

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

BOARD OF FINANCE
MINUTES

SPECIAL MEETING

Tuesday, September 29, 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:

Also Present: First Selectman Dan Rosenthal, Finance Director, Bob Tait, Kathy Quinn, Chair of Sustainable Energy Commission, Allen Adriani, Vice Chair of Sustainable Energy, Fred Hurley, Director of Public Works, one member of the Press and four members of the Public

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

Voter Comments

None

Communications

Chair Roussas shared she received a correspondence from Barbara Wojcik and Mary Murphy (see attached).

Chair Roussas received the year-end financial report from the BOE as well as the monthly financial report ending in August 31st, 2020.

Chair Roussas communicated with the LC Chair about the official role that LC has regarding the BOE Non-Lapsing account. The LC has sought guidance from the Town Attorney, David Grogins, with this matter.

John Madzula commented the BOE administration negotiations meeting was held on September 22nd and was mediated. There was an amicable resolution found. Details to follow once contract is ratified by the Board of Education.

Chair Roussas also noted that the BOF has resumed in person meetings and will offer options for the Public to participate remotely in accordance with COVID-19 safety guidelines.

Minutes

Ned Simpson moved to approve the minutes of September 14, 2020. Keith Alexander seconded. All in favor and motion passes.

First Selectman's Report

First Selectman Rosenthal reported that the final session for the Fairfield Hills housing prospect will be held on Monday, Oct 5th at 7p moderated by The Newtown Bee (this community conversation session was initially scheduled at the onset of the Pandemic). The First Selectman noted the Police Project continues to go well and there are only punch list items remaining—a ribbon cutting event is being scheduled at the end of October that will include COVID-19 safety guidelines. Another walk through is scheduled for this Thursday, October 1st. He also commented that Parks and Rec is just about finished with clean up from Storm Isais and the department continues with paving.

Finance Director's Report

Finance Director, Bob Tait, had no report.

Unfinished Business

BOE Non-Lapsing Account Policy

Ned Simpson shared his process regarding the Policy. He noted the importance of designated and undesignated funds. Chair Roussas suggested the BOF table this discussion until the Town Attorney responds to the LC's request regarding this policy. Regardless of the formal opinion, Chair Roussas indicated that the policy work will continue at the following meeting.

BOE Capital Improvement Plan

The Board of Education will be invited to the next meeting to discuss questions regarding the CIP.

New Business

Sustainable Energy Presentation

The Sustainable Energy Chair, Kathy Quinn, Vice Chair, Allen Adriani, and Director of Public Works, Fred Hurley, presented their report regarding energy conservation (see attached). The history of the Commission and past and future projects were discussed. Matt Mihalcik asked why the Town is still seeing line item electricity costs when we generate 95% of the energy. Mr. Hurley responded by saying the Virtual Net Metering puts electricity into the grid not directly into the buildings, for which we get a cash credit on our bills; however, the Town still has to buy the electricity. The direct solar on the buildings does replace the grid power, but the Town still has to pay for the solar generation. Solar doesn't eliminate the electricity bill, but it does change the fuel being used to generate that electricity. It helps to stabilize the cost of the generation part of the utility bill but it doesn't eliminate it. Mr. Simpson inquired about the Senior Center/Community Building Energy Management System. Mr. Hurley said they are in the process of making this happen. Mr. Simpson asked to put a Middle School project into Year 10. Mr. Tait said these projects can be put into Capital Non Recurring. Mr. Gardner asked if there is anyway to quantify how much the Sustainable Energy Commission has saved the tax-payers over the years. Mr. Hurley responded by saying they can look at the actual money saved as well as the BTU use in each building.

BOS CIP Presentation (see attached)

First Selectman Dan Rosenthal presented on the proposed combined BOS CIP. The CIP is similar to last year. The First Selectman noted there is an increase of \$250,000 in road costs. The emergency radio upgrade is lower than anticipated and can be amended during the appropriations process if necessary. Sandy Hook Fire switched the need for a 75-foot aerial truck in Year 2 and obtain the tanker in Year 3 (both were previously on the CIP and the difference in cost is ~\$15,000). The Sandy Hook Permanent Memorial is estimated at \$2,000,000 for Year 1 as well as Year 2. The Fairfield Hills housing question will be on the November ballot and if the housing option does not pass then the demolition for the remaining buildings will be on the CIP for the next 5 or 6 years. Glen Road has demolition and cleanup in the amount of \$200,000 in Year 1 and \$650,000 in Year 2. The Library is working on a back-log of projects that consist of \$200,000 in Year 1 and \$550,000 in Year 2. The total change in 5 Year CIP is \$750,000 from last year.

LC Finance & Administration Committee revision to BOF Proposed CIP Sect 310

Chair Roussas noted the draft was circulated to the BOF previous to tonight's meeting. Ned Simpson discussed some of the edits highlighted by the LC. Mr. Tait added his advice towards 310-5, 310-10 and 310-10 c.

Matt Mihalcik moved the resolution: RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$400,000 FOR THE BRIDGE REPLACEMENT PROGRAM AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2020-21 TO 2024-25) AND AUTHORIZING THE ISSUANCE OF \$400,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and additionally moved to wave the reading of the entire resolution. Chris Gardner seconded.

All in favor and motion passes. (See attachment)

Keith Alexander moved the resolution: RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$268,000 FOR THE PLANNING, DESIGN AND RENOVATION OF EDMOND TOWN HALL EXTERIOR AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2020-21 TO 2024-25) AND AUTHORIZING THE ISSUANCE OF \$268,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and additionally moved to wave the reading of the entire resolution. Ned Simpson seconded. All in favor and motion passes. (See attachment)

Keith Alexander moved the Resolution providing for special appropriation & estimated revenue (\$400,000) to amend the 2020-2021 budget by increasing the estimated revenue in account 4700 – Use of Fund Balance by \$400,000 by increasing appropriations in account 860-5870 – Transfer Out to Capital & Non-Recurring Fund by \$400,000. The amount being transferred to Capital & Non-Recurring Fund is designated \$400,000 for BOE coronavirus expenditures relating to facilities and other items (non personnel expenses). Ned Simpson seconded. All in favor and motion passes.

Voter Comments

None

Announcements

None

Adjournment

Keith Alexander made a motion to adjourn. Matt Mihalcik seconded. All members were in favor and the meeting was adjourned at 9:57 pm.

Respectfully submitted,
Kiley Gottschalk, Clerk

Attachments

Correspondance from Sandy Roussas (BOF Chair) to Paul Lundquist (LC Chair)
Correspondance from Barbara Wojcik
Correspondance from Mary Murphy
BOE Financial Report August 31, 2020
Resolution ETH Renovations
Resolution PW Bridge Replacement Program
Letter to Finance Director re Resolution for Bridge Replacement Program
BOS Combined Proposed CIP
Section 310 CIP Policy
CIP LC Finance Committee Document
BOE Non Lapsing Account Policy Draft
Sustainable Energy Commission Presentation

From: **Sandy Roussas** <sandyroussasbof@gmail.com>
Date: Fri, Sep 18, 2020 at 10:59 AM
Subject: Re: Form submission from: Contact the entire Board of Finance
To: Mary Murphy <mary.murphy@snet.net>

Good morning Mary, the Board of Finance regularly meets on the second Monday and fourth Thursday of every month, but those meetings can vary depending on whether they fall on holidays. Regardless, all board meetings are on the Town Calendar: <https://www.newtown-ct.gov/calendar/month>. We are going to resume in-person meetings next week where the public can either attend in person or dial in. In the past, we have also live-streamed meetings, so that may also be an available option as well (they were not able to do that this week's LC meeting because of the number of people). Questions and public comment can be submitted to the entire board via email using the same function you used to send this communication. You can also comment publicly at the beginning or end of our meetings if you attend in person or by phone. I hope this answers all your questions.
Sandy

On Fri, Sep 18, 2020 at 10:37 AM Mary Murphy via Newtown CT <cmsmailer@civicplus.com> wrote:
Submitted on Friday, September 18, 2020 - 10:37am
Submitted by user: Anonymous
Submitted values are:

Your Name: Mary Murphy
Your e-mail address: mary.murphy@snet.net
Subject: BOF meeting dates
Message: Can you advise when your scheduled meetings are this year and how the public can access them ? I'd also like to know if there is a time for public comment when community can present questions to the board during your meetings. Thank you.

From: sandyroussasbof@gmail.com
To: plundquist.newtown@gmail.com
Wednesday, September 16, 2020 10:25AM

Dear Paul,

On Monday night, the Board of Finance was asked to consider a request to transfer approximately \$1.3 million to the Board of Education's Non-Lapsing Account. As you know this budget surplus came about because of the pandemic and the closure of schools last spring. The primary justification provided for the purpose of the funds was to cover potential ongoing expenses related to Covid. We debated the motion and its many failed amendments for over two hours and we still could not reach a consensus. Three members supported the transfer of the funds to the Non-Lapsing Account, which would have given the Board of Education the most ready access to the funds. Three members, including myself, voted no for different reasons. I invite all LC members to read minutes or watch the video to fully understand those reasons, as they are too involved to discuss here. After the motion failed, there was unanimous support for the action to send a formal communication to the Legislative Council expressing our collective sentiment. All Board of Finance members agree with the need for and importance of ensuring that the Board of Education has available to it all the funds necessary in FY20-21 to keep schools safe for children to attend--whether it's in the hybrid or full-time, in-person model. You may be called upon to initiate a special appropriation to transfer money from the general fund to the Board of Education in order to cover these expenses at some point during the year if the current year's available funds are insufficient. If and when that occurs, please understand that the Board of Finance fully supports that action. Kindly share this communication with the Council.

I remain available to you for any additional questions that may come up about the action.

Thank you, Sandy

Your Name: Barbara Wojcik
Your e-mail address: barbara.m.wojcik@gmail.com
Subject: 9/14/20 BOF Meeting

Message:

Thank you all for the time you devote to this board.

During the economic strain and unknowns of a pandemic, it is striking that BOF managed to effectively hobble the singular tool used by the school district to responsibly maintain a cushion for financial emergencies.

Despite the struggles of conscience heard during this meeting, there were BOF members who were keen to have the \$1.3M education surplus revert to the town's general fund rather than deposited into the BOE education nonlapsing fund. This surplus is voter-approved education dollars for the school district's use and should have remained so.

It was suggested since the town's general fund is approaching its limit, spill-over may go into town capital nonrecurring which means education money could be spent on roads. If so, this concerns me. We have an education reality of unfunded state mandates, essential special ed costs and now the supreme difficulty of the district predicting and covering covid expenses. I believe those who voted giveback/takeback are overly sanguine about how the district extracting money at town discretion will work when needed. BOE must convince not only this board yet again but Legislative Council as well. And this is an LC that includes one member calling the school superintendent a "liar" a few months ago. Therefore, I think BOF would know the current assurances of "you'll be taken care of" are, at best, unreliable.

BOF reduced the recent school budget's 1.4% proposed increase to 1.2% and specified a reduction (100k) be taken from nonlapsing. This fund was already on the radar to target. That's why it bothers me there were no legitimate attempts to reach a thoughtful compromise on BOF's part with BOE once this board received BOE's adjusted covid projections of \$1.5m in July. Why did this happen given the "close the books" deadline this past Monday from the town finance director? It's also troubling that this lapse is attributed to a storm or other obligations that prevented BOF from meeting. This fund is the crux of BOF's fiscal authority. And it was reduced to on-the-fly motions that propelled \$1.3M of critically needed education money into the town bucket. Since nonlapsing is being disabled, I believe, ironically, your members have just voted BOF out of purpose.

Finally, some feedback on the transparency of public meetings. From my perspective, the live meeting was at times complicated by muffled audio and given the audio-only format, the public was unable to view the financial charts that members had at their disposal.

Thank you for considering my comments and they are respectfully submitted.

**NEWTOWN BOARD OF EDUCATION
MONTHLY FINANCIAL REPORT
AUGUST 31, 2020**

SUMMARY

Information available for the second financial report in fiscal year 2020-21 continues to be limited. This is generally the case as anticipated obligations are not indicated and would end up being the budgeted numbers until the account-by-account analysis progresses. Any event that is expected to negatively impact our budget as the school year begins will be addressed and brought forward immediately. Routine account analyses begins as time allows throughout the year. The main object accounts are all in a positive position at this time.

During the month of August, the Board of Education spent approximately \$2.9M; \$2.1M on Salaries (the first school year payroll was on August 28th) and \$800K for all other objects. A significant portion of the certified salaries are encumbered at this time but vacancies and other changes have not been addressed during this period.

The emergency repairs required during this month which exceeded \$5,000 includes; \$6,750 for a pipe repair at Head O'Meadow; \$16,876 for replacement of the school intercom due to power surge from storm at Reed; \$17,322 for repairs to both outdoor chillers at Reed.

On the revenue schedule we booked some tuition and miscellaneous fees.

TERMS AND DEFINITIONS

The Newtown Board of Education's Monthly Financial Report provides summary financial information in the following areas:

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property, and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Expended 2019-20 – unaudited expenditures from the prior fiscal year (for comparison purposes)
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumbered – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or shortages.
- Anticipated Obligation - is a column which provides a method to forecast expense category fund balances that have not been approved via an encumbrance, but are anticipated to be expended or remain with an account balance to maintain the overall budget funding level. Receivable revenue (i.e., grants) are included in this column which has the effect of netting the expected expenditure.
- Projected Balance - calculates the object code balances subtracting the Anticipated Obligations. These balances will move up and down as information is known and or decisions are anticipated or made about current and projected needs of the district.

The monthly budget summary report also provides financial information on the State of Connecticut grant reimbursement programs (Excess Cost and Agency Placement Grants and Magnet Grant Transportation). These reimbursement grants/programs are used to supplement local school district budget programs as follows:

Excess Cost Grant – (Current Formula) this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs exceed local prior year per pupil expenditure by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the prior year's per pupil expenditure. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation and all other town submittals.

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved Magnet school programs. The budgeted grant is \$26,000 for this year.

The last portion of the monthly budget summary reports school generated revenue that are anticipated revenue to the Town of Newtown. Fees and charges include:

- Local Tuition – amounts the board receives from non-residents who pay tuition to attend Newtown schools. Primarily from staff members.
- High school fees for parking permits..
- The final revenue is miscellaneous fees, which constitute refunds, rebates, prior year claims, etc.

