

**LEGISLATIVE COUNCIL REGULAR MEETING
COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT
WEDNESDAY, APRIL 20, 2022**

MINUTES

PRESENT: Jeffrey Capeci, Phil Carroll, Angela Curi, William DeRosa, Charles Gardner, Chris Gardner (7:44 pm), Dan Honan, Lisa Kessler, Ryan Knapp, Michelle Embree Ku, Tom Long, Matthew Mihalcik

ALSO PRESENT: First Selectman Dan Rosenthal, CH Booth Library Director Douglas Lord, Library Trustee David Schill, Library Trustee Amy Dent, Tax Collector Donna Saputo (via teleconference); 9 public, 1 press

CALL TO ORDER: Mr. Capeci called the meeting to order with the Pledge of Allegiance at 7:37 pm.

VOTER COMMENT: None

MINUTES: Mr. Charles Gardner moved to accept the minutes of the March 16, 2022 Legislative Council Public Hearing and the April 6, 2022 Legislative Council Regular Meeting. Seconded by Mr. Carroll. All in favor. Motion passes (12-0).

COMMUNICATIONS: Mr. Capeci shared that the Charter Revision Commission is getting close to the end of their process. They met recently to finalize the draft report. Once the Council receives it, a public hearing will be held within 45 days. The Council then has 15 days after the hearing to make any recommendations for changes to the commission. Mr. Capeci anticipates having legal review on the next agenda.

COMMITTEE REPORTS: First Selectman Rosenthal spoke on the Recycling Ad Hoc Committee. They are working with Fred Hurley and recently discussed the present layout of the transfer station. They would like to be able to accommodate more people into the transfer station and increase capacity at the same time. There are some ideas and the goal is to have a plan for upgrades by early June. After extensive discussions with the recycling sub-committee, they came to the conclusion that the present single-stream recycling process is expensive and not as earth friendly. We think we can market for alternative commodities, as the cost and benefits to the environment are much better. The goal is to get material out to the public by early May.

Mr. Mihalcik reported that the ARP committee met last Monday. They passed a few items forward including transfer station improvements, municipal building improvements, Parks and Rec lift gate truck replacement, Dickinson Park pavilion refurbishment, Community Center outdoor storage shed, Community Center patio, and handicap doors for the Senior Center/Community Center.

FIRST SELECTMAN'S REPORT: First Selectman Dan Rosenthal reported on a recent meeting with State Representative Bolinski and Representative Scott. Currently, there are competing proposals based around the Governor's proposal for setting a statewide motor vehicle mill rate of 29.0. The idea is that towns would get reimbursed for any revenue shortfalls. At the moment, it's still up in the air. We'll know in two weeks. In regards to local projects, the Sandy Hook Memorial Project continues to go well, plants should be going in next week. Most of the fixed radios for the Communications upgrade should be in the next week or two. The generators are still on order. We anticipate this project to be completed in the late summer or early fall. Regarding the GMP for Hawley School, we start construction meetings next week. Ms. Ku asked about the process on the West Cog affordable housing plan. Mr. Rosenthal stated that there is a draft form for Newtown which will get appended to the regional plan. This would have to get approved by Planning and Zoning. The deadline for this is sometime this summer.

OLD BUSINESS

Discussion and Possible Action

- Consideration of BOF Recommended Amendments to the 2021-2022 approved CIP:
 - \$420,000 library project added for roof, gutters, downspout and shutters replacements/upgrades/repair moved to 2021-22. To be funded by the library available fund balance reserved for capital improvements.
 - \$200,000 library project (unspent) in the current approved 2021-22 CIP amended to be used for HVAC comprehensive upgrades in 2022-23 (to be combined with 2022-23 \$350,000).

Mr. Charles Gardner moved to consider the BOF recommended amendments to the 2021-2022 CIP for the library. Seconded by Mr. Carroll.

Mr. Schill presented a detailed summary sheet which he presented to the Council on April 13, 2022. *See attachment A.* He indicated that there are various repairs to the library roof that need to be addressed which include replacement of the slate roof, the gutters, various flashing, the ice barrier, chimney caps and the dormers. They have had two contractors come in to review the slate roof and the general recommendation is to replace the slate which can extend the life of the roof by 40-60 years. Mr. Schill said these are repairs that need to be done this year as parts of the roof are severely deteriorating. Mr. DeRosa commented that it is much less expensive and would last longer if we fix the damage that is there now. This would also keep the historic look of the building. Mr. Knapp is concerned about staying with the slate because of the higher cost and the difficulty of working with slate material versus asphalt. He feels there will be future cost with slate which makes it more challenging to repair down the line, plus it is heavier material which may affect the integrity of the structure. Mr. Schill expressed that he was also really concerned about the slate initially. However, after reaching out to the National Slate Association, he concluded that although there are challenges with slate, if it is installed properly, it will last a lot longer. They discovered that underneath the slate, there are steel trusses. About a third of the slate would be replaced, and when they do replace it, they will match the material to what exists now. Mr. Knapp asked how everything fits within the current and future CIP's. Mr. Schill thought it would be helpful to include in his summary sheets, a list of the projects in order of priority. He included items such as the asphalt part of the roof, which does not need to be done right away, but he added it so it can be on everyone's radar. Other urgent major repairs/replacements include the HVAC system, duct work, chiller, steam boiler and shutters.

