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

BOARD OF FINANCE MINUTES REGULAR MEETING

Held remotely due to COVID-19 Mandates and Precautions Thursday, May 28, 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, John Madzula and Matthew

Mihalcik

Absent: None

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

Sandy Roussas called the meeting to order at 7:32 p.m. Attendees saluted the American Flag.

Voter Comments

None

Communications

Chair Roussas shared that the she and Ned Simpson have been invited by Legislative Council Chair, Paul Lundquist, to the June 3, 2020 Legislative Council meeting to discuss the changes made to the Debt Policy.

Mr. Simpson shared that he listened to the most recent Legislative Council Finance and Administration Committee meeting and noted the members of that committee have substantial changes for the CIP Policy (just as an FYI).

Minutes

Matt Mihalcik moved to approve the minutes of May 11, 2020. John Madzula seconded. All in favor and motion passes.

First Selectman's Report

First Selectman Rosenthal reported the Municipal Center is now working with their full staff in the building (minor changes were made to accommodate social distancing). Public Works and Parks and Rec came back to full staff a few weeks ago. The First Selectman shared that the Municipal Center will be open to the Public perhaps sometime in the middle of June. It is still encouraged that the Public receive help remotely or by appointment from the Municipal Center.

First Selectman Rosenthal shared that the BOS had a Special Meeting with Public Building and Site Commission, BOS and the Legislative Council to discuss legal matters, strategy and negotiations regarding the design, construction and management of the Community Center/Senior Center (an Executive Session was held). They reached a four-way agreement with the construction engineer, architect, construction manager and the Town. The Town will receive \$230,000 (this payment will be from the engineer and the architect). The Town will pay the final invoice for the construction manager including an additional \$95,000 as this was part of the settlement for unpaid change orders. Legal fees are around \$70,000 (this was spread over two budget years that were paid via the Operating Budget). Overall, the First Selectman feels like this was a good outcome. Two items were carved out of the agreement. One being the fire pump that is presently in the building that is technically sized too big; therefore, the water flow doesn't match up with its capacity (there is no imminent danger and there is a temporary CO). The hope is the Fire Marshall approves

the modification and no additional costs need to be made. There was cracking that was discovered in cinderblock walls in the pool area around where the support beams are (this was also a part of the agreement). Any known claim is settled within this agreement. Any unknown claim is not a part of this agreement.

Chris Gardner asked what happens to the leftover money. First Selectman Rosenthal stated it will stay in the building account.

The Police Project is ahead of schedule and moving along smoothly all within budget. An entrance from Pecks Lane for department use only and an open-air carport will now be a part of the project. The carport will have solar power funded via a Grant.

Finance Director's Report

Finance Director, Bob Tait, reported the Town finally negotiated refunding \$15MM in bonds that resulted in of savings of \$801,000 over 16 years. In 2020-21 will see \$112,000 in savings in Debt Service. The next three years will result in \$85,000 in savings for each year and then \$35,000 savings for each fiscal year thereafter for twelve years (present value savings of \$774,000).

Unfinished Business

Fund Balance Policy

Chair Roussas previously circulated a near-final draft of the Fund Balance Policy within the BOF.

Mr. Simpson discussed his suggested edits to the Fund Balance Policy. The Board discussed these recommendations. A final draft will be brought to the next BOF meeting for a vote.

New Business

- 1. Matt Mihalcik moved to accept the CT State Library Grant approval for the fiscal year 2021 for \$7,500. Ned Simpson seconded. All in favor and motion passes.
- 2. Resolution providing for special appropriation and estimated revenue to amend the 2019-2020 budget

FEMA reimbursement is meant to cover the budget reduction formally voted on by the Legislative Council. There are some items that were removed from the 2017-2018 budget in order to address the macro burst. First Selectman Rosenthal talked about the reduction of Capital Roads in the 2017 budget that year in the amount of \$175,000. There was a budget surplus of \$38,000 for Turn-Out Gear (the cost for this is higher now than it was in 2017-2018). A reserve will be put into Capital Non-recurring for air packs and other items. Public Works mower was taken out in 2017-2018. First Selectman Rosenthal noted the Fairfield Hills Safety improvements can be reduced from \$75,000 to \$49,000 (from reducing the amount of fencing) and suggested that be put towards the 2017-2018 reevaluation of the budget. He suggested the \$26,000 leftover be put towards the 2021 reval. Library IT was promised in past budgets. Senator Hwang was contacted regarding reimbursements not received for SHES. Lastly, \$90,000 is included relative to the Fire Wall switch that needs replacing.

Keith Alexander moved that the BOF approve the resolution providing for special appropriations and estimated revenue to amend the 2019-2020 budget: By increasing estimated revenue in account 4700 – Use of Fund Balance by \$997,175. By increasing appropriations in account 860-5870 – Transfer Out to Capital & Non-recurring Fund by \$922,175: by increasing appropriations in account 890-5870 – Transfer Out to Other Funds by \$75,000 and wave the reading of the remainder of the Resolution. Matt Mihalcik seconded. Keith Alexander is pleased that everything is being covered that was promised. All in favor and motion passes.

Keith Alexander moved that the BOF approve the resolution providing for special appropriations and estimated revenue to amend the 2019-2020 budget: by increasing estimated revenue in account 4700 –

Use of Fund Balance by \$700,000: by increasing appropriations in account 860-5870 – Transfer Out to Capital & Non-recurring Fund by \$700,000 and wave the reading of the remainder of the Resolution.

Ned Simpson seconded. All in favor and motion passes.

Voter Comments

None

Announcements

None

Adjournment

Chris Gardner made a motion to adjourn. Keith Alexander seconded. All members were in favor and the meeting was adjourned at 8:38pm.

Respectfully submitted, Kiley Gottschalk, Clerk

Attachments

Newtown Fund Balance Newtown 2018 CAFR Example Schedules CT State Library Grant Special Appropriation and Estimated Revenue Documentation



NEWTOWN PUBLIC SCHOOLS 3 PRIMROSE STREET NEWTOWN, CT 06470

OFFICE OF THE SUPERINTENDENT (203) 426-7620 FAX (203) 270-6199 BUSINESS OFFICE (203) 426-7618 FAX (203) 270-6110

May 6, 2020

Ms. Sandy T. Roussas 38 Maltbie Road Newtown, CT 06470

Dear Sandy,

At the regular Board of Education meeting of May 5, 2020, the Board voted to utilize \$300,000 of the current balance of \$520,334 in the district's Non-Lapsing Account for the Engineering Service for the Hawley HVAC Project.

The funds would be used to design and prepare for bidding and develop an appropriate budget for this CIP project which falls in the 2021-2022 fiscal year.

Specifically, the estimated costs for this component of the overall project would cover:

- 1. Study and determine the right solution for indoor air quality improvements for Hawley school
- 2. Develop a cost estimate, plans and specs for bidding
- 3. Review bids and make a recommendation for the qualified bidder (2021)
- 4. Provide construction management services

We look forward to reviewing this project with your Board for their concurrence that this is an acceptable use of these funds in order to be able to begin this project next summer. This action further reduces the Town's requirement for a separate approval and any need to include this in debt service for next year.

Please contact me if you need any additional information.

Sincerely,

Dr. Lorrie Rodrigue, Superintendent of Schools

cc: Board of Education

I. PURPOSE

This Policy is established by the Board of Finance under is Charter Chapter 2 Section 125, responsibility for establishing preferred financial practices and obligations. This policy reflects GASB54 Fund Balance Reporting and Governmental Type Definitions.

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 <u>major</u> 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.

II. GOVERNMENTAL FUND TYPE DEFINITIONS

The books of account of the Town are subject to the regulations adopted by the Board of Finance and approved by the Legislative Council. Charter Chapter 4 Section 05 Finance Director

- A. **General Fund** This fund is the Town's primary operating fund. It accounts for all funds not reported in another fund. Funded principally by property tax, user fees and grants from other government units.
- B. **Bonded (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. e.g. High School Auditorium, Police Facility, Road Program, and Hawley School Boiler,
 - **Bonded Projects (various)** - to account for bond proceeds, grants, and other resources used for the acquisition or construction of major capital projects as authorized through the Capital Improvement Plan (CIP)

C. Other Governmental Funds

1. **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.

e.g. Children's Adventure Center, Edmond Town Hall (movies etc.), Eichler Cove, School Lunches and Dog License

2. Capital Projects & Capital and Nonrecurring Fund

- □ Capital and Nonrecurring Fund Town— A multiyear fund where funding can accumulate enabling the Town to acquire larger capital assets below the threshold for inclusion in the CIP process, on a pay-as-you-go basis. Mainly funded are transferred from the General Fund in the Annual Budget or budget transfer.
- □ Capital and Nonrecurring Non Lapsing An account established under CT Chapter 171 Section 10-248a. Board of Finance, may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the Board of Education budgeted appropriation.
- □ Land Use Open Space
- **□** Parks & Recreation Surcharges
- 3. **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. Excess bond proceeds are deposited into this fund.
- 4. **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.

e.g. Hawley School Trust, Edmond Town Hall Endowment and Newtown Flagpole Fund,

III. FUND BALANCE DEFINITIONS

- A. **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 less Deferred Inflows of Resources.
- B. Fund balance is initially characterized as being Restricted and Unrestricted.

C. Restricted Fund Balance Categories

1. Non-spendable 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).

- 2. Restricted Fund Balance Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation
- 3. Committed Fund Balance— Amounts constrained to specific purposes by The Board of Finance to be reported as committed, amounts cannot be used for any other purposes unless the Board of Finance approves removal or change to the constraint.
 - a The decision making authority for purposes of this policy is the Board of Finance.
- 4. **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. e.g. open P.O.s at the end of the year.
 - a 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.
 - **b** 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.

D. Unrestricted Fund Balance Categories

- 1. 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.
- 2. Unrestricted Fund Balance and Unassigned General Fund Balance are synonymous
- 3. When an expenditure in 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.

IV. GENERAL FUND POLICY STATEMENT

- A. The Unrestricted (Unassigned) General Fund Balance shall be no less than eight (8) percent nor more than twelve (12) percent of the Town Budget (Charter 6-25)
- B. The Board of Finance Consolidated Budget (Charter Section 6), shall provide for an Unrestricted General Fund Balance within the range above..
- C. In the event the Unrestricted General Fund Balance is greater than the range in IV.A. above at the end of any fiscal year, , the Board of Finance shall, in consultation with

Town Executives, and in coordination with the Finance Director, prepare and submit to the Legislative Council for approval, one or a combination of the following means to account for the excess:

- 1. Transfer such excess to the Capital and Nonrecurring Fund Town for future capital projects.
- 2. Transfer such excess to the Debt Service Fund for future debt payments.
- 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.
- D. If at the end of a fiscal year, the Unrestricted Fund Balance falls the range in IV.A. above the Board of Finance shall in consultation with Town Executives, and in coordination with the Finance Director, 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.
- E. The following circumstances may justify a significantly higher minimum target levels:
 - 1. Significant volatility in operating revenues or operating expenditures.
 - 2. Potential drain on resources from other funds facing financial difficulties.
 - 3. Exposure to natural disasters (e.g. hurricanes).
 - 4. Reliance on a single corporate taxpayer or upon a group of corporate taxpayers in the same industry;
 - **5.** Rapidly growing budgets.
 - 6. Disparities in timing between revenue collections and expenditures.
- F. The use of Unrestricted General Fund Balance will be allowed under the following circumstances:
 - 1. Operating emergencies
 - 2. Unanticipated budgetary shortfalls

V. Policy Review

This policy shall be reviewed by the Board of Finance at a minimum, on a bi-annual 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 The Board of Finance in this review process shall collaborate with the Board of Selectmen, Board of Education and Legislative Council.