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2019 - 2020	2020 - 2021 APPROVED BUDGET	YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
<u>GENERAL FUND BUDGET</u>										
100	SALARIES	\$ 49,586,526	\$ 51,044,554	\$ -	\$ 51,044,554	\$ 3,062,391	\$ 43,814,744	\$ 4,167,419	\$ -	\$ 4,167,419
200	EMPLOYEE BENEFITS	\$ 11,113,830	\$ 11,435,283	\$ -	\$ 11,435,283	\$ 3,127,143	\$ 6,447,969	\$ 1,860,171	\$ -	\$ 1,860,171
300	PROFESSIONAL SERVICES	\$ 661,182	\$ 751,382	\$ -	\$ 751,382	\$ 18,427	\$ 9,988	\$ 722,967	\$ -	\$ 722,967
400	PURCHASED PROPERTY SERV.	\$ 2,304,638	\$ 1,884,463	\$ -	\$ 1,884,463	\$ 252,120	\$ 692,464	\$ 939,880	\$ -	\$ 939,880
500	OTHER PURCHASED SERVICES	\$ 8,823,709	\$ 9,314,942	\$ -	\$ 9,314,942	\$ 677,648	\$ 3,816,641	\$ 4,820,653	\$ -	\$ 4,820,653
600	SUPPLIES	\$ 3,347,617	\$ 3,498,335	\$ -	\$ 3,498,335	\$ 383,721	\$ 531,939	\$ 2,582,675	\$ -	\$ 2,582,675
700	PROPERTY	\$ 832,708	\$ 549,402	\$ -	\$ 549,402	\$ 18,479	\$ 607,224	\$ (76,302)	\$ -	\$ (76,302)
800	MISCELLANEOUS	\$ 66,090	\$ 73,415	\$ -	\$ 73,415	\$ 44,341	\$ 1,745	\$ 27,329	\$ -	\$ 27,329
910	SPECIAL ED CONTINGENCY	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
TOTAL GENERAL FUND BUDGET		\$ 76,736,300	\$ 78,651,776	\$ -	\$ 78,651,776	\$ 7,584,271	\$ 55,922,713	\$ 15,144,791	\$ -	\$ 15,144,791
900	TRANSFER NON-LAPSING	\$ 1,368,110								
GRAND TOTAL		\$ 78,104,410	\$ 78,651,776	\$ -	\$ 78,651,776	\$ 7,584,271	\$ 55,922,713	\$ 15,144,791	\$ -	\$ 15,144,791

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2019 - 2020	2020 - 2021 APPROVED BUDGET	YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
100	SALARIES									
	Administrative Salaries	\$ 4,163,820	\$ 4,160,309	\$ -	\$ 4,160,309	\$ 655,821	\$ 3,251,268	\$ 253,220	\$ -	\$ 253,220
	Teachers & Specialists Salaries	\$ 31,619,798	\$ 32,219,745	\$ -	\$ 32,219,745	\$ 1,306,117	\$ 30,041,444	\$ 872,184	\$ -	\$ 872,184
	Early Retirement	\$ 32,000	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000
	Continuing Ed./Summer School	\$ 92,408	\$ 93,096	\$ -	\$ 93,096	\$ 29,143	\$ 38,822	\$ 25,131	\$ -	\$ 25,131
	Homebound & Tutors Salaries	\$ 88,213	\$ 185,336	\$ -	\$ 185,336	\$ -	\$ 23,699	\$ 161,638	\$ -	\$ 161,638
	Certified Substitutes	\$ 548,648	\$ 698,193	\$ -	\$ 698,193	\$ 361	\$ -	\$ 697,832	\$ -	\$ 697,832
	Coaching/Activities	\$ 643,256	\$ 656,571	\$ -	\$ 656,571	\$ 2,988	\$ -	\$ 653,583	\$ -	\$ 653,583
	Staff & Program Development	\$ 173,319	\$ 143,517	\$ -	\$ 143,517	\$ 55,333	\$ 7,362	\$ 80,821	\$ -	\$ 80,821
	CERTIFIED SALARIES	\$ 37,361,462	\$ 38,172,767	\$ -	\$ 38,172,767	\$ 2,049,763	\$ 33,362,595	\$ 2,760,409	\$ -	\$ 2,760,409
	Supervisors/Technology Salaries	\$ 917,739	\$ 945,154	\$ -	\$ 945,154	\$ 152,630	\$ 684,768	\$ 107,756	\$ -	\$ 107,756
	Clerical & Secretarial Salaries	\$ 2,310,741	\$ 2,362,981	\$ -	\$ 2,362,981	\$ 242,889	\$ 1,909,376	\$ 210,717	\$ -	\$ 210,717
	Educational Assistants	\$ 2,743,151	\$ 2,875,564	\$ -	\$ 2,875,564	\$ 9,970	\$ 2,392,527	\$ 473,068	\$ -	\$ 473,068
	Nurses & Medical Advisors	\$ 764,244	\$ 801,532	\$ -	\$ 801,532	\$ 35,692	\$ 829,020	\$ (63,180)	\$ -	\$ (63,180)
	Custodial & Maint. Salaries	\$ 3,144,919	\$ 3,263,032	\$ -	\$ 3,263,032	\$ 461,957	\$ 2,554,806	\$ 246,269	\$ -	\$ 246,269
	Non-Certied Adj & Bus Drivers Salaries	\$ 22,043	\$ 81,607	\$ -	\$ 81,607	\$ -	\$ 33,989	\$ 47,618	\$ -	\$ 47,618
	Career/Job Salaries	\$ 117,954	\$ 183,209	\$ -	\$ 183,209	\$ 5,557	\$ 185,175	\$ (7,523)	\$ -	\$ (7,523)
	Special Education Svcs Salaries	\$ 1,224,685	\$ 1,382,103	\$ -	\$ 1,382,103	\$ 37,529	\$ 1,276,486	\$ 68,087	\$ -	\$ 68,087
	<i>Excess Cost Grant Anticipated Revenue</i>		\$ (26,247)		\$ (26,247)			\$ (26,247)	\$ -	\$ (26,247)
	Attendance & Security Salaries	\$ 594,071	\$ 621,957	\$ -	\$ 621,957	\$ 26,704	\$ 581,938	\$ 13,315	\$ -	\$ 13,315
	Extra Work - Non-Cert.	\$ 141,823	\$ 115,447	\$ -	\$ 115,447	\$ 28,127	\$ 4,066	\$ 83,254	\$ -	\$ 83,254
	Custodial & Maint. Overtime	\$ 214,479	\$ 233,448	\$ -	\$ 233,448	\$ 11,573	\$ -	\$ 221,875	\$ -	\$ 221,875
	Civic Activities/Park & Rec.	\$ 29,216	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ 32,000	\$ -	\$ 32,000
	NON-CERTIFIED SALARIES	\$ 12,225,064	\$ 12,871,787	\$ -	\$ 12,871,787	\$ 1,012,628	\$ 10,452,149	\$ 1,407,010	\$ -	\$ 1,407,010
	SUBTOTAL SALARIES	\$ 49,586,526	\$ 51,044,554	\$ -	\$ 51,044,554	\$ 3,062,391	\$ 43,814,744	\$ 4,167,419	\$ -	\$ 4,167,419

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2019 - 2020	2020 - 2021 APPROVED BUDGET	YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
200	EMPLOYEE BENEFITS									
	Medical & Dental Expenses	\$ 8,051,502	\$ 8,289,180	\$ -	\$ 8,289,180	\$ 2,142,292	\$ 6,110,328	\$ 36,561	\$ -	\$ 36,561
	Life Insurance	\$ 86,352	\$ 86,760	\$ -	\$ 86,760	\$ 14,063	\$ -	\$ 72,697	\$ -	\$ 72,697
	FICA & Medicare	\$ 1,523,329	\$ 1,602,597	\$ -	\$ 1,602,597	\$ 119,492	\$ -	\$ 1,483,105	\$ -	\$ 1,483,105
	Pensions	\$ 863,104	\$ 913,394	\$ -	\$ 913,394	\$ 722,574	\$ 19,500	\$ 171,320	\$ -	\$ 171,320
	Unemployment & Employee Assist.	\$ 110,435	\$ 82,000	\$ -	\$ 82,000	\$ 600	\$ -	\$ 81,400	\$ -	\$ 81,400
	Workers Compensation	\$ 479,108	\$ 461,352	\$ -	\$ 461,352	\$ 128,122	\$ 318,141	\$ 15,089	\$ -	\$ 15,089
	SUBTOTAL EMPLOYEE BENEFITS	\$ 11,113,830	\$ 11,435,283	\$ -	\$ 11,435,283	\$ 3,127,143	\$ 6,447,969	\$ 1,860,171	\$ -	\$ 1,860,171
300	PROFESSIONAL SERVICES									
	Professional Services	\$ 500,341	\$ 559,102	\$ -	\$ 559,102	\$ 7,895	\$ 8,690	\$ 542,517	\$ -	\$ 542,517
	Professional Educational Serv.	\$ 160,841	\$ 192,280	\$ -	\$ 192,280	\$ 10,532	\$ 1,298	\$ 180,450	\$ -	\$ 180,450
	SUBTOTAL PROFESSIONAL SERV.	\$ 661,182	\$ 751,382	\$ -	\$ 751,382	\$ 18,427	\$ 9,988	\$ 722,967	\$ -	\$ 722,967
400	PURCHASED PROPERTY SERV.									
	Buildings & Grounds Services	\$ 716,095	\$ 664,859	\$ -	\$ 664,859	\$ 152,293	\$ 435,391	\$ 77,175	\$ -	\$ 77,175
	Utility Services - Water & Sewer	\$ 134,403	\$ 146,945	\$ -	\$ 146,945	\$ -	\$ -	\$ 146,945	\$ -	\$ 146,945
	Building, Site & Emergency Repairs	\$ 503,227	\$ 460,850	\$ -	\$ 460,850	\$ 25,868	\$ 55,892	\$ 379,090	\$ -	\$ 379,090
	Equipment Repairs	\$ 283,175	\$ 351,506	\$ -	\$ 351,506	\$ 29,472	\$ 55,481	\$ 266,552	\$ -	\$ 266,552
	Rentals - Building & Equipment	\$ 268,547	\$ 260,303	\$ -	\$ 260,303	\$ 44,487	\$ 145,699	\$ 70,117	\$ -	\$ 70,117
	Building & Site Improvements	\$ 399,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUBTOTAL PUR. PROPERTY SERV.	\$ 2,304,638	\$ 1,884,463	\$ -	\$ 1,884,463	\$ 252,120	\$ 692,464	\$ 939,880	\$ -	\$ 939,880

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2019 - 2020	2020 - 2021 APPROVED BUDGET	YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
500	OTHER PURCHASED SERVICES									
	Contracted Services	\$ 750,419	\$ 669,215	\$ -	\$ 669,215	\$ 234,095	\$ 181,048	\$ 254,072	\$ -	\$ 254,072
	Transportation Services	\$ 3,827,061	\$ 4,859,615	\$ -	\$ 4,859,615	\$ -	\$ -	\$ 4,859,615	\$ -	\$ 4,859,615
	<i>Excess Cost Grant Anticipated Revenue</i>		\$ (402,480)		\$ (402,480)			\$ (402,480)	\$ -	\$ (402,480)
	Insurance - Property & Liability	\$ 378,323	\$ 378,032	\$ -	\$ 378,032	\$ 140,079	\$ 240,020	\$ (2,066)	\$ -	\$ (2,066)
	Communications	\$ 142,944	\$ 146,872	\$ -	\$ 146,872	\$ 23,974	\$ 87,690	\$ 35,208	\$ -	\$ 35,208
	Printing Services	\$ 24,637	\$ 31,040	\$ -	\$ 31,040	\$ 2,691	\$ -	\$ 28,349	\$ -	\$ 28,349
	Tuition - Out of District	\$ 3,527,920	\$ 4,781,313	\$ -	\$ 4,781,313	\$ 272,869	\$ 3,179,905	\$ 1,328,539	\$ -	\$ 1,328,539
	<i>Excess Cost Grant Anticipated Revenue</i>		\$ (1,381,462)		\$ (1,381,462)			\$ (1,381,462)	\$ -	\$ (1,381,462)
	Student Travel & Staff Mileage	\$ 172,406	\$ 232,797	\$ -	\$ 232,797	\$ 3,941	\$ 127,978	\$ 100,878	\$ -	\$ 100,878
	SUBTOTAL OTHER PURCHASED SERV.	\$ 8,823,709	\$ 9,314,942	\$ -	\$ 9,314,942	\$ 677,648	\$ 3,816,641	\$ 4,820,653	\$ -	\$ 4,820,653
600	SUPPLIES									
	Instructional & Library Supplies	\$ 805,612	\$ 801,275	\$ -	\$ 801,275	\$ 73,093	\$ 187,398	\$ 540,784	\$ -	\$ 540,784
	Software, Medical & Office Supplies	\$ 212,569	\$ 221,701	\$ -	\$ 221,701	\$ 48,150	\$ 50,457	\$ 123,095	\$ -	\$ 123,095
	Plant Supplies	\$ 423,659	\$ 356,400	\$ -	\$ 356,400	\$ 240,651	\$ 221,822	\$ (106,073)	\$ -	\$ (106,073)
	Electric	\$ 1,164,615	\$ 1,228,072	\$ -	\$ 1,228,072	\$ 2,675	\$ -	\$ 1,225,397	\$ -	\$ 1,225,397
	Propane & Natural Gas	\$ 347,253	\$ 431,350	\$ -	\$ 431,350	\$ -	\$ -	\$ 431,350	\$ -	\$ 431,350
	Fuel Oil	\$ 76,257	\$ 63,000	\$ -	\$ 63,000	\$ -	\$ -	\$ 63,000	\$ -	\$ 63,000
	Fuel for Vehicles & Equip.	\$ 122,159	\$ 205,031	\$ -	\$ 205,031	\$ -	\$ -	\$ 205,031	\$ -	\$ 205,031
	Textbooks	\$ 195,495	\$ 191,506	\$ -	\$ 191,506	\$ 19,152	\$ 72,263	\$ 100,091	\$ -	\$ 100,091
	SUBTOTAL SUPPLIES	\$ 3,347,617	\$ 3,498,335	\$ -	\$ 3,498,335	\$ 383,721	\$ 531,939	\$ 2,582,675	\$ -	\$ 2,582,675

**NEWTOWN BOARD OF EDUCATION
2020-21 BUDGET SUMMARY REPORT
FOR THE MONTH ENDING AUGUST 31, 2020**

OBJECT CODE	EXPENSE CATEGORY	EXPENDED 2019 - 2020	2020 - 2021 APPROVED BUDGET	YTD TRANSFERS 2020 - 2021	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
700	PROPERTY									
	Technology Equipment	\$ 560,319	\$ 410,000	\$ -	\$ 410,000	\$ 18,000	\$ 496,441	\$ (104,441)	\$ -	\$ (104,441)
	Other Equipment	\$ 272,389	\$ 139,402	\$ -	\$ 139,402	\$ 479	\$ 110,783	\$ 28,139	\$ -	\$ 28,139
	SUBTOTAL PROPERTY	\$ 832,708	\$ 549,402	\$ -	\$ 549,402	\$ 18,479	\$ 607,224	\$ (76,302)	\$ -	\$ (76,302)
800	MISCELLANEOUS									
	Memberships	\$ 66,090	\$ 73,415	\$ -	\$ 73,415	\$ 44,341	\$ 1,745	\$ 27,329	\$ -	\$ 27,329
	SUBTOTAL MISCELLANEOUS	\$ 66,090	\$ 73,415	\$ -	\$ 73,415	\$ 44,341	\$ 1,745	\$ 27,329	\$ -	\$ 27,329
910	SPECIAL ED CONTINGENCY		\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
	TOTAL LOCAL BUDGET	\$ 76,736,300	\$ 78,651,776	\$ -	\$ 78,651,776	\$ 7,584,271	\$ 55,922,713	\$ 15,144,791	\$ -	\$ 15,144,791

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

REQUESTING DEPARTMENT EDMOND TOWN HALL BOARD OF MANAGERS

PROJECT: EDMOND TOWN HALL EXTERIOR RENOVATIONS

PROPOSED APPROPRIATION AMOUNT: \$ 268,000

PROPOSED FUNDING:

BONDING	\$	268,000
GRANT	\$	-
OTHER	\$	-
	<u>\$</u>	<u>268,000</u>

ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):

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

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

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ -

EQUIVALENT MILL RATE OF TOTAL IMPACT

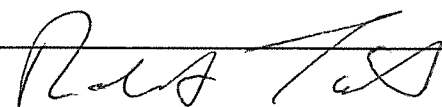
(using current year's information)

0.0000 mills

COMMENTS:

BOND PRINCIPAL AND INTEREST ANNUAL PAYMENT = \$20,000

PREPARED BY:



DATE: 9/17/2020

TO: BOF, LC

GLENN A. SANTORO

280 Trumbull Street
Hartford, CT 06103-3597
Main (860) 275-8200
Fax (860) 275-8299
gsantoro@rc.com
Direct (860) 275-8322

September 15, 2020

VIA E-MAIL

Robert G. Tait
Financial Director
Town of Newtown
3 Primrose Street
Newtown, CT 06470

Re: Resolution Providing For A Special Appropriation In The Amount Of \$400,000 For The Bridge Replacement Program As Authorized In The Capital Improvement Plan (2020-21) And Authorizing The Issuance Of \$400,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Resolution Providing For A Special Appropriation In The Amount Of \$268,000 For The Planning, Design And Renovation Of Edmond Town Hall Exterior As Authorized In The Capital Improvement Plan (2020-21) And Authorizing The Issuance Of \$268,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Dear Bob:

Enclosed please find the above-captioned resolutions and a set of proceedings for each to be followed in connection with their adoption by the Town.

