium contribution with a 2,250/4,500 deductible that is 45% funded by the BOE. Premium contributions for dental insurance will follow the schedule of medical insurance premiums.

In addition, there were some other agreements made that add a total cost of \$59,412 per year over the life of the contract.

Minutes

Ned Simpson moves to approve the minutes of September 26, 2019. Sandy Roussas seconds. Steve Hinden requested the minutes from October 15, 2019 be amended. See below. All in favor of the amended minutes. Motion passes.

(Amendment to the October 15, 2019 BOF minutes)-- Steve Hinden commented that the overall view of the ten year debt percentage with only one year slightly over the 8.5% goal is consistent with the objective of the 9% cap and with the spirit of the 8.5% goal. Finance Director, Bob Tait, indicated that he felt the view of the debt services would not negatively affect our bond rating. Chairman Gaston shared that within the CIP 310 clause, the Town has an 8.5% goal and the cap is 9% debt policy. Moreover, there are many moving pieces within the years and over the years- it is a plan.

First Selectman's Report

The First Selectman attended the Public Building and Site to review the police project. The First Selectman is waiting on 3 bids. (There were 23 total bids). The plan is to have a GMP ready by November 6th. First Selectman Rosenthal is planning to have a joint meeting with BOS and Public Building and Site to vote on commencement of mobilizing the project. Mr. Rosenthal also answered a BOF question regarding which outfit is completing the HVAC work for this project. All State was the lowest bid.

The next Fairfield Hills Campus Community Conversation meeting for the public will be held on November 18th from 7p-8:15p at the Newtown High School Auditorium, which will focus on explaining the cost of the campus from it's history to present day. This will cover future anticipated expenses as well (the regular BOS Meeting will immediately follow).

Finance Director's Report

Finance Director, Bob Tait presented two debt service bonding views through handouts (see attached). The objective was to demonstrate the flexibility available. Both would be satisfactory to the Bond Rating agencies. Mr. Tait also reported that interest rates were predicted to be slightly higher over the years and that the presumptions included a 2% annual grand list appreciation and 2% annual budget increase.

Unfinished Business

CIP Policy

The Proposed Capital Improvement Plan Policy was discussed. Keith Alexander inquired whether a few matters in Section 310.10 should be further discussed. Ned Simpson shared some editing notes (see attached). He mentioned that he thought the language in 310.10C(2)(d) was unclear. Jim Gaston suggested language that reads "The appropriations request then if approved by the Legislative Council proceeds to the Board of Selectmen or referendum, depending upon the magnitude of the funds requested as per Charter." Also clarifying language was suggested in Section 310-7A(1) that suggests Boards promoting Capital Improvement Projects communicate with applicable Committees and Commissions that may have input or an interest in the project such as Building and Site and Renewable Energy, etc. This should be done at an earlier stage than at final appropriation per section 310.10. (this matter was further discussed).

Sandy Roussas moved approval of the CIP Policy as amended and move to the Legislative Council. Keith Alexander seconds. All in favor and motion passes unanimously.

Debt Policy

Debt Policy Tabled

Proposed CIP 2020-21 to 2024-25 (see attached)

Chairman Gaston noted there are a number of outstanding written questions posed to the BOE; therefore, the 2020/2021-2024/2025 CIP will continue to the next Board of Finance meeting.

Mr. Simpson spoke with the BOE regarding Sustainable Energy. He noted the questions should come through the BOF to streamline the process. Mr. Alexander commented the BOE should speak with Sustainable Energy prior to coming to the BOF. The First Selectman agreed.

In addition, Mr. Simpson shared a proposal regarding a proposed demolition schedule and cost of Fairfield Hills (see attached). Discussion occurred around the notion that the public is not necessarily aware of the consequences and direct implication if housing is not considered within Fairfield Hills Master Plan given the state of the buildings as well as the variation of proposed budget. First Selectman Rosenthal indicated he thought such a suggestion was putting the cart before the horse and Mr. Simpson's numbers were not completely accurate. Mark Boland indicated he had no objection putting a placeholder number for proposed demolitions in years 6-10. Steve Hinden commented that place holders should have some further accuracy. Chairman Gaston and Keith Alexander expressed similar opinions that there was significant missing information including the costs of demolition and the views of the Fairfield Hills Authority and Board of Selectmen as to the order of buildings demolished, the potential apartment question and public's view. Further, the typical process is for the Board of Selectmen and Board of Education to originate the respective Capital Improvement Plan projects so that proper vetting, public participation and planning moves forward. It would be a unique circumstance where a Capital Improvement Plan originated from the Board of Finance.

Mr. Boland asked the First Selectman about asbestos and the level of confidence he has regarding the actual numbers presented.

Mr. Alexander stressed the idea that the Town should understand what the obligation of having purchased Fairfield Hills is. Moreover, people need to be aware of how much it will cost the Town based on the choices they make in the near future regarding Fairfield Hills Master Plan. Mr. Alexander commented that it is not the job of the BOF to speculate numbers of specific items on the CIP and any additional amount would be a number that would likely also change over the 10 years of the CIP.

Ms. Roussas posed the question regarding the Bridge Replacement Program line item to the First Selectman specific to the Meadowbrook Bridge project. The Town has a \$400,000 place holder for bridge replacement; however, the \$400,000 does not reflect the actual cost of the replacement. Moreover, a grant for this project is possible. The First Selectman also mentioned the bidding process for the Emergency Communications Project is a state bid. The estimated cost of the Emergency Communications Project is on the higher end with the hope the cost decreases.

New Business

Chairman noted the request from Economic and Community Development for permission to accept the award of a \$914,981 Grant from the State Economic Development Administration for the replacement of the sewer system on the Fairfield Hills campus

Sandy Roussas made a motion to accept the award in the amount of \$914, 981 grant from the State Economic Development Administration for the replacement of the sewer system on the Fairfield Hills campus as reflected on the financial impact statement dated October 16, 2019. Steve Hinden seconds. All in favor and motion passes.

Economic and Community Development, permission to accept the award of a \$30,000 Grant from the Naugatuck Valley Council of Government's for the remediation of a property located at 28A Glen Road

Ned Simpson made a motion the request of the Economic and Community Development be granted permission to accept the award of \$30,000 from Naugatuck Valley Council of Government's for the remediation of a property located at 28A Glen Road. Sandy Roussas seconds. All in favor and motion passes.

Voter Comments

None

Announcements

None

Adjournment

Sandy Roussas made a motion to adjourn. Keith Alexander seconds. All members were in favor and the meeting was adjourned at 9:24p.

Respectfully submitted,
Kiley Gottschalk, Clerk

Attachments

Changes to Newtown Code Section 310 Capital Improvement Plan

Questions regarding Proposed CIP 2020-21 to 2024-25

Request from Economic & Community Development, Permission to accept the Award of a \$30,000 Grant

Request from Economic & Community Development, Permission to accept the Award of a \$914,981 Grant

Combined Board of Selectman/Board of Education Proposed 2020-21 to 2024-25 CIP

Five Year Debt Forecast Finance Director Proposed Bonded Amounts

Five Year Debt Forecast Using BOS/BOE Combined Proposed Plans

BOF Approved CIP

Town of Newtown – Board of Finance
Changes to Newtown Code Section 310 Capital Improvement Plan

At their November 5, 2018 meeting the BOS approved draft document replacing Section 310 regarding the Capital Improvement Plan. Over a series of meetings the BOF considered revisions to Section 310. In the summer of 2019 the working draft was sent to the BOS and BOE for their comments. The BOE sent a September 18, 2019 letter with comments which were accommodated into the draft. BOS comments were conveyed by their minutes August 19, 2019 meeting. The October 20 version is to be forwarded to Legislative Council for approval.

Changes to Section 310

1. Definition of CIP items. Conform to "Capital Asset/Project"
2. Threshold for inclusion was changed to \$200,000, recognizing that there are circumstances where an item under the threshold needs to be in the CIP. e.g. to show matching funds for grand application.
3. Time span of the plan approve was left at 5 years, However, 10 years projection will be included in BOS and BOE submissions. 5 years is in the Charter
4. Majority BOF and LC vote for additions was left in the policy.
5. Changes were made to be much more careful with additions or changes to Year 1.
6. A new provision was added for newly Elected First Term First Selectman Submittal
7. The process calendar was updated to reflect recent practice
8. Wording was added to discourage bundling of items into a CIP Capital Asset/Project

Other Topics Discussed but Not Reflected in this draft

1. Section 310-10 Capital Asset/Project Process
2. 210-7.H: BOE commented: This paragraph is somewhat confusing when compared to the order of events in "Capital Improvement Plan Timing/Schedule in Section 310-5 – does the Finance Director prepare and integrate the combined CIP before or after the BOS/BOE present to the BOF? This is an important point, as in, who is responsible for the oversight of integrating projects from the town and the BOE?
3. 310-10.2.c and d: BOE comment: Parts c and d of this process don't seem to follow
4. Section 310-10.D: BoE commented: If the BOE is not responsible for management of educational projects, as the BOE is suggesting, it would be useful to elaborate on this process - if PB&S determines that it is unable to take on the responsibility, whose responsibility is it and how is this communicated?
- 5.

Questions regarding Proposed CIP 2020-2021 to 2024-2025

Ned Simpson

October 22, 2019

Recommendations to Add Demolition of Fairfield Hills Buildings

The original 2005 FFH Master Plan called for the demolition of a number of buildings. It also identified a number of buildings for potential reuse. However, "The assumption is that such re-use will be committed within five years of plan approval. If the five-year period expires and no active, feasible proposals for re-use have been committed, the buildings should be programmed for demolition." The 2019 FFH Master Plan Review Committee recommends that "buildings with no potential re-use be razed as soon as possible." It is time to put the demolition of the unused building remaining at FFH on the ten year CIP. The Proposed BOS CIP presented to the BOF October 15, 2019 (see below) identifies \$10.5m for FFH Building remediation & demolition/infrastructure. This is considered by many as too little money for all the demolition and restoration needed at FFH. The motion below would total \$27.5m for the demolition of the remaining unused FFH buildings. Most of the building sites should be grassed over. However, a master plan for sidewalks and parking should be developed for implementation as various buildings are torn down.

Move the addition of the following to the 2020-2021 to 2024-2025 CIP

Year 2 - 2021/22

Title	Amount	Description	Justification
Demolish Norwalk Hall	\$3,000,000	Abate hazardous material, demolish and grass over the Norwalk Hall site	Demolition called for since the original 2005 FFH Master Plan. In addition to natural deterioration of a building abandoned for over 25 years, this building was used for training exercised by the CT State Police

Year 3 - 2022/23

Title	Amount	Description	Justification
Demolish Plymouth Hall	2,000,000	Abate hazardous material, salvage architectural elements, and demolish Plymouth Hall. Create a parking area over the site (unpaved, unmarked and not plowed of snow) Add sidewalks connecting the Community Center/Senior Center and along Keating Farms Ave.	Original 2005 FFH Master Plan called for renovation to be used as a Community Center. With the new Community Center/Senior Center there is no longer a viable use. As a safety hazard, it is located at one of the most highly trafficked areas of FFH.

Year 4 - 2023/24

Title	Amount	Description	Justification
Demolish Stamford Hall	2,000,000	Abate hazardous material, salvage architectural elements, and demolish Stamford Hall. Grass over and add sidewalks along the east side of Keating Farms Ave.	Original 2005 FFH Master Plan called for demolition. The basement has been flooded for decades and is a major safety hazard.

Questions regarding Proposed CIP 2020-2021 to 2024-2025

Ned Simpson

October 22, 2019

Year 5 - 2024/25

Title	Amount	Description	Justification
FFH Band Shell or Gazebo	1,500,000	Site engineering, remediation of legacy above and below ground infrastructure, grading, electrical and construction	One of the highest priorities voiced in the survey conducted by the 2019 FFH Master Plan Review Comm..

