

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held a regular meeting on Monday, January 14, 2019 in the Council Chamber in the Municipal Building, 3 Primrose Street, Newtown, CT. Chairman Gaston called the meeting to order at 7:30pm.

Present: Sandy Roussas, Steve Hinden, Mark Boland, Keith Alexander, Ned Simpson, Jim Gaston
Also Present: First Selectman Dan Rosenthal, Finance Director Bob Tait, Christal Preszler, Kim Chiappetta, Ross Carley, Wes Thompson, Ron Bienkowski, Gino Faiella, Mark Pompano, Dr. Rodrigue, Michelle Embree Ku, Jordana Bloom.

Communications – S. Hinden sent an e-mail to the Board of Selectman and Board of Education regarding the joint meeting on December 19, 2018 (Attachment A).

Minutes – S. Roussas moved to approve the minutes of the 12/10/18 meeting. K. Alexander seconded, motion unanimously approved.

S. Roussas moved to approve the minutes of the 1/7/19 special meeting. K. Alexander seconded. Motion unanimously approved.

N. Simpson moved to add discussion regarding the BOE non-lapsing account general principle, rules and philosophy to the agenda before they have a discussion regarding a specific request on the agenda. K. Alexander seconded, motion passes 4 YES (Boland, Simpson, Hinden, Alexander), 2 NO (Gaston, Roussas). N. Simpson presented a document for the discussion of spending funds in the BOE non-lapsing account (Attachment B).

K. Alexander articulated that it is his opinion that the BOE should be able to make the decision on spending, not the BOF. He would support the idea of them creating a set rules for themselves instead of the BOF creating the rules.

S. Roussas does not advise putting forth items that might otherwise be put on the CIP. There are checks and balances that are in place and this removes the checks and balance process.

Michelle Embree Ku, Ron Bienkowski and Dr. Rodrigue came forward for the discussion. M. Embree Ku explained that for the case of what they are requesting this evening, a letter to the BOF was sent which outlined what the use of the funds would be used for. There are no specific rules on what the money can be used for. Ms. Embree Ku looked at other towns and they are spending it on capital expenditures, special education, emergencies, unanticipated health claims, and maintenance.

R. Bienkowski provided 11 specific questions and the answers from March 2014 (Attachment C), this will give a historical discussion from then. The BOE wanted to maintain the ability to have flexibility. The use will change over the years. The first few years security was top priority so funds were used for that.

First Selectman Report – First Selectman Rosenthal reported that the selectman ratified the Public Works and Dispatch labor negotiation. DPW is a 4 year contract. The key points to the contract is a

401A for all new hires, health insurance premium increases a percent year over year and wage increases 2.25% in years 1 and 2 and 2.5% in years 3 and 4. Right now they have one crew chief for each quarter of the town and they are in the same union as the crew. They will be moving them out of the union and empower them to be better managers.

The Dispatch contract is the smallest. They are also increasing a percentage year over year for health insurance premium and are receiving 2.25% each year for a three year contract. They have also decided to reduce the records department from 2 employees to 1.

First Selectman Rosenthal reported that one of the struggles of the Community Center project is the budget. Leading up to the construction the size of the building grew, the pool crew and the multi purpose space grew as well. Public Building and Site would have liked a \$1 million contingency, instead, they have \$450,000 so it was tight going in. Both the architect and the construction manager said they could do it but it would be tight. Unfortunately, when the other bid packages came in they were higher than anticipated. They spent a lot of time value engineering the project down. Some items will likely be pulled out of the project and have the town complete them. Public Works may pave the parking lot. The material cost would be the same but the town doing the work will reduce the cost. There is also a mountain of topsoil at Public Works. By pulling it out of the project we free up enough capacity to keep building.

The problem is there are a number of other items they are labeling day 2 items. They are furniture, some of the sound and av package and security package. They may be assigned to a special revenue account. The other thing to consider is our FEMA reimbursement will be well in access of anything we took out of fund balance because they are reimbursing for straight time.

Finance Director Report – R. Tait reviewed the Comprehensive Annual Financial Report for the Year Ended June 30, 2018 which is on the Town’s Website.

UNFINISHED BUSINESS

Capital Improvement Plan (CIP) Policy – J. Gaston provided an updated CIP policy to start the discussion (Attachment D). This is to keep the process open. It will be sent to the BOE for their input and it will be kept on the agenda.

Debt Policy – No discussed

NEW BUSINESS

Board of Education request to spend a portion of its current balance in the District’s Non-Lapsing (Attachment E) – Dr. Rodrigue explained that the items requested will have long term impact. R. Bienkwoski explained that recently they have been experiencing abnormally warm temperatures and had 2 or 3 early dismissals because of the heat. Gino Faiella has been working on a solution and came up with ductless splits which is an incremental step to provide areas of relief. The other item is the Sandy Hook School lightening projection. The Purchasing Director has a schedule to put this out to bid and get

it done during April vacation. Lightening protection protects some of the equipment at Sandy Hook School.

S. Roussas moved to approve the BOE spending \$235,000 of the current balance of the districts no-lapsing account for the projects listed on the provided letter. K. Alexander seconded, motion unanimously approved.

Economic and Community Development, Fairfield Hills and Grant Administration update – Christal Prezler, Kim Chiapetta presented the Economic and Community Development, Fairfield Hills and Grant Administration update (Attachment F).

2019 JAG Local VCP Grant (Attachment G)– This is a grant for the Police Department to purchase a heat sensitive drone. S. Roussas moved approve the JAG Local VCP Grant for \$6,000. K. Alexander seconded, motion unanimously approved.

Having no further business, the meeting was adjourned at 10.09PM

Respectfully submitted,
Arlene Miles, Clerk



Attachment A

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

Fwd: Additional thoughts on our last joint meeting of December 19

1 message

Steve Hinden <stevehindenbof@gmail.com>

Tue, Jan 15, 2019 at 2:35 PM

To: arlene.miles@newtown-ct.gov

Cc: Jim Gaston <okjt@aol.com>

Arlene, below is the email that should be included as communications. It has already been included in the LC minutes from a previous meeting. Thanks.