First Selectman Rosenthal said we'd have to review this summary sheet with our Finance Director so we can know whether we can appropriate it out before the end of July. Mr. Knapp thanked Mr. Schill for his due diligence, but he is unclear as to next steps as far as rearranging the CIP. Ms. Dent interjected that these requests have been in the CIP for years in various fashions. The First Selectman noted that if there is money appropriated, it would just have to get bonded for the updated requests. Mr. Knapp said they are all in agreement that they should go with slate now and asphalt later, but will need to find out from the Finance Director about the funds. The Council needs to amend it, then we start the appropriations process. Mr. Mihalcik expressed concern that the items in the orange are more than what was appropriated for next year. Mr. Rosenthal suggested he takes this to the Finance Director and have him prepare bonding. Mr. Knapp asked if they can use money from their trust. Mr. Rosenthal said there's probably not much money in the trust. Ms. Ku appreciates the time and effort that Mr. Schill has put into this report. While she would support amending the CIP to cover what he has for this year, she is concerned about the following years. She suggests that having a designated Facilities Manager would be beneficial in addressing these issues on a timely manner.

Mr. Mihalcik moved to amend the motion to use unspent funds from 2021-2022 approved Library Board CIP to be used for the repairs listed in yellow, totaling \$183,620, on the detailed summary sheet submitted April 13, 2022. Seconded by Mr. Honan. All in favor. Motion passes (12-0).

Mr. DeRosa asked what the total of the library's fund balance is. Mr. Lord replied that the fund balance fluctuates at any given time. As of 6-30-21 there was \$826,000 with \$33,000 in restricted funds. Through February they have spent \$117,000 and encumbered \$144,000 spent on minor infrastructure repairs. Mr. DeRosa asked who will be in charge of general maintenance once all of these repairs would be made. Mr. Schill said that currently he has been taking care of it but they would plan to have a maintenance company come in annually or biannually. They are developing a maintenance plan. Mr. Charles Gardner asked if 137 gutters that are made of wood and non serving any functional purpose, only for aesthetic purpose. Have they thought about taking the shutters down all together. Mr. Schill said he is open to that but they would probably have to get that cleared with the Historical Society. Mr. Knapp supports this motion and because it's within the existing CIP. They just decided to shift their priorities, he feels it makes sense to give them allowance to do that. He thanked Mr. Schill for his work on gathering all this information.

Mr. Capeci called the vote on the amended main motion which is modified to use the existing \$200,000 in the current CIP for those items colored yellow. All in favor. Motion passes (12-0).

NEW BUSINESS

Discussion and Possible Action

- Request from Tax Collector for approval to sell liens to third party vendor

Mr. Charles Gardner moved the request from the Tax Collector for approval to sell liens to third party vendor. Seconded by Mr. Knapp. All in favor. Motion passes (12-0).

Ms. Saputo shared information regarding lien sales. *See attachment B.* She explained that every year she generates a delinquent listing of people that owe taxes for the current grand list and prior. These are predominantly residential accounts. She notifies these people via certified mail and works hard with them to develop a payment plan. The lien sales occur towards the end of May to the beginning of June. Between bringing down the delinquent list and the lien sales, she typically collects about \$350,000-\$400,000. Mr. Rosenthal says we're sensitive to someone falling on hard times and we try really hard to try and collect or set up a payment plan so we don't have to sell them to a third party lien. Most of the lien sales are largely people that are unresponsive. We sell approximately 100 accounts per year.

- Amend CIP for Newtown High School Stadium Turf Practice Field Project

Mr. Charles Gardner moved to amend the CIP for Newtown High School Stadium Turf Practice Field Project. Seconded by Mr. Mihalcik.

First Selectman Rosenthal explained that this amendment relates to the fact that the cost of the turf project went up by \$21,000 due to cost of materials, therefore we have to amend the CIP to raise the total to \$781,000. Mr. Knapp noted that this would really affect the "Other" line in the CIP.