Year 6 - 2025/26

Title	Amount	Description	Justification
Demolish Kent Hall	6,000,000	Abate hazardous material, salvage architectural elements, and demolish Kent Hall. Grass over and add some parking for fairs. Add sidewalks along D. G. Beers Boulevard	In the original 2005 FFH Master Plan, Kent was considered a "Maybe" for reuse. Since then it has deteriorated to a major safety hazard adjacent to the site of many fairs/exhibits/carnival/sports

Year 7 - 2026/27

Title	Amount	Description	Justification
Demolish Shelton House	5,500,000	Abate hazardous material, salvage architectural elements, and demolish Shelton House. Grass over and add some parking for the farmers market. Add sidewalks	In the original 2005 FFH Master Plan, Shelton House was considered a "Maybe" for reuse. Since then it has deteriorated to a major safety hazard

Year 8 - 2027/28

Title	Amount	Description	Justification
Demolish Cochran House	7,400,000	Abate hazardous material, salvage architectural elements, and demolish Cochran House. Grass over and add parking for the sports fields. Add sidewalks	Is the newest campus building, but the original 2005 FFH Master Plan called for its demolition

Year 9 - 2029/29

Title	Amount	Description	Justification
Demolish Washington Circle Duplexes	1,600,000	Abate hazardous material, salvage architectural elements, demolish and grass over	In the original 2005 FFH Master Plan the duplexes were considered keepers. If not renovated and in use by this time, there is no hope for these buildings

Questions regarding Proposed CIP 2020-2021 to 2024-2025

Ned Simpson

October 22, 2019

Year 10 - 2029/30

Title	Amount	Description	Justification
Demolish Newtown Hall	2,000,000	Abate hazardous material, salvage architectural elements, demolish and grass over. Complete the FFH sidewalk master plan	In the original 2005 FFH Master Plan the Newtown Hall was considered a keeper. If not renovated and in use by this time, there is no hope for these buildings

		BOS Proposed 10/15/2019	Proposed Motion BOF 10/24/2019
Year 1	20/21		
Year 2	21/22		\$ 3,000,000
Year 3	22/23	\$ 2,000,000	\$ 2,000,000
Year 4	23/24	\$ 1,500,000	\$ 2,000,000
Year 5	24/25		\$ 1,500,000
Year 6	25/26	\$ 2,000,000	\$ 6,000,000
Year 7	26/27	\$ 2,000,000	\$ 5,500,000
Year 8	27/28	\$ 3,000,000	\$ 7,400,000
Year 9	28/29		\$ 1,600,000
Year 10	29/30		\$ 2,000,000
		\$ 10,500,000	\$ 31,000,000

Table 1

Questions regarding Proposed CIP 2020-2021 to 2024-2025

Ned Simpson

October 22, 2019

Year	Capital Asset/Project	5 Year Total	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	5 years beyond
2015-16	FFH Building Demolition	\$11,500,000	\$3,500,000	\$3,500,000	\$3,500,000		\$1,000,000						
2016-17	FFH Building Remediation /Demolition	\$6,500,000		\$2,500,000	\$2,500,000	\$500,000	\$1,000,000						
2017-18	FFH Building Remediation /Demolition	\$7,000,000			2 Years Out		\$1,000,000	\$3,000,000	\$3,000,000				
2018-19	FFH Building Remediation /Demolition	\$4,000,000				3 Years Out			\$2,000,000	\$2,000,000			
2019-20	FFH Building Remediation & Demo /Infrastructure	\$3,500,000					3 Years Out			\$2,000,000	\$1,500,000		\$7,000,000
2020-21	FFH Building Remediation & Demo /Infrastructure	\$3,500,000						2 Years Out		\$2,000,000	\$1,500,000		\$7,000,000
2020-21 IIS	NJS: FFH Building Demo & Infrastructure	\$8,500,000						1 Year Out	\$3,000,000	\$2,000,000	\$2,000,000	\$1,500,000	\$22,500,000

A REQUEST, FROM ECONOMIC & COMMUNITY DEVELOPMENT, PERMISSION TO ACCEPT THE AWARD OF A \$30,000 GRANT FROM THE NAUGATUCK VALLEY COUNCIL OF GOVERNMENT'S FOR THE REMEDIATION OF A PROPERTY LOCATED AT 28A GLEN ROAD.

Proposed 28A Glen cleanup grant

The Naugatuck Valley Council of Government's (NVCOG) Brownfields Revolving Loan Fund has awarded a grant of \$30,000 to the Town of Newtown for the remediation of a property located at 28A Glen Road. Specifically, the funds will be used to dispose of drums, other containers, and associated hazardous and miscellaneous materials at the site. The Town will be expected to match 10% of the funds granted. The matching funds will be in kind representing employee time spent on the project.

NVCOG Brownfields Program

NVCOG identifies, secures, and implements brownfields funding.

Projects are a hybrid of economic and environmental planning and are funded by the U.S. Environmental Protection Agency (EPA) and by the Connecticut Department of Economic and Community Development.

The Connecticut Department of Energy and Environmental Protection is NVCOG's partner and guide.

NVCOG staff research site history, shape the project strategy and scope, identify potential sources of funding, procure environmental contractors, and oversee implementation of funding.

Licensed Environmental Professionals (LEPs) and their environmental teams work on the ground to assess or remediate brownfield sites

The brownfields process, step-by-step:

- Research site ownership, past uses, and environmental records to determine funding eligibility and potential sources of contamination
- Test and analyze soil and groundwater conditions
- Clean-up contamination to State and Federal standards in accordance with planned reuse
- Guide site through reuse and redevelopment
- Apply for Funding:
- NVCOG Brownfields Pre-Application

Funding is currently available for limited assessment and clean-up activities. Municipalities, non-profits, and parties interested in purchasing and/or developing a brownfield site are eligible.

List of Newtown funded sites:

	<u>SITE NAME</u>	<u>LOCATION</u>
NVCOG Newtown	Sandy Hook Auto	7-9 Glen Road
NVCOG Newtown	28 Glen Road	28 Glen Road
NVCOG Newtown	Batchelder	44 Swamp Road
NVCOG Newtown	Fairfield Hills	0 Old Farm Road
NVCOG Newtown	Fairfield Hills	21 Wasserman Way
NVCOG Newtown	Fairfield Hills	46 Mile Hill Road

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT ECONOMIC & COMMUNITY DEVELOPMENT

PROJECT: NAUGATUCK VALLEY COUNCIL OF GOVT'S REMEDIATION GRANT.

PROPOSED APPROPRIATION AMOUNT: \$ 30,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	30,000
OTHER	\$	-
	<u>\$</u>	<u>30,000</u>

ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):

List any financial impact your request will have on the Town's annual operating budget.
Attach spreadsheet(s) showing your calculation of the estimated impact.

EXPENDITURE CATEGORY:	<small>**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**</small>	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS		_____	_____
PROFESSIONAL SERVICES		_____	_____
CONTRACTED SERVICES		_____	_____
REPAIRS & MAINTENANCE		_____	_____
UTILITIES		_____	_____
OTHER		_____	_____
DEBT SERVICE (1st year)		_____	_____
TOTAL IMPACT ON EXPENDITURES		<u>\$ -</u>	_____

REVENUE CATEGORY:		POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES		_____	_____
CHARGES FOR SERVICES (FEES)		_____	_____
OTHER		_____	_____
TOTAL IMPACT ON REVENUES		<u>\$ -</u>	_____

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ -

EQUIVALENT MILL RATE OF TOTAL IMPACT

(using current year's information)

0.0000 mills

COMMENTS:

GRANT TO BE USED FOR THE REMEDIATION OF A PROPERTY LOCATED AT 28A GLEN ROAD. PLEASE SEE ATTACHED FOR A MORE DETAILED DESCRIPTION.

NO IMPACT ON THE GENERAL FUND. 10% MATCH WILL BE FUNDED FROM EXISTING BUDGET.

PREPARED BY: _____

DATE: 10/16/2019

TO: BOF, LC

A REQUEST, FROM ECONOMIC & COMMUNITY DEVELOPMENT, PERMISSION TO ACCEPT THE AWARD OF A \$914,981 GRANT FROM THE STATE ECONOMIC DEVELOPMENT ADMINISTRATION FOR THE REPLACEMENT OF THE SEWER SYSTEM ON THE FAIRFIELD HILLS CAMPUS..

Grant:

EDA Public Works Program

Project Name:

Fairfield Hills Sewer Infrastructure Improvement Project

Project Description:

The Fairfield Hills Sewer Infrastructure Improvement Project will abandon the existing sewer mains and replace them with a more efficient and stable sanitary sewer system. The mains which have exceeded their useful life (estimated over 80-years old) and are located as much as 25 to 30 feet underground,

The overall purpose of the project is to create an efficient, stable and secure sanitary sewer system to support existing campus entities and encourage economic development.

In addition, replacement of the sanitary sewer system will ensure the protection of the Deep Brook Preserve (classified by the State of CT as a Class 1 Wild Trout Management Area), the Pootatuck River and Pootatuck Aquifer (a federally protected sole source aquifer).

Total Project Cost:

\$1,829,963

Grant Award:

\$ 914,981

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT ECONOMIC & COMMUNITY DEVELOPMENT

PROJECT: FAIRFIELD HILLS SEWER INFRASTRUCTURE IMPROVEMENT

PROPOSED APPROPRIATION AMOUNT: \$ 1,829,963

PROPOSED FUNDING:

BONDING	
GRANT	\$ 914,981
OTHER	\$ 914,982
	<u>\$ 1,829,963</u>

ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):

**List any financial impact your request will have on the Town's annual operating budget.
Attach spreadsheet(s) showing your calculation of the estimated impact.**

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS		***	
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES		60,000	
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		<u>\$ 60,000</u>	

REVENUE CATEGORY:	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES		
CHARGES FOR SERVICES (FEES)		
OTHER		
TOTAL IMPACT ON REVENUES	<u>\$ -</u>	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 60,000

EQUIVALENT MILL RATE OF TOTAL IMPACT

(using current year's information)

0.0195 mills

COMMENTS:

THE SEWER SYSTEM ON THE FAIRFIELD HILLS CAMPUS IS AN AGING SYSTEM. A GRANT OPPORTUNITY HAS COME UP PROVIDING FOR 50% OF THE COST. THE TOWN HAS TO MATCH THE GRANT.

OTHER FUNDING CATEGORY IS WATER/SEWER AUTHORITY BONDS TO BE REPAID BY ANNUAL SEWER ASSESSMENTS. THE TOWN WILL BE THE MAJOR PAYOR OF THE SEWER ASSESSMENTS. THE AVERAGE ANNUAL SEWER ASSESSMENT WILL BE AROUND \$60,000.

PREPARED BY:



DATE: 10/16/2019

TO: BOF, LC

Town of Newtown

Combined Board of Selectmen/Board of Education Proposed 2020-21 to 2024-25 CIP

(w/ 5 additional years to 2029-30 for planning purposes)



10/24/2019

INDEX:

<u>PAGE</u>	<u>DESCRIPTION</u>
1	Board of Selectmen / Board of Education 2019-20 Combined CIP (Five Years)
2	Projects & Funding Sources by Department (Ten Year Plan)
7	Expenditures and Sources Summary (Five Years)

Department Project Detail

8	Board of Education
18	Economic & Community Development
23	Edmond Town Hall Board of Managers
28	Emergency Communications
34	Fairfield Hills Authority
36	Board of Fire Commissioners
38	Library
42	Parks & Recreation
43	Police
44	Public Works
49	Sandy Hook Permanent Memorial
50	Water / Sewer Authority

TOWN OF NEWTOWN						
COMBINED BOARD OF SELECTMEN / BOARD OF EDUCATION PROPOSED CIP - (2020 - 2021 TO 2024 - 2025)						
RANK	2020 - 2021 (YEAR ONE)		Proposed Funding			
		Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW 3,000,000	750,000		2,250,000	
	Bridge Replacement Program	PW 400,000	400,000			
	New Police Facility	POLICE 4,000,000	4,000,000			
	Emergency Radio System Upgrades	ECC 2,500,000	2,500,000			
	Fairfield Hills Sewer Infrastructure Improvement	SEWER 1,829,963		914,981		914,982
	Town Match - Grants (contingency)	ECON DEV 200,000				200,000
	Edmond Town Hall Exterior Renovations	ETH 268,000	268,000			
	BOARD OF EDUCATION					
	Hawley - Ventilation and HVAC Renovations	BOE 3,962,000	3,962,000			
	TOTALS	>>>>>>> 16,159,963	11,880,000	914,981	2,250,000	1,114,982
RANK	2021 - 2022 (YEAR TWO)		Proposed Funding			
		Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW 3,000,000	500,000		2,500,000	
	Bridge Replacement Program	PW -	-			
	Emergency Radio System Upgrades	ECC 5,041,933	5,041,933			
	Sandy Hook Permanent Memorial	SH MEM 2,000,000	2,000,000			
	Town Match - Grants (contingency)	ECON DEV 200,000				200,000
	Clean Up of 7 & 28A Glen Road	ECON DEV 200,000	200,000			
	Library Renovations / replacements / upgrades	LIB 750,000	750,000			
	BOARD OF EDUCATION					
	High School - Replace/Restore Stadium Turf Field	BOE 1,191,016	1,191,016			
	Middle School - Improvements	BOE 3,475,632	3,475,632			
	TOTALS	>>>>>>> 15,858,581	13,158,581	-	2,500,000	200,000
RANK	2022 - 2023 (YEAR THREE)		Proposed Funding			
		Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW 3,000,000	250,000		2,750,000	
	Bridge Replacement Program	PW 400,000	400,000			
	Replacement of Fire Apparatus	FIRE 535,000	535,000			
	Sandy Hook Permanent Memorial	SH MEM 2,000,000	2,000,000			
	Town Match - Grants (contingency)	ECON DEV 200,000				200,000
	Building Remediation & Demo / Infrastructure	FHA 2,000,000	2,000,000			
	Edmond Town Hall Upgrades & Renovations - Theatre	ETH 250,000	250,000			
	Edmond Town Hall Parking Lot Improvements	ETH 450,000	450,000			
	Library Renovations / replacements / upgrades	LIB 650,000	650,000			
	BOARD OF EDUCATION					
	Reed - Install High Efficiency Gas Boilers & LED Lighting	BOE 1,452,730	1,452,730			
	TOTALS	>>>>>>> 10,937,730	7,987,730	-	2,750,000	200,000
RANK	2023 - 2024 (YEAR FOUR)		Proposed Funding			
		Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW 3,000,000	-		3,000,000	
	Bridge Replacement Program	PW 400,000	400,000			
	Multi-Purpose Building Improvements	PW 413,000	413,000			
	Municipal Center - Roof Remediation & Replacement	PW 1,000,000	1,000,000			
	Replacement of Fire Apparatus	FIRE 800,000	800,000			
	Town Match - Grants (contingency)	ECON DEV 200,000				200,000
	Building Remediation & Demo / Infrastructure	FHA 1,500,000	1,500,000			
	Lake Lillinonah Park Improvements	P & R 500,000				500,000
	BOARD OF EDUCATION					
	Head O'Meadow - Boiler Plant & Lighting	BOE 997,672	997,672			
	TOTALS	>>>>>>> 8,810,672	5,110,672	-	3,000,000	700,000
RANK	2024 - 2025 (YEAR FIVE)		Proposed Funding			
		Amount Requested	Bonding	Grants	General Fund	Other
	Capital Road Program	PW 3,100,000	-		3,100,000	
	Town Match - Grants (contingency)	ECON DEV 200,000				200,000
	BOARD OF EDUCATION					
	Middle Gate Elementary - Window Modifications	BOE 1,000,000	1,000,000			
	Hawley Elementary - New Generator	BOE 1,000,000	1,000,000			
	TOTALS	>>>>>>> 5,300,000	2,000,000	-	3,100,000	200,000
GRAND TOTALS		57,066,946	40,136,983	914,981	13,600,000	2,414,982