-- Steve

Begin forwarded message:

From: Steve Hinden <stevehindenbof@gmail.com>
Date: December 28, 2018 at 10:18:18 AM EST
To: Dan Rosenthal <dan.rosenthal@newtown-ct.gov>, kum_boe@newtown.k12.ct.us
Cc: "Alexander, Keith" <alexanderk.bof@gmail.com>, Jim Gaston <okjt@aol.com>, Mark Boland <markbolandBOF@gmail.com>, Ned Simpson <neds2124@gmail.com>, Sandy Roussas <sandyroussasBOF@gmail.com>, Andy Clure <clurea_boe@newtown.k12.ct.us>, Chris Eide <chriseide4newtown@gmail.com>, Chris Smith <ctsmith@tsibinc.com>, Dan Cruson <dcruson@gmail.com>, Dan Delia <danodelia@gmail.com>, Dan Honan <danielthonan@gmail.com>, Dan Wiedemann <dgw0315@yahoo.com>, Jay Mattegat <jaymattegat@gmail.com>, Jeff Capeci <jeff@thecapecis.com>, Jordana Bloom <jordanabloom87@gmail.com>, Judit DeStefano <juditnewtownlc@gmail.com>, Kelley Johnson <kelleyjohnson@gmail.com>, "Leidlein, Debbie" <leidleind_boe@newtown.k12.ct.us>, Maureen Crick Owen <maureencrickowen@gmail.com>, Paul Lundquist <lundquist.paul@gmail.com>, Phil Carrol <ppcarroll13@gmail.com>, Rebekah Harriman-Stites <harriman-stitesr_boe@newtown.k12.ct.us>, Robert Pickard <rpickard1013@gmail.com>, Ryan Knapp <ryan.w.knapp@gmail.com>
Subject: Additional thoughts on our last joint meeting of December 19

Dan and Michelle,

I have some observations and thoughts following the joint meeting of the LC and BOF of December 19. It is sometimes difficult to fully flesh out reactions to what we hear in the meeting, so please indulge me, as I have been giving what I heard a lot of thought. I realize that reasonable minds can differ, and that with more deliberation minds can change, but I do hope these thoughts are kept in mind as we deliberate. Paul and Jim, please consider this correspondence, as it is not my intention to invite debate via email.

- The budgets you present should reflect needs and reality. As the Board of Selectmen and Board of Education develop its budgets, thoughtful and prudent approaches are what we have seen and expect. I don't believe that historical budget increases are the benchmark or represent "guardrails" for what you should present. It is perfectly appropriate to have those historical increases as context, but not as guardrails. This is particularly true for the Board of Education budget, which as I observed in the meeting has had budget increases that have been well below those of our peers.
- The impact of potential reductions in state support for education should not be isolated to the Board of Education budget. We have an obligation and duty to provide for the education of our students. While we hope that the efforts of our state delegation can avoid a significant impact and gap in our budget, it may be that we will face multi-million dollar reductions in this support. I heard it suggested that the Board of Education keep this in mind as it develops its budget; I want to suggest that if there

is such a shortfall, it does not fall solely on the Board of Education. This town as a whole shares the obligation and duty for education, and in my opinion, this means some combination of support from the BOS budget, the BOE budget, expansion of the grand list (if possible), increase in taxes (if necessary), and rethinking our CIP policy are all elements that must be considered to meet the needs of education.

• BOE funding for administration and overhead is just as critical as funding for "in classroom" elements in achieving our education objectives. At the December 19 meeting, and in other meetings I've attended, the view has been advanced that "administration" is simply overhead and does not significantly improve attainment of our education objectives; in other words, spending on administration or overhead is somehow lesser or wasted spending vs. spending on teachers or classroom supplies. Taken to the extreme, this view would suggest that all we need are teachers, classrooms and supplies, and we know this cannot be true. Quality support from administration, including curriculum coordinators, counselors, principals and the like, as well as investment in physical plant, allow teachers to achieve so much more than they would without that support – and it would be a mistake to suggest otherwise. This requires a balance, not a view that funding should favor one element versus another.

I am interested in the views of my fellow board members on all of the municipal boards, and I look forward to continuing this dialogue in our future meetings. Many thanks for considering these points.

– Steve

Attachment B

Town of Newtown – Board of Finance

Discussion: Spending Funds in BOE Non-Lapsing Account

Connecticut legislated an ability for school districts to deposit unexpended funds into a special revenue account. (see below.) Newtown has taken advantage of this and now has a significant balance in the BOE Non-Lapsing Account. Recognizing that there are no state or established Town guidelines regarding what the funds should be used for, the BOE at their November 11, 2018 meeting discussed the need for guidelines for spending from the Non-Lapsing Account.

The process for authorizing use of funds in the Non-Lapsing Account is: "Funds remain in the account until request is formally made by BOE. BOE Submits requests to BOF and identifies the purpose for use of funds. Requests should follow process identified and consistent with a special appropriation. BOE provides rationale and justification for requests as well as any necessary financial impact statement. BOF meets and formally acts on request as well as informing Legislative Council." As noted at the BOE: use of funds should be addressed in policy so BOE isn't in the position of getting requests because the money is there. To start a BOF discussion on what understandings, guidelines, and/or policy, if any, should be established between the BOF and BOE the points below were extracted from the BOE November 11, 2018 meeting minutes.

1. Kept as a savings account for the Board of Education
2. Used for unexpected expenses not part of the operational plan
3. Should not be used for the BOE budget. Don't use one-time revenues to support an ongoing expense. Should not use it for recurring expenses such as electricity
4. Should only be used for long-term projects and emergencies
5. Keep a percent for emergencies
6. More appropriate for big expenses that happen occasionally
7. Things that have long term benefit.
8. Use for education purposes
9. To expand programs and better the education of our students.
10. If we start granting piecemeal requests for money ... various groups who need money for something else will lobby for it.

Other considerations:

11. Minimum request amount? Maximum request amount?
12. Bundling of dissimilar requests? Number of requests per year?
13. Non-emergency requests only at certain times of the year? (e.g. not during CIP or Budget review months)
14. Other

Sec. 10-248a. Unexpended education funds account. For the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year.

Recommendations for the Board of Education Non-Lapsing Account

1. BOE identifies funds, in accordance with statute, to be placed in non-lapsing account. Time frame recommended is within the last quarter of the fiscal year and allowing enough time for the BOF to meet and act on. Source of funds should be identified as well as any anticipated future use, although no necessary.

The time frame should be, following the close of the fiscal year. The final balance cannot be determined in the last quarter of the fiscal year. The Board of Finance does not need to meet and act on this. It will be what it will be. The source of the funds will be the remaining balances as depicted on the year-end financial report usually completed and available in August of each year.

2. BOF meets and acts on BOE request and places funds into non-lapsing account designated for BOE future use.

Included in above statement, meets and acts are unnecessary steps.

3. Funds remain in account until request is formally made by BOE.

Appropriate.

4. BOE submits request to BOF and establishes purpose for use of funds. Request should follow process identified and consistent with a special appropriation request.

Board of Education submits request for use of funds. (Purpose is part of use). Process for special appropriation request is cumbersome. Perhaps reimbursements should be a simpler process. The "special appropriations" definition in the Charter references the need for which a requested appropriation is made without funds being appropriated. The funds in this Non-Lapsing account were appropriated as a result of the budget approval process from which the funds became available.

