

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

BOARD OF FINANCE
MINUTES
REGULAR MEETING
Council Chambers
3 Primrose Street
Newtown, CT 06470
Monday, March 9, 2020 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

Present: Sandy Roussas, Keith Alexander, Ned Simpson, Chris Gardner and Matthew Mihalcik

Absent: John Madzula

Also Present: First Selectman Dan Rosenthal, Finance Director, Bob Tait, Director of Public Works, Fred Hurley, one member of the public and one member of the press

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

Voter Comments

None

Communications

Chair Roussas shared with the Board that she and Keith Alexander presented the previously approved Municipal Budget FY 2020-21 (with BOE line item) Budget to the Legislative Council last week.

Minutes

Keith Alexander moved to approve the minutes of February 20, 2020. Ned Simpson seconded. Chris Gardner amended the February 27th meeting minutes to show the correction on page 5 – “Chris Gardner made a motion to increase the Education Cost Savings (ECS) Grant revenue by \$50,000 from \$4.25MM to \$4.3MM.” All in favor and motion passes.

First Selectman’s Report

First Selectman Rosenthal reported the BOS acted on the Transfer for Public Works (on the agenda for tonight).

The First Selectman recently spoke with someone from the state regarding FEMA. He anticipates receiving payment this month.

There was an S&P Ratings call along with Mr. Tait. The feeling is Newtown is in good standing in receiving the Triple-A rating.

The First Selectman shared he was on a call (along with the Superintendent of Schools) with the State regarding the Coronavirus. The Governor of CT recommended communities delay holding events with more than 100 people. Thankfully Newtown is equipped with live stream option for many meetings. The First Selectman and Dr. Rodrigue are staying engaged with those in Hartford and with the CDC. He met with Department Heads last week and noted they need to stay on task and manage their deliverables.

Mr. Simpson asked if we have a Stop-loss Policy. The First Selectman said we do; we have an Individual Stop-loss policy as well as a Group Stop-loss policy.

Finance Director's Report

Next Tuesday the Town will be conducting a competitive sale for \$11.5MM in Newtown Bonds. On March 24th Newtown will be Refunding Bonds. The total savings on Refunded Bonds from an estimate received on Feb 4th was \$796,000 over 14 years. As of March 6th, the estimated total savings is \$1,240,000MM over 16 years.

Chair Roussas inquired if we have any areas of improvement identified from the call with the Rating Agency. Mr. Tait said there were no comments regarding areas of improvement; however, the Rating Agency Report will be complete in the next couple of days and will be shared at the next BOF meeting.

The First Selectman said overall the Rating Agency isn't too concerned with CT mainly due to it's large Rainy Day Fund.

Unfinished Business

Debt Policy

Tabled

New Business

Transfer \$261,000 from Public Works Salaries & Wages – Full Time to Various Public Works Accounts

Mr. Fred Hurley, Director of Public Works, said typically they don't do transfers this time of year (it's due to circumstances they haven't been able to do this sooner). It's 2.4% of overall budget.

Mr. Simpson congratulated the Town in switching over to the new accounting and purchasing system. He asked for confirmation that the savings noted is a one-time savings. Mr. Hurley agreed. Mr. Simpson also inquired about the Water and Sewer line item of \$20,000 and why isn't that on the Community Center budget. Mr. Hurley said some of it is. There is one meter for the entire building and they are looking to sub-meter the building to ensure proper allocation of usage.

Mr. Gardner asked if accommodations were made from the budget the BOF just passed within regard to this transfer and it's increases. The First Selectman said yes. Most of the salary savings noted are because they were in the process of filling positions. All but one has been filled.

Chair Roussas asked Mr. Hurley besides square footage could they differentiate a proportional share between the two facilities (Community Center and Senior Center). Mr. Hurley said one example would be to sub-meter the building so there can be a clear division of water usage between the two facilities. Regarding heat, Mr. Hurley said they will need to do their own calculation on the building to determine heat loss and heat usage between the two facilities. Right now it cannot be done formally.