Mr. Knapp moved to amend the motion to add that the line under high school turf practice field OTHER funding source be amended from \$300,000 to \$321,000. Seconded by Mr. Mihalcik. All in favor. Motion passes (12-0).

Mr. Capeci called the amended motion. All in favor. Motion passes (12-0).

- RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL

IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Mr. Charles Gardner moved to approve the RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE and further moved to waive the full reading. Seconded by Mr. Knapp. All in favor. Motion passes (12-0). See attachment C.

- CT State Library Historic Documents Preservation Program grant acceptance

Mr. Charles Gardner moved to accept the CT State Library Historic Documents Preservation Program grant. Seconded by Mr. Mihalcik. All in favor. Motion passes (12-0).

The First Selectman stated this is a grant applied for by the Town Clerk. The total is about \$7,500 and is done every year. *See attachment D.*

VOTER COMMENT: None

ANNOUNCEMENTS: Mr. Capeci reminded everyone that next Tuesday April 26th is our budget referendum from 6:00 am to 8:00 pm and encourages everyone to go out to vote.

ADJOURNMENT: There being no further business, Ms. Curi moved to adjourn the meeting at 9:14 pm. Seconded by Mr. Chris Gardner. All in favor.

*Respectfully submitted,
Rina Quijano, Clerk*

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE LEGISLATIVE COUNCIL AT THE NEXT MEETING. ANY EDITS WILL BE REFLECTED IN THE MINUTES OF THE NEXT MEETING.

Attachment A

Item No.	Description	SQ Area of Repair	Contractor	Cost	Cost/SF	Life expectancy	Comments
1	Repair Slate Roof	1,200	Heritage Roof Renovations LLC.	\$47,950.00	\$39.96	20-40	This price includes complete partial removal & reinstall, repair gutters, Ridge cap remove and replace with ice barrier, copper flashing repair, chimney flashing, repair to built-in gutter, repair to skylight flashing, dormer repairs, gutter repairs below dormer, cleaning roof drains, repair broken leaders, scaffolding and site service.
		3,500	Heritage Roof Renovations LLC.	\$82,950.00	\$23.70	40-60	This price includes complete removal, inspection and replacement of damaged sections, with reinstallation of salvaged slate . Price also includes repaired gutters, Ridge cap remove and replace with ice barrier, copper flashing repair, chimney flashing, repair to built-in gutter, repair to skylight flashing, dormer repairs, gutter repairs below dormer, cleaning roof drains, repair broken leaders, scaffolding and site service. Note, this is the most economical option based on keeping Slate Roof. Used in Budget.
		1,200	Darek Frank Constructracting Inc.	\$52,900.00	\$44.08	20-40	This price includes partial removal & reinstall, repair gutters, Ridge cap remove and replace with ice barrier, copper flashing repair, chimney flashing, repair to built-in gutter, repair to skylight flashing, dormer repairs, gutter repairs below dormer, cleaning roof drains, repair broken leaders, scaffolding and site service.
		3,500	Darek Frank Constructracting Inc. (estimated)	\$124,480.00	\$35.57	80-100	This price includes complete removal, inspection and replacement of damaged sections, with reinstallation of salvaged slate . Price also includes repaired gutters, Ridge cap remove and replace with ice barrier, copper flashing repair, chimney flashing, repair to built-in gutter, repair to skylight flashing, dormer repairs, gutter repairs below dormer, cleaning roof drains, repair broken leaders, scaffolding and site service.
		3,500	Darek Frank Constructracting Inc. (estimated)	\$240,000.00	\$68.57	80-100	This price includes complete replacement of all slate , repaied gutters, Ridge cap remove and replace with ice barrier, copper flashing repair, chimney flashing, repair to built-in gutter, repair to skylight flashing, dormer repairs, gutter repairs below dormer, cleaning roof drains, repair broken leaders, scaffolding and site service. Note, this is the most economical option based on keeping Slate Roof.
2	Replace Slate Roof with Ashphalt Shingles	3,500	Lecla Home Improvements & Roofing Inc.	\$38,500.00	\$11.00	30	This price includes complete slate removal and replacement of slate with new ashalt shingles, repaied gutters, scaffolding and site service. This is the most economical option, but due to overwhelming support to keep the historical slate roof we will move forward with repairs to slate instead.
		3,500	Richies Roofing (estimated)	\$43,435.90	\$12.41	30	This price includes complete slate removal and replacement of slate with new ashalt shingles, <u>replaced gutters</u> , scaffolding and site service.
		3,500	Tremco (estimated)	\$53,846.15	\$15.38	30	No breakdown on pricing has been provided
3	Replace slate roof with composit	3,500	N/A				
4	Complete Roof Replacement with Asphalt shingles	19,500	Heritage Roof Renovations LLC.	\$303,200.00	\$ 15.55	30	This price includes complete slate removal and replacement of slate with new ashalt shingles, repaied gutters, scaffolding and site service. Price does not include Prevailing Wage Rates
		19,500	Lecla Home Improvements & Roofing Inc.	\$230,400.00	\$ 11.82	30	This price includes complete slate removal and replacement of slate with new ashalt shingles, repaied gutters, scaffolding and site service. Price does not include Prevailing Wage Rates
		19,500	Richies Roofing (estimated)	\$242,000.00	\$ 12.41	30	This price includes complete slate removal and replacement of slate with new ashalt shingles, repaied gutters, scaffolding and site service. Price does not include Prevailing Wage Rates
		19,500	Tremco (estimated)	\$300,000.00	\$ 15.38	30	No breakdown provided. Price is based on Prevailing Wage Rates. Note: Board has elected not to move forward with complete replacement)
5	Replas Ashphalt Roof on New Structure (FY24)	16,000	Lecla Home Improvements & Roofing Inc.	\$189,046.15	\$11.82	30	This price includes complete slate removal and replacement of slate with new ashalt shingles, repaied gutters, scaffolding and site service. Price does not include Prevailing Wage Rates
		16,000	Richies Roofing (estimated)	\$198,564.10	\$12.41	30	This price includes complete slate removal and replacement of slate with new ashalt shingles, repaied gutters, scaffolding and site service. Price does not include Prevailing Wage Rates
		16,000	Tremco (estimated)	\$246,153.85	\$15.38	30	No breakdown on pricing has been provided (used for budget only, price to be verified in FY25)