Town of Newtown, Connecticut
Capital Improvement Plan

'20/'21 thru '29/'30

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	Total
Board of Education												
Hawley - Ventilation and HVAC Renovations	BOE-03	3,962,000										3,962,000
Bonding		3,962,000										3,962,000
High School - Replace / Restore Stadium Turf	BOE-04		1,191,016									1,191,016
Bonding			1,191,016									1,191,016
Middle School Improvements	BOE-05		3,475,632									3,475,632
Bonding			3,475,632									3,475,632
Reed - Install Gas Boiler / LED Lighting	BOE-06			1,452,730								1,452,730
Bonding				1,452,730								1,452,730
Head O'Meadow - Boiler Plant & Lighting	BOE-07				997,672							997,672
Bonding					997,672							997,672
Hawley - New Generator	BOE-08					1,000,000						1,000,000
Bonding						1,000,000						1,000,000
Middle Gate - Window Modifications	BOE-09					1,000,000						1,000,000
Bonding						1,000,000						1,000,000
Purchase Real Estate Adjacent to Hawley School	BOE-11						450,000					450,000
Bonding							450,000					450,000
High School - Fuel Cell	BOE-12							848,000				848,000
Bonding								848,000				848,000
High School - Practice Field Facilities & Storage	BOE-13						954,000					954,000
Bonding							954,000					954,000
Hawley - Elevator to Café	BOE-14							300,000				300,000
Bonding								300,000				300,000
Head O'Meadow - New Gas & Water Lines	BOE-15							3,180,000				3,180,000
Bonding								3,180,000				3,180,000
Reed - New Roof, Solar panels remove and reinstall	BOE-16							3,500,000				3,500,000
Bonding								3,500,000				3,500,000

Department	Project #	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	Total
Middle School - Complete Kitchen Renovation	BOE-17							750,000				750,000
Bonding								750,000				750,000
High School - New Roof / Restoration	BOE-18							2,756,000				2,756,000
Bonding								2,756,000				2,756,000
Hawley - Classroom Renovations '21 section	BOE-19								954,000			954,000
Bonding									954,000			954,000
Middle Gate - Pave Parking Lot, Curbing, Sidewalks	BOE-20								1,300,000			1,300,000
Bonding									1,300,000			1,300,000
Head O'Meadow - New Roofing / Restoration	BOE-21								2,544,000			2,544,000
Bonding									2,544,000			2,544,000
Reed - Repave Parking Lot, Curbing, Sidewalks	BOE-22								2,000,000			2,000,000
Bonding									2,000,000			2,000,000
Middle School - Library & Science Lab Renovations	BOE-23								3,500,000			3,500,000
Bonding									3,500,000			3,500,000
High School - Athletic Field House and Storage	BOE-24								1,590,000			1,590,000
Bonding									1,590,000			1,590,000
Hawley - Repave Parking Lot, Curbing, Sidewalks	BOE-25									1,300,000		1,300,000
Bonding										1,300,000		1,300,000
Middle Gate - Complete Kitchen Renovation	BOE-26									375,000		375,000
Bonding										375,000		375,000
Head O'Meadow - Replace / Update A/C	BOE-27									5,830,000		5,830,000
Bonding										5,830,000		5,830,000
Middle School - Parking Lot, Curbing, Sidewalks	BOE-28									1,590,000		1,590,000
Bonding										1,590,000		1,590,000
High School - HVAC Equipment Replacements	BOE-29										5,000,000	5,000,000
Bonding											5,000,000	5,000,000
Board of Education Total		3,962,000	4,666,648	1,452,730	997,672	2,000,000	1,404,000	11,334,000	11,888,000	9,095,000	5,000,000	51,800,050
Economic Development												
Clean up of 7 & 28A Glen Road	EDC - 1		200,000									200,000
Bonding			200,000									200,000
Town Match - Grants (contingency)	EDC - 2	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000		1,800,000
Other		200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000		1,800,000

Department	Project #	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	Total
Economic Development Total		200,000	400,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000		2,000,000
Edmond Town Hall												
Edmond Town Hall Exterior Renovations	ETH - 1	268,000										268,000
Bonding		268,000										268,000
Edmond Town Hall Upgrades & Renovations - Theatre	ETH - 2			250,000								250,000
Bonding				250,000								250,000
Edmond Town Hall - Parking Lot Improvements	ETH - 3			450,000								450,000
Bonding				450,000								450,000
Edmond Town Hall Building Renovations	ETH - 4						550,000					550,000
Bonding							550,000					550,000
ETH Space Revitalization/Elevator Removal	ETH - 5								550,000			550,000
Bonding									550,000			550,000
ETH plumbing/radiator renewal/LC access	ETH - 6									500,000		500,000
Bonding										500,000		500,000
Edmond Town Hall Total		268,000		700,000			550,000		550,000	500,000		2,568,000
Emergency Comm Ctr												
Emergency Radio System Upgrades	ECC - 1	2,500,000	5,041,933									7,541,933
Bonding		2,500,000	5,041,933									7,541,933
Emergency Comm Ctr Total		2,500,000	5,041,933									7,541,933
FHA												
Building remediation & demo/infrastructure	FHA-1			2,000,000	1,500,000		2,000,000	2,000,000	3,000,000			10,500,000
Bonding				2,000,000	1,500,000		2,000,000	2,000,000	3,000,000			10,500,000
FHA Total				2,000,000	1,500,000		2,000,000	2,000,000	3,000,000			10,500,000
Fire												
Replacement of Fire Apparatus	Fire - 1			535,000	800,000		750,000	770,000	790,000			3,645,000
Bonding				535,000	800,000		750,000	770,000	790,000			3,645,000
New Generators and Transfer Switches	Fire - 2									240,000		240,000
Bonding										240,000		240,000
Fire Total				535,000	800,000		750,000	770,000	790,000	240,000		3,885,000

Department	Project #	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	Total
Library												
Library Building & Grounds Upgrades/Reno/Expansion	LIB-1		750,000	650,000			1,000,000		450,000			2,850,000
Bonding			750,000	650,000			1,000,000		450,000			2,850,000
Library Total			750,000	650,000			1,000,000		450,000			2,850,000
Parks & Recreation												
Treadwell Artificial Turf & Lighting Replacement	P & R - 3						800,000					800,000
Bonding							250,000					250,000
Other							550,000					550,000
Rail Trail - Batchelder Park	P & R - 4						1,400,000					1,400,000
Grants							1,400,000					1,400,000
Lake Lillionah Park Improvements	P & R - 5				500,000							500,000
Other					500,000							500,000
Parks & Recreation Total					500,000		2,200,000					2,700,000
Police												
Police Facility	Pol -1	4,000,000										4,000,000
Bonding		4,000,000										4,000,000
Police Total		4,000,000										4,000,000
Public Works												
Capital Road Program	PW - 1	3,000,000	3,000,000	3,000,000	3,000,000	3,100,000	3,150,000	3,200,000	3,250,000	3,300,000	3,350,000	31,350,000
Bonding		750,000	500,000	250,000								1,500,000
General Fund		2,250,000	2,500,000	2,750,000	3,000,000	3,100,000	3,150,000	3,200,000	3,250,000	3,300,000	3,350,000	29,850,000
Bridge Replacement Program	PW - 2	400,000		400,000	400,000		400,000	400,000	400,000	400,000	400,000	3,200,000
Bonding		400,000		400,000	400,000		400,000	400,000	400,000	400,000	400,000	3,200,000
Multi-Purpose Building Improvements	PW - 3				413,000							413,000
Bonding					413,000							413,000
Municipal Center - Roof Remediation & Replacement	PW - 4				1,000,000							1,000,000
Bonding					1,000,000							1,000,000
Truck Washing Station	PW - 5							550,000				550,000
Bonding								550,000				550,000
Public Works Site & Salt Storage Improvements	PW - 6							600,000				600,000
Bonding								600,000				600,000
Transfer Station Improvements	PW - 7							400,000				400,000
Bonding								400,000				400,000

Department	Project #	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	Total
Public Works Total		3,400,000	3,000,000	3,400,000	4,813,000	3,100,000	3,550,000	5,150,000	3,650,000	3,700,000	3,750,000	37,513,000
S.H. Permanent Memorial Comm												
Sandy Hook Permanent Memorial	FS - 1		2,000,000	2,000,000								4,000,000
Bonding			2,000,000	2,000,000								4,000,000
S.H. Permanent Memorial Comm Total			2,000,000	2,000,000								4,000,000
Water & Sewer Authority												
Fairfield Hills Sewer Infrastructure Improvement	226	1,829,963										1,829,963
Grants		914,981										914,981
Other		914,982										914,982
Water & Sewer Authority Total		1,829,963										1,829,963
GRAND TOTAL		16,159,963	15,858,581	10,937,730	8,810,672	5,300,000	11,654,000	19,454,000	20,528,000	13,735,000	8,750,000	131,187,946

Town of Newtown, Connecticut

Capital Improvement Plan

'20/'21 thru '24/'25

EXPENDITURES AND SOURCES SUMMARY

Department	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Board of Education	3,962,000	4,666,648	1,452,730	997,672	2,000,000	13,079,050
Economic Development	200,000	400,000	200,000	200,000	200,000	1,200,000
Edmond Town Hall	268,000		700,000			968,000
Emergency Comm Ctr	2,500,000	5,041,933				7,541,933
FHA			2,000,000	1,500,000		3,500,000
Fire			535,000	800,000		1,335,000
Library		750,000	650,000			1,400,000
Parks & Recreation				500,000		500,000
Police	4,000,000					4,000,000
Public Works	3,400,000	3,000,000	3,400,000	4,813,000	3,100,000	17,713,000
S.H. Permanent Memorial Comm		2,000,000	2,000,000			4,000,000
Water & Sewer Authority	1,829,963					1,829,963
EXPENDITURE TOTAL	16,159,963	15,858,581	10,937,730	8,810,672	5,300,000	57,066,946

Source	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding	11,880,000	13,158,581	7,987,730	5,110,672	2,000,000	40,136,983
General Fund	2,250,000	2,500,000	2,750,000	3,000,000	3,100,000	13,600,000
Grants	914,981					914,981
Other	1,114,982	200,000	200,000	700,000	200,000	2,414,982
SOURCE TOTAL	16,159,963	15,858,581	10,937,730	8,810,672	5,300,000	57,066,946

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Board of Education
Contact RON BIENKOWSKI, DIREC
Type Building construction/renovati
Useful Life 35
Category Buildings

Project #	BOE-03
Project Name	Hawley - Ventilation and HVAC Renovations

Description
This project will allow installation of a complete ventilation system to service the entire building. Project will include HVAC units, ductwork, controls, electrical upgrades, and other related work.

Justification
This will improve the air quality of the building by providing heating, cooling, and ventilation for the students, staff, and faculty. Due to proximity of Church Hill Rd, opening windows leads to traffic noise and poor air quality from vehicle exhaust.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance	3,962,000					3,962,000
Total	3,962,000					3,962,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding	3,962,000					3,962,000
Total	3,962,000					3,962,000

Budget Impact/Other
Adding air conditioning will inevitably increase electricity costs to power the new equipment. Average annual debt service = \$267,000.

CIP Notes

The only project included for the 2020-21 (year 1) of the new CIP is the HVAC Renovation and Ventilation project which was previously included for \$5,002,267.

This project was reviewed with a cost by RZ Design Associates for a fully ducted system at \$3,961,345.

Using this as the new estimated cost lowers the prior CIP estimated cost by approximately \$1,040,267.

Schedule would be approximately as follows:

- April 28, 2020 Referendum w/ budget approval
- School year 2020-21 select and engage engineering firm to design and spec out.
Bid out in January of 2021 for contractor selection
- School year 2021-22 summer break- commence work



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February 7, 2019

Project - Hawley Elementary School
Newtown, CT
Attn: Gino Faiella Director of Facilities BOE

Gino,

The following is the renovation budget for the ventilation and cooling for Areas 1921 (C) & 1948 (B) including Area 1997 (A) with (1) ductless split for 1st floor and (3) ductless splits for the 2nd floor and (1) ERV included in both the (2) scenarios attached:

Scenario #1 is a ducted ventilation system with multiple ductless split air conditioning units throughout the building. Refer to attached Dwgs. M1.1, M1.2, M1.3.

Scenario #2 fully ducted ERV units, DX cooling and Hot Water Coils as reflected in our schematic floor plans. Refer to attached Dwgs. M2.1, M2.2, M2.3, M2.4, M2.5, M2.6

All work shall include Mechanical Equipment, ductwork necessary to provide fully functional systems. We have included anticipated architectural cutting, patching and painting, electrical wiring, structural and 15% contingency. We have included 10% fees for permit drawing documents and construction administration.