Keith Alexander made a motion to transfer \$261,000 from Public Works Salaries & Wages – Full Time to Various Public Works Accounts. Chris Gardner seconded. All in favor and motion passes.

Fund Balance Policy

Chair Roussas recommended reviewing the Fund Balance Policy and the Debt Policy at the same time. Mr. Tait noted the importance of focusing on the Policy Statement and the Guidelines for the Fund Balance Policy. Chair Roussas asked the Board to review the Debt Management Policy. Discussion happened around the idea of reviewing these two documents.

Voter Comments

None

Announcements

Chair Roussas shared she has been invited to the BOE Capital Improvement Finance Committee Meeting on Thursday.

Adjournment

Keith Alexander made a motion to adjourn. Chris Gardner seconded. All members were in favor and the meeting was adjourned at 8:26pm.

Respectfully submitted,
Kiley Gottschalk, Clerk

Attachments

General Fund Balance Policy

Town of Newtown, CT Debt Management Policy

Town of Newtown Public Works Department 2/20/20 Transfer Request

Transfer Request

General Fund Balance Policy

Updated for GASB54 Fund Balance Reporting and Governmental Type Definitions

POLICY STATEMENT

A positive fund balance serves three important functions:

1. Eliminates the need for short term borrowing to handle cash flow between the start of the fiscal year and receipt of revenue from taxes;
2. Can be periodically used to lower taxes to smooth out major fluctuations in the property tax rates;
3. Serves as a contingency fund that enables the Town to respond to unanticipated emergencies or opportunities.

Credit rating agencies determine the adequacy of the unreserved fund balance using a complex series of financial evaluations. The size of the fund balance is an important, but not the only consideration in the Town's rating. Other important factors are the reliability of a government's revenue sources, economic conditions, community wealth factors, cash position, debt ratios, management performance, and fiscal decisions made by the legislative body.

A town's ability to accurately plan and develop sufficient fund balance is a common characteristic of highly rated municipalities.

This policy is intended to provide for a fund balance which satisfies the cash flow and contingency needs of the community, supports our positive bond rating with the rating agencies, and at the same time avoid over taxing the citizens through an excessively large fund balance.

GOVERNMENTAL FUND TYPE DEFINITIONS

- General Fund – all funds not reported in another fund
- Special Revenue Funds – Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt and capital projects. Restricted or committed revenues are the foundation for a special revenue fund.
- Capital Project Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.
- Debt Service Funds – Used to account for and report financial resources that are restricted, committed or assigned to expenditures for principal and interest, including resources being accumulated for principal and interest maturing in future years.
- Permanent Funds – Used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs – that is for the benefit of the government or its citizenry. Permanent funds do NOT include private purpose trust funds.

FUND BALANCE DEFINITIONS

- Fund Balance is the difference between the Town's current assets (cash, short-term investments, receivables) expected to be available to finance operations in the immediate future and its current liabilities.
- Fund balance is initially characterized as being restricted and unrestricted.

Unrestricted Fund Balance Categories

- **Unassigned fund balance** – Amounts that are available for any purpose as defined in this policy; these amounts are reported only in the general fund. In other governmental funds, if expenditures incurred exceeded the amounts restricted, committed or assigned it may be necessary to report a negative unassigned fund balance.

When an expenditure is incurred for purposes for which committed, assigned, or unassigned amounts are available, the Town considers the fund balance to be spent in the following order: committed, assigned, and then unassigned.

Unrestricted Fund Balance is the Total Fund Balance minus the Nonspendable minus the Restricted

Restricted Fund Balance Categories are amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

- **Committed fund balance**– Amounts constrained to specific purposes by the Town itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purposes unless the government takes the same highest-level action to remove or change the constraint.

The decision making authority for purposes of this policy is the Board of Finance.

