

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

BOARD OF FINANCE  
MINUTES  
REGULAR MEETING  
3 Primrose Street – Council Chambers  
Monday, June 14, 2021 at 7:30 p.m.

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

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

Also Present: First Selectman Dan Rosenthal, Finance Director, Bob Tait, one member of the Public

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

**Voter Comments**

None

**Communications**

Chair Alexander noted the correspondence report (see attached).

Mr. Simpson shared the BOF Joint Work Group continues to work towards their original goal. The next meeting date is June 28th. The Town Building Inventory and Planning Committee will meet on June 23rd.

**Minutes**

Sandy Roussas moved to approve the minutes of May 27th, 2021. Chris Gardner seconded. John Madzula abstained. All in favor and motion passes.

**First Selectman's Report**

The First Selectman reported on the Hawley Trust and Edmond Town Hall will receive \$55,000 to aid operations. He mentioned they are close to finalizing the dispatch contract and this will be presented at the next BOS meeting. Chair Alexander asked the First Selectman about creating a work group regarding handling the American Rescue Plan funds. The First Selectman said he spoke with area representatives and this is a shared idea. Bob Tait will continue to look into to see how the funds can be spent. Mr. Simpson inquired about Country Campers and the First Selectman responded by saying P&Z approved things in order for Country Campers to move forward.

**Finance Director's Report**

Finance Director, Bob Tait, had no report.

**New Business**

*Discussion and possible action: Community Center grants totaling \$52,500 (See attached)*

Sandy Roussas made a motion to approve the Community Center grants totaling \$52,500. Chris Gardner seconded. All in favor and motion passes.

*Discussion and possible action: Parks & Recreation grants totaling \$25,000 (See attached)*

John Madzula made a motion to approve the Parks and Recreation grants totaling \$25,000. Sandy Roussas seconded. All in favor and motion passes.

*Discussion and possible action: Special Appropriation & Estimated Revenue amending the 2020-2021 budget (See attached)*

Sandy Roussas made a motion to approve the special appropriation and estimated revenue amending the 2020-2021 budget as presented by BOS. Chris Gardner seconded. All in favor and motion passes.

**Unfinished Business**

None

**Voter Comments**

None

**Announcements**

None

**Adjournment**

Sandy Roussas made a motion to adjourn. Chris Gardner seconded. All members were in favor and the meeting was adjourned at 8:01pm.

Respectfully submitted,  
Kiley Morrison Gottschalk, Clerk

**Attachments**

Correspondence Report  
Resolution – Fund Balance  
Grants

Newtown Board of Finance - Communications Report - 2021-06-14

<b>From</b>	<b>Date</b>	<b>Subject</b>
Dan Rosenthal (First Selectman)	5/28/2021	Re: Commission/committee on American Rescue Plan funds
Michelle Ku (BOE-Chair)	6/3/2021	Joint Non-Lapsing Workgroup
Andy Buzzi (Charter Revision)	6/7/2021	Re: BOF meeting offers to Charter Revision
Elias Petersen (Charter Revision)	6/7/2021	Allowing members to abstain
Dan Rosenthal (First Selectman)	6/10/2021	Fwd: State Support of Permanent Memorial

<b>To</b>	<b>Date</b>	<b>Subject</b>
Andy Buzzi (Charter Revision)	5/27/2021	BOF meeting offers to Charter Revision
Dan Rosenthal (First Selectman)	5/27/2021	Commission/committee on American Rescue Plan funds
Michelle Ku (BOE-Chair)	6/3/2021	Joint Non-Lapsing Workgroup
Elias Petersen (Charter Revision)	6/13/2021	Re: Allowing members to abstain

**Resolution providing for special appropriation & estimated revenue amending the 2020-2021 budget:**

By increasing estimated revenue in account 4700 - Use of Fund Balance by \$ 1,371,000

By increasing appropriations in account 860-5870 - Transfer Out to Capital & Non-recurring Fund by \$ 1,371,000

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

- \$35,000 – fire capital
- \$9,300 – emergency management capital
- \$155,000 – transfer station capital
- \$10,000 – public building maintenance capital
- \$28,000 – parks & recreation capital
- \$500,000 – board of education capital
- \$220,000 – capital originally budgeted in 2021-22 transfer out – capital & non-recurring
- \$110,000 – future budget internal lease pay-offs
- \$25,000 – additional amount needed for upcoming grand list revaluation

Amount undesignated = \$278,700

\*\*\*Additional detail provided on the attached five page worksheet.

