

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, November 14, 2017** in the Borough Office at Edmond Town Hall, Newtown, CT. Warden Gaston called the meeting to order at 7:36 p.m.

Present: Warden James Gaston, Second Senior Burgess Jay Maher, Senior Burgess Joan Crick, Burgess Chris Gardner, Burgess Bill Lucas, Burgess Betsy Kenyon, Burgess Anthony Baiad, Treasurer Paula Brinkman, Tax Collector Jodie Enriquez and Clerk Ann Scaia

Absent:, Zoning Officer Maureen Crick Owen and Tree Warden Rob McCulloch

Also Present: 2 members of the public.

Burgess Lucas made a motion to accept the October 10, 2017 regular meeting minutes, seconded by Burgess Kenyon. Motion passed.

Public Participation: Dennis and Kimberly O'Connor inquired about the process to raise funds for the possible sidewalk on Rt. 302. Warden Gaston stated they needed to register with the Attorney General's office since they are not a non-profit organization prior to executing the "Go Fund Me" website. Warden Gaston reiterated state approval is a time consuming process so he suggested the O'Connor's wait until approval is secured before setting up the "Go Fund Me" website. Second Senior Burgess Maher restated from October's meeting the cost of concrete being \$100,000. Warden Gaston inquired about the cost of asphalt which Second Senior Burgess Maher stated as minimally \$70,000. Warden Gaston went on to say once we have some idea of the process (if the project is approved and how long it will take), then we will approach the state for approval. Once approved by the state, he suggested the O'Connor's could then pursue the "Go Fund Me" website.

Warden's Report: Warden Gaston had nothing new to report.

Tree Warden's Report: Rob McCulloch reported via email there were very few work requests. Trees were removed on Wendover and Academy Lane. Within the next month 3 massive pine trees will be removed on West Street. The stump grinding list will flow into next year. He also recommends holding off on tree planting until we have the trees on Main Street pruned.

Tax Collector's Report: Tax Collector Enriquez reported the following for September 2017: Total Taxes Due for the List of 2016: \$188,993.63; Current Taxes: \$183,802.09; Back Taxes: (\$0); Interest: \$594.13; Liens & Fees: \$72.00. Total Submitted to Treasurer to Date: \$179,100.00. Current Taxes Collected: \$183,802.09 representing 97.2%.

Burgess Kenyon made a motion to accept the Tax Collector's Report for September 2017, seconded by Burgess Gardner and unanimously approved.

Tax Collector Enriquez reported the following for October 2017: Total Taxes Due for the List of 2016: \$189,621.73; Current Taxes: \$185,628.99; Back Taxes: (\$1,149.40); Interest: \$852.26; Liens & Fees: \$144.00. Total Submitted to Treasurer to Date: \$183,100.00. Current Taxes Collected: \$185,628.99 representing 97.8%.

Burgess Kenyon made a motion to accept the Tax Collector's Report for October 2017,
seconded by Burgess Lucas and unanimously approved.

Treasurer's Report: Treasurer Paula Brinkman read the October 2017 report: A \$3,011.20 deposit was made from Zoning Officer Maureen Crick Owen. A \$4,000.00 deposit was made from Tax Collector Jodie Enriquez making a total of \$183,100.00. A transfer of \$24,000.00 was made to cover last month's invoicing. Interest on the 15 mo. CD was \$72.72 making a total of \$74,881.67.

Burgess Baiad made a motion to accept the Treasurer's Report for October 2017, seconded by Burgess Kenyon and unanimously approved.

Zoning Officer's Report: Zoning Officer Maureen Owen reported via email. Her report follows these minutes.

Historic District: Burgess Kenyon had a meeting on November 8th with Newtown Savings Bank about a site plan to finish the area where the drive through and night deposit were originally located. The plan was reviewed and approved.

Sidewalks: Second Senior Burgess Maher secured a GIS map of the proposed Rt. 302 project. Though it scaled out a little longer it will still fall within the original budget plan. The sidewalk would extend from the police station to Madison Drive. Second Senior Burgess reiterated the estimated cost of \$100,00 for concrete (life span of 40 yrs) and \$70,000 for asphalt (life span of 20 yrs). He stated if this were to be considered a possible capital improvement it would take several years to complete. Warden Gaston stated three steps need to occur: 1) Decide whether to pursue this project and if so, approach the state for approval; 2) Determine concrete vs. asphalt; 3) Determine the # of years to complete the project (possibly 3-5 yrs). Second Senior Burgess Maher stated the Borough has an annual allowance of \$15,000 in the budget but suggested the use of special appropriations to complete it in 4-5 yrs. Warden Gaston concluded to proceed with the project estimating it to take 5 years (or possibly 4 yrs with the aid of the "Go Fund Me" funds). Second Senior Burgess Maher recommended the material be concrete for longevity. Second Senior Burgess Maher will contact DOT for approval. Warden Gaston will approach the town for any possible funding and inquire as to whether public works could assist in the installment of the sidewalks.

Streets & Parks: Senior Burgess Maher had nothing new to report.

New Business: None.

Old Business: Warden Gaston offered an update on the Exit 10 sign. It was confirmed the sign is being worked on and it is being finalized as to the location which is dependent upon the state approving the final design of Exit 10. Until then the sign is on hold. Burgess Gardner stated the winter flag was raised on October 28, 2017 with the help of the Newtown Hook & Ladder and the Lion's Club.

Public Participation: None.

The regular meeting of the Board of Burgesses will be held on Tuesday, December 12, 2017 at 7:30p.m. in the Borough Office in Edmond Town Hall, Newtown, CT.

There being no further business, Burgess Lucas made a motion to adjourn the meeting at 8:43 p.m., seconded by Burgess Baiad and unanimously approved.

Respectfully submitted,

Ann Scaia
Borough Clerk

Borough of Newtown
Newtown, CT
Monthly Treasurer's Report
For month ending October 31, 2017

Beginning Balance (October 1, 2017) \$514,739.44

OPERATING ACCOUNT (#673)

Income (Deposits)

Date	Description	Amount
Oct. 3, 2017	Maureen Crick Owen (BZE)	\$2,521.92
Oct 12, 2017	Tax Collector (YTD: \$183,100)	\$4,000.00
Oct. 12,2017	Maureen Crick Owen (BZE)	\$137.28
Oct. 3, 2017	Maureen Crick Owen (BZE) reissued check	\$352.00

Interest income (October 31, 2017) \$20.83

Total Income \$7,032.03

Expenses (checks written)

Date	Payable To	Description	Amount
October 12,2017	Treasurer's Acct (331)	check #250	\$24,000.00

Total Expenses \$24,000.00

Ending Cash Balance (October 31, 2017) \$497,771.47

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

RECONCILED BANK BALANCE (October 31, 2017) \$497,771.47

15 MONTH CD ACCOUNT (#814) matures 1/28/18 **\$74,808.95**

Interest income (October 31, 2017)	interest 1.15%	\$72.72
TOTAL		\$74,881.67

Respectfully submitted on November 14, 2017

NEWTOWN BOROUGH TAX

MONTHLY REPORT FOR: SEPTEMBER 2017

TOTAL TAXES DUE FOR GRAND LIST 2016: \$188,993.63

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:	\$183,802.09	(BT included)
BACK TAXES:	\$0.00	
INTEREST:	\$594.13	
LIENS & FEES:	\$72.00	

TOTAL COLLECTED TO DATE: \$184,468.22

CURRENT REFUNDS: \$180.57

REFUNDS FROM PRIOR YEARS:	\$1,188.70
	<u>\$1,369.27</u>

TOTAL SUBMITTED TO TREASURER TO DATE: \$179,100.00

TAX COLLECTION SUMMARY:

CURRENT TAXES COLLECTED:	\$183,802.09	97.2%
OVERPAYMENTS:	(\$170.51)	
CURRENT TAXES PENDING:	\$5,021.03	2.7%

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2015 AND PRIOR: \$1,797.17

DATE:
10-Oct-17

SIGN: _____
BOROUGH TAX COLLECTOR

NEWTOWN BOROUGH TAX

MONTHLY REPORT FOR: OCTOBER 2017

TOTAL TAXES DUE FOR GRAND LIST 2016: \$189,621.73

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:	\$185,628.99
BACK TAXES:	\$1,149.40
INTEREST:	\$852.26
LIENS & FEES:	\$144.00

TOTAL COLLECTED TO DATE:  \$187,774.65


REFUNDS PD IN PRIOR YRS	\$1,188.70
CURRENT REFUNDS:	\$180.57
CURRENT ADJUSTMENTS	(\$480.88)

TOTAL SUBMITTED TO TREASURER TO DATE: \$183,100.00

TAX COLLECTION SUMMARY:

CURRENT TAXES COLLECTED:	 \$185,628.99 	97.8%
CURRENT TAXES PENDING:	 \$3,992.74 	2.1%
OVERPAYMENTS:	<u>(\$168.40)</u>	
	 \$3,824.34	

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2015 AND PRIOR:	\$1,229.76
CREDIT FROM PRIOR YEARS	<u>(\$19.48)</u>
	 \$1,210.28

DATE:
14-Nov-17

SIGN: _____
BOROUGH TAX COLLECTOR

Borough of Newtown

Newtown, Connecticut 06470

TO: Board of Burgesses
FROM: Maureen Crick Owen, BZEO
DATE: November 9, 2017

I will be away for your meeting on November 14th and submit the following report:

1. Dere Street Inquiry (outside chairs/tables): To follow up from last month regarding the inquiry from a Main Street resident concerning the two tables and four chairs outside the front door to the restaurant, I communicated with David Cooper, the owner of Dere Street. He told me that the tables and chairs were used for "overflow" while patrons might be waiting for a table. I then spoke with the Main Street resident. She is concerned that they will "creep" and more chairs/tables will appear. With winter approaching, we both agreed that most likely the tables/chairs would not be used. I told her I would continue to watch and know that she will too. This matter is now closed.
2. Newtown Savings Bank: The new branch at Lexington Gardens is complete and a CO has been issued.
3. Dental Associates: The A-frame that was out by road has been removed.
4. Villarina's: I was given information that the owner had complained about not being able to put out a temporary sign on a weekly basis to offer "free lb. of pasta with purchase". I stopped in and met the owner. I explained the regulations and offered that at some point in the future I would research to see how the Borough might be able to address this without having clutter or businesses taking advantage. I will put this item on my to do list and look at other small town regulations to see how this might be addressed and discuss with the Zoning Commission.
5. Dr. Auerbach (Dr. Young's building): Dr. Auerbach has removed the banner that has been out front for quite some time.
6. Faith Food Pantry (on St. Rose property): Approval for this building was given by Zoning Commission and the building permit has been issued. However, they want to amend their approval by putting three pads for A/C, generator and propane. The pads and equipment will be located behind the building. In my opinion, this is non-substantial change to the original approval. As BZEO, I have the authority to approve non-substantial changes. Once I have received the completed/signed amendment to the site plan application, I will be able to

approve this requested amendment. I went to the site to determine if screening might be necessary. I am of the opinion that screening is not necessary. No one will be able to see the pads and equipment. Knights of Columbus has similar equipment behind their building (which is adjacent to Faith Food Pantry) and there is no screening. In addition, the building backs up to a wooded area.

7. Newtown Savings Bank at 39 Main Street: They are going to be redoing the area where the drive-up is and making it into a patio along with a walkway up to the sidewalk. They have to go to Borough Historic District for approval and the hearing was on 11/8. I am waiting to hear on the outcome of the BHD's decision. Based on the documents presented and once they have BDH approval (assuming nothing has changed as a result of the BHD hearing), I am of the opinion that this is a non-substantial change and have the ability to approve it as BZEO.
8. Sheds Less than 200 sq. ft.: Sheds less than 200 square feet do not require a building permit but do require that the owner complete a form and show the location of the shed. They can show the location by printing a "map" from the Town's GIS system and draw the shed on the map. I also need to ensure that the shed will not be located in the setback. However, some of the lots in the Borough are small and the best location for a small shed may need to be in part of the setback. A variance is then required. So as not to have the residents incur the cost of a survey (approximately \$1,500) for a less than 200 square foot shed, the process is that they can still use the GIS map as part of their documentation to the BZBA, but they will have to stake out the four corners of the shed on their property. I can then go to the site to ensure what they are submitting on their variance documentation agrees with what is occurring on the property. I have discussed this with John Madzula and he is in agreement with this process.
9. 30 Church Hill Road (Chase & Bagel Delight Building): The owners have commenced work on adding the white trim to this building. This will dress up the building and compliment the Lexington Gardens center. These modifications were approved on July 25, 2017 by the Zoning.
10. Church Hill Village (assisted living complex) at 37 Church Hill Road: This project was approved on October 11, 2017 by the Zoning Commission. Based on conversations I have had with the Building Department; they may break ground in the spring.