Item No.	Category	Activity	Description	Scheduled Date	Est. Start Date	Cost
3	HVAC	Boiler System Startup	Enhanced startup due to age of system, flange leak repair, replacing low water cutoff and boiler pump controls, new water meter	Q1FY22	3/1/2022	\$ 8,000.00
4	HVAC	Boiler Maintenance	General annual maintenace (Annual until replaced)	Q1FY22	3/1/2022	\$ 2,170.00
6	HVAC	Exhaust Fans	Repair and replace exhaust fans	Q1FY22	4/1/2022	\$ 4,000.00
7	HVAC	Ductwork	Repair gaps and damaged louvers	Q1FY22	4/1/2022	\$ 5,000.00
8	HVAC	Air Balance	Air balance on larger Air Handlers and blower coils	Q1FY22	4/1/2022	\$ 6,500.00
1	Roof	Repair Slate Roof	Remove and repair slate roof, repiar root (3,500sf)	Q1FY22	4/1/2022	\$ 76,450.00
2	Roof	Repair Dormers	arpentry work on rotted dormers at	Q1FY22	4/1/2022	\$ 6,500.00
17	Shutters	Repair/ Replace	Repair and replace damaged, rotted and missing custom made shutters (total 137 shutters with 57 full replacement)	Q2FY22	4/1/2022	\$ 65,000.00
9	HVAC	Air Handler	Replace Basement unit ventilaor - system has failed	Q4FY22	10/1/2022	\$ 10,000.00
5	HVAC	Boiler Replacemnt	Replce steam boiler plant with Air-to-water Heat Pump Chiller System - this is an alternative to replacing boiler within 4-8 years at \$250K and replacing existing chiller within the next 1-2 years at \$200,000. Total savings of \$100K	Q1FY23	4/1/2023	\$ 350,000.00
10	HVAC	Coil Fans	Replace smaller fan coil units (50 units) and branch piping, vlaves and controls	Q1FY23	4/1/2023	\$ 400,000.00
11	HVAC	HVAC Contol System	Replace obsolet control system with Boiler upgrade	Q1FY23	4/1/2023	\$ 32,000.00
16	Bathroom	Repair bathrooms stals	replace bathroom stalls and replace fixtures to meet ADA requierments, repair damaged ceiling	Q2FY22	6/1/2024	\$ 24,000.00
14	Fire Doors	Repalcement	Replace deteriorated/ damaged fire doors to meet ADA requierment	Q2FY24	6/1/2024	\$ 10,000.00
12	Parking Lot	Repair/ repave lot	Mill and pave existing parking lot, replace catch basins, new curbing and line stripping	Q2FY24	6/1/2024	\$ 85,440.00
13	Parking Lot	Install Cut through	Design and install cut through and handicap dropoff, landscaping, lighting, sidewalk, ADA walkway, curbing, drainage and permitting.	Q2FY24	6/1/2024	\$ 35,000.00
15	Side Entrance Upgrade	Sliding door	Upgrade side entrance from new drop off to meet ADA requierments	Q3FY24	9/1/2024	\$ 27,000.00
18	Roof	Replace Asphalt Roof	Replace ashphalt roof on new structure, repair/ replace gutters, fix trim (16,000sf)	Q2FY25	7/1/2025	\$ 246,154.00