- **Assigned fund balance**– Amounts the Town intends to use for a specific purpose; intent can be expressed by the Town or by an official or body to which the Town delegates the authority. Appropriations of existing fund balances to future budgets are considered assigned fund balance. The Town shall not report an assignment that will result in deficit in Unassigned fund balance. Negative fund balances cannot be considered assigned.

The body authorized to assign amounts to a specific purpose for purposes of this policy is the Board of Finance.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the Town considers the restricted fund balance amount to have been spent first until exhausted and then any available unrestricted fund balance.

- **Nonspendable fund balance**– Amounts that cannot be spent because they are (a) not in spendable form (such as inventory, prepaid items, long term portions of notes receivables), or (b) legally or contractually required to be maintained intact (such as the corpus of an endowment fund).

GUIDELINES

The Board of Finance shall propose annual budgets that provide for an unrestricted (unassigned) general fund balance of not less than eight (8) percent nor more than twelve (12) percent of the total operating general fund expenditures.

In the event the unassigned fund balance is greater than twelve (12) percent at the end of any fiscal year, the excess may only be used in one or a combination of the following ways:

1. Transfer such excess to the Debt Service Fund for future debt payments.
2. Transfer such excess to the Capital or Nonrecurring Fund for future capital projects.
3. Use directly to reduce the tax rate in the subsequent year provided that care is taken to avoid a major fluctuation in the tax rate in succeeding years.

As a general rule, unrestricted (unassigned) fund balance in the general fund should represent no less than one month of operating revenues or operating expenditures (whichever is less volatile).

The following circumstances may justify a significantly higher minimum target levels:

- Significant volatility in operating revenues or operating expenditures;
- Potential drain on resources from other funds facing financial difficulties;
- Exposure to natural disasters (e.g. hurricanes);
- Reliance on a single corporate taxpayer or upon a group of corporate taxpayers in the same industry;
- Rapidly growing budgets; or
- Disparities in timing between revenue collections and expenditures.

Annually, the Board of Finance shall monitor and modify the minimum fund balance requirements based on the aforementioned criteria.

The use of unrestricted (unassigned) fund balance will be allowed under the following circumstances:

- Operating emergencies
- Unanticipated budgetary shortfalls

If at the end of a fiscal year, the unrestricted fund balance falls below eight (8) percent the Board of Finance shall prepare and submit a plan for expenditure reductions and or revenue increases. The Board of Finance shall take action necessary to restore the unrestricted fund balance to acceptable levels determined by this policy.

Note: The unrestricted fund balance is now at 7.12% and does not meet the 8% required by the proposed policy. This policy language requires the BoF to develop a plan of action to bring the fund to the required minimum level. This plan could call for meeting the minimum standard within a period of time, say 5 years or so.

This policy is subject to review on a bi-annual basis, on or before the anniversary date of its final approvals. The Board of Finance is responsible to lead the review process and shall collaborate with the Legislative Council and the Board of Selectmen in that action.

TOWN OF NEWTOWN, CT DEBT MANAGEMENT POLICY

I. PURPOSE

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, continuing evaluation of and reporting on all debt obligations issued by the Town of Newtown.

Debt obligations, which include general obligation bonds, special assessment bonds, revenue bonds, bond anticipation notes, lease/purchase agreements and any other debt obligations permitted to be issued under Connecticut law shall ~~only be issued to purchase capital assets that cannot be acquired with current revenues~~. Issuance of debt shall follow the Capital Improvement Plan (see Section 310)

II. POLICY STATEMENT

Under the requirements of Federal and state laws and Town Charter provisions, ordinances and resolutions, the Town may periodically issue debt obligations to finance the construction or acquisition of infrastructure and other assets or to refinance existing debt. It is the Town's goal to assure that such debt obligations are issued and managed in such a manner as to obtain the best long-term financial advantage to the Town and its residents, while making every effort to maintain and improve the Town's bond ratings and reputation in the investment community. Newtown seeks the highest long term obligation rating Moody's and Standard & Poor's confers on municipalities.

