

3 PRIMROSE STREET  
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BOARD OF FINANCE  
MINUTES  
REGULAR MEETING  
3 Primrose Street – Council Chambers  
Monday, February 22, 2021 at 7:30 p.m.

*These minutes are subject to approval by the Board of Finance*

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

Also Present: First Selectman Dan Rosenthal, Finance Director, Bob Tait, Edmond Town Hall, Sheila Torres, Edmond Town Hall Chair, Jen Chaudry, Edmond Town Hall Manager, Jennifer Guman, IT Technology Director, Al Miles, Newtown Youth and Family Services Executive Director, Candice Bohr, three members of the Public and one member of the Press

Keith Alexander called the meeting to order at 7:45 p.m. Attendees saluted the American Flag.

**Voter Comments**

None

**Communications**

See attached report regarding updated communications with Chair Alexander.

**Minutes**

Chris Gardner moved to approve the minutes of February 18th, 2021. Matt Mihalcik seconded. Mr. Simpson corrected a portion under Unfinished Business to read: HART provides on-request mini bus service. Support funds are in Senior Services. However, transportation for those without a car continues as a chronic problem. All in favor and motion passes.

**First Selectman's Report**

No report; however, in response to the question regarding the current state of the snow/sand budget, the First Selectman responded by saying the budget is status quo for now.

**Finance Director's Report**

No report.

**Unfinished Business**

*Discussion 2021-2022 Budget*

- *Newtown Youth and Family Services: Candice Bohr, Executive Director*  
Candice Bohr, NYFS, stated that of their total clientele (including programming) 81% is Newtown/Sandy Hook residents. There is a large volume of participants (including out of town residents) because NYFS accepts all insurances, Medicaid and Medicare. Ms. Bohr stated additional funding received is from New Milford Youth Agency, Department of Children and Family, two local banks as well as grant funding; moreover, the BOE covers a clinical position (rotating between the MS and HS). Fundraising is 1% of their total budget. Currently there are 82 people on the waitlist.

39% of employees contribute to the Town's health insurance. United Way funding has decreased significantly over the years.

- *IT Technology: Al Miles, Director*

Mr. Miles began by saying this has been a very challenging year for the IT Department by having to rapidly create a remote infrastructure environment, implemented new Core switches at the Municipal Center, built a new IT infrastructure for the new Police facility all the while maintaining Network access/integrity/security, improved streaming for Newtown residents and other projects. There was an increase in cost for purchasing laptops (total of 8 laptops purchased for video conferencing/training/accessing application systems from home). The eCode is currently apart of the Town Clerk budget and should, in Mr. Miles' opinion, stay within the Town Clerk budget given it doesn't uphold any tech developments or utilization. The Town and BOE share the IP phone system, wireless system, finance system and incident management system. There are future plans for sharing data networks should one fail (the other could utilize the one system that was up and running). Mr. Miles also noted his department is trying to buy similar hardware with the BOE such as firewall equipment and switches so they can share training expenses and knowledge. Mr. Miles responded to the question of is there a failsafe when employees leave in securing the websites and privacy information by stating he would work with Departments if asked for his help.

- *Edmond Town Hall: Jennifer Chaudhary (Chair), Jennifer Guman, ETH Manager*

Ms. Chaudry began by saying this past year has been a significant challenge for Edmond Town Hall given the pandemic. There was a \$176,000 revenue deficit due to, in part, sports and social events cancellations. Some successes have been new sponsorships, building new partnerships (NewArts), ability to complete building repairs, install theatrical lighting, summer drive-in movies, CVH Foundation and Newtown Wrestling are now renting space within the building. There has been discussion regarding opening the Trust, which the Managers mentioned would be helpful. There have been no salary increases and some position eliminations. There have been applications sent out for several business grants; however, given ETH is a town agency this has proven difficult. On the upside, the Mary Hawley Society has commenced fundraising. In response to what plan is in place for a larger fundraising event, Ms. Chaudry said the idea is welcome when COVID guidelines allow and in the meantime the Adopt-A-Chair event is still accepting donations (<https://www.edmondtownhall.org/adopt-a-chair-campaign/>).

Chair Alexander welcomed concrete ideas among Board Members to change the budget. Ms. Roussas noted she would like to see more questions from the BOE answered. Mr. Mihalcik commented both budgets look good. Mr. Gardner raised the question about raising the tax collection rate from 99.2 to 99.25.

Mr. Simpson commented on the \$330,000 in contingency/emergency funds and discussed removing this from the budget and relying on the General Fund for contingency. The discussion shifted to the uncertainty of what residual affects COVID will bring to the Town in the future regarding the current state of affairs within the State of CT. As of right now, the outlook is better than what was previously expected; however, there is concern over what future State funding will look like in a few years).

## **New Business**

Chris Gardner moved the resolution: RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$5,041,933 FOR EMERGENCY RADIO SYSTEM UPGRADES AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2021-22 TO 2025-26) AND AUTHORIZING THE ISSUANCE OF \$5,041,933 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and also moved to waive the reading of the entire resolution. Matt Mihalcik seconded. All in favor and motion passes.

Ned Simpson moved the resolution: RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$3,700,000 FOR THE ENGINEERING, PLANNING, DESIGN AND CONSTRUCTION OF THE SANDY HOOK PERMANENT MEMORIAL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2021-22 TO 2025-26) AND AUTHORIZING THE ISSUANCE OF \$3,700,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and also moved to waive the reading of the entire resolution. Xxx seconded. All in favor and motion passes.

Sandy Roussas moved the resolution: RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$1,539,894 FOR THE ACQUISITION AND INSTALLATION OF A GAS BOILER AND LED LIGHTING AT REED INTERMEDIATE SCHOOL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2021-22 TO 2025-26) AND AUTHORIZING THE ISSUANCE OF \$1,539,894 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and also moved to waive the reading of the entire resolution. Chris Gardner seconded. All in favor and motion passes.

### **Voter Comments**

None

### **Announcements**

Mr. Simpson stated the Charter Review Charge Committee submitted their review and recommended the elimination of the BOF.

Mr. Alexander spoke on behalf of Board Member, John Madzula, who attended the NUSAR event this past weekend and commented there has been an increase in water search and rescues this year.

### **Adjournment**

Sandy Roussas made a motion to adjourn. Chris Gardner seconded. All members were in favor and the meeting was adjourned at 9:17 pm.

Respectfully submitted,  
Kiley Morrison Gottschalk, Clerk

### **Attachments**

BOF Contingencies – Ned Simpson  
BOE Food Service COVID Expenses  
BOF 2021-2022 Budget Questions  
2021 School Calendar  
Town of Newtown – Department: Police  
2018-2019 Annual Report – Police  
2019-2020 Annual Report – Police  
Letter from BOS to BOF  
Letter from BOF to LC  
Resolutions BOF 2-22-21 Meeting  
Resolutions

## Contingencies

The BOE budget includes a \$100,000 contingency and the BOS budget includes a \$140,000 contingency. I would like the BoF to discuss how Newtown should consider contingency funds. Additionally, the BOE proposes \$230,000 for “Emergency Repairs” (pg 161) arguably a contingency by another name.

### Motion

Move that the BOE budget be reduced by \$330,000 and the BOS budget \$140,000 Contingency Department (pg 260) fund be reduced to zero. This would reduce the “Amount to be raised by Taxation” to \$112,026,899 a 0.29% reduction.

### Discussion

	School District	Municipal
1. Proposed 2021-2022 Budget for Contingency	\$330,000	\$140,000
2. Roles governing use of contingency – “Budget Transfer”	BOE Policy	Charter
3. Process for transferring from contingency	Superintendent <ul style="list-style-type: none"> <li>BOE approve</li> </ul>	First Selectman <ul style="list-style-type: none"> <li>BOS approve</li> <li>BoF approve/recommend</li> <li>LC</li> </ul>

If there was not a contingency line item in the budget and there was an emergency need, how can funds be appropriated?

	School District	Municipal
4. Use Non-Lapsing Fund	Process: <ul style="list-style-type: none"> <li>BOE initiate</li> <li>(BOF or LC approval process TBD)</li> </ul>	Not Applicable
5. Special Appropriation	Process: Change Rev & Exp <ul style="list-style-type: none"> <li>BOE initiate</li> <li>(BOS may be needed)</li> <li>BoF recommendation</li> <li>LC approve</li> </ul> Has not been used	Process: Change Rev & Exp <ul style="list-style-type: none"> <li>BOS</li> <li>BoF recommendation</li> <li>LC approve</li> </ul> This process is avoided

If contingency funds are not used during the fiscal year:

	School District	Municipal
6. Unused contingency	Funds remain in Fund Balance or Transferred to Non-Lapsing	Funds remain in Funds Balance

If contingency funds are not used during the fiscal year and residual transferred to Capital Non-Recurring:

	School District	Municipal
7. Funds designated (for emergency) when transferred to Capital Non-Recurring	Use of funds in following years: <ul style="list-style-type: none"> <li>Superintendent</li> </ul>	Use of funds in following years: <ul style="list-style-type: none"> <li>First Selectman</li> </ul>
8. Undesignated Capital Non-Recurring	Use of funds in following years: <ul style="list-style-type: none"> <li>Special Appropriation see 5 above</li> </ul>	Use of funds in following years: <ul style="list-style-type: none"> <li>Special Appropriation see 5 above</li> </ul>

The rating agencies ask if we have a contingency account (budget flexibility). We can say yes even though it is relatively small.