The meetings of the Board of Finance, the Board of Selectmen and the Legislative Council at which the above-captioned resolutions are approved may be conducted remotely by conference call, videoconference or other technology pursuant to Executive Order No. 7B, Section 1, provided that:

1. The public has the ability to view or listen to such meeting in real time, by telephone, video or other technology;
2. Such meeting is recorded or transcribed, and such recording or transcript shall be posted on the Town's website within seven (7) days of the meeting, and made available within a reasonable time in the Town's offices;
3. The required notice and agenda for each meeting is posted on the Town's website and shall include information about how the meeting will be conducted and how the public can access it;
4. Any materials relevant to matters on the agenda, including but not limited to materials related to specific applications, if applicable, shall be submitted to the Town a minimum of twenty-four (24) hours prior and posted to the Town's website for public inspection prior to, during and after the meeting, and any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the Town a minimum of twenty-four (24) hours prior to the meeting and posted to the Town's website for public inspection prior to, during and after the meeting; and
5. All speakers taking part in any such meeting shall clearly state their name and title, if applicable, before speaking, on each occasion that they speak.

Robinson+Cole

Robert G. Tait
September 15, 2020
Page 2

Please note, however, that pursuant to Executive Order No. 9A, Executive Order No. 7B has been extended only until November 9, 2020. Accordingly, meetings of the Board of Finance, the Board of Selectmen and the Legislative Council held on or after November 9, 2020 must be held in-person, unless Executive Order No. 7B is otherwise extended by the Governor.

By copy of this letter, I am requesting the Town Clerk to send me one certified copy of all the proceedings as they appear in the Town record book.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Glenn A. Santoro

Glenn A. Santoro

Enclosures

cc: Daniel Rosenthal, First Selectman
Debbie A. Halstead, Town Clerk
David L. Grogins, Esq., Town Attorney
Susan Marcinek

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$400,000 FOR THE BRIDGE REPLACEMENT PROGRAM AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2020-21 TO 2024-25) AND AUTHORIZING THE ISSUANCE OF \$400,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$400,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the planning, design, engineering, construction and replacement of bridges in the Town, pursuant to the Town's Bridge Replacement Program, all as authorized in the Capital Improvement Plan (2020-21 to 2024-25), and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State, Federal or other grants-in-aid thereof.

Section 2. To meet said appropriation, \$400,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary

borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman is authorized in the name and on behalf of the Town to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$268,000 FOR THE PLANNING, DESIGN AND RENOVATION OF EDMOND TOWN HALL EXTERIOR AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2020-21 TO 2024-25) AND AUTHORIZING THE ISSUANCE OF \$268,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$268,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the “Town”) for the planning, design and renovation of the exterior of Edmond Town Hall, including, but not limited to, drainage repairs, roof repairs or replacement, brick repointing, stone work repairs, replacement doors and exterior lighting, all pursuant to the Edmond Town Hall Exterior Renovations as authorized in the Capital Improvement Plan (2020-21 to 2024-25), and for administrative, financing, legal and costs of issuance related thereto (collectively, the “Project”), said appropriation to be inclusive of any and all State, Federal or other grants-in-aid thereof.

Section 2. To meet said appropriation, \$268,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the “Connecticut General Statutes”). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town’s share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman is authorized in the name and on behalf of the Town to apply for and accept any and all Federal and State loans and/or any grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

Excerpt for Minutes of Board of Finance Meeting
to be held September 29, 2020

A meeting of the Board of Finance of the Town of Newtown was held in the Council Chambers at 7:30 PM. (E.T.).

* * *

Members present and absent were as follows:

Present
Sandy Roussas
Keith Alexander
Chris Gardner
John Madzula
Ned Simpson
Matt Mihalcik

Absent

* * *

Matt Mihalcik introduced and read the following resolution:

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$400,000 FOR THE BRIDGE REPLACEMENT PROGRAM AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2020-21 TO 2024-25) AND AUTHORIZING THE ISSUANCE OF \$400,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$400,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the planning, design, engineering, construction and replacement of bridges in the Town, pursuant to the Town's Bridge Replacement Program, all as authorized in the Capital Improvement Plan (2020-21 to 2024-25), and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State, Federal or other grants-in-aid thereof.

Section 2. To meet said appropriation, \$400,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after

considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman is authorized in the name and on behalf of the Town to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days

prior to and anytime after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

RESOLVED: That the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$400,000 For The Bridge Replacement Program As Authorized In The Capital Improvement Plan (2020-21 To 2024-25) And Authorizing The Issuance Of \$400,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated September 21, 2020, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Matt Mihalcik moved that said resolution be adopted as introduced and read and the motion was seconded by Chris Gardner. Upon roll call vote the ayes and nays were as follows:

AYES

Sandy Roussas
Keith Alexander
Chris Gardner
John Madzula
Ned Simpson
Matt Mihalcik

NAYS

Sandy Roussas thereupon declared the motion carried and the resolution adopted.

* * *

Keith Alexander introduced and read the following resolution:

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$268,000 FOR THE PLANNING, DESIGN AND RENOVATION OF EDMOND TOWN HALL EXTERIOR AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2020-21 TO 2024-25) AND AUTHORIZING THE ISSUANCE OF \$268,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$268,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the “Town”) for the planning, design and renovation of the exterior of Edmond Town Hall, including, but not limited to, drainage repairs, roof repairs or replacement, brick repointing, stone work repairs, replacement doors and exterior lighting, all pursuant to the Edmond Town Hall Exterior Renovations as authorized in the Capital Improvement Plan (2020-21 to 2024-25), and for administrative, financing, legal and costs of issuance related thereto (collectively, the “Project”), said appropriation to be inclusive of any and all State, Federal or other grants-in-aid thereof.

Section 2. To meet said appropriation, \$268,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of the State of Connecticut, Revision of 1958, as amended from time to time (the “Connecticut General Statutes”). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town’s share of the cost of the Project determined after considering the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman is authorized in the name and on behalf of the Town to apply for and accept any and all Federal and State loans and/or any grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

RESOLVED: That the resolution entitled “Resolution Providing For A Special Appropriation In The Amount Of \$268,000 For The Planning, Design And Renovation Of Edmond Town Hall Exterior As Authorized In The Capital Improvement Plan (2020-21 To 2024-25) And Authorizing The Issuance Of \$268,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated September 21, 2020, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Keith Alexander moved that said resolution be adopted as introduced and read and the motion was seconded by Ned Simpson. Upon roll call vote the ayes and nays were as follows:

AYES

Sandy Roussas
Keith Alexander
Chris Gardner
John Madzula
Ned Simpson
Matt Mihalcik

NAYS

Sandy Roussas thereupon declared the motion carried and the resolution adopted.

* * *

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

BOARD OF FINANCE

September 30, 2020

To the Legislative Council

Members of the Council:

At a meeting of the Board of Finance held September 29, 2020, the following resolutions were approved and recommended for adoption:

RESOLVED: That the resolution entitled “Resolution Providing For A Special Appropriation In The Amount Of \$400,000 For The Bridge Replacement Program As Authorized In The Capital Improvement Plan (2020-21 To 2024-25) And Authorizing The Issuance Of \$400,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated September 21, 2020, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

RESOLVED: That the resolution entitled “Resolution Providing For A Special Appropriation In The Amount Of \$268,000 For The Planning, Design And Renovation Of Edmond Town Hall Exterior As Authorized In The Capital Improvement Plan (2020-21 To 2024-25) And Authorizing The Issuance Of \$268,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated September 21, 2020, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Very truly yours,

Sandy Roussas
Chairman
Board of Finance

Resolution providing for special appropriation & estimated revenue to amend the 2020-2021 budget:

By increasing estimated revenue in account 4700 - Use of Fund Balance by \$ 400,000

By increasing appropriations in account 860-5870 - Transfer Out to Capital & Non-recurring Fund by \$ 400,000

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

- \$400,000 for BOE coronavirus expenditures relating to facilities & other items (non-personnel expenses)

Current funding available for BOE coronavirus expenditures:

• Coronavirus relief funds (state)	380,000
• Identified savings in current BOE budget	245,000
• Use of fund balance (once approved)	<u>400,000</u>
Total	1,025,000

Estimated BOE coronavirus costs (see attached):

• Personnel expenses	652,000
• Facilities expenses	427,000
• Other items (tech; masks; face shields; dividers; etc.)	<u>436,000</u>
Total	1,515,000

Facilities expenses and other items are for the most part immediate expenses. The current funding available of \$1,025,000 is sufficient to cover these immediate expenses. Personnel expenses happen over the course of the fiscal year. BOE coronavirus expenditures and the resulting anticipated budget overages will be reviewed mid budget year resulting in a phase II use of fund balance (resolution).

DRAFT**Personnel Expenses**

Nurses - increase 7 hour day to 8 hours		\$	97,500
.8 Nurse addition		\$	49,800
Additional Building Substitutes		\$	117,000
Behavior Interventionist HOM		\$	20,000
Additional Para hours - Kdg, reading & math		\$	17,124
Bus monitors, 6 hrs. per day for 10 days		\$	50,300
Custodians, additional bathroom cleaning		\$	225,634 ✓
Certified Staff 1.0 HOM, 0.2 HS Sped	1.20	\$	74,353

Sub Total Personnel Costs **\$ 651,711**

Facilities Expenses

Tables	300	\$	116.25	\$	34,875
Desk shields, students, offices, café				\$	144,878
Tents for HS additional eating space	5	\$	8,770	\$	43,850
Storage containers				\$	14,940
HVAC Higher rated filters				\$	16,051
Ventilation Purge Programming (all schools)				\$	25,840
Air Purifiers				\$	46,446
PPE Hand sanitizer				\$	100,000

Sub Total Facilities Costs **\$ 426,880**

Other Items

Distance Learning Technology items				\$	382,698	
Disposable Face masks				\$	8,200	
Face shields	745	\$	2.79	\$	2,079	
Thermometers	10	\$	134	\$	1,340	
Office Dividers				\$	41,932	

Sub Total Other Costs **\$ 436,249**

Total Potential Estimated Additional Costs **\$ 1,514,840**

Note: This list represents expenses that we are currently experiencing or expect to incur in the upcoming school. There may also be other expenses necessary that we are unaware of now. Some of these expenses may be rein under the FEMA grant (75%) the Town is applying for, and some under the Coronavirus Relief Fund.

District	Coronavirus Relief Funds						Total CRF Allocation
	Personnel Related Supports				Non-Personnel Related Supports		
	Student Academic	Cleaning/PPE/Supports	Health/Safety	Transportation	Cleaning/PPE/Health/Safety	Transportation	
Newtown School District	0	0	0	0	380,841	0	380,841

Source: State of Connecticut

Potential budget savings (2020-21 BOE budget):

Transportation Savings (2 less school days)	\$32,154
Professional Development Savings	\$35,000
Special Education Transportation credit	\$145,313
Security Personnel 2 less days	\$5,574
Paraprofessionals 1 less day	\$15,300
Bus Fuel 1 less day 3 months	\$12,000
Total Additional Potential Available Funding	\$245,341

Source: BOE Business Office funding document dated 08/18/2020

Town of Newtown
Board of Selectmen/Board of Education - Combined Proposed 2021-22 to 2025-26 CIP
(w/ 5 additional years to 2030-31)



09/24/2020

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7	Expenditures and Sources Summary (Five Years)

Department Project Detail (five year)

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22	Fairfield Hills Authority
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25	Library
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TOWN OF NEWTOWN
BOS/BOE COMBINED PROPOSED CIP - (2021 - 2022 TO 2025 - 2026)

2021 - 2022 (YEAR ONE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,000,000	500,000		2,500,000	
Bridge Replacement Program	PW	-	-			
Emergency Radio System Upgrades	ECC	5,041,933	5,041,933			
Sandy Hook Permanent Memorial	SH MEM	2,000,000	2,000,000			
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Clean Up of 7 & 28A Glen Road	ECON DEV	200,000	200,000			
Library Renovations / replacements / upgrades	LIB	200,000	200,000			
Hawley School - Ventilation & HVAC	BOE	4,199,720	4,199,720			
High School - Replace/Restore Stadium Turf	BOE	795,000	795,000			
TOTALS	>>>>>>>	15,636,653	12,936,653	-	2,500,000	200,000
2022 - 2023 (YEAR TWO)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,000,000	250,000		2,750,000	
Bridge Replacement Program	PW	400,000	400,000			
Replacement of Fire Apparatus	FIRE	450,000	450,000			
Sandy Hook Permanent Memorial	SH MEM	2,000,000	2,000,000			
Clean Up of 28A Glen Road	ECON DEV	650,000	650,000			
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Building Remediation & Demo / Infrastructure	FHA	2,000,000	2,000,000			
Edmond Town Hall Parking Lot Improvements	ETH	450,000	450,000			
Library Renovations / replacements / upgrades	LIB	550,000	550,000			
Reed School - Install Gas Boiler/LED Lighting	BOE	1,539,894	1,539,894			
Middle School Improvements - Design	BOE	300,000	300,000			
TOTALS	>>>>>>>	11,539,894	8,589,894	-	2,750,000	200,000
2023 - 2024 (YEAR THREE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,050,000	-		3,050,000	
Bridge Replacement Program	PW	400,000	400,000			
Multi-Purpose Building Improvements	PW	413,000	413,000			
Municipal Center - Roof Remediation & Replacement	PW	1,000,000	1,000,000			
Replacement of Fire Apparatus	FIRE	1,035,000	800,000			235,000
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
Library Renovations / replacements / upgrades	LIB	650,000	650,000			
Building Remediation & Demo / Infrastructure	FHA	1,500,000	1,500,000			
Lake Lillinonah Park Improvements	P & R	500,000				500,000
Middle School Improvements	BOE	3,782,228	3,782,228			
Head O'Meadow School - Boiler Plant & Lighting	BOE	850,000	850,000			
TOTALS	>>>>>>>	13,380,228	9,395,228	-	3,050,000	935,000
2024 - 2025 (YEAR FOUR)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,100,000			3,100,000	
Town Match - Grants (contingency)	ECON DEV	200,000				200,000
TOTALS	>>>>>>>	3,300,000		-	3,100,000	200,000
2025 - 2026 (YEAR FIVE)			Proposed Funding			
	Dept.	Amount Requested	Bonding	Grants	General Fund	Other
Capital Road Program	PW	3,150,000	-		3,150,000	
Bridge Replacement Program	PW	400,000	400,000			
Replacement of Fire Apparatus	FIRE	750,000	750,000			
Building Remediation & Demo / Infrastructure	FHA	2,000,000	2,000,000			
Library Renovations / replacements / upgrades	LIB	1,000,000	1,000,000			
Edmond Town Hall Building Renovations	ETH	550,000	550,000			
Town Match - Grants (contingency)	ECON DEV	200,000	-			200,000
Treadwell Artificial Turf & Lighting	P & R	800,000	250,000			550,000
Rail Trail - Batchelder Park	P & R	1,400,000		1,400,000		
Hawley School - New Generator	BOE	250,000	250,000			
Middle Gate School - Window Modifications	BOE	1,000,000	1,000,000			
High School - Turf Practice Field (rear of school)	BOE	1,100,000	1,100,000			
TOTALS	>>>>>>>	12,600,000	7,300,000	1,400,000	3,150,000	750,000
GRAND TOTALS		56,456,775	38,221,775	1,400,000	14,550,000	2,285,000