5. BOE provides rational and justification for request as well as any necessary financial impact statement should the funds be part of a longer-term obligation.

Rational and justification will probably normally be included in the preceding statement.

6. BOF meets and formally acts on request as well as providing a summary to the Legislative Council.

Appropriate. This process would include the same justification as reason to BOE.

7. Consideration needs to be given to the maximum amount that can be held in the account. Perhaps a limit should be imposed such as $\frac{1}{2}$ %.

The amount that may be placed in the account is stated in the law as "not to exceed one percent of the total budgeted appropriation for education for the prior fiscal year". The limit should be consistent with the statute. The prior fiscal year also backs up the point in number one above, that the deposit is made after the close of the fiscal year.

Why not maintain the maximum flexibility the law allows as there may be future consideration or project purposes that should not be limited by a ceiling. The statute allows local boards to have another flexible tool to address legitimate education needs.

8. What about a limit on how much you can take out of the account?

Same rationale as above, why limit the future, the report process of the Board of Education and Board of Finance will determine the appropriateness of the need.

9. Funds in account are for Board of Education use.

Yes.

10. Request should follow the process of an appropriation and be identified much like other funds. (i.e., Park and Rec funds)

Need more details on what this is but the above steps seem to address this issue.

11. Consideration should be given to the fact that the charter requires certain amounts to follow a certain process for approval and that this may or may not be appropriate for this particular process.

State law prevails over charter provisions in this situation.

Attachment D

NEWTOWN CAPITAL IMPROVEMENT PLAN (CIP) – POLICY

310-1. Purpose

This policy is designed to assure that Newtown's unique needs are fully considered in the capital planning process. It helps to assure the sustainability of Newtown's infrastructure by establishing a process for addressing major maintenance, construction, replacement and capital asset acquisition. It strengthens Newtown's borrowing position by demonstrating sound fiscal management and showing the Town's commitment to maximizing benefit to the public within its resource constraints. It establishes a framework in which stakeholders understand their roles, responsibilities, and expectations for the process and end result. It also promotes sound, long-term operational and capital financing strategies.

310-2. Goal

A. The goal in adopting this regulation is to:

- (1) Prioritize, on a Town-wide basis, proposed major capital projects;
- (2) Establish a consistent level of spending for such capital projects;
- (3) Integrate financial planning, budgeting and debt issuance for the Town;
- (4) Encourage careful project design.

B. This Capital Improvement Plan (CIP) regulation hereby:

- (1) Creates a process by which the Board of Finance adopts a proactive position regarding capital expenditures of the Town of Newtown;
- (2) Creates a process by which the Board of Finance identifies, prioritizes, evaluates, justifies, monitors, postpones or eliminates proposed capital expenditures;
- (3) Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting the above Sections B(1) and (2).

310-3 Overview

The Capital Improvement Plan is Newtown's ten-year program of major capital purchases of a nonrecurring nature. The CIP is based on assigned priorities that consider Town needs, desires and mandates for various improvements and coincides with Newtown's current and anticipated financial capability to finance such improvements. The CIP shall be reviewed at least annually by the Board of Finance. The Board of Finance shall amend the CIP as required to address changing priorities and maintain the CIP at a ten-year projection time frame.

The Capital Improvement Plan (CIP) is a ten-year plan identifying the Town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A "capital improvement" is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds 0.25% of the Town budget for the year in which the request is made.

Capital project planning is an ongoing process. The need or idea for capital improvements may originate from the department heads and boards and commissions. Each year the CIP document is updated. The need or idea for capital improvements *may* originate from the department heads and boards and commissions. *Notwithstanding that capital improvement ideas or needs may originate from others, as stated above,* these capital items are compiled into this document and presented annually by the Board of Selectmen and Board of Education to the Board of Finance, and upon approval of the CIP by the Board of Finance, to the Legislative Council. Once the Legislative Council has approved the CIP, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent years' budgets.

Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, equipment, etc. are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Reduce the need for "crash programs" to finance the construction of Town facilities;
- Focuses attention on community goals, needs and capabilities;
- Achieves optimum use of taxpayer dollars;
- Guides future community growth and development;
- Advance planning ensures that projects are well thought out in advance of construction;
- Provides for the orderly replacement of capital assets;

- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program;
- Promotes transparency regarding planned major capital projects and their costs.

310-4 Implementation and Amendments

Notwithstanding that Capital Improvement ideas or needs may originate as indicated in Section 310-3, the Board of Finance is hereby charged with the responsibility of implementing the Purpose and Goals expressed above in Sections 310-1 and 310-2 and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance but do not have voting privileges. The final implementation of the CIP is vested in the Legislative Council, unless expressed otherwise in this CIP policy.

310-5 Presentation of Proposed Purchases to Board of Finance

Proposed CIP purchases, expenditures or plans may be brought to the Board of Finance at any time; however, except for exigent circumstances as determined by the Board of Finance, purchases, expenditures or plans not presented in the board of Selectmen's or Board of Education's yearly ten-year CIP projection shall not be considered by the Board of Finance until the next September through November period.

The following CIP Time/Schedule shall apply, except said schedule may be amended upon majority vote of each applicable Board or Council involved in the extension of time.

CAPITAL IMPROVEMENT PLAN TIMING/SCHEDULE:

**July/August/September
prepare**

**Board of Selectmen departments
their CIP capital project requests**

**First Selectman presents the proposed
First Selectman CIP to the Board of
Selectmen**

**Board of Education departments
prepare their CIP capital project
requests**

Superintendent presents the proposed Superintendent CIP to the Board of Education

Board of Finance 2nd meeting in Sept. Board of Education presents the proposed CIP to the Board of Finance

Board of Finance 1st meeting in October Board of Selectmen presents their proposed CIP to the Board of Finance

Finance Director presents the combined Town of Newtown CIP along with a Debt Forecast Schedule outlining the effect of combined CIP bond totals on future general fund estimated debt service payments

By November 30th Board of Finance presents its recommended CIP to the Legislative Council

By January 31st Legislative Council adopts its approved CIP

Legislative Council determines which first year CIP projects go to referendum in April

February/March Bond resolutions go through the approval process for CIP projects that have been approved for referendum

310-6 Eligible Capital Improvement Plan Projects

To be eligible for inclusion in the CIP, a proposed purchase, expenditure or project shall have an estimated cost that is at least 0.25% of the Town budget for the year in which the request is made (excluding projects funded with LoCIP money). Listed below are some of the guidelines which would make a request eligible for inclusion in the CIP, assuming the proposed purchase meets the 0.25% requirement set forth above:

- A. Purchases requiring debt obligations;
- B. Acquisition or lease of land *and / or development rights*;
- C. Purchase of major equipment and vehicles with life expectancies of 5 years or more;
- D. Construction of new building facilities, including engineering, design and other preconstruction costs;
- E. Land and building improvements and renovations;
- F. Machinery and Equipment;
- G. Major studies requiring the employment of outside professional consultants;
- H. *Purchase of buildings*;
- I. *Remediation and demolition of buildings*;
- J. *Infrastructure improvements (streets, sewers, bridges, sidewalks, technology*;
- K. *Feasibility analysis/design/cost estimates and other professional services relative to anticipated major projects.*

310-7 Process Overview

All requests for inclusion in the CIP should adhere to the following process and be submitted on a form as prescribed by the Town Financial Director:

- A. Each Town department shall submit to the *First Selectmen a prioritized list of proposed capital assets/projects along with proposed funding source. The First Selectmen will evaluate the department request and produce a First Selectman CIP to be submitted to the Board of Selectmen for review, adjustment and approval*;
- B. *Board of Education departments shall submit to the Superintendent a prioritized lists of proposed capital assets/projects along with their proposed funding source. The Superintendent will evaluate the department requests using the criteria stated above and producer a Superintendent Proposed CIP to be submitted to the Board of Education for review, adjustment and approval*;
- C. After presentation of the First Selectman's proposed CIP, the Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education. After presentation of the Superintendent's proposed CIP, the Board of Education will likewise identify, prioritize and approve purchases it proposes to be considered for placement on the CIP;
- D. The requesting agency or department will plan for and be responsible for funding any professional estimating for a project in the operational budget. If applicable, alternative sources of funding can and should be identified, such as the Capital Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate;

- E.** The Board of Selectmen and the Board of Education shall also include in the request(s):
- (1)** The identification of any grants, revenues or reimbursements anticipated each year; and
 - (2)** A financial impact statement as provided by the Town Financial Director
- F.** The Town Financial Director will review and compile the two lists to be presented to the Board of Finance;
- G.** The Board of Selectmen and Board of Education will then present their prioritized purchase requests to the Board of Finance.
- H.** The Board of Finance will review the Combined Board of Selectmen and Board of Education Proposed CIP. It may reduce a capital asset/project cost and scope; it may transfer capital asset/project between CIP years, and it may add or eliminate a capital asset/project. The Board of Finance will then prioritize, within each CIP year, the recommended capital assets/project.
- I.** The Board of Finance will present their recommended CIP to the legislative Council by November 30th. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule which shows the effect of the Board of Finance recommended CIP on future annual debt payments to ensure adherence to the Town Debt Service Policy.
- J.** The Legislative Council will review the Board of Finance recommended CIP. It may accept it in its entirety. It may reduce, transfer between CIP years, eliminate or add capital asset/project(s). The Legislative Council will then prioritize, within each CIP year, the capital asset/projects.
- K.** *Upon any change of the Board of Finance's Proposed CIP by the Legislative Council, the Legislative Counsel shall return its Proposed CIP with changes to the Board of Finance for review and recommendation. The failure of the Board of Finance to make any recommendations within ten days the Legislative Council's proposed CIP shall be final. No matter the number of changes by the Legislative Council the Board of Finance shall have only one post November 30th review and recommendation meeting.*
- L.** *The Legislative Council will adopt a CIP and determine which capital assets / projects in the first CIP year go to referendum in April by January 31st.*
- M.** *The following should be considered when determining which capital asset / projects go to referendum:*
- a. Multiple projects crossing CIP years that are expected to exceed Legislative Council fiscal authority;*
 - b. Capital assets/projects with significant costs that do no exceed Legislative fiscal authority;*
 - c. Time sensitive projects;*
 - d. Safety and security importance*

N. The Board of Finance will consider all requests made through this process and determine those that will be recommended for including in the CIP and those that are to be rejected, the proposed purchase, expenditure or project can be resubmitted to the appropriate Board at the first stop of the process. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level.

O. The Board of finance will prioritize on a Town-wide basis, all requests it approves for inclusion in the CIP and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase, expenditure or project.

P. The CIP plan approved by the Legislative Council shall be the single and final adopted CIP plan for the Town of Newtown; except, should the legislative Council not return a proposed plan by the Board of Finance to the Board of Finance for further review within 10 days of its submission, and the Legislative Council has not passed the final CIP plan by January 31st, the proposed CIP presented to the Legislative Council by the Board of Finance shall be the final adopted Town-wide CIP.

Q. Once the CIP is adopted by the Legislative Council, the projects identified for year one and their associated costs will be considered final in terms of bonding and any appropriation actions.

310-8 Prioritization

The Board of Selectmen, Board of Education, Board of Finance and Legislative Council should consider the following guidelines when recommending the prioritization of individual capital items:

- a.** Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum;
- b.** Significant consideration shall be given to the most costly of the remaining capital items and should go to referendum;
- c.** Items that are time-sensitive should receive priority consideration for referendum;
- d.** The cost of the purchase;
- e.** The impact of the purchase versus the benefit to the Town;
- f.** The year it will be implemented;
- g.** The source of financing;
- h.** The impact on future operating budgets;
- i.** Public Safety;

- j. Existing infrastructure;
- k. Economic Development
- l. Quality of life;
- m. Regulatory Compliance;
- n. Impact on operational budgets
- o. The benefit or risk to the Town should the purchase not be made.

310-9 Town Budget

All purchases that are proposed for the ensuing fiscal year and included in the final CIP by the Legislative Council shall be included as a proposed expenditure in the budget presented to the Board of Finance. Except for exigent circumstances, any capital improvement expenditure that falls within Section 310-6 of this plan regulation and is not contained in the CIP shall not be considered for implementation.

310-10 Capital Project Process

- A. The processes used to authorize bonding and appropriations for a capital project are controlled by a series of checks and balances exercised by the executive, finance, and legislative arms of the Town government. These processes are established to ensure that each project with significant costs is evaluated and examined by persons elected to represent the best interests of the community. Every project accepted into the Capital Improvement Plan, as approved by the Board of Selectmen, Board of Education, Board of Finance and Legislative Council is subject to the same rigorous review. Except for emergency situations, a consistent and documented process should be used to advance every capital project from inception to execution by its requesting agent.
- B. Projects approved for inclusion in the CIP typically progress from the introductory phase in year five to ten to the execution phase in year one. Projects in year one on the CIP are intended for implementation during that fiscal year. Capital Projects to be implemented must go through the bonding and special appropriations processes, as determined by the Charter.
- C. Steps in this process for projects readying for implementation include
 - 1) Bonding funds for requested capital projects:
 - a) The Director of Finance causes a bonding resolution to be prepared. The resolution will identify the funds being requested and the purpose of those funds. The department with ownership of the proposed project initiates this process through contact with the Director of Finance;