Scenario #1	Mechanical	\$1,887,600.00
	Electrical	\$ 250,000.00
	Architectural	\$ 100,000.00
	Structural	\$ 60,000.00
	15% Contingency	<u>\$ 344,640.00</u>
Sub Total		\$2,642,240.00
Mechanical, Electrical, Structural and Architectural Design for permitting		<u>\$ 264,220.00</u>
Grand total		\$2,906,460.00

Scenario #2	Mechanical	\$2,606,500.00
	Electrical	\$ 350,000.00
	Architectural	\$ 100,000.00
	Structural	\$ 75,000.00
	15% Contingency	<u>\$ 469,725.00</u>
Sub Total		\$3,601,225.00
Mechanical, Electrical, Structural and Architectural Design for permitting		<u>\$ 360,120.00</u>
Grand total		\$3,961,345.00

The above budget estimated constitutes a turn key installation including HVAC, Electrical, Structural, Architectural and Construction Administration through project completion.

Any questions or comments, please contact me.

Ron Bathrick
Associate

*Legnos and Cramer, Inc. is now RZ Design Associates, Inc.
Serving the Community Since 1952*

HVAC vs. Ductless Splits

- ❑ CIP committee reviewed full HVAC system at Hawley vs. Ductless Splits
- ❑ Consideration was given to the original intent of Hawley HVAC (as in other similar projects) that was primarily focused on air quality vs. providing air conditioning
- ❑ We have used ductless splits in designated school areas previously to provide cool spaces for students (not for fresh air): Middle Gate library, NMS cafeteria, Hawley All Purpose Room)
- ❑ We reviewed the overall efficiency and long-term cost benefits of both the HVAC and Ductless
- ❑ RZ Design, engineering design firm, provided pros/cons of both systems and professional cost estimates

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Board of Education
Contact RON BIENKOWSKI, DIREC
Type Land Improvements
Useful Life 10
Category Land Improvements

Project #	BOE-04
Project Name	High School - Replace / Restore Stadium Turf

Description
This project will replace the turf field and track for the High School stadium. Current turf is 11 years old and is approaching the end of its useful life.

Justification
Turf and track will be at the end of its useful life in 21/22 and is a potential safety issue.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance		1,191,016				1,191,016
Total		1,191,016				1,191,016

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding		1,191,016				1,191,016
Total		1,191,016				1,191,016

Budget Impact/Other
Negligible impact as the new turf and track will require the same ongoing maintenance as existing turf and track. Average annual debt service = \$80,500.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Board of Education
Contact RON BIENKOWSKI, DIREC
Type Building construction/renovati
Useful Life 20
Category Buildings

Project # BOE-05
Project Name Middle School Improvements

Description
This project will include the installation of ducted ventilation systems, replacement of existing HVAC units, and installation of new HVAC to key areas of the building (i.e. Auditorium, Cafeteria).

Justification
New HVAC units and ventilation system will improve indoor air quality. Existing HVAC units have exceeded their useful life.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance		3,475,632				3,475,632
Total		3,475,632				3,475,632

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding		3,475,632				3,475,632
Total		3,475,632				3,475,632

Budget Impact/Other
Replacement of existing HVAC units should reduce electricity and maintenance costs as new equipment is more energy efficient and not require persistent repairs.
Average annual debt service = \$235,000.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Board of Education
Contact RON BIENKOWSKI, DIREC
Type Equipment Purchases
Useful Life
Category Equipment

Project #	BOE-06
Project Name	Reed - Install Gas Boiler / LED Lighting

Description
This project will include replacement of existing boilers with new high-efficiency condensing boilers and upgrade of all building light fixtures to LED. This qualifies for utility rebates offered from Eversource. Project will include boilers, pumps, VFDs, and LED lighting.

Justification
Existing boilers are approaching their useful life. New boilers will improve energy efficiency. New lighting will also improve energy efficiency.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance			1,452,730			1,452,730
Total			1,452,730			1,452,730

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding			1,452,730			1,452,730
Total			1,452,730			1,452,730

Budget Impact/Other
Condensing gas boilers will offer savings from reduced natural gas consumption. LED lights will reduce electricity costs due to greater efficiency and also result in less maintenance. Average annual debt service = \$98,000 (without considering the energy rebate)

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Board of Education

Contact

Type Building construction/renovati

Useful Life 20

Category Buildings

Project # BOE-07

Project Name Head O'Meadow - Boiler Plant & Lighting

Description

This project will include the replacement of existing heating equipment in the boiler plant to include boilers, pumps, VFDs, and water heaters. Light fixtures throughout the building will be upgrade to LED.

Justification

The controls, drives and pumps are old technology and inefficient. A high efficiency gas condensing boiler plant and a complete retrofit of all existing lighting from fluorescent to LED will ensure continued operation and a tremendous financial and energy savings.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance				997,672		997,672
Total				997,672		997,672

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding				997,672		997,672
Total				997,672		997,672

Budget Impact/Other

Average annual debt service = \$67,000

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Board of Education
Contact RON BIENKOWSKI, DIREC
Type Equipment Purchases
Useful Life 10
Category Equipment

Project #	BOE-08
Project Name	Hawley - New Generator

Description
This project will install an emergency generator at the school

Justification
This is currently the only school without a generator.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Equip/Vehicles/Furnishings					1,000,000	1,000,000
Total					1,000,000	1,000,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding					1,000,000	1,000,000
Total					1,000,000	1,000,000

Budget Impact/Other
There would be a modest increase in fuel to operate the generator. Average annual debt service amount = \$67,000

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Board of Education
Contact RON BIENKOWSKI, DIREC
Type Building construction/renovati
Useful Life 20
Category Buildings

Project #	BOE-09
Project Name	Middle Gate - Window Modifications

Description
This project will install new windows at the school.

Justification
New windows will improve building comfort by reducing drafts and solar gain.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance					1,000,000	1,000,000
Total					1,000,000	1,000,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding					1,000,000	1,000,000
Total					1,000,000	1,000,000

Budget Impact/Other
This should result in modest savings for heating costs due to less air infiltration. Average annual debt service = \$67,000.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Economic Development
Contact Christal Preszler, Deputy Dir,
Type Land Improvements
Useful Life 50
Category Land Improvements

Project #	EDC - 1
Project Name	Clean up of 7 & 28A Glen Road

Description
7 Glen Road and 28A Glen Road - Cleanup, oversight and assessment/removal of miscellaneous hazardous materials on these and other town owned properties.

Justification
Clean up town property to eventually get onto the tax rolls.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Other		200,000				200,000
Total		200,000				200,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding		200,000				200,000
Total		200,000				200,000

Phase I

Designation	Building Designation and Description					
	Building 1 (Industrial)	Building 2 (Industrial)	Building 3 (Garage)	Building 4 (Industrial)	Building 5 (Residential)	Building 6 (Shed)
Built	1947	1944	Unknown	1943	1824	Unknown
Area (sq.ft).	5,600	1,650	600	3,000	1,790	300
Building Type	One-story concrete block	One-story concrete block	One-story field stone and wood frame	One-story brick	Two-story wood framed	Shed
Basement	Partial	None	None	Partial	Full	None
Heat	Oil	Oil	None	Oil	Oil	None

The four REC's and Areas of Concern identified at the Site can be summarized as follows:

REC Designation	REC Description	Areas of Concern	Contaminants of Concern
REC-1	Industrial Chemical Use and Storage	Buildings 1, 2, 3, 4 and 6 in tanks and containers (unknowns, unmarked, and deteriorating containers)	Volatile organic compounds, petroleum hydrocarbons, cyanide (Note 2), metals (arsenic, cadmium, chromium, copper, lead, and nickel)
REC-2	Four or five 1,000-Gallon underground fuel oil tanks based on observed vent and/or fill pipes and prior Phase I report.	-Buildings 1: One UST north of bldg.	Petroleum hydrocarbons and volatile organic compounds
		-Building 2: Two USTs west of bldg.	
		-Building 2: One potential UST east of bldg. (Note 1)	
		-Building 4: One UST north of bldg.	
REC-3	Drywells/Pipes and Sumps - Based on prior Phase I ESA and observed drainage piping	-Building 1: Located west of the bldg. adjacent to Glen Road.	Volatile organic compounds, petroleum hydrocarbons, cyanide, metals (arsenic, cadmium, chromium, copper, lead, and nickel)
		-Building 4: Located near the southwest corner of the bldg. (probable a septic system).	
		- Building 4: Unknown 10-inch pipe and floor drain observed in sub-basement	
REC-4	Septic Systems	-Building 1: Located west of the bldg. in concrete dock area.	Volatile organic compounds, petroleum hydrocarbons, cyanide, metals (arsenic, cadmium, chromium, copper, lead, and nickel)
		-Building 4: Located near the southwest corner of bldg.	
		-Building 5: Located west of the building. Potentially received discharges from Bldg. 6.	

11.0 RECOMMENDATIONS

Based on the information obtained as part of this Phase I ESA, we recommend the following actions be considered to stabilize and secure the Site:

1. Removal of underground tanks as part of assessment activities to remove these potential sources of contamination.
2. Securing of various wastes (particularly in Building 3) to prevent releases due to the poor structural integrity of some of the buildings and the potential for failure of various tanks and containers. The most secure location for storage and repackaging is Building 4.
3. Sampling and analysis of nearby water supply wells to evaluate potential off-site impacts to adjacent land owners from the former industrial use of the Site.
4. Sampling and analysis of Site soil and groundwater to further characterize the degree and/or extent of potential environmental impacts from prior Site use. Phase II Environmental Assessment activities should initially utilize existing monitoring wells to minimize exploration costs.

Phase II

Appendix 6 - Cost Projection, Soil Remediation and Follow-up Groundwater Monitoring

Site Phase III Assessment, Remediation, Post-remediation Monitoring	Typical unit rates			Unit Cost (hazardous soil)	Total, assumes non-hazardous soil	Total, assumes hazardous soil
	Quantity	UOM	Unit Cost (Non-hazardous soil)			
Phase III Testing of Soil to delineate 3D extent	1	LS	\$24,000	—	\$24,000	\$350,000
Pre-Remedial Groundwater testing, 1 event	1	LS	\$4,000	—	\$4,000	
Health and Safety Plan	1	LS	\$800	—	\$800	
Remedial Action Plan (includes Phase III results update and assumes no public notice required at this time)	1	LS	\$4,000	—	\$4,000	
Well Search, off-Site	1	LS	\$1,500	—	\$1,500	
Waste soil characterization, assume waste streams : (Bldg. 1 drywell/septoo&sump) (Bldg. 3 surface sludge)(Bldg. 4 sump)	4	unit	\$5,000	—	\$20,000	
Removal of stockpiled fluid and sludge materials (see tables W-1 and W-2)	1	see table	see table	see table	\$18,000	
Environmental Oversight and Documentation of Remedial Activities in Field	3	DAY	\$1,100	—	\$3,300	
Project Management (assume 12 hours)	12	HR	\$180	—	\$2,160	
Soil Remediation (contractor, trucking, hazardous Soil disposal, assumes no groundwater control or shoring)	1000	Ton	\$150	\$350	\$150,000	
Remedial Summary Report	1	LS	\$4,000	—	\$4,000	
Installation of 4 supplemental GW monitoring wells with engineering oversight	1	LS	\$6,000	—	\$6,000	
Post-remediation GW Monitoring and Analytical Testing (8 events)	8	LS	\$4,800	—	\$38,400	
Annual GW monitoring reports	2	LS	\$2,500	—	\$5,000	
Well Abandonment, after project completion	1	LS	\$5,000	—	\$5,000	
Site Closure Report	1	LS	\$7,500	—	\$7,500	
Subtotal, excludes contingency					\$293,660	\$493,660
Sum of Contractor and Engineering	Total, with +30% Contingency				\$381,758	\$641,758
				Cost Range	\$382,000 to \$642,000	

Assumptions, notes, limitations:

1. Soil characterization is to the Phase II level, appropriate to assess presence/absence of a remedial condition. The requisite Phase III test data to assess the 3D extent of soil impacts has not been performed. Any reliance on this projection must acknowledge that the actual extent and complexity could vary considerably and take into account the following:
 - a) The site is not completely characterized and costs will change depending on future findings.
 - b) The projection assumes a 20 ft. spread of impacts from known points of exceedance and extending two feet into the water table. We assume impacts limited laterally by building walls.
 - c) Contractor cost is provided as a range, dependent on whether soil is Connecticut-regulated or Hazardous Waste. That determination is subject of future testing.
 - d) We have assumed half of stockpiled fluid/sludge wastes are primarily petroleum based and non-hazardous, half may be characterized as hazardous pending further testing.
 - e) We have assumed that no substantive off-site groundwater impacts to receptors are identified based on future testing.
2. We have assumed installation of four additional GW monitoring wells and eight rounds of post-remedial quarterly groundwater testing to complete post-remediation groundwater monitoring requirements. Groundwater monitoring term may be longer, depending on results.