Town of Newtown, Connecticut

Capital Improvement Plan

'21/'22 thru '30/'31

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	'30/'31	Total
Board of Education												
Hawley - Ventilation and HVAC Renovations	BOE-01	4,199,720										4,199,720
<i>Bonding</i>		4,199,720										4,199,720
High School - Replace / Restore Stadium Turf	BOE-02	795,000										795,000
<i>Bonding</i>		795,000										795,000
Reed - Install Gas Boiler / LED Lighting	BOE-03		1,539,894									1,539,894
<i>Bonding</i>			1,539,894									1,539,894
Middle School Improvements	BOE-04		300,000	3,782,228								4,082,228
<i>Bonding</i>			300,000	3,782,228								4,082,228
Head O'Meadow - Boiler Plant & Lighting	BOE-05			850,000								850,000
<i>Bonding</i>				850,000								850,000
Hawley - New Generator	BOE-06					250,000						250,000
<i>Bonding</i>						250,000						250,000
Middle Gate - Window Modifications	BOE-07					1,000,000						1,000,000
<i>Bonding</i>						1,000,000						1,000,000
High School - Turf Practice Field (rear of school)	BOE-08					1,100,000						1,100,000
<i>Bonding</i>						1,100,000						1,100,000
Hawley - Elevator to Café	BOE-09						318,000					318,000
<i>Bonding</i>							318,000					318,000
Reed - New Roof, Solar panels remove and reinstall	BOE-10						3,710,000					3,710,000
<i>Bonding</i>							3,710,000					3,710,000
Middle School - Complete Kitchen Renovation	BOE-11						795,000					795,000
<i>Bonding</i>							795,000					795,000
High School - New Roof / Restoration	BOE-12						2,921,360					2,921,360
<i>Bonding</i>							2,921,360					2,921,360
High School - Rear Field Facilities and Storage	BOE-13						954,000					954,000
<i>Bonding</i>							954,000					954,000

Department	Project #	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	'30/'31	Total
Hawley - Classroom Renovations '21 section	BOE-14							1,011,240				1,011,240
<i>Bonding</i>								1,011,240				1,011,240
Middle Gate - Pave Parking Lot, Curbing, Sidewalks	BOE-15							1,378,000				1,378,000
<i>Bonding</i>								1,378,000				1,378,000
Head O'Meadow - New Roofing / Restoration	BOE-16							2,696,640				2,696,640
<i>Bonding</i>								2,696,640				2,696,640
Reed - Repave Parking Lot, Curbing, Sidewalks	BOE-17							2,120,000				2,120,000
<i>Bonding</i>								2,120,000				2,120,000
Middle School - Library & Science Lab Renovations	BOE-18							3,710,000				3,710,000
<i>Bonding</i>								3,710,000				3,710,000
High School - Athletic/Stadium Field House & Store	BOE-19							1,685,400				1,685,400
<i>Bonding</i>								1,685,400				1,685,400
Hawley - Repave Parking Lot, Curbing, Sidewalks	BOE-20								1,378,000			1,378,000
<i>Bonding</i>									1,378,000			1,378,000
Middle Gate - Complete Kitchen Renovation	BOE-21								397,500			397,500
<i>Bonding</i>									397,500			397,500
Head O'Meadow - Replace / Update A/C	BOE-22								6,179,800			6,179,800
<i>Bonding</i>									6,179,800			6,179,800
Middle School - Parking Lot, Curbing, Sidewalks	BOE-23								1,685,400			1,685,400
<i>Bonding</i>									1,685,400			1,685,400
Middle Gate - Ventilation, HVAC Renovations	BOE-24										300,000	300,000
<i>Bonding</i>											300,000	300,000
Middle School - Window Replacements	BOE-25										1,000,000	1,000,000
<i>Bonding</i>											1,000,000	1,000,000
High School - HVAC Equipment Replacements	BOE-26										5,300,000	5,300,000
<i>Bonding</i>											5,300,000	5,300,000
Board of Education Total		4,994,720	1,839,894	4,632,228		2,350,000	8,698,360	12,601,280	9,640,700		6,600,000	51,357,182
Economic Development												
Clean up of 7 & 28A Glen Road	EDC - 1	200,000										200,000
<i>Bonding</i>		200,000										200,000
Clean up of 28A Glen Road	EDC - 1a		650,000									650,000
<i>Bonding</i>			650,000									650,000

Department	Project #	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	'30/'31	Total
Town Match - Grants (contingency)	EDC - 2	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
Other		200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
Economic Development Total		400,000	850,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,850,000
Edmond Town Hall												
Edmond Town Hall - Parking Lot Improvements	ETH - 1		450,000									450,000
Bonding			450,000									450,000
Edmond Town Hall Building Renovations	ETH - 2					550,000						550,000
Bonding						550,000						550,000
ETH Space Revitalization/Elevator Removal	ETH - 3						550,000					550,000
Bonding							550,000					550,000
ETH plumbing/radiator renewal/LC access	ETH - 4								500,000			500,000
Bonding									500,000			500,000
Edmond Town Hall Total			450,000			550,000		550,000	500,000			2,050,000
Emergency Comm Ctr												
Emergency Radio System Upgrades	ECC - 1	5,041,933										5,041,933
Bonding		5,041,933										5,041,933
Emergency Comm Ctr Total		5,041,933										5,041,933
FHA												
Building remediation & demo/infrastructure	FHA-1		2,000,000	1,500,000		2,000,000	2,000,000	3,000,000				10,500,000
Bonding			2,000,000	1,500,000		2,000,000	2,000,000	3,000,000				10,500,000
FHA Total			2,000,000	1,500,000		2,000,000	2,000,000	3,000,000				10,500,000
Fire												
Replacement of Fire Apparatus	Fire - 1		450,000	1,035,000		750,000	770,000	790,000				3,795,000
Bonding			450,000	800,000		750,000	770,000	790,000				3,560,000
Other				235,000								235,000
New Generators and Transfer Switches	Fire - 2								240,000			240,000
Bonding									240,000			240,000
Dodgingtown Fire House Renovations	Fire - 3									475,000		475,000
Bonding										475,000		475,000
Fire Total			450,000	1,035,000		750,000	770,000	790,000	240,000	475,000		4,510,000

Department	Project #	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	'30/'31	Total
Library												
Library Building & Grounds Upgrades/Reno/Expansion	LIB-1	200,000	550,000	650,000		1,000,000		450,000				2,850,000
<i>Bonding</i>		200,000	550,000	650,000		1,000,000		450,000				2,850,000
Library Total		200,000	550,000	650,000		1,000,000		450,000				2,850,000
Parks & Recreation												
Treadwell Artificial Turf & Lighting Replacement	P & R - 1					800,000						800,000
<i>Bonding</i>						250,000						250,000
<i>Other</i>						550,000						550,000
Rail Trail - Batchelder Park	P & R - 2					1,400,000						1,400,000
<i>Grants</i>						1,400,000						1,400,000
Lake Lillinonah Park Improvements	P & R - 3			500,000								500,000
<i>Other</i>				500,000								500,000
Parks & Recreation Total				500,000		2,200,000						2,700,000
Public Works												
Capital Road Program	PW - 1	3,000,000	3,000,000	3,050,000	3,100,000	3,150,000	3,200,000	3,250,000	3,300,000	3,350,000	3,400,000	31,800,000
<i>Bonding</i>		500,000	250,000									750,000
<i>General Fund</i>		2,500,000	2,750,000	3,050,000	3,100,000	3,150,000	3,200,000	3,250,000	3,300,000	3,350,000	3,400,000	31,050,000
Bridge Replacement Program	PW - 2		400,000	400,000		400,000	400,000	400,000	400,000	400,000		2,800,000
<i>Bonding</i>			400,000	400,000		400,000	400,000	400,000	400,000	400,000		2,800,000
Multi-Purpose Building Improvements	PW - 3			413,000								413,000
<i>Bonding</i>				413,000								413,000
Municipal Center - Roof Remediation & Replacement	PW - 4			1,000,000								1,000,000
<i>Bonding</i>				1,000,000								1,000,000
Truck Washing Station	PW - 5						550,000					550,000
<i>Bonding</i>							550,000					550,000
Public Works Site & Salt Storage Improvements	PW - 6						600,000					600,000
<i>Bonding</i>							600,000					600,000
Transfer Station Improvements	PW - 7						400,000					400,000
<i>Bonding</i>							400,000					400,000
Public Works Total		3,000,000	3,400,000	4,863,000	3,100,000	3,550,000	5,150,000	3,650,000	3,700,000	3,750,000	3,400,000	37,563,000
S.H. Permanent Memorial Comm												
Sandy Hook Permanent Memorial	FS - 1	2,000,000	2,000,000									4,000,000
<i>Bonding</i>		2,000,000	2,000,000									4,000,000

Department	Project #	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	'28/'29	'29/'30	'30/'31	Total
S.H. Permanent Memorial Comm	Total	2,000,000	2,000,000									4,000,000
	GRAND TOTAL	15,636,653	11,539,894	13,380,228	3,300,000	12,600,000	16,818,360	21,241,280	14,280,700	4,425,000	10,200,000	123,422,115

Town of Newtown, Connecticut

Capital Improvement Plan

'21/'22 thru '25/'26

EXPENDITURES AND SOURCES SUMMARY

Department	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Total
Board of Education	4,994,720	1,839,894	4,632,228		2,350,000	13,816,842
Economic Development	400,000	850,000	200,000	200,000	200,000	1,850,000
Edmond Town Hall		450,000			550,000	1,000,000
Emergency Comm Ctr	5,041,933					5,041,933
FHA		2,000,000	1,500,000		2,000,000	5,500,000
Fire		450,000	1,035,000		750,000	2,235,000
Library	200,000	550,000	650,000		1,000,000	2,400,000
Parks & Recreation			500,000		2,200,000	2,700,000
Public Works	3,000,000	3,400,000	4,863,000	3,100,000	3,550,000	17,913,000
S.H. Permanent Memorial Comm	2,000,000	2,000,000				4,000,000
EXPENDITURE TOTAL	15,636,653	11,539,894	13,380,228	3,300,000	12,600,000	56,456,775

Source	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Total
Bonding	12,936,653	8,589,894	9,395,228		7,300,000	38,221,775
General Fund	2,500,000	2,750,000	3,050,000	3,100,000	3,150,000	14,550,000
Grants					1,400,000	1,400,000
Other	200,000	200,000	935,000	200,000	750,000	2,285,000
SOURCE TOTAL	15,636,653	11,539,894	13,380,228	3,300,000	12,600,000	56,456,775

BONDING APPROVED IN CURRENT APPROVED CIP	13,203,933	8,287,730	8,678,812	-0-	N/A	30,170,475 not including 25/26
DIFFERENCE IN BONDING AMOUNTS	(267,280)	302,164	716,416	-0-	N/A	751,300

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-01
Project Name Hawley - Ventilation and HVAC Renovations

Type Building construction/renovatio
Useful Life 35
Category Buildings
Department Board of Education
Contact TANYA VADAS

Description

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

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Planning/Design	300,000							300,000
Construction/Maintenance		4,199,720						4,199,720
Total	300,000	4,199,720						4,499,720

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding		4,199,720						4,199,720
Other	300,000							300,000
Total	300,000	4,199,720						4,499,720

Budget Impact/Other

Adding air conditioning will inevitably increase electricity costs to power the new equipment.
Average annual debt service = \$288,000.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-02
Project Name High School - Replace / Restore Stadium Turf

Type Land Improvements
Useful Life 10
Category Land Improvements
Department Board of Education
Contact TANYA VADAS

Description

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

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance		795,000						795,000
Total		795,000						795,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding		795,000						795,000
Total		795,000						795,000

Budget Impact/Other

Negligible impact as the new turf and track will require the same ongoing maintenance as existing turf and track.
Average annual debt service = \$50,500.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-03

Project Name Reed - Install Gas Boiler / LED Lighting

Type Equipment Purchases

Department Board of Education

Useful Life

Contact TANYA VADAS

Category Equipment

Description

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

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance			1,539,894					1,539,894
Total			1,539,894					1,539,894

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding			1,539,894					1,539,894
Total			1,539,894					1,539,894

Budget Impact/Other

Condensing gas boilers will offer savings from reduced natural gas consumption. LED lights will reduce electricity costs due to greater efficiency and also result in less maintenance.

Average annual debt service = \$98,000 (without considering the energy rebate)

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-04
Project Name Middle School Improvements

Type Building construction/renovatio
Useful Life 20
Category Buildings
Department Board of Education
Contact TANYA VADAS

Description

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

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Planning/Design			300,000					300,000
Construction/Maintenance				3,782,228				3,782,228
Total			300,000	3,782,228				4,082,228

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding			300,000	3,782,228				4,082,228
Total			300,000	3,782,228				4,082,228

Budget Impact/Other

Replacement of existing HVAC units should reduce electricity and maintenance costs as new equipment is more energy efficient and not require persistent repairs.
Average annual debt service = \$261,000.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-05
Project Name Head O'Meadow - Boiler Plant & Lighting

Type Building construction/renovatio
Useful Life 20
Category Buildings
Department Board of Education
Contact

Description

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

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance				850,000				850,000
Total				850,000				850,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding				850,000				850,000
Total				850,000				850,000

Budget Impact/Other

Average annual debt service = \$67,000

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-06
Project Name Hawley - New Generator

Type Equipment Purchases
Useful Life 10
Category Equipment
Department Board of Education
Contact TANYA VADAS

Description

This project will install an emergency generator at the Hawley school

Justification

This is currently the only school without a generator.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Equip/Vehicles/Furnishings						250,000		250,000
Total						250,000		250,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding						250,000		250,000
Total						250,000		250,000

Budget Impact/Other

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

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-07
Project Name Middle Gate - Window Modifications

Type Building construction/renovatio
Useful Life 20
Category Buildings
Department Board of Education
Contact TANYA VADAS

Description

This project will install new windows at the school.

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance						1,000,000		1,000,000
Total						1,000,000		1,000,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding						1,000,000		1,000,000
Total						1,000,000		1,000,000

Budget Impact/Other

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

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # BOE-08
Project Name High School - Turf Practice Field (rear of school)

Type Building construction/renovatio
Useful Life 50
Category Buildings
Department Board of Education
Contact TANYA VADAS

Description

New high school practice field rear of school

Justification

Additional field for high school and youth sports leagues.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance						1,100,000		1,100,000
Total						1,100,000		1,100,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding						1,100,000		1,100,000
Total						1,100,000		1,100,000

Budget Impact/Other

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # EDC - 1

Project Name Clean up of 7 & 28A Glen Road

Type Land Improvements

Department Economic Development

Useful Life 50

Contact Christal Preszler, Deputy Dir, Ec

Category Land Improvements

Description

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

Justification

Clean up town property to remove blight and improve safety, with the goal of eventually getting onto the tax rolls.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other		200,000						200,000
Total		200,000						200,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding		200,000						200,000
Total		200,000						200,000

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

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

Type Land Improvements

Department Economic Development

Useful Life 50

Contact Christal Preszler, Deputy Dir, Ec

Category Land Improvements

Description

28A Glen Road is located in the heart of Sandy Hook Village. The property, obtained by the town via tax foreclosure, contains multiple structures. Remediation of hazardous materials is necessary in both structures and soil. Demolition cost of structures is also included in this estimate. As with most remediation projects, the Hazardous Building Materials Assessment and Phase I and Phase II reports are the basis of project cost estimates. In this situation, the reports named high and low cost estimates. The money being requested here is an average of the high and low estimates, less the \$200,000 for Project # EDC - 1 in '21 - '22.