III. RESPONSIBILITY FOR POLICY

- A. The Director of Finance shall be responsible for issuing debt, and managing the Town's debt program. In carrying out this policy, the Director shall periodically:
1. Consider the need for debt financing based upon the approved Capital Improvement Plan.
 2. Review the Town's adherence to this policy statement and compare the debt ratios established in this policy with where the Town actually is.
 3. Review the Town's authorized but unissued debt to determine if any authorizations are no longer needed.
 4. Determine if there are any opportunities for refinancing current debt.
 5. Review every three years the services provided by the Town's financial advisor, bond counsel, paying agents and other debt financing service providers.
- B. The Director of Finance shall report his/her findings to the Board of Selectmen, Board of Finance and Legislative Council in the September/October time period of each year, during the Town's review and formulation of the Capital Improvement Plan.

- C. Actual issuance of bonds and material changes to the measures identified below shall be reported to the Board of Finance at their next meeting by the Director of Finance.

IV. GENERAL DEBT GOVERNING POLICIES

The Town hereby establishes the following policies concerning the issuance and management of debt:

- D. the Town shall only issue debt obligations for ~~acquiring, constructing renovating Town-owned assets capital equipment~~ approved Capital Asset Projects as defined within 3.10-6 of the Capital Improvement Plan (“CIP”) Policy; or for refinancing existing debt obligations.
- E. The Town shall not issue debt obligations or use debt proceeds to finance current operations of the Town.
- F. The Town will utilize debt obligations only when an approved Capital Asset Project cannot be funded from current revenue sources or in such cases wherein it is more equitable to the users of the project to finance the project over its useful life.
- G. The Town will measure the impact of debt service requirements of outstanding and proposed debt obligations on single year, five, ten, and twenty-year periods.
- G.H. The Director of Finance will present a report on the measures in Section V to the Board of Finance prior to their taking final action on the CIP. This report will include any funding parameters related to the Combined BOS and BOE proposed CIP Capital Asset Projects which may impact this policy.

V. DEBT POLICIES, RATIOS AND MEASUREMENT

- ~~A. Direct Debt Per Capita—calculated by dividing the Town’s direct debt by the most current population figure. An analysis of this debt ratio should be made each year. It should be looked at in context with other related ratios (mentioned). A comparison should be made with other similar rated Connecticut towns and towns rated one step higher~~
- B.A. Ratio of General Fund Total Bonded Debt to Taxable Net Grand List - An increasing ratio of debt to net grand list (over several years) is not desirable. This debt ratio should be made each year. It should not go beyond 3%.
- C.B. Maximum Maturity – All debt obligations shall have a maximum maturity of twenty years. The estimated useful life of the Capital Asset Project being financed should be considered when determining the maturity of debt. In the event debt obligations are being issued to refinance outstanding debt obligations the final maturity of the debt obligations being refinanced shall remain the same maturity.

D.C. Average Maturity of General Obligation Bonds —The Town shall have at least 50% of outstanding general obligation bonds mature in less than ten (10) years.

E.D. Ratio of General Fund Annual Debt Service ~~as a Percent of~~ Total Annual Budget (Debt Service Level) –The Town will adhere to a debt management cap that limits annual General Fund debt service to no more than 9.0% of the total General Fund budget. In addition, the Town will set a goal of limiting annual General Fund debt service to ~~no more than~~less than 8.5% of the total General Fund budget by July 1, 2023.

F.E. Net Present Value Savings – The Town must achieve a Net Present Value Savings of at least 2 percent over the life of an existing bond issue in order for it to be considered for refunding.

G.F. Bond Covenants and Laws – The Town shall comply with all covenants and requirements of the bond resolutions, and state and Federal laws authorizing and governing the issuance and administration of debt obligations.

H.G. If the debt management indicators fall outside the recommended levels, the Director of Finance ~~Director~~ shall recommend and submit to the Board of Finance for approval, a plan to bring the debt management indicators to their appropriate levels within a specific time frame.