TABLE W-2
INDUSTRIAL FLUID DISPOSAL ESTIMATE
PHASE II SITE ASSESSMENT
28 GLEN ROAD
NEWTOWN, CT

Item	Unit Cost	Units	Quantity	Subtotal
Used oil Water Mixture (non-hazardous)	\$0.48	gallon	2100	\$1,008
Contingency, hazardous	\$3.00	gallon	2000	\$6,000
4,000 gal vac. Truck	\$115	hour	16	\$1,840
Technician and vehicle	\$145	hour	12	\$1,740
Sample fee	\$275	per material	16	\$4,400
Subtotal				\$14,988
Assessment Fee	12% of subtotal	one time fee	1	\$1,799
Estimate total				\$16,787

Round up to : \$18,000

Cost estimate based on Tredebe quote F20141028MM1ts dated October 2014

Cost assumes half of material is non-hazardous, half is hazardous material and is subject to change on basis of individual waste stream analytical results.

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Economic Development
Contact Christal Preszler, Deputy Dir,
Type Unassigned
Useful Life
Category Unassigned

Project #	EDC - 2
Project Name	Town Match - Grants (contingency)

Description
EDC is continually looking for grants to remediate buildings etc. Most grants will include a town match. The amounts reflected are contingencies.

Justification
Need to demonstrate the towns commitment to match grants.

Prior	Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
200,000	Other	200,000	200,000	200,000	200,000	200,000	1,000,000	800,000
Total	Total	200,000	200,000	200,000	200,000	200,000	1,000,000	Total

Prior	Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
200,000	Other	200,000	200,000	200,000	200,000	200,000	1,000,000	800,000
Total	Total	200,000	200,000	200,000	200,000	200,000	1,000,000	Total

Budget Impact/Other
Annual debt service amount = \$13,500 (for each \$200,000)

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Edmond Town Hall
Contact Margot S. Hall, Chairman
Type Building construction/renovati
Useful Life 35
Category Buildings

Project #	ETH - 1
Project Name	Edmond Town Hall Exterior Renovations

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

Justification
Public safety, responsible maintenance and continued revenue generation to help offset building maintenance costs.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance	268,000					268,000
Total	268,000					268,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding	268,000					268,000
Total	268,000					268,000

Budget Impact/Other
Annual maintenance contracts = \$3,000. Average annual debt service amount = \$15,750.

ETH 2021 CIP DETAIL - \$268,000:

- Repointing of bricks on south and west side of building and install of chimney cap \$20,000
- Repair of stone steps in front entry of building where sand has washed away \$13,000
- REPLACE 4 rotted in-wall cast-iron DOWNSPOUTS \$39,000 WITH EXTERNAL COPPER DOWNSPOUTS
- REPLACE 9 exterior doors that are insecure and not functional \$37,000
- Install burglar/alarm security system \$5,000 (PAY THRU ANNUAL BUDGET)
- Replace flat roof which is more than 30 years old \$80,000
- Repair slate roof on original building \$30,000
- Repair rotted floor on ground level where water has been entering through bad gutters \$2,000
- Repair stone steps on north side of building \$10,000
- Restore and paint building trim and replace dressing room and staff room windows \$12,000
- Repair rusted, split and unsafe iron work \$5,000 (PAY THRU ANNUAL BUDGET)
- REPLACE 4 INTERIOR DOORS AND HARDWARE THAT ARE UNSAFE DUE TO POTENTIAL EXITING ISSUES \$25,000

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Edmond Town Hall
Contact Margot S. Hall, Chairman
Type Building construction/renovati
Useful Life 20
Category Buildings

Project #	ETH - 2
Project Name	Edmond Town Hall Upgrades & Renovations - Theatre

Description
Revitalize and modernize key areas of the theater to improve our ability to host live performances, which generate more revenue. SEE ATTACHED FOR DETAIL

Justification
Live performance generate more revenue than movies, which is a declining business. The theater is missing key components that would allow us to host concerts, comedy and some drama. Investing in these components would help us generate additional revenue through live performances.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance			250,000			250,000
Total			250,000			250,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding			250,000			250,000
Total			250,000			250,000

Budget Impact/Other
Average annual debt service amount = \$17,000.

2022-23 THEATER REVITALIZATION PROJECT - \$250,000

- > Install lighting positions house left and house right on the walls with 4 lights each
- > Install light rail and lights in center of ceiling with remote ability to change the light positions
- > Install gate in front of pit that can open for easier loading and unloading
- > Purchase two custom ramps for loading and unloading, foldable if possible
- > Install new front curtain with fire treatment
- > Install new lighting dimmers
- > Carve out a lighting area in back of the house
- > Move handicap seats to front or add more to the back
- > Construct portable floor to provide additional floor space over the pit.
- > Alter size of cage to make more wing space and ease curtain closure

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Edmond Town Hall
Contact Margot S. Hall, Chairman
Type Land Improvements
Useful Life 25
Category Land Improvements

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

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

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

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance			450,000			450,000
Total			450,000			450,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding			450,000			450,000
Total			450,000			450,000

Budget Impact/Other
Average annual debt service amount = \$30,400.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Emergency Comm Ctr
Contact Maureen Will, ECC Director
Type Equipment Purchases
Useful Life 10
Category Equipment

Project #	ECC - 1
Project Name	Emergency Radio System Upgrades

Description
The current Newtown Public Safety communications systems are no longer supported and are at "end of life". This system replacement is critical to ensure first responders are dispatched and supported in the field while performing their duties in support of the residents of Newtown. See attached report.

Justification
Equipment have reached their useful life

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Other	2,500,000	5,041,933				7,541,933
Total	2,500,000	5,041,933				7,541,933

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding	2,500,000	5,041,933				7,541,933
Total	2,500,000	5,041,933				7,541,933

Budget Impact/Other
Average annual debt service for total project = \$510,000. Maintenance agreement will increase in cost ("life cycle planning")

TOWN OF NEWTOWN CONNECTICUT

Communications
Infrastructure Enhancement and Subscriber Update Project
Budget

OCTOBER 1, 2019
NEW ENGLAND RADIO CONSULTANTS LLC
Shelton, CT Center Ossipee, NH

New England Radio Consultants LLC

155 Wooster Street, Shelton, CT 06814

PO Box 475, Center Ossipee, NH 03814

(203) 331-2424 paul.zito@neradioconsultants.com

Newtown Public Safety Communications Systems Upgrade and Enhancements

The current Newtown Public Safety community's communication systems are no longer supported and are at "End of Life". This system replacement is critical to ensure First Responders are dispatched and supported in the field while performing their duties in support of the residents of Newtown.

Critical assemblies and replacement parts are no longer available for this system. Moving existing consoles to the new Police Department is not an option. Experience shows once these systems are powered down and moved the expectation of operational survival is minimal.

If a key component of the present system should fail during normal daily use, a temporary, major and costly repair would be needed to return the old system to operational status. The assemblies needed for this repair will not be compatible with the new system and therefore would be disposed of upon system replacement.

Phase 1 does not expand any of the Town's existing First Responder communication systems. It does replace the current systems with new "State Of The Art" equipment, greatly reducing the risk of catastrophic system failure.

The replacement system upgrades this critical communication system infrastructure to the digital APCO P25 standard. APCO P25 is a standard by which most American public safety communications systems are designed.

Current Newtown Infrastructure Life Cycle

Equipment Manufacturer	Quantity	Model	Use	Cancellation Date	End of Support
Motorola	6	Astro-Tac	Receiver	Sept 2011	Dec 2020
Motorola	9	Quantar	Repeater	Sept 2011	Dec 2020
Motorola	1	Astro-TAC 3000	Comparator	Dec 2010	Dec 2018
Motorola	2	Spectra-TAC	Comparator	Oct 2009	Oct 2009
Motorola	3	Elite	Consoles	Dec 2010	Dec 2018

Phase 1 should be ordered no later than December 2019 to insure timely delivery, staging and installation into the new Police Station.

Phase 2 needs to be finalized and should be ordered by mid-2020.

New England Radio Consultants LLC

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The upgraded system will provide Newtown First Responders increased system reliability and enhanced communications coverage for:

- Police
- Fire
- EMS *(new frequency)
- Public Works

The system as proposed will consist of:

6 Transmit sites

-
-
-
-
-
-

2 Receive Sites

-
-

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Project will be broken into 2 Phases

Phase 1 Will Provide:

- An immediate upgrade of existing outdated communications system transport, interface infrastructure and base stations from a circuit switched (hardwired) to an IP based (networked) system
- The installation of new site control equipment
- A new system controller
 - Requires expansion
 - Installation of a new communications shelter

This adds additional cost of approximately \$100,000 to \$150,000 to the project. This cost is offset by eliminating an outside cabinet originally specified for this site. Using as the Prime Site greatly improves the reliability and survivability of the system. This also makes moving to the new Police Department building faster and minimizes total system downtime at the time of cutover.
 - Requires a larger generator

May be able to use the existing generator at another site.
- 3 new MCC7500e IP based consoles installed and queued up at the new Police Department as the building is completed. (December 2020)

Phase 1 pricing is in the process of being finalized. Pricing for Phase 1 is vetted and there is reasonable confidence that pricing is within the Phase 1 budget.

Phase 2: Will Provide:

- Enhanced system coverage
- The installation of 3 additional RF sites
 - site has been generally identified and are not fully vetted.
 - Installation of a 125-foot tower . The tower location has been generally identified but not fully vetted. (geotechnical services)
 -
- Replacement of unsupported subscriber units. (Mobile and Portable radios) Subscriber units have NOT been fully vetted. There is a variety of subscriber models and options available for public safety use. Before subscriber units are ordered, meetings will be held to determine the requirements for each user discipline.

Phase 2 pricing is estimated and needs to be better defined. This should be finalized by mid-2020.

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System Cost (based on State of Connecticut Mater Contract A-99-001)

Phase 1 estimated cost: \$ 1,950,000 Add \$550,000 = \$2,500,000

Phase 2 estimated cost:

Motorola

System Infrastructure	\$ 1,762,002
Mobile Subscribers	\$ 1,273,714
Portable Subscribers	\$ 1,619,046
P25 Pagers	\$ 137,171
Motorola Project Total	<u>\$ 4,791,933</u>

Newtown

Shelter	\$ 150,000	
Responsibilities	\$ 250,000	Less \$550,000 from Phase 2
Contingency	\$ 400,000	
Newtown Total	<u>\$ 800,000</u>	

Total Estimated Project Cost

Motorola and Newtown \$ 7,541,933

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department FHA

Contact

Type Land Improvements

Useful Life

Category Buildings

Project #	FHA-1
Project Name	Building remediation & demo/infrastructure

Description
Activities in support of building assessment; mothballing; safety enhancements; renovation; remediation; demolition & campus infrastructure. Possible projects: Infrastructure - \$2,000,000; Norwalk - \$1,000,000; Stamford - \$1,000,000; Shelton - \$1,800,000; Duplex mothball - \$608,000; Newtown Hall mothball - \$821,000; Cochran remediation - \$679,000 etc.

Justification

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
Other			2,000,000	1,500,000		3,500,000	7,000,000
Total			2,000,000	1,500,000		3,500,000	Total

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
Bonding			2,000,000	1,500,000		3,500,000	7,000,000
Total			2,000,000	1,500,000		3,500,000	Total

Budget Impact/Other
Average annual debt service for \$3,500,000 = \$237,000

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Fire
Contact Pat Reilly, Chairman, Board of
Type Equipment Purchases
Useful Life 20
Category Vehicles

Project #	Fire - 1
Project Name	Replacement of Fire Apparatus

Description
Scheduled replacement: 2022-23: Replacement of Sandy Hook tanker which is 24 years old. 2023-24: Replacement of Sandy Hook ladder truck which will be 32 years old with a newer used ladder truck (\$400,000) & refurbishment of Newtown Hook & Ladder ladder truck which will be 25 years old (\$400,000). 2025-26: Replace Hawleyville engine truck which will be 25 years old. 2026-27: Replace Sandy Hook engine truck which will be 24 years old. 2027-28: Replace Botsford engine truck which will be 25 years old.
Justification
Scheduled replacement of existing fire apparatus due to their age. They will have reached their useful life and have become too costly to repair.

Prior	Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
575,000	Equip/Vehicles/Furnishings			535,000	800,000		1,335,000	2,310,000
Total	Total			535,000	800,000		1,335,000	Total

Prior	Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
575,000	Bonding			535,000	800,000		1,335,000	2,310,000
Total	Total			535,000	800,000		1,335,000	Total

Budget Impact/Other
There is no measurable operating budget impact relating to this project. Equipment maintenance expenditures will decrease for the Fire Commission. This will help keep down the annual budget requests of the Fire Commission. Average annual debt service for \$1,335,000 = \$90,000.

