

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, March 12, 2024** in the Lower Meeting Room at Edmond Town Hall, Newtown, CT. Warden Maher called the meeting to order at 7:36 p.m.

Present: Warden Joseph Maher, Senior Burgess Chris Gardner, Burgess James Gaston, Burgess John Madzula II, Burgess Sarah Phillips, Burgess Maureen Crick Owen, Burgess Jared Modzelewski, Tax Collector Jodie Enriquez, Treasurer Paula Brinkman and Clerk Ann Scaia

Absent: Tree Warden Rob McCulloch and Zoning Enforcement Officer Joe Chapman

Also Present: There were 6 members of the public.

Burgess Gaston made a motion to accept the January 9, 2024 regular meeting minutes,
seconded by Burgess Madzula and unanimously approved.

Warden's Report: Warden Maher presented the proposed budget for 2024-2025. Several line items were discussed individually. Further discussion and final review of the budget will occur at the April Borough meeting.

Warden Maher reported Trinity Day School submitted a report outlining their current use of ARPA funds previously donated from the Board of Burgesses. They have a remaining balance of \$789.56 and requested the funds be reallocated to two new projects (see attached).

Burgess Crick Owen made a motion to authorize the re-allocation of ARPA funds of \$789.56 to be utilized as outlined on Trinity Day School's letter dated February 6, 2024,
seconded by Burgess Gaston and unanimously approved.

Warden Maher offered an update to the status of Deep Brook Farm. He received an email from Jody Eldredge reporting "the campaign was presented to the Conservation Commission last Tuesday 2/27. They will be rating the opportunity and a vote to endorse will be taken at the next CC meeting currently scheduled 3/26. Providing all are in favor, Land Use will continue to shepherd through the town process. Meeting with the First Selectman was held Friday 2/23 along with Land Use to review the campaign and address any questions that the First Selectman had. Negotiations continue with The Estate for a final price." Warden Maher will update of any progress on this situation.

Warden Maher recently attended a meeting with Burgess Crick Owen and Senior Burgess Gardner at the invitation of the Newtown Highway Department for the "Safe Streets For All" committee meeting. The town received a federal grant for \$100,000.00 with the intention of

finding ways to improve transportation safety (i.e. improvement of streets, improvement of sidewalks, etc). The committee will be hiring a consultant to cultivate a list of ideas. The committee will then review the list as assess which ideas to implement. The committee consists of over 100 members from different areas of town.

Warden Maher reported the Borough has a remaining balance of \$143,459.92 in ARPA funds. Burgess Crick Owen gave an overview of the status of the various entities who have received ARPA from the Borough:

- Cyrenius Booth Library – completed
- Newtown Hook & Ladder – completed
- Trinity Day School – in process
- Edmond Town Hall – Internet is completed. Security is in progress
 - Meeting House – completed
 - Dam Repair – completed
- Ram’s Pasture Bridge – In process with intended completion in June
- Newtown Middle School & Hawley Elementary School – in progress
 - Queen St/Church Hill Rd Intersection Sidewalk – in progress
 - Sugar St Sidewalk – in progress
 - Queen St Sidewalk – in progress

Warden Maher asked the Board of Burgess for suggestions for possible use of the remaining ARPA funds. Burgess Crick Owen made the following suggestions: Borough website, Bicentennial Park (as noted in the Ad Hoc Sidewalk Committee meeting) and Borough Sidewalk lights. Burgess Gaston reiterated the possibility of contributing funds to the Deep Brook Farm land acquisition.

Warden Maher reported the pending change in election regulations for the state of Connecticut requiring early voting days leading up to an election day among other new regulations making voting more accessible to the voters. LeReine Frampton, from the town registrar of voters, updated the Board of Burgesses of these pending changes in voting regulations. She reported 14 days prior to election day will allow early voting. Paper ballots will be utilized with required voting machines to acknowledge ballots. This will require 120 hours of staffing with 12 days for 10 hour days and 2 days for 12 hour days. LeReine Frampton stated the new regulations will cost approximately \$20,000.00+ to the Borough. Warden Maher reported the Borough Counsel, Monte Frank, is currently communicating with the Secretary of State regarding the impact of these new regulations on the Borough.

Tree Warden’s Report: Due to the Tree Warden McCulloch absence, there is nothing new to report.

Tax Collector's Report: Tax Collector Enriquez reported that for the March 2024: Taxes Collectable \$226,676.66; Current Taxes: \$222,402.95; Back Taxes: \$324.85; Interest: \$811.41; Liens & Fees: \$48.00. Total Submitted to Treasurer to Date: \$220,000.00. Current Taxes Collected: \$221,432.94 representing 97.69%. Please review attached for March 2024.

Senior Burgess Gardner made a motion to accept the Tax Collector's Report for March 2024, seconded by Burgess Gaston and unanimously approved.

Treasurer's Report: The February 2024 report presents: No deposits were made from the Borough Zoning Office. No deposits were made from Tax Collector, Jodie Enriquez. A transfer of \$20,663.82 was made to cover last month's invoicing and payroll. There was no transfer made into the ISC Account from the Borough Operating Account. A transfer of \$20,663.82 was transferred from the ISC Account to the Borough Operating Account. Interest on the 13 mo. CD was \$142.32 making a total of \$69,897.36. Please review the attached report for February 2024.

Senior Burgess Gardner made a motion to accept the Treasurer's Report for February 2024, seconded by Burgess Madzula and unanimously approved.

The March 2024 report presents: A deposit of \$30.00 was made from the Borough Zoning Office. No deposits were made from Tax Collector, Jodie Enriquez. A transfer of \$18,050.86 was made to cover last month's invoicing and payroll. There was a transfer of \$30.00 made into the ISC Account from the Borough Operating Account. A transfer of \$18,050.86 was transferred from the ISC Account to the Borough Operating Account. Interest on the 13 mo. CD was \$257.82 making a total of \$70,155.18. Please review the attached report for March 2024.

Burgess Crick Owen made a motion to accept the Treasurer's Report for March 2024, seconded by Burgess Phillips and unanimously approved.

Zoning Enforcement Officer's (ZOE) Report: Due to Zoning Enforcement Officer Joe Chapman absence, he submitted the following report:

1. Teen Center event banner on RR bridge, information on banner size requested, 45sf allowed.
2. Church Hill Road #32, existing restaurant (unit C-101 Quatro) being replaced by TacoDia restaurant, liquor permit signed, interior renovation work is underway now.
3. West St #34, Developer interest in the property as Assessors records indicate apartments there, field inspection shows single family dwelling with multiple family members, Assessors records corrected.
4. West St #2 (aka: 33 Main St) question about a restaurant in small building at rear of property, permitted
5. Juniper Rd #9, complaint received about two trailers parked in driveway, abutter attempting to speak to neighbor first before filing formal complaint.
6. Several accessory apartment questions since last report in various locations, interior and detached structures, lot divisions, event permits, renovations.
7. West St #28, garage addition to existing barn, has survey, no setback issue.

Held over from prior reports:

1. Mt. Pleasant Rd #53, water issue complaint about drainage onto #53 driveway from the Enclave. No further complaints at this time.
2. Church Hill Rd #27, interior work underway, sheetrock and taping in process, no final inspection (CO) has been requested yet.

3. Church Hill Rd #11, (previous non permitted apartments issue) owner has requested an application for a text amendment to allow apartments below professional use, nothing received at this time.

Historic District: Burgess Phillips reported the Bicentennial Committee will be sending out invitations for the May celebration to Marygold's next week. All other activities related to the celebration are moving smoothly.

Sidewalks: Warden Maher reported the Ad Hoc Sidewalk Committee met last week on March 5th which discussed the following sidewalk projects: Sugar Street; Queen Street/Church Hill Rd Intersection; Queen St; 35 Main Street. The Newtown Purchasing Agent is ready to act on the RFP. The schedule is as follows:

RFP Release	Friday, March 22, 2024
Mandatory Pre-Bid Walkthrough	Friday, April 5, 2024 @ 10AM
Questions to be submitted by	Tuesday, April 9, 2024 by 4PM
Answers completed and posted by	Friday, April 12, 2024 by 4PM
RFP Submission Date	Wednesday, April 17, 2024 by 11AM
RFP Awarded	Spring-Summer 2024

Streets & Parks: Warden Maher reported a large maple tree was removed at 22 Main Street. The Board of Burgesses agreed to replace the tree by mid-May.