VI. DEBT SERVICE INDICATORS

- A. The Town’s debt ~~burden-measures~~ will be annually compared to Towns:
- i. In the immediate vicinity of the Town, including Bethel; Brookfield; Danbury; Monroe; New Fairfield; New Milford; Oxford; and Southbury;
 - ii. With the same bond rating;
 - ii. With a bond rating one level higher and
 - iii. Within our District Reference Group (“DRG”).
- B. The Town recognizes that the below ratios are useful guides but not the exclusive means by which it should measure debt burden:
- i. Ratio of Debt to equalized net Grand List (see V.A):
Indicates Newtown’s ability to repay its long term (bonded) debt. Increasing bonded long-term debt as a percentage of assessed valuation (taxable net grand list) is undesirable, as it suggests that debt is exceeding the government’s ability to pay. Sustained growth in debt (well beyond tax base growth) may ultimately overburden a tax base and reduce economic viability by straining budget and tax resources and reducing flexibility. A government near its debt limit has less flexibility to meet future capital needs. Debt reduction, on the other hand, lower taxes and generate economic capacity to the extent that infrastructure necessary for economic growth isn’t underfunded. A low debt profile may indicate underinvestment in infrastructure and capital facilities. Neglecting critical capital needs may impede economic growth and

endanger future tax revenue generation. S & P considers a debt to taxable net grant list (market value) of $\leq 3\%$ to represent a low debt burden; 3 – 6% a moderate debt burden; and $\geq 6\%$ a high debt burden.

ii. Average Maturity of General Obligation Bonds (Section V.B)
Prudent use of debt dictates that the debt's term matches the useful economic life of the financed capital items. A faster maturity schedule may be desired to avoid increased interest costs, however, it can place undue strain on the operating budget. Tax-backed debt retirement that falls below 40% in 10 years is considered a weak fiscal practice.

i. Debt Service Level (Section V.D)

Indicates the extent of Newtown's fixed costs for paying principal and interest on its local tax supported debt. Increasing debt service as a percentage of total budget reduces Newtown's expenditure flexibility and may suggest excessive debt and/or fiscal strain. Debt service above 10% of total budget constitutes a level at which budgetary competition is a significant consideration.

~~ii.~~ Debt per Capita and Debt per Family:
Calculated by dividing the Town's direct debt by most current population figure. A low ratio suggests Newtown has the ability to repay its long-term debt. If long-term debt is increasing as population stabilizes or declines, debt levels may be reaching or exceeding the government's ability to pay (assuming that the ability to generate revenue and repay debt is directly related to population size). A high ratio is not inherently bad, however, and must be considered in the local context. S & P, in 2014, indicates that overall debt per capita greater than \$2,500 is high.

~~iii.~~ Debt Per capita income;

~~iv.~~ Median household income

v. Debt per capita as a percentage of per capita income;

vi. Debt per capita as a percentage of median household income

The Town will, at the discretion of the Director of Finance, employ data taken from the latest State of Connecticut Municipal Fiscal Indicators Report, the CERC Town Profile or other report from the CT Data Collaborative to compile the above ratios and develop trend lines from same.

VII. This policy shall be reviewed by the Board of Finance, at minimum, on a biennial basis during the month of January in each odd numbered year. Recommendations for change, if any will be presented to the Legislative Council for approval.

Approved by the Legislative Council: ~~October 4, 2017~~

Draft with comments from August 12, 2019 BOF meeting

Ned's Editing Notes:

1. We should add explicit steps in Section 310 CIP to be sure what gets approved does not blow-out any of the policy ratios
2. Is the proper title Director of Finance or Finance Director?
3. Ratios appeared in a number of sections. Tried to make Section V about policy and VI as the ratios
4. No policy about Per Capita debt
5. IV.H wording is pretty awkward



TOWN OF NEWTOWN
PUBLIC WORKS DEPARTMENT

2/20/20 Transfer Request

Source Accounts:

The three (3) source accounts for fund transfers are all within the Public Works Department. They are the "Regular Salaries & Wages" for Highway, Transfer Station (Solid Waste) and the Public Building Maintenance accounts which have surpluses due to the delayed filling of positions, workman's compensation cases and employees out on extended disability insurance. The funds requested from these accounts will leave adequate funding thru the balance of the fiscal year in those accounts. The accounts and the requested funds are as follow:

500 5110 Salaries & Wages - Regular/ Highway	\$225,000
515 5110 Salaries & Wages – Regular/ Transfer Station	25,000
650 5110 Salaries & Wages – Regular/ Public Building	11,000

Deficient Accounts:

Highway – The line item for Road Improvements 500 5735 is technically over at this point but no funds are requested. The shortfall will be covered by the previous agreement for usage from the FEMA Grant, which will be expended this spring.

500 5130 Overtime/Regular	\$4,000
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This account is for overtime outside of the winter maintenance budget and covers storms and other unanticipated needs thru June 30th. Some funding remains from pre-winter but we anticipate additional funds may be needed to complete the balance of the year.

500 5505 Contractual Services	\$50,000
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The two major unanticipated outlays were \$15,000 for material condition reports on two dams for our insurance carrier and for the safety measures required on Toddy

Hill developed by the Police Department, which totaled over \$52,000. The transfer request will leave us with available funds that should carry us to the end of the budget year.

All other Highway accounts appear adequate at this time thru fiscal year end.

Transfer Station: The line item for Electricity 515 5622 appears to be over at this time. However, when the reimbursement by the vendor occupying the regional transfer station (Oak Ridge) is received, this account will be adequately funded thru the balance of the fiscal year.

515 5430 Repair & Maintenance \$650

The installation of the new compactor required additional catwalks around the receiving area for employee safety. This put us slightly over budget.

515 5505 Contractual Services \$30,000

The primary issue was the unscheduled increase in the recycling tip fee that went from \$10 to \$65 and then more recently \$73 per ton starting in the last budget with impacts in the current budget. The increases started during the last budget but after the current budget was already set. We ended up carrying approximately \$24,000 of deferred payments, from the 18-19 budget, into the current budget.

Because the increases were unbudgeted, the vendor agreed to stretch the payment over two budgets (Jan – Dec 2019). This is what effectively added the \$24,000 to our tip fee payments thru December 2019. However, the situation was exacerbated when, in November 2019, the HRRA (Housatonic Resource Recovery Authority) again raised the tip fee from \$65 to \$73 per ton. This effectively has added an additional \$6,000 to bring the overall shortfall thru year end to \$30,000. While the Town is an HRRA member and voted against the increases we are still obligated to pay.

We had some added costs for additional household hazardous waste day services but these were handled within the account.

515 5610 General Supplies \$850

The increased cost over budget was due almost entirely to specialized packaging for the collection, processing and disposal of various types of recyclables ranging from food scraps and batteries to single use plastic bags and light bulbs.

Public Buildings – Most of these overages are the result of transitions from old to new buildings, the commissioning of those new buildings and other unanticipated or unscheduled events and repair requirements. It should also be noted that while the Department has supported and continues to support the commissioning of the new Community Center, the expenditures enumerated in this transfer refers to the new Senior Center and these costs are not covered by the GE Operational Grant.

In addition, there are a number of accounts that may appear to be very low, for which we are not seeking transfer of funds or for which we do not appear to be requesting enough. Those accounts generally have reimbursements due from the Board of Education for their share of expenses that has not yet been included.

650 5411 Water & Sewer \$20,000

The primary overage in this account is almost entirely the actual usage expenses for the new Senior Center for both water and sewer. Heavy water usage leads to higher sewer bills because the two are connected with sewer usage based off the water meter. The presence of the pool facilities leads to high water usage for the showers and locker rooms. All of this consumption is in addition to maintaining the existing senior center.