Justification

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other			650,000					650,000
Total			650,000					650,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding			650,000					650,000
Total			650,000					650,000

Budget Impact/Other

As with most remediation projects, the Hazardous Building Materials Assessment and Phase I and Phase II reports are the basis of project cost estimates. In this situation, the reports named high and low cost estimates. The money being requested here is an average of the high and low estimates, less the \$200,000 for Project # EDC - 1 in '21 - '22.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

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

Type Unassigned

Department Economic Development

Useful Life

Contact Christal Preszler, Deputy Dir, Ec

Category Unassigned

Description

EDC is continually looking for grants to remediate buildings, soil and support economic development in town. Most grants will include a town match. The amounts reflected are contingencies.

Justification

Need to demonstrate the towns commitment to match grants.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other		200,000	200,000	200,000	200,000	200,000	1,000,000	2,000,000
Total		200,000	200,000	200,000	200,000	200,000	1,000,000	2,000,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other		200,000	200,000	200,000	200,000	200,000	1,000,000	2,000,000
Total		200,000	200,000	200,000	200,000	200,000	1,000,000	2,000,000

Budget Impact/Other

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

Capital Improvement Plan

'21/'22 thru '25/'26

Town of Newtown, Connecticut

Project # ETH - 1
Project Name Edmond Town Hall - Parking Lot Improvements

Type Land Improvements
Useful Life 25
Category Land Improvements

Department Edmond Town Hall
Contact Margot S. Hall, Chairman

Description

Repair current parking lot to provide safe, well lit space for parking and security cameras for users and events. Install lighting, cameras and improve use and maintenance by providing access to water and power. Improve pedestrian walkways, traffic pattern, signage, additional spaces, including handicapped parking, better grading. Demolish firehouse but keep lean to if possible for dumpster enclosure. Increase parking spaces, both regular and handicapped. Provide parking spaces marked with letters for sections to make directing parking easier. Install security cameras at entrance, exits and in rear of lot especially. Provide a water source and heavy duty electric outlets for maintenance and events. Provide maintenance-free landscaping on the hilly areas to improve visibility and safety. Provide improved signage for cars and pedestrians. Install rumble strips on entry and exit driveways to slow down cars entering and exiting. Improve grading near handicap entry to avoid ice build ups. Increase number of handicap spaces as close to building as possible. Add small cement ramp to the south side door step and a push button to enable handicapped to use that entrance. Provide clearly marked pedestrian walkways. Install maintenance-free landscaping around perimeter, hilly areas and border to improve security.

Justification

Current parking lot has old patched pavement covering hollow areas that can collapse underfoot. Lot use in greater demand not only by patrons, but also large commercial vehicles including Town, Eversource, vendors and others. Traffic pattern was based on firehouse needs, which are no longer necessary. Lot needs improved signage, delineated walkways, better use physically impaired building users.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance			450,000					450,000
Total			450,000					450,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding			450,000					450,000
Total			450,000					450,000

Budget Impact/Other

Average annual debt service amount = \$30,400.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # ETH - 2

Project Name Edmond Town Hall Building Renovations

Type Building construction/renovatio

Department Edmond Town Hall

Useful Life 35

Contact Margot S. Hall, Chairman

Category Buildings

Description

Install kitchennette under stairs in gym with sink, undercounter ice maker, large refrigerator. This locks when not in use. Tall warming ovens. Components are individual and easy to repair/replace. Replace toilets and sinks. Install removable platform for concerts, special events. Renovate storage closet for ease of use by renters and staff when storing care equipment. Install blinds that can be changed remotely to cover all windows as needed based on event. Install retractable screen for presentations. Install large AC window units in the space that used to house the ventilators. This would be for use during very hot days. Install speakers/P.A. system for events and sports.

Justification

As the most revenue-generating rental, the gym needs to be revitalized in order to keep this 5000 square foot space attractive to renters and to expand its use. It can serve the community much better with a few key adds.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance						550,000		550,000
Total						550,000		550,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding						550,000		550,000
Total						550,000		550,000

Budget Impact/Other

Less maintenance expenses and additional revenue.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # ECC - 1
Project Name Emergency Radio System Upgrades

Type Equipment Purchases

Department Emergency Comm Ctr

Useful Life 10

Contact Maureen Will, ECC Director

Category Equipment

Description

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

Note: Total CIP amount is \$7,541,933 (over two years - 2020-21 & 2021-22). A bonding resolution was approved for \$2,500,000 on 5/6/2020.

Justification

Equipment have reached their useful life

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other	2,500,000	5,041,933						7,541,933
Total	2,500,000	5,041,933						7,541,933

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding	2,500,000	5,041,933						7,541,933
Total	2,500,000	5,041,933						7,541,933

Budget Impact/Other

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

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

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

Type Land Improvements

Department FHA

Useful Life

Contact

Category Buildings

Description

Activities in support of building assessment; mothballing; safety enhancements; renovation; remediation; demolition & campus infrastructure (Ex: Water distribution upgrades).
Possible projects: Infrastructure - \$750,000; Norwalk - \$1,000,000; Stamford - \$1,000,000; Shelton - \$1,800,000; Duplex mothball - \$608,000; Newtown Hall mothball - \$821,000; Cochran remediation - \$679,000, Kent - \$4,000,000, etc.

Justification

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other			2,000,000	1,500,000		2,000,000	5,000,000	10,500,000
Total			2,000,000	1,500,000		2,000,000	5,000,000	10,500,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding			2,000,000	1,500,000		2,000,000	5,000,000	10,500,000
Total			2,000,000	1,500,000		2,000,000	5,000,000	10,500,000

Budget Impact/Other

Average annual debt service for \$3,500,000 = \$237,000

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # Fire - 1
Project Name Replacement of Fire Apparatus

Type Equipment Purchases

Department Fire

Useful Life 20

Contact Pat Reilly, Chairman, Board of F

Category Vehicles

Description

Scheduled replacement:

2022-23: Replacement (used) of Sandy Hook ladder truck which is 33 years old.

2023-24: Replacement of Sandy Hook tanker which will be 25 years old (\$585,000) & refurbishment of Newtown Hook & Ladder ladder truck which will be 26 years old (\$450,000).

2025-26: Replace Hawleyville engine truck which will be 25 years old (\$750,000).

2026-27: Replace Sandy Hook engine truck which will be 24 years old (\$770,000).

2027-28: Replace Botsford engine truck which will be 25 years old (\$790,000).

Justification

Scheduled replacement of existing fire apparatus due to their age. They will have reached their useful life and have become too costly to repair.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Equip/Vehicles/Furnishings			450,000	1,035,000		750,000	1,560,000	3,795,000
Total			450,000	1,035,000		750,000	1,560,000	3,795,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding			450,000	800,000		750,000	1,560,000	3,560,000
Other				235,000				235,000
Total			450,000	1,035,000		750,000	1,560,000	3,795,000

Budget Impact/Other

There is no measurable operating budget impact relating to this project. Equipment maintenance expenditures will decrease for the Fire Commission. This will help keep down the annual budget requests of the Fire Commission.

Average annual debt service for \$1,335,000 = \$90,000.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

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

Type Building construction/renovatio

Department Library

Useful Life

Contact Amy Dent, President, Board of T

Category Buildings

Description

PLEASE SEE ATTACHED DESCRIPTION

Justification

SEE ATTACHED

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance		200,000	550,000	650,000		1,000,000	450,000	2,850,000
Total		200,000	550,000	650,000		1,000,000	450,000	2,850,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding		200,000	550,000	650,000		1,000,000	450,000	2,850,000
Total		200,000	550,000	650,000		1,000,000	450,000	2,850,000

Budget Impact/Other

- (1) Reduce maintenance and operating costs; ensure reliable HVAC performance.
(2) Organize space to provide improved community access.

LIBRARY 2020-21 CIP REQUEST DETAIL:

2021-22

LIBRARY IMPROVEMENTS PROJECT - \$200,000

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

Description:

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

Justification:

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

2022-23

LIBRARY IMPROVEMENTS PROJECT - \$550,000

- Comprehensive HVAC upgrades - \$430,000

Description:

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

Justification:

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

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

Description:

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

Justification:

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

LIBRARY IMPROVEMENTS PROJECT - \$650,000

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

Description:

Completely repave parking lot with new asphalt down to substrate.

Justification:

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

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

Description:

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

Justification:

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

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

Description:

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

Justification:

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

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

Description:

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

Justification:

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

2022-23

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

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

Description:

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

Justification:

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

- Window replacements - \$100,000

Description:

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

Justification:

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

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # P & R - 1

Project Name Treadwell Artificial Turf & Lighting Replacement

Type Park Improvements

Department Parks & Recreation

Useful Life 10

Contact AMY MANGOLD, DIRECTOR

Category Land Improvements

Description

Replace artificial turf, regrade subsurface as needed. Artificial fields require replacement every 10-12 years.
Replace 30 plus year old lamps with LED technology replace antiquated controllers, current lights and controllers are at the end of their service life.

Justification

At the end of assets useful life.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other						800,000		800,000
Total						800,000		800,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding						250,000		250,000
Other						550,000		550,000
Total						800,000		800,000

Budget Impact/Other

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # P & R - 2
Project Name Rail Trail - Batchelder Park

Type Land Improvements
Useful Life 35
Category Land Improvements

Department Parks & Recreation
Contact AMY MANGOLD, DIRECTOR

Description

Remove and clear old rail bed and convert to urban trail.

Justification

This project has been examined, requested and desired for over a decade. The brownfield contaminated area of Batchelder has not allowed any movement into Newtown from the Trumbull/Monroe rail area. A trail committee and the new initiatives in town, AARP, Healthy and Sustainable initiatives all identify this project as a large benefit to their initiatives in the Newtown community and surrounding communities.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other						1,400,000		1,400,000
Total						1,400,000		1,400,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Grants						1,400,000		1,400,000
Total						1,400,000		1,400,000

Budget Impact/Other

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # P & R - 3
Project Name Lake Lillinonah Park Improvements

Type Land Improvements
Useful Life 25
Category Land Improvements

Department Parks & Recreation
Contact AMY MANGOLD, DIRECTOR

Description

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

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance				500,000				500,000
Total				500,000				500,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other				500,000				500,000
Total				500,000				500,000

Budget Impact/Other

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # PW - 1
Project Name Capital Road Program

Type Road Improvements
Useful Life 20
Category Infrastructure

Department Public Works
Contact FRED HURLEY, DIRECTOR O

Description

Complete reconstruction of aging roads.

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

Justification

Maintain road system for safe passage of the public.

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance		3,000,000	3,000,000	3,050,000	3,100,000	3,150,000	16,500,000	31,800,000
Total		3,000,000	3,000,000	3,050,000	3,100,000	3,150,000	16,500,000	31,800,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding		500,000	250,000					750,000
General Fund		2,500,000	2,750,000	3,050,000	3,100,000	3,150,000	16,500,000	31,050,000
Total		3,000,000	3,000,000	3,050,000	3,100,000	3,150,000	16,500,000	31,800,000

Budget Impact/Other

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

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # PW - 2
Project Name Bridge Replacement Program

Type Road Improvements

Department Public Works

Useful Life 50

Contact FRED HURLEY, DIRECTOR O

Category Infrastructure

Description

Bridge replacement program.

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

Justification

Public safety

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance			400,000	400,000		400,000	1,600,000	2,800,000
Total			400,000	400,000		400,000	1,600,000	2,800,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding			400,000	400,000		400,000	1,600,000	2,800,000
Total			400,000	400,000		400,000	1,600,000	2,800,000

Budget Impact/Other

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

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

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

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

Description

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

Justification

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

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance				413,000				413,000
Total				413,000				413,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding				413,000				413,000
Total				413,000				413,000

Budget Impact/Other

Less maintenance costs
Average annual debt service cost = \$28,000.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # PW - 4

Project Name Municipal Center - Roof Remediation & Replacement

Type Building construction/renovatio

Department Public Works

Useful Life 35

Contact FRED HURLEY, DIRECTOR O

Category Buildings

Description

Roof remediation and replacement at the Municipal Center. Includes cupola repair & remediation of transite tiles.

Justification

Roof is reaching its useful life

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Construction/Maintenance				1,000,000				1,000,000
Total				1,000,000				1,000,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding				1,000,000				1,000,000
Total				1,000,000				1,000,000

Budget Impact/Other

Average annual debt service cost = \$67,000.

Capital Improvement Plan

'21/'22 *thru* '25/'26

Town of Newtown, Connecticut

Project # FS - 1
Project Name Sandy Hook Permanent Memorial

Type Unassigned
Useful Life 25
Category Unassigned

Department S.H. Permanent Memorial Com
Contact

Description

A place holder for the Sandy Hook Permanent Memorial

Justification

Expenditures	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Other		2,000,000	2,000,000					4,000,000
Total		2,000,000	2,000,000					4,000,000

Funding Sources	Prior	'21/'22	'22/'23	'23/'24	'24/'25	'25/'26	Future	Total
Bonding		2,000,000	2,000,000					4,000,000
Total		2,000,000	2,000,000					4,000,000

Budget Impact/Other

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

TOWN OF NEWTOWN 2021-2022 CIP FIVE YEAR FORECAST

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Town of Newtown
Section 310 Capital Improvement Plan (CIP) Policy
LC Fin & Admin Comm changes 8/18/2020 to BoF Approved 10/24/2019 Version

§ 310-1. Purpose

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

§ 310 - 2. Goal

- A. The goal in adopting this regulation is to:
 - 1. Prioritize, on a Town-wide basis, proposed major capital assets/projects;
 - 2. Establish a consistent level of spending for such capital assets/projects;
 - 3. Integrate financial planning, budgeting and debt issuance for the Town;
 - 4. Encourage careful project design.
- B. This Capital Improvement Plan (CIP) regulation hereby:
 - 1. Creates a process by which the Board of Finance adopts a proactive position regarding capital expenditures of the Town of Newtown;
 - 2. Creates a process by which the Board of Finance evaluates, modifies, postpones or eliminates, prioritizes, and monitors proposed capital assets/projects;
 - 3. Creates a process by which the Board of Finance and Legislative Council work compatibly in enacting the above Sections B(1) and (2).

§ 310 - 3. Overview

- A. The Capital Improvement Plan (CIP) is Newtown's five-year program of major capital asset/project acquisitions of a nonrecurring nature. The CIP is based on assigned priorities that consider Town: plans, needs, desires and mandates in the context of current and anticipated financial capability to finance such improvements. A "capital improvement" is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the total cost exceeds \$200,000.
- B. The CIP shall be reviewed at least annually. The need or idea for capital assets/projects may originate from department heads, boards or commissions. These capital assets/projects items are compiled by the Board of Selectmen and Board of Education. After review and endorsement by the respective boards, each Board presents their proposed CIP to the Board of Finance. Following the presentations, a combined CIP along with analysis by the Finance Director is presented to the Board of Finance. The

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Board of Finance shall review and may amend the CIP which is then presented to the Legislative Council for review, amendment and approval.

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

§ 310 - 4. Implementation and Amendments

Notwithstanding that capital asset/project ideas or needs may originate as indicated in Section 310-3, the Board of Finance is responsible for implementing the Purpose and Goals expressed above in Sections 310-1 and 310-2 and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance but do not have voting privileges. The final approval and funding appropriation for the CIP is vested in the Legislative Council, unless expressed otherwise in this CIP policy.