New Business: None

Old Business: None

Public Participation: None

Executive Session: Burgess Gaston moved to enter into Executive Session regarding the renewal lease with Edmond Town Hall Board of Managers inviting Treasurer Paula Brinkman, Clerk Ann Scaia and Tax Collector Jodie Enriquez to remain in attendance. Senior Burgess Gardner seconded. Executive Session was entered into at 9:08 p.m. and returned to regular session at 9:35 p.m.

Burgess Gaston made a motion authorizing Warden Maher to proceed with Edmond Town Hall lease as discussed in the executive session, seconded by Burgess Madzula and unanimously approved.

The regular meeting of the Board of Burgesses will be held on Tuesday, April 9, 2024 at 7:30p.m.

There being no further business, Burgess Modzelewski made a motion to adjourn the meeting at 9:38 p.m., seconded by Burgess Gaston and unanimously approved.

Respectfully submitted,

Ann Scaia
Borough Clerk

NEWTOWN BOROUGH TAX

MONTHLY REPORT THROUGH: FEBRUARY 2024

TOTAL TAXES DUE FOR GRAND LIST 2022:	\$226,830.85
LAWFUL CORRECTIONS:	INCREASE \$2.07
	DECREASE -\$156.26
TAXES COLLECTABLE:	\$226,676.66

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:	\$222,402.95
BACK TAX	\$324.85
INTEREST:	\$811.41
LIENS & FEES:	\$48.00
TOTAL COLLECTED TO DATE:	\$223,587.21

TOTAL SUBMITTED TO TREASURER TO DATE:	\$220,000.00
REFUND GIVEN FROM CURRENT YR TAX	\$0.00
REFUNDS FROM PRIOR YEARS	(\$123.58)
BOUNCED CHECKS	\$0.00
	\$219,876.42

TAX COLLECTION SUMMARY:

GL 2022	TAXES COLLECTED	\$222,402.95	
	TAXES SUSPENDED	\$0.00	
	TRANSFERS	\$0.00	
	BOUNCED CHECKS	\$0.00	
	REFUNDS	-\$970.01	
	TOTAL CURRENT TAX COLLECTED	\$221,432.94	97.69%
	UNCOLLECTED TAXES	\$5,243.72	2.31%
	OVERPAYMENTS	-\$64.77	

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2020 AND PRIOR:	
UNCOLLECTED TAXES	\$1,225.02
OVERPAYMENTS FROM PRIOR YEARS	-
ADJUSTMENTS	\$0.39
TRANSFER (TO CURRENT YEAR)	\$0.00
BOUNCED CHECK FROM BT PAID	\$0.00

DATE:
9-Mar-24

SIGN: *Jodie Enriquez*
BOROUGH TAX COLLECTOR

			BOROUGH OF NEWTOWN					
			Treasurer's Report					
			Month Ending January 31, 2024					
			ACCOUNT 673	ACCOUNT 2470-D	ACCOUNT 873	TOTAL		
			Operating Account	Insured Cash Sweep	American Rescue Plan			
BEGIN 1/1/2024			\$250,099.34	\$280,617.75	\$204,659.29	\$735,376.38		
Interest Transfer			-\$99.34	\$99.34		\$0.00		
Transfer to Clerk's Account	Check #356		-\$16,352.00			-\$16,352.00		
	Check #357		-\$4,311.82			-\$4,311.82		
Transfer in from ICS Account			\$20,663.82	-\$20,663.82		\$0.00		
Deposit from Tax Collector	YTD:\$220,000		\$0.00	\$0.00		\$0.00		
Deposit Bldg/Zoning/Misc			\$0.00	\$0.00		\$0.00		
Transfer from ARPA: Hawley/NMS request					-\$54,942.00			
Transfer from ARPA: Queen St sidewalk					-\$6,353.00			
Transfer out to ICS Acct.			\$0.00	\$0.00		\$0.00		
Interest Earned 1/31/24			\$112.89	\$1,262.56	\$55.85	\$1,431.30		
ENDING BALANCE 1/31/24			\$250,112.89	\$261,315.83	\$143,420.14	\$716,143.86		

