

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, December 8, 2020**. The meeting was held remotely due to COVID-19 mandates and precautions.
Warden Maher called the meeting to order at 7:31p.m.

Present: Warden Jay Maher, Second Senior Burgess Betsy Kenyon, Burgess Bill Lucas, Burgess Bill Eder, Burgess Jim Gaston, Burgess Anthony Baiad, Tax Collector Jodie Enriquez, Treasurer Paula Brinkman, Tree Warden Rob McCulloch and Clerk Ann Scaia.

Absent: Senior Burgess Chris Gardner and Zoning Officer Rob Sibley

Also Present: 1 member of the public.

Burgess Gaston made a motion to accept the November 10, 2020 regular meeting minutes,
seconded by Burgess Lucas. Motion passed.

Warden's Report: Borough Clerk Scaia presented the meeting calendar for the Board of Burgesses for 2021.

Burgess Lucas made a motion to accept the Borough meeting calendar for 2021 as presented, seconded by Burgess Eder and unanimously approved.

Warden Maher made a formal presentation of the Fund Balance Policy reviewing the line items outlined in the November Borough meeting.

Burgess Gaston made a motion to accept the Fund Balance Policy with amended notes,
seconded by Burgess Baiad. Motion passed.

Tree Warden's Report: Tree Warden McCulloch reported he worked on a couple of work requests. They also have been working on trees on Schoolhouse Hill Road, Sunset Hill Road and Taunton Lake Drive. There still is tree work to be completed on the intersection of Glover Avenue and Main Street and clean up the island on the corner of Borough Lane and South Main Street. Tree Warden McCulloch also hopes to complete stump grinding during the winter. Tree Warden was also asked to assess a sloping tree on the corner of Queen Street and Church Hill Road.

Tax Collector's Report: Tax Collector Enriquez reported the following for November 2020: Taxes Collectable \$161,938.28; Current Taxes: \$159,742.37; Back Taxes: \$1,818.35; Interest: \$1,290.59; Liens & Fees: \$168.00. Total Submitted to Treasurer to Date: \$162,400.00. Current

Taxes Collected: \$159,615.72 representing 99.60%. Please review attached report for November 2020.

Burgess Gaston made a motion to accept the Tax Collector's Report for November 2020,
seconded by Burgess Baiad and unanimously approved.

Treasurer's Report: The November 2020 report presents: A deposit of \$35,052.00 was made from the Borough Zoning Office. A deposit of \$2,500.00 was made from Tax Collector, Jodie Enriquez. A transfer of \$11,800.00 was made to cover last month's invoicing. A transfer of \$37,552.00 was transferred into the ISC Account from the Borough Operating Account. A transfer of \$11,800.00 was transferred from the ISC Account to the Borough Operating Account. Interest on the 12 mo. CD was \$115.57 making a total of \$78,871.76. Please review attached report for November 2020.

Burgess Lucas made a motion to accept the Treasurer's Report for November 2020,
seconded by Burgess Eder and unanimously approved.

Zoning Officer's Report: Due to the absence of Zoning Officer Sibley there was nothing new to report.

Historic District: Second Senior Burgess Kenyon, reported she met with Signarama to discuss the 5 "welcome" signs and acquired an estimate of just under \$6,000. This cost includes production of PVC signs, posts and installation. Burgess Lucas will review the estimate with signarama. Second Senior Burgess Kenyon will meet with Signarama in the future to finalize design.

Second Senior Burgess Kenyon also reported the application for the signs at the Newtown Hook & Ladder was passed at the Historic District Commission hearing on November 30th.

Sidewalks: Warden Maher will be meeting with the Ad Hoc Sidewalk Committee to confirm the top three sidewalk projects in the Borough and present it to the Board of Burgesses. Warden Maher also stated the need to approve seed money and execute an RFP for engineer drawings for the potential future sidewalk projects.

Streets & Parks: Burgess Eder had nothing new to report.

New Business: None

Old Business: None

Public Participation: Charles Zukowski, of 4 Cornfield Ridge Road, requested the Tax Collector's and Treasurer's reports be presented on screen for the public during the Borough virtual meeting. He also suggested utilizing the GIS mapping when trying to determine if trees are on state vs. private property.

The regular meeting of the Board of Burgesses will be held on Tuesday, January 12, 2021 at 7:30p.m.

**DUE TO THE COVID-19 PANDEMIC AND THE CURRENT STATE OF EMERGENCY
DECLARED BY THE GOVERNOR, THE MEETING WILL NOT BE IN-PERSON.
A PUBLIC CALL-IN PHONE NUMBER WILL BE AVAILABLE FOR REMOTE
PARTICIPATION.**

There being no further business, Burgess Gaston made a motion to adjourn the meeting at 8:24 p.m., seconded by Burgess Eder and unanimously approved.

