

**BOROUGH OF NEWTOWN  
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, September 10, 2019** in the Old Court Room at Edmond Town Hall, Newtown, CT. Warden Maher called the meeting to order at 7:39 p.m.

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

**Absent:** None.

**Also Present:** Ten members of the public.

A correction to the August 13, 2019 regular meeting minutes was requested. The minutes should have ended with the statement as follows, "The annual meeting the Board of Burgesses will be held on Tuesday, September 10, 2018 at 7:30 p.m. followed by the regular meeting in the Borough Office in Edmond Town Hall, Newtown, CT." The Tax Collector, Jodie Enriquez also noted language adjustments and additions on the July Tax Collector's Report to clarify information on the report. Under "Tax Collection Summary" she replaced "Taxes Outstanding" with "Uncollected Taxes", removed, "Total Tax GL 2018". Under "Note:" she added "Uncollected Taxes" and replaced "Credit from Prior Years" with "Overpayment from prior years" (see attached).

**Burgess Eder made a motion to accept the August 13, 2019 regular meeting minutes with the change noted above,** seconded by Burgess Lucas. Burgess Gardner and Burgess Gaston abstained. Motion passed.

**Public Participation:** Kimberly O'Connor, of 12 Grand Place, inquired about the status of future sidewalk projects. Warden Maher stated he would address this topic during the Sidewalk Report. John Madzula, of 20 The Boulevard, asked if there has been any discussion regarding the applications as it relates to the Inn at Newtown property. Warden Maher stated there have been no discussion but there will be at the Zoning Commission meeting on Wednesday, September 11, 2019. John Madzula II, of 40 Main Street, stated his hopes of any future construction on the Inn at Newtown property would be aesthetically pleasing and would conform to Historic District and Borough Zoning regulations. Warden Maher stated discussion could not occur at this time since the applications have not been received at this time.

**Warden's Report:** Burgess Eder made a motion to grant the new Warden, Jay Maher, check signing authority for checking accounts #673, #331, #948 and #637 at Newtown

**Savings Bank and to remove the former Warden, James Gaston from said check signing authority.** Seconded by Burgess Gaston and unanimously approved.

Warden Maher reported that he contacted John Poremba, of Aquarian Water Company of Ct, to inquire as to the specifics related to the expense of \$64,000 for fire hydrants within the Borough. Mr. Poremba will be researching and confirming the fire hydrants associated with the Borough. Warden Maher will offer an update at the October Borough meeting.

Warden Maher also offered an update on the safety issue of hedges at 4 West Street noted in the August Borough meeting. He spoke with the Zoning Officer and it was confirmed the hedge is in the right of way. Warden Maher is going to defer judgement to Ron Bolmer, of the Highway Department as he feels they are best suited address this issue.

**Tree Warden's Report:** Tree Warden McCulloch offered the following report:

The removal of designated tree stumps has been completed.

As stated in the August Borough meeting, tree planting was recommended concentrating on Main Street first. Tree Warden McCulloch stated 10 trees would be a sufficient amount to plant before winter. Warden Maher asked the Tree Warden to present pricing and a plan of placement at the October Borough meeting.

Ellen Whalen, of 65 Main Street, asked if the health of the trees on Main Street are being assessed. Tree Warden McCulloch stated he would be assessing their health during the winter.

**Tax Collector's Report:** Tax Collector Enriquez reported the following for August 2019: Taxes Collectable \$159,795.12; Current Taxes: \$155,706.81; Back Taxes: \$544.70; Interest: \$281.33; Liens & Fees: \$96.00. Total Submitted to Treasurer to Date: \$150,400.00. Current Taxes Collected: \$154,576.71 representing 96.66%. Please review attached report for August 2019.

**Burgess Gaston made a motion to accept the Tax Collector's Report for August 2019,** seconded by Senior Burgess Kenyon and unanimously approved.

**Treasurer's Report:** The August 2019 report presents: No deposits were made from the Borough Zoning Office. A deposit of \$122,000.00 was made from Tax Collector, Jodie Enriquez. There was a deposit of \$25.00 as a Flagpole donation. A transfer of \$16,000.00 was made to cover last month's invoicing. Interest on the 12 mo. CD was \$116.54 making a total of \$77,146.53. Please review attached report for August 2019.