**BOE Food Service COVID Expenses**  
**BOF Q&A**  
**2/22/2021**

**An explanation was requested for how the food service contract and Federal reimbursement work to provide food services to our students during a typical school year.**

**BOE Food Service Contracts**

- ☐ Food Service contracts are set up so that the provider makes a fixed profit or loss during a regular school year. Also outlined in the contract are the number of “guaranteed” service days and enrollment.
- ☐ The provider is required to meet Federal guidelines for nutrition for all schools that are on the National School Lunch Program (NSLP). When schools are on the NSLP, the District will receive federal reimbursement at various amounts depending on the type of meal. Through the current e.o.y. K-12 is on the NSLP and the State is funding the lunches through a “free” program (free to students), which means that the District will receive the full federal reimbursement for all lunches served.
- ☐ A-la-carte foods are sold in the high school which have a higher profit margin than regular meals. Currently, ala-carte sales have diminished due to the non-congregate lunches being served.
- ☐ The contract is set up so that the revenue from a-la-carte items subsidizes the regular meals across the District and covers most (if not all) of the losses at K-8.

In a normal year, the number of meals sold can be estimated so that there is limited food waste and that the Federal Funding and student prices across the district ensure the contracted profit and any additional profit would be deposited into a special revenue account for the school lunch program.

**2020-21**

The hybrid, early release, remote learning models and lack of participation have undercut the overall revenue of the system considerably. In order for the High School to take advantage of the federally funded free lunch program, it was required to be on the NSLP (National School Lunch Program) which completely changed the revenue stream. Since the balance of the program is predicated on the anticipated revenue from ala-carte sales at the High School, the system is at a loss simply from that. Further, the overall lack of participation has driven revenue downwards.

As an example, last year the meal count through January 31st was 278,264. This year for the same time period, the count is 85,876, that's almost 70% less meals served. The average sales per day last year (again through January 31st) was \$9,809 and the current year is 67% less at \$3,237. The District has sent flyers home and e-mails to parents in an effort to increase participation and the “grab-n-go” lunches served at 7-12 are set up conveniently for students; however, we just don't have the participation that we did when schools were on a traditional schedule. When students are remote (as was the case for December), lunches are still served with assigned pick-up days for participants. This is still the case for those students who remain on a remote learning schedule.

*Updated 2021-02-23*

Selectmen Budget

**1) Police Contractual Services: (Page 125): Up \$9,125 Why?**

Contractual service increased by \$9125.00 due to the Police Accountability bill passed this July, HB6004. Two of the multiple mandates placed on Police Departments are psychological testing performed in a 5-year cycle, with 20% of the department's officers undergoing this exam each year. (anticipated cost per exam - \$350.00, which includes contractual obligations). Secondly, there is an additional mandate for a comprehensive drug testing to include a steroid panel, this will be performed on officers whose certification is set to expire. Currently, our officers are on a three-year certification cycle; with a third of the department requiring the test annually, (anticipated cost per/exam 300.00, also including contractual obligations). There was a small increase in inoculation cost and OSHA testing for respirator wear, some COVID related. Lastly, one of the mandates of the Bill requires that departments obtain CALEA accreditation by the year 2025. There are some ancillary costs with obtaining that accreditation, and we are moving forward with that process. We are currently POSTC accredited but the mandate is much more restrictive. The ancillary cost will be attributed to contracting with CALEA to perform on-site assessments and membership to obtain the mandated accreditation, this number is a conservative estimate, (approximately 1200.00).

**2) Police Dues, Travel, Education (Page 125): Up \$8,350 Why?**

The educational account detail reflects an increase of 8350.00 over last year, as indicated there was no actual increase in the line items listed. Last year's educational account was offset by 8,350 from the special revenue account per the Board of Selectman. This off-set was not funded this year. This account breaks down the departments training which is mandated by state statute, there has been a minimal increase in these cost over the last 3 years, although this year's budget shows an increase of 8,350, it is not reflective of a true increase, last year's off-set was a one-time supplement to the budget.

**3) Lake Zoar Authority Budget (Page 153) up 16 percent. Why?**

There is more activity at the lakes there more security hours needed.

[See: [\(Q3\)lake\\_zoar.pdf](#)]

**4) Lake Lillinonah Budget (Page 153) up 14 percent. Why?**

There is more activity at the lakes there more security hours needed.

[See: [\(Q4\)2021\\_Budget\\_Inquiry\\_Newtown.pdf](#), [\(Q4\)LLA Approved Budget 2021-2022.pdf](#)]

**5) What was the budget impact of COVID related changes to voting in the past 12 months?**

Extra personnel, overtime and equipment were needed to process the unprecedented number of absentee ballots.

**6) Will your budget accommodate continuation of the new voting opportunities e.g. expanded absentee/mail-in ballots, early voting?**

Extra personnel will still be needed.

**7) Would you expand the use of \$20,000 "Printing, Binding & Microfiching." Questions related to description on page 86:**

Page 86 has been updated [See: [\(Q7\)TOWN CLERK PG 86.pdf](#)]

**a) Web Hosting – Technology Department (pg 102) shows \$5,000 for CivicPlus which is the platform for newtown-ct.gov. Does this line include host other software such as eCode260 and Info Quick Solutions, Inc.? If so how much?**

The \$5000 is for Civic hosting Newtown-ct and streaming to EarthChannel

**b) Publication of codification of all ordinances and regulations – What does codification involve. What gets published on eCode360, newtown-ct.gov and both? What are the staff time and costs involved?**

[See: [\(Q7b\)eCode supplement process.pdf](#)]

**c) TOWN CLERK PORTAL – When was the upgrade made for printing land records? The link for TOWN CLERK PORTAL goes to <https://connecticut-townclerks-records.com/> But Newtown is not listed. Please explain.**

February 2020.

**d) PROPERTY CHECK – When was the update made. The link for PROPERTY CHECK goes to <http://cotthosting.com/ctnewtownPC> the system as above. Also note it is not a secure site. Please explain.**

**e) Town Annual Report**

**i) This was new to me. I searched newtown-ct.gov, Googled and did not find a Town Annual Report. Nor do I remember the BoF submitting an annual report last fall. Please explain. Are there funds in the line item for this?**

**ii) A number of town departments publish annual reports e.g. Police, Pension Bd, Booth Library, is the Town Clerk's office involved with production, publication and/or distribution of these? Are there funds in the line item for this?**

**8) How are the Town Clerk's property records and the Assessors Office property cards in Vision kept in synch? Are there material costs to this effort?**

Assessors retrieve property transfer information through the town clerk portal.

**9) The Charter has various references to "file" with Town Clerk and in some cases it goes further to say "make available." Given a bias to using the web as the vehicle for making information available. Especially during the COVID pandemic when in person visits to facilities such as the Municipal Center are discouraged by the CDC. What criteria is used for web posting by-laws, policy, procedures, regulations and resolutions? What are the cost considerations. The COA By-Laws might serve as an example.**

What criteria...? Filed in the Town Clerk's office electronically.

**10) Would like to better understand Newtown Youth and Family Services budget and assets, which appear to be significant. The Town of Newtown is their largest funder yet according to their report 40 percent of their clients live outside of Newtown.**

Residents from Newtown make up 81% of all our mental health and programming in 2020, in 2019 that number was 90% for mental Health and programming. Programming consists of mentorship program at the High School, State mandated Parenting Education Program, Safety Town, The REC Club (Autism programming for youth) and Adult Autism programming, senior programs, and Sibshop in addition to any community events we offer throughout the year. Mental Health is individual, couple and family sessions, case management and community clinicians in the schools.

**a) How much do other towns contribute?**

We receive in-kind services from New Milford Youth Agency, roughly \$1,500. Speaking to my other Youth Service Bureau colleagues, they have approached the same catchment area and receive no funding. Towns are not making the referrals directly to us. Most referrals are through former clients, family or insurance companies. We accept most insurance, Medicare, and Medicaid. We offer financial assistance and sliding scale. We believe everyone should have access to quality affordable mental health care. Newtown has been a model of supporting mental health in our country and adding the pandemic into the mix.

**b) What are the other sources of the \$777,772 in grants that they received in FY ending June 30, 2020?**

Our largest contributor is the Victims of Crime Grant. We currently receive \$645,000. This grant is good until June 2022. If we do not receive another grant award then we would have a 3 year runway to cover staffing. The Town of Newtown is the second largest funder to us enabling us to increase program, and attract experienced staff by offering medical, dental, and life insurance options to our employees. Our other sources or grants are a Youth Service grant from DCF, BOE grant for 1 clinical position and 2 bank autism grants.

**c) Fundraising appears to comprise only approximately 1 percent of their total expense budget. What is their board doing to increase revenues from fundraising?**



We acknowledge that our fundraising events have changed over the years with the oversaturation of events in Newtown since 2012. Prior to grant funding related to 12/14, our revenue portfolio for fundraising was 3%. When looking at events we have noticed that the staffing expenses exceed the revenue generated and the time we take away from our mental health clients. We have 17 Full time employees and only 3 are not clinical positions. We are currently partnering with other organizations to increase fundraising opportunities like Newtown Community Center, Knights of Columbus, Fairfield Country Foundation and Connecticut Council Family Service Agencies.

**d) How many people do they currently have on their waiting list for counseling?**

We currently have 82 on our waiting list, 63% are Newtown residents. We are currently advertising for 3 FT clinicians but are having challenges like other mental health agencies to entice potential employees when telehealth has flourished for private providers and when people hesitate to job search during a pandemic when childcare/school options fluctuate so frequently.

When a potential client calls for a request for service they are told that there is a wait and depending on their flexibility that may determine the time they are on the wait list. If someone only has the availability to come in the evening on a Tuesday at 5pm or would prefer a female clinician that person might have a few weeks to a two month wait. This is not ideal. We do offer each person additional referrals to call if they would prefer and will add them to our wait list. Callers are reminded to call us back to update any changes in their schedule so we can modify their availability, as well as our Intake Coordinator does a follow up call periodically to ask about schedule changes.

