

**LEGISLATIVE COUNCIL REGULAR MEETING  
COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT  
WEDNESDAY, OCTOBER 18, 2023**

**MINUTES**

**PRESENT:** Jeff Capeci, Michelle Embree Ku, Tom Long, Chris Gardner, Phil Carrol, Dan Honan, Derek Pisani, Ryan Knapp, Charles Gardner, Lisa Kessler, Matthew Michalcik

**ABSENT:** William DeRosa

**ALSO PRESENT:** Finance Director Bob Tait, First Selectman Dan Rosenthal, Director of Land Use Rob Sibley, Geordie Elkins of the Bike and Trails Committee, BOE Chair Deb Zukowski, BOE member Alison Plante, Superintendent Chris Melillo, CH Booth Library David Schill and Don Studley of the CH Booth Library Board of Trustees and 16 members of the public

**CALL TO ORDER:** Mr. Capeci called the meeting to order with the Pledge of Allegiance at 7:32 pm.

**VOTER COMMENT:** None

**MINUTES:** Charles Gardner moved to approve the minutes of the October 4, 2023 meeting. Matt Michalcik seconded, all in favor.

**COMMUNICATIONS:** Jeff Capeci reported that he received communication from the Town Clerk that the Newtown Public School Administrators Agreement 2024-2027 was received at the Town Clerks office (att.). The Finance Director Bob Tait sent a request from the Purchasing Authority requesting to change the quote range from \$2,000 to \$50,000 to \$5,000 to \$50,000 in the code book (att.), this will not be taken up until the new LC comes in. And an invitation for a celebration to honor the First Selectman on November 28 (att.).

**COMMITTEE REPORTS:** None

**FIRST SELECTMAN'S REPORT:** First Selectman Rosenthal reported that Ned Simpson presented the Town Building Inventory & Planning Group report. Today they had a statewide Emergency Management drill that included various town department. It is good for muscle memory and to talk about resources. When you think everything is handled, they throw in a wrinkle. It should be reassuring to the public that they do this periodically.

**NEW BUSINESS**

*Newtown Association of School Administrators Contract* – Superintendent Chris Melillo and BOE member Alison Plante presented the outcome for the School Administrators Contract (att.). If the LC takes no action, the contract is passed through. If there is a consensus from members that they need to reject the contract, a special meeting will be called.

*Grant Acceptance* – Charles Gardner moved to accept the AI's Trail Greenway Feasibility Study grant in the amount of \$80,000 (att.). Matt Michalcik seconded. Geordie Elkins and Rob Sibley explained that this is a feasibility study to build a greenway from downtown Sandy Hook to Fairfield Hills. All in favor.

*CH Booth Library Board of Trustees Financial Report* – Don Studley and David Schill from the CH Booth Library Board of Trustees presented on the projects they are currently working on which will utilize their surplus funds (att.). Projects included are general maintenance items, carpeting and flooring, electrical upgrades and cabinets and furniture. The Council made a significant cut in their budget last year and said they need to start using their surplus funds so they came up with a plan to utilizing the surplus funds.

**Voter Comment** – None

Announcements - None

Having no further business, the meeting was adjourned at 8:28pm.

*Respectfully submitted,*  
*Arlene Miles, Clerk*

*Attachment: Communications, Summary of the 2023-27 Administrators' Contract Summary, Grant, CH Booth Library presentation*



Arlene Miles <arlene.miles@newtown-ct.gov>

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## Fw: Newtown Public School Administrators Agreement 2024-2027

1 message

Jeffrey Capeci <Jeff@thecapecis.com>  
Reply-To: Jeffrey Capeci <Jeff@thecapecis.com>  
To: Arlene Miles <arlene.miles@newtown-ct.gov>

Wed, Oct 18, 2023 at 8:30 PM

Correspondence also

----- Forwarded Message -----

**From:** Debbie Halstead <debbie.halstead@newtown-ct.gov>  
**To:** Jeff Capeci <jeff@thecapecis.com>; John Madzula II <jsmbofnewtown@gmail.com>; Zukowski, Deborra <zukowskid\_boe@newtown.k12.ct.us>  
**Sent:** Wednesday, October 18, 2023 at 02:41:45 PM EDT  
**Subject:** Newtown Public School Administrators Agreement 2024-2027

Good afternoon,  
I have attached the link below for the Newtown Public School Administrators Agreement 2024-2027 for your review.

