

**LEGISLATIVE COUNCIL REGULAR MEETING  
COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT  
WEDNESDAY, JANUARY 5, 2022**

**MINUTES**

**PRESENT:** Jeffrey Capeci, Phil Carroll, Angela Curi (via teleconference), William DeRosa (via teleconference), Charles Gardner, Chris Gardner, Dan Honan, Lisa Kessler (via teleconference), Ryan Knapp (via teleconference), Michelle Embree Ku, Matthew Mihalcik

**ABSENT:** Tom Long

**ALSO PRESENT:** First Selectman Dan Rosenthal, Finance Director Bob Tait, Facilities Director for the BOE Bob Gerbert; 0 public, 0 press

**CALL TO ORDER:** Mr. Capeci called the meeting to order with the Pledge of Allegiance at 7:34 pm.

**VOTER COMMENT:** None

**MINUTES:** Mr. Honan moved to accept the minutes of the December 15, 2021 Legislative Council Regular Meeting. Seconded by Mr. Carroll. All in favor. Motion passes (11-0).

**COMMUNICATIONS:** Mr. Capeci announced that the January 8<sup>th</sup> CCM Training Class will be virtual. He encouraged everyone to sign up if they haven't yet.

**COMMITTEE REPORTS:** None

**FIRST SELECTMAN'S REPORT:** First Selectman Dan Rosenthal began by praising our Emergency Management and CERT teams. Governor Lamont announced last week that a number of at-home Covid tests would be available to all towns in Connecticut. However, after announcing the distribution to our community, it was learned that not only was the shipment delayed but we would be receiving a lot fewer kits than initially expected. The First Selectman felt that handing them out on a first come-first serve basis may become a fiasco, so it was decided to use an online registration method. He acknowledged that many members of the community were disappointed with how it was handled, but he felt there was no other way given the amount of tests given. With over 10,000 homes in town and only 1,500 kits, he wished there were a lot more to hand out. Donna Culbert and our in-house CERT team made the distribution go smoothly. In the end, Mr. Rosenthal was satisfied and happy with the outcome. He remains in communication with the local hospitals. The hospitals have confirmed that the sickest patients they are seeing are those unvaccinated. The expectation is that this will peak in the next couple of weeks and, hopefully, will then start to regulate. The Governor has been vocal about not having mandates. There are fewer than ten towns in the state that have implemented a mask mandate again. Our Health Director is recommending vaccines and boosters. We continue to hold booster clinics periodically. In general, he feels that Connecticut has done a good job getting through this. He has faith in the path that the Governor has been following with this. Contact tracing is still continuing through our Health Department. The challenge with that is that the testing is taking so long to come in, that by the time we get the results of a positive case, their symptoms have come to pass.

**OLD BUSINESS**

*Discussion and Possible Action*

- 2022-23 – 2026-27 CIP

Mr. Capeci opened the floor to anyone with questions regarding the BOE part of the CIP. Mr. Knapp expressed concern over a few new projects that have been added to year one. Mr. Gerbert stated that the BOE took this year as an opportunity to overhaul their entire plan. There were a number of projects that were added, a notable amount of projects that were eliminated, and some projects that were revised significantly in a favorable way. The BOE wanted to eliminate those projects in which they felt were more “wants” rather than “needs”. The ones added in year one are projects with a high priority. The Head of Meadow Boiler Plan was moved up to year one due to the boilers dating back to the original construction of the school in 1977. The High School's HVAC Replacements are because the units date back to 1996. Reed School's Chiller Project was added, also because they date back to the school's original construction in 2002. Mr. Knapp's main concern is why had they not heard of these projects before now. Mr. Gerbert could not speak on why they had not been discussed prior, but since his arrival into this position in 2019, he felt the BOE spent a lot of time examining the budgets and reevaluating these projects. Mr. Rosenthal recalled in the past hearing concerns over aging units approaching their need for replacement. He suggested that they become more in tune to identifying and planning the need for replacing items due to age such as a condenser, chiller, etc. That way, in the future, they can plan to use their operating budget or budget surplus when the need arises versus borrowing. Mr. Mihalcik asked why the Hawley Generator project had been removed from the CIP. Mr. Rosenthal explained the reasoning was because it would create complications with the Hawley HVAC Project due to the wiring system. Mr. Gerbert added that there have been infrequent power outages at that site and therefore the project would be removed for future CIP's indefinitely. Mr. Knapp stated that while the Council would want to do more projects, this is also an opportunity to address our debt. Mr. Rosenthal asked whether there are any efficiency gains by going with new chillers. Mr. Gerbert replied that there are some nominal efficiency gains but nothing earth shattering. If approved, they could discuss further with Eversource. Mr. Knapp asked for Mr. Gerbert's thoughts regarding why the Middle School's HVAC project was split up to include the design portion in year two and construction in year four. Mr. Gerbert said it was set up intentionally because of lessons learned from the Hawley project – they could focus and spend more time on the design aspect before moving onto the construction portion rather than taking it on all at one time resulting in potential building closures. Mr. Tait added that the main reasoning that a project is split like this is timing purposes. The discussion continued – Mr. Gerbert said that he can have further discussion with his vendors on maintenance plans for the existing equipment. Mr. Honan added that this plan is fluid – year one is most important and urged everyone to keep that in mind. First Selectman Rosenthal shifted the discussion to municipal matters, while briefly touching on the Fairfield Hills Development Plan. He wanted to make note of the fact that one thing required for mixed use development is the procurement of historical tax credits. This is because the cost to rehab these buildings is enormous. These credits come through the federal government and the state historic preservation commission is also involved. With historical bonds, they want to keep most of it preserved and so obtaining these credits in time for this year's referendum may pose a challenge. There is a chance that this may get pushed back one year. He noted the plan would be to bond this over a series of years. If we could make this all work, Cochran, Stamford, Norwalk and Plymouth buildings would be slated for demolition. Any kind of development here would take place over a course of a few years. The historical tax credits would not affect the Newtown taxpayers. The discussion continued. The Council decided to hold off on making any final motion on the CIP until the next meeting.