**e) What percentage do employees contribute to the town's group health insurance plan?**

The agency share is 39%.

[For Q11-Q15 see: [\(Q11-15\)BOF questions 2-18-21.pdf](#)]

**11) Transportation Services - When does the district begin to plan for a new transportation contract (since we are in the final year with All Star)? Has there been any recent effort to consolidate bus routes to eliminate a bus (es)?**

**12) Local Tuition Rate - How is this amount determined? Are the local boards at liberty to set this amount or is it set by the state? How many out of district students pay this rate?**

**13) Lead Teachers - What is the function of a lead teacher? What is their extra pay amount? Do they teach in a classroom or is their position administrative?**

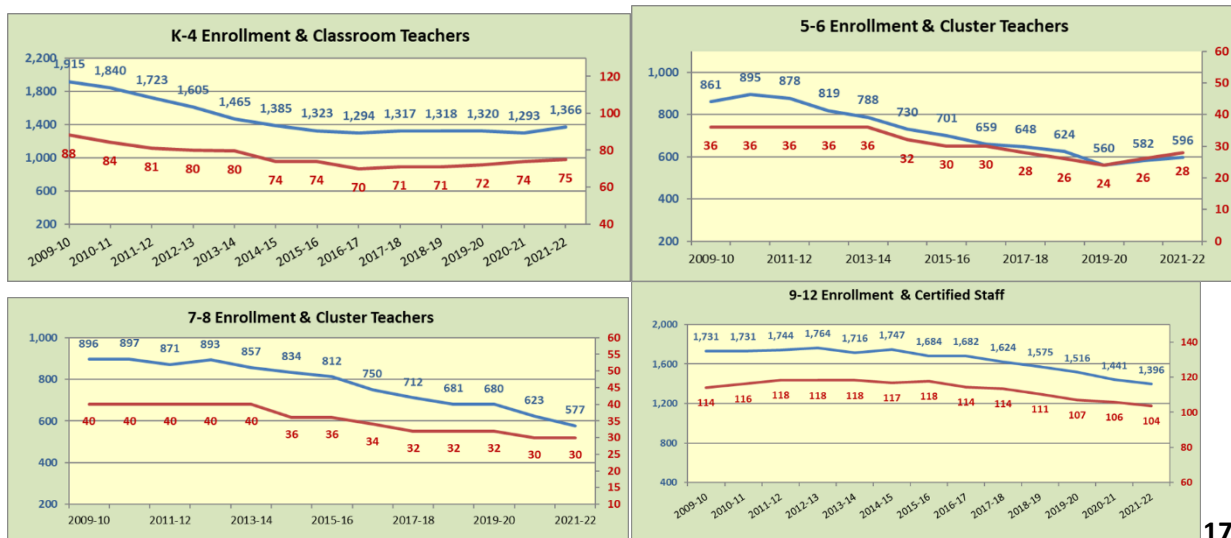
**14) Ice Hockey - Why is the pay to play fee \$250 for ice hockey and \$160 for all other sports?**

**15) NHS Student Travel and Staff Mileage - Can you please provide a breakdown of this \$157,347 expense?**

[For Q11-Q15 see: [\(Q11-15\)BOF questions 2-18-21.pdf](#)]

**16) Can we get a 3 yr comparison of certified teachers, non-certified teachers, administrators vs enrollment for school years: 18/19, 17/18, 17/16**

We have outlined this information by school for certified staff, but would need to create new charts for the overall comparison, including non-certified and administrators. We have included the charts we have used and revised below.



17)

**What % of students receive free lunch during a traditional school year? What is the revenue YTD for the lunch program?**

The budget has been built on approximately 10% of the total meal account to be allocated for free lunches. This only applied to K-8 as the High School was not on the national school lunch program. The budgeted revenue (sales) for the current year = \$1,796,735. The YTD revenue = \$314,812 with a full year projection of \$765,620. Last year's revenue through January = \$946,711.

**18) How many days have the students been remote (full remote vs hybrid) YTD?**

Please see the attached school schedule – Attachment A[(Q18)BOF Q&A#2 Attachment A.pdf].

**19) HS – why reduce college prep is are scores are near the top?**

Course sections are added and removed based on enrollment and student needs. We are not sure what information prompted this question, since there are college prep sections being added in some subject areas and reduced in others (see budget book page 107).

**20) Curriculum page 149 – why the increase in contracted services +\$89k?**

The detail for the \$89,522 increase in contracted services for Curriculum can be found on page 147. Two digital resources have been sunset and others, which were used this year on a trial basis, were added to the budget (Seesaw, Screencastify, IXL Math and ELA, Lexia and Newsela).

IXL was always in our budget but only in various schools. During the pandemic last year (2020) we moved to expand IXL and cover all schools (this is an online program) The initial cost was \$51,224 which we paid for using the ESSER I funds in June/July. We have a three year contract with IXL (the total is approx \$100,000), \$25,600 is included in the 21-22 budget and the remainder will be in the following year.

This is a similar scenario for Lexia. The need to be consistent in language arts was necessary during the pandemic last year. This program has proven to be valuable and will be carried forward in the coming years.

*Detail for Contracted Services*

Rubicon Atlas Curriculum Platform	\$17,000
NWEA Map K-8	\$35,000
Dibels Early Literacy Assessment	\$1,350
Virtual High School	\$2,500
Seesaw	\$3,350
Screencastify	\$4,800
IXL Math and English Language Arts	\$25,600
Lexia	\$46,500
Newsela	\$46,100
	<b>\$182,200</b>

**Textbook increase if we are moving to a 1:1 laptop environment? +\$80k**

The “textbook” increase seen on page 146 of the budget book is attributed to the adoption of a new math program for grades K-6. The district uses a wide variety of resources including textbooks, computer programs, videos, soundtracks, articles, and manipulatives. The math program being adopted will provide a combination of traditional textbooks as well as digital resources.

**21) General support services page 152 – why the increase in contracted services +\$43k?**

The increase in contracted services (object code 500) seen on page 152 is accounted for by additions and reductions in the details in General Support Services (found on pages 153-7): \$34,220 increase for a consultant in diversity and equity (p. 153), \$460 increase in the business office (p. 154), \$10,000 increase in Food Services (p. 157), \$200 reduction in Board of Education Expenses (p. 155), and \$1,215 reduction in Security (p. 156).

**22) Plant - new item \$320k? – I see the detail on page 164 but why did we take 2 years off prior?**

This question likely refers to the Plant Operations and Maintenance section, Building and Site Maintenance Projects line on page 161. The \$0 seen for 2020-21 (just one year - not two) is due to \$335,000 being allocated from the Town’s Capital Non-recurring fund during last year’s budget process. Thus, \$335,000 was spent on Building and Site Maintenance Projects in 2020-21, but was not part of the annual budget allocation.

**Decreased in gas and oil but prices are currently rising?**

Our reliance on fossil fuels has dramatically decreased over the years. Our 21-22 budget calls for 3,100 gallons of gasoline @ \$1.77 per gallon. This is the cost of the 2021 bid (calendar year bid price). The new bid will not be available until next year, 2022.

We budgeted 1,800 gallons of diesel @ \$1.88 per gallon and 31,500 gallons of oil @ \$2.00 per gallon. The current CROG bid for oil came in at \$1.96 per gallon and we are still waiting for the diesel which we anticipate to be around the same.

**23) Bus – looks like 21/22 is the end of the bus contract, when will the bidding for the new contract start? (( duplicate of question 11))**

The 2021-22 school year will be the last year of the transportation contract with AST. RFP’s are typically assembled in February/March and published in the paper towards the end of March. The bids

are typically due back in the office for review towards the later part of April. The new contract will not have a budgetary impact until the 2022-23 year.

**24) Can we see last 3 fiscal year end transfers 18/19, 17/18, 17/16**

Our year end balance transfers are as follows:

2016-17 \$97,942

2017-18 \$276,038

2018-19 \$265,772.

**25) If ECS went away overnight how could the BOE trim the current proposed budget not to put additional stressed on the town tax payers?**

This hypothetical situation has come up in discussions over the years, but the state has recognized that if a reduction in ECS funding occurs, it should be in phases. As ECS is reduced, the Board of Education will work with the town using a combination of tools to ease the burden on taxpayers and students: reducing the budget, increasing taxes, and possibly relying on funds that have been saved over the years in anticipation of such a reduction.

**26) Enrollment, has BOE always used Peter Prowda 5 yr projection for enrollment numbers? Enrollment has been down YOY for 10 FY years, why the change to an increase?**

Peter Prowda was hired in September 2019 making 2020-21 the first year to use his enrollment projection. Prior to Prowda, we have used our internal projections (based on cohort survival method) and in 2014-15 we used Milone & McBroom.

Prowda's enrollment study is based on many factors, such as; births since 1980, grade to grade growth rates (cohort survival) estimated population growth, projected population ages 0-19, women of child-bearing age, recent changes in labor force, new housing units, sales of existing homes, repeaters of grade 9, HS dropout rates, non-public school enrollment, residents enrolled in other schools, non-resident enrollment, estimated migration & prior projections of enrolment. The one factor not included in Prowda's projections was the disenrollment or delayed enrollment of students this year, presumably due to the pandemic. This is not unique to Newtown. The increase in enrollment lies within all of the factors listed above, and includes the presumed re-enrollment of students.

**27) PowerPoint slide 11 revenue sources show other grants at only \$23k, I thought the diversity compliance coordinator was grant funded?**

The revenue slide only lists revenue that is forwarded to the Town. It does not list other revenue sources such as private & entitlement grants that are used to offset expenses. As mentioned by the Superintendent during the presentation, the Diversity Compliance Coordinator is likely to be funded by a grant. However, this funding source is not yet confirmed and therefore the position must be included in our 21-22 operational plan.

