

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, August 27, 2020 at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

Present: Keith Alexander, Ned Simpson, Chris Gardner and John Madzula

Absent: Sandy Roussas and Matthew Mihalcik

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

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

Voter Comments

None

Communications

Keith Alexander shared that Chair Roussas and the BOE were not available for the meeting tonight. The BOE will attend the next BOF meeting as well as the State Representatives to discuss state finances at a future meeting.

Ned Simpson attended the Legislative Council Finance and Administration Committee meeting. They went through CIP Policy and had some editing. They will be sending it back to the BOF for further review.

Minutes

Chris Gardner moved to approve the minutes of July 23, 2020. John Madzula seconded. All in favor and motion passes.

First Selectman's Report

First Selectman Rosenthal reported the town crews are still picking up debris from the Tropical Storm Isais (the Town has not sub contracted any of the work, but there has been some overtime). Total cost of the storm may be around \$200,000. The BOS recently accepted a transfer reserving funds for future use for storm clean up via Capital Non-Recurring. The Selectman does not know if we will qualify for FEMA for this past storm.

The Town applied to be a part of the PURA investigation with Ridgefield and New Fairfield regarding Eversource's response to Tropical Storm Isais (the three towns are sharing council). The Selectman encourages residents to share their experiences with Eversource during the tropical storm. He sent out a letter to residents today with detailed information on how to do so.

The First Selectman noted the Town has officially hired a Construction Manager (Downes) for the Sandy Hook Permanent Memorial. The project is currently going through the advanced design. The services that have been constructed thus far totals \$38,000. The First Selectman does not think there will be a formal number before the CIP submittal this Fall; however, the project fits within the funds earmarked (\$4MM).

Finance Director's Report

Finance Director, Bob Tait, answered a question from the previous BOF meeting regarding total debt service of the BOE compared to the BOS. Mr. Tait said the BOE percentage to total principal outstanding

on June 30th, 2020 is 40%. The percentage of fiscal year 2020-21 annual debt service is 42%. At the end of fiscal year the BOE will be at 39%.

Mr. Tait answered another previously asked question regarding how many businesses have taken advantage of the incentive program. He stated there are currently 5 businesses enrolled. The reduction of assessment ranges from 56% down to 45%. Mr. Tait will give further details next meeting.

Unfinished Business

BOE Non-Lapsing Account Policy (tabled)

10 Year Budget Forecast (tabled)

New Business

2019-2020 Year End Transfers and Re-appropriations (see attachments)

Chris Gardner made a motion to accept year end transfers of 2019-2020. John Madzula seconded. All in favor and motion passes.

Mr. Tait shared the first part of the report represents interdepartmental transfers and reappropriations. On page four there are transfers from other accounts totaling \$603,000 (many due to COVID restrictions) to be transferred to Capital Non Recurring (this reduces the need to bond). This is happening because the Fund Balance is over 12%. The transfer includes \$60,000 for the Council Chambers (update for videos/network and furniture) and \$13,000 for Sandy Hook streetscape sidewalk maintenance. The remaining funds are to offset bonding in CIP as well as pay for Tropical Storm Isais storm costs.

The reappropriations requests include Registrar (delayed primary), postponed Police training and a code update. Lastly, there is about \$100,000 left in the BOS budget that will ultimately fall into Fund Balance.

The Town has about \$800,000 left over in Fund Balance which exceeds the 12%; therefore, there will be a future request to amend the budget requesting increase in use of fund balance and appropriations in Capital Non-recurring.

The First Selectman is overall pleased with the budget. He noted that fund balance is important because it affects our bond rating while the benefit to the tax payer is indirect. When we transfer from Capital Non-recurring, we are able to bond less, which immediately benefits tax payer the following year.

First Selectman Rosenthal commented that the sidewalk for the Sandy Hook Streetscape that needs to be completed is for maintenance only. He noted that the Council Chambers does need some equipment upgrades as well as replacement of chairs. The updating will greatly increase the viewer experience, so Newtown residents are able to view easier.

Voter Comments

None

Announcements

None

Adjournment

John Madzula made a motion to adjourn. Chris Gardner seconded. All members were in favor and the meeting was adjourned at 7:57 pm.

Respectfully submitted,
Kiley Gottschalk, Clerk

Attachments

Year End Transfers

[illegible]

Town of Newtown									
2019-20 Fiscal Year End Budget Transfer Request									PAGE 2 OF 5
								Transfers	
<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>				<u>From</u>	<u>To</u>		
PW - Highway	101-13-500-0000-5130	Salaries & Wages - Overtime				6,000			
PW - Highway	101-13-500-0000-5220	Social Security Contributions				14,000			
PW - Highway	101-13-500-0000-5430	Repair & Maintenance Services				45,000			
PW - Highway	101-13-500-0000-5110	Salaries & Wages - Regular					21,500		
PW - Highway	101-13-500-0000-5290	Other Employee Benefits					500		
PW - Highway	101-13-500-0000-5505	Contractual Services					13,500		
PW - Highway	101-13-500-0000-5625	Energy - Gasoline					21,000		
PW - Highway	101-13-500-0000-5651	Street Signs					1,000		
PW - Highway	101-13-500-0000-5749	Capital					7,500		
						65,000	65,000		
	EXPLANATION:								
	Inter-departmental transfer. Amount available in repair and maintenance due to COVID restrictions								
	Amount needed in salaries due to a calculation error in a past transfer request (transferred too much out)								
								Transfers	
<u>Department</u>	<u>Account Number</u>	<u>Account Name</u>				<u>From</u>	<u>To</u>		
PW - Transfer Station	101-13-515-0000-5110	Salaries & Wages - Regular				8,000			
PW - Transfer Station	101-13-515-0000-5220	Social Security Contributions				2,800			
PW - Transfer Station	101-13-515-0000-5130	Salaries & Wages - Overtime					8,300		
PW - Transfer Station	101-13-515-0000-5210	Group Insurance					1,000		
PW - Transfer Station	101-13-515-5622-0000	Energy - Electricity					700		
PW - Transfer Station	101-13-515-0000-5749	Capital					800		
						10,800	10,800		
	EXPLANATION:								
	Inter-departmental transfer. OT needed to cover absent position.								

[illegible]

Town of Newtown									
2019-20 Fiscal Year End Re-appropriation Request									PAGE 5 OF 5
							Amount to be		
							Re-appropriated		
							to 2020-21		
<u>Department</u>		<u>Account Number</u>		<u>Account Name</u>					
Registrars		101-11-180-0000-5360		Prof. Svs. - Elections			36,000		
	<u>EXPLANATION:</u>								
	Primary was delayed to 2020-21. This will also cover extra costs due to COVID								
Police		101-12-310-0000-5580		Dues, travel & education			8,500		
	<u>EXPLANATION:</u>								
	De-escalation training was delayed due to COVID restrictions								
Legislative Council		101-11-600-0000-5800		Other expenditures			9,245		
	<u>EXPLANATION:</u>								
	A transfer to this account for code update was recently approved by LC.								
	Transaction will not occur till 2020-21.								
				TOTAL RE-APPROPRIATIONS			53,745		

VARIOUS DEPARTMENT TRANSFERS (TRANSFERS FROM)								
DEPARTMENT	ACCOUNT #				ACCOUNT NAME		TRANSFER	
							FROM	
Selectmen	101	11	100	0000	5110	SALARIES - REGULAR	1,000	
Selectmen	101	11	100	0000	5350	PROF SVS - LEGAL	38,000	
Selectmen - Other	101	11	105	0000	5531	POSTAGE	2,000	
Selectmen - Other	101	11	105	0000	5540	ADVERTISING	2,000	
Selectmen - Other	101	11	105	0000	5590	MEETING CLERKS	9,000	
Social Services	101	11	110	0000	5110	SALARIES - REGULAR	13,000	
Social Services	101	11	110	0000	5220	SOCIAL SEC CONTRI	1,000	
Social Services	101	11	110	0000	5301	FEES & PROF SERVICE	4,000	
Social Services	101	11	110	0000	5580	DUES, TRAVEL & EDUC	1,000	
Tax Collector	101	11	140	0000	5220	SOCIAL SEC CONTRI	1,000	
Registrars	101	11	180	0000	5580	DUES, TRAVEL & EDUC	1,000	
Registrars	101	11	180	0000	5611	OFFICE SUPPLIES	1,000	
Tax Assessor	101	11	190	0000	5110	SALARIES - REGULAR	30,000	
Tax Assessor	101	11	190	0000	5220	SOCIAL SEC CONTRI	3,000	
Tax Assessor	101	11	190	0000	5370	PROF SVS - AUDIT	1,000	
Tax Assessor	101	11	190	0000	5580	DUES, TRAVEL & EDUC	2,000	
Finance	101	11	200	0000	5220	SOCIAL SEC CONTRI	2,000	
Finance	101	11	200	0000	5800	OTHER EXPENDITURES	1,000	
Technology	101	11	205	0000	5110	SALARIES - REGULAR	10,000	
Technology	101	11	205	0000	5220	SOCIAL SEC CONTRI	1,000	
Technology	101	11	205	0000	5445	SOFTWARE/HARDWARE M	25,000	
Technology	101	11	205	0000	5580	DUES, TRAVEL & EDUC	9,000	
Technology	101	11	205	0000	5611	OFFICE SUPPLIES	2,000	
Technology	101	11	205	0000	5744	MACH & EQUIP - TECH	4,000	
Probate Court	101	11	255	0000	5310	PROF SVS - OFFICIAL	2,000	
Insurance	101	11	350	0000	5520	INSURANCE, OTHER TH	3,000	
Insurance	101	11	350	0000	5800	OTHER EXPENDITURES	8,000	
Economic Dev	101	11	740	0000	5301	FEES & PROF SERVICE	4,000	
Communications	101	12	300	0000	5430	REPAIR & MAINTENANC	4,000	
Communications	101	12	300	0000	5442	RENTAL OF EQUIPMENT	30,000	
Communications	101	12	300	0000	5501	OTHER PURCHASED SER	3,000	
Communications	101	12	300	0000	5580	DUES, TRAVEL & EDUC	5,000	
Police	101	12	310	0000	5110	SALARIES - REGULAR	8,000	
Police	101	12	310	0000	5117	SALARIES - SEASONAL	7,000	
Police	101	12	310	0000	5130	SALARIES - OVERTIME	17,000	
Police	101	12	310	0000	5220	SOCIAL SEC CONTRI	16,000	
Police	101	12	310	0000	5290	OTHER EMPL BENEFITS	14,000	
Police	101	12	310	0000	5505	CONTRACTUAL SERVICE	4,000	
Police	101	12	310	0000	5746	EQUIPMENT	15,000	
Fire	101	12	320	0000	5435	RADIO & PAGER SERVI	8,000	
Emergency Mgt	101	12	330	0000	5310	PROF SVS - OFFICIAL	2,000	
Emergency Mgt	101	12	330	0000	5505	CONTRACTUAL SERVICE	1,000	
Emergency Mgt	101	12	330	0000	5580	DUES, TRAVEL & EDUC	3,000	
Animal Control	101	12	340	0000	5290	OTHER EMPL BENEFITS	1,000	
Building Official	101	12	460	0000	5110	SALARIES - REGULAR	16,000	
Building Official	101	12	460	0000	5220	SOCIAL SEC CONTRI	1,000	
Building Official	101	12	460	0000	5611	OFFICE SUPPLIES	1,000	
Highway	101	13	500	0000	5626	STREET LIGHTS	2,000	
Winter Maint.	101	13	510	0000	5130	SALARIES - OVERTIME	40,000	

	DEPARTMENT	ACCOUNT #					ACCOUNT NAME	TRANSFER	
								FROM	
	Winter Maint.	101	13	510	0000	5220	SOCIAL SEC CONTRI	11,000	
	Winter Maint.	101	13	510	0000	5661	TREATED SALT	24,000	
	Transfer Sta.	101	13	515	0000	5290	OTHER EMPL BENEFITS	2,000	
	Transfer Sta.	101	13	515	0000	5505	CONTRACTUAL SERVICE	3,000	
	Building Maint.	101	13	650	0000	5110	SALARIES - REGULAR	10,000	
	Building Maint.	101	13	650	0000	5130	SALARIES - OVERTIME	5,000	
	Building Maint.	101	13	650	0000	5622	ENERGY - ELECTRICIT	15,000	
	Building Maint.	101	13	650	0000	5749	CAPITAL OUTLAY	4,000	
	Senior Services	101	14	220	0000	5110	SALARIES - REGULAR	7,000	
	Senior Services	101	14	220	0000	5220	SOCIAL SEC CONTRI	2,000	
	Senior Services	101	14	220	0000	5580	DUES, TRAVEL & EDUC	1,000	
	Senior Services	101	14	220	0000	5611	OFFICE SUPPLIES	3,000	
	Senior Services	101	14	220	0000	5800	OTHER EXPENDITURES	25,000	
	Land Use	101	15	490	0000	5110	SALARIES - REGULAR	14,000	
	Land Use	101	15	490	0000	5220	SOCIAL SEC CONTRI	1,000	
	Land Use	101	15	490	0000	5350	PROF SVS - LEGAL	15,000	
	Land Use	101	15	490	0000	5505	CONTRACTUAL SERVICE	1,000	
	Land Use	101	15	490	0000	5550	PRINTING,BINDING &	1,000	
	Parks & Recr.	101	16	550	0000	5130	SALARIES - OVERTIME	25,000	
	Parks & Recr.	101	16	550	0000	5220	SOCIAL SEC CONTRI	1,000	
	Parks & Recr.	101	16	550	0000	5290	OTHER EMPL BENEFITS	1,000	
	Parks & Recr.	101	16	550	0000	5505	CONTRACTUAL SERVICE	9,000	
	Parks & Recr.	101	16	550	0000	5580	DUES, TRAVEL & EDUC	5,000	
	Parks & Recr.	101	16	550	0000	5611	OFFICE SUPPLIES	1,000	
	Parks & Recr.	101	16	550	0000	5615	GENERAL MAINTENANCE	1,000	
	Parks & Recr.	101	16	550	0000	5749	CAPITAL OUTLAY	20,000	
	Debt Service	101	18	580	0000	5861	BOND INTEREST	2,000	
	Contingency	101	24	570	0000	5899	CONTINGENCY	15,000	
							TOTAL	603,000	