Draft with comments from May 11, 2020 BOF meeting	
Adopted by Board of Finance on	
Approved by the Legislative Council:	

BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2018

ASSETS	COO SERVICE MANAGEMENT AND ADDRESS OF THE PARTY AND ADDRESS OF THE PART	General Fund	_	Bonded Projects Fund	Go	Other overnmental Funds	G	Total overnmental Funds
Cash and cash equivalents	\$	27,295,475	\$	-	\$	1,755,525	\$	29,051,000
Investments Receivables:		10,959,544		-		2,859,020		13,818,564
Property taxes and interest, net		2,832,879		-		-		2,832,879
Grants and contracts		-		-		567,850		567,850
Loans		-		-		230,053		230,053
Other		457,346		-		255,111		712,457
Due from other funds		1,442,857		15,213,087		3,849,517		20,505,461
Other		17,729		-		32,130		49,859
Total assets	\$	43,005,830	\$	15,213,087	\$	9,549,206	\$	67,768,123
LIABILITIES						11		
Accounts payable	\$	1,867,090	\$	1,959,456	\$	1,226,997	\$	5,053,543
Accrued payroll		4,088,560	Υ.	2,333,430	Y	216,024	۲	4,304,584
Due to other funds		20,565,821		-		397,860		20,963,681
Unearned revenue		-		1,764,380		587,904		2,352,284
Other		258,900		-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		-		258,900
Total liabilities		26,780,371		3,723,836		2,428,785		32,932,992
DEFENDED INITIONIC OF DECOURES								
DEFERRED INFLOWS OF RESOURCES Unavailable revenues								
Offavallable revenues		2,832,879		-		230,053		3,062,932
FUND BALANCES								
Nonspendable		-		-		632,917		632,917
Restricted		-		12,235,620		3,270,761		15,506,381
Committed	,	175,484		400,000		2,993,676		3,569,160
Assigned		390,306		-		2,333,070		390,306
Unassigned	(\$)	12,826,790		(1,146,369)		(6,986)		11,673,435
Total fund balances		13,392,580		11,489,251	-	6,890,368		31,772,199
Total liabilities, deferred inflows of		, , , , , , , , , , , , , , , , , , , ,			-	3,030,300		31,772,133
resources and fund balances	\$	43,005,830	\$	15,213,087	\$	9,549,206	\$	67,768,123



COMBINING BALANCE SHEET

NONMAJOR GOVERNMENTAL FUNDS - BY FUND TYPE JUNE 30, 2018

•		Special Revenue Funds	C	ital Projects Fund apital and onrecurring Fund		Debt Service Fund	P	ermanent Funds		al Nonmajor vernmental Funds
ASSETS										
Cash and cash equivalents	\$	1,487,620	\$	255,556	\$		\$	12,349	\$	1,755,525
Investments		190,399	*	-	7	_	Ÿ	2,668,621	ې	2,859,020
Receivables:								2,000,021		2,659,020
Grants and contracts		567,850				-				567,850
Loans		230,053		_		-		_		230,053
Other		255,111								255,111
Due from other funds		1,397,741		1,836,093		581,703		33,980		3,849,517
Other		32,130		-		-		-		32,130
Total assets	\$	4,160,904	\$	2,091,649	\$	581,703	\$	2,714,950	\$	9,549,206
LIABILITIES										
Accounts payable Accrued payroll	\$	453,155	\$	773,642	\$	•	\$	200	\$	1,226,997
Due to other funds		216,024		-		-		-		216,024
Unearned revenue		344,354		-		-		53,506		397,860
Total liabilities		587,904		-		-				587,904
Total Habilities	-	1,601,437		773,642		-		53,706		2,428,785
DEFERRED INFLOWS OF RESOURCES										
Unavailable revenue		230,053		-		-		-		230,053
FUND BALANCES										
Nonspendable		22,917		-		-		610.000		632,917
Restricted	1	1,219,517				u u		2,051,244		3,270,761
Committed		1,093,966		1,318,007		581,703		-,001,244		2,993,676
Unassigned		(6,986)		-				_		(6,986)
Total fund balances		2,329,414		1,318,007	-	581,703		2,661,244	-	6,890,368
Total liabilities, deferred inflows				,			-	_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		3,030,300
of resources, and fund balances	\$	4,160,904	\$	2,091,649	\$	581,703	\$	2,714,950	\$	9,549,206



SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND FOR THE YEAR ENDED JUNE 30, 2018

			_					riance With
		Budgeted Original	Amou	ints Final		Actual		nal Budget ver (Under)
General Government:		Original			-			
Selectmen	\$	425,214	\$	475,394	\$	444,297	\$	(31,097)
Selectmen - other		171,560		171,560		165,584		(5,976)
Human Resources		114,985		114,985		112,859		(2,126)
Tax Collector		370,457		365,457		363,478		(1,979)
Probate Court		7,200		7,200		6,279		(921
Town Clerk		318,811		318,811		316,981		(1,830
Registrars		137,050		146,550		142,987		(3,563
Assessor		310,388		310,388		303,900		(6,488
Finance		517,856		517,856		516,489		(1,367
Technology		657,320		657,320		624,888		(32,432
Unemployment		10,000		30,000		27,746		(2,254
OPEB contribution		185,531		185,531		185,531		-
Professional organizations		37,702		37,702		37,702		-
Insurance		1,150,500		1,119,901		1,118,470		(1,43)
Legislative Council		45,000		45,000		45,000		-
Districts		10,000		13,500		5,815		(7,68
Economic Development Commission		99,793		117,293		116,038		(1,25
Grants administration		22,843		22,843		22,733		(11
		1,000		1,000.00		-		(1,00
Sustainable Energy Commission Fairfield Hills		44,000		44,000		44,000		-
Total General Government	-	4,637,210		4,702,291	-	4,600,777		(101,51
Total General Government	-	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
Public Safety:								
Building inspector		440,601		440,601		439,397		(1,20
Communications		1,140,094		1,105,094		1,092,126		(12,96
Police Department		6,927,183		6,606,947		6,545,254		(61,69
Fire Department		1,334,579		1,334,579		1,334,152		(42
Emergency Management / N.U.S.		59,184		59,184		42,349		(16,83
Animal Control		169,885		169,885		163,370		(6,51
Lake authorities		45,477		45,477		45,477		-
N.W. safety communications		10,839		11,140		11,140		-
Emergency Medical Services		270,000		270,000		270,000		-
Northwest CT Emergency Medical Services		250		250		-		(25
Total Public Safety		10,398,092		10,043,157	_	9,943,265		(99,89
Health and Welfare:								
Social services		333,141		333,141		324,329		(8,83
Senior services		339,419		339,419		329,885		(9,53
Outside agencies		191,336		192,257		191,975		(28
Youth & Family services		302,526		302,526		302,266		(2)
Newtown Cultural Arts Commission		2,500		2,500		2,500		-
Newtown Parade Committee		1,000		1,298		1,298		-
N.W. Conservation District		1,500		1,500		1,040		(4
Booth Library		1,335,592		1,335,592		1,335,408		(1
Newtown Health District		397,927		397,927		397,908		(:
Total Health and Welfare		2,904,941	-	2,906,160	-	2,886,609	_	(19,5
Total Health and Wellare		_,	-	, -	_			Continue

SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES

BUDGET AND ACTUAL - BUDGETARY BASIS - GENERAL FUND (Concluded)
FOR THE YEAR ENDED JUNE 30, 2018

		ed Amounts		Variance With Final Budget
	Original	Final	Actual	Over (Under)
Land Use	\$ 684,451	\$ 669,771	\$ 663,714	\$ (6,057)
Public Works:				
Highway	7,033,307	6 767 000	ANY PROPERTY LINES AND THE TAX	
Winter maintenance	7,033,307	6,767,098	6,735,941	(31,157)
Transfer station		788,493	788,132	(361)
Public building maintenance	1,391,911	1,446,620	1,440,157	(6,463)
Total Public Works	710,925	729,425	713,508	(15,917)
The state of the s	9,863,190	9,731,636	9,677,738	(53,898)
Parks and Recreation	2,406,118	2,406,118	2,396,849	(9,269)
Education	72,995,957	74,064,636	74,064,636	-
Contingency	200,000	2,133		(2,133)
Debt Service:				
Principal	6.766.45.			
Interest and fiscal charges	6,766,194	6,766,194	6,766,194	-
mon est una riscai charges	2,170,874	2,170,874	2,170,874	
	8,937,068	8,937,068	8,937,068	-
Other Financing Uses: Transfers out:				
Edmond Town Hall Fund	143,505	142 505		
Capital and Nonrecurring Fund - Town	225,000	143,505	143,191	(314)
Capital and Nonrecurring Fund - Non-lapsing	223,000	1,244,500	1,244,500	-
Total Other Financing Uses	368,505	276,038	276,038	-
0		1,664,043	1,663,729	(314)
Total Expenditures and Other Financing Uses	\$ 113,395,532	\$ 115,127,013	\$ 114,834,385	\$ (292,628)
				Concluded

HISTORIC DOCUMENTS PRESERVATION TARGETED GRANT APPLICATION FY2021

NARRATIVE PAGE & SUPPORTING DOCUMENTATION

1. DESCRIBE THE PROJECT:

- A. This is an ongoing project that which I am continuing to back scan land records. The span of volumes will be from 195 back to 132. This equates to 38,889 pages.
- B. Current scanner is approximately 10 years old and cannot keep up with the demand. Service is no longer available for this equipment.

2. PROVIDE VENDOR/INFO & TIMEFRAME:

- A. IQS will be the vendor for this project. Records will stay on site and will take several days to scan. Images will be inspected and uploaded. Project to be accomplished by deadline.
- B. Ordering from Amazon will take approximately 1-2 weeks.

3. STATE WHAT WILL BE ACCOMPLISHED:

- A. Back scanning records enables the public to print documents via online or in house. This enables availability 24/7 and creates less wear and tear on the documents. The goal is to have all of Newtown's land records available on line.
- B. Replacement will increase productivity.
- 4. A. & B. Breakdown attached for both projects.

APPLICATION

TARGETED GRANT FY 2021

Historic Documents Preservation Program Connecticut Municipalities GP-001 (rev. 1/2020)



STATE OF CONNECTICUT

Connecticut State Library

PUBLIC RECORDS ADMINISTRATOR

231 Capitol Ave., Hartford, CT 06106

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

Name of Municipality: Use full name, i.e. 'Town of' or 'City of'	TOWN of NEWTO)WN				
Name of Municipal CEO:	DANIEL C ROSENTHAL	L Titl	le: FIRST SELECT	TMAN		
Phone with Area Code:	203-270-4201	*				
Email:	FIRST.SELECTMAN@NE\	WTOWN-CT.GOV				
Name of Town Clerk:	DEBBIE AURELIA HALS	STEAD Titl	e: TOWN CLERI	K		
Phone with Area Code:	203-270-4214					
Email:	DEBBIE.HALSTEAD@NEV	NTOWN- Che	ck if Designated App	plicant: 🛛		
TC Mailing Address:	CT.GOV 3 PRIMROSE STREET, NE	WTOWN, CT 06470				
MCEO Address if Different:	SAME					
Grant Application Deadline:	Oycle 1: April 30, 202	0	Cycle 2: September 3	30, 2020		
Grant Contract Period:	The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.					
Maximum Grant Allowed:	\$5,500 Small Munic \$7,500 Medium Munic \$10,500 Large Munic	nicipality Popu	Population less than 20,000 Population between 20,000 and 69,999 Population of 70,000 or greater			
Amount Requested:	\$ 7,500					
Grant Category(ies):	Program Development	☐ Inventory and Planning ☒ Organization and Indexing ☐ Program Development ☒ Storage and Facilities ☐ Preservation/Conservation See Page 6 of the Guidelines for Category				
Budget Summary		Grant Funds (A)	Local Funds (B)	Total Funds (A+B)		
· Consultants/Vendors (Total cost for all consultants and ve	endors)	\$ 7,000.02	\$.	\$ 7,000.02		
• Equipment (Total cost for eligible items, i.e. she	elving)	\$.500	\$ 275	\$ 775		
· Supplies (Total cost for eligible items, i.e. arc	chival supplies)	\$	\$	\$.		
Town Personnel Costs (Total cost for all town personnel)		\$	\$	\$		
Other (Please specify on a separate sheet)		\$	\$	\$		
TOTAL		\$	\$	\$ 7,775.02		

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

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
- If applying for more than one project, questions 1 through 3 must address each project <u>separately</u>; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
- Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.
- 1. Describe the project: State what will be done and why. Where applicable, identify the specific records involved, including volume numbers and date ranges.
- 2. Provide vendor/personnel info & timeframe: For <u>vendors</u>: Identify the company and the timeframe for completing the work within the grant period. For <u>town personnel</u>: Refer to the detailed instructions provided on Page 12 of the Guidelines under Section D, Town Personnel Costs.
- 3. State what will be accomplished: Explain how the project will impact the records, the office and/or the municipality.
- 4. Provide a detailed budget: If applying for more than one project show the breakdown for each project under each line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.
- 5. Attach supporting documents: For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing.

_	n Clerk as Applicant
This section to be completed only if the MCEO wishes to de	signate the Town Clerk to make the application for the grant.
I hereby designate, DEBBIE AURELIA HALSTEAD the agent for insking the apove application.	, the Town Clerk, as
the age of the first that the grove application.	8-19-2020
Signature of MCEO	Date
FIRST SELECTMAN	
Name and Title of MCEO	
Certification of	the Application
This section <u>must</u> be si If the Town Clerk is designated above, the Town Clerk must si	
I hereby certify that the statements contained in this application	on are true and that all eligibility requirements as outlined in
the FY 2021 Targeted Grant Guidelines have been met.	, - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
Signature of Applicant (MCEO or Town Clerk if Designated)	Date (must be same as or later than above date)
DEDDIE AUDEUA HALCTEAD TOWALCIED!	
DEBBIE AURELIA HALSTEAD TOWN CLERK	
Name and Title of Applicant	
For State Lit	prary Use Only
Grant Disposition: Approved Denied	
Grant Award: \$	Grant Number:

Date

Signature of Public Records Administrator

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

REQUESTING DEPARTMENT TOWN CLERK			
PROJECT: HISTORIC DOCUMENTS PRESERVATION PROG	GRAM GRANT		
PROPOSED APPROPRIATION AMOUNT:	\$ 7,775		
PROPOSED FUNDING: BONDING GRANT OTHER	\$ 7,500 \$ 275 \$ 7,775		
ANNUAL FINANCIAL IMPACT ON OPERATING BUI	DGET (GENERAL FU	JND):	
List any financial impact your request will have Attach spreadsheet(s) showing your calculation			
SALARIES & BENEFITS PROFESSIONAL SERVICES CONTRACTED SERVICES REPAIRS & MAINTENANCE UTILITIES OTHER DEBT SERVICE (1st year) TOTAL IMPACT ON EXPENDITURES	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment # ***	
PROPERTY TAXES CHARGES FOR SERVICES (FEES) OTHER TOTAL IMPACT ON REVENUES	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #	
TOTAL FINANCIAL IMPACT ON OPERATING BUDGET	\$ -		
EQUIVALENT MILL RATE OF TOTAL IMPACT using current year's information)	0.0000 mills		
NO FINANCIAL IMPACT. LOCAL MATCH WILL COME FROM	И TOWN CLERK SPECIA	L REVENUE FUND.	
PREPARED BY: Kolas Tud		DATE:05/19/2020	
*	2	TO: BOF, L	.C

Resolution providing for special appropriations & estimated revenue to amend the 2019-2020 budget:

By increasing estimated revenue in account 4700 - <u>Use of Fund Balance</u> by	\$ 997,175
By increasing appropriations in account 860-5870 - Transfer Out to Capital & Non-recurring Fund by	\$ 922,175
By increasing appropriations in account 890-5870 - <u>Transfer Out to Other Funds</u> by To contribute to furniture & fixtures paid for by the Community Center Fund	\$ 75,000

USING FEMA REIMBURSEMENTS (in fund balance)

The amount being transferred to the Capital & Non-recurring Fund is hereby designated for:

		<u>Detail #</u>
•	\$125,000 for capital road improvements	#1
•	\$126,000 Fire turn out gear/air packs	#2
•	\$135,000 PW over the rail tractor/mower replacement (1988)	#3 .
•	\$ 49,000 FHA campus safety improvements	#4.
•	\$ 20,000 Library IT equipment	#5
٠	\$126,000 Assessor 2021 statistical revaluation (estimated total = \$175,000)	#6
•	\$251,175 Sandy Hook School project close out amount (amount state did not fund)	#7
•	\$ 90,000 IT – upgrade firewall and HP main switch	#8
	\$922,175	

Resolution providing for special appropriations & estimated revenue to amend the 2019-2020 budget:

By increasing estimated revenue in account 4700 - <u>Use of Fund Balance</u> by	\$ 700,000
By increasing appropriations in account 860-5870 - <u>Transfer Out to Capital & Non-recurring Fund</u> by	\$ 700,000

USING FEMA REIMBURSEMENTS (in fund balance)

The amount being transferred to the Capital & Non-recurring Fund is hereby designated for:

Capital amounts reduced by the Legislative Council in the 2020-21 budget process:

			<u>Detail</u>
•	Police	\$45,000	-A-
•	Fire	\$42,125	A-
•	Highway	\$68,000	-A-
•	Public Building Maintenance	\$37,000	-A-
•	Parks & Recreation	\$56,875	-A-
•	Board of Education	\$450,000	-A-

TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

	2047 2040	DEDARTMENT Einence	D. 6.77.77	CIAIAO
FISCAL YEAR	2017 - 2018	DEPARTMENT Finance	DATE	6/1/18
	<u>Account</u>		<u>Amount</u>	
FROM:	1-101-11-140-5110-0000SALA	ARIES & WAGES - FULL TIME	(5,000)	USE NEGATIVE AMOUNT
	1-101-11-350-5520-0000INSU	RANCE, OTHER THAN EMPLOYEE BENEF	(5,000)	
	1-101-11-350-5800-0000OTHE	ER EXPENDITURES	(5,000)	-
	1-101-12-300-5110-0000SALA	ARIES & WAGES - FULL TIME	(25,000)	-
	1-101-12-300-5130-0000SALA	ARIES & WAGES - OVERTIME	(10,000)	-
	1-101-12-310-5110-0000SALA	ARIES & WAGES - FULL TIME	(7,000)	-
	1-101-13-500-5110-0000SALA	RIES & WAGES - FULL TIME	(15.000)	
Sizemen	1-101-13-500-5735-0000ROAE		(178,000)	
	1-101-24-570-5899-0000CON1		(50,000)	- 4 6
			(00,000)	-
TO:	1_101_25_860_5870_000TPAN	 ISFER OUT - CAPITAL NON-RECURRING	300,000	USE POSITIVE
10.	1-101-25-000-3070-000011CAI	- CALITAL NON-NECONNING	300,000	AMOUNT
		- .		-
	* '			-
				-
	•			
	T			- *
REASON:	Transfer request to Transfer Out	- Capital and Non-Recurring account (to be t	ransfered to canita	Land
,	non-recurring fund) is for storm by the Legislative Council of \$700 eligible, a FEMA reimbursement made available now. Amounts available in salary accordisability. Road improvements amount was FEMA reimbursement funds if eligible to the story according to the salary a	clean up. This plus an emergency appropria 0,000 will provide \$1,000,000 in funds for stoprogram application will be submitted. Measunts due to employees out on worker's compaging to be expended in May/June. This arigible and approved (to be used for roads).	tion request to be in orm clean up costs. onwhile funds must pensation or long te	nitiated If : be :rm ced with
AUTHORIZAT	rion:	•		date:
	(1) DEPARTMENT HEAD			
	(2) FINANCE DIRECTOR			i i
	And a state of some many species and a			
	(3) SELECTMAN			
	(4) BOARD OF SELECTMEN	· · · · · · · · · · · · · · · · · · ·		
	(5) BOARD OF FINANCE			
	(6) LEGISLATIVE COUNCIL			
UTHORIZATION SIGN FIRST 335 DAYS	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	N \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN	\$50 000>>>> /4\ /2\ /	3) & (5)
WO LOOP LOW		ESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN		
AFTER 335 DAYS	>>>(1), (2), (3), (5) & (6)	ANY AMOUNT FROM CONTINGEN		

DEPARTMENT: FIRE

Capital: This account is used to obtain new and updated equipment for the five fire departments and the fire marshal's office.

<u>CAPITAL</u>	H&L .	s.H.	<u>BOTSFORD</u>	HAWLEYVILLE	DODGINGTOWN FIR	REMARSHAL	:	
SCOTT AE Min E E C. II. J			# UI	VITS			UNIT PRICE	TOTAL
SCOTT 45 Min 5.5 Cylinders	2			e e e e e e e e e e e e e e e e e e e			1,300	2,600
Thermal Imaging Camera Sensit Gas Detector	1				The statement of the second second second to be second to the second sec		6,000	6,000
	2				Commission of the commission o		250	500
Globe Turnout Gear (H & L spec)	1					·	2,400	2,400
1/2" static kernmantle rope 200'	2						400	800
1/2" static kernmantle rope 300'	2					**	571	1,142
Elkhart 1.75" SB Nozzle	1	Santanan makan bahas menjadi menjadi menjadi sebagai menjadi sebagai sebagai sebagai sebagai sebagai sebagai s		1	a north the street and the contract of the street of the s	- The Part of the Control of the Con	475	475
Elkhart 2.50" SB Nozzle	2				The second secon		900	1,800
Akron Assault 4821	1				A CONTRACTOR CONTRACTO	***************************************	900	900
FAST Board	1	1200000000		The second secon	The second section of the section of the second section of the section of the second section of the secti		1,950	1,950
CMC MPD	1						750	750
Motorola APX1500 Mobile Radio	1						2,500	2,500
Exhaust System 445 Bays	. A Part of the State of the St	1			an and a second control of the second contro		6,429	2,300 6,429
Epoxy-Floor System 445-Bays		1						
Morning Pride Turnout Gear			6				11,893	11,893
Morning Pride Ben 2 Heimet			3	. Manual	· · · · · · · · · · · · · · · · · · ·		2,700	16,400
Stream Light Fire Survivor LED chg	***************************************			6			312	936
Globe Boots				· Z		······	140	840
Turnout Gear Coat/Pants		arranti martini di Araba		1	·		375	750
Amerex Water Can 2.5 Gal.	and the standard of the standa						2,500	2,500
Motorola Minitor IV page chg	AND AND ADDRESS OF A STATE OF A S			2			215	430
Ratchet Straps & Chains				3	and the second s		650	1,950
Paratech 48" Long Shore 435	Addition the Addition of the Control			11			1,300	1,300
RIT Pack Fast Attack			·	2	and at the state of the state o		575	1,150
FAST Board RIT				1			2,200	2,200
Thermal Imaging Camera		1 VII 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			A		2,000	`2,000
Portable Radio APX 8000	And the first of the second of	-		1			7,200	7,200
Pagers with Chargers		A CONTRACT MANAGEMENT AND AND A MANAGEMENT		1			6,800	6,800
Turnout Gear Set	The second secon	. V 166-10	Tanandaran ingga ngagawa tanàn akamaman ngan, 416, 216 metaban ta		4		625	2,500
Fire Boots		***************************************			2		2,450	4,900
IPAD & Covers with Firehouse Software	and the state of t				4		375	1,500
Firehouse Cloud - NFIRS				<u> </u>	-	3	2,033	6,099
Camera			and an experience of the second secon	Commence of the state of the st		4	2,732	10,928
Scene Lighting	And the second s				and the same of the same and th	1	700	700
Code Books 2018						1	700	700
						16	156	2,496
Pick up Truck w/lights & siren			· v '			1	39,000	*
Rotating Grant - Dodgingtown - Bldg Reno				:				30,000
Reduced by 1st Selectman	21,817	18,322	47,336	27,120	8,900	20,923	:	144,418

2 - 1

and the second second second second second second					2020 - 20	21 BUDGET	man and man and an arrangement of the second
and the second second	2017 - 2018	2018 - 2019	2019 - 2020	2019 - 2020	DEPARTMENT	1st SELECTMAN	en e
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference COMMENTS
FIRE					a	h	b - a
1.1335					u		
ALABUSE O MIACES - ENVI TIME	167.740	474.070	102 220	102 220	101 975	105 170	Took out salary enhancement request for fire marshall, received an
ALARIES & WAGES - FULL TIME	167,249 18.618	174,030	182,239	182,239	191,875	186,478	(5,397) enhancement in the prior year.
ALARIES & WAGES - PART TIME		15,070	20,897	20,897	30,897	21,367	(9,530) Took out part time secretary request for Sandy Hook.
ROUPINSURANCE	28,622	26,818	26,639	26,639	26,929	26,929	
OCIAL SECURITY CONTRIBUTIONS	14,130	14,391	15,540	15,540	17,042	15,900	(1,142)
ETIREMENT CONTRIBUTIONS	11,035	14,478	18,396	18,396	19,747	19,747	
THER EMPLOYEE BENEFITS	303,898	298,453	308,000	308,000	312,500	312,500	
ROF SVS - OFFICIAL /	13,141	21,975	16,400	16,400	17,600	17,600	· · · · · · · · · · · · · · · · · · ·
/ATER/SEWER	3,127	2,978	3,000	3,000	3,000	3,000	
YDRANTS	74,559	86,917	78,600	78,600	98,000	93,600	(4,400) Repairs & maintenance requested increase = \$19,400. Reduce to \$15,000
EPAIR & MAINTENANCE SERVICES	65,522	48,032	48,305	48,305	43,315	43,315	
ADIO & PAGER SERVICE	17,988	19,195	17,140	17,140	19,440	19,440	•
RUCK REPAIR	73,201	64,047	83,300	83,300	80,800	80,800	- · · · · · · · · · · · · · · · · · · ·
NSURANCE, OTHER THAN	58,460	59,546	52,200	52,200	73,900	67,900	(6,000) Hold insurance requested amounts to prior year.
UES,TRAVEL & EDUCATION	60,355	71,201	71,500	71,500	73,000	63,000	(10,000)
FFICE SUPPLIES	1,311	1,218	1,120	1,120	1,400	1,400	entropy of the state of the sta
NERGY - NATURAL GAS	15,013	16,951	16,000	15,000	16,000	16,000	
NERGY - ELECTRICITY	61,563	59,737	62,200	62,200	62,200	62,200	and the community of th
NERGY - BOTTLED GAS	6,797	4,727	7,000	7,000	7,000	7,000	er mantar de la vivia mantar de la companió de la c
NERGY - OIL	18,481	18,382	19,000	19,000	19,000	19,000	# 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
IRE EQUIPMENT	36,929	36,265	53,898	53.898	65,108	60,108	(5,000)
	30,525	30,203	33,030	55,656	,00,100		Took out (30) turn out gear for Sandy Hook. Turn out gear is being accumul
							In the capital non recurring rund. Also could be capital transfer requests a
APITAL	120 153	138,423	150.072	150,973	248,865	149.865	g b '
The state of the second state of the state o	139,153	•	150,973				(99,000) fiscal yearend.
ONTRIBUTIONS TO FIRE	145,000	145,000	145,000	145,000	150,000	145,000	(5,000) Reduced request back to prior year amount.
							NOTE: any non-payroll reductions can be applied elsewhere by Fire
	1,334,151	1,337,835	1,397,347	1,397,347	1,577,618	1,432,150	(145,468) Commission

DEPARTMENT: HIGHWAY

Capital: This is used to purchase rolling stock (capital equipment) and for replacement components that extend the useful life of existing vehicles and other heavy equipment.

Six wheel dump truck to replace 1999 Sterling with 140,000 miles. This truck suffers from serious from, body rot, and parts availability New over the rail tractor/mower to replace 1988 Ford mower/bractor. This mower is very inefficient, parts have been discontinued and high maintenance costs Crew leader medium duty truck with snow plow and sander to replace a 2005 Ford F350 regular cap pickup truck with 140,000 miles that has frame and body rot Replace about yof for 2005 Mack truck. Body is severley rotted and beyond repair Replace deputy directors 2001 Chevy pickup with 190,000 miles. This vehicle suffers from serious frame and body rot Sand blast and paint body/fram of 2008 10 wheel dump truck Replace one 11 ft. Wausau snow plow. Our plows have been in service for many years and are worn out Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from frame and body rot Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement- Truck 11 replacement- year 4 of 5 Operation manager pickup truck replacement- wear 4 of 5 Medium duty truck replacement- year 4 of 5 Truck 10 replacement- Truck 10 replacement- year 3 of 5 2 Crew Leader medium duty trucks - Truck 6 body replacement- year 3 of 5	18/19
New over the rail tractor/mower to replace 1988 Ford mower/tractor. This mower is very inefficient, parts have been discontinued and high maintenance costs Crew leader medium duty truck with snow plow and sander to replace a 2005 Ford F350 regular cap pickup truck with 140,000 miles that has frame and body rot Replace all season body for 2005 Mack truck. Body is severley rotted and beyond repair Replace deputy directors 2001 Chevy pickup with 190,000 miles. This vehicle suffers from serious frame and body rot Sand blast and paint body/fram of 2008 10 wheel dump truck Replace a 11 ft. Wausau snow plow. Our plows have been in service for many years and are worn out Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from serious frame and body rot Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from frame and body rot Replace Selectmain's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement - year 4 of 5 Crew leader medium duty replacement - year 4 of 5 Operation manager pickup truck replacement - year 4 of 5 Operation manager pickup truck replacement - year 3 of 5 Truck 10 replacement - year 3 of 5 Truck 10 replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5	210,000
Crew leader medium duty truck with snow plow and sander to replace a 2005 Ford F350 regular cap pickup truck with 140,000 miles that has frame and body rot Replace all season body for 2005 Mack truck. Body is severiey rotted and beyond repair Replace deputy directors 2001 Chevy pickup with 190,000 miles. This vehicle suffers from serious frame and body rot Sand blast and paint body/fram of 2008 10 wheel dump truck Replace one 11 ft. Wausau snow plow. Our plows have been in service for many years and are worn out Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from serious frame and body rot Replace Land Use Department 2001 Chevy pickup truck and beyond tramp and body rot Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement- Crew leader medium duty replacement- Operation manager pickup truck replacement- year 4 of 5 Operation manager pickup truck replacement- year 4 of 5 Truck 10 replacement- year 3 of 5 Truck 10 replacement- year 3 of 5 Truck 6 body replacement- year 3 of 5 Truck 6 body replacement- year 3 of 5 Truck 6 body replacement- year 3 of 5 Truck 10 replacement- year 3 of 5	135,000
Replace all season body for 2005 Mack truck. Body is severley rotted and beyond repair Replace deputy directors 2001 Chevy pickup with 190,000 miles. This vehicle suffers from serious frame and body rot Sand blast and paint body/fram of 2008 10 wheel dump truck Replace one 11 ft. Wausau snow plow. Our plows have been in service for many years and are worn out Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from serious frame and body rot Replace Land Use Department 2001 Chevy impala. This vehicle suffers from frame and body rot Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement- Crew leader medium duty replacement- Operation manager pickup truck replacement- Operation manager pickup truck replacement- Vear 4 of 5 Truck 10 replacement- Truck 10 replacement- Vear 4 of 5 Truck 10 replacement- Vear 3 of 5 Truck 6 body replacement- Vear 4 of 5 Truck 6 body replacement- Vear 3 of 5 Truck 6 body replacement- Vear 4 of 5 Truck 6 body replacement- Vear 4 of 5 Truck 6 body replacement- Vear 4 of 5 Truck 7 body 8 bo	90,000
Sand blast and paint body/fram of 2008 10 wheel dump truck Replace one 11 ft. Wausau snow plow. Our plows have been in service for many years and are worn out Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from serious frame and body rot Replace Land Use Department 2001 Chevy impala. This vehicle suffers from frame and body rot Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement - Crew leader medium duty replacement - Operation manager pickup truck replacement - Wear 4 of 5 Medium duty truck replacement - Year 4 of 5 Truck 10 replacement - Year 3 of 5 2 Crew Leader medium duty trucks - Truck 6 body replacement - Year 3 of 5 Truck 6 body replacement - Year 3 of 5 Loader tires - Year 2 of 5	45,000
Replace one 11 ft. Wausau snow plow. Our plows have been in service for many years and are worn out Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from serious frame and body rot Replace Land Use Department 2001 Chevy impala. This vehicle suffers from frame and body rot Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement - year 4 of 5 Crew leader medium duty replacement - year 4 of 5 Operation manager pickup truck replacement - year 4 of 5 Medium duty truck replacement - year 4 of 5 Truck 10 replacement - year 3 of 5 Truck 10 replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Loader tires - year 3 of 5	32,000
Replace Building Department 2001 Chevy pickup truck. This vehicle suffers from serious frame and body rot Replace Land Use Department 2001 Chevy impala. This vehicle suffers from frame and body rot Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement - year 4 of 5 Crew leader medium duty replacement - year 4 of 5 Operation manager pickup truck replacement - year 4 of 5 Medium duty truck replacement - year 4 of 5 Truck 10 replacement - year 3 of 5 Truck 10 replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Loader tires - year 2 of 5	11,000
Replace Land Use Department 2001 Chevy impala. This vehicle suffers from frame and body rot Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement - Crew leader medium duty replacement - Operation manager pickup truck replacement - Year 4 of 5 Medium duty truck replacement - Year 4 of 5 Truck 10 replacement - 2 Crew Leader medium duty trucks - Truck 6 body replacement - Year 3 of 5 Truck 6 body replacement - Year 3 of 5 Loader tires - Year 2 of 5	9,900
Replace Selectman's 2001 Jeef Grand Cherokee. External lease Internal Capital Lease Payments: Truck 11 replacement -	27,000
Internal Capital Lease Payments: Truck 11 replacement - year 4 of 5 Crew leader medium duty replacement - year 4 of 5 Operation manager pickup truck replacement - year 4 of 5 Medium duty truck replacement - year 4 of 5 Truck 10 replacement - year 3 of 5 Z Crew Leader medium duty trucks - year 3 of 5 Truck 6 body replacement - year 3 of 5 Truck 6 body replacement - year 3 of 5 Loader tires - year 3 of 5	28,000
Truck 11 replacement - year 4 of 5 Crew leader medium duty replacement - year 4 of 5 Operation manager pickup truck replacement - year 4 of 5 Medium duty truck replacement - year 4 of 5 Truck 10 replacement - year 3 of 5 2 Crew Leader medium duty trucks - year 3 of 5 Truck 6 body replacement - year 3 of 5 Loader tires - year 2 of 5	5,000
Crew leader medium duty replacement - Operation manager pickup truck replacement - Wear 4 of 5 Medium duty truck replacement - Truck 10 replacement - 2 Crew Leader medium duty trucks - Truck 6 body replacement - Year 3 of 5 Truck 6 body replacement - Year 3 of 5 Loader tires - Year 2 of 5	************
Operation manager pickup truck replacement - year 4 of 5 Medium duty truck replacement - year 4 of 5 Truck 10 replacement - year 3 of 5 2 Crew Leader medium duty trucks - year 3 of 5 Truck 6 body replacement - year 3 of 5 Loader tires - year 2 of 5	40.000
Medium duty truck replacement - iyear 4 of 5 Truck 10 replacement - iyear 3 of 5 2 Crew Leader medium duty trucks - iyear 3 of 5 Truck 6 body replacement - iyear 3 of 5 Loader tires - iyear 2 of 5	15,000
Truck 10 replacement - year 3 of 5 2 Crew Leader medium duty trucks - year 3 of 5 Truck 6 body replacement - year 3 of 5 Loader tires - year 2 of 5	5.250
2 Crew Leader medium duty trucks - year 3 of 5 Truck 6 body replacement - year 3 of 5 Loader tires - year 2 of 5	10,800
Truck 6 body replacement - year 3 of 5 Loader tires - year 2 of 5	40,000
Loader tires - year 2 of 5	32,000
year 2 or 5	11,000
	4,000
Key: green highlight = in the capital non-recurring budget for 2018-19 or a future year. Blue highlight = 2017-18 surplus (if available)	
Total (does not included highlighted items)	183,950

Securing Empty Buildings - Estimates

Signage for buildings \$ 5,000
Company to secure open windows and doors: \$ 25,000
Fencing (6600 linear feet): \$ 103,000

Total

\$133,000





CONTRIBUTE \$75,000

As well as being an on-going expense, a one time investment is necessary to secure the buildings and improve safety in their immediate area.

	2017 - 2018	2018 - 2019	2019 - 2020	2010 2020		21 BUDGET		
	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	1st SELECTMAN PROPOSED	Difference	
PARKS AND RECREATION		70,010	ADDITED	ANCINDED		.———		COMMENTS
ALARIES & WAGES - FULL TIME	906,181	022 627	000 #==		а	b	b-a	······································
ALARIES & WAGES - PART TIME	70,788	933,687 75,859	993,556	995,039	1,001,968	1,001,968	0	
ALARIES & WAGES - SEASONAL	222,014	the second of the second	74,559	74,559	76,799	76,799	(0)	energy of the second of the se
ALARIES & WAGES - OVERTIME	61,229	197,440 64,217	214,413	214,413	247,602	240,602		Minimum wage will increase 10+% (seasonal request is a 15+% increase)
ROUP INSURANCE	302,520		62,000	62,000	62,000	62,000		en de la composition della com
OCIAL SECURITY CONTRIBUTIONS	100,002	281,655 99,798	279,345	279,345	282,623	282,623		Advantage of the control of the cont
ETIREMENT CONTRIBUTIONS	61.018	75,875	102,856 88,402	102,969	106,210	105,675	(535)	terrent de la companya del companya del companya de la companya de
THER EMPLOYEE BENEFITS	13.342	13,383	14,250	88,402 14,250	89,931	89,931	(0)	Control of the contro
	12,342	15,565	14,250	14,250	15,350	15,350	`	the state of the s
					•			Take out teen center items. They should be charged to teen center fund.
ONTRACTUAL SERVICES	283,949	289,515	280.250	280,260	206.050	242.000		Reduced some place holder items such as fence repair; vandalism repairs;
UES,TRAVEL & EDUCATION	10,205	7,573	10,975	10,975	306,869	312,000		curb & crack repairs; and park beautification (+22,000 see capital)
ENERAL SUPPLIES	12,253	12,128	12,000	12,000	10,975 12,000	10,000	(975)	Reduced request to prior experience.
FFICE SUPPLIES	2,557	3,559	3,100	3.100	er room to com	12,000		The second secon
IGNS	6,223	5,852	7,000	7,000	3,100 7,000	3,100 6,000	(4.000)	The state of the s
OOL SUPPLIES	30.718	26,985	32,342	32,342	32,342	32.342	(1,000)	Reduced request to prior experience.
			32,342	32,342	32,342	32,342	·	Mark and the second
SENERAL MAINTENANCE SUPPLIES	31,999	38,205	39,225	39,225	40,200	35,400		Took out teen center maintenance. To be charged to special revenue fund.
ROUNDS MAINTENANCE	146,217	148,530	154,231	154,231	157,731	157,731	(4,600)	Rounded some placeholder amounts.
APITAL	135,634 2,396,851	135,952 2,410,223	132,500	132,500 2,502,610	152,125 2,604,825	78,375 2,521,895	(73,750)	Do not lease a new Toro 5910, keep the existing Toro 5910 coming off a five year lease (to own) (\$24,500). Eliminate new lease for turf tractor (\$21,125). Add \$22,000 to contractual. Took out lake lillinoah feasability study. Should be charged to water front special revenue fund. 550 truck changed to a 350 truck (\$8,000). Z mower reduced b \$5,125 to reflect a prior year purchase price
		2,430,223	2,301,014	2,302,010	2,004,023	2,521,895	(82,930)	· · · · · · · · · · · · · · · · · · ·
LIBRARY								The state of the s
ROUP INSURANCE	1,686	2,030	2,000	2,000	2,000	2,000		
ETIREMENT CONTRIBUTIONS	18,599	34,049	26,735	26,735	25,613	25.613		e menten and a summar and a summ The summar and a summar
	:							Reduced request for capital items. There is a fund balance for capital items
CONTRIBUTIONS TO OUTSIDE	1.315.123	4 345 304	4 252 555					that the library could use. Eurther reduced by \$40,000 to bring hudget reques
CHIMBOHORS TO COUSIDE	1,315,123	1,315,794 1,351,873	1,353,380 1,382,115	1,353,380	1,465,351	1,395,351		increase to 3% \$20,000 for a server is also on the FEMA list for approval.
Commence of the commence of the property of the	1,353,408	1,351,875	1,382,115	1,382,115	1,492,964	1,422,964	(70,000)	
	· · · · · · · · · · · · · · · · · · ·	I		·	·			
							*****	The state of the s



January 9, 2020

Penny Mudgett Tax Assessor Town of Newtown 3 Primrose Street Newtown, CT 06470

Dear Penny:

Vision Government Solutions is pleased to submit a pricing estimate for the Town of Newtown for fiscal year 2022 Statistical Revaluation of all real property. Please realize that we are supplying this estimate without any written specifications from the Town and this price is only an estimate.

Services to be provided will be as follows:

- On-site Data Collection services for 12 months of sales properties that will be utilized in the sales analysis.
- Sales analysis utilizing sales from July 1, 2021 through October 1, 2022.
- Neighborhood Delineation and establishment of new land values.
- New cost rates for residential and commercial improvements.
- Field review of residential and commercial/industrial properties.
- Income analysis and valuation on all commercial/industrial properties.
- Impact notices sent to all property owners.
- Residential and commercial/industrial hearings and resulting fieldwork and data entry.
- Board of Assessment Appeals Support.

The cost to provide complete valuation update services described here for the Town of Newtown is approximately One Hundred Seventy-Five Thousand Dollars (\$175,000).

Thank you in advance for your consideration. If I can be of any further assistance, please feel free to call me at ext. 3644.

Sincerely,

Patrick J. Donovan

Director of Appraisal Sales

1 Cabot Road, Hudson, MA 0749 800-628-1013 www.vgsi.com

ALLOCATE \$100,000

2021-22 BUDGET

NOW; BUDGET \$75,000 IN

From: To: Geralyn Hoerauf Robert Tait "Patricia Llodra"

Cc: Subject:

RE: TAIT

Date:

Monday, April 27, 2015 3:04:18 PM

Bob:

We do not plan to have "ineligible" costs on the project. The grant legislation has been interpreted to allow all project related costs to be covered by the \$50 million grant. This was confirmed as recently as last week with the grant coordinator at OSF, as we worked with her to plan a cash flow schedule for disbursements through the end of 2016. We will continue to confirm this as we work with OSF/DAS on future approvals.

For whatever reason, when the original ED049 form was completed in advance of the first grant disbursement, line items were filled-out under the ineligible cost sections. As the district submits the disbursement requests, these line items continue to be tracked. But in reality all costs are considered to be reimbursable. Likewise, we were asked to submit a Statement of Ineligible Costs as part of the project review process and have listed the typical off-site costs as being "ineligible". Again, in reality this was a pro-forma activity to comply with the state process. The disbursements themselves are not subject to an analysis of eligible vs. ineligible uses.

The project team continues to commit to completing the project without exceeding the \$50,00,000 grant and without an additional financial burden on Town residents.

Geralyn

Geralyn Hoerauf, AIA, LEED AP Senior Project Manager

STV|DPM

111 Founders Plaza, Suite 1404 | East Hartford, Connecticut 06108 Main: 860-882-5600 x618 | Direct: 860-882-5618 | Cell: 860-508-5752

www.dpm-inc.com

From: Robert Tait [mailto:robert.tait@newtown-ct.gov]

Sent: Monday, April 27, 2015 1:19 PM

To: Geralyn Hoerauf
Cc: 'Patricia Llodra'

Subject: TAIT

Hello Geralyn,

Do we have "ineligible" expenses relating to the S.H. school project. These are expenses the state will not pay for. If so I need to start thinking about getting authorization to pay for these items. The authorization for the \$50,000,000 did not include giving me the ability to bond any ineligible expense.

Thanks,

bob

the second of th								
					2020 - 20	21 BUDGET		the second of th
	2017 - 2018	2018 - 2019	2019 - 2020	2019 - 2020	DEPARTMENT	1st SELECTMAN		
· · · · · · · · · · · · · · · · · · ·	ACTUALS	ACTUALS	ADOPTED	AMENDED	REQUEST	PROPOSED	Difference	COMMENTS
TECHNOLOGY DEPARTMENT					a	b	b-a	The state of the s
SALARIES & WAGES - FULL TIME	280,484	296,606	313,193	313,193	321,201	321,201		the second of th
GROUP INSURANCE	59,016	56,083	55,693	55,693	56,146	56,146	·	Carrier Carrier Communication of the Communication
OCIAL SECURITY CONTRIBUTIONS	20,429	21,645	23,959	23,959	24,572	24,572	<u></u>	the control of the co
RETIREMENT CONTRIBUTIONS	15,335	18,075	21,556	21,556	19.822	19,822		The second of th
EES & PROFESSIONAL SERVICES	24,491	55,084	32,000	32,000	50,000	40,000	(10,000)	Move equipment for networking taken out
SOFTWARE/HARDWARE	180,409	262,760	282,125	282,125	309,285	304,285		Extra cost relating to town clerk system will be paid out of special rev fund
DUES,TRAVEL & EDUCATION	3,804	6,975	10,000	10,000	10,000	7,500	(2,500)	Reduction based on prior years experience
OFFICE SUPPLIES	10,932	6,113	9,580	9,580	9,500	9,000	(500)	
EQUIPMENT - TECHNOLOGY	29,988	15,232	55,000	55,000	139,950	49,950		Upgrade fire wall and HP main switch requested to be paid out of FEMA
	624,888	738,572	803,106	803,106		832,476	(108,000)	
						302,113	(200,000)	II. The second s
<u>UNEMPLOYMENT</u>								the state of the s
UNEMPLOYMENT COMPENSATION	27,746	8,703	10,000	10.000	8,000	8,000		Control of the second
	27,746		10,000	10,000	8,000	8,000		Control of the Contro
OPEB CONTRIBUTION					2,000	. 0,000	<u></u>	the second control of
GROUP INSURANCE	85,531	79.116	78,531	78,531	79,285	79,285		the state of the s
OTHER POST EMPLOYMENT	100,000	100,000	100,000	100,000	100,000	100,000		(x_1, x_2, \dots, x_n) , (x_1, x_2, \dots, x_n)
	185,531	179.116	178,531	178,531	179,285	179,285	• · · · · · · · · · · · · · · · · · · ·	Control of the Contro
					173,203	175,205	-	en de la companya de La companya de la co
PROFESSIONAL ORGANIZATIONS					·			to an order to the annual extension of the extension of t
OTHER EXPENDITURES	37,702	40,658	40.000	40.550				and the second
	37,702	40,658	40,658	40,658	40,658	40,658	<u> </u>	the many that the second of th
	37,702	40,036	40,658	40,658	40,658	40,658	-	
INSURANCE			·	i				
INSURANCE, OTHER THAN	1 100 504		1 111 121			en de la companya de La companya de la co		
OTHER EXPENDITURES	1,103,581 14,889	1,100,420	1,100,500	1,100,500	1,100,500	1,100,500	.	
OTTER EXPENDITORES	··-	2,398	10,000	10,000	10,000	10,000	<u>.</u> .	
	1,118,470	1,102,818	1,110,500	1,110,500	1,110,500	1,110,500		
LEGISLATIVE COUNCIL		·····	·			ļ		
PROF SVS - AUDIT	45,000	44,000	45,000	45,000	45,000	45,000		

TOWN OF NEWTOWN

LEGISLATIVE COUNCIL PROCEEDINGS ANNUAL BUDGET 2020 - 2021

Proposed \$700,000 budget reduction:

**Reduction will target capital items (to be placed during the fiscal year from the Capital & Non-recurring Fund)

Board of Selectmen Budget

\$ 250,000

Board of Education Budget

\$ 450,000

\$ 700,000

Board of Selectmen	Budget	available	capital	items:

	<u>Available</u>
Police	134,096
Fire	145,865
Highway (not including roads)	68,000
Public Building Maintenance	37,000
Parks & Recreation	56,875
	441,836

Proposed
<u>Reduction</u>
45,000
43,125
68,000
37,000
56,875
250,000

leaves two vehicles

Board of Education Budget available capital items:

Information Technology Services - Equipment Building & Site Maintenance Projects

525,000 335,000 860,000 no line item authority
no line item authority
450,000

DEPARTMENT: (POLIGE)

Police Vehicles: Since 2012, the Department had begun the process of replacing the standard issue Ford Crown Victoria front line patrol vehicle. Standardization is truly important and warranted as a best practice in the industry. Since 2012, the department began to purchase AWD Police rated utility patrol vehicles. Last year, FY 2019/2020 saw an increase in vehicle cost due to a mid-year model change by Ford Motor Company. This change was both internal and external resulting in a unfitting increase to the new vehicles, prohibiting the use of some equipment from the vehicles being traded-in. Total cost per vehicle is as follows:

 $32,941 \times 3 = 98,823$ (vehicles only)

 $14,240 \times 3 = 42,722$ (up fitting cost)

 $-2,500 \times 3 = 7,500 \text{ (trade-in)}$

134,096 Total cost for purchase and unfitting of 3 front line vehicles

\$45,000 REDUCTION

See page 301 for a police vehicle inventory.

Police Equipment: Account funds initiatives for our school personnel and small disposable equipment for the department. Some of the equipment purchased is traffic cones, flares, crime scene materials, first aid supplies, hazmat supplies, safety brochures, intoximeter supplies, radar maintenance and supplies, crime prevention materials and professional development manuals. It also funds community programs such as Triad, Citizen's Police Academies, Student Police Academies, Crime Prevention initiatives, and drug prevention initiatives.

PROGRAM EQUIPMENT / SUPPLIES:	2019-20	2020-21
Camera Systems Supplies and Repairs	3,500	3,500
Crime Scene Supplies and Equipment	2,000	2,150
Prisoner Supplies / Intoximeter Supplies	1,850	1,950
First Aid Equipment and Supplies	7,000	7,125
Youth Development Supplies	8,750	8,750
HAZ-MAT Equipment and Supplies	1,000	1,200
SSO Equipment and Supplies	5,000	5,000
CPA and SPA Supplies	2,000	2,250
Kitchen supplies and equipment	1,500	1,500
	32,600	33,425

DEPARTMENT: FIRE

(Capital): This account is used to obtain new and updated equipment for the five fire departments and the fire marshal's office.

CAPITAL	<u> H & L</u>	<u>S.H.</u>	<u>BOTSFORD</u>	<u>HAWLEYVILLE</u>	DODGINGTOWN	FIRE MARSHAL	<u>TOTAL</u>
See detail on next page	21,400	14,610	26,931	34,943	14,400	3,581	115,865
Rotating Grant			30,000				30,000
						TOTAL	145,865
						2019-20	120,973
							30,000
							150,973

\$43,125 REDUCTION

Contributions to Fire Companies: This account represents grants divided equally between the five fire departments to be used to defray annual operating expenses.

Grant \$29,000 x 5 Departments = \$145,000.

DEPARTMENT: FIRE

Capital: Continued

Hook & Ladder	٦							
	Quantity	Unit Cost	Total Cost	Sandy Heok	Quantity	Unit Cost	Total Cost	
Structural boots	2	400	800	 Turnout Gear SET	30	2,500		7
Tumout gear H&L Spec	2	2,400	4,800	Helmet	30	350		1
SCOTT 45 Minute 5.5 Cylinder	2	1,400	2,800	 Boots	30	450		1
Motorola XE500 radio mics	5	500	2,500	 APX 6000 Portable Radio	3	3,386	10,158	
Minitor VI 5 chnl pager w/amp base	5	500	2,500	 LifePak 1000 AFO	1	2,227	2,227	
SCBA w/ cylinder	1	8,000	8,000	SL-90 LED Hand Light	10	165	1,650	
Capitol Total			21,400	Scott Mask Bag, Fleece	20	29	575	
-				Capitol Total			14,610	
Dodgingtown	Quantity	Unit Cost	Total Cost	Botsford	Quantity	Unit Cost	Total Cost	
Tumout Gear SET		2,500		EDRAULIC S799E2 CUTTER TOOL ONLY	1	11,600		
		•			. 1	11,000	11,600	
Helmet		325	650	EDRAULIC SP777E2 32" SPREADER, TOOL ONLY	1	12,385	12,385	
Boots	2	400	800	EDRAULIC R422E2 RAM, TOOL ONLY	1	7,980	7,980	
e-draulic tool	1	11,500	11,500	EDRAULIC2 EXL BATTERY	7	635	4,445	
Gas Meter	1	650	650 :	 EDRAULIC DC BANK CHARGER	1	1,858	1,858	
Chaine Kit	2	400	800	MSA EVOLUTION 6000 TIC	1	8,525	8,525	
Capitol Total			14,400	 EVOLUTION 6000 TIC VEHICLE KIT	1	821	821	
				WHELEN PIONEER LIGHT ASSEMBLY WHE-LF35	1	775	775	
				MORNING PRIDE GEAR BOTSFORD SPEC	3	2,847	8,542	
				Capitol Total		tating grant)	56,931	
			<u></u>	 	• •			•
Hawleyville	Quantity	Unit Cost	Total Cost	Fire Marshal	Quantity	Unit Cost	Total Cost	
Turnout Gear SET	-	2,500		Vehicle		40,000		
Helmet1010 w/defendershiel	3	365	1,095	Lettering & Stripeing	1	1,500		
Glob 14" structural Boots	4	400	1,600	 Lights & Siren	1	2,500	-	
Streamlight portable scene	. 2	619	1,238	 Code Book	16	156	2,496	•
TFT Jumbo intake Valves 6"	2 -	2,375	4,750	 Drafting Table & Chair	1	1,085	1,085	
Elkhart chief XD 1.5" (Green)	2	755	1,510	 Capitol Total			3,581	-
Elkhart chief XD1.5" (orange)	1	855	855					
Stream Light Vulcan LED	5	195	975					
Partech HFS Acmethread scre	. 2	285	570	GRAND TOTAL CAPITAL E	BUDGET	=	145,865	
ElkhartXD 2.5"shutoff 1-3/16	2	800	1,600					-
Back-up camera w/3 camera	1	750	750	Note: Major expenditures on turn out gear and other equipment will be financed thru the capital non-requiring fund and year end				•
Argus TIC	1	7,000	7,000	transfers to capital.				
Turnout Gear SET Out Dated	5	2,600	7,000					

DEPARTMENT: (HIGHWAY)

(Capitals) This is used to purchase rolling stock (capital equipment) and for replacement components that extend the useful life of existing vehicles and other heavy equipment.

2020/2021 CAPITAL EQUIPMENT PUBLIC WORKS

\$68,00 REDU
II
REDU
•

DEPARTMENT: PUBLIC BUILDING MAINTENANCE

General Maintenance Supplies: This account covers various types of paper products, maintenance items, and cleaning supplies for the Town Garage, Town Hall South, Dog Pound, Multi-Purpose Center, Municipal Center, EOC, and Police Sub-station.

Energy - Electricity: This account covers the electrical costs for Town Hall South, Multi-Purpose Center, Town Garage, Dog Pound, EOC, Municipal Building, Center for Support & Wellness and other Town facilities.

Increase is due to the addition of the Senior Center and the Police Facility. This account will be reduced once the old police building is off line.

Energy - Oil: This account covers the heating costs for Town Hall South, Multi-Purpose Center, Town Garage, Dog Pound and FFH Maintenance Facility, EOC, Municipal Center and other Town facilities. This includes heating oil, natural gas and propane.

Heating Fuel		Building and Publ		
Year	Unit Price	Gallons/ccf	Total	Contract End Date
2020/2021 Oil	2.19	11 461 \$	25 100	E/20/2020
Natural Gas	1.17	73,387 \$	85,863	mkt rate
Propane - Parks	1.56	449 \$	700	mkt rate

Capital:

Replace standby generator/transfer switch at PW.

Current generator not able to power entire building.

5 year (internal) capital lease. Total cost = \$50,000. YEAR 5 of 5. 5,780

Powered handicap doors for Municpal Building
Continue window abatement and refurbishment
Replace two overhead doors in Cold Storage Shed at Public Works
installation of surplus cameras at various locations

43,780

\$37,000 REDUCTION

DEPARTMENT: PARKS & RECREATION



2020-2021 Newtown Parks & Recreation Capital Budget

Priority	<u> </u>	Proposed by	Reduced by	Approved by P & R	Adjusted by	Proposed by	<u>Description</u>
	Toro 5910 Lease	Dept Head 24,500	Commssion	Commission		First Selectman	المنافرة المعاد المنافرة والمراجع والمرجعة فالمعاصرة والمرجعة والمنافرة
,	Toro 4700 Rotary Athletic Field Mower	24,500	-	24,500	(24,500)	-	Annual external lease payment (#1 of 5) for 16 foot mower.
2	w/Lease	14,500	-	14,500		14,500	Annual internal lease payment (#5 of 5) for 14 ft rotary mower Annua internal lease payment (#4 of 4) for department vehicle
3	Lease Department Van (Chrysler Pacifica)	7,000				7,000	replaces previous town-owned vehicle (Chevy Astro) First Selectman proposes a F350 or similar dump truck with plow
.4	Lease Replacement for 2006 F550 Truck	21,000	-	21,000	(8,000)	(ISFEED)	\$65,000 or \$13,000 Annually for 5 years. Internal lease 1 of 5. (P - & R proposed a F550 for \$105,000 or \$21,000 annually)
.5	Cut off Saw/Weed Eaters/Back Pack Blowers			5,000		(57000)	Yearly replacements for old units beyond repair (daily-use equipment). Lease (external) tractor capable of handling department
6	Lease new Turf Tractor in place of rental	21,125		21,125	(21,125)		attachements, replacing 19 year old tractor too small for department use. Purchase second Z mower requested in prior fiscal year to replace
7	Replace 1 Z-Turn Mowers	22,000	-	22,000	(5,125)	(16)875)	.12 year old unit beyond useful service life.
8 .	Toro Groundmaster 1200			····· · · · · · · · · · · · · · · ·	take out	-	Use trade in value of toro 5910 (above) = \$24,000
9	Treadwell Paver Plaza	22,000	-	22,000		22000	Complete Treadwell paver plaza between pool house and pavillion which is currently dilapidated stone, grave and concrete. Complete a comprehensive study of improving the Lake Lillingah
	Lake Lillinoah feasability study 2018 items	15,000		15,000	(15,000)		park with boat slips, pavion, fuel and expanded parking.
10	Skatepark Maintenance & Expansion	60,000	(60,000)			: . . .	Refurbish certain park compnents and install new feature implement consultants plan for disc golf course, provide healthy
. 11	Disc Golf Course at Treadwell Park	25,000	(25,000)	· · · · · · · · - <u>-</u> Ta	56,875		ssive reacreation and expansion of Treadwell Park facilities.
12	Pocket Park Study	30,000	(30,000)		REDUCTI	iON.	udy to access needs, location & Equipment for possible pocket irks in Newtown (Hawleyville, Dodgingtown areas) esign, install and construct a bicycle playgroud at Fairfield Hills
13	Bicycle playground at Fairfield Hills Safety & Security Lighting FFH High Meadow	40,000	(40,000)	11	(LDOC1)	ON	mpus
14	& Treadwell Fields	4,800	(4,800)				install security lights on lighing towers at FFH High Meadow Field and Treadwell Fields
15	Toro Dingo Or Similar Trencher	35,000	(35,000)	·		·····	Trencher and Post hole auger system needed to expedite coduit and post installs. Compact unit for working in tight spaces.
16	Bobcat Tool Cat Remainder of Treadwell Security and	52,000	(52,000)	.			Replace now unreliable 2004 model with current model containing upgraded hydraulics.
. 17	Monitoring system Dickinson Park Security Camera & Monitoring	65,000	(65,000)	-		-	Install comprehensive security and cameras at Dickinson Park
18	system	65,000	(65,000)			-	Install comprehensive security and cameras at Dickinson Park
	Total	528,925	(376,800)	152,125	(73,750)	78,375	
							<u>.</u>

Vehicle inventory list is on page 305.

(Board of Education's) Requested Operational Plan 2020-2021 (INFORMATION DECENOLOGY) SERVICES

		2017 - 18	2018 - 19	2019 - 20	2019 - 20	2020 - 21		
	Object	Expended	Expended	Budgeted	Current	Requested	\$ Change	% Change
	INFORMATION TECHNOLO	GY SERVICES						
112	Technology Staff	406,538	484,488	505,788	505,788	511,066	5,278	1.04%
112	Clerical Salaries	49,185	50,377	51,904	51,904	52,860	956	1.84%
112	Tech. Coord. Stipends	27,566	30,066	33,577	33,577	29,066	(4,511)	-13.43%
132	Extra Work (Non-Certified)	7,724	10,094	12,000	12,000	12,000	0	0.00%
322	Staff Training	15,585	9,182	16,300	16,300	16,300	0	0.00%
430	Technology Service & Repairs	64,136	86,140	132,622	132,622	122,500	(10,122)	-7.63%
500	Contracted Services	202,503	209,480	230,735	230,735	247,620	16,885	7.32%
580	Staff Mileage	9,247	7,131	9,500	9,500	9,200	(300)	-3.16%
611	Instructional Supplies	12,618	10,436	12,623	12,623	12,123	(500)	-3.96%
690	Office Supplies	1,824	1,507	1,480	1,480	1,480	0	0.00%
692	Technology Software	51,083	74,107	102,418	102,418	111,329	8,911	8.70%
734	(Equipment)	547,585	576,182	550,000	550,000	(525,000)	(25,000)	-4.55%
810	Memberships	1,189	1,305	1,595	1,595	1,595	0	0.00%
	Subtotal	1,396,783	1,550,496	1,660,542	1,660,542	1,652,139	(8,403)	-0.51%

Software - increase of \$8,911 or 8.70%

The software account covers the cost of licensing renewals for district adopted titles such as Microsoft Office (OVES) and Adobe Creative Design. The increase in this account request is due to Microsoft Office licensing going up by ~\$4,000 and due to the renewal of Vision software to assist teachers in monitoring student activity on lab desktops which had previously been purchased on a three year license.

Detail for Technology Software	OVERALL A \$450,000 REDUCTION	
OVES based on number of staff - Microsoft	BETWEEN INFORMATION TECHNOLOGY	\$32,200
Up grades for Sophos Antivirus Endpoint	EQUIPMENT & BUILDING MAINTENANCE	\$28,000
Up grades for Symantec Norton Ghost	PROJECTS	\$1,270
Vision renewals due Dec 2020		\$3,675
Survey Monkey - yearly support Feb	•	\$350
Diagnostic software for technicians (SolarWInds)		\$465
Solidworks renewal NHS -Business		\$1,173
ADOBE Creative Cloud District		\$12,399
Various software's for pilots and app replacement for r	new (replacement) staff	\$8,000
Server OS License		\$1,030
16 seats Chief Architect (15 lab pack and 1 single) NHS		\$826
SmartNotebook Maintenance and Upgrades -		\$5,295
HP IMC for Network monitoring		\$1,533
Lang Lab Software annual renewal		\$4,973
Carryon Creek Scheduler for Conferences		\$1,255
Rosetta Stone annual renewal		\$8,885
•	Total	\$111,329

A-7 February 4, 2020

Board of Education's Requested Operational Plan 2020-2021

INFORMATION TECHNOLOGY SERVICES

(TROHINO) KOXGAY EXOJUHRAJEBATE

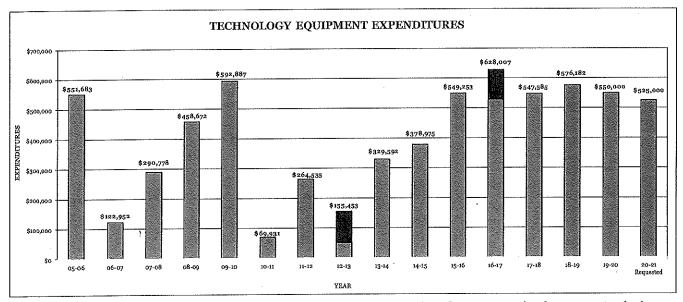
The Technology Department together with the Superintendent of Schools and the Board of Education have (established \$550,000 as reasonable and sufficient funding to meet the needs of refreshing obsolete equipment) (and adding new where appropriate) Establishing a level of funding that is consistent across years allows for better long term planning. The importance of keeping our inventory up-to-date and functioning is crucial if we are to prepare our students for success beyond school in a technology-rich world. This need extends from the end user devices to our network infrastructure. A network which is also relied on by District security initiatives and our Voip phone system.

The established level of equipment funding has two primary objectives.

- Ensuring all technology equipment is able to meet the demands of instruction, testing and security.
- · Providing for growth with new initiatives to enhance and support teaching and learning.

In deriving the established level of funding, consideration was given to:

- The total inventory count of those types of equipment with recognized obsolescence.
- The adopted replacement age guideline for each type of such equipment.
- The current replacement cost per unit type based on recent purchases.



Note: \$51,953 was the BOE expenditure in 2012-13 supplemented by \$103,500 from the Town capital and non-recurring fund.

Note: \$528,360 is the BOE expenditure in 2016-17 supplemented by \$99,647 from the Town capital and non-recurring fund.

STAFFING - INFORMATION TECHNOLOGY

Classification	2013-14 Staffing	2014-15 Staffing	2015-16 Staffing	2016-17 Staffing	2017-18 Staffing	2018-19 Staffing	2019-20 Budget	2019-20 Current	2020-21 Proposed	Change
				:					. :	
INFORMATION TECHNOLOGY SI	RVICES					:			:	
Technology Staff - Director	1.00	1.00	1.00	1.00	1.00	1.00	1,00	1.00	1.00	
Technology Staff - Tech. Specialists	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Technology Staff - Data Tech		1.00	1.00	1.00	1.00	1.00	1,00	1.00	1.00	
Technology Staff - Network Specialist	1,00	1.00	1.00	1,00	1.00	1.00	1.00	1.00	1.00	.
Technology Staff - District Data Admin	1.00	1.00	1.00	1,00	1.00	1,00	1.00	1.00	1.00	
Subtotal	6.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00 أ	0.00
						;			i	
Clerical/Secretarial	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
TOTAL TECHNOLOGY	7.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00

153

February 4, 2020

Board of Education's Requested Operational Plan 2020-2021

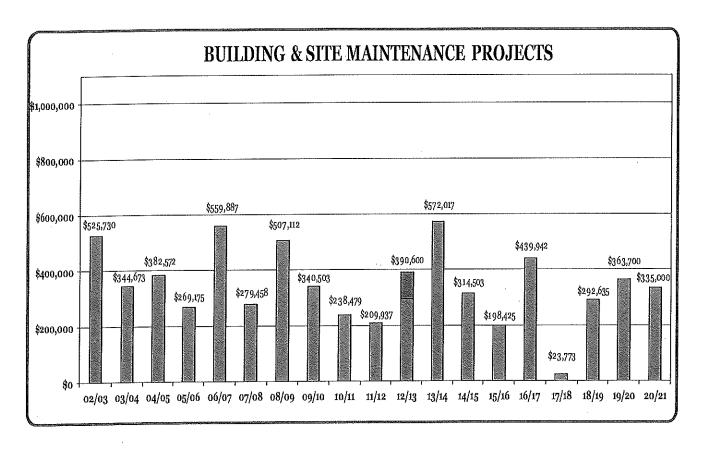
(PROJECTS)

PROJECTS

Building and Site maintenance projects are above the scope of routine building repairs, are very costly and are below the \$200,000 threshold to be considered in the Capital Improvement Plan. We have developed a 5 year prioritized plan for budgeting purposes.

In recent years due to difficult economic times, Building and Site Improvement projects have been drastically underfunded. This practice of deferring much needed maintenance has had a serious effect on the future budget and as new projects/issues are being added to the plan, a significant amount of work faces the School District moving forward.

Facilities Data:	Square Footage
Hawley Elementary School	60,460
Sandy Hook Elementary School	87,000
Middle Gate Elementary School	57,100
Head O'Meadow Elementary Scho	65,000
Reed Intermediate School	165,600
Newtown Middle School	175,000
Newtown High School	362,131
Central Office (Municipal Center)	11,187
Warehouse	9,400
Maintenance Garage	3,244
Total Square Footage	996,122



Note: 2012-13 amount from Town capital and non-recurring fund \$96,500

Board of Education's Requested Operational Plan 2020-2021 PROJECTS

BUILDING & SITE MAINTENANCE PROJOECTS – 5 YEAR PLAN

PROJECT DESCRIPTION	JUSTIFICATION		COST		YEAR 1 2020-21	YEAR 2 2021-22	YEAR 3 2022-23	YEAR 4 2023-24	YEAR 5 2024-25
HAWLEY SCHOOL							. 140 -1 50		
CLASSROOM DOOR REPLACEMENTS	POOR CONDITION	\$_	10,000						\$ 10,000
REPLACE ANTI SKID FLOORING AT RAMPS	BADLY DISCOLORED	\$	15,000		\$ 15,000				
REPLACE AREA CARPETING IN CLASSROOMS	WORN/STAINED	\$	27,000	11		\$ 12,000			\$ 15,000
REPLACE CEILING TILES IN 48 HALL TO 97 AND 21	WORN/STAINED	\$	12,000	⇃⇃			***************************************	\$ 12,000	
CLASSROOM DOOR REPLACEMENTS	POOR CONDITION	\$ \$	30,000	$\left\{ \left. \right \right\}$		\$ 10,000	\$ 10,000	-	\$ 10,000
PROGRAM TOTAL		\$	94,000	1	\$ 15,000	\$ 22,000	\$ 10,000	\$ 12,000	\$ 35,000
SA NDY HOOK SCHOOL						.,			
LANDSCAPING MAINTENANCE	PERIODIC REQUIREMENT	\$	20,000	11	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
REPLACE DRIVEWAY AND PARKING LOT GATES	SAFETY	\$	30,000		\$ -			\$ 30,000	
PROGRAM TOTAL		\$	50,000	1	\$ -	\$ 5,000	\$ 5,000	\$ 35,000	\$ 5,000
MIDDLE GATE SCHOOL									
REPLACE CORRIDOR CEILING TILES	WORN/STAINED	\$	15,000	╢	\$ 15,000				
INSTALL BLINDS/SHADES AT COURTYARD HALLWAYS		\$	5,000	1	\$ 5,000				
CARPET/FLOORING REPLACEMENT PROGRAM	WORN/CRACKING	\$	45,000	1		\$ 20,000			\$ 25,000
REPLACE ART CLASSROOM COUNTERTOPS & SINKS	WORN/DELAMINATING	\$	20,000	1	\$ 20,000				
REPLACE CLASSROOM MILLWORK 1992 SECTION	WORN/DELAMINATING	\$	20,000	1			\$ 10,000	\$ 10,000	
INFILL OLD WELL PIT	NOT USED/IN PLAY AREA	\$	25,000	11				\$ 25,000	
HAI TET OFF AAFFE LA		Ι_		11					
PROGRAM TOTAL		\$	130,000		\$ 40,000	\$ 20,000	\$ 10,000	\$ 35,000	\$ 25,000
HEAD O'MEADOW SCHOOL								·	
REPAINT DOORS AND FRAMES- PHASE ONE	UPGRADE	\$	45,000	1 [\$ 15,000	\$ 15,000			\$ 15,000
REPLACE CURTAINS WITH BLINDS SHADES	WORN/POOR CONDITION	\$_	25,000	 .	\$ 10,000	\$ 15,000			
CARPET/FLOORING REPLACEMENT PROGRAM	SAFETY	\$_	47,500		\$ 7,500			\$ 20,000	\$ 20,000
RESTROOM FLOOR RESTORATION & SEALING	WORN/POOR CONDITION	\$	7,500].	\$ 7,500				
CLEAN DUCTWORK	PERIODIC REQUIREMENT	\$	25,000				\$ 25,000		
REPAIR/REPLACE PAVING/CURBING	PERIODIC REQUIREMENT	\$	15,000					\$ 15,000	
PROGRAM TOTAL		\$	165,000		\$ 40,000	\$ 30,000	\$ 25,000	\$ 35,000	\$ 35,000
REED SCHOOL									
REPAINT CLASSROOMS AND HALLS-PHASED PROJECT	WORN/ORIGINAL 2001	\$	125,000		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
CARPET/FLOORING REPLACEMENT PROGRAM	PERIODIC REQUIREMENT	\$	160,000	1 [\$ 20,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
SIDEWALK / CURB/STEP REPLACEMENTS	SPALLING STAIRS	\$	110,000		\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	
PROGRAM TOTAL		\$	395,000	 	\$ 65,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 60,000
MIDDLE SCHOOL								` `	-
CARPET/FLOORING REPLACEMENT PROGRAM	SAFETY	\$	80,000		\$ 20,000		\$ 30,000		\$ 30,000
REPAINT A GYM	POOR CONDITION	\$	12,000			\$ 12,000			
REPAINT LOCKERS	POOR CONDITION	\$	30,000			\$ 15,000			\$ 15,000
PAVE SIDE PARKING LOT AND REAR DRIVE	SAFETY/DETERIORATED	\$	125,000			\$ 125,000			
REPOINT AND REPLACE EXTERIOR BRICK	DETERIORATED	\$	20,000		\$ 20,000				
	PERIODIC REQUIREMENT	\$	25,000	╽┟	\$ 25,000				
	POOR CONDITION	\$	10,000	╽┟	\$ 10,000				
REMOVE TREES BY BASEBALL FIELD	SAFETY	\$	15,000		\$ 15,000				
INSTALL NEW WINDOW TREATMENTS/LMC/CLASSROO	POOR CONDITION	\$	21,000			\$ 7,000		\$ 7,000	\$ 7,000
PREP AND REPAINT CLASSROOM DOORS	POOR CONDITION	\$	17,000	Ļ	\$ 5,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
A-WING GYM-CLOSE UP WALL AND INSTALL DOOR	SAFETY	\$_	15,000	ŀ			\$ 15,000		
REPLACE HVAC UNITS (5 UNITS) POOR CONDI	PAST LIFE CYCLE	\$	40,000	L		\$ 40,000			
REMODEL LAV'S LOWER LEVEL-2	POOR CONDITION	\$	45,000			\$ 20,000		\$ 25,000	
PAINT CLASSROOMS & HALLWAYS	PERIODIC REQUIREMENT	\$_	60,000			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
CLEAN DUCTWORK	HEALTH	\$	10,000	L		\$ 10,000			
DEHUMIDIFICATION FOR D wing- LOWER LEVEL-C-WING	DAMP ENVIRONMENT	\$	10,000			\$ 10,000			
PROGRAM TOTAL		\$	535,000		\$ 95,000	\$257,000	\$ 63,000	\$ 50,000	\$ 70,000
			166						

Board of Education's Requested Operational Plan 2020-2021

PROJECTS

BUILDING & SITE MAINTENANCE PROJOECTS - 5 YEAR PLAN

PROJECT DESCRIPTION	JUSTIFICATION		COST		YEAR 1 2020-21	YEAR 2 2021-22	YEAR 3 2022-23	YEAR 4 2023-24	YEAR 5 2024-25
HIGH SCHOOL						, · · ·			
REPAINT LOCKERS	SCRATCHED/RUSTING	\$	45,000		***************************************	\$ 15,000		\$ 15,000	\$ 15,000
REPLACE 2 SETS EXTERIOR DOORS AT POOL	ROTTED THROUGH	\$	15,000	ľ	\$ 15,000				
HVAC DUCT CLEANING	NON FUNCTIONAL	\$	31,700		\$ 25,000	\$ 6,700			
INSTALL CARD ACCESS READERS AT ELEVATORS	SECURITY	\$	28,000				\$ 28,000		
PAINT EPOXY FOR STADIUM BLEACHERS	PERIODIC REQUIREMENT	\$	50,000						\$ 50,000
INFILL DOUBLE EXTERIOR DOORS C080	SECURITY/SAFETY	\$	5,000					\$ 5,000	
INSTALL SINK FOR DEMO IN A216 AND A220 LABS	EDUCATIONAL DISPLAYS	\$	15,000			\$ 15,000			i "
TENNIS COURT CLEANING AND REPAIRS	PERIODIC REQUIREMENT	\$	30,000		\$ 30,000				
CEILING PAD/TILES REPLACEMENT FACULTY B WING O	POOR CONDITION	\$	25,000			\$ 25,000			*************************************
WALL PADDING FOR SIDE GYM	PERIODIC REQUIREMENT	\$	30,000		\$ 10,000				\$ 20,000
PROGRAM TOTAL		\$	274,700		\$ 80,000	\$ 61,700	\$ 28,000	\$ 20,000	\$ 85,000
BUILDINGS & GROUNDS DEPT - SYSTEM WIDE	** ** ** ** ** ** ** ** ** ** ** ** **								
MAINTENANCE SHOP VENTILATION SYSTEM	SAFETY	\$	12,000			\$ 12,000			
MAINTENANCE SHOP ELECTRICAL GENERATOR	BLDG SAFETY	\$	35,000	ſ				\$ 35,000	***************************************
PROGRAM TOTAL		\$	47,000		\$ -	\$ 12,000	\$ -	\$ 35,000	\$ -
GRAND TOTAL - ALL LOCATIONS		\$ 1	,690,700		(3835)(01010)	\$497,700	\$231,000	\$312,000	\$315,000