6/7/2021

Town of Newtown - Proposed Use of Fund Balance - 2020-21									
USE OF FUND BALANCE CALCULATION (based on fund balance policy 12% CAP)									
General Fund, Unassigned fund balance at June 30, 2020								16,366,000	
Adopted Budget 2020-21								121,626,535	
12% of total budget								14,595,000	
Amount over 12% fund balance policy								1,771,000	
Fund balance used in 2020-21 to date								(400,000)	
Fund balance available for Capital & Non-Recuring items								(USE OF FUND BALANCE)	1,371,000
PROPOSED CAPITAL & NON-RECURRING ITEMS FROM USE OF FUND BALANCE:									
FROM 2021-22 BUDGET ADJUSTMENTS:									
BOF: (see page 2)									
Fire - capital								35,000	
Emergency Management - capital								9,300	
Transfer Station - capital (\$130,000 + \$25,000 estimated materials increase)								155,000	
Note: \$65,000 was budgeted for internal lease 1 of 2.									
Proposed to finance total amount (no lease 2 next year)									
Public Building Maintenance - capital								10,000	
Parks & Recreation - capital								28,000	
Board of Education - IT capital & building & sites projects								350,000	
LC : ( see page 3)									
Transfer Out - Capital & Non-Recurring - capital								220,000	
Board of Education - IT capital								150,000	
PROPOSED INTERNAL LEASE PAY-OFFS (from capital & non-recurring line item):								(see page 4)	
PW - All season truck body replacement internal lease 2, 3 & 4								90,000	
(lease # 1 in 2021-22)									
P & R - Pick up truck with plow internal lease 4 & 5								20,000	
(Lease # 3 in 2021-22)									
Paying of future planned internal lease amounts will help reduce pressure on future capital & non-recurring line item budgets									
ADDITIONAL AMOUNT NEEDED FOR REVALUATION								25,000	
CAPITAL & NON-RECURRING UNDESIGNATED AMOUNT								278,700	
GRAND TOTAL								1,371,000	

**TOWN OF NEWTOWN****2021 - 2022 BUDGET - BOARD OF FINANCE RECOMMENDED ADJUSTMENTS****MEETING DATE: 03/04/2021**

<b>FUNCTION / DEPARTMENT / ACCOUNT</b>	<b>2021-2022 BUDGET BOS / BOE PROPOSED</b>	<b>BOARD OF FINANCE ADJUSTMENTS</b>	<b>2021-2022 BUDGET BOARD OF FINANCE RECOMMENDED</b>	<b>COMMENTS</b>
<b><u>PUBLIC SAFETY</u></b>				
<b><u>FIRE</u></b>				
Capital	137,237	(34,497)	102,740	Capital adjustment is planned to be funded in the capital & non-recurring fund. Proposed funding will be the use of general fund, fund balance exceeding the fund balance policy of 12% (of total general fund expenditures).
<b><u>EMERGENCY MANAGEMENT</u></b>				
Capital	9,300	(9,300)	-	
<b><u>PUBLIC WORKS</u></b>				
<b><u>TRANSFER STATION</u></b>				
Capital	65,000	(65,000)	-	
<b><u>PUBLIC BUILDING MAINTENANCE</u></b>				
Capital	10,000	(10,000)	-	
<b><u>RECREATION &amp; LEISURE</u></b>				
<b><u>PARKS &amp; RECREATION</u></b>				
Capital	49,500	(28,000)	21,500	
<b><u>CONTINGENCY</u></b>				
Contingency	140,000	(25,000)	115,000	Contingency line item reduced to \$115,000
<b><u>DEBT SERVICE</u></b>				
Bond Interest	2,456,941	(12,274)	2,444,667	Adjusted to actual interest amount per amortization schedule. Bonds were sold on 03/03/2021.
<b><u>BOARD OF EDUCATION</u></b>				
Education	80,682,470	(489,491)	80,192,979	\$140,000 line item reduction. \$29,491 reduction to IT capital equipment (see first comment) \$320,000 reduction to building & site projects (see first comment)
<b>TOTAL BOARD OF FINANCE BUDGET ADJUSTMENTS</b>	<b>124,608,397</b>	<b>(673,562)</b>	<b>123,934,835</b>	

say \$35,000

say \$350,000 (for both)