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

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

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

CAPITAL IMPROVEMENT PLAN TIMING/SCHEDULE:

July/August/September	Board of Selectmen departments prepare their CIP requests First Selectman presents the proposed First Selectmen CIP to the Board of Selectmen Board of Education develops their CIP based on that board's policy and procedure
Board of Finance 3rd meeting in Sept.	Board of Education presents its proposed CIP to the Board of Finance
Board of Finance 1st meeting in October	Board of Selectmen presents its proposed CIP to the Board of Finance Finance Director presents the combined Town of Newtown CIP along with analysis including a Debt Forecast Schedule
By November 30	Board of Finance presents its recommended CIP to the Legislative Council
By January 31st	Legislative Council adopts its approved CIP Legislative Council determines which first year CIP projects go to referendum in April
February/March	Bond resolutions go through the approval process for CIP projects that have been approved for referendum

§ 310 - 6. Eligible Capital Asset/Project

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

- A. Incurred debt obligations;
- B. Acquisition or lease of land, improvements to land, easements buildings improvements, and / or development rights;

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

§ 310 - 7. Process

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

- A. Each Town department and the Board of Education shall prepare a prioritized list of proposed capital assets/projects along with proposed funding source, summary description, and benefit commentary.
 - 1. For departments so indicated by Charter, and the Board of Education, review and seek input from relevant Boards, Councils or Committees (e.g. Public Building and Site Commission, and Sustainable Energy Commission) shall review and comment on the list and projects shall be solicited prior to submission.
 - 2. Reviewed lists created by town departments shall be submitted to the First Selectman.
- B. The First Selectman will evaluate the town department requests and produce a “First Selectman CIP” to be submitted to the Board of Selectmen for review, adjustment and approval;
- C. After presentation of the First Selectman CIP, the Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education.
- D. Board of Education shall prepare and submit to the Board of Finance a prioritized list of proposed capital assets/projects along with their proposed funding source.
- E. The requesting department or agency will plan for and be responsible for funding any professional estimating for a project in the operational budget. If applicable, alternative

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sources of funding can and should be identified, such as the Capital Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate.

F. The Board of Selectmen and the Board of Education shall also include in the request(s) for each capital asset/project, with increasing detail for nearest years:

1. The identification of planned funding: Bonding, General Funds, Special Revenue Funds, and any grants, revenues or reimbursements anticipated and
2. Project description and project justification G. The Town Finance Director shall:

1. Review and compile the Board of Selectmen Proposed CIP and Board of Education Proposed CIP lists into a "Combined CIP" for presentation to the Board of Finance;
2. Prepare a financial impact statement. including a Bond Forecast Schedule which shows the effect of the Combined CIP on future annual debt payments for at least five (5) years, to ensure adherence to the Town Debt Service Policy.
3. Prepare Debt Service scenarios for consideration relative to the Debt Service Policy goals.

H. The Board of Selectmen and Board of Education will each present their capital assets/project requests and the prioritized Combined CIP to the Board of Finance. The Finance Director will present the Bond Forecast Schedule and other analysis. I. The Board of Finance will review the Combined CIP.

1. It may reduce a capital assets/project cost and scope; it may transfer capital assets/projects between CIP years, and it may add or eliminate a capital asset/project. Moving or adding a capital asset/project to Year One, should be strictly scrutinized.
2. The Board of Finance will then sort, within each CIP year, the recommended capital assets/project, based on prioritization as provided from the Board of Selectmen and Board of Education as well as cost and other considerations, and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase, expenditure or project.
3. Consideration shall be given to:
 - a. Debt Service Policy
 - b. Necessary maintenance of existing facilities
 - c. Essential public services such as those related to safety
 - d. Budgetary impacts of changes in Debt Service
4. Rejected capital assets/projects can be resubmitted to the appropriate Board at the first step of the process next fiscal year. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level the following fiscal year.

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- J. In odd years if the election of a First Selectman results in the election of a person other than the First Selectman who presented the CIP to the Board of Finance in October of that year, that new First Selectman may request changes to the first year of the CIP under review by the Board of Finance and Legislative Council.
- K. The Board of Finance will present their recommended CIP to the Legislative Council by November 30th. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule (updated for any Board of Finance actions).
- L. The Legislative Council will review the Board of Finance recommended CIP. It may accept it in its entirety. It may reduce, transfer between CIP years, eliminate or add capital asset(s)/project(s). As the Legislative Council is ultimately responsible for the Debt Service Policy and sending the budgets to referendum, special consideration will be given to those respective impacts. Moving or adding a capital asset/project to year one will be strictly scrutinized.
- M. Upon any change of the Board of Finance's recommended CIP by the Legislative Council, the Legislative Council shall return its proposed CIP with changes to the Board of Finance for review and recommendation before final approval by the Legislative Council.
 - 1. The failure of the Board of Finance to make any recommendations within ten days of the Legislative Council's proposed CIP, then the Legislative Council's may act without additional recommendation from the Board of Finance..
 - 2. No matter the number of CIP changes by the Legislative Council, the Board of Finance shall have only one post November 30th review and recommendation.
- N. The Legislative Council shall adopt a Town wide CIP and, by January 31st, shall determine which capital assets/projects from year one of the CIP should go to referendum. If the Legislative Council has not passed the final CIP plan by January 31st, the Board of Finance recommended CIP presented to the Legislative Council shall be the final adopted Town wide CIP.
- O. The following should be considered when determining which capital assets/projects go to referendum:
 - 1. Projects that require multiple years of funding or that exceed Legislative Council fiscal authority;
 - 2. Capital assets/projects which, because of their significant cost, may limit the Legislative Council's fiscal authority;
 - 3. Time sensitive projects;
 - 4. Safety and security importance.

§ 310 - 8. Prioritization

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

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- A. Projects implementing approved Town plans such the Plan Of Conservation and Development and the Fairfield Hills Master Plan;
- B. Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum;
- C. Significant consideration shall be given to the most costly of the remaining capital items which should go to referendum;
- D. Items that are time-sensitive should receive priority consideration for referendum;
- E. The cost of the purchase;
- F. The impact of the purchase versus the benefit to the Town;
- G. The year it will be implemented;
- H. The source of financing;
- I. Public Safety;
- J. Existing infrastructure;
- K. Economic Development;
- L. Quality of life;
- M. Regulatory Compliance;
- N. Impact on current and future operational budgets;
- O. The benefit or risk to the Town should the purchase not be made.

§ 310 - 9. Town Budget

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

§ 310 - 10. Capital Asset/Project Process

- A. The processes used to authorize bonding and appropriations for a capital asset/project are controlled by a series of checks and balances exercised by the executive, finance, and legislative arms of the Town government. These processes are established to ensure that each project or purchase with significant costs is evaluated and examined by persons elected to represent the best interests of the community. Every project accepted into the Capital Improvement Plan, as approved by the Board of Selectmen, Board of Education, Board of Finance and Legislative Council is subject to the same rigorous review. Except for emergency situations, a consistent and documented process should be used to advance every capital project or asset purchase from inception to execution by its requesting agent.
- B. Projects or purchases approved for inclusion in the CIP typically progress from the introductory phase in year ten to the execution phase in year one. However, priorities

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may change between each annual review. Projects in year one on the CIP are intended for implementation during that fiscal year. Capital Projects to be implemented must go through the bonding and special appropriations processes, as determined by the Charter.

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

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- b. Contracts in conjunction with all such capital projects shall be authorized by the First Selectman, with approval of the Board of Selectmen, or Board of Education.
- 4. Project planning and bidding: Once the special appropriation process is complete and approved by the appropriate levels of government, assignment of the project to the Public Building and Site Commission or "other" building committee may take place, followed by project planning, including the issuance of public bids.

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§ 310-1. Purpose

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

§ 310 - 2. Goal

- A. The goal in adopting this regulation is to:
 - 1. Prioritize, on a Town-wide basis, proposed major capital assets/projects;
 - 2. Establish a consistent level of spending for such capital assets/projects;
 - 3. Integrate financial planning, budgeting and debt issuance for the Town;
 - 4. Encourage careful project design.
- B. This Capital Improvement Plan (CIP) regulation hereby:
 - 1. Creates a process by which the Board of Finance adopts a proactive position regarding capital expenditures of the Town of Newtown;
 - 2. Creates a process by which the Board of Finance evaluates, modifies, postpones or eliminates, prioritizes, and monitors proposed capital assets/projects;
 - 3. Creates a process by which the Board of Finance and Legislative Council work compatibly in enacting the above Sections B(1) and (2).

§ 310 - 3. Overview

- A. The Capital Improvement Plan (CIP) is Newtown's five-year program of major capital asset/project acquisitions of a nonrecurring nature. The CIP is based on assigned priorities that consider Town: plans, needs, desires and mandates in the context of current and anticipated financial capability to finance such improvements. A "capital improvement" is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the total cost exceeds \$200,000.
- B. The CIP shall be reviewed at least annually. The need or idea for capital assets/projects may originate from department heads, boards or commissions. These capital assets/projects items are compiled by the Board of Selectmen and Board of Education. After review and endorsement by the respective boards, each Board presents their proposed CIP to the Board of Finance. Following the presentations, a combined CIP along with analysis by the Finance Director is presented to the Board of Finance. The

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Board of Finance shall review and may amend the CIP which is then presented to the Legislative Council for review, amendment and approval.

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

§ 310 - 4. Implementation and Amendments

Notwithstanding that capital asset/project ideas or needs may originate as indicated in Section 310-3, the Board of Finance is responsible for implementing the Purpose and Goals expressed above in Sections 310-1 and 310-2 and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance but do not have voting privileges. The final approval and funding appropriation for the CIP is vested in the Legislative Council, unless expressed otherwise in this CIP policy.

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

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

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

CAPITAL IMPROVEMENT PLAN TIMING/SCHEDULE:

July/August/September	Board of Selectmen departments prepare their CIP requests First Selectman presents the proposed First Selectmen CIP to the Board of Selectmen Board of Education develops their CIP based on that board's policy and procedure
Board of Finance 3rd meeting in Sept.	Board of Education presents its proposed CIP to the Board of Finance
Board of Finance 1st meeting in October	Board of Selectmen presents its proposed CIP to the Board of Finance Finance Director presents the combined Town of Newtown CIP along with analysis including a Debt Forecast Schedule
By November 30	Board of Finance presents its recommended CIP to the Legislative Council
By January 31st	Legislative Council adopts its approved CIP Legislative Council determines which first year CIP projects go to referendum in April
February/March	Bond resolutions go through the approval process for CIP projects that have been approved for referendum

§ 310 - 6. Eligible Capital Asset/Project

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

- A. Incurred debt obligations;

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

§ 310 - 7. Process

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

- A. Each Town department and the Board of Education shall prepare a prioritized list of proposed capital assets/projects along with proposed funding source, summary description, and benefit commentary.
 - 1. For departments so indicated by Charter, and the Board of Education, review and seek input from relevant Boards, Councils or Committees (e.g. Public Building and Site Commission, and Sustainable Energy Commission) shall review and comment on the list and projects shall be solicited prior to submission.
 - 2. Reviewed lists created by town departments shall be submitted to the First Selectman.
- B. The First Selectman will evaluate the town department requests and produce a “First Selectman CIP” to be submitted to the Board of Selectmen for review, adjustment and approval;
- C. After presentation of the First Selectman CIP, the Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education.
- D. Board of Education shall prepare and submit to the Board of Finance a prioritized list of proposed capital assets/projects along with their proposed funding source.

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- E. The requesting department or agency will plan for and be responsible for funding any professional estimating for a project in the operational budget. If applicable, alternative sources of funding can and should be identified, such as the Capital Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate.
- F. The Board of Selectmen and the Board of Education shall also include in the request(s) for each capital asset/project, with increasing detail for nearest years:
 - 1. The identification of planned funding: Bonding, General Funds, Special Revenue Funds, and any grants, revenues or reimbursements anticipated and
 - 2. Project description and project justification
- G. The Town Finance Director shall:
 - 1. Review and compile the Board of Selectmen Proposed CIP and Board of Education Proposed CIP lists into a "Combined CIP" for presentation to the Board of Finance;
 - 2. Prepare a financial impact statement. including a Bond Forecast Schedule which shows the effect of the Combined CIP on future annual debt payments for at least five (5) years, to ensure adherence to the Town Debt Service Policy.
 - 3. Prepare Debt Service scenarios for consideration relative to the Debt Service Policy goals.
- H. The Board of Selectmen and Board of Education will each present their capital assets/project requests and the prioritized Combined CIP to the Board of Finance. The Finance Director will present the Bond Forecast Schedule and other analysis. I. The Board of Finance will review the Combined CIP.
 - 1. It may reduce a capital assets/project cost and scope; it may transfer capital assets/projects between CIP years, and it may add or eliminate a capital asset/project. Moving or adding a capital asset/project to Year One, should be strictly scrutinized.
 - 2. The Board of Finance will then sort, within each CIP year, the recommended capital assets/project, based on prioritization as provided from the Board of Selectmen and Board of Education as well as cost and other considerations, and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase, expenditure or project.
 - 3. Consideration shall be given to:
 - a. Debt Service Policy
 - b. Necessary maintenance of existing facilities
 - c. Essential public services such as those related to safety
 - d. Budgetary impacts of changes in Debt Service
 - 4. Rejected capital assets/projects can be resubmitted to the appropriate Board at the first step of the process next fiscal year. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level the following fiscal year.

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- J. In odd years if the election of a First Selectman results in the election of a person other than the First Selectman who presented the CIP to the Board of Finance in October of that year, that new First Selectman may request changes to the first year of the CIP under review by the Board of Finance and Legislative Council.
- K. The Board of Finance will present their recommended CIP to the Legislative Council by November 30th. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule (updated for any Board of Finance actions).
- L. The Legislative Council will review the Board of Finance recommended CIP. It may accept it in its entirety. It may reduce, transfer between CIP years, eliminate or add capital asset(s)/project(s). As the Legislative Council is ultimately responsible for the Debt Service Policy and sending the budgets to referendum, special consideration will be given to those respective impacts. Moving or adding a capital asset/project to year one will be strictly scrutinized.
- M. Upon any change of the Board of Finance's recommended CIP by the Legislative Council, the Legislative Council shall return its proposed CIP with changes to the Board of Finance for review and recommendation before final approval by the Legislative Council.
 - 1. The failure of the Board of Finance to make any recommendations within ten days of the Legislative Council's proposed CIP, then the Legislative Council's may act without additional recommendation from the Board of Finance..
 - 2. No matter the number of CIP changes by the Legislative Council, the Board of Finance shall have only one post November 30th review and recommendation.
- N. The Legislative Council shall adopt a Town wide CIP and, by January 31st, shall determine which capital assets/projects from year one of the CIP should go to referendum. If the Legislative Council has not passed the final CIP plan by January 31st, the Board of Finance recommended CIP presented to the Legislative Council shall be the final adopted Town wide CIP.
- O. The following should be considered when determining which capital assets/projects go to referendum:
 - 1. Projects that require multiple years of funding or that exceed Legislative Council fiscal authority;
 - 2. Capital assets/projects which, because of their significant cost, may limit the Legislative Council's fiscal authority;
 - 3. Time sensitive projects;
 - 4. Safety and security importance.

§ 310 - 8. Prioritization

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

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- A. Projects implementing approved Town plans such the Plan Of Conservation and Development and the Fairfield Hills Master Plan;
- B. Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum;
- C. Significant consideration shall be given to the most costly of the remaining capital items which should go to referendum;
- D. Items that are time-sensitive should receive priority consideration for referendum;
- E. The cost of the purchase;
- F. The impact of the purchase versus the benefit to the Town;
- G. The year it will be implemented;
- H. The source of financing;
- I. Public Safety;
- J. Existing infrastructure;
- K. Economic Development;
- L. Quality of life;
- M. Regulatory Compliance;
- N. Impact on current and future operational budgets;
- O. The benefit or risk to the Town should the purchase not be made.