Respectfully submitted,
Ann Scaia
Borough Clerk

A recording of the meeting may be found here:

<https://us02web.zoom.us/rec/share/T613WHSVpxFQ8yhSFJjL9LQF1ZUZdbAyyF2msXPyE5Nn99P0jKZ326jpNRkbYP2m.7xWPlS0YjnElVhru>

NEWTOWN BOROUGH TAX

MONTHLY REPORT FOR: NOVEMBER 2020

TOTAL TAXES DUE FOR GRAND LIST 2019:		\$160,258.65
LAWFUL CORRECTIONS:	INCREASE	\$1,712.23
	DECREASE	-\$32.60
TAXES COLLECTABLE:		\$161,938.28

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:	\$159,742.37
BACK TAX	\$1,818.35
INTEREST:	\$1,290.59
LIENS & FEES:	\$168.00
TOTAL COLLECTED TO DATE:	\$163,019.31

TOTAL SUBMITTED TO TREASURER TO DATE:	\$162,400.00
REFUND GIVEN FROM CURRENT YR TAX	\$147.99
REFUND GIVEN DUE FROM PRIOR YR	\$0.00

TAX COLLECTION SUMMARY:

GL 2019	TAXES COLLECTED	\$159,742.37	
	TAXES SUSPENDED	\$0.00	
	TRANSFERS	\$21.34	
	BOUNCED CHECKS	\$0.00	
	REFUNDS	-\$147.99	
	TOTAL CURRENT TAX COLLECTED	\$159,615.72	99.60%
	UNCOLLECTED TAXES	\$2,322.56	1.45%
	OVERPAYMENTS	\$0.00	

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2018 AND PRIOR:	
UNCOLLECTED TAXES	\$683.03
OVERPAYMENTS FROM PRIOR YEARS	-\$151.33
ADJUSTMENTS	\$0.00
TRANSFER (TO CURRENT YEAR)	-\$21.34

DATE:
8-Dec-20

SIGN: Jodie Enriquez
BOROUGH TAX COLLECTOR

BOROUGH OF NEWTOWN

Treasurer's Report Month Ending November 30, 2020

		ACCOUNT 673 Operating Account	ACCOUNT 2470-D Insured Cash Sweep	TOTAL
BEGIN 11/1/2020		\$250,010.93	\$362,138.11	\$612,149.04
Interest Transfer		-\$10.93	\$10.93	\$0.00
Transfer to Clerk's Account	check #295	-\$10,800.00		-\$10,800.00
	check #296	-\$1,000.00		-\$1,000.00
Transfer in from ICS		\$11,800.00	-\$11,800.00	\$0.00
Deposit from Bldg/Zoning		\$35,052.00	\$0.00	\$35,052.00
Deposit from Tax	YTD:\$158,400	\$2,500.00	\$0.00	\$2,500.00
Transfer out to ICS Acct.		-\$37,552.00	\$37,552.00	\$0.00
Interest earned 11/30/2020		\$9.91	\$21.23	\$31.14
ENDING BALANCE 11/30/2020		\$250,009.91	\$387,922.27	\$637,932.18

1 YEAR CD Account 814 matures 3/2/21

BEGIN 11/1/2020		\$78,756.19
Interest earned 11/30/2020	1.80 APY	\$115.57
ENDING BALANCE 11/30/2020		\$78,871.76

Respectfully submitted 12/10/2020

Fund Balance Policy

Developed for Borough of Newtown, CT

DRAFT 11.27.20

Purpose

The Board of Burgesses recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Borough and is fiscally advantageous for both the Borough and the taxpayers of the Borough. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the Borough to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) **Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2)
- 3) **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 4) **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Board of Burgesses. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board's commitment in connection with future projects or expenditures).
- 5) **Assigned fund balance** – amounts intended to be used by the government for specific purposes. Intent can be expressed by the Board of Burgesses or by a designee to whom the governing body delegates the Borough. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 6) **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

Policy

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Board of Burgesses is the Borough's highest level of decision-making, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

Assigned Fund Balance – The Board of Burgesses is the Borough's highest level of decision-making, and the formal action that is required to be taken to establish, modify or rescinded of an assigned Fund Balance is a resolution approved by the Board of Burgesses. The Board of Burgesses has assigned a portion of the General Balance and the entire Special Revenue Fund balance as outline below by a formal action of the Board of Burgesses. This portion of the fund balance will be intended for the specified uses defined below

General Fund

Committed Fund Balance for Legal Expenditures

It is the goal of the Borough to achieve and maintain an amount of the fund balance in the general fund at fiscal year-end of not less than \$40,000 that is committed for legal expenditures that are not covered by the original budget and any line item transfers approved by the Borough during the fiscal year. If any of the committed fund balance is used during the current fiscal year, the Borough shall be required to restore any amounts used for legal expenditures from the current year's surplus, provided such funds exist. If there is not a surplus for the current fiscal year, the Borough may restore the committed fund balance by transferring an amount from the unassigned fund balance.

Maximum Unassigned Fund Balance

It is the goal of the Borough to achieve and maintain an unassigned fund balance in the general fund at fiscal year-end of not more than 150% of the next year's budgeted expenditures. If the unassigned fund balance at fiscal year-end moves above the goal, the Borough shall approve a transfer of the excess to the assigned fund balance maintained in the Special Revenue Fund.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the Borough will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

General Fund

Assigned Fund Balance

The Borough has assigned the fund balance of the General Fund as follows:

- Sidewalk installation \$150,000
- Tree maintenance \$ 30,000
- Historic District \$ 15,000

Special Revenue Fund

Assigned Fund Balance

The Board of Burgesses is the Borough's highest level of decision-making, and the formal action that is required to be taken to establish, modify or rescinded of an assigned Fund Balance of the Special Revenue Fund Commitment is a resolution approved by the Board of Burgesses. The Borough has assigned the Fund Balance of the Special Revenue Fund. This amount is intended to be used for Capital and Non-Recurring Expenditures, including but not limited to, expenditures of a Master Plan should one be developed in the future. The Borough Board of Burgesses from time to time may transfer any surplus or other funds to the assigned fund balance in the Special Revenue Fund at their discretion. These funds will accumulate with the other assigned fund balance amounts and will be set aside for the same intended uses as defined above.