\*\*\*Yellow highlights = reductions in capital

**TOWN OF NEWTOWN****2021 - 2022 BUDGET - LEGISLATIVE COUNCIL ADJUSTMENTS**

detail on next page

**MEETING DATE: 04/07/2021****FUNCTION / DEPARTMENT / ACCOUNT****2021-2022 BUDGET****BOARD OF FINANCE****RECOMMENDED****LEGISLATIVE****COUNCIL****ADJUSTMENTS****2021-2022 BUDGET****LEGISLATIVE COUNCIL****PROPOSED****COMMENTS****OTHER FINANCING USES****TRANSFER OUT - CAPITAL & NON-RECURRING**

220,000

(220,000)

-

Planned capital items will still be financed by the Capital & Non-recurring fund. However the proposed source will be excess fund balance per the fund balance policy regarding the 12% CAP.

**BOARD OF EDUCATION****EDUCATION**

80,192,979

(495,281)

79,697,698

\$345,281 will be financed by NoVo and ESSER grants. \$150,000 in IT capital will be financed by the Capital & non-recurring fund with a proposed use excess fund balance per the fund balance policy regarding the 12% CAP.

**REVENUES ESTIMATES****INVESTMENT INCOME****INTEREST ON INVESTMENTS**

300,000

200,000

500,000

**CALCULATION OF MILL RATE**

Change the tax collection rate from 99.2% to 99.3%

99.2%

99.3%

Change based on prior five years experience.

\*\*\* Yellow highlights = reductions in capital



**DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING****ACCOUNT DETAIL**

**Reserve Cap & Non Recurring:** The requested \$220,000 comprises the following (in **bold** print):

**Public Works :****(1) Ten Wheel Dump Truck (replace)**

2022-2023 planned	\$125,000
2023-2024 planned	\$125,000

**(2) Six Wheel Dump Truck**

2020-2021 appropriated	\$100,000
<b>2021-2022 request</b>	<b>\$120,000</b>

**(2) All Season Truck Body Replacement (truck #3 & 15)**

<b>2021-2022 request (payment #1 of a 4 year internal lease)</b>	<b>\$30,000</b>
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**Parks & Recreation:****Pick up Truck with plow (gas engine) (additional)**

2020-2021 appropriated (payment #2 of a 5 year internal lease)	\$10,000
<b>2021-2022 request (payment #3 of a 5 year internal lease)</b>	<b>\$10,000</b>

**PAY-OFF FUTURE  
INTERNAL LEASE AMOUNTS  
(3 x \$30,000 = \$90,000)**

**Court recoating (annual)**

<b>2021-2022 request</b>	<b>\$10,000</b>
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**PAY-OFF FUTURE INTERNAL LEASE  
AMOUNTS (2 X \$10,000 = \$20,000)**

**Fire:****Air Packs/Turnout Gear (annual)**

2018-2019 appropriated	\$25,000
2019-2020 appropriated	\$50,000
2020-2021 appropriated	\$50,000
<b>2021-2022 request</b>	<b>\$50,000</b>
2022-2023 planned	\$50,000
2023-2024 planned	\$50,000



TOWN OF NEWTOWN							
LEGISLATIVE COUNCIL SPECIAL APPROPRIATION CAP CALCULATION							
FISCAL YEAR 2020-21							
	Most recently completed (signed) Grand List					\$ 3,268,796,611	
	1 mill					\$ 3,268,797	
	Special appropriations occurring in 2020-21:						
	10/7/2020	Bridge program				\$ 400,000	
		ETH project				\$ 268,000	
		BOE COVID reimbursement				\$ 400,000	
						\$ 1,068,000	
	In process	High school turf & track				\$ 765,000	
		Amount available in 2020-21				\$ 1,435,797	

**Community Center:**

Accelerate CT summer enrichment grant	\$ 25,000
summer enrichment and learning experiences	
CMAK foundation	\$ 7,500
covers all operational expenses for a 6 week summer triathlon program at the Community Center.	
Stew Leonards children charities	\$ 5,000
supports scholarships for swim lessons and after school programs	
United way after school programming	\$ 5,000
supports scholarships for swim lessons and after school programs	
Nuvance health	\$ 10,000
supports operational support for Water Aerobics programming	

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\$ 52,500

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**Parks & Recreation:**

Accelerate CT summer enrichment grant	\$ 25,000
summer enrichment and learning experiences	

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\$ 25,000

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grand total

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\$ 77,500

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