<https://www.newtown-ct.gov/board-education/pages/board-education-agreements-and-administrative-contracts>

Best regards,

Debbie Aurelia Halstead, MMC, MCTC  
Town Clerk  
Registrar of Vital Statistics  
Municipal Veterans Representative

Newtown Municipal Center  
3 Primrose Street  
Newtown, CT 06470  
203-270-4214

[debbie.halstead@newtown-ct.gov](mailto:debbie.halstead@newtown-ct.gov)

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Arlene Miles <arlene.miles@newtown-ct.gov>

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**Fw: TAIT**

1 message

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**Jeffrey Capeci** <Jeff@thecapecis.com>  
Reply-To: Jeffrey Capeci <Jeff@thecapecis.com>  
To: Arlene Miles <arlene.miles@newtown-ct.gov>

Wed, Oct 18, 2023 at 8:31 PM

Correspondence

----- Forwarded Message -----

**From:** Robert Tait <[robert.tait@newtown-ct.gov](mailto:robert.tait@newtown-ct.gov)>  
**To:** Jeffrey Capeci <[jeff@thecapecis.com](mailto:jeff@thecapecis.com)>  
**Cc:** Kerri Mubarek <[kerri.mubarek@newtown-ct.gov](mailto:kerri.mubarek@newtown-ct.gov)>  
**Sent:** Tuesday, October 17, 2023 at 01:29:43 PM EDT  
**Subject:** TAIT

Hello Jeff,

Please see attached. It is a request from the purchasing authority to change the quote range from \$2,000 to \$50,000 to \$5,000 to \$50,000 in the code book

Not sure on the timing?

We were going to do it in August but held off.

Bob



**PURCHASING QUOTE LIMIT REQUEST.pdf**  
46K

3 PRIMROSE STREET, MUNICIPAL CTR  
ROBERT G. TAIT  
NEWTOWN, CT 06470  
FINANCE DIRECTOR  
TEL. (203) 270-4221



TOWN OF NEWTOWN


[www.newtown-ct.gov](http://www.newtown-ct.gov)