**a) Slide 16, competing budget impacts sights SPED enrollment but in the budget book the projection is a decrease of SPED enrollment. SPED enrollment has been fairly flat over the past 5 school years. Also transportation costs increase but we have remote/ virtual learning how is that an increase?**

Overall SPED enrollment has trended upward over the last five years (as seen on page 128 of the budget book). We think you are looking at the out of district enrollment number in the budget book which is projected to decrease from 43 to 41 next year. However, because SPED enrollment in-district has increased, the overall number of students receiving SPED services (whether in-district or out-of-district) is increasing. SPED enrollment in-district was 607

by October 1st enrollment and has increased to 636 as of 1/12/2021. This impacts the numbers for the following year.

The increase in the Out of District (OOD) transportation is \$9,465. There are a number of factors that affect this line item. For one, there was an overall average increase to the contract of 1.96%. Also, we have anticipated additional students for next year's budget; however, we are able to mitigate the increase by combining runs with other districts. The excess cost grant allocation plays a part in this number as well and depending on which students qualify for this grant, the overall budget amount will change. The transportation budget has not been reduced based on the possibility of our OOD students learning remotely. We anticipate all students to be in class.

**b) Slide 16 shows a budget impact being increase due to science, however staffing is being reduce in science in 2 buildings? There are no requests for new science teachers slides 27/28**

Slide 16 was intended to show examples rather than a comprehensive list of all areas that influence the budget. So, while staffing changes (due to enrollment) decrease the budget, training and materials to address Next Generation Science Standards have impacted an increase to the budget.

**c) Slide 34 can you please identify where each town in the DRG is in the budget process for FY 21/22**

At the time of the presentation to the Board of Finance, districts were at the following stages of different budget processes (updates are noted in bold):

<b>DRG-B</b>	<b>2021/2022</b>	<b>Stage of Town-Defined Process</b>
Farmington	4.30%	BOE Proposed
West Hartford		Superintendent presents in March
Brookfield	4.07%	BOE Proposed
Fairfield	5.32%	Superintendent Proposed <b>(update: BOE proposed 5.19%)</b>
New Fairfield	2.49%	BOE Proposed
Glastonbury	2.07%	BOE Proposed
Avon	2.65%	Superintendent Proposed
Granby	4.50%	Superintendent Forecast
Pomperaug		Superintendent to present 2/24
Trumbull	3.51%	BOE Proposed
Greenwich	3.97%	BOE Proposed

South Windsor	3.34%	Superintendent Proposed
Newtown	2.58%	BOE Proposed
Madison	1.40%	BOE Proposed
Monroe	6.19%	BOE Proposed
Cheshire	4.96%	BOE Proposed
Simsbury		(update: Superintendent Proposed 2.80%)
Amity	4.75%	Superintendent Proposed
Guilford	1.49%	BOE Proposed

**28) Highway -Why purchase a used hook truck? Are we getting it from a private sale or dealer?**

In reverse order, we never buy from a private sale. All vehicles are purchased thru a public solicitation or off of a state or other governmental type bid. As outlined in the proposal a used truck is adequate for our needs because the majority of the trips are on site with only a single daily trip to Danbury..

**a) What's the usable life of a used truck vs a new truck?**

In this case there is no difference because of the type of usage and operational pressure on the vehicle.

**b) Is this being bonded or from operating revenue?**

This answer applies to question #34 (Transfer Station - what's the 65K capital item?). As noted in the budget proposal this item reduces operating costs under Contractual by approximately \$65K. Accordingly, we reduced the Contractual item by that amount but transferred that amount to Capital to cover the purchase over 2 years in the budget.

**29) P&R -How did the purchase of the 3500 style pick up truck go for parks and rec vs the 5500 they wanted originally? Can we move more of the fleet towards small trucks?**

The 3500 which was purchased is assigned to the Parks Operations Supervisor. While he still plows, it is in a clean up or assistance capacity so his truck is not seeing the same use as a maintainers. The substitution of a 3500 instead of a 5500 worked in that particular circumstance. In the past we have equipped the Park Operation Supervisor with a 550/5500 so it can act in a backup role for other heavier duty trucks when they are out of service. We can no longer make this substitution. 550 or 5500 1.5 ton trucks have consistently outlasted 3500 or 4500 vehicles in our experience. We have had 350 and 450 vehicles, as has public works, which are replaced at the 11-12 year mark due to reliability issues while we are consistently getting 15-16 years out of 550 type chassis. When you look at it from a pure cost standpoint over the 11-12 year life of a 3500, or 15-16 year life of a 5500, the cost to the Town is very similar per year strictly from a purchase cost standpoint. When you look at it from a total cost of ownership, capacity and reliability standpoint, the larger more capable chassis is far more efficient and cost effective.

Every truck is going to break, wear out, and see reduced reliability at the end of its service life. With the heavier 550 chassis we experience fewer frame issues, fewer drivetrain issues, fewer spring issues, fewer plow issues (since we can mount heavier duty plows) as well as greater efficiency over the life of the truck since they can carry more material.

I would not recommend replacing more heavy duty trucks with lighter duty as our responsibilities have only grown. In the recent past we have added plowing responsibilities of the community center, the new Hook and Ladder Firehouse, additional parking at Treadwell park as well as others. Just in the past year we have added a much larger parking lot to plow at the new police station, and a new parking lot to plow on the FFH campus, at the brewery. While we have to be financially prudent, we need more efficient equipment to handle additional responsibility as well.

**30) Police department – With the transition to the new building are we looking to add more officers in coming years?**

New Officers, there is no plan to add new officers due to the new bldg going on-line, we are currently budgeted for 45 sworn officers. The new bldg has no impact on our staffing needs or requirements.

**31) Police vehicle replacement, I didn't see anything in the budget. If I recall they are replaced via the overtime program. Correct?**

Vehicle replacement, attached is the sheet from the proposed budget that illustrates the plan for vehicle replacement, Page #101[([Q31\)Page101-doc00818520210222131335.pdf](#)], funding does not come from the extra duty account.

**32) Highway – Street sign increase? Is this for replacing the part of the whole town or replacement of damaged signed?**

Both. This item hasn't been increased in years and is exhausted early each year.

**33) Gasoline was decreased by \$61k, fuel prices are increasing should we be reducing?**

We only adjust this type of fuel price based on an actual bid. This gasoline price was adjusted based on the received 12 month bid thru CROG. This was good news. When we receive and process the CROG bid for diesel we are expecting not such good news and we will make the appropriate adjustment at that time.

**34) Transfer station - What's the \$65k capital item?**

see #28 b..

**35) Purchasing agent – what are the volume of contracts that the purchase agent processed?**

For 2020 -- there were approximately 25 contracts that were either "three quote solicited" or publicly bid. There are numerous other BOE jobs that filter through my office that end up being steered through existing State or National contracts for reasons such as time sensitivity and cost savings.

**a) What was the savings?**

The major savings on the BOE occurred with the Hawley AQI project. The budget for Architectural/Design services was \$400k and through a public bid, the winning firm had a price of \$250K. Also, the Construction Manager aspect of this project had a pre-con services budget of \$40K and I was able to negotiate the rate to \$25K, for a project savings of \$165K.

The Cleaning/Custodial services contracts for the Community Center and Police Department were also sent out through public bid. The existing contracts had 5 day/week service at Community Center for a yearly total of \$42k, and 7 days a week at Police Dept for \$55k. I was able to negotiate the rate through public bid to expand the Community Center service to 7 days a week at a cost of \$36k/year and the

Police Dept at \$29K per year saving a total of \$32K. Edmond Town Hall ADA bathroom budget came in over budget by \$5k and I was able to negotiate that number down to \$3 below budget, saving \$8k. Total savings for all of these specific projects was \$205K, on top of the productivity savings by not having to have Departments such as Public Works handle all of their yearly contracts (approximately 15).

**b) How many contracts per department (ie BOS vs BOE)**

As stated before, many of the BOE contracts are run through existing State or national contracts, but we have publicly bid 3 and have solicited 3 or more quotes for many others, totaling approximately 10

Town contracts total approximately 15 through mostly public bidding. There are numerous "3 quotes" projects that I handle on a weekly basis.

**c) How many more contacts can be identified to be negotiated by purchasing agent?**

The Public Works contracts will be going out over the next two weeks (approximately 12) plus there are numerous CIP projects that I will be involved with bidding or quoting (Edmond Town Hall roofing improvements, High school turf replacement, Sandy Hook Permanent Memorial, and Library renovations).

**36) Re Budget Transfers through 11/30/2020**

a) Pg 18 staffing table. From Approved budget to Current budget there is an increase of 10 FTE. The FTE increase for 2021-22 is shown as 3.16. Budget to Budget the increase is 13.19.

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b) Pg 23 object summary dollar amount for 2020-21 Budget and Current are the same \$78,551,776

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c) How were new 10 positions created with no increase in expense? Where were they created?

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**37) What non-English languages are taught in elementary, intermediate, middle and high school?**

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a) What languages are part of Language Arts?

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b) What languages are considered "World Languages"?

.

**38) Nurses.** The COVID numbers (8/10/2020 and 9/11/2020) included additional Nursing staff (hrs per day and new 0.8 FTE). But on pg 144 comparing the Budget and Requested columns identifies a 0.2 FTE increase?

.



39) What measures are considered “common assessment data”?

a) Last year you provided a number of pages with useful information showing SAT, AP and SBSA scores. Are these the instruments considered “common assessment data”?

b) In the introduction Thursday, 2019 SAT scores were presented. Where SAT, AP SBSA etc. tests given in 2020? If so would you share Newtown results

40) Last year in response to a question 10 “Could we get further detail on pupil service increase.” The response states “The number of SPED students (which is different from special education) has actually increased...” Please remind us of the definition of

a) Special Education (SPED)

b) Students with IEP. Are all students with IEP considered to be in SPED? Do all SPED students have an IEP?

42) What are Newtown High School graduation rates.

Row	Measure	2019-2020	2018-2019	2017-2018	
	High School Graduation Rates				
	% students starting in the fall graduating at commencement				
	White				
	Non-White				
	% of students entering NHS as First Years graduating at commencement				
	White				
	Non-White				
	Where NHS graduates go after graduation				
	4-year college/university				
	Community College				
	Military				
	Other				

43) Technology: In the December 31, 2020 Financial report, there is a comment that “technology equipment remains stable for now as we do not anticipate the need for additional Chromebooks or other distance learning devices.”

a) Do we have a census on Chromebooks? iPads? (How many in each category and what is the division among schools?)

b) Last year (pre-Covid), \$525,000 was requested for technology equipment and the budget book (p. 151) indicates that \$115,000 was transferred “into” the capital non-recurring. How do we reconcile this surplus with the increased demand for chromebooks, etc. post-Covid? Where did the money come from to cover the cost for those additional devices? How many devices were purchased since March 2020 and were any of those geared toward replacing existing, older devices?

44) Staffing: Has the Diversity Compliance Coordinator position been filled or will that be filled in next year’s budget? If filled already, where did the funding for that position come from?

45) Special Education: Is the increase in FTEs in paraeducators from 2018/19 because of increased children in the district or because of increased identification of children already in the district? How many special education children did we have in 18/19, 19/20, 20/21? In each year, how many were children that were new additions to the district (as opposed to existing students who were given IEPs)?

46) Transportation: Of the students attending in person, do we have a sense for the percentage that are taking buses versus those that are being dropped off? Have we been able to realize any savings from the reduction of bus usage by families due to covid?

47) Athletics: What percentage of 19/20 and 20/21 were school sports in session for? Did all coaches get paid regardless of whether they coached or not?

48)

49)

50)

...

60) Metrics. I would like to see additional metrics (*“If you can’t measure it you, can’t manage it”*)  
For next year’s budget book

a) Google Analytics for the use of Town website and EDC, CSW, ETH, FFH, Go Green web sites

The Newtown Economic and Community Development Department is responsible for three websites that have been created over the past nine or so years.

[newtown.org](http://newtown.org)  
[newtownsandyhookeats.com](http://newtownsandyhookeats.com)  
[fairfieldhills.org](http://fairfieldhills.org)

Each of these sites is on a separate platform (ex: Wix, Wordpress and one that is old and must be updated by an outside firm). We understand that this is inefficient, unnecessary and difficult to manage. In addition, a social media presence is in existence mainly through Facebook and Instagram, with Facebook having separate pages for E&CD Department, Fairfield Hills Campus and Newtown Sandy Hook Restaurants (a more broad presence than just 'restaurant week').

The website update planned for 2020 was preempted by COVID-19 activities in direct support of local businesses. It is expected that we will send an RFP out for the website redesign in March 2021. This redesign will incorporate the new branding that was completed in 2020, and will combine the three websites into one, with tabs for what are now separate websites. This information belongs on one website. We will be asking for a recommendation as to how to maintain a social media presence. Each Facebook page has a distinct personality and purpose. The 'Newtown Sandy Hook Restaurant' presence continues to gain followers almost daily.

We hope to be able to get metrics on what pages of which current websites are most heavily trafficked, as this will help to determine how to combine the three sites into one. Efforts to get this information continue. We realize that the firm that services this website will need to be large enough to manage our needs for information and tech support.

b) **Number of sscribers: Code Red, Smart 911, town notifications**

c) **Memberships: Community Center, Senior Center, Children's Adventure Center,**

Here are the membership numbers for the Senior Center for this FY so far:

382 resident members

35 nonresident members

Total: 417

Membership is down this year unfortunately due to the pandemic.

### ***Questions for Technology Department***

61) **Has COVID changed the Town's approach to desktop vs laptop PCs. Did the town incur large costs to supported work at home?**

IT reviewed and evaluated laptop requests. Examples of requests:

- Need laptops for video conferencing
  - Bought cameras and microphones for desktop. Also showed users how to use their smartphones for video calls
- Need laptops for training
  - Purchased 2 laptops for officer training
- Need laptops for accessing application systems from home

- Enabled features on P&R app to allow user to access from home via VPN tunnel built into the application

Overall IT purchased 8 laptops (1 Fire Dept, 1 Park and Rec, 2 Health, 2 PD, 2 IT) \$8,200

- IT setup a Zoom account to accommodate up to 500 participants for large townhall meetings \$1,200.

**62) What portion of Town software license fees and other IT support expenditures have been consolidated under IT and GIS Department? Pg 102**

Most software licencing fees fall within the IT budget.

Exceptions

- Software associated with automobile/truck maintenance is not included
- PD software (NEXGEN), license plate reader software not included
- Software used by the community center is not included
- Any departments using web services other than the Town Clerk are not included
- Health department software is not included.

**a) General Code LLC, of International Code Council Inc. for eCode360 is still in Town Clerk? Can that be moved to IT?**

eCode is a collection of the regulation codes and procedures for Town Clerks and is basically a repository for that information. There is not no data manipulation or IT related interfaces that are associated with the system.

The budget could be moved to the IT budget, but it probably should remain in the Town Clerk's budget.

**b) Some Town departments have their own web sites (EDC, CSW, ETH, FFH, Go Green, and soon the CC) are license and hosting fees consolidated in the Technology Budget?**

None of the fees / licensing or hosting of these web sites are in the Technology budget.

**c) Does Technology Department know of departments using outsider firms for web site design, maintenance and updates? Are/could/should these costs be consolidated in budget or practice?**

The Technology department is not aware of which web firms are being used by various departments.

There are probably efficiencies that could be gained by consolidating the firms, and budgets.

**63) To what extend do the school's IT and town's IT share resources and capabilities?**

The Town IT and BoE share the IP phone system, the wireless system in the Municipal building and connect with the Community Center's education system through the Town network.

We use the same Finance system and the same incident management system.

Future project plans include using our data networks as a back up to each other in the event of a network failure.

When it is appropriate, we try and buy similar hardware, such as firewall equipment and switches so that we can share training expenses and knowledge.

**64) The town has invested in IT systems with an expectation of both improving customer service and reducing workload on town staff. Does IT track benefit realization? If not do you know if other departments do that?**

- Servers Upgrade
  - Investigating replacement servers for TONAD01 & TONAD02.
  - Investigating replacement for SAN infrastructure. Reviewing Dell and HP options provided by Ergo.
  - Investigating TAXDB01 upgrade to 2019
  - Smart911 server upgrade project 2008 – 2012 and higher.
  - PD: Investigating/researching MOC NEXGEN and Smart911 server upgrade project 2008 – 2012 and higher.
  - Install new VMtools on Town VM servers - 95% completed.
- System maintenance
  - "Clean-up" Symantec Server.
  - "Clean-up" AD servers.
- eFP user passwords notification/warning when passwords are about to expire will not work. The feature allowing sending notifications was not part of the initial implementation/purchase. This option is available for an additional cost. Until further notice, Ramon will go to the system every now and then on each eFP users' profile to change/extend the expiration date for an additional 90 days. Cycle accomplished late in Dec will need to be done before April 5th.
- Working with A+ for the replacement of Animal Control S2 and Milestone systems.
- Preparation of HP 3500 Switch for Community Center network requirements of additional phone and data ports
- Preparation for RecTrac upgrade to latest version.
- IT getting calls from many users that their Win10 PCs (either 380s, 910 and 920s) are very slow and getting error

- a) **Online tax payments. Outsourced tax payments by mail**
- b) **Online self-printing of records**
- c) **P&R and Community Center registrations and payments**
- d) **Online forms on a number of town web sites**

Each department would track these stats. IT tracks the system availability.

**65) Note on Tax Collector – Measures & Indicators state “decrease in customer accounts represents mainly a decrease in motor vehicle accounts” pg 80.**

- a) 2018 to 2019 is an increase. Over the years in the table it doesn't seem like a consistent decrease
- b) Assessor pg 94 Motor vehicle accounts seem to be increasing. Is this a legacy note that can be removed, or where is the decrease?

**66) There is not a Measures & Indicators table for the Police Department. I understand that there are reports on police activity. What are the URL for 2020 police activity statistic reports?**

in a separate [documents] are statistics for years 17/18[(Q66)ANNUAL REPORT 2017 - 2018.pdf], 18/19[(Q66)ANNUAL REPORT 2018 - 2019.pdf], and 19/20[(Q66)ANNUAL REPORT 2019 - 2020.pdf]. Year 19/20 is not an accurate representation of actual activity, the covid 19 pandemic has affected our activity levels on multiple levels. I have provided the prior (2) years to give a more accurate representation of yearly statistics. These reports are provided to the Town Clerk annually for inclusion into their annual report.

67) **Economic Development/Assessor - Residential building permits ae down 17% and commercial building permits are down 24%. Pg161. Does this suggest slower Grand List growth next year?**

68) **Winter Maintenance - Given the weather this year, is there consideration to reducing the proposed decrease for 2021-22?**

No, not at this time. If winter ended right now we would be at an annual average. That has happened some years. This would leave us with the same residual salt/sand that we started this year with. On the other hand we could get a lot of winter between now and April and we would give a different answer. The weather will decide this answer before we set the final budget figures.