- b) The bonding resolution to fund the proposed project is submitted to Board of Finance for discussion/action;
 - c) If approved by the Board of Finance, the bonding resolution is then submitted to 'Board of Selectmen for discussion/action;
 - d) If approved by the Legislative Council, the resolution is then submitted by Board of Selectmen for discussion/action
- 2) **Appropriating funds for projects for which bonding has been approved follows these steps: (Greater detail about the process for appropriating funds for capital projects is described in the Charter)**
 - a) A special appropriation request for a capital project is prepared by the Director of Finance in concert with the requesting department;
 - b) The appropriation request is submitted to the Board of Finance for discussion and action;
 - c) If approved, the appropriation request then moves to the legislative Council;
 - d) The appropriations request may also be acted on by the Board of Selectmen or referendum, depending upon the magnitude of funds requested as per the Charter.
- 3) **Management/oversight of capital/projects: The Public Building and Site Commission shall have control of supervision and construction of capital projects. Should the Public Building and Site Commission determine that it is unable to take on this responsibility, then other building committee or owner's representative may be appointed by the Board of Selectmen or Board of Education.**
 - a) The PB&S Commission or "other" authorized building committee establishes appropriate advisory committees; prepares and issues appropriate RFQs and RFPs; and selects professionals and develops contracts with attorney and purchasing agent's input.
 - b) Contracts in conjunction with all such capital projects shall be authorized by the First Selectmen, with approval of the Board of Selectmen or Board of Education.
- 4) **Project planning and bidding: Once the special appropriation process is complete and approved by the appropriate levels of government, assignment of the project to the Public Building and Site Commission or "other" building committee may take place, followed by project planning, including the issuance of public bids.**

Attachment E



**NEWTOWN PUBLIC SCHOOLS
3 PRIMROSE STREET
NEWTOWN, CT 06470**

OFFICE OF THE SUPERINTENDENT
(203) 426-7620
FAX (203) 270-6199

BUSINESS OFFICE
(203) 426-7618
FAX (203) 270-6110

December 5, 2018

Mr. Jim Gaston
18 Main Street
Newtown, CT 06470

Dear Jim,

At the regular Board of Education meeting of December 4, 2018, the Board voted unanimously to request approval from the Board of Finance to spend \$235,000 of the current balance of \$426,857 in the district's Non-Lapsing Account.

The funds would be used for three important projects that address the learning environment and security at our schools.

Specifically, the estimated costs for these projects are as follows:

- | | |
|---|-----------|
| 1. HAW-AC in multi-purpose room (Ductless Splits) | \$ 25,000 |
| 2. NMS-AC in cafeteria (Ductless Splits) | \$ 75,000 |
| 3. SHS-Lightning Protection | \$135,000 |

We look forward to discussing this request with your Board with a favorable referral in order that we can position these projects for summer initiation.

Please contact me if you need any additional information.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Lorrie', written in black ink.

Dr. Lorrie Rodrigue, Superintendent of Schools

cc: Board of Education

BOE Non-Lapsing Fund Balance and Requested Uses

Current Five Year Fund Balance	\$ 426,857
--------------------------------	------------

Major District Projects that were removed from the Proposed 2019-20 School Budget

HAW - AC in Multi Purpose Room (Ductless Split)	\$ 25,000	
NMS - AC in Cafeteria (Ductless Splits)	\$ 75,000	
SHS - Lightening Protection System	\$ 135,000	
<hr/> Sub Total	<hr/> \$ 235,000	<i>0.32% of an increase to the 2019-20 Budget</i>

*First time included on the 5 year Building & Site Improvement Plan
- addresses learning environment (AC) and security (cameras).*

Balance in Non Lapsing after these projects are done	\$ 191,857
--	------------

(A continuing reservation of funds is considered for Special Education needs and future support.)

Reasons for this request now:

- * Removal of these projects from the 2019-20 Budget proposal.
- * Schedule for proposals developed to receive prices with enough time to proceed with these projects during the April school vacation period which begins on April 15th.
- * Moving on these projects puts us in the position of having the A/C available for late May and early June uncomfortable weather.
- * The sooner the lightening protection is completed, the sooner our equipment and security devices will be protected, so far the district has experienced \$59,330 in equipment replacement costs due to ground lightening strikes.
- * Approval of funding for these projects allows for completion before budget approval and the other projects that will need to be done during the summer break.
- * Not moving forward with these projects at this time will require addition back to the proposed budget for 2019-20.
- * Potentially more contractors available this time of year.

Date, 10/01/18
Proposal contract

PROPOSAL and CONTRACT
GLOBAL MECHANICAL, LLC.
HVAC CONTRACTOR

157 Lepage dr.
Southington, CT
Tell (860)681-4101

S-1 LICENSE#0399191 SM-2 LICENSE#0002681
Prepared for (hereinafter "CONTRACTOR/OWNER"): Proposal Date: 10/01/2018
Proposal Number: 100118

Project Name: Hawley School Multi-purpose room

Location: 29 Church Hill Rd.
Newtown, CT. 06470

Engineer:
N/A

Architect:
N/A

SCOPE OF WORK (THE "Work"):

GLOBAL MECHANICAL, LLC. Proposes to furnish labor, materials, required for the above referenced project including the following: TO MANAGEMENT, I AM PLEASED TO PROVIDE THE ENCLOSED PROPOSAL/CONTRACT FOR YOUR REVIEW. QUOTE PRICE IS GOOD FOR THIRTY DAYS ONLY DO TO FLUCTUATIONS IN MATERIAL COSTS. For 4 new ductless split units to be installed in Multi-purpose room area run line sets and wires to outdoor condenser units. Mount units on outside walls and indoor unit up on side walls. All done on normal business hours.

2) CT. Sales Taxes NOT included in this price of 25,000.00

NOTE: GLOBAL MECHANICAL, LLC, Will NOT be responsible of the performance of the existing Unit*

Additional Comments: ROOF PENETRATIONS, SHOP DRAWINGS ANY ELECTRICAL, all these done by others.

PRICE

- Total price for the mentioned work PRICE 25,000.00
Include Tax Exempt Papers with Payment or add CT. Sales Tax to Quote.

CONTRACT PAYMENT TERMS:

One half (1/2) of Contract Price is due upon signing this Proposal and Contract: remaining balance when the Job is completed. Not Net 30

****NOTE: Price DOES NOT include taxes.

CONTRACT PROVISIONS

This contract is hereby made and entered into on the above undersigned date, by and between: hereinafter referred to as "Contractor/Owner" and GLOBAL MECHANICAL, LLC. hereafter referred to as "Subcontractor."