## **NEW BUSINESS**

### *Discussion and Possible Action*

- Acceptance Certification Section 5310 Grant (Vehicle Grant for Human Services)

Mr. Honan moved to accept the Certification Section 5310 Grant (Vehicle Grant for Human Services). Seconded by Mr. Carroll. All in favor. Motion passes (11-0).

The First Selectman credited Natalie Jackson and the Human Services staff with putting this forward. It

is a competitive grant and the Town will not need to put up any match. The current van being used by the Senior Center is aging and should look to be replaced soon. We have been awarded this new van which has a \$69,000 value. It has 10 seats plus 2 wheelchair accessible seats with a lift. It does not have to be procured through the Town. *See attachment A.*

**VOTER COMMENT:** None

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** There being no further business, Mr. Charles Gardner moved to adjourn the meeting at 9:41 pm. Seconded by Mr. Mihalcik. All in favor.

*Respectfully submitted,  
Rina Quijano, Clerk*

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE LEGISLATIVE COUNCIL  
AT THE NEXT MEETING.**



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone:

(860) 594-2834

November 30, 2021

Ms. Natalie Jackson, LCSW  
Director of Human Services  
Town of Newtown  
9 Primrose Street  
Newtown, CT 06470

Dear Ms. Jackson:

Fifty-six (56) organizations throughout the state applied for vehicle grant funding under the Federal Transit Administration's (FTA) federal fiscal year 2021 Section 5310 Program. The Regional Council of Governments (RCOG's) and the Connecticut Department of Transportation (CTDOT) reviewed and prioritized all eligible applications.

As a result of the coordinated review and prioritization process, your organization has been selected to receive a cash grant from the Section 5310 program. The grant will pay for up to 100% of the cost of a wheelchair accessible vehicle, not to exceed the amount estimated in the application or 100% of the actual vehicle cost, whichever is lower. The remaining vehicle cost must be funded by your organization.

This grant must be used towards the purchase of one (1) new wheelchair accessible vehicle(s) for the transportation of the elderly and/or persons with disabilities.

CTDOT will begin the implementation of this project as soon as FTA awards the grant.

Enclosed with this letter is a certification for acceptance of the grant. The signature of an authorized official will confirm that your organization has sufficient resources available to provide the funding needed to pay the balance of the vehicle(s) cost and to maintain and operate the vehicle. **The information requested on the acceptance certification form will be used to construct your agreement with the State.**

**Please return by email the Acceptance Certification form to Ellen Lawrence [ellen.lawrence@ct.gov](mailto:ellen.lawrence@ct.gov) no later than Friday, January 7, 2022.**

No procurement activities can begin until an agreement is in place between CTDOT and your organization.

The purchase of these vehicles must follow an FTA compliant process. There is an FTA compliant vehicle contract available from which your organization can purchase a vehicle(s). If your organization chooses to procure a vehicle(s) without using the above-mentioned contract, you must request authorization in writing from CTDOT prior to beginning the vehicle procurement. You will be contacted in the near future regarding procurement information.