**Burgess Baiad made a motion to accept the Treasurer's Report for August 2019,** seconded by Senior Burgess Kenyon and unanimously approved.

The following motion is a transfer for the 2018-2019 fiscal year budget.

**Burgess Lucas made a motion to transfer \$37.39 from Consulting to Data Processing,**  
seconded by Burgess Eder and unanimously approved.

Treasurer Brinkman presented the possible use of an ICS (Insured Cash Sweep) program which would expand the Borough's FDIC coverage. It allows for full FDIC coverage, and the funds would be considered liquid not time bound. The ICS account would be attached to a checking or a Money Market account as a base account, a sweep balance is set and then funds would sweep overnight to the ICS account where they earn a higher interest. Funds would sweep back into the base account if the balance falls below an established threshold. Treasurer Brinkman reviewed this option with the Borough accountant and felt it was a safe and effective program. Treasurer Brinkman will look into threshold maximums and interest rates and report back at the October Borough meeting.

**Zoning Officer's Report:** Zoning Officer Sibley reported approximately 1-2 permits are being submitted per day. The public appear pleased to have a Borough Zoning Officer available during regular business hours to answer any questions. Zoning Officer Sibley confirmed if anyone wanted to inquire about the regulations of accessory apartments in the borough they could contact him for applications. Debra Zukowski, of 4 Cornfield Ridge Road, asked if the Board of Burgesses would approach the Borough Zoning Commission to review the relevance of current regulations as it pertains to accessory apartments. Burgess Gaston stated its the Borough Zoning Commissions purview to create and review regulations not the Board of Burgesses. He suggested residents of the Borough would need to approach the Borough Zoning Commission directly.

**Historic District:** Senior Burgess Kenyon has nothing new to report.

**Burgess Gaston made a motion to reappoint Ellen Whalen as Commissioner of the Historic District,** seconded by Burgess Lucas and unanimously approved.

**Sidewalks:** Warden Maher proposed to create an ad hoc committee for Borough sidewalks composed of at least two Burgesses and two people from the public which Warden Maher would chair. It would be the committee's responsibility to outline the scope of work and cost for each project under consideration and present it to the Borough Planner, George Benson, and the Town Planning Committee, with the intention of having them added to the Town's sidewalk masterplan. He would like to begin work with this committee by next month with the intention of having a report ready to submit to the Board of Burgess by the month of March. It is Warden Maher's intention to create an open forum to discuss the various projects and options of where sidewalks would most benefit the Borough during the next six months. Warden Maher also hopes the report to the Board of Burgesses will include a presentation on the idea of annual expenses on capital improvements on sidewalks annually. Kimberly O'Connor expressed her concern the sidewalk projects have been delayed for two years. Burgess Lucas and Burgess Gardner expressed the need to review all possible sidewalk projects which is a lengthy process. Debra Zukowski, of 4 Cornfield Ridge Road, offered some items to consider such as reviewing

and determining which sidewalk projects truly serving the Borough vs. sidewalk projects serving the town. She also stated we could review past expenses of sidewalks to ascertain possible future funding needed to create sidewalks. Lastly, perhaps funds from building fees could be applied to the creation of sidewalks rather than tax payer's money. Kenneth Lerman, of 55 Main Street, suggested the projects be assessed by how many houses/residents would be impacted/benefit by the creation of a sidewalk connecting them to the center of the Borough thus maximizing the effectiveness of monies spent. He also suggested plans be designed for sidewalks in the center of Borough and sidewalks for outlying areas of the Borough. Debra Zukowski, of 4 Cornfield Ridge Road, stated her husband created an assessment of sidewalks and houses impacted/benefit the addition of sidewalks. She offered to post this report on FaceBook for people to review. Warden Maher assured everyone the sidewalks are being approached prudently and productively.

Warden Maher stated, with the confirmation of Zoning Officer Sibley, a sidewalk plan from the Flagpole to Sandy Hook center is a part of the town's master plan. With that said, there is 280 linear feet of sidewalk still needed to complete the sidewalk from the Flagpole to the train bridge. The approximate costs would be \$20,000-\$25,000. This will be included in the discussion with the ad hoc sidewalk planning committee.

#### **Streets & Parks:**

Second Senior Kenyon will be meeting with Ken Kopsco to discuss the costs and designs for the "Welcome" signs. She will present her findings during the October Borough meeting. Second Senior Burgess Gardner presented to the Board of Burgesses the costs associated in the renovation of the Flagpole. Valley Restoration quoted the cost of \$3,750.00 to prep, paint and inspect pulley and rope. Ken Burns Electrical Contractor quoted \$3,600.00 to replace 2 uplights and related equipment to LED fixtures. He believes from past experience; the police may not charge for their assistance with traffic. This would make the estimated total \$7,350.00. Burgess Gardner stated he would be pursuing possible funding from a program at Eversource. He also stated the Lion's Club would be meeting on September 18, and will be discussing a possible donation towards the renovations. Lastly we have allotted funds in our budget toward the renovation of the flagpole. Burgess Lucas asked if Burgess Gardner could have someone assess the safety and sturdiness of the pole itself. Burgess Gardner hopes to complete this project in October and/or November of this year.

**Burgess Gaston made a motion to make a special appropriation of \$7,350.00, from the Borough Operating Fund Balance to the flagpole budget line,** seconded by Burgess Lucas and unanimously approved.

**New Business:** None.

**Old Business:** None.

**Public Participation:** Debra Zukowski, of 4 Cornfield Ridge Road, suggested the Board of Burgesses carefully review what projects the Board should pay for vs. the town taking responsibility. Burgess Gardner clarified the Flagpole was originally under the jurisdiction of Dave Lydem. When Dave Lydem retired the flagpole did not fall under the jurisdiction of the town and the Board of Burgesses assumed jurisdiction. Burgess Gardner stated minimal funds have been utilized to maintain the flagpole over the years.

**The regular meeting of the Board of Burgesses will be held on Tuesday, October 8, 2019 at 7:30p.m. in the Old Court Room in Edmond Town Hall, Newtown, CT.**

**There being no further business, Burgess Gaston made a motion to adjourn the meeting at 8:51 p.m.,** seconded by Burgess Eder and unanimously approved.

Respectfully submitted,  
Ann Scaia  
Borough Clerk


**NEWTOWN BOROUGH TAX**  
**REVISED LANGUAGE**

MONTHLY REPORT FOR: JULY 2019




<b>TOTAL TAXES DUE FOR GRAND LIST 2018:</b>	\$159,909.80
<b>LAWFUL CORRECTIONS:</b>	
INCREASE	\$3.45
DECREASE	-\$106.97
<b>TAXES COLLECTABLE:</b>	 \$159,806.28

**AMOUNTS COLLECTED TO DATE:**

CURRENT TAX:	\$151,709.20
BACK TAX	\$0.00
INTEREST:	\$45.18
LIENS & FEES:	\$0.00
<b>TOTAL COLLECTED TO DATE:</b>	 <b>\$151,754.38</b>

<b>TOTAL SUBMITTED TO TREASURER TO DATE:</b>	<b>\$28,400.00</b>
REFUND GIVEN FROM CURRENT YR TAX	\$0.00
REFUND GIVEN DUE FROM PRIOR YR	\$0.00
<b>TOTAL COLLECTIONS</b>	 <b>\$28,400.00</b>

**TAX COLLECTION SUMMARY:**

GL 2018	TAXES COLLECTED		\$151,709.20	
	TAXES SUSPENDED		\$0.00	
	TRANSFERS		\$0.00	
	REFUNDS		\$0.00	
	<b>TOTAL CURRENT TAX COLLECTED</b>		<b>\$151,709.20</b>	94.87%
	UNCOLLECTED TAXES		<b>\$8,097.08</b>	5.06%
	OVERPAYMENTS		\$1,542.81	

**NOTE:**

BACK TAXES OUTSTANDING FOR LIST 2017 AND PRIOR:	
UNCOLLECTE TAXES	<b>\$2,431.47</b>
OVERPAYMENTS FROM PRIOR YEARS	\$186.40
REFUND FROM PRIOR YEARS	0
TRANSFER FROM PRIOR TO CURRENT	0

DATE:  
12-Aug-19

SIGN: \_\_\_\_\_  
BOROUGH TAX COLLECTOR


# NEWTOWN BOROUGH TAX

MONTHLY REPORT FOR: AUGUST 2019



<b>TOTAL TAXES DUE FOR GRAND LIST 2018:</b>	\$159,909.80
<b>LAWFUL CORRECTIONS:</b>	
INCREASE	\$3.45
DECREASE	-\$118.13
<b>TAXES COLLECTABLE:</b>	 \$159,795.12

## AMOUNTS COLLECTED TO DATE:


CURRENT TAX:	\$155,706.81
BACK TAX	\$544.70
INTEREST:	\$281.33
LIENS & FEES:	\$96.00
<b>TOTAL COLLECTED TO DATE:</b>	 <b>\$156,628.84</b>

<b>TOTAL SUBMITTED TO TREASURER TO DATE:</b>	<b>\$150,400.00</b>
REFUND GIVEN FROM CURRENT YR TAX	\$1,137.55
REFUND GIVEN DUE FROM PRIOR YR	\$0.00
<b>TOTAL COLLECTIONS</b>	 <b>\$151,537.55</b>

## TAX COLLECTION SUMMARY:

GL 2018	TAXES COLLECTED		\$155,706.81	
	TAXES SUSPENDED		\$0.00	
	TRANSFERS		\$7.45	
	REFUNDS		-\$1,137.55	
	<b>TOTAL CURRENT TAX COLLECTED</b>		<b>\$154,576.71</b>	96.66%
	UNCOLLECTED TAXES		<b>\$5,218.41</b>	3.26%
	OVERPAYMENTS		\$405.26	

## NOTE:

BACK TAXES OUTSTANDING FOR LIST 2017 AND PRIOR:	
UNCOLLECTE TAXES	<b>\$2,073.17</b>
OVERPAYMENTS FROM PRIOR YEARS	\$186.40
REFUND FROM PRIOR YEARS	0
TRANSFER FROM PRIOR TO CURRENT	-9.45
CREDIT FROM PRIOR YEARS	 <b>\$176.95</b>

DATE:  
10-Sep-19

SIGN: \_\_\_\_\_  
BOROUGH TAX COLLECTOR

**Borough of Newtown**  
Newtown, CT  
Monthly Treasurer's Report  
For month ending August 31, 2019

**Beginning Balance ( August 1, 2019) \$582,968.69**

**OPERATING ACCOUNT**

**Income (Deposits)**

Date	Description	Amount
August 14, 2019	Tax Collector (YTD: \$150,400)	\$122,000.00
August 14, 2019	Flagpole donation (total \$50.00)	\$25.00

**Interest income (August 31, 2019) \$29.26**

**Total income \$122,054.26**

**Expenses (checks written)**

Date	Payable To	Description	Amount
Aug 9, 2019	Treasurer's Acct (331)	check #277	\$16,000.00

**Ending Cash Balance (August 31, 2019) \$689,022.95**

Outstanding Checks	Payable To	Description	Amount
	Total Outstanding Checks		\$0.00

**RECONCILED BANK BALANCE (August 31, 2019) \$689,022.95**

**12 MONTH CD ACCOUNT (#814)**

Matures 2/28/2020

Beginning Balance (August 1, 2019) \$77,029.99

**Interest income (August 31, 2019) interest 1.80 APY \$116.54**

**TOTAL \$77,146.53**

**Respectfully submitted on September 10, 2019**



On Aug 29, 2019, at 3:11 PM, Debra Saviano <[DSaviano@nsbonline.com](mailto:DSaviano@nsbonline.com)> wrote:

Paula:

We have a new option available which would expand the Borough's FDIC coverage. This program is called ICS (Insured Cash Sweep). ICS is a program that allows for full FDIC coverage, the funds are considered liquid not time bound. The ICS account is attached to a Checking or Money Market as a base account, a sweep balance is set and then funds will sweep overnight to the ICS account where they earn interest. Funds will sweep back into the base account if the balance falls below the established threshold. There is no limit on the nightly sweeps out of the ICS into a checking. If connected to a Money Market both accounts are subject to the 6 debits per statement cycle limitation (including ICS sweeps, checks, and other transfers).

Our suggestion would be to establish a checking as your base account (either a new account or an existing account), establish a threshold and the remaining balance will move to the ICS account which earns a higher rate of interest. This may eliminate the need for the money market. If the Borough would prefer to use the Money Market as the base account, you would need to be mindful of the transfer limits. But we can accommodate either option.

The interest rate on the ICS account is tied to the 13 week T-Bill rate. ICS rates are updated on Tuesdays – the rates as of today are:

Base Acct Threshold	Rate Category	Current APR on ICS
\$50,000	25% of 13-Week T-Bill	0.49%
\$100,000	50% of 13-Week T-Bill	0.98%
\$250,000	75% of 13-Week T-Bill	1.46%

I have attached a flyer with more information about this program for your review. Please contact me or my manager, Jen Blatchley, with any questions. I am sure you would need to bring this to the board to review, so if either of us can be of assistance, please let us know,

Thank you.

Debbie

Debra Saviano  
[dsaviano@nsbonline.com](mailto:dsaviano@nsbonline.com)  
T.203.426.4440 ext. 3114 F.203.364.2995  
32 Church Hill Rd, Newtown, CT 06470  
NMLS ID #1399074

<image001.png>

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**Valley Restoration, LLC.**  
**Historic Plaster Solutions, LLC.**

Steeplejacks and Historic Preservation  
PO Box 1147 Torrington, CT. 06790  
Major Contractor 0903779

Flag Pole Painting



# Valley Restoration, LLC. Historic Plaster Solutions, LLC.

SteepleJacks and Historic Preservation  
Po Box 1147 Torrington, CT. 06790  
MCO0903779

Newtown Flag Pole Board  
c/o Chris Gardner  
Newtown CT.

September 5, 2019

After on-site inspection we submit the following proposal for your consideration.

## Flag Pole Painting

- Gain access to pole using rented 120' lift through Tri Lift Inc. of New Haven. We will coordinate with the City and the Church to store in the parking lot.
- Scrape loose paint from pole.
- Application of one (1) coat of Sherwin Williams Industrial Enamel to the pole.
- Inspect pulley and rope.

**Cost Sheet**

**Labor and Material** **\$1,750.00**

**Lift Rental 1 Day** **\$2,000.00**

Terms of Payment  
Upon Completion

Certificate of insurance will be provided before any work begins.  
We follow all OSHA requirements concerning fall arrest system and employee safety.  
EPA Certification for Lead Renovation R-I-18499-10-01839. Paul Bastiaanse holds certificate.

We have an extensive list of references. Please contact us for previously completed projects in your area.

Thank you for the opportunity to quote on this project. As always the cost of the project is negotiable to the needs of the Town of Newtown. Feel free to contact me at anytime via cell 860-818-7022.

Paul Bastiaanse  
Paul Bastiaanse  
Valley Restoration, LLC.  
SteepleJacks and Historical Preservation

Acceptance \_\_\_\_\_ Date: \_\_\_\_\_

Ken Burns Electrical Contractors, Inc.

49 Farrell Road  
Newtown, CT 06470

## Estimate

Date Estimate #

12/21/2018 3328

Name / Address

Borough of Newtown  
c/o Jay Maher  
9 Glover Avenue  
Newtown, CT 06470

Project/Job Location

Flagpole

www.kenburnselectric.com	ken@kenburnselectric.com	Fax: 203-775-4200	203-426-4269
Description		CT License E1-122157	
<p>Replace 2 uplights and related equipment to LED fixtures 2 - Rab 78 watt LED fixtures 2 - LED photocells</p> <p>NOTE: LED fixtures will reduce maintenance for these lights</p> <p>Not Included: Downlights, power to the pole ( existing ), traffic control provided by Town, Items not listed above.</p> <p>We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:</p> <p>Terms and Conditions: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance. Customer is responsible for all legal fees necessary to collect payment. Payments are to be made upon billing.</p> <p>We may withdraw this proposal if not accepted within 30 days. Payment due upon installation</p>		3,600.00	
Please sign for acceptance		<b>Total</b> \$3,600.00	