

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, January 12, 2021**. The meeting was held remotely due to COVID-19 mandates and precautions. Warden Maher called the meeting to order at 7:32p.m.

Present: Warden Jay Maher, Senior Burgess Chris Gardner, Burgess Bill Lucas, Burgess Jim Gaston, Burgess Anthony Baiad, Tax Collector Jodie Enriquez, Treasurer Paula Brinkman, Zoning Officer Rob Sibley, Tree Warden Rob McCulloch, Auditor Glenn Nanavaty and Clerk Ann Scaia.

Absent: Second Senior Burgess Betsy Kenyon and Burgess Bill Eder

Also Present: 3 members of the public.

Burgess Baiad made a motion to accept the December 8, 2020 regular meeting minutes,
seconded by Burgess Lucas. Motion passed.

Auditor's Report: Borough Auditor Glenn Nanavaty distributed copies of the Borough of Newtown Audited Financial Statement with Independent Auditor's Report Year Ended June 30, 2020. It is required that within one week of receipt, a legal notice be published indicating that the report is complete and on file in the Borough Office as well as the Town Clerk's Office. Glenn will send a copy to the State of Connecticut Office of Policy and Management.

He presented an Executive Summary of Audited Financial Statements. Total revenues were \$168,927.00 and total expenses were \$214,362.00 resulting in a General Fund Balance of \$517,039.00. This represents an Unassigned Fund Balance of 230% of next year's Budget.

Glenn noted revenues continue to be higher than 2018 but slightly lower than 2019. Fees were lower at approximately \$4,800 in 2020 vs. approximately \$48,000 in 2019 due to various development projects winding down in the Borough as well as the impact of COVID-19 on the economy. Also the total tax collected in 2019 was approximately \$224,000 vs. approximately \$160,000 collected in 2020. Glenn also noted an increase in expenses in 2020. Expenses were approximately \$176,000 in 2019 vs. approximately \$215,000 in 2020. Glenn attributed this increase to legal fees, increases in the Borough stipends for certain positions and slight increases in fire hydrants costs and streets and parks expenses. In conclusion, expenses were more than the revenues. As a result of comparable revenues and lower expenses, the General Fund balance for 2020 is approximately \$517,039 vs. approximately \$562,474 in 2019. Glenn acknowledged the Boards recent adoption of a fund balance policy and was pleased it has been put into place. Glenn also included under risk management a disclosure regarding COVID-19 and its possible impact on the Borough's operational and financial performance, the tax payers and the Borough's vendors. Once again, he commended the Board for their accurate record keeping, internal controls, and system of approvals and transferring funds. Good checks and balances are in place.

Burgess Gaston made a motion to accept the Auditor's Report for Year Ended June 30, 2020 and the filing of the report with the Office of Policy and Management, seconded by Senior Burgess Gardner and unanimously approved.

Burgess Gaston made a motion to accept Glenn Nanavaty of Nanavaty, Nanavaty and Davenport as the auditor for the 2019-2020 fiscal year for the Borough of Newtown, seconded by Burgess Baiad and unanimously approved.

Burgess Gaston made a motion to post a legal notice in a The Bee that the Borough's audited financials are available by request to the Borough Clerk or The Town of Newtown Clerk, seconded by Senior Burgess Gardner and unanimously approved.

Warden's Report: Warden Gaston noted Eversource had sent an annual summary report of the Borough's unmetered account as of December 21, 2020. The notification from Eversource has been included in the minutes.

Burgess Gaston made a motion to add the discussion of the Hawley Pond presented by Maureen Crick Owen to the agenda, seconded by Senior Burgess Gardner and unanimously approved.

Maureen Crick Owen, of the Newtown Village Cemetery Association, presented the need to address the growth of an invasive plant in the Hawley Pond which, if not managed, could eventually spread to Lake Zoar. Ms. Crick Owen has been discussing long and short term plans with George Benson, Dan Rosenthal and Fred Hurley and hopes the Borough would be willing to financially assist in the management of this issue. Ms. Crick Owen will present a scope of work and the costs associated at a future Borough meeting for the Board to review.

Warden Maher offered a brief overview of the Ad Hoc Sidewalk Committee meeting held on January 5, 2021. The committee identified the top four sidewalk projects. They are as follows in no particular order:

- Hanover Road to Summit Road
- Newtown Middle School to Grand Place
 - Sugar Street
- Queen Street & Church Hill Road Intersection

Burgess Gaston made a motion to proceed with a survey and initial drawings for the cost of \$17,300.00 for the Sugar Street sidewalk project and to secure scope of work and pricing for the Queen Street and Church Hill Road Intersection project, seconded by Burgess Baiad and unanimously approved.