FIRE APPARATUS INVENTORY

TOWN OF NEWTOWN FIRE TRUCKS						
HOOK AND LADDER						
Engine 1	2007	Pierce	2,000	gpm		Town owned
Engine 111	1985	pierce	1,500	gpm		Company owned
Engine 112	1997	International	4X4	Pumper		Company owned
Rescue 113	2006	Spartan				Company owned
Ladder 114	2001	Pierce	100ft	ladder no pump		Town owned
OIC Truck	2008	Ford	F350			Town owned
DODGINGTOWN						
Engine 221	2010	Pierce	1,500	gpm		Town owned
Engine 223	1987	Ford	F800	500 gpm		Company owned
OIC Truck	2014	Ford	F350			Town owned
Tanker 229	1991	White/GMC/Volvo	500 gpm	2,800 gallon tandem		Town owned
HAWLEYVILLE						
Engine 331	2000	KME	1,500	gpm		Town owned
Engine 332	1980	Pierce	Class A	pumper		Company owned
Rescue 334	1998	Spartan				Company owned
Command Unit	2017	Chevy	Tahoe			Company owned
tanker 339	1986	Seagrave	3,000	gallon tandem		Town owned
OIC Truck	2015	F350				Town owned
SANDY HOOK						
Ladder 440	1992	E One	75ft	quint 1,250	Hale	Company owned
Engine 441	2010	Pierce	1,500	gpm	Hale	Town owned
Engine 442	2003	E One	1,500	gpm	Hale	Town owned
Engine 44	1990	E One	1,500	gmp	Hale	Company owned
Rescue 444	2015	RESCUE 1	Rescue	TRUCK		Company owned
Brush 445	2012	Ford	F550	250	gpm	Company owned
Tanker 449	1997	Freightliner	500	gpm	Hale 1,900 single axle	Town owned
Tanker 9	1986	Kenworth	500gpm	2,900	gallon tandem	Town owned
OIC Truck	2007	F350				Town owned
Botsford						
Engine 551	2005	Pierce	1,500	gpm	waterous	Town owned
Engine 552	1987	Pierce	1,5000	gpm	waterous	Company owned
Brush 555	1984	Chevy	90	gpm		Company owned
Tanker 557	2003	Mack	450	gpm	3,000 gallon tandem	Company owned
Tanker 559	Volvo/White	450	gpm	2,500	gallon tandem	Town owned
OIC	2015	Ford	Explorer			Company owned

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Library
Contact Amy Dent, President, Board of
Type Building construction/renovati
Useful Life
Category Buildings

Project #	LIB-1
Project Name	Library Building & Grounds Upgrades/Reno/Expansion

Description
2021-22: HVAC upgrades; spaceplanning & development phase III, slate roof & downspout replacement. 2022-23: Repave parking lot; replace sidewalks; meeting space re-envisioning; LED lighting; new exterior storage; building upgrades including restrooms and flooring; study rooms/flexible space/office incubator; window replacements.

Justification
SEE ATTACHED

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
Construction/Maintenance		750,000	650,000			1,400,000	1,450,000
Total		750,000	650,000			1,400,000	Total

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
Bonding		750,000	650,000			1,400,000	1,450,000
Total		750,000	650,000			1,400,000	Total

Budget Impact/Other
(1) Reduce maintenance and operating costs; ensure reliable HVAC performance. (2) Organize space to provide improved community access. Average annual debt service for \$1,400,000 = \$95,000

LIBRARY 2020-21 CIP REQUEST DETAIL:

2021-22

LIBRARY IMPROVEMENTS PROJECT - \$750,000

- Comprehensive HVAC upgrades - \$430,000

Description:

Replace the existing heating & cooling perimeter fan coil units throughout the rear building (date from 1997); existing cooling plant chambers and heat exchanger, (entire assembly). Reuse the existing chiller pumps and previously replaced through an earlier CIP project; Replace the existing gas fired steam boiler and heat that serves the entire facility.

Justification:

The library's existing fan coil units are beginning to fail due to internal clogging of the operating valves and up in the control valves and heating / cooling coils. Replacing these perimeter units will increase the efficiency of system and lower utility cost substantially. While the replacement of the chiller pumps & controls were addressed, Chilled water tower (plant) is original to the building (1997). The cooling coils, piping and mechanical valves have maintained regularly but preventive maintenance on this equipment has increased with valves and controls failing more frequently. The increased efficiency will lower electrical power consumption and operating costs. HVAC system was refurbished in 1997 when the rear building was erected. Without having a chemically treated water the heating & cooling system piping and heating / cooling equipment have become clogged, causing valves and to fail. With the efficiency and upgrades done to the heating system will lower utility costs by 15-20% during the season. Chiller plant, fan coil units, and HVAC boiler / heat exchanger are estimated to be at the end of their useful life and replacement is urgent.

- Space Planning & Development Phase 3 - \$200,000

Description:

Long Range Space Planning and Development Phase 3: Reconstruct, realign and retrofit the Library's respective departments and study areas according to plan established by long-range planning.

Justification:

Long Range Space Planning & Development Phase 3 concludes building security, on ground floor, improves entry to upper floors, improves building rear entrance and improves ADA access to facility. These improvements are the result of extensive studies done in the long-term planning done by the Board of Trustees to keep the library an essential part of the community's range of services. Signage to direct patrons inside the library is rudimentary; signage outside the library is practically nonexistent.

- Slate Roof, Gutters & Downspout Replacement - \$120,000

Description:

Replacement of the existing slate shingled roof of the Original building located on Main Street. A new slate or approved composite roof shingle on the original building on Main Street. The project includes replacement of the gutters, down spouts & flashing as needed.

Justification:

The existing slate roof, flashing, integral gutters and down spouts are original to the 1932 structure.

LIBRARY IMPROVEMENTS PROJECT - \$650,000

- Repave parking lot; replace sidewalks - \$135,000

Description:

Completely repave parking lot with new asphalt down to substrate.

Justification:

Existing parking lot paving and patches date from all eras of library and show signs of end-of-life. Significant safety hazards exist in parking lot and the seasonal wear and tear of plowing has destroyed curbing. Rainfall erodes aspects of parking lot each year. Sidewalks are significantly worn, spalled, uneven, and increasingly unsafe. Sidewalks present safety hazards, show significant spalling and other age-related damage, including frost heaves. The sidewalks are at 30+ years of age at this time.

- Meeting Space Re-envisioning - \$15,000

Description:

Refurbish and upgrade meeting rooms to accommodate needs of patrons and small businesses to provide timely, helpful, modern facilities.

Justification:

The library is in a unique position to leverage relatively low cost facilities for the purpose of supporting local small businesses which need meeting space, infrastructure, programming and responsive professionals. This project provides space for small businesses to thrive and grow the local economy.

- LED lighting, Exterior storage - \$100,000

Description:

Upgrades including but not limited to construction of additional exterior storage facility and internal LED lighting.

Justification:

Switching internal library lighting to LED will provide a significant amount of energy savings and cost reductions for many years to come. Exterior storage is needed to house equipment and property that is currently poorly cared for. The library's sole storage space is a partially climate-controlled attic; much material and equipment can be relocated for significant time savings in retrieval and also enable preservation for important stored material that includes much culturally significant objects and artifacts a longer life.

- Building upgrades incl. restrooms, flooring - \$200,000

Description:

Building upgrades, including but not limited to flooring as needed (e.g., carpeting, tile), bathroom upgrades, and signage specific to the interior and exterior of the facility.

Justification:

Six public restrooms including the Children's Department and main floor and upper level of facility date from the 1998 addition; ADA compliance and universal design elements are important components of attracting patrons of all ages and abilities to the library and keeping the facility safe, welcoming and comfortable. Carpeting and flooring in public areas is significantly degraded and shows signs of end-of-life. This upgrade also implements self-service options on ground floor, enhancing the facility's usefulness outside normal operating hours.

2022-23

LIBRARY IMPROVEMENTS PROJECT - \$650,000 – **CONTINUED**

- Study rooms / Flexible space / Office incubator - \$100,000

Description:

Reconstruct, realign and retrofit the Library's respective departments and study areas, established through long term planning. Includes flexible office space on upper floor, office incubator space(s) on upper floors, study rooms to be considered for all public areas of the library.

Justification:

The library continues to position itself as the primary source for partnerships with community groups of all kinds and seeks to emphasize and cement its role as one that fosters and supports successful local enterprises in terms of economic development of small businesses and firms.

- Window replacements - \$100,000

Description:

Windows in both eras of construction are original (1932 and 1998) and many are at the end of their lifespan. This phase completes urgent/critical repair projects begun in 2017-18.

Justification:

Repairs and upgrades to cracked and worn windows and components to include repainting and /or repointing and complete structural repairs. Both the Borough and the Historical Society will be consulted for Main Street aspects.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Parks & Recreation
Contact AMY MANGOLD, DIRECTOR
Type Land Improvements
Useful Life 25
Category Land Improvements

Project # P & R - 5
Project Name Lake Lillinonah Park Improvements

Description
Resurface parking lot, repair failing boat ramp, provide boat dockage and enlarged picnic area with pavilion.

Justification
Provide enhanced waterfront experience for those wishing to use lake Lillinonah and to offer slips to those waiting for slips at Eichler's Cove due to capacity. Revenue potential with pavilion, boat slips and potential gas dock.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance				500,000		500,000
Total				500,000		500,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Other				500,000		500,000
Total				500,000		500,000

Budget Impact/Other

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Police
 Contact CHIEF JAMES VIADERO
 Type Building construction/renovati
 Useful Life 50
 Category Buildings

Project #	Pol -1
Project Name	Police Facility

Description
New Police Facility - The acquisition of buildings & land, located at 191 South Main Street and 61 Pecks Lane, and the construction and development of a new police station, including, but not limited to, surveys, site testing and development, environmental remediation, selective demolition, building construction, bonds and insurances, general conditions, construction manager fees, design fees, materials testing, utility back charges, moving,, reproduction expenses, owner provided services and material, furniture, fixtures, or other equipment, communications equipment, security, access control, closed circuit tv, information technology, and audio visual equipment.
\$14,800,000 APPROPRIATION APPROVED AT REFERENDUM IN MAY 2019.

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

Prior	Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
10,800,000	Construction/Maintenance	4,000,000					4,000,000
Total	Total	4,000,000					4,000,000

Prior	Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
10,800,000	Bonding	4,000,000					4,000,000
Total	Total	4,000,000					4,000,000

Budget Impact/Other
Appropriation has already been approved thru referendum.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Public Works
Contact FRED HURLEY, DIRECTOR
Type Road Improvements
Useful Life 20
Category Infrastructure

Project # PW - 1
Project Name Capital Road Program

Description
 Complete reconstruction of aging roads.
 The list of roads for each fiscal year is developed in May/June prior to the new fiscal year.

Justification
 Maintain road system for safe passage of the public.

Prior	Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
3,000,000	Construction/Maintenance	3,000,000	3,000,000	3,000,000	3,000,000	3,100,000	15,100,000	16,250,000
Total	Total	3,000,000	3,000,000	3,000,000	3,000,000	3,100,000	15,100,000	Total

Prior	Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
3,000,000	Bonding	750,000	500,000	250,000			1,500,000	16,250,000
	General Fund	2,250,000	2,500,000	2,750,000	3,000,000	3,100,000	13,600,000	
Total	Total	3,000,000	3,000,000	3,000,000	3,000,000	3,100,000	15,100,000	Total

Budget Impact/Other
 The budget impact is that the road maintenance costs will be stable. The roads that are improved or replaced cost less to maintain, the roads we don't improve or replace cost more to maintain. So the recommended amounts we invest into roads enable us to have stable maintenance costs. Average annual debt service cost on \$1,500,000 = \$101,000.

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Public Works
Contact FRED HURLEY, DIRECTOR
Type Road Improvements
Useful Life 50
Category Infrastructure

Project #	PW - 2
Project Name	Bridge Replacement Program

Description
Bridge replacement program.
Planned annual amounts, once approved, will be placed in the capital projects fund in the bridge replacement line item. Bridges will be replaced one by one.

Justification
Public safety

Prior	Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
400,000	Construction/Maintenance	400,000		400,000	400,000		1,200,000	2,000,000
Total	Total	400,000		400,000	400,000		1,200,000	Total

Prior	Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total	Future
400,000	Bonding	400,000		400,000	400,000		1,200,000	2,000,000
Total	Total	400,000		400,000	400,000		1,200,000	Total

Budget Impact/Other
The budget impact of replacing a bridge (at the right time) is that we avoid large maintenance costs. Average annual debt service cost on \$400,000 = \$27,000.



TOWN OF NEWTOWN
PUBLIC WORKS DEPARTMENT

Bridge Program Update : 9/6/19

Previous Bridges and Structures Completed: 2008 -2019

Sawmill #1
Sawmill #2
Castle Meadow
Cold Spring
Warner Pond Dam
Curtis Pond Dam
Poverty Hollow
Walnut Tree
Toddy Hill

Remaining Bridges By Current Priority:

Meadowbrook	\$500,000*
Brushy Hill	\$400,000*
Old Hawleyville #2	\$400,000*
Pond Brook #2	\$600,000*
Bennetts Bridge	\$400,000*
Echo Valley	\$400,000
Jacklin	\$350,000
Huntingtown #2	\$400,000
Farrell	\$350,000
Head O' Meadow	\$400,000
Borough	\$400,000
Deep Brook	\$350,000
Country Club	\$350,000

*These bridges may be eligible for up to 50% funding for design, construction and construction management. Accepted applications may expedite approvals.

Capital Improvement Plan

Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Public Works
Contact FRED HURLEY, DIRECTOR
Type Building construction/renovati
Useful Life 25
Category Buildings

Project #	PW - 3
Project Name	Multi-Purpose Building Improvements

Description
This facility was constructed in 1978, with several additions but no general overhaul and updating of the entire heating, ventilating and air conditioning systems (HVAC), electrical and other mechanical systems since then.

Justification
Improvements need to be made due to the age of the building

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance				413,000		413,000
Total				413,000		413,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding				413,000		413,000
Total				413,000		413,000

Budget Impact/Other
Less maintenance costs Average annual debt service cost = \$28,000.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Public Works
Contact FRED HURLEY, DIRECTOR
Type Building construction/renovati
Useful Life 35
Category Buildings

Project #	PW - 4
Project Name	Municipal Center - Roof Remediation & Replacement

Description
Roof remediation and replacement at the Municipal Center. Includes cupola repair.