An additional unanticipated expense was the closeout of the sewer benefit assessment for the new Hook & Ladder building. It was thought that expense had been covered in the mortgage closeouts with the property transfer from the church. The Town has covered that expense for all the fire houses on the sewer line.

650 5430 Repair & Maintenance \$5,000

The unanticipated but complete loss of AC compressors in the Municipal Center is the core of this request. We also had unplanned plumbing system problems at the existing Police Department which required some equipment replacement.

650 5505 Contractual Services \$60,000

When the maintainer at the existing Police Department retired, we did not replace that individual at this time. However, we incurred a \$30,000 expense for contract cleaning thru the balance of the year. The balance of the request is almost entirely for the startup and running of the new Senior Center while maintaining our continuing responsibility for the old senior center. The cleaning contract is in lieu of expenditure under the salary line item and the balance is simply new expense, which includes everything from new acoustic tiles, new chair rails and tile grouting to

installation of a new door fob security system.

650 5615 General Maintenance Supplies \$8,500

The entire cost here was meeting the various requirements to open and start up a new building (Senior Center). This included stocking it with everything from cleaning supplies and equipment to toilet paper, paper towels etc. and the storage shelves to contain them.

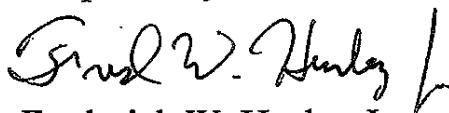
650 5622 Energy - Electricity \$52,000

The new Senior Center is a dramatically larger building in both square footage and volume than its predecessor. The intensity of a building's use has a major impact on how much energy it requires. In addition to the area and volume increase, daily participation use of the building by seniors has gone from dozens at the old building to many hundreds at the new building. This surge of startup electricity consumption will stabilize over time as we dial in the building systems but in the meantime we have a very heavy electrical consumption.

650 5624 Energy – Oil (Natural Gas) \$30,000

As noted in the electricity summary, the primary cause for this request is the new Senior Center. A building which is much larger than its predecessor in size and space with many more daily participants. Increased movement in and out of a building puts a heavier burden on the heat load that needs to be replaced. Again, we are operating a new facility while the old one remains in operation.

Respectfully submitted,



Frederick W. Hurley Jr.
Director of Public Works

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

FISCAL YEAR	2019 - 2020	DEPARTMENT	Public Works	DATE	2/7/20
	<u>Account</u>		<u>Amount</u>		
FROM:	101135000000-5110SALARIES & WAGES - FULL TIME		(225,000)	USE NEGATIVE AMOUNT	
	101135150000-5110SALARIES & WAGES - FULL TIME		(25,000)		
	101136500000-5110SALARIES & WAGES - FULL TIME		(11,000)		
	.				
TO:	101135000000-5130SALARIES & WAGES - OVERTIME		4,000	USE POSITIVE AMOUNT	
	101135000000-5505CONTRACTUAL SERVICES		50,000		
	101135150000-5430REPAIR & MAINTENANCE SERVICES		650		
	101135150000-5505CONTRACTUAL SERVICES		30,000		
	101135150000-5610GENERAL SUPPLIES		850		
	101136500000-5411WATER / SEWERAGE		20,000		
	101136500000-5430REPAIR & MAINTENANCE SERVICES		5,000		
	101136500000-5505CONTRACTUAL SERVICES		60,000		
	101136500000-5615GENERAL MAINTENANCE SUPPLIES		8,500		
	101136500000-5622ENERGY - ELECTRICITY		52,000		
	101136500000-5624ENERGY - OIL		30,000		
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REASON:

Public Words Inter division transfer. Salary amounts available due to vacancies. See detail explanation on required funds attached.

AUTHORIZATION:

(1) DEPARTMENT HEAD

(2) FINANCE DIRECTOR

(3) SELECTMAN

(4) BOARD OF SELECTMEN

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

See Attached
[Signature]
[Signature]

date:

2/20/20

2/20/20

2-20-2020

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)
>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF
AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF