

Chris Eide, Chair  
Alison Plante, Vice-Chair  
Ryan Knapp  
Paul Lundquist  
Cathy Reiss  
Chris Smith



## TOWN OF NEWTOWN

The Legislative Council  
Finance and Administration Committee  
will be meeting on Wednesday, February 12th, 2020 at 7:30 PM  
at Newtown Municipal Center, Meeting Room 1

### Meeting Notes

#### CALL TO ORDER

The meeting was called to order by Mr. Eide, Chair at 7:37 PM.

#### SALUTE TO THE FLAG

#### ROLL CALL

Members present:

- C. Eide
- A. Plante
- R. Knapp
- P. Lundquist
- C. Reiss

Absent:

- C. Smith

#### VOTER COMMENT

None

#### COMMUNICATIONS

None

#### NEW BUSINESS

*Discussion and possible action on the Board of Finance approved Capital Improvement Plan Policy*

The Resolution of the Finance and Administration Committee Regarding Guiding Principles for CIP Policy Revisions was moved by Ms. Reiss and seconded by Ms. Plante.

The resolution was read and debated. The resolution put forth that the committee should use as its guiding principles in the policy revisions that the town should move from bonding to savings to finance capital expenditures, that all relevant town boards and commissions should be consulted through the CIP formulation process, and that disparate items should not be bundled together in order to qualify for inclusion on the CIP. Though the committee had general consensus that the ideals expressed in the resolution were worthwhile, there were concerns that the first ideal encompassed in the resolution, that the town should move from bonding to savings, would be better expressed somewhere other than the CIP policy document and that the committee didn't necessarily need a formal document to encompass the changes that would be made.

A motion to withdraw the resolution was made by Ms. Plante and seconded by Mr. Knapp. The motion to withdraw passed by unanimous consent.

The committee then began a discussion around the work to be done, identifying areas that could use some reworking. It was noted that the document is referred to as "policy", though it exists as regulation under the Charter and the language of "regulation" is used in some places in the document itself.

Mr. Knapp noted that the process laid out in the document left the roles of the different bodies to be unclear and, in some cases, repetitive. Through the CIP formulation process, the CIP is "prioritized" by four different bodies. Clearer roles for each body might help make the process clearer and provide some distinction between what each body should be doing when the CIP comes to them.

The committee then went through the document and made a list of things that might be changed in the CIP revision process including:

- Targeting Section 310-7 for adding consultation with boards and commissions
  - In Section 310-7 A.1, more clearly defining relevant boards to help ensure that consultation occurs during the CIP formulation process
- Looking at Section 310-3 D to address language calling the CIP an "official commitment" of the town, as the CIP extends beyond the terms of office of the officials who approve it; the suggestion was to consider striking commitment, and replacing with "plan"
- Adding a Sec 310-x that clarifies roles of various bodies in the CIP process
- Removing language calling the document policy as it exists in both the Charter and Code Book as a regulation
- Looking at Section 310-10, since it doesn't seem to fit the purpose of the document; consider making it its own stand alone document or making it live somewhere else

The committee members then agreed to take on different aspects of the revision using the points above as follows:

- Ms. Plante will revise the "purpose/goal/overview" section (310-1,2,3)
- Mr. Knapp will revise the "process" section (310-7)
- Mr. Eide will create a new "roles" section, consulting the Charter (310-x)
- Mr. Lundquist will revise on the "bundling" language to make it stronger

- Ms. Reiss will revise Section 310-10 to see if language is duplicated anywhere and/or whether it should be moved

#### OLD BUSINESS

None

#### ADJOURNMENT

A motion to adjourn was made by Mr. Lundquist and seconded by Mr. Knapp. The motion passed by unanimous consent and the meeting adjourned at 9:07 PM.

# Resolution of the Finance and Administration Committee Regarding Guiding Principles for CIP Policy Revisions

Whereas the Town of Newtown currently relies mainly on bonding to finance capital projects, which entails interest payments that add to the cost of capital projects and, therefore, the tax burden on Newtown residents;

Whereas capital projects are intended to be large scale capital undertakings that are sizable enough to exclude them from a one-time payment; and

Whereas the Town of Newtown has many groups and bodies with diverse expertises that can and should provide feedback in the planning of capital projects; now therefore be it

*Resolved*, that the Legislative Council's Finance and Administration Committee adopts the following as guiding principles for the review and revision of the Town of Newtown's CIP Policy:

1. that the Town of Newtown should support a shift from bonding to savings when financing capital projects
2. that projects included on the Capital Improvement Plan should refrain from bundling smaller, disparate expenditures that could be included in yearly budgets as regular maintenance
3. that decisions of inclusion, exclusion, planning, and timing of capital projects should include feedback from all stakeholders with relevant expertise