As recipients of federal funds, you are required to comply with the requirements under Title VI of the Civil Rights Act of 1964. Tiffany Garcia, Associate Title VI Coordinator in the Office of Contract Compliance, will be contacting you with dates for a required Title VI training session. The training session will provide an overview of the Title VI requirements for recipients of Section 5310 funding, and a question and answer period.

If you have any questions or require further information, please contact Ms. Lawrence by email or at (860) 594-2912.

Sincerely,

Rivers, Lisa

Digitally signed by Rivers, Lisa  
DN: E=Lisa.Rivers@ct.gov,  
OU=Hessquarters,  
OU=DOT-Users, DC=DOT, DC=CT,  
DC=GOV  
Date: 2021.11.30 09:37:35-0500

Lisa Rivers  
Transit Manager  
Bureau of Public Transportation

cc: Francis Pickering – Western Connecticut Council of Governments

## HOW TO OBTAIN A DUNS NUMBER

### Purpose of DUNS

A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

### Before Registering for a DUNS Number

Does my organization already have a DUNS number? Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

### How to Register for a DUNS Number

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](#) or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

NOTE: When obtaining a DUNS number, D&B places your organization on their marketing list that is sold to other companies. If you do not want your organization included on this marketing list, you should request not to be listed when you apply for a DUNS number.

### How long does it take to obtain a DUNS number?

Allow up to two business days to obtain a DUNS number, but it can occur in one business day.

### Information for Foreign Applicants

If your organization is located outside the United States, you can register for a DUNS number online. To register with D&B, you are not required to obtain a federal Tax Identification Number (TIN), also known as an Employer Identification Number (EIN). When registering, simply leave the TIN/EIN information blank. However, anyone doing business with the federal government generally needs to obtain a TIN/EIN in order to meet Internal Revenue Service (IRS) tax reporting requirements.

## ACCEPTANCE CERTIFICATION

### SECTION 5310 GRANT

Federal Fiscal Year 2021

This certifies that \_\_\_\_\_ (Name of Organization) will accept a Section 5310 grant from the Connecticut Department of Transportation (CTDOT) and has sufficient resources available to provide the local match for the purchase of the vehicle(s) as well as for operation of the vehicle(s).

CTDOT must be listed as first lien holder on the motor vehicle registration(s) for the vehicle(s). During the useful life of the vehicle(s), titles will be retained by CTDOT, appropriate insurance levels must be maintained, and the vehicle(s) must be registered in accordance with all of the rules and regulations of the Connecticut Department of Motor Vehicles.

**DO NOT** take any action toward ordering a vehicle at this time. Once an agreement between CTDOT and your organization is executed, you have ninety (90) calendar days from receipt of the agreement to forward to CTDOT a written confirmation that the bid process for purchase of a wheelchair accessible vehicle has been initiated, or that your organization will procure the vehicle through an open option on an FTA compliant procurement.

Once your organization has accepted delivery of the vehicle, the following must be submitted to CTDOT within 3 - 5 business days:

- 1) CTDOT Invoice Summary & Processing form (ISP)
- 2) Dated manufacturer's or dealer's invoice naming your organization as the recipient of the vehicle
- 3) Vehicle Acceptance form
- 4) Post-delivery Federal Motor Vehicle Safety Standards (FMVSS) certification
- 5) Post-delivery Purchaser's Requirements certification
- 6) Post-delivery Buy America certification
- 7) Two (2) copies of the Certificate of Origin(s), and
- 8) Acord Certificate of Liability Insurance form

If these conditions are not met, your organization acknowledges that this cash grant will be returned to CTDOT.

In order to expedite vehicle delivery, a recipient may order a vehicle in advance of receipt of a fully executed agreement; however, this action must follow an FTA-compliant procurement process and shall be taken entirely at the risk of the organization.

**TYPE THE FOLLOWING, AS YOUR AGREEMENT WILL BE WRITTEN USING THE INFORMATION EXACTLY AS IT APPEARS BELOW:** This information must match the Secretary of State's Concord records for your organization or an agreement will not be executed.

Legal Organization/Business Name:		
Address:		
City/Town:	State:	Zip code:
Name of Authorized Official:		
Title of Authorized Official:		
Federal Employer Identification Number:		
DUNS Number*:		

\*Information on how to obtain a DUNS number may be found on the following page.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**\* PLEASE KEEP A COPY OF THIS INFORMATION FOR YOUR OWN RECORDS \***