OFFICE OF THE FINANCE DIRECTOR

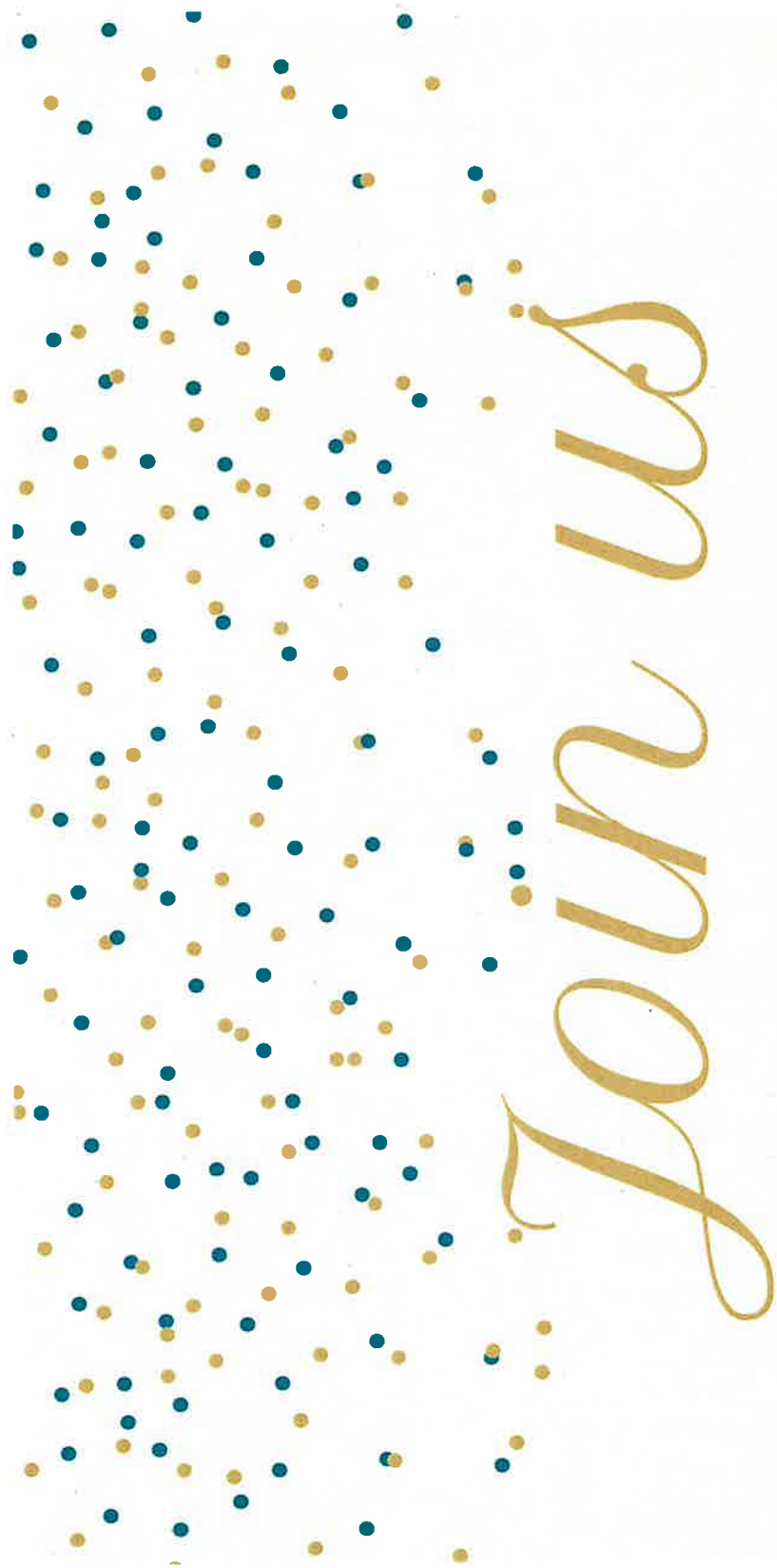
TO: Jeff Capeci, Legislative Council Chair  
FROM: Purchasing Authority  
SUBJECT: Town Purchasing Requirements Revision Request  
DATE: July 28, 2023

The Purchasing Authority of the Town of Newtown is respectfully requesting the review and amendment of the current purchasing requirements in the Town Code dated 10-28- 2015, **350.3 Quotes required for public work or services of less than \$50,000**; *Before any award is made or any contract for public work or services, other than professional services, is let involving the expenditure of more than \$2,000 but less than \$50,000, quotations from at least three sources shall be sought and listed on or with the purchase order. This procedure may follow for purchases or contract under \$2,000, but is not mandatory.* After discussions regarding efficiencies with the Finance Director and Purchasing Director and reviewing this with the Town auditors, the Purchasing Authority is requesting to have the minimum threshold updated from \$2,000 to \$5,000 which would also align the Town's purchasing policy with the Newtown Board of Education's purchasing policy.

Very truly yours,

  
\_\_\_\_\_  
Daniel C. Rosenthal  
First Selectman  
\_\_\_\_\_  
Robert G. Tait  
Finance Director

RG/T/kkm



FOR A CELEBRATION  
TO HONOR DAN ROSENTHAL'S YEARS  
OF PUBLIC SERVICE TO THE TOWN OF  
NEWTOWN



Tuesday, November 28th  
4:30 PM- 7:00 PM  
Newtown Community Center

Please [RSVP by to this link by](#)  
November 22nd.

# SHIPMAN

## MEMORANDUM

### CONFIDENTIAL ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

**TO:** Newtown Board of Education  
**FROM:** Rich Mills and Julie Jaquays  
**DATE:** October 12, 2023  
**RE:** Summary of the 2024-27 Administrators' Contract Settlement

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On September 22, 2023, the Board's Negotiating Committee reached a tentative agreement with the Negotiating Committee for the Newtown Association of School Administrators (the "Association"). The proposed new contract includes the following key terms:

**1) Duration**

- The new contract is for three years: July 1, 2024 through June 30, 2027.

**2) Salary**

The salary schedule will be revised as follows:

- 2024-25: All bargaining unit employees will receive a general wage increase of 2.75%.
- 2025-26: All bargaining unit employees will receive a general wage increase of 2.75%.
- 2026-27: All bargaining unit employees will receive a general wage increase of 2.75%.
- Annuity. Under the 2021-24 contract, administrators who completed 5 to 9 years of service were eligible to receive a 403(b) contribution in the amount of \$1,000 and administrators who completed 10 or more years of service were eligible to receive an annuity in the amount of \$2,000. The parties agreed to increase the 403(b) amounts for eligible administrators as follows:

5-9 Years of Service	Effective July 1, 2024: \$1,250
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	Effective July 1, 2025: \$1,500 Effective July 1, 2026: \$1,750
10 or More Years of Service	Effective July 1, 2024: \$2,250 Effective July 1, 2025: \$2,500 Effective July 1, 2026: \$2,750

- Athletic Director. Prior to the 2023-24 contract year, the Board and the Association entered into a Memorandum of Agreement (“MOA”) for the 2023-2024 contract year to incorporate the ten additional days worked by the Athletic Director into the Athletic Director’s base work year and base salary. The parties agreed to codify this MOA into the contract.
- Director of Pupil Services. The Board agreed to the Association’s proposed market adjustment for the Director of Pupil Services’ salary. Beginning in the 2024-25 contract year, the Director of Pupil Services will be paid the same annual salary as the Middle School Principal position. That adjustment reflects an increase of \$2,669 (prior to the application of the general wage increase).
- Special Education Supervisors. The parties agreed to incorporate the MOA signed by the parties in October 2022 regarding the work year, salary and reduction in force classifications for the Special Education Supervisor (Grades 5-8) and Special Education Supervisor (Grades 9-12 and Newtown Community Partnership Program).

### 3) Insurance

The significant insurance changes are as follows:

- Premium Cost Share: Employees’ premium contributions for health and dental insurance will remain at 25% for 2024-25 and 2025-26 and will then increase to 25.5% for 2026-27.
- Wellness Incentive: The wellness incentive for family coverage has been clarified to include single + 1 coverage. In addition, the measurement period for completing the physical examination will be the period beginning July 1, 2024 and ending December 31, 2026, instead of the calendar year. The Board will make its wellness HSA contributions by June 30, 2027.
- Life Insurance. Previously, the contract provided for life insurance in an amount equal to three (3) times the individual’s annual salary raised to the next highest \$1,000, up to a maximum of \$300,000. Under this formula, based on existing salary rates, all administrators were eligible for \$300,000 in life insurance. This



provision has been modified to provide that administrators will receive life insurance in the amount of \$400,000.

- Long Term Disability Insurance. The parties agreed to increase the monthly maximum benefit for long term disability from \$6,500 to \$10,000.

#### 4) Other Changes

In addition to housekeeping changes, the parties agreed to the following key changes:

- Sick Leave. The parties agreed that 5 of the 18 days of sick leave granted to administrators may be used for the illness of a parent, spouse or child.
- Issuance of Salary Checks. The Board and the Association agreed to incorporate the MOA signed by the parties in June 2023 regarding the payment schedule for administrators working less than a 12-month work year.
- Retirement. The parties agreed to delete a grandfathered portion of the retirement compensation provision, because there are no administrators currently employed by the district who are eligible for that grandfathered portion of the provision.
- Vacancies. The parties agreed to streamline and update the procedure for notifying employees of internal administrative vacancies.
- Grievance Procedure. The Association agreed to the Board's proposal to permit a committee of the Board to hear grievances at Level Two, and to extend the time for such hearing from 15 to 30 days after the Board's receipt of the appeal.