#### ***Public Building Maintenance***

69) **What is the plan for old Police (So. Main) building?**

It is our understanding that the intent is to sell the building.

a) **Building Maintenance, pg 185 total \$41,6868. Water & Sewage and Energy are increased over 2019-20**

there are new benefit assessments for 20-21 for both sewer and water at Fairfield Hills. Energy is up because we have more square footage being covered and Eversource has planned increases for transmission, delivery and demand..All direct and indirect solar benefits have already been factored in for these buildings.

b) **Can the building be moth-balled?**

Possibly. The building will continue some occupancy until the dispatch center is fully and finally moved. Then the question is to what level do we moth ball ? (Shut off water and electricity except for heat and building security sensors? Without heat and and possibly a/c, depending on moisture levels,, a mothballed building can deteriorate very rapidly.

70) **Cost breakdown pg 185 does not show Community Center. Last year Mr. Hurley indicated that because the facility was new a simple split between CC and SrC was made that did not take into account significant differences in usage such as hours of operation and the pool. Was adjustment made?**

Yes. The Community Center is not represented here. They have their own budget. The numbers we have presented are only from SC actuals as adjusted.

# ATTACHMENT A

20-21 School Calendar											
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1			k-12 hybrid	<b>X</b>	FULL REMOTE	Break	SNOW DAY				
2			k-12 hybrid	k-6 full 7-12 hybrid	FULL REMOTE	Break	FULL REMOTE - WEATHER		Closed - Holiday		
3		k-12 hybrid	<b>X</b>	Closed - Election	FULL REMOTE	Break	ALL IN - 8-12 last period at home				
4		k-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	FULL REMOTE	k-6 full 7-12 hybrid	ALL IN - 8-12 last period at home				
5		<b>X</b>	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	ALL IN - 8-12 last period at home				
6		<b>X</b>	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	<b>X</b>				
7		Closed - Holiday	k-6 full 7-12 hybrid	<b>X</b>	FULL REMOTE	k-6 full 7-12 hybrid	<b>X</b>				
8		k-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	FULL REMOTE	k-6 full 7-12 hybrid	ALL IN - 8-12 last period at home				
9		k-12 hybrid	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	FULL REMOTE	<b>X</b>	ALL IN - 8-12 last period at home				
10		k-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	FULL REMOTE	<b>X</b>	ALL IN - 8-12 last period at home				
11		k-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	FULL REMOTE	k-6 full 7-12 hybrid	ALL IN - 8-12 last period at home				
12		<b>X</b>	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	ALL IN - 8-12 last period at home (e.d. PD)		Break		
13		<b>X</b>	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	<b>X</b>		Break		
14		k-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	FULL REMOTE	k-6 full 7-12 hybrid	<b>X</b>		Break		
15		k-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	FULL REMOTE	k-6 full 7-12 hybrid (e.d. PD)	Closed - Holiday		Break		
16		k-12 hybrid	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	FULL REMOTE	<b>X</b>	Closed - Holiday		Break		
17		k-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	SNOW DAY	<b>X</b>	ALL IN - 8-12 last period at home				
18		k-12 hybrid	<b>X</b>	k-6 full 7-12 hybrid	FULL REMOTE	k-6 full 7-12 hybrid	ALL IN - 8-12 last period at home				
19		<b>X</b>	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	Closed - Holiday	FULL REMOTE - WEATHER				
20		<b>X</b>	k-6 full 7-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	ALL IN - 8-12 last period at home	<b>X</b>				
21		k-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	FULL REMOTE	ALL IN - 8-12 last period at home	<b>X</b>				
22		k-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	FULL REMOTE	ALL IN - 8-12 last period at home	ALL IN - 8-12 last period at home				
23		k-12 hybrid	k-6 full 7-12 hybrid	FULL REMOTE	FULL REMOTE (e.d. holiday)	<b>X</b>	ALL IN - 8-12 last period at home				
24		k-12 hybrid	<b>X</b>	FULL REMOTE	Break	<b>X</b>	ALL IN - 8-12 last period at home				
25		k-12 hybrid	<b>X</b>	FULL REMOTE	Break	ALL IN - 8-12 last period at home	ALL IN - 8-12 last period at home				
26	Teachers Report	<b>X</b>	k-6 full 7-12 hybrid	Break	Break	ALL IN - 8-12 last period at home	ALL IN - 8-12 last period at home				
27		<b>X</b>	k-6 full 7-12 hybrid	Break	Break	ALL IN - 8-12 last period at home	<b>X</b>				
28		Closed - Holiday	k-6 full 7-12 hybrid	<b>X</b>	Break	ALL IN - 8-12 last period at home	<b>X</b>				
29		k-12 hybrid	k-6 full 7-12 hybrid	<b>X</b>	Break	ALL IN - 8-12 last period at home					
30		k-12 hybrid	k-6 full 7-12 hybrid	FULL REMOTE	Break	<b>X</b>					
31			<b>X</b>	FULL REMOTE	Break	<b>X</b>			Closed - Holiday		

**DEPARTMENT: POLICE**

**Police Vehicles:** Standardization is truly important and warranted as a best practice in the industry. Since 2012, the department began to purchase AWD Police rated utility patrol vehicles. Last year, FY 2020/2021 saw an increase in vehicle cost due to a mid-year model change by Ford Motor Company. This change was both internal and external resulting in an up-fitting increase to the new vehicles, prohibiting the use of some equipment from the vehicles being traded-in. Total cost per vehicle is as follows:

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

$14,466 \times 3 = 43,400$  (up fitting cost)

$-2,000 \times 3 = 6,000$  (trade-in)

136,565 Total cost for purchase and unfitting of 3 front line vehicles. One vehicle will be purchased out of fed/state asset fund. Budget will fund \$91,044.

See page 301 for a police vehicle inventory.

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

<u>PROGRAM EQUIPMENT / SUPPLIES:</u>	<u>2020-21</u>	<u>2021-22</u>
Camera Systems Supplies and Repairs	3,500	3,500
Crime Scene Supplies and Equipment	2,150	2,150
Prisoner Supplies / Intoximeter Supplies	1,950	1,950
First Aid Equipment and Supplies	7,125	7,125
Youth Development Supplies	8,750	10,500
HAZ-MAT Equipment and Supplies	1,200	1,200
SSO Equipment and Supplies	5,000	5,000
CPA and SPA Supplies	2,250	2,250
Kitchen supplies and equipment	1,500	1,500
	33,425	35,175

↪ 1750 DPE



***2018/2019- ANNUAL REPORT***

***NEWTOWN DEPARTMENT OF POLICE SERVICES***

***CHIEF OF POLICE***

James M. Viadero

***EXECUTIVE OFFICER***

Captain Christopher Vanghele

***OPERATIONS LIEUTENANT***

Aaron Bahamonde

***ADMINISTRATIVE LIEUTENANT***

David Kullgren

***TECHNICAL SERVICES LIEUTENANT***

Richard Robinson

***ADMINISTRATIVE SERGEANT***

Sgt. Jeff Silver

***PATROL DIVISION SUPERVISORS***

Sgt. Scott Ruszczyk  
Sgt. Douglas Wisentaner  
Sgt. Philip Hynes  
Sgt. Matthew Wood  
Sgt. Scott Smith  
Sgt. Liam Seabrook

## **DETECTIVE DIVISION**

Det. Joseph Joudy  
Det. Jason Frank  
Det. Daniel McAnaspie

S.R.O. Richard Monckton  
S.R.O. William Chapman

## **PATROL DIVISION**

Off. Robert Haas	Off. Steven Siecienski
Off. Gladys Pisani	Off. John McDermott
Off. William Hull	Off. Charles Guernsey
Off. Maryhelen McCarthy	Off. Matthew Pirhala
Off. Michael McGowan	Off. Paula Wickman
Off. Jason Flynn	Off. Benjamin Mulhall
Off. Leonard Penna	Off. Adam James
Off. Felicia Figol	Off. William Crone
Off. Larissa Nosal	Off. Timothy Schoen
Off. John McCluskey	Off. Michael Caramadre
Off. Steven Borges	Off. Stephanie Thibodeau
Off. Bart Lorancaitis	Off. Fernando Pereira
Off. Adam Greco	Off. Chelsea Harold
Off. Matthew Hayes	Off. Julio Tardim

## **EMERGENCY COMMUNICATIONS CENTER**

### **DIRECTOR** **Maureen Will**

The State certified Emergency Telecommunicator Dispatchers (ETD) assigned to the Newtown Emergency Communications Center serve the citizens of the Town of Newtown 24/7. Additionally, all ETD's are nationally certified as Emergency Medical Dispatchers, allowing us to provide every medical emergency call for service with pre-arrival and post-dispatch instructions. Each ETD maintains their proper certifications through training and a recognized recertification process. Total calls received for service 42,895 of which 6,548 came in via 911.

The NECC is proud to offer and support Smart 911 to all residents and encourage them to sign up through the town website.

### **TELECOMMUNICATORS**

Elizabeth Cain	Jennifer Barocsi
Jamie Nisbet	Ryan Doyle
John Fellin	Claudia Ibarra
John Adams	Emily Clark
Sherita McPherson	Daniel Cragin
Kevin Marchand	CarrieAnn Greiser

### **CIVILIAN STAFF**

Our records keeping, billing and bookkeeping are handled by our office personnel listed below:

Mary Kelley	Executive Assistant
Cindi Mazzucco	Administrative Assistant
Barbara Whittaker	Records Manager

## **DEPARTMENT STATISTICS**

The Department received 31,509 calls for service, of which 1,674 resulted in formal investigations.

### **OFFENSES COMMITTED RESULTING IN ENFORCEMENT ACTION:**

Assault	12
Rape	0
Burglary	29
Larceny	103
Robbery	2
Arson	0
Bomb Threat	1
Kidnapping	0
Stolen Motor Vehicle	15
Suicide Threat / Commitment	128
Untimely/Unattended Death	23
Threatening	21
Domestic	53
Harassment	52
Dispute	145
Fraud	145
Lost / Found Property	138
Vandalism / Criminal Mischief	42
Weapon Violation/Shooting complaint	17
Sex Offenses, Except Rape	7
Drug / Narcotic Investigation	19
DUI Offense	56
Liquor Law Violation	17
Miscellaneous Services	132
Animal Nuisance/Bites	647
Trespassing / Criminal / Simple	25
Disabled Motor Vehicle	541
Abandoned Motor Vehicle	17
Illegal Dumping / Littering	20
Noise Complaint	98
Recreational Shooting	48
Fireworks complaints	27
Civil Problem	160
Public Hazard	362
911 House Check Verify	329
Motor Vehicle / Home Lock Out	30
Health / Welfare Check	330
Suspicious Activity	1,531
Missing Person / Runaway	13
Motor Vehicle Stop	4,247
Motor Vehicle Accident Property Damage Only	753
Motor Vehicle Accident Injury	73
MVA Fatal	1
Traffic Citation	888
Traffic Violation / Written Warning	394
Traffic Violation / Verbal Warning	2,623
Erratic Operation	406
Parking Enforcement/Complaints	138
Criminal Arrest	260

Assisting Other Agency	252
Warrant Service	111
Medical Assistance	224
False Alarm	927
Internal Affairs Investigation	0
Escorts	31
Officer Injured	4

### **TRAINING**

All officers attended mandatory training on subjects that included Firearms, COLLECT, Intoxilyzer, Chemical Aerosol Weapons, Hazardous Materials Awareness, Blood borne Pathogens, and CPR. Many officers received additional training in a variety of categories covering a wide range of subjects, including child safety seats, commercial truck inspections, narcotics, boating enforcement, police management, radar/speed enforcement, terrorism, and other law enforcement related training.

### **SPECIAL ASSIGNMENTS**

Our Department's Traffic Agents, and School Crossing Guards assist regular members of the Department as needed. They are listed below:

### **TRAFFIC AGENTS**

Ron Patterson  
Richard Oladovich  
Christopher Harris  
T.J. Kronen

### **ANIMAL CONTROL**

Our Animal Control Unit handles all dog and animal complaints by personnel listed below:

Carolee Mason - Animal Control Officer  
Helen Wigzell – P.T. Animal Control Officer  
Cynthia Edger – P.T. Animal Control Officer  
Suada Likovic – P.T. Animal Control Officer  
Amy Sullivan – P.T. Kennel Keeper  
Paula King – P.T. Kennel Keeper  
Emily Whittaker – P.T. Kennel Keeper

## **REVENUE**

As of June 30, 2018, we received and turned over to the Newtown General Fund the following fees:

Pistol Permits	\$8,610.00
Insurance	\$2,928.00
Raffle, Bazaars, Games of Chance, Bingo Permits	\$1,101.95
Alarm Ordinance Revenue	
Alarm Registration Fees	\$6,563.00
False Alarm Fines	\$12,274.00
Miscellaneous	<u>\$1,781.00</u>
	<b>\$33,257.95</b>

### **ANIMAL CONTROL REVENUE:**

Redemption Fee	\$1435.00
Adoption / Sold As Pet Fee	\$345.00
Donation	<u>\$7,614.00</u>
	<b>\$9,394.00</b>

### **PRIVATE DUTY SERVICES:**

Outside contractors, Board of Education, Utilities, Etc. **\$1,180,962.32**

***TOTAL REVENUE:   \$1,223,614.27***

*James Viadero*

*Chief of Police*

*Newtown Police Department*

***2019/2020 ANNUAL REPORT***

***NEWTOWN POLICE DEPARTMENT***

***CHIEF OF POLICE***

James M. Viadero

***EXECUTIVE OFFICER***

Captain Christopher Vanghele

***OPERATIONS LIEUTENANT***

Aaron Bahamonde

***ADMINISTRATIVE LIEUTENANT***

David Kullgren

***TECHNICAL SERVICES LIEUTENANT***

Richard Robinson

***ADMINISTRATIVE SERGEANT***

Sgt. Jeff Silver

***PATROL DIVISION SUPERVISORS***

Sgt. Scott Ruszczyk  
Sgt. Douglas Wisentaner  
Sgt. Philip Hynes  
Sgt. Matthew Wood  
Sgt. Scott Smith  
Sgt. Liam Seabrook

## **DETECTIVE DIVISION**

Det. Joseph Joudy  
Det. Jason Frank  
Det. Daniel McAnaspie

S.R.O. Richard Monckton  
S.R.O. William Chapman

## **TRAFFIC UNIT**

Off. Jason Flynn

Off. Benjamin Mulhall

## **PATROL DIVISION**

Off. Robert Haas	Off. Steven Siecienski
Off. Gladys Pisani	Off. John McDermott
Off. William Hull	Off. Charles Guernsey
Off. Maryhelen McCarthy	Off. Matthew Pirhala
Off. Michael McGowan	Off. Paula Wickman
Off. Leonard Penna	Off. Adam James
Off. Felicia Figol	Off. William Crone
Off. Larissa Nosal	Off. Timothy Schoen
Off. John McCluskey	Off. Michael Caramadre
Off. Steven Borges	Off. Stephanie McDermott
Off. Bart Lorancaitis	Off. Fernando Pereira
Off. Adam Greco	Off. Chelsea Harold
Off. Matthew Hayes	Off. Julio Tardim



## **EMERGENCY COMMUNICATIONS CENTER**

### **DIRECTOR** **Maureen Will**

The State certified Emergency Telecommunicator Dispatchers (ETD) assigned to the Newtown Emergency Communications Center serve the citizens of the Town of Newtown 24/7. Additionally, all ETD's are nationally certified as Emergency Medical Dispatchers, allowing us to provide every medical emergency call for service with pre-arrival and post-dispatch instructions. Each ETD maintains their proper certifications through training and a recognized recertification process. Total calls received for service 32,816 of which 8,029 came in via 911.

The NECC is proud to offer and support Smart 911 to all residents and encourage them to sign up through the town website.

## **TELECOMMUNICATORS**

Jennifer Barocsi	Ryan Doyle
John Fellin (part time)	Claudia Ibarra
John Adams	Sherita McPherson
Daniel Cragin	Kevin Marchand
CarrieAnn Greiser	Amanda Soucy
Lynda Pascone	

## **CIVILIAN STAFF**

Our records keeping, billing and bookkeeping are handled by our office personnel listed below:

Mary Kelley	Executive Assistant
Cindi Mazzucco	Administrative Assistant
Barbara Whittaker	Records Manager

## **DEPARTMENT STATISTICS**

The Department received 28,142 calls for service, of which 1,517 resulted in formal investigations.

Assault	14
Rape	0
Burglary	10
Larceny	107
Robbery	1
Arson	0
Bomb Threat	0
Kidnapping	0
Stolen Motor Vehicle	13
Suicide Threat / Commitment	90
Suicide	1
Untimely/Unattended Death	22
Threatening	42
Domestic	52
Harassment	64
Dispute	145
Fraud	156
Lost / Found Property	150
Vandalism / Criminal Mischief	84
Weapon Violation/Shooting complaint	34
Sex Offenses, Except Rape	17
Drug / Narcotic Investigation	22
DUI Offense	55
Liquor Law Violation	2
Miscellaneous Services	115
Animal Nuisance/Bites	639
Trespassing / Criminal / Simple	57
Disabled Motor Vehicle	373
Abandoned Motor Vehicle	28
Illegal Dumping / Littering	22
Noise Complaint	120
Recreational Shooting	88
Fireworks complaints	36
Civil Problem	224
Public Hazard	304
911 House Check Verify	212
Motor Vehicle / Home Lock Out	24
Health / Welfare Check	352
Suspicious Activity	1281
Missing Person / Runaway	14
Motor Vehicle Stop	2515
Motor Vehicle Accident Property Damage Only	631
Motor Vehicle Accident Injury	100
MVA Fatal	0
Traffic Citation	647
Traffic Violation / Written Warning	202
Traffic Violation / Verbal Warning	1,634
Erratic Operation	363
Parking Enforcement/Complaints	548
Criminal Arrest	212

Assisting Other Agency	272
Warrant Service	56
Medical Assistance	174
False Alarm	729
Internal Affairs Investigation	0
Escorts	23
Officer Injured	2

### **TRAINING**

All officers attended mandatory training on subjects that included Firearms, COLLECT, Intoxilyzer, Chemical Aerosol Weapons, Hazardous Materials Awareness, Blood borne Pathogens, and CPR. Many officers received additional training in a variety of categories covering a wide range of subjects, including child safety seats, commercial truck inspections, narcotics, boating enforcement, police management, radar/speed enforcement, terrorism, and other law enforcement related training.