§ 310 - 9. Town Budget

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

§ 310 - 10. Capital Asset/Project Process

- A. The processes used to authorize bonding and appropriations for a capital asset/project are controlled by a series of checks and balances exercised by the executive, finance, and legislative arms of the Town government. These processes are established to ensure that each project or purchase with significant costs is evaluated and examined by persons elected to represent the best interests of the community. Every project accepted into the Capital Improvement Plan, as approved by the Board of Selectmen, Board of Education, Board of Finance and Legislative Council is subject to the same rigorous review. Except for emergency situations, a consistent and documented process should be used to advance every capital project or asset purchase from inception to execution by its requesting agent.
- B. Projects or purchases approved for inclusion in the CIP typically progress from the introductory phase in year ten to the execution phase in year one. However, priorities

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may change between each annual review. Projects in year one on the CIP are intended for implementation during that fiscal year. Capital Projects to be implemented must go through the bonding and special appropriations processes, as determined by the Charter.

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

Section 310 Capital Improvement Plan (CIP) Policy

- b. Contracts in conjunction with all such capital projects shall be authorized by the First Selectman, with approval of the Board of Selectmen, or Board of Education.
- 4. Project planning and bidding: Once the special appropriation process is complete and approved by the appropriate levels of government, assignment of the project to the Public Building and Site Commission or "other" building committee may take place, followed by project planning, including the issuance of public bids.

TOWN OF NEWTOWN, CONNECTICUT

Board of Education Non-lapsing Account Policy

Draft S Roussas 9-14-2020

N Simpson Comments 9-21-2020

I. PURPOSE

This Policy is established by the Board of Finance (BoF) under Charter Chapter 2 Section 125, responsibility for establishing preferred financial practices and obligations. The purpose of the Non-Lapsing Education Account is primarily to provide the Board of Education with readily accessible contingency funds for emergencies and exceptional, unexpected expenses that were beyond the control of the Board of Education (BOE) to foresee and account for in its annual budget. And as an “Other” source of funds for approved Year 1 Capital Asset Projects in the town’s Capital Improvement Plan (CIP).

II. STATUTORY LANGUAGE

This Policy implements for Newtown Connecticut General Statutes §10-248a which states:

1 Sec. 10-248a Unexpended education funds account. For the fiscal year ending June 30, 2020, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided

- (1) such deposited amount does not exceed two per cent of the total budgeted appropriation for education for such prior fiscal year,
- (2) each expenditure from such account shall be made only for educational purposes, and
- (3) each such expenditure shall be authorized by the local board of education for such town.

III. FUNDS

Each year, before August 31, the Newtown Public Schools Director of Business recommends to the Board of Education to deposit into the non-lapsing account any unexpended funds from the prior fiscal year’s general operating budget net of School Revenues. The general operating budget is an authorization to spend a defined sum for educational purposes. The Town’s General Fund provides the funds to the Board of Education operating budget. Any deposit into the non-lapsing account is a transfer of funds from the Town’s General Fund and represents surplus expenses that had been budgeted for but were not expended in that fiscal year.

IV. DEPOSITS

Section A

No later than August 31 of each year and in accordance with Conn. Gen. Stat. §10-248a, the Board of Education may request some or all of the unexpended funds to be placed in the non-lapsing education account. As part of that request, the Board of Education will identify the source of the funds ~~and will submit a general plan for any anticipated future use.~~ The Board of Finance will meet, consider, and act on the request. All funds in the non-lapsing education account will remain in the account until an expenditure request is formally made by the Board of Education to the Board of Finance.

TOWN OF NEWTOWN, CONNECTICUT
Board of Education Non-lapsing Account Policy

Draft S Roussas 9-14-2020

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Section B

Funds in the non-lapsing account will be Designated or Undesignated. The BOE will designate these funds for a specific purpose(s).

1. Undesignated funds may be used for extraordinary or emergency expenditures which may be necessary but not otherwise budgeted with approval from the BoF.
2. The BOE may expend designated funds for such previously designated specific purpose. Such expenditures will be reported to the BoF.
3. Funds designated for Capital Asset Projects will only be spent when such project is approved as a Year 1 CIP item.
4. If actual expenditures are less than designated amounts, the BOE may ask the BoF to consider these funds undesignated.
5. BOE may ask the BoF to move undesignated funds to a specific designation.

V. REQUESTS FOR EXPENDITURES

Section A

For Undesignated Funds: Once an expenditure request is made by the Board of Education, the Board of Finance will consider it at its next regularly scheduled meeting. With such request, the Board of Education will identify the purpose and justification for use of those funds. In addition, the Board of Education will provide a financial impact statement to fully apprise the Board of Finance of the anticipated ongoing costs and/or savings with such proposed expenditure(s). Once an expenditure has been approved, the Board of Finance will inform the Legislative Council.

Section B

For Designated operating funds the Board of Education may authorize expenditure for the stated designation purpose. Board of Education will report the purpose and justification for use of those funds to the Board of Finance within 30 days. It is anticipated that such uses will be in the later part of the Fiscal Year.

Section C

For Designated CIP funds, the Director of Finance will work with the school district to affect the transfer once the Capital Asset Project is approved by Legislative Council, or referendum if applicable.

Section D

Once a request is made by the Board of Education to transfer to or from Undesignated, the Board of Finance will consider it at its next regularly scheduled meeting. With such request, the Board of Education will identify the purpose and justification for the transfer. Once a transfer has been approved, the Board of Finance will inform the Legislative Council.

VI. POLICY REVIEW

This policy shall be reviewed by the Board of Finance at a minimum, on a bi-annual basis, during the month of May in each even 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 Education and Legislative Council.

TOWN OF NEWTOWN, CONNECTICUT
Board of Education Non-lapsing Account Policy

Draft S Roussas 9-14-2020

N Simpson Comments 9-21-2020

Adopted by Board of Finance: _____.

Adopted by Board of Education: _____.

Approved by Legislative Council: _____

DRAFT



Town of
Newtown
Connecticut

Sustainable Energy Commission Presentation to BOF

September 29th, 2020

 Go Green
Newtown
Sustainable Energy Commission

Who we are and what we do?

- 9 member group of individuals with diverse backgrounds
- Support the efforts of Town officials and employees to identify and implement renewable energy use, energy efficiency and energy conservation programs
- To identify, implement and support **renewable energy** use, **energy** efficiency and **energy** conservation programs in which **Newtown's** residents, businesses, organizations, and town agencies can participate.



Reed Intermediate School



Middle School



Maltbie Rd

How did we get here?

Clean Energy Task Force – An ad hoc Committee Sept. 26 2007.

Dec. 2009 – Officially became Sustainable Energy Commission

April 2011 CT Clean Energy Fund grant of \$326K for Waste Water Treatment Plant solar system

Dec. 2013 – Awarded \$10k Bright Ideas Grant by the Clean Energy Communities program. **Kathy and Fred were instrumental.**

2017 - Two port Electric Car Charging Station at the Municipal Center Installed
2018 - Purchase of Chevy Bolt electric vehicle for town motor pool..

June 2009 5 kW solar system earned from the Clean Energy Options program installed on Reed School.

Feb 2010 - \$103K Energy Efficiency Block Grant from Amer Recovery & Reinvestment Act used for LED street lights at FFH & Reed.

Oct. 2011 Sustainable Energy Comm. received an award from the Northwest Conservation District for the highest number of residential signups for the Clean Energy Options program.

2016- Approval for a 1.3MW solar installation at landfill site. The system will produce 1,710,000 kWh per year which the town purchases through a Power Purchase Agreement (PPA). Live on 4/26/2018

2017-2018

- Push for fracking waste ban
- Plastic bag reduction
- Starting the food scrap recycling in the schools



2007

What is Sustainable Energy?

Sustainable Energy

- Reduce energy use
- Find alternative to fossil fuels



Renewable Energy

- Solar Power
- Geothermal Energy
- Wind Power
- Biomass
- Biofuels
- Hydropower
- In the picture, Newtown Parks and Rec Building

Energy Efficiency

- Energy Recovery
- High Efficiencies – Lower Energy losses
- Better Building Controls (System Optimizations)
- In the picture, Newtown Park's and Rec installing LED light in 2015. Thanks to a \$10,000 grant earned through Energize Connecticut's Clean Energy Communities program. \$4,000 saving per year.



Solar PV Systems

Solar Installation Site	System Size (KW/AC)	Estimated Output/YR (KWH)	Launch Date
Waste Water Treatment Plant	79	134,000	9/1/2012
Newtown Middle School	150	205,000	5/1/2013
Parks and Rec. Garage	85	117,700	10/3/2014
Animal Shelter	12	17,300	10/3/2014
Reed School	528	712,000	7/1/2017
Newtown Landfill (VNM)	1,000	1,853,000	4/26/2018
Sandy Hook School	200	282,200	12/29/2017
Sandy Hook Fire House	60	89,700	12/29/2017
Sandy Hook Sub Station	12	14,900	12/29/2017
Dodgingtown Fire House	8	10,600	12/29/2017
VNM - Jackson-Sherman, Griswold CT	2,000	3,215,700	12/30/2019
VNM — Sydney, Hampton CT	2,000	3,200,000	7/3/2020
police station 191 S. Main	100	150,000	9/1/2020
Community Center	100	150,000	10/1/2020
Newtown Hook and Ladder	60	89,000	8/1/2020
(Pending VNM — Pike, Hampton CT	1,000	1,600,000	7/1/2021
Totals	7,394	11,841,100	



Landfill Kickoff



Reed Intermediate School

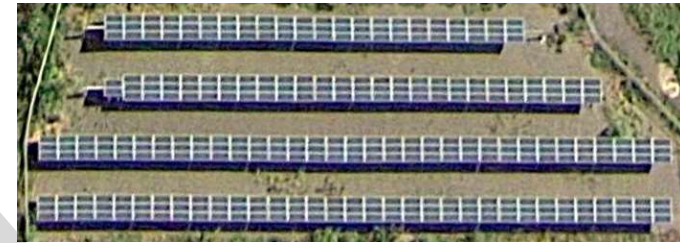
Solar PV Systems

- 1 MW-VNM Landfill supports: (Credit cap \$286,374 / PPA price \$.086/Kwh)--Town Garage, Municipal Center, 3 Main Street police Station, Wastewater Treatment plant, and Water Treatment Plant
- 2 MW -VNM (Jackson — Sherman) Voluntown Rd, Griswold CT supports: (Credit Cap \$471,664 /PPA Price \$.089) -- Newtown High School
- 2 MW -VNM (Sydney) 25 Fisk Road, Hampton CT supports: (Credit cap \$495,872 / PPA Price \$.089/Kwh) --Middle School, Sandy Hook, Reed, Head O'Meadow, and Hawley
- 1-MW -VNM pending (Pike) O Fisk Road, Hampton CT supports: (Credit cap \$240,000 est./ PPA Price \$.089)-- Community Center, Cyrenius Booth Library, Ambulance Garage, Middle Gate School, and Edmond Town Hall
- Solarize Newtown - This program helped 42 Newtown residents install solar PV Systems when the program ran in 2013



New And Future Solar Projects

- 2 MW Alco & Eversource VNM project
 - Contract completed
 - Development started
 - “Jackson & Sherman”
 - Two 1.6 MW installations
 - VNM Cap \$232,832
 - VNM tied to various schools
- 2 MW VNM project
 - Power Purchase Agreement (PPA) in place
 - Anticipate Alco as developer
 - VNM tied to Newtown High School
- Community Center
- New Police Department
- Hook & Ladder Station
- Possible Former Batchelder Site



Wastewater Treatment



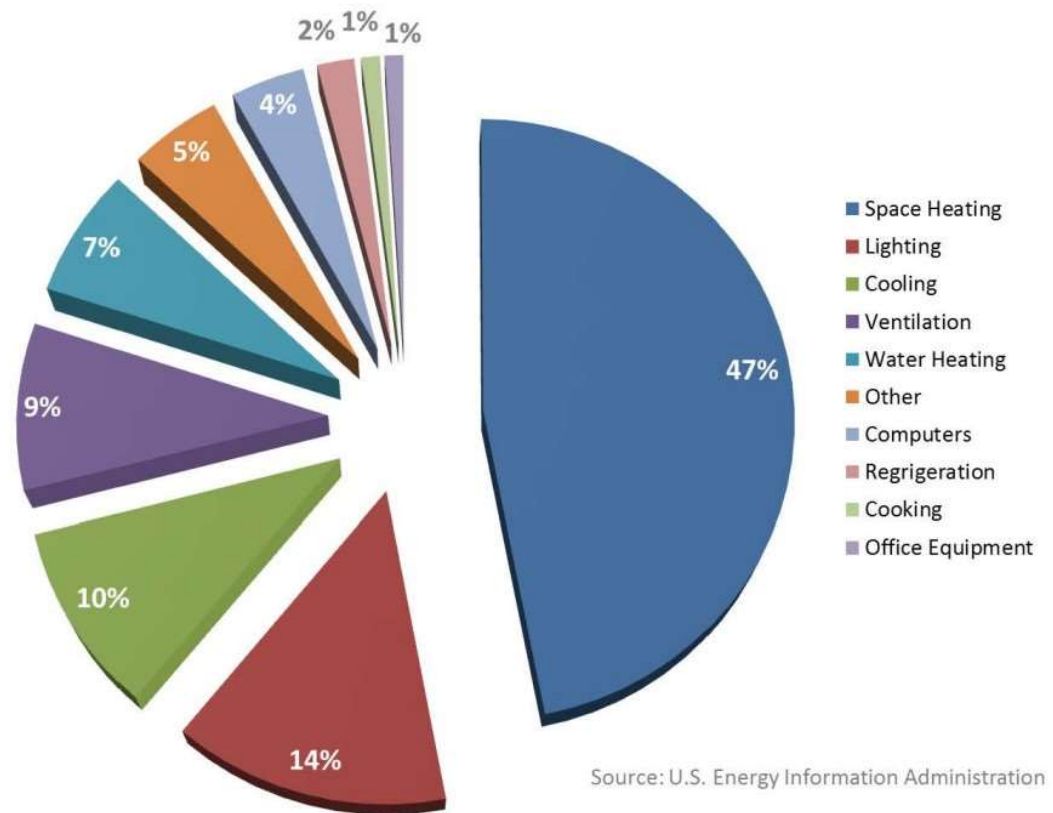
Animal Shelter

How do schools use energy?

- HVAC Equipment – 66%
Includes: heating, cooling and ventilation
- Lighting -14%
- Hot Water Heating – 7%



Key Areas of Energy Consumption in Educational Facilities



How can schools and municipal buildings save energy?