#### 2022-2023 Statewide Average

3 Year Average 8.84%

#### 2023-2024 Statewide Average at Time of Negotiations

3 Year Average 9.68%

#### 2023-2024 Current Statewide Average

3 Year Average 9.37%

#### Newtown Public Schools Agreement

3 Year Average 8.85%



**TOWN OF NEWTOWN  
FINANCIAL IMPACT STATEMENT  
(Per Town Charter 6-35(b), 6-40 & 7-25)**

REQUESTING DEPARTMENT LAND USE

PROJECT: AL'S TRAIL GREENWAY FEASIBILITY STUDY

PROPOSED APPROPRIATION AMOUNT: \$ 100,000

**PROPOSED FUNDING:**

BONDING	\$	-	
GRANT	\$	80,000	CT DEEP grant
LOCAL MATCH	\$	5,000	In-kind man hours - Land Use
OTHER	\$	5,000	Jenium Foundation match
CONTINGENCY	\$	-	
IN KIND	\$	10,000	In-kind from volunteers
	\$	<u>100,000</u>	

**ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):**

List any financial impact your request will have on the Town's annual operating budget.  
Attach spreadsheet(s) showing your calculation of the estimated impact.

**EXPENDITURE CATEGORY:**

\*\*FOR BRACKETS USE NEGATIVE SIGN  
BEFORE NUMBER\*\*

(POSITIVE IMPACT) /  
NEGATIVE IMPACT

Attachment  
#

SALARIES & BENEFITS  
PROFESSIONAL SERVICES  
CONTRACTED SERVICES  
REPAIRS & MAINTENANCE  
UTILITIES  
OTHER  
DEBT SERVICE (average)  
TOTAL IMPACT ON EXPENDITURES

\$ -  
\$ -

**REVENUE CATEGORY:**

POSITIVE IMPACT /  
(NEGATIVE IMPACT)

Attachment  
#

PROPERTY TAXES  
CHARGES FOR SERVICES (FEES)  
OTHER  
TOTAL IMPACT ON REVENUES

\$ -

**TOTAL FINANCIAL IMPACT ON OPERATING BUDGET**

\$ -

**EQUIVALENT MILL RATE OF TOTAL IMPACT**

(using current year's information)

0.0000 mills

**COMMENTS:**

No impact on general fund. Please see attached for project description.

PREPARED BY: \_\_\_\_\_

DATE: 10/2/2023

*Robert Sibley*  
3 Primrose Street  
Newtown, CT 06470  
203-270-4351  
Fax: 203-270-4278  
rob.sibley@newtown-ct.gov



*Director of Planning & Land Use*

## **TOWN OF NEWTOWN**

**Date:** October 2, 2023

**To:** Daniel Rosenthal, First Selectman

**From:** Rob Sibley, Director of Planning & Land Use

**RE:** Grant – CNT# 2023-284 CT DEEP – BOS 10/2/2023

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The Newtown Bikes and Trails Committee has been awarded a grant \$100,000.00 which includes \$80,000.00 in direct funding from CT DEEP. The remaining portion would be supported by:

1. Town in-kind service of my time for 100 hours over three years for the processing of bid, awarding and management of financial payments.
2. Matching funds of \$5,000.00 from the Jenium Foundation.
3. In-kind service from volunteer personnel over three years accounting for the balance of \$10,000.00.

I recommend that BOS endorse this grant for final acceptance by the Town of Newtown.

**Town of Newtown- Bike and Trail Committee**

Tasks	Project Task Types	Project Subtasks	Amount
Task A	Data Gathering and Alignment Development	Subtasks may include (not limited to): • Data gathering & GIS base map development • Alignment development & analysis (3 alts max)	\$ 20,753.90 \$ 13,939.77
Task B	Public Engagement	Subtasks may include (not limited to): • Public involvement preparation • 2 Public Meetings • Meet with town staff	\$ - \$ 7,408.15 \$ 7,103.93 \$ 1,777.96
Task C	Alignment Revisions	Subtasks may include (not limited to): • Revise alignment based on town and public input	\$ - \$ 5,926.52
Task D	Report and Recommendation Development	Subtasks may include (not limited to): • Compile work into a report • Develop overall cost estimate • Break estimate into segments revise mapping	\$ - \$ 23,977.16 \$ 6,222.84 \$ 12,889.78