			CD ACCOUNT 814			
			matures 4/16/24			
BEGIN 1/1/2024			\$69,755.04			
Interest earned 1/31/2024	4.75% APY		\$142.32			
ENDING BALANCE 1/31/2024			\$69,897.36	Respectfully submitted 2/13/2024		

			BOROUGH OF NEWTOWN						
			Treasurer's Report						
			Month Ending February 29, 2024						
			ACCOUNT 673	ACCOUNT 2470-D	ACCOUNT 873	TOTAL			
			Operating Account	Insured Cash Sweep	American Rescue Plan				
BEGIN 2/1/2024			\$250,112.89	\$261,315.83	\$143,420.14	\$654,848.86			
Interest Transfer			-\$112.89	\$112.89		\$0.00			
Transfer to Clerk's Account	Check #358		-\$4,350.86			-\$4,350.86			
	Check #359		-\$13,700.00			-\$13,700.00			
Transfer in from ICS Account			\$18,050.86	-\$18,050.86		\$0.00			
Deposit from Tax Collector	YTD:\$220,000		\$0.00	\$0.00		\$0.00			
Deposit Bldg/Zoning/Misc			\$30.00			\$30.00			
Transfer out to ICS Acct.			-\$30.00	\$30.00		\$0.00			
Interest Earned 2/29/24			\$99.06	\$1,180.64	\$39.78	\$1,319.48			
ENDING BALANCE 2/29/24			\$250,099.06	\$244,588.50	\$143,459.92	\$638,147.48			

			CD ACCOUNT 814
			matures 4/16/24
BEGIN 2/1/2024			\$69,897.36
Interest earned 2/29/2024	4.75% APY		\$257.82
ENDING BALANCE 2/29/2024			\$70,155.18

Respectfully submitted 3/12/2024



36 Main Street, Newtown, CT. 06470
(203)426-8429

February 6, 2024

Dear Mr. Maher and Burgesses,

I am writing to update you on the status of monies donated to Trinity Day School thus far, and to seek guidance on the use of remaining unspent funds.

This is what Trinity Day School has done with roughly two thirds of the \$2353:

- Sandbox cover \$273.42
- Two 48" Polywood benches \$848.67
- Tree planting \$441.35 (approximately half of the amount budgeted for this)

Two of the things we had planned for have not yet been completed. We would like to eliminate one of those and use that money for other things.

The shade covering has been an issue. Our initial plan to install something of a more permanent nature did not work out. The TDS teachers and I have discussed the feasibility of purchasing a pop-up canopy that would need to be taken down each day, and we do not feel that this makes sense for us at this time.

We will be applying stain/protectant to all of the wooden structures on the playground. We had initially planned to complete this last summer, but ran into complications. We realized that a few boards had deteriorated and needed to be replaced and that all of the wooden pieces needed to be power-washed before sealing. The boards have been replaced; power-washing contractor issues and the weather prevented the rest from happening before the start of school. We will complete this as soon as we have a dry week after school lets out in June.

There is currently \$789.56 left. I am hoping you will allow TDS some flexibility in spending this amount. We have two projects to complete on the playground. The first is the planned power-washing in preparation for wood sealant. The quotes I received last summer ranged from \$300-500 for someone who brings their own water supply. The second project, not originally in the plan we presented, is the creation of a music wall to be attached to a portion of fencing. The music wall would be constructed of AZEK PVC boards which would cost approximately \$200. The remainder of the funds would be used toward sound-generating materials to attach to the board.

Please let me know whether the unused funds may be redirected as outlined above and if there is a deadline by which all funds must be expended. If the new plan is not possible, TDS is willing to return the unused amount so that it can be used for something else that has been approved. We greatly appreciate the opportunity for what we have already spent and don't want to abuse the privilege of your generosity.

Thank you for your consideration,
Michelle Macey