Summary	Estimated Annual Cost	Comment
FY22	\$ 190,120.00	Curent Price
FY23	\$ 782,000.00	Estimated values based on 2021 numbers
FY24	\$ 181,440.00	Estimated values based on 2021 numbers
FY25	\$ 246,154.00	Estimated values based on 2021 numbers

Major Items	Estimated Cost	Comments
HVAC	\$ 817,670.00	Work can be broken up over three years
Slate Roof	\$ 82,950.00	Urgent
Shingle Roof	\$ 246,154.00	FY25
Parking Lot	\$ 85,440.00	Need final design and updated pricing
Side Entrance	\$ 27,000.00	Must be completed with cut through due to ADA requierments
Cut Through	\$ 35,000.00	To improve access for elderly and address traffic concerns
Shutters	\$ 65,000.00	Urgent - Shutters falling off
Bathroom	\$ 24,000.00	Updates to meet new standards
Fire Doors	\$ 10,000.00	Safety issue, need glass pannel


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Donna L. Saputo
Tax Collector

TOWN OF NEWTOWN
OFFICE OF THE TAX COLLECTOR

TO: Legislative Council

FROM: Donna L. Saputo, Tax Collector 

DATE: March 25, 2022

RE: Lien sales for Grand List 2020 and prior

Per Connecticut State Statute, Sec. 12-195h (see attached), this is a request to assign tax lien(s) for various properties located in Newtown to companies (for example, Alterna, Tower Lien, TLOA, etc.). This is a common practice in the tax office to collect delinquent real estate taxes.

In an ongoing attempt to collect the debt, I first issue a Demand (Connecticut State Statute, Sec. 12-155) for payment. These Demands are mailed regular and certified and they inform the property owner that failure to pay may result in the lien(s) being sold to a third party.

Thank you.

the amount liened together with interest due thereon within the effective period of the lien as hereinbefore provided or; C. a final judgment shall be rendered in favor of the taxpayer or others claiming an interest in the personal property lien determining that the tax is not owed, or that the lien is not valid. If the judgment shall determine that the tax is partially owed, then the officer who filed the notice of lien or the officer's successor shall within ten days of the rendition of the final judgment of the court file an amended tax lien for the actual amount of tax found to be due by the court, which amended lien shall be effective as to the revised amount of the lien as of the date of the filing of the original notice of tax lien, and said officer or said officer's successor at the time of the filing of the amended tax lien shall also file a discharge of the original tax lien.

(1971, P.A. 722, S. 7; P.A. 01-132, S. 162.)

History: P.A. 01-132 replaced reference to Sec. 42a-9-404 with Sec. 42a-9-513 and made technical changes for purposes of gender neutrality.

(Return to Chapter (Return to (Return to
Table of Contents) List of Chapters) List of Titles)

Sec. 12-195h. Assignment of liens. Notice of assignment. Any municipality, by resolution of its legislative body, as defined in section 1-1, may assign, for consideration, any and all liens filed by the tax collector to secure unpaid taxes on real property as provided under the provisions of this chapter. The consideration received by the municipality shall be negotiated between the municipality and the assignee. The assignee or assignees of such liens shall have and possess the same powers and rights at law or in equity as such municipality and municipality's tax collector would have had if the lien had not been assigned with regard to the precedence and priority of such lien, the accrual of interest and the fees and expenses of collection and of preparing and recording the assignment. The assignee shall have the same rights to enforce such liens as any private party holding a lien on real property including, but not limited to, foreclosure and a suit on the debt. The assignee, or any subsequent assignee, shall provide written notice of an assignment, not later than thirty days after the date of such assignment, to any holder of a mortgage, on the real property that is the subject of the assignment, provided such holder is of record as of the date of such assignment. Such notice shall include information sufficient to identify (1) the property that is subject to the lien and in which the holder has an interest, (2) the name and addresses of the assignee, and (3) the amount of unpaid taxes, interest and fees being assigned relative to the subject property as of the date of the assignment.

(P.A. 93-434, S. 19, 20; P.A. 13-135, S. 16; 13-276, S. 40.)

History: P.A. 93-434 effective June 30, 1993; P.A. 13-135 added provisions re notice of assignment; P.A. 13-276 added provision re fees and expenses of preparing and recording the assignment and added provision re foreclosure and a suit on the debt.