Expense Sub-Total \$ 100,000.00

**Funding**

State Grant	\$ 80,000.00
Town Match	\$ 5,000
Foundation Matching Grant	\$ 5,000.00
Volunteer Time Match	\$ 10,000
<b>Total</b>	<b>\$ 100,000.00</b>

# C. H. Booth Library

## SURPLUS ANALYSIS-23/24 FISCAL YEAR

Unaudited surplus at June 30,2023 \$ 523,882.00

Designated for June 30,2024 budget deficit	\$ 147,907.00	Required to balance budget as originally submitted to town
Designated for capital improvements	\$ 200,000.00	As approved by Library Board
Designated for operating reserve-10%	\$ 169,593.00	In accordance with Board of Finance policy
Undesignated surplus	\$ 6,382.00	
Total Summary	\$ 523,882.00	

## **C. H. Booth Library Building & Grounds Work Summary Report**

- Following are lists of repairs and upgrades to be completed using the Library “Fund Balance” in accordance with direction from Legislative Council and Board of Finance during the development of budget 2023/24.
- Each Category lists a number of Subcategory items with estimated cost and priority.
- The scope of work will be developed based upon Category and Priority.
- Subcategory items will be combined under one scope whenever possible to make bidding process more efficient and economical.
- Total Estimated cost for all listed work is \$185,600.00

## C. H. Booth Library

### Building & Grounds Work Summary Report

#### General Maintenance:

<u>Subcategory</u>	<u>Priority</u>	<u>Estimated Cost</u>
Fix ceiling Pannels	High	\$ 6,000.00
Fix vents and water damaged ceiling	High	\$ 2,000.00
Front Entrance Stair Tread	High	\$ 1,600.00
Painting (Stairwell, Hallway, Entryway)	Med	\$ 8,000.00
Library Signs/ Directory/ Emergency Signs	High	\$ 52,000.00
Outdoor Sign	High	\$ 16,000.00



## GENERAL MAINTENANCE



Ceiling Tile  
Childrensroom



First Floor Ceiling  
Tile Stairwell



Second Floor Ceiling  
Tile Stairwell



Breakroom Vent  
Water Damage



Main Entrance  
Stair Tread



Bathroom Vent  
Water Damage



Storage Closet  
Water Damage

# C. H. Booth Library

## Building & Grounds Work Summary Report

### Carpet & Flooring:

<u>Subcategory</u>	<u>Priority</u>	<u>Estimated Cost</u>
Resurface Stairwell Stairs	High	\$ 10,000.00
Childrens Storytime Room – repair & replace floor	High	\$ 4,000.00
Replace carpet – Miscellaneous Locations	Low	\$ 20,000.00
Replace Tile Floor Restrooms	Low	\$ 8,000.00

## CARPET & FLOORING



Carpet Main Desk



Conference Room



Storytime Room Floor



Stairwell Stairs



Bathroom Tile



Main Stairs



**C. H. Booth Library**  
**Building & Grounds Work Summary Report**

**Electrical:**

<u>Subcategory</u>	<u>Priority</u>	<u>Estimated Cost</u>
Lighting Level Three	High	\$ 25,000.00
Lighting for Hawley/ Museum Area	High	\$ 3,000.00
Update Miscellaneous Lighting	Low	\$ 2,000.00

## ELECTRICAL



Third Floor Lighting



Meeting Room Lighting



Hallway Lighting  
Museum Area



Museum Area Lighting

# C. H. Booth Library

## Building & Grounds Work Summary Report

### Cabinets & Furniture:

<u>Subcategory</u>	<u>Priority</u>	<u>Estimated Cost</u>
Childrens Storytime Room - replace book cabinets	High	\$ 8,000
Childrens Storytime Room - replace sink/ countertop and cabinets	High	\$ 10,000
Update Bathrooms	Low	\$ 7,000
Breakroom - New Cabinets	Med	\$ 3,000

## CABNETS & FURNITURE



Storytime Room Cabinets



Storytime Room Sink & Backsplash



Breakroom Cabinets



# Project Schedule