- Building Envelope (Insulation, Fenestration, Vapor Barrier and sealing)
- Lighting -14% Lighting controls including timers and occupancy sensors.
- Heating Ventilation Air-Conditioning (HVAC)
 - Dampers, actuators and controls
 - Variable Speed Drives (VSD)
 - Building Management Systems(BMS) / BMS Optimization(using correct schedules)
- Boiler Upgrades
- Chiller Upgrades
- Solar PV system
- Demand response management (We can save money here)
- Benefits:
 - Reduces maintenance costs
 - Reduces CO2 emissions
 - Lower utility bills



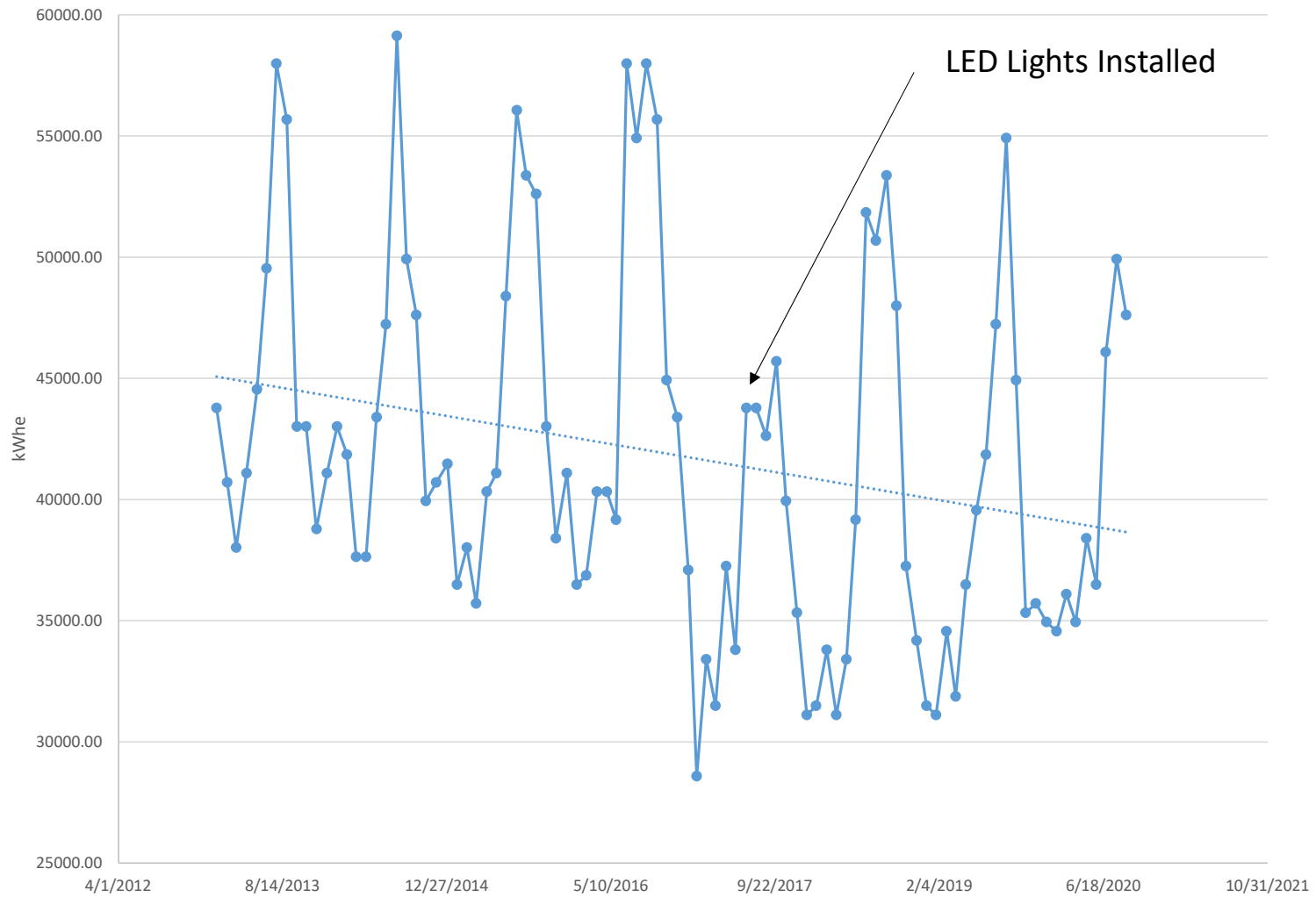
MUNICIPAL BUILDING ENERGY UPDATES

- Small Business Energy Advantage program (SBEA) has been used to reduce energy usage at:
 - Municipal Center
 - Waste Water Treatment Plant
 - Multipurpose Building on Riverside Rd.
 - Public Works Dept.
 - Edmond Town Hall (Partial)
 - Library (Partial)
- Worked with the Public Building and Site Committee on the new Police Station to ensure that energy conservation and renewable energy are incorporated upfront.
- Continue following up on the necessary changes needed to get the energy usage at the Community Center/ Senior Center under control.
- Update the Energy Star Portfolio Manager to better measure the effect of these upgrades.



MUNICIPAL BUILDING ENERGY SAVINGS

Municipal Center



What Energy Upgrades have we done?

- MIDDLE GATE

- A new natural Gas line was extended to the school
- Aerco boilers installed
- LED lighting updates

- MIDDLE SCHOOL

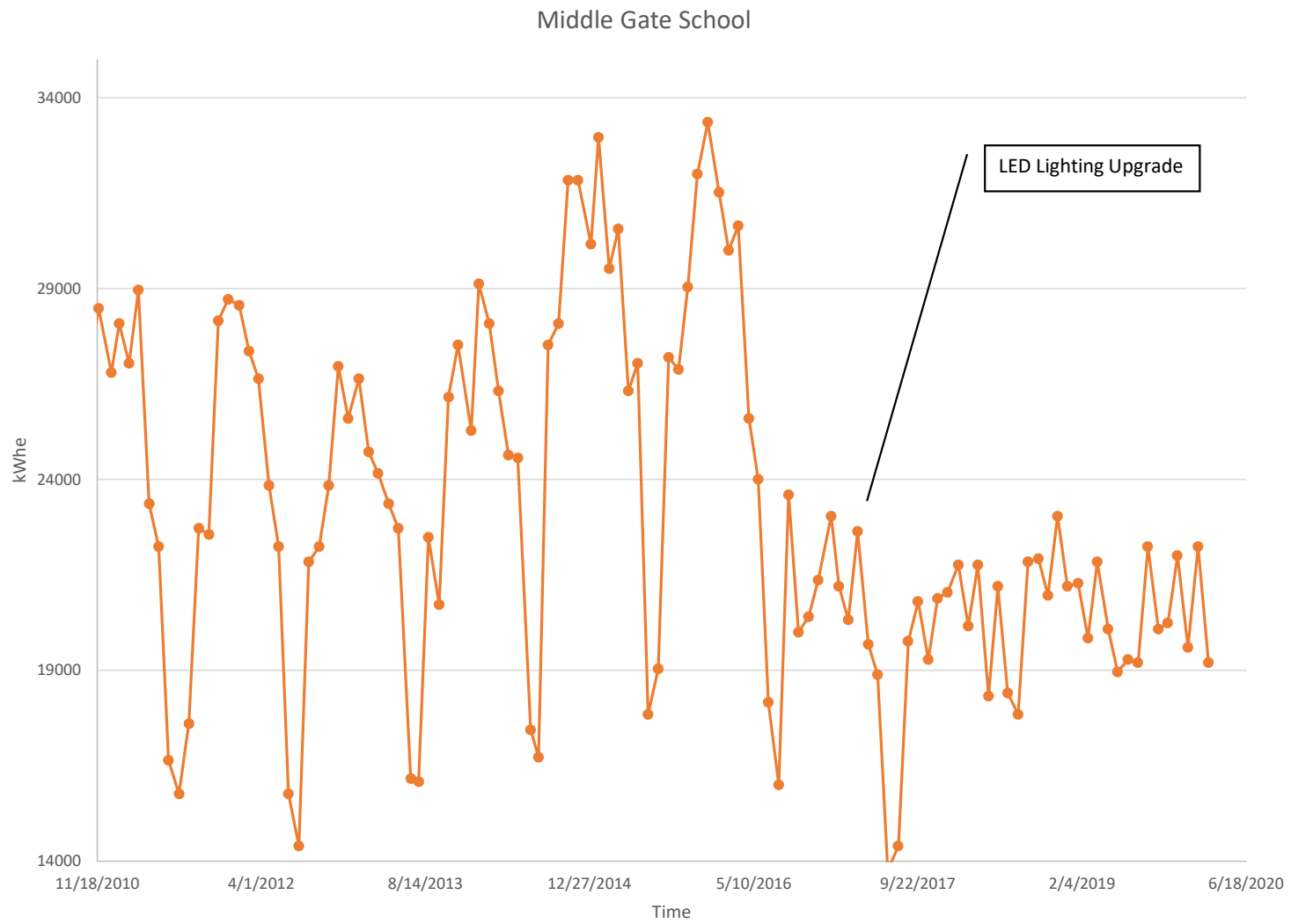
- A new natural Gas line was extended to the school
- Viessman condensing boilers installed
- LED retrofit throughout entire building

- HAWLEY

- LED retrofit throughout interior of building
- Replaced parking lot lights and wall packs
- Steam boilers replaced with Aerco boilers and converted to hot water



Middle School Solar



What Energy Upgrades have we done?

- HIGH SCHOOL

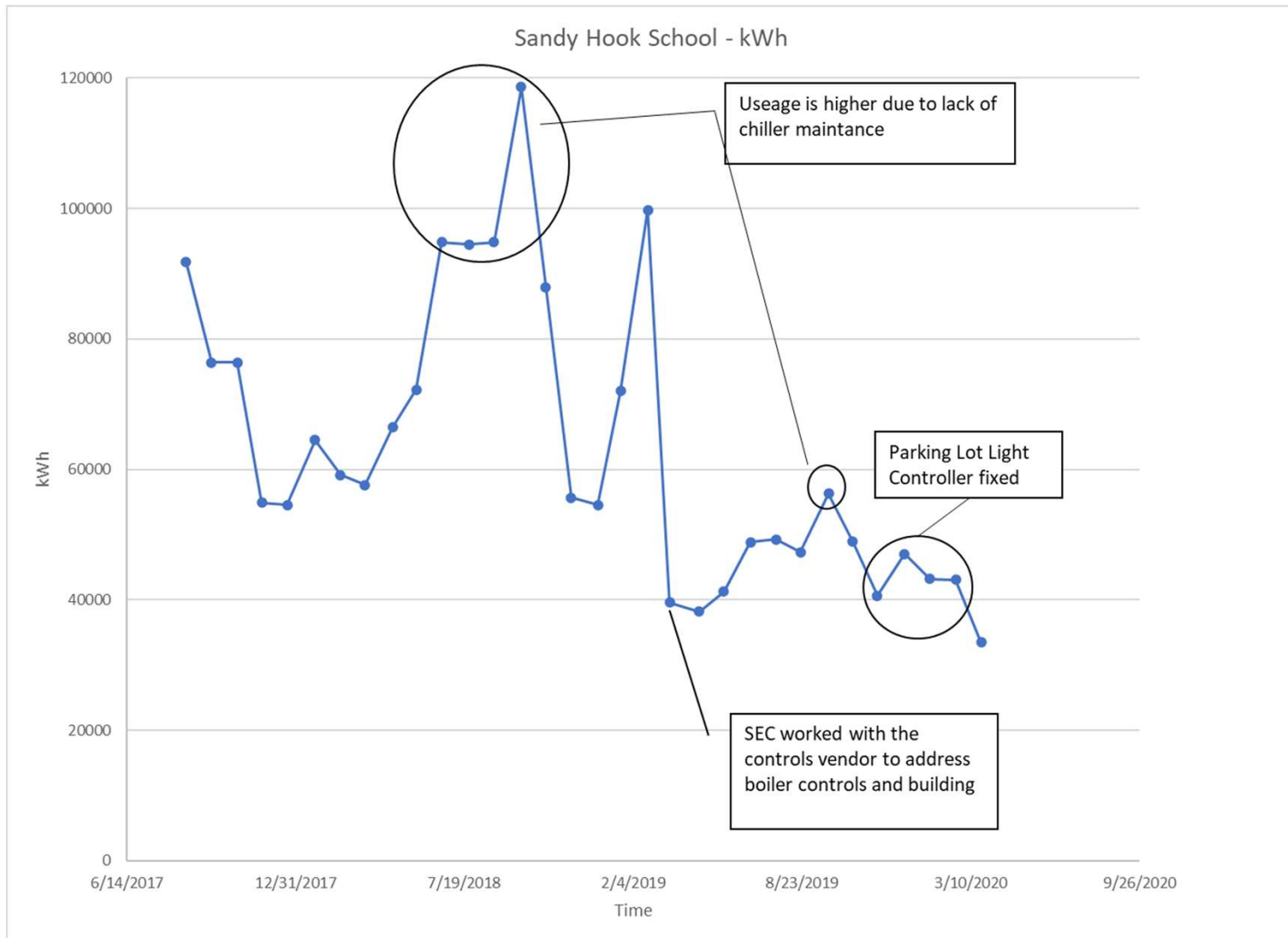
- New Aerco Benchmark boilers in main building and F-wing.
- New indirect-tanks for water heating were also installed.
- All hydronic heating pumps replaced.
- LED retrofit throughout entire interior of the building.



- SANDY HOOK SCHOOL

- 1/19 – We reviewed excessive energy usage and identified areas that need to be addressed.
- Items addressed:
 - Building Management Systems optimization(using correct schedules)
 - Boiler temperature control
 - Kitchen hood fan control
 - Parking lot lights
- Saving up to \$125K/yr in operating expenses.
- Thanks to Bob Gerbert, he was able to address the parking lot lights and kitchen hood VFD.





High School Observations

- Roof Top Units:

- Approximately 15 Roof Top Units that were installed in 1997. They have existing R22 refrigerant, which will not be available to purchase in the near future. Typical life of a Roof Top Unit is 15-20yrs.
- Based on ASHRAE 90.1 2023 requirements, newer units can save up to 28% in energy.
- It's our recommendation to add these to the CIP for replacement.

- Pool Room

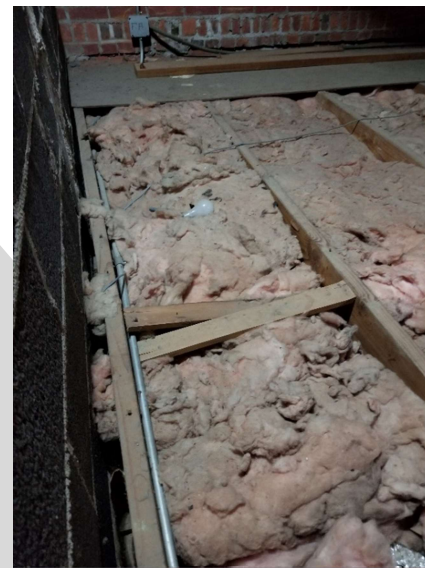
- It does not appear to have energy recovery. Based on the age, a newer design with energy recovery could offer energy saving up to and beyond 50%. This would required some design work that will benefit not only on energy, but on occupancy comfort.
- It's our recommendation that the design work and unit replacement be added to the CIP.



As of January 2020, R22 is no longer produced or imported; only relying on the existing stockpile

Middle School Observations

- 5 Existing Roof Top Units were installed in 1987
 - Typical life of a Roof Top Unit is 15-20yrs.
 - One was replaced this year. It's our recommendation to add these to the CIP for replacement. Roughly, \$100K
- Insulation in the original 1954 attic is limited and additional insulation can reduce heat loss and heat gain.
 - This work might be able to be covered under the maintenance budget.
- No boiler redundancy
 - There are only two boilers in the school with no backups. While we are looking to replace Reed and HOM boilers, consideration should be given to adding redundancy to the Middle School. It's our recommendation to add these to the CIP. Note: Future HVAC will increase the outside air requirements and require larger boilers.



Transportation

- Two port Electric Car Charging Station at the Municipal Center Installed 2017
- Purchase of Chevy Bolt all electric vehicle for town motorpool in 2018
- Additional Charging Stations planned



Additional Activities

- **FRACKING WASTE BAN ORDINANCE**
- **PLASTIC BAG REDUCTION ORDINANCE**
- **ORGANIC RECYCLING PROGRAM FOR SCHOOLS**
- **TOWN WIDE ENERGY PLAN – In the works**
- Our goal is to reduce energy usage, thereby reducing \$\$\$ spent. We advocate using programs like the Small Business Energy Advantage (SBEA) program to pay for upgrades and the Power Purchase Agreements (PPA) for solar acquisitions to reduce town expenditures. Future projects may require more funding but we would only support them if they are fiscally justifiable.



Future Work

- Walk Through to Identify Potential Energy Saving Projects:

- Reed
- Middle Gate
- Head O'Meadow
- Hawley
- Sandy Hook



SAVING
ENERGY



Future Work

- Identify Potential Energy Saving Projects:
 - Newtown Community Center
 - HVAC at old Senior Center
 - Various Boiler upgrades at town building





Town of
Newtown
Connecticut



Thank You
Questions? Comments?

Green
Newtown
Sustainable Energy Commission