Change in marital status affecting ownership is not by itself good cause to open foreclosure judgment based on change in circumstances. 52 CA 52. A municipal tax lien is more analogous to a transfer of debt than to a transfer of title and as such is not considered a "conveyance" under Sec. 47-10, and accordingly, more specific statutes, such as this section, governing tax liens, which do not require recordation, should take precedence over more general land transfer statutes, such as Sec. 47-10, which do require recordation, thus an assignee's failure to record the assignment of a tax lien does not deprive such assignee of standing to bring a foreclosure action. 196 CA 279. Amendment in 2013 adding "suit on the debt" does not affect situation where plaintiff or assignee acquired title to property

by foreclosure because pursuant to Sec. 12-195 all of its claims, in whatever form those claims might take, were extinguished upon such acquisition. 196 CA 298.

Assignee succeeds only to the assignor municipality's enforcement right empowered by Sec. 12-181, and not to the municipality's other authorized collection methods. 45 CS 435.

(Return to Chapter (Return to (Return to
Table of Contents) List of Chapters) List of Titles)

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$781,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the construction, maintenance and renovation of the Newtown High School stadium turf practice field, all as authorized in the Capital Improvement Plan (2022-23 to 2026-27), and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State, Federal or other grants-in-aid thereof.

Section 2. To meet said appropriation, \$781,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal or other grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to

financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. The notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman or his designee is hereby authorized, in the name and on behalf of the Town, to apply for and accept any and all Federal and State loans and/or any grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

Newtown Municipal Center
3 Primrose St., Newtown, CT 06470
Tel. 203-270-4201
Fax 203-270-4205



Daniel C. Rosenthal
First Selectman
Tel. 203-270-4202
dan.rosenthal@newtown-ct.gov

TOWN OF NEWTOWN

OFFICE OF THE FIRST SELECTMAN

April 4, 2022

Board of Selectmen
3 Primrose Street
Newtown, CT 06470

Dear Board of Selectmen:

I am requesting a special appropriation in the amount of \$781,000 be financed by bonds for the following project as authorized in the capital improvement plan (CIP) 2022-2023 to 2026-2027 and further amended at the April 4, 2022 Board of selectman meeting.

- A special appropriation in the amount of \$781,000 for the construction, maintenance and renovation of the Newtown High School Stadium Turf Practice Field.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Rosenthal", is written over the word "Sincerely,".

Daniel C. Rosenthal
First Selectman

DCR/sm



TOWN OF NEWTOWN

OFFICE OF THE FIRST SELECTMAN

April 5, 2022

To the Legislative Council

Members of the Council:

At a meeting of the Board of Selectmen held April 4, 2022, the following resolution was adopted:

RESOLVED: That the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$781,000 For The Construction, Maintenance And Renovation Of The Newtown High School Stadium Turf Practice Field As Authorized In The Capital Improvement Plan (2022-23 To 2026-27) And Authorizing The Issuance Of \$781,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated April 4, 2022, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

The Board of Selectmen hereby requests that the Legislative Council request that the Board of Finance provide a recommendation on the above-captioned resolution.

Very truly yours,

A handwritten signature in black ink, appearing to read "D. Rosenthal", is written over a horizontal line.

Daniel C. Rosenthal, First Selectman

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CT 06470

www.newtown-ct.gov

Robert Tait, Finance Director



**TOWN OF NEWTOWN
BOARD OF FINANCE**

John Madzula II, Esq, Chairman
Chandravir Ahuja, Vice Chairman
Laura Miller
Steven Goodridge
Erica Sullivan
Geoffrey Dent

April 11th, 2022

To the Legislative Council

Members of the Council:

At a meeting of the Board of Finance held April 11 2022, the following resolution was approved and recommended for adoption:

RESOLVED: That the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$781,000 For The Construction, Maintenance And Renovation Of The Newtown High School Stadium Turf Practice Field As Authorized In The Capital Improvement Plan (2022-23 To 2026-27) And Authorizing The Issuance Of \$781,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is attached hereto, is hereby adopted and recommended to the Legislative Council for consideration and action, said special appropriation was initiated by the First Selectman in a letter dated April 4, 2022, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Very truly yours,

A handwritten signature in blue ink, appearing to read "J. Madzula II", is written over a horizontal line.

John S. Madzula II, Chairman
Board of Finance

Item for Agenda of
Meeting of Legislative Council

1. To consider and act upon the resolution entitled:

“Resolution Providing For A Special Appropriation In The Amount Of \$781,000 For The Construction, Maintenance And Renovation Of The Newtown High School Stadium Turf Practice Field As Authorized In The Capital Improvement Plan (2022-23 To 2026-27) And Authorizing The Issuance Of \$781,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, a copy of which is attached hereto, said special appropriation was requested in a letter initiated by the First Selectman dated April 4, 2022, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Excerpt for Minutes of Meeting
of Legislative Council
to be held April 20, 2022

A meeting of the Legislative Council of the Town of Newtown was held in the Council Chambers of the Municipal Center at 3 Primrose Street, Newtown, CT, on April 20, 2022, at 7:30 P.M. (E.T.).

* * *

Members present and absent were as follows:

<u>Present</u>	<u>Absent</u>
Jeffrey Capeci	N/A
Phil Carroll	
Angela Curi	
William DeRosa	
Charles Gardner	
Chris Gardner	
Dan Honan	
Lisa Kessler	
Ryan Knapp	
Michelle Embree Ku	
Tom Long	
Matthew Mihalcik	

* * *

Councilperson Charles Gardner introduced and read the following resolution:

RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$781,000 FOR THE CONSTRUCTION, MAINTENANCE AND RENOVATION OF THE NEWTOWN HIGH SCHOOL STADIUM TURF PRACTICE FIELD AS AUTHORIZED IN THE CAPITAL IMPROVEMENT PLAN (2022-23 TO 2026-27) AND AUTHORIZING THE ISSUANCE OF \$781,000 BONDS OF THE TOWN TO MEET SAID SPECIAL APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$781,000 is a special appropriation made pursuant to Chapter 6, Section 6-35 of the Town Charter of the Town of Newtown (the "Town") for the construction, maintenance and renovation of the Newtown High School stadium turf practice field, all as authorized in the Capital Improvement Plan (2022-23 to 2026-27), and for administrative, financing, legal and costs of issuance related thereto (collectively, the "Project"), said appropriation to be inclusive of any and all State, Federal or other grants-in-aid thereof.

Section 2. To meet said appropriation, \$781,000 bonds of the Town, or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). The bonds may be issued in one or more series as determined by the Financial Director, and the amount of bonds of each series to be issued shall be fixed by the Financial Director, in the amount necessary to meet the Town's share of the cost of the Project determined after considering the estimated amount of State and Federal or other grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of the bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the First Selectman and the Financial Director, bear the Town seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the approval of the rate or rates of interest shall be determined by the First Selectman and the Financial Director, in accordance with the Connecticut General Statutes.

Section 3. Said bonds shall be sold by the First Selectman and the Financial Director in a competitive offering and the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. To the extent required by the Charter of the Town of Newtown, bids shall be solicited from at least three lending institutions. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds.

Section 4. The First Selectman and the Financial Director are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the First Selectman and the Financial Director, have the seal of the Town affixed, be payable at a bank or trust company designated by the First Selectman, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the First Selectman pursuant to Section 7-373 of the Connecticut General Statutes. The notes shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or

said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The First Selectman or his designee is hereby authorized, in the name and on behalf of the Town, to apply for and accept any and all Federal and State loans and/or any grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and in connection therewith, to contract in the name of the Town with engineers, contractors and others.

Section 6. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution in the maximum amount and for the Project with the proceeds of bonds or bond anticipation notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Financial Director or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The First Selectman and the Financial Director are hereby authorized, in the name and on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The First Selectman is hereby authorized, in the name and on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution.

Section 9. This resolution shall become effective upon its approval by the Legislative Council of the Town in accordance with Chapter 6, Section 6-35 of the Town Charter.

RESOLVED: That the resolution entitled "Resolution Providing For A Special Appropriation In The Amount Of \$781,000 For The Construction, Maintenance And Renovation Of The Newtown High School Stadium Turf Practice Field As Authorized In The Capital Improvement Plan (2022-23 To 2026-27) And Authorizing The Issuance Of \$781,000 Bonds Of The Town To Meet Said Special Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose", a copy of which is attached hereto, is hereby adopted, said special appropriation was initiated by the First Selectman in a letter dated April 4, 2022, a copy of which is attached hereto, in accordance with Chapter 6, Section 6-35 of the Town Charter.

Councilperson Charles Gardner moved that said resolution be adopted as introduced and read and the motion was seconded by Councilperson Ryan Knapp. Upon roll call vote the ayes and nays were as follows:

AYES

Jeffrey Capeci
Phil Carroll
Angela Curi
William DeRosa
Charles Gardner
Chris Gardner
Dan Honan
Lisa Kessler
Ryan Knapp
Michelle Embree Ku
Tom Long
Matthew Mihalcik

NAYS

N/A

Councilperson Jeffrey Capeci thereupon declared the motion carried and the resolution adopted.