Justification
Roof is reaching its useful life

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance				1,000,000		1,000,000
Total				1,000,000		1,000,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding				1,000,000		1,000,000
Total				1,000,000		1,000,000

Budget Impact/Other
Average annual debt service cost = \$67,000.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department S.H. Permanent Memorial Co
Contact
Type Unassigned
Useful Life 25
Category Unassigned

Project # FS - 1

Project Name Sandy Hook Permanent Memorial

Description

A place holder for the Sandy Hook Permanent Memorial

Justification

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Other		2,000,000	2,000,000			4,000,000
Total		2,000,000	2,000,000			4,000,000

Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Bonding		2,000,000	2,000,000			4,000,000
Total		2,000,000	2,000,000			4,000,000

Budget Impact/Other

Average annual debt service on \$4,000,000 = \$270,000.

Capital Improvement Plan
Town of Newtown, Connecticut

'20/'21 thru '24/'25

Department Water & Sewer Authority
Contact FRED HURLEY, DIRECTOR
Type Water & Wastewater Systems
Useful Life 50
Category Infrastructure

Project #	226
Project Name	Fairfield Hills Sewer Infrastructure Improvement

Description
The Fairfield Hills Sewer Infrastructure Improvement Project will comprise the activity of abandoning the existing sewer mains, which have exceeded their useful life (estimated over 80 years old) and are located as much as 25 to 30 feet underground, and replacing them with a more efficient and stable sanitary sewer system.

Justification
Existing sewer mains have exceeded their useful life.

Expenditures	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Construction/Maintenance	1,829,963					1,829,963
Total	1,829,963					1,829,963

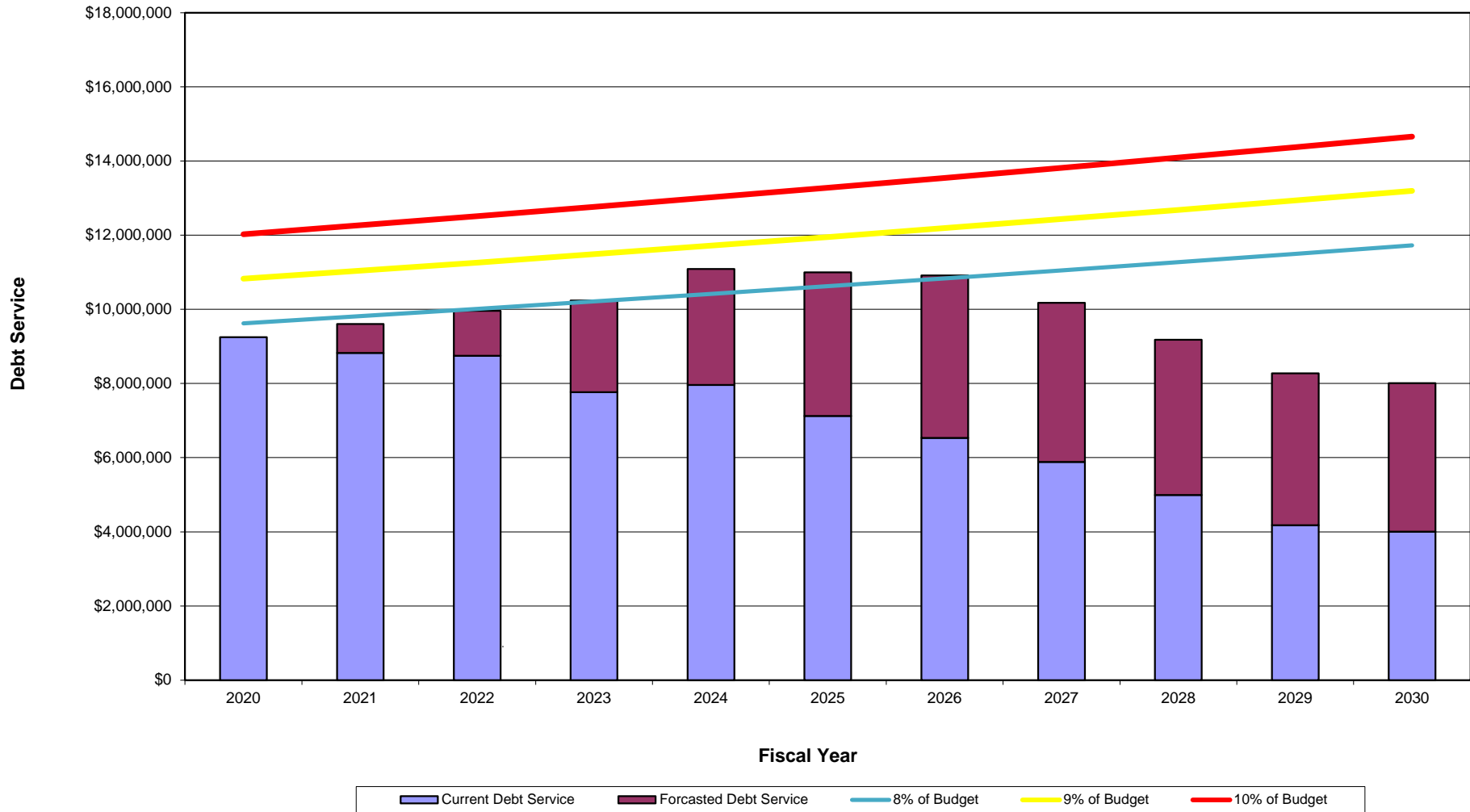
Funding Sources	'20/'21	'21/'22	'22/'23	'23/'24	'24/'25	Total
Grants	914,981					914,981
Other	914,982					914,982
Total	1,829,963					1,829,963

TOWN OF NEWTOWN 2020-2021 CIP - FIVE YEAR DEBT FORECAST

current yr	2020-21 TO 2024-25 CIP
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10/25/2019

**TOWN OF NEWTOWN
2020- 21 TO 2024-25 CIP EFFECT ON FUTURE DEBT SERVICE**



[illegible]

TOWN OF NEWTOWN 2020-2021 CIP - FIVE YEAR DEBT FORECAST

USING BOS / BOE COMBINED PROPOSED PLANS

current yr 2020-21 TO 2024-25 CIP

	2019-2020	2020 - 2021	2021- 2022	2022 - 2023	2023 - 2024	2024 - 2025	Total Est.				
<u>Fiscal</u>	<u>Current</u>	<u>Planned</u>	<u>Forecasted</u>	<u>Forecasted</u>	<u>Forecasted</u>	<u>Forecasted</u>	<u>Forecasted</u>	<u>Total Est.</u>			
<u>Years</u>	<u>Debt</u>	<u>2020 Bond</u>	<u>2021 Bond</u>	<u>2022 Bond</u>	<u>2023 Bond</u>	<u>2024 Bond</u>	<u>2025 Bond</u>	<u>Debt Service</u>			<u>Debt</u>
<u>Ending</u>	<u>Schedule</u>	<u>(02/15/2020)</u>	<u>(02/15/2021)</u>	<u>(02/15/2022)</u>	<u>(02/15/2023)</u>	<u>(02/15/2024)</u>	<u>(02/15/2025)</u>	<u>Fiscal Year</u>	Forecasted		<u>Service</u>
								<u>Total</u>	Debt	<u>General Fund</u>	<u>as a % of</u>
									Total	<u>Budget</u>	<u>Budget</u>
PRINCIPAL AMOUNT>>>	11,705,000	11,880,000	13,160,000	7,990,000	5,110,000	2,000,000	40,140,000				FIVE YEAR BORROWING AMOUNT

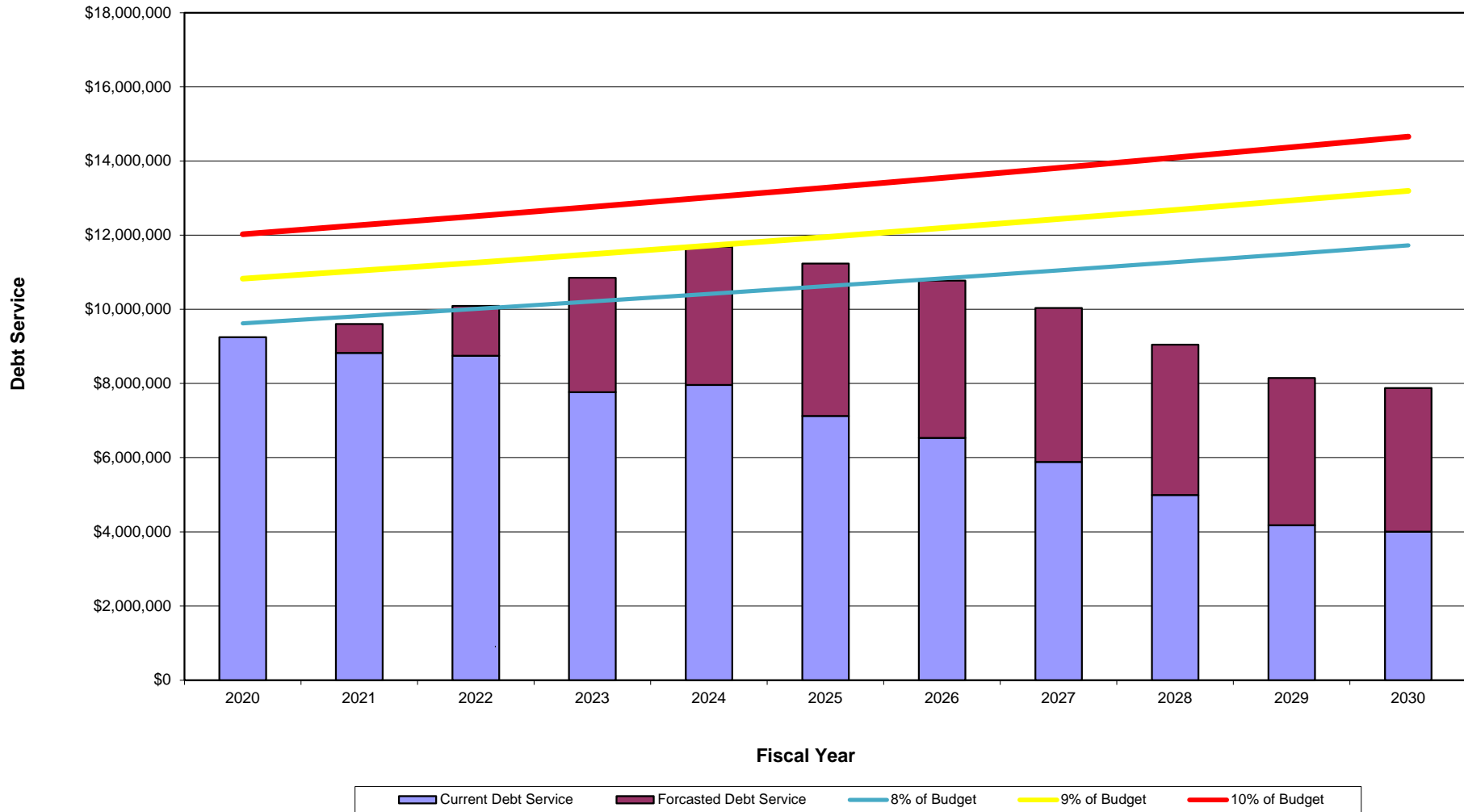
06/30/2020	9,249,118							9,249,118	-	120,283,913	7.69%
06/30/2021	8,827,925	774,560						9,602,485	774,560	122,689,591	7.83%
06/30/2022	8,748,055	941,760	403,920					10,093,735	1,345,680	125,143,383	8.07%
06/30/2023	7,766,967	923,200	1,028,920	1,133,760				10,602,847	3,085,880	127,646,251	8.31%
06/30/2024	7,963,393	904,640	1,007,670	1,110,000	703,620			11,439,323	3,725,930	130,199,176	8.79%
06/30/2025	7,128,153	886,080	986,420	1,086,240	688,420	459,400		10,984,713	4,106,560	132,803,159	8.27%
06/30/2026	6,532,572	912,520	965,170	1,062,480	673,220	449,200	184,000	10,779,162	4,246,590	135,459,222	7.96%
06/30/2027	5,887,982	892,520	943,920	1,038,720	658,020	439,000	179,800	10,039,962	4,151,980	138,168,407	7.27%
06/30/2028	4,990,397	872,520	922,670	1,014,960	642,820	428,800	175,600	9,047,767	4,057,370	140,931,775	6.42%
06/30/2029	4,179,677	857,520	901,420	991,200	627,620	418,600	171,400	8,147,437	3,967,760	143,750,411	5.67%
06/30/2030	4,005,202	837,360	880,170	967,440	612,420	408,400	167,200	7,878,192	3,872,990	146,625,419	5.37%

3 X \$250,000 bond premium applied

Current Year Planned Bond Issue:

CIP Yr	Project	Amount	Increase in Annual Debt Service:
2019-20	capital road program	1,000,000	353,367 3.8%
	bridge replacement program	400,000	491,250 5.1%
	new police facility	6,800,000	509,112 5.0%
	hawley boiler & lighting	744,000	836,476 7.9%
	high school boilers & lighting	2,238,000	(454,610) -4.0%
			(205,551) -1.9%
2017-18	hawley school roof	23,000	
prior	high school addition	500,000	
		11,705,000	

**TOWN OF NEWTOWN
2020- 21 TO 2024-25 CIP EFFECT ON FUTURE DEBT SERVICE**



[illegible]

Newtown Capital Improvement Plan (CIP) Policy

310-1. Purpose

This policy is designed to assure that Newtown's needs are fully considered in the capital planning process. It helps to assure the sustainability of Newtown's infrastructure by establishing a process for addressing major maintenance, construction, replacement and capital asset acquisition. It strengthens Newtown's borrowing position by demonstrating sound fiscal management and showing the Town's commitment to maximizing benefit to the public within its resource constraints. It establishes a framework in which stakeholders understand their roles, responsibilities, and expectations for the process and end result. It also promotes sound, long-term operational and capital financing strategies.