Date, 09/01/18
Proposal contract

3

PROPOSAL and CONTRACT
GLOBAL MECHANICAL, LLC.
HVAC CONTRACTOR

157 Lepage dr.
Southington, CT
Tell (860)681-4101

S-1 LICENSE#0399191 SM-2 LICENSE#0002681
Prepared for (hereinafter "CONTRACTOR/OWNER"): Proposal Date: 09/01/2018
Proposal Number: 090118

Project Name: Newtown Middle School Café Location: 11 Queen Street.
Newtown, CT. 06470
Engineer: Architect:
N/A N/A

SCOPE OF WORK (THE "Work"):

GLOBAL MECHANICAL, LLC. Proposes to furnish labor, materials, required for the above referenced project including the following: TO MANAGEMENT, I AM PLEASED TO PROVIDE THE ENCLOSED PROPOSAL/CONTRACT FOR YOUR REVIEW. QUOTE PRICE IS GOOD FOR THIRTY DAYS ONLY DO TO FLUCTUATIONS IN MATERIAL COSTS. For Demo and disposal of old duct work and air handler unit. Installing 1 new 5 ton American Standard air handler with hot water coil and fresh air dampers all new supply and return ducts. The ductwork will be sealed and insulated new hot water valve and controlled by ABS system. Condensers will be installed outside on the roof and piped to air handler unit. There will also be 4 ductless split units installed in café due to low over all roof deck there is no room to install duct work. All done on normal business hours.

2) CT. Sales Taxes NOT included in this price of 75,000.00

NOTE: GLOBAL MECHANICAL, LLC, Will NOT be responsible of the performance of the existing Unit*

Additional Comments: ROOF PENETRATIONS, SHOP DRAWINGS ANY ELECTRICAL, all these done by others.

PRICE

- | |
|--|
| <ul style="list-style-type: none">Total price for the mentioned work PRICE 75,000.00 Include Tax Exempt Papers with Payment or add CT. Sales Tax to Quote. |
|--|

CONTRACT PAYMENT TERMS:

One half (1/2) of Contract Price is due upon signing this Proposal and Contract: remaining balance when the Job is completed. Not Net 30

****NOTE: Price DOES NOT include taxes.

CONTRACT PROVISIONS

This contract is hereby made and entered into on the above undersigned date, by and between:

Memorandum

Memorandum Date: September 27, 2018
To: Gino Faiella – Director of Operations Newtown Public Schools
Project Name: Lightning Protection Site & Building – Sandy Hook School
RZDA Project NO: 18-012
Regarding: Lightning Protection for Site Cameras
Written by: Ron Bathrick - Associate

Dear Gino,

The following is the budget costs to furnish and install a lightning protection system to protect security cameras serving the project site.

The costs are broken down into (4) separate scopes.

Scope I – Furnish and install surge protection for all site cameras and building power feeding site cameras. \$45,000.00

Scope II – Furnish and install isolation blocks between cameras and metal poles that support them. \$3500.00

Scope III – Remove (2) stainless steel cabinets located on building site, remove all control wiring and devices within. Furnish and install a new weatherproof and vented reinforced polypropylene cabinet in same locations, re-install all control wiring and devices. \$5,000.00

Scope IV – Provide a complete UL listed, direct strike, bonding and grounding lightning protection system in accordance with UL 96a and LPI 175 with LPI_IP certification for the entire building. \$55,000.00

Total project hard costs \$108,500.00

The project supervision and management soft costs are estimated at \$9,000.00.

Total project cost will be \$117,500.00
Estimated permit fees of \$12,000.00 are not included. N/A

The above are estimates for the work as described. There is no contingency included for unforeseen issues.

Please contact me with any questions.

Thank you,

END OF MEMO

Rick Spreyer – Director of Purchasing

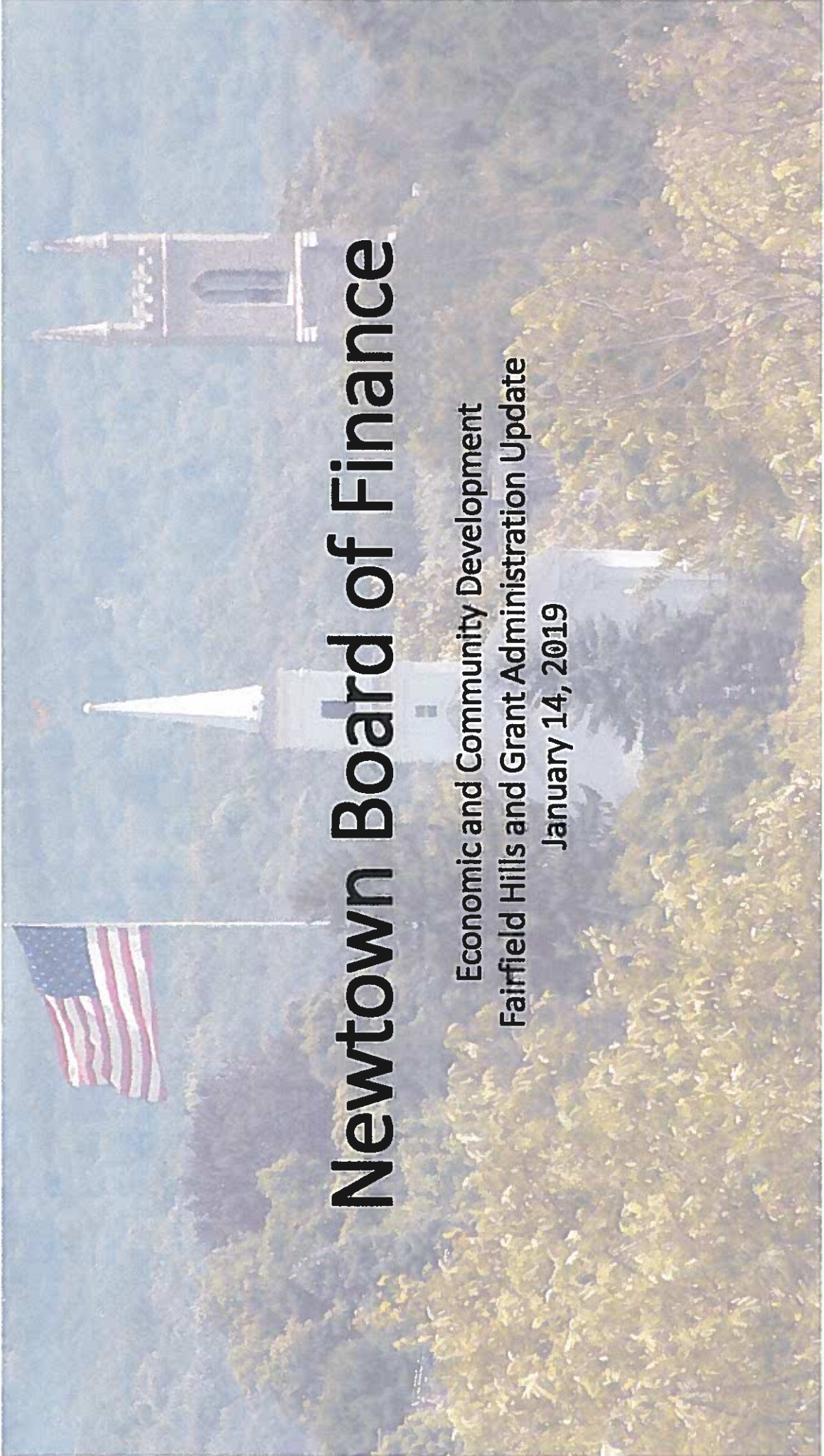
11:06 AM (46
minutes ago)