TOWAPPLICATION
TARGETED GRANT FY 2023
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2022)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:
 Use full municipality name, ie
 'Town of _____' or 'City of _____'

TOWN of NEWTOWN

Name of Municipal CEO: **DANIEL C ROSENTHAL** Title: **FIRST SELECTMAN**

Phone with Area Code: 203-270-4201

Email: FIRST.SELECTMAN@NEWTOWN-CT.GOV

Name of Town Clerk: **DEBBIE AURELIA HALSTEAD** Title: **TOWN CLERK**

Phone with Area Code: 203-270-4214

Email: DEBBIE.HALSTEAD@NEWTOWN-CT.GOV Check if Designated Applicant: ☐

TC Mailing Address: 3 PRIMROSE STREET, NEWTOWN, CT 06470

MCEO Address if Different: SAME

Grant Application Deadline: ☒ Cycle 1: April 30, 2022 ☐ Cycle 2: September 30, 2022

Grant Contract Period: The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

Maximum Grant Allowed: \$5,500 Small Municipality Population less than 20,000
 \$7,500 Medium Municipality Population between 20,000 and 69,999
 \$10,500 Large Municipality Population of 70,000 or greater

Amount Requested: \$ 7,500

Grant Category(ies): ☐ Inventory and Planning ☐ Organization and Indexing
☐ Program Development ☐ Storage and Facilities
☒ Preservation/Conservation

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,829.40	\$	\$ 4,829.40
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 2,670.60	\$	\$ 2,670.60
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 7,500.00	\$	\$ 7,500.00

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

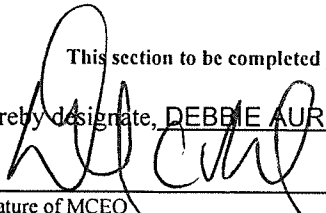
Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, DEBBIE AURELIA HALSTEAD, the Town Clerk, as the agent for making the above application.


Signature of MCEO

4-4-22
Date

DANIEL C. ROSENTHAL, FIRST SELECTMAN
Name and Title of MCEO

Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2023 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

DEBBIE AURELIA HALSTEAD, TOWN CLERK
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

HISTORIC DOCUMENTS PRESERVATION
TARGETED GRANT APPLICATION
FY2023
NARRATIVE PAGE &SUPPORTING DOCUMENTATION

1. DESCRIBE THE PROJECT:
 - A. To create 10 land record archival volumes and 9 minute books.
 - B. To microfilm minutes from 2019 to 2021 and vital records from 2013-2021

2. PROVIDE VENDOR/INFO & TIMEFRAME:
 - A. ADKINS will be the vendor for this entire project.
 - B. Archival binders take approximately 4 to 6 weeks to be printed and shipped.
 - C. Microfilming records require the books to be taken off site. It is estimated that it could take a few days.

3. STATE WHAT WILL BE ACCOMPLISHED:
 - A. This will resolve the land record volumes that are in disrepair and are not identifiable on the shelves.
 - B. This will keep the Town compliant with the State Statutes. Minutes and vitals are permanent records that require proper archival procedures.

5. PROVIDE A DETAILED BUDGET: Attached is the vendor proposal.

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981

JOB ESTIMATE

March 24, 2022

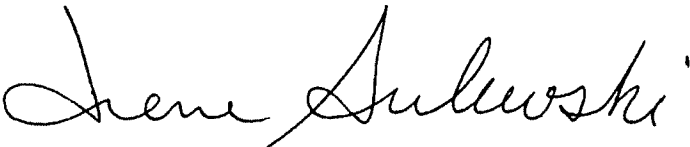
Client: Newtown Town Clerk

Title of Job: Microfilming of Town Minutes and Vital Records

The Town of Newtown has 18,247 pages of minutes and 5,900 pages of vital records that need to be microfilmed. Adkins will pick up the pages and microfilm each page for security.

18,247 pages of minutes microfilmed @ \$0.20/pg.....\$3,649.40
5,900 pages of vitals microfilmed @ \$0.20/pg.....\$1,180

TOTAL: \$4,829.40

Signed: 
Irene Sulewski, Municipal Account Specialist

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981

JOB ESTIMATE

March 24, 2022

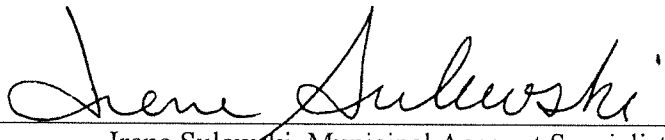
Client: Newtown Town Clerk

Title of Job: Archival Supplies

9 minute books @ \$140/ea.....\$1,260
10 red land record books @ \$135/ea.....\$1,350
Delivery.....\$60.60

TOTAL: \$2,670.60

Signed: _____



Irene Sulewski, Municipal Account Specialist