310-2. Goal

A. The goal in adopting this regulation is to:

- (1) Prioritize, on a Town-wide basis, proposed major capital assets/projects;
- (2) Establish a consistent level of spending for such capital assets/projects;
- (3) Integrate financial planning, budgeting and debt issuance for the Town;
- (4) Encourage careful 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 capital expenditures of the Town of Newtown;
- (2) Creates a process by which the Board of Finance evaluates, modifies, postpones or eliminates, prioritizes, and monitors proposed capital assets/projects;
- (3) Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting the above Sections B(1) and (2).

310-3 Overview

- A. The Capital Improvement Plan (CIP) is Newtown's five-year program of major capital asset/project acquisitions of a nonrecurring nature. The CIP is based on assigned priorities that consider Town: plans, needs, desires and mandates in the context of current and anticipated financial capability to finance such improvements.
- B. The CIP shall be reviewed at least annually. The need or idea for capital assets/projects may originate from department heads, boards or commissions. These capital assets/projects items are compiled by the Board of Selectmen and Board of Education. After review and endorsement by the respective boards, each Board presents their

Newtown Capital Improvement Plan (CIP) Policy

proposed CIP to the Board of Finance. Following the presentations, a combined CIP along with analysis by the Finance Director is presented to the Board of Finance. The Board of Finance shall review and may amend the CIP which is then presented to the Legislative Council for review, amendment and approval.

- C. A "Major Capital Asset/Project" is defined in Section 310-6.
- D. Once the Legislative Council has approved the CIP, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent years' budgets. Certain items may be subject to approval by Referendum and/or require bonding authorizations.
- E. Adopting a CIP does not end with the first year. Changing needs, priorities, emergencies, cost changes, funding shortfall, mandates, technology or other circumstances may require changes, deletions or additions to the CIP annually.
- F. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:
 - Minimizes borrowing costs by supporting a high bond rating;
 - Reduces the need for "crash programs" to finance Town Capital Assets/Projects;
 - Focuses attention on community goals, needs and capabilities;
 - Achieves optimum use of taxpayer dollars;
 - Guides future community growth and development;
 - Ensures that projects are well planned in advance of construction;
 - Provides for the orderly replacement of capital assets;
 - Encourages a more efficient governmental administration as well as maintains a sound and stable financial program;
 - Promotes transparency regarding planned major capital assets/projects and their costs.

310-4 Implementation and Amendments

Notwithstanding that capital asset/project ideas or needs may originate as indicated in Section 310-3, the Board of Finance is responsible for implementing the Purpose and Goals expressed above in Sections 310-1 and 310-2 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 final approval and funding appropriation for the CIP is vested in the Legislative Council, unless expressed otherwise in this CIP policy.

Newtown Capital Improvement Plan (CIP) Policy

310-5 Presentation of Proposed Capital Assets/Projects to Board of Finance

Proposed capital assets/projects may be brought to the Board of Finance at any time. However, except for exigent circumstances, as determined by the Board of Finance, requests for changes to the approved CIP shall not be considered by the Board of Finance until the next September through November period.

The following CIP Timing/Schedule shall be followed. Small adjustments to the schedule may be made upon approval by the Finance Director and majority vote of each applicable Board or Council involved in the extension of time.

CAPITAL IMPROVEMENT PLAN TIMING/SCHEDULE:

July/August/September	Board of Selectmen departments prepare their CIP requests First Selectman presents the proposed First Selectman CIP to the Board of Selectmen Board of Education develops their CIP based on that boards policy and procedure
Board of Finance 2nd meeting in Sept.	Board of Education presents its proposed CIP to the Board of Finance
Board of Finance 1st meeting in October	Board of Selectmen presents its proposed CIP to the Board of Finance Finance Director presents the combined Town of Newtown CIP along with analysis including a Debt Forecast Schedule
By November 30	Board of Finance presents its recommended CIP to the Legislative Council
By January 31st	Legislative Council adopts its approved CIP Legislative Council determines which first year CIP projects go to referendum in April
February/March	Bond resolutions go through the approval process for CIP projects that have been approved for referendum

Newtown Capital Improvement Plan (CIP) Policy

310-6 Eligible Capital Asset/Project

To be eligible for inclusion in the CIP, a proposed capital asset/project expenditure shall have an estimated cost that is at least \$200,000. Listed below are some of the criteria which would make a request eligible for inclusion in the CIP, assuming the proposed project exceeds the financial requirement set forth above:

- A. Incurred debt obligations;
- B. Acquisition or lease of land, improvements to land, easements buildings improvements, and / or development rights;
- C. Purchase of major equipment including vehicles, machinery, works of art, and historic treasures, with life expectancies of 5 years or more;
- D. New construction improvements, renovations, and demolition of facilities and sites, including engineering, design, permitting, and other pre and post construction costs;
- E. Major studies requiring the employment of outside professional consultants;
- F. Infrastructure improvements (streets, sewers, bridges, sidewalks, technology;
- G. Feasibility analysis/design/cost estimates and other professional services relative to anticipated major projects;
- H. Ancillary charges necessary to place the capital asset into its intended location and/or condition for use. Ancillary charges include costs that are directly attributable to asset acquisition—such as freight and transportation charges, site preparation costs, and professional fees;
- I. Bundling of annual maintenance or dissimilar items in order to reach the \$200,000 threshold are to be seriously scrutinized.

310-7 Process

All requests for inclusion in the CIP should adhere to the following process and be submitted on a form as prescribed by the Town Financial Director with input from the Board of Finance. While only the first five years of the plan are to be approved, ten years of desired capital assets/projects should be submitted.

- A. Each Town department and the Board of Education shall prepare a prioritized list of proposed capital assets/projects along with proposed funding source, summary description, and benefit commentary.
 - (1) For departments so indicated by Charter, and the Board of Education, relevant Boards, Councils or Committees shall review and comment on the list and projects. e.g. Public Building and Site Commission, and Sustainable Energy Commission.
 - (2) Reviewed lists created by town departments shall be submitted to the First Selectman.
- B. The First Selectman will evaluate the town department requests and produce a “First Selectman CIP” to be submitted to the Board of Selectmen for review, adjustment and approval;

Newtown Capital Improvement Plan (CIP) Policy

- C. Board of Education shall prepare and submit to the Board of Finance a prioritized list of proposed capital assets/projects along with their proposed funding source.
- D. After presentation of the First Selectman CIP, 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.
- E. The requesting department or agency will plan for and be responsible for funding any professional estimating for a project in the operational budget. If applicable, alternative sources of funding can and should be identified, such as the Capital Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate.
- F. The Board of Selectmen and the Board of Education shall also include in the request(s) for each capital asset/project, with increasing detail for nearest years:
 - (1) The identification of planned funding: Bonding, General Funds, Special Revenue Funds, and any grants, revenues or reimbursements anticipated and
 - (2) Project description and project justification
- G. The Town Finance Director will:
 - (1) Review and compile the Board of Selectmen Proposed CIP and Board of Education Proposed CIP lists into a “Combined CIP” for presentation to the Board of Finance;
 - (2) Prepare a financial impact statement, including a Bond Forecast Schedule which shows the effect of the Combined CIP on future annual debt payments for at least five (5) years, to ensure adherence to the Town Debt Service Policy.
- H. The Board of Selectmen and Board of Education will each prioritize their capital assets/projects and the prioritized Combined CIP will be presented to the Board of Finance. The Finance Director will present the Bond Forecast Schedule and other analysis.
- I. The Board of Finance will review the Combined CIP.
 - (1) It may reduce a capital assets/project cost and scope; it may transfer capital assets/projects between CIP years, and it may add or eliminate a capital asset/project. Moving or adding a capital asset/project to Year One, should be strictly scrutinized.
 - (2) The Board of Finance will then prioritize, within each CIP year, the recommended capital assets/project and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase, expenditure or project.
 - (3) Rejected capital assets/projects can be resubmitted to the appropriate Board at the first stop of the process next fiscal year. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level the following fiscal year.
- J. In odd years if the election of a First Selectman results in the election of a person other than the First Selectman who presented the CIP to the Board of Finance in October of that year, that new First Selectman may request changes to the first year of the CIP under review by the Board of Finance and Legislative Council.

Newtown Capital Improvement Plan (CIP) Policy

- K. The Board of Finance will present their recommended CIP to the Legislative Council by November 30th. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule (updated for any Board of Finance actions).
- L. The Legislative Council will review the Board of Finance recommended CIP. It may accept it in its entirety. It may reduce, transfer between CIP years, eliminate or add capital asset(s)/project(s). Moving or adding a capital asset/project to year one will be strictly scrutinized. The Legislative Council will then prioritize, within each CIP year, the capital assets/projects.
- M. Upon any change of the Board of Finance's recommended CIP by the Legislative Council, the Legislative Council shall return its proposed CIP with changes to the Board of Finance for review and recommendation before final approval by the Legislative Council.
 - (1) The failure of the Board of Finance to make any recommendations within ten days of the Legislative Council's proposed CIP, then the Legislative Council's last proposed CIP shall be final.
 - (2) No matter the number of CIP changes by the Legislative Council, the Board of Finance shall have only one post November 30th review and recommendation.
- N. The Legislative Council will adopt a Town wide CIP and, by January 31st, will determine which capital assets/projects from year one of the CIP should go to referendum. IF the Legislative Council has not passed the final CIP plan by January 31st, the Board of Finance recommended CIP presented to the Legislative Council shall be the final adopted Town wide CIP.
- O. The following should be considered when determining which capital assets/projects go to referendum:
 - (1) Projects that require multiple years of funding or that exceed Legislative Council fiscal authority;
 - (2) Capital assets/projects which, because of their significant cost, may limit the Legislative Council's fiscal authority;
 - (3) Time sensitive projects;
 - (4) Safety and security importance.

310-8 Prioritization

The Board of Selectmen, Board of Education, Board of Finance and Legislative Council should consider the following guidelines when recommending the prioritization of individual capital items: (In no particular order)

- A. Projects implementing approved Town plans such the Plan Of Conservation and Development and the Fairfield Hills Master Plan;
- B. Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum;
- C. Significant consideration shall be given to the most costly of the remaining capital items which should go to referendum;
- D. Items that are time-sensitive should receive priority consideration for referendum;

Newtown Capital Improvement Plan (CIP) Policy

- E. The cost of the purchase;
- F. The impact of the purchase versus the benefit to the Town;
- G. The year it will be implemented;
- H. The source of financing;
- I. Public Safety;
- J. Existing infrastructure;
- K. Economic Development;
- L. Quality of life;
- M. Regulatory Compliance;
- N. Impact on current and future operational budgets;
- O. The benefit or risk to the Town should the purchase not be made.

310-9 Town Budget

All purchases that are proposed for the ensuing fiscal year and included in the final Town wide CIP by the Legislative Council shall be included as a proposed expenditure in the budget presented to the Board of Finance. Except for exigent circumstances, any capital improvement expenditure that falls within Section 310-6 of this plan regulation and is not contained in the CIP shall not be considered for implementation until included in the CIP.

310-10 Capital Asset/Project Process

- A. The processes used to authorize bonding and appropriations for a capital asset/project are controlled by a series of checks and balances exercised by the executive, finance, and legislative arms of the Town government. These processes are established to ensure that each project or purchase 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 Education, Board of Finance and Legislative Council is subject to the same rigorous review. Except for emergency situations, a consistent and documented process should be used to advance every capital project or asset purchase from inception to execution by its requesting agent.
- B. Projects or purchases approved for inclusion in the CIP typically progress from the introductory phase in year ten to the execution phase in year one. However, priorities may change between each annual review. Projects in year one on the CIP 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.

Newtown Capital Improvement Plan (CIP) Policy

- C. Steps in this process for projects readying for implementation include
- (1) Bonding funds for requested capital assets/projects:
 - a) The Finance Director causes a bonding resolution to be prepared. The resolution will identify the funds being requested and the purpose of those funds. The department or board with ownership of the proposed project initiates this process through contact with the Director of Finance;
 - b) The bonding resolution to fund the proposed project is submitted to Board of Finance for discussion/action;
 - c) If approved by the Board of Finance, the bonding resolution is then submitted to Board of Selectmen for discussion/action;
 - d) If approved by the Legislative Council, the resolution is then submitted by Board of Selectmen for discussion/action.
 - (2) 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)
 - a) A special appropriation request for a capital project is prepared by the Director of Finance in concert with the requesting department;
 - b) The appropriation request is submitted to the Board of Finance for discussion and action;
 - c) If approved, the appropriation request then moves to the Legislative Council;
 - d) The appropriations request if approved by Legislative Council, may also be acted on by the Board of Selectmen or referendum, depending upon the magnitude of funds requested as per the Charter.
 - (3) 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 Board of Selectmen or Board of Education.
 - a) The Public Building & Site Commission or "other" authorized building committee will establish appropriate advisory committees; will prepare and issue appropriate Request For Quotations and Request For Proposals; and will select professionals and develop contracts with attorney and purchasing agent's 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.

Newtown Capital Improvement Plan (CIP) Policy

- (4) 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.