Ron -- here is the tentative timeline I have in mind for the Ductless A/C projects at Hawley School and the Middle School

RFP Published - January 28, 2019
Mandatory Site Walk-Through - February 5, 2019
RFP Submittal Deadline - February 13, 2019
Contract Award - March 5, 2019 – BOE Meeting
Project Start Date - April 15, 2019
Project Finish Date - April 20, 2019

These dates can be tweaked to allow you time to submit progress at Board of Education meeting. I spoke with Gino to make sure he is ok with the dates and the walk-through date of the 5th was where we landed to give appropriate time for site visit and proposal preparation.

Attachment F



Newtown Board of Finance

Economic and Community Development
Fairfield Hills and Grant Administration Update
January 14, 2019

Economic and Community Development Department Responsibilities

Economic and Community Development
Fairfield Hills
Grants Administration



Department Roles

Facilitate

Project Management

Communicate

Coordinate

Support

Interface

Inquiry follow-up

Collaborate

Relationship Building

Marketing

Economic and Community Development



Drone footage courtesy of Newcown Police Department

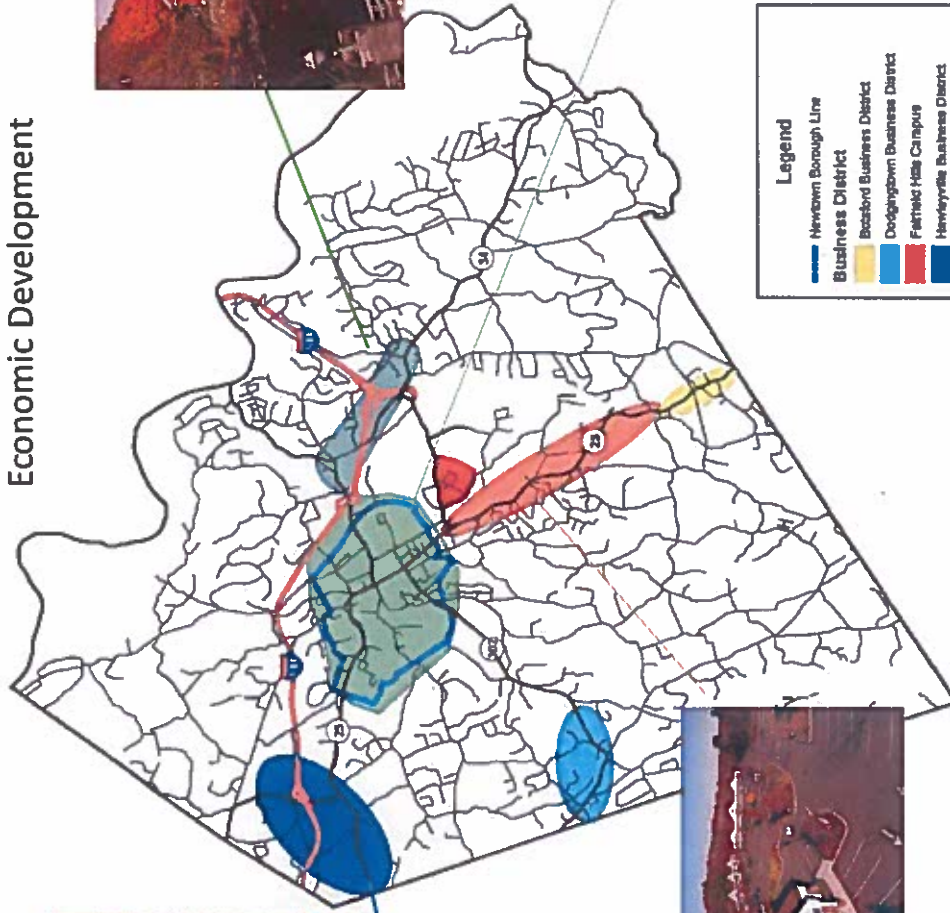
Economic and Community Development ongoing activities

- Work closely with Economic Development Commission
- Promote Newtown and Sandy Hook (awards)
- Market town owned properties
- Connect buyers and sellers of properties
- Support community through infrastructure and zoning – sidewalks/sewers
- Network with local businesses, property owners, organizations, colleges/schools, commercial broker groups, State of CT
- Interface with residents and business owners
- Livable Communities
- Sustainable CT
- Local vendor involvement in purchasing
- Support new and existing businesses
- Restaurant Week
- Fair Housing
- Affordable Housing
- Wayfinding signs
- Census



ECONOMIC DEVELOPMENT COMMISSION

Newtown Business Districts Economic Development



- Legend**
- Newtown Borough Line
 - Business District
 - Bozford Business District
 - Dodgingtown Business District
 - Fairfield Hills Campus
 - Hawleyville Business District
 - Newtown Borough Business District
 - Sandy Hook Business District
 - South Main Street Business District



Hawleyville



Sandy Hook

South Main Street



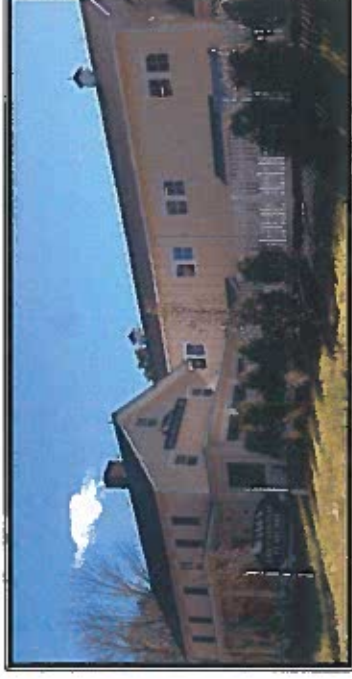
Borough

Drone footage courtesy of
Newtown Police Department



Town-Wide Project Highlights

- Hawleyville - Exit 9:
 - Covered Bridge Apartments
 - Educational Playcare
 - 100+ acre parcel
 - IHOZ-10 now includes gas stations
 - Sewer installation - DPW



Town-Wide Project Highlights

- Exit 10:
 - 75 Church Hill Road - commercial building
 - Edmond Road realignment -DPW
 - Reverie Brewing Company
 - Wayfinding Signage