### **TRAFFIC AGENTS**

Ron Patterson  
Richard Oladovich  
T.J. Kronen  
Melanie Reichler

### **ANIMAL CONTROL**

Our Animal Control Unit handles all dog and animal complaints by personnel listed below:

Carolee Mason - Animal Control Officer  
Helen Wigzell – P.T. Animal Control Officer  
Michael Deluca – P.T. Animal Control Officer  
Suada Likovic – P.T. Animal Control Officer  
Amy Sullivan – P.T. Kennel Keeper  
Paula King – P.T. Kennel Keeper  
Emily Whittaker – P.T. Animal Control Officer and Kennel Keeper

## **REVENUE**

As of June 30, 2020; we received and turned over to the Newtown General Fund the following fees:

Pistol Permits	\$7,352.00
Insurance	\$3,316.21
Raffle, Bazaars, Games of Chance, Bingo Permits	\$ 760.65
Alarm Ordinance Revenue	
Alarm Registration Fees	\$5,797.00
False Alarm Fines	\$11,639.00
Miscellaneous	<u>\$1,533.50</u>
	<b>\$30,398.36</b>

### **ANIMAL CONTROL REVENUE:**

Redemption Fee	\$696.00
Adoption / Sold As Pet Fee	\$345.00
Donation	<u>10,012.00</u>
	<b>\$11,053.00</b>

### **PRIVATE DUTY SERVICES:**

Outside contractors, Board of Education, Utilities, Etc: **\$1,650,815.11**

***TOTAL REVENUE: \$ 1,692,266.47***

***James Viadero***

*Chief of Police*

*Newtown Police Department*

Newtown Municipal Center  
3 Primrose St., Newtown, CT 06470  
Tel. 203-270-4201  
Fax 203-270-4205



Daniel C. Rosenthal  
First Selectman  
Tel. 203-270-4202  
dan.rosenthal@newtown-ct.gov

## TOWN OF NEWTOWN

### OFFICE OF THE FIRST SELECTMAN

February 11, 2021

Board of Selectmen  
3 Primrose Street  
Newtown, CT 06470

Dear Board of Selectmen:

I am requesting three special appropriations totaling \$10,281,827 to be financed by bonds for the following projects as authorized in the capital improvement plan (CIP) 2021-2022 and put forward at the April 27, 2021 referendum:

- A special appropriation in the amount of \$3,700,000 for Sandy Hook Permanent Memorial Project.
- A special appropriation in the amount of \$1,539,894 for the Reed School Gas Boiler/LED Lighting Project.
- A special appropriation in the amount of \$5,041,933 for the Emergency Radio System Upgrade.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Rosenthal", is written over the word "Sincerely,".

Daniel C. Rosenthal  
First Selectman

Newtown Municipal Center  
3 Primrose Street  
Newtown, Connecticut 06470  
Tel. (203) 270-4201  
Fax (203) 270-4205  
[first.selectman@newtown-ct.gov](mailto:first.selectman@newtown-ct.gov)  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



Daniel C. Rosenthal  
First Selectman

**TOWN OF NEWTOWN**  
**OFFICE OF THE FIRST SELECTMAN**

February 17, 2021

To the Board of Finance

Members of the Board:

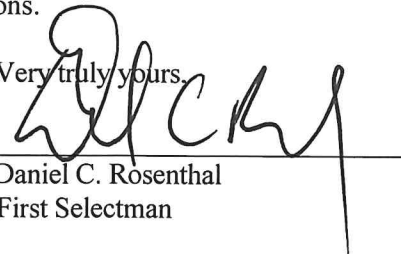
At a meeting of the Board of Selectmen held February 16, 2021, the following resolutions were adopted:

RESOLVED: That the resolutions entitled:

"Resolution Providing For A Special Appropriation In The Amount Of \$5,041,933 For Emergency Radio System Upgrades As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$5,041,933 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 \$3,700,000 For The Engineering, Planning, Design And Construction Of The Sandy Hook Permanent Memorial As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$3,700,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", and "Resolution Providing For A Special Appropriation In The Amount Of \$1,539,894 For The Acquisition And Installation Of A Gas Boiler And LED Lighting At Reed Intermediate School As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$1,539,894 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", copies of which are attached hereto, are hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation having been requested by the First Selectman in a letter to the Board of Finance dated February 11, 2021, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

The Board of Selectmen hereby requests that the Board of Finance request Legislative Council recommendation on the above captioned resolutions.

Very truly yours,

  
Daniel C. Rosenthal  
First Selectman

NEWTOWN MUNICIPAL CENTER  
3 PRIMROSE STREET  
NEWTOWN, CT 06470

[www.newtown-ct.gov](http://www.newtown-ct.gov)

*Robert Tait, Finance Director*



**TOWN OF NEWTOWN  
BOARD OF FINANCE**

Keith Alexander, Chair  
Sandy T. Roussas, Vice Chair  
Chris Gardner  
John S. Madzula II, Esq.  
Matthew Mihalcik  
Ned J. Simpson

February 22, 2021

To the Legislative Council

Members of the Council:

At a meeting of the Board of Finance held Monday, February 22, 2021, the following resolutions were adopted:

RESOLVED: That the resolutions entitled:

“Resolution Providing For A Special Appropriation In The Amount Of \$5,041,933 For Emergency Radio System Upgrades As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$5,041,933 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 \$3,700,000 For The Engineering, Planning, Design And Construction Of The Sandy Hook Permanent Memorial As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$3,700,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, and “Resolution Providing For A Special Appropriation In The Amount Of \$1,539,894 For The Acquisition And Installation Of A Gas Boiler And LED Lighting At Reed Intermediate School As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$1,539,894 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, copies of which are attached hereto, are hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation having been requested by the First Selectman in a letter to the Board of Finance dated February 11, 2021, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

The Board of Finance hereby requests the recommendation of the Legislative Council on the above captioned resolutions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Keith Alexander", is written over a horizontal line.

Chair, Board of Finance  
Keith Alexander

Excerpts for Minutes of Board of Finance Meeting  
to be held on February 22, 2021

A meeting of the Board of Finance of the Town of Newtown was held as a hybrid meeting in the Council Chambers and via teleconference, pursuant to Governor Lamont's Executive Order No. 9H, on Monday, February 22, 2021, at 7:30 P.M. (E.T.).

\* \* \*

Members present and absent were as follows:

Present

Keith Alexander  
Sandy Roussas  
Chris Gardner  
Matt Mihalcik  
Ned Simpson

Absent

John Madzula

\* \* \*

Mr. Alexander introduced and read the following resolution:

RESOLVED: That the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$5,041,933 For Emergency Radio System Upgrades As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$5,041,933 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, said special appropriation having been requested by the First Selectman in a letter to the Board of Finance dated February 22, 2021, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

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

AYES

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

NAYS

Mr. Alexander thereupon declared the motion carried and the resolution adopted.

\* \* \*



Mr. Alexander introduced and read the following resolution:

RESOLVED: That the resolution entitled “Resolution Providing For A Special Appropriation In The Amount Of \$3,700,000 For The Engineering, Planning, Design And Construction Of The Sandy Hook Permanent Memorial As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$3,700,000 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, said special appropriation having been requested by the First Selectman in a letter to the Board of Finance dated February 22, 2021, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

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

AYES

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

NAYS

Mr. Alexander thereupon declared the motion carried and the resolution adopted.

\* \* \*

Mr. Alexander introduced and read the following resolution:

RESOLVED: That the resolution entitled “Resolution Providing For A Special Appropriation In The Amount Of \$1,539,894 For The Acquisition And Installation Of A Gas Boiler And LED Lighting At Reed Intermediate School As Authorized In The Capital Improvement Plan (2021-22 To 2025-26) And Authorizing The Issuance Of \$1,539,894 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, said special appropriation having been requested by the First Selectman in a letter to the Board of Finance dated February 22, 2021, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

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

AYES

Keith Alexander  
Sandy Roussas  
Chris Gardner

NAYS

Matt Mihalcik  
Ned Simpson  
John Madzula (absent)

Mr. Alexander thereupon declared the motion carried and the resolution adopted.

\*\*\*

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$5,041,933 FOR EMERGENCY RADIO SYSTEM UPGRADES AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2021-22 TO 2025-26) AND AUTHORIZING THE ISSUANCE OF \$5,041,933 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 \$5,041,933 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 acquisition and installation of emergency radio system upgrades, as authorized in the Capital Improvement Plan (2021-22 to 2025-26) and for architectural and engineer's fees, administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$5,041,933 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 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 \$5,000 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, 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 certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the 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, 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. The notes 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 or his designee is hereby 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 of 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 Town electors and persons qualified to vote at a duly warned referendum pursuant to Section 6-35 of the Town Charter.

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$1,539,894 FOR THE ACQUISITION AND INSTALLATION OF A GAS BOILER AND LED LIGHTING AT REED INTERMEDIATE SCHOOL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2021-22 TO 2025-26) AND AUTHORIZING THE ISSUANCE OF \$1,539,894 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 \$1,539,894 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 acquisition and installation of a gas boiler and LED lighting at Reed Intermediate School, as authorized in the Capital Improvement Plan (2021-22 to 2025-26) and for architectural and engineer's fees, administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$1,539,894 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 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 \$5,000 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, 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 certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the 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, 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. The notes 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 or his designee is hereby 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 of 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 Town electors and persons qualified to vote at a duly warned referendum pursuant to Section 6-35 of the Town Charter.

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$3,700,000 FOR THE ENGINEERING, PLANNING, DESIGN AND CONSTRUCTION OF THE SANDY HOOK PERMANENT MEMORIAL AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2021-22 TO 2025-26) AND AUTHORIZING THE ISSUANCE OF \$3,700,000 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 \$3,700,000 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 engineering, planning, design and construction of the Sandy Hook Permanent Memorial, as authorized in the Capital Improvement Plan (2021-22 to 2025-26) and for architectural and engineer’s fees, administrative, financing, legal and costs of issuance related thereto (collectively, the “Project”), said appropriation to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation, \$3,700,000 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 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 \$5,000 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, 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 certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the 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, 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. The notes 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 or his designee is hereby 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 of 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 Town electors and persons qualified to vote at a duly warned referendum pursuant to Section 6-35 of the Town Charter.