Tree Warden's Report: Tree Warden McCulloch reported he is working on a couple of projects. Warden Maher requested the Tree Warden McCulloch address the stumps on The Boulevard.

Tax Collector's Report: Tax Collector Enriquez reported the following for December 2020: Taxes Collectable \$161,938.28; Current Taxes: \$160,801.12; Back Taxes: \$2,259.29; Interest: \$1,487.11; Liens & Fees: \$212.00. Total Submitted to Treasurer to Date: \$164,400.00. Current Taxes Collected: \$160,674.47 representing 100.26%. Please review attached report for December 2020.

Senior Burgess Gardner made a motion to accept the Tax Collector's Report for December 2020, seconded by Burgess Lucas and unanimously approved.

Treasurer's Report: The December 2020 report presents: A deposit of \$9,996.00 was made from the Borough Zoning Office. A deposit of \$4,000.00 was made from Tax Collector, Jodie Enriquez. A transfer of \$20,000.00 was made to cover last month's invoicing. A transfer of \$13,996.00 was transferred into the ISC Account from the Borough Operating Account. A transfer of \$20,000.00 was transferred from the ISC Account to the Borough Operating Account. Interest on the 12 mo. CD was \$119.60 making a total of \$78,991.36. Please review attached report for December 2020.

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

Zoning Officer's Report: Zoning Officer Sibley reported the department continues to process permits however it was quieter over the holidays. He also reported issuing a CO to 19 Main Street property for the restaurant and also issued their first legal apartments permits for the Borough.

Historic District: Due to the absence of Second Senior Burgess, there was nothing new to report.

Sidewalks: Please refer to the Warden's Report for the Sidewalks update.

Streets & Parks: Warden Maher had nothing new to report.

New Business: Burgess Lucas suggested an audit of the Borough's utilities be performed since the water and electric rates have increased. He recently utilized a company who audits on contingency and if savings are realized, the fee would be 40% of the savings. Burgess Lucas agreed he would look into the Borough's utilities being audited and will report back at the next Borough meeting.

Old Business: None

Public Participation: Charles Zukowski, of 4 Cornfield Ridge Road, expressed the benefit of having plans on file of the potential Sugar Street sidewalk project, which would be referred to if future work is executed in this site which would take the proposed sidewalk's plans into consideration.

He also mentioned the possible involvement of the Borough to assist in clearing felled trees along the Historic Reservoir Trail. Warden Maher stated the Board would be willing to discuss this further at a future Borough meeting.

A special meeting will be followed by the regular meeting of the Board of Burgesses to be held on Tuesday, February 9, 2021 at 7:30p.m.

DUE TO THE COVID-19 PANDEMIC AND THE CURRENT STATE OF EMERGENCY DECLARED BY THE GOVERNOR, ALL COVID PROTOCOLS WILL BE FOLLOWED FOR IN-PERSON ATTENDANCE AT THE SPECIAL MEETING. PLEASE NOTE: EDMOND TOWN HALL REQUIRES A MASK BE WORN TO ENTER THE BUILDING. A PUBLIC CALL-IN PHONE NUMBER AND ZOOM LINK ARE AVAILABLE FOR REMOTE VIEWING/LISTENING, BUT NOT FOR VOTING. TO VOTE, YOU MUST ATTEND IN PERSON AND BRING PROPER IDENTIFICATION.

There being no further business, Burgess Lucas made a motion to adjourn the meeting at 8:52 p.m., seconded by Burgess Gaston and unanimously approved.

Respectfully submitted,
Ann Scaia
Borough Clerk

A recording of the meeting may be found here:

https://us02web.zoom.us/rec/share/2LVY3Mr2y2ZoH-JOGp7C1RvFBHAFwIuMHSilSOmo0jE3uBoEDSM9-8AHJuYDduH.33varV_QFOI70udw

NEWTOWN BOROUGH TAX

MONTHLY REPORT FOR: DECEMBER 2020

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

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:	\$160,801.12
BACK TAX	\$2,259.29
INTEREST:	\$1,487.11
LIENS & FEES:	\$212.00
TOTAL COLLECTED TO DATE:	<u>\$164,759.52</u>

TOTAL SUBMITTED TO TREASURER TO DATE:	\$164,400.00
REFUND GIVEN FROM CURRENT YR TAX	\$147.99
REFUND GIVEN DUE FROM PRIOR YR	\$0.00

TAX COLLECTION SUMMARY:

GL 2019	TAXES COLLECTED	\$160,801.12	
	TAXES SUSPENDED	\$0.00	
	TRANSFERS	\$21.34	
	BOUNCED CHECKS	\$0.00	
	REFUNDS	-\$147.99	
	TOTAL CURRENT TAX COLLECTED	<u>\$160,674.47</u>	99.22%
	UNCOLLECTED TAXES	<u>\$1,263.81</u>	0.79%
	OVERPAYMENTS	\$0.00	

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2018 AND PRIOR:

UNCOLLECTED TAXES	\$242.09
OVERPAYMENTS FROM PRIOR YEARS	-\$151.33
ADJUSTMENTS	\$0.00
TRANSFER (TO CURRENT YEAR)	-\$21.34

DATE:

12-Jan-21

SIGN: *Jodie Enriquez*
BOROUGH TAX COLLECTOR

BOROUGH OF NEWTOWN

Treasurer's Report Month Ending December 31,2020

	ACCOUNT 673 Operating Account	ACCOUNT 2470-D Insured Cash Sweep	TOTAL
BEGIN 12/1/2020	\$250,009.91	\$387,922.27	\$637,932.18
Interest Transfer	-\$9.91	\$9.91	\$0.00
Transfer to Clerk's Account	check #297 -\$18,000.00		-\$18,000.00
	check #298 -\$2,000.00		-\$2,000.00
Transfer in from ICS	\$20,000.00	-\$20,000.00	\$0.00
Deposit from Bldg/Zoning	\$9,996.00	\$0.00	\$9,996.00
Deposit from Tax	YTD:\$162,400 \$4,000.00	\$0.00	\$4,000.00
Transfer out to ICS Acct.	-\$13,996.00	\$13,996.00	\$0.00
Interest earned 12/31/2020	\$12.58	\$20.24	\$32.82
ENDING BALANCE 12/31/2020	\$250,012.58	\$381,948.42	\$631,961.00

**1 YEAR CD
Account 814
matures
3/2/21**

BEGIN 12/1/2020	\$78,871.76
Interest earned 12/31/2020	1.80 APY \$119.60
ENDING BALANCE 12/31/2020	\$78,991.36

Respectfully submitted 1/12/21

January 12, 2021

Jay Maher
Warden
Borough of Newtown

We have audited the financial statements of the governmental activities, and the major funds of Borough of Newtown for the year ended June 30, 2020 and have issued our report dated January 12, 2021. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Borough are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred. The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during our audit.

Management Representations

At the conclusion of the audit process, we requested and received certain representations from management in the form of a management representation letter dated January 12, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Board and management of the Borough and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Nanavaty, Davenport, Studley & White, LLP

**BOROUGH OF NEWTOWN
EXECUTIVE SUMMARY - AUDITED FINANCIAL STATEMENTS**

	General Fund - Year Ended June 30,		
	2020	2019	2018
Total revenues	page 12 \$168,927	\$276,422	\$295,862
Total expenses	page 13 \$214,362	\$175,808	\$190,184
Excess Revenues (under) over Expense:	page 13 (\$45,435)	(\$100,614)	(\$105,678)
General Fund - Fund Balance At June 30	page 11 \$517,039	\$562,474	\$461,860
Unassigned Fund Balance as a % of next year's Budget	230%	246%	230%
Analysis of General Fund Budget (pgs. 22-23)			
	Final Budget	Actual	Variance
Total revenues	\$178,380	\$168,927	(\$9,453)
Total expenses	\$241,730	\$214,362	\$27,368
Excess Revenues (under) over Expense:	(\$63,350)	(\$45,435)	\$17,915

There is no formal letter issued re: internal control. However I recommended that the Board continue the following:

- Prepare and review of all bank reconciliations
- Document review & approval of invoices for payment
- review of monthly financial statements, specifically budget v. actual results



Eversource Customer Service
P.O. Box 270
Hartford, CT 06141-0270
Eversource.com

December 21, 2020

Customer Billing Services
1985 Blue Hills Ave. Ext
Windsor, CT 06095

Dear Customer,

Eversource is providing you with this annual summary report for review. We recommend that you retain this report comparison with future years. Please notify Eversource in writing within 30 days of any changes to your equipment as required by Rate 115. If you have any questions related to this report, please contact our Business Contact Center at (888) 783-6617

Sincerely,

Eversource Energy

NEWTOWN
PO Box 164
NEWTOWN, CT 06470
* This is not a bill.



Unmetered Account Annual Summary Report

NEWTOWN
PO Box 164
NEWTOWN, CT 06470

As Of Date : 12/14/2020

<u>Equipment Description</u>	<u>Total Usage(KWH)</u>	<u>Total Demand (KW)</u>	<u>Total Units</u>
Account Number: 640053005			
LIGHTING: DUSK/DAWN	759.00	2.200	1
Total Account Number 640053005:			1
Account Number: 808153084			
LIGHTING: DUSK/DAWN	103.70	0.300	1
Total Account Number 808153084:			1