Town-Wide Project Highlights

- Borough:
 - Route 302 bridge - DPW
 - Grant funded sidewalk project (Glover to RIS -Sibley)
 - Church Hill Village (assisted living facility – 37 Church Hill Road)
 - Village at Lexington Gardens



Town-Wide Project Highlights

- South Main Street
- The Summit apartments
- Veterinary Center
- Pecks Lane improvement - DPW



Drone footage courtesy of
Newtown Police
Department



Town-Wide Project Highlights

- Exit 11:
 - Toddy Hill bridge and intersection - DPW
 - I-84 ramp redesign - DPW



Map taken from:
http://www.ct.gov/ceq/lib/ceq/I_84_exit_11_Slip_Ramp_-_Newtownn.pdf

Town-Wide Project Highlights

- Other:
 - I-84 (Danbury) redesign - Hurley



Map taken from:
<http://www.i84danbury.com/project-map/>

Marketing and Promotion

Community Amenities

“We just like Newtown!”

- Central location
- Great schools
- Public safety
- Open spaces
- Active and passive recreation – parks, trails, sidewalks
- Civic and social engagement
- Age-Friendly community (senior tax relief, Dial-a-Ride)
- Active zoning – maintain aesthetics of community



Economic and Community Development Resources

Marketing and Promotion

- Business co-promotion and energy
- Municipal Center marketing table
- Facebook
- Newtown.org – Business Directory
- CTVisit.com
- Video Tour of Newtown – *updated*
- Newtown – Sandy Hook Restaurant Week & Restaurant Support
- Commercial Brokers Luncheon



A Sampling of New Businesses

In 2018:

- BD Provisions
- Charmios
- Danny's Barber Shop
- Educational Playcare
- Main Street Adventures
- Millstone Studio



Coming Soon in 2019

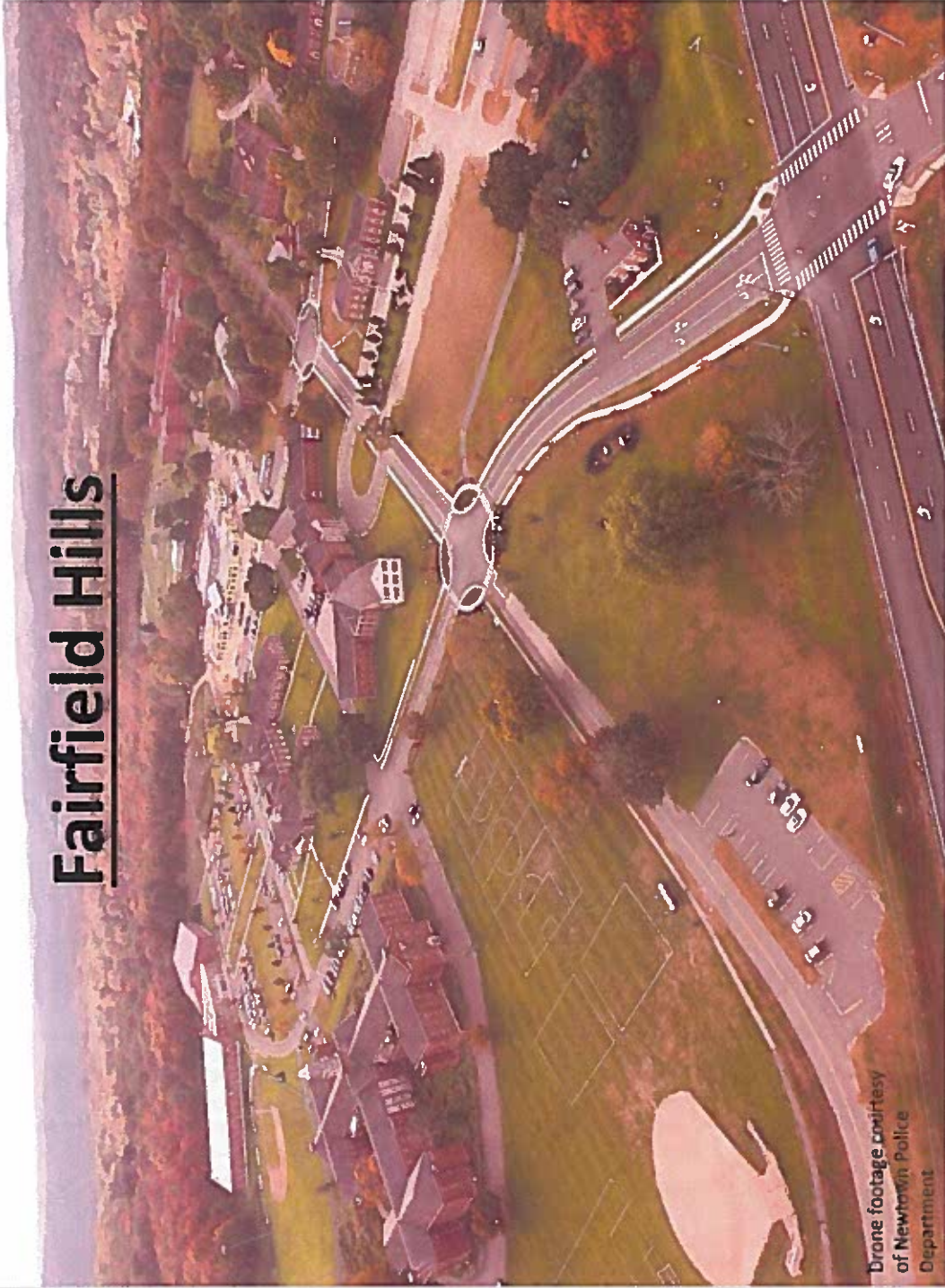
- Asylum Brewing
- Church Hill Village (assisted living)
- Nostrano Italian Eatery
- Protect the Pets
- Reverie Brewing
- Strength and Grace Boutique

Economic and Community Development

Upcoming Initiatives

- Branding/marketing
- Website coordination
 - Newtown.org
 - FairfieldHills.org
 - NewtownSandyHookEats.com
 - Newtown-ct.gov/economic-and-community-development
 - Newtown-ct.gov/fairfield-hills-authority
- Social Media integration (Economic Development Commission, Fairfield Hills and NewtownSandyHookEats.com)
- Reduce vacancies in targeted locations

Fairfield Hills



Drone footage courtesy
of Newtown Police
Department

Fairfield Hills

Remediation/Demolition/Renovation:

- Danbury Hall
- White houses
- Greenhouse
- Duplex 63
- Canaan House (site of Community/Senior Center)
- Woodbury Hall
- Stratford Hall

Commercial Interests:

- Ice Rink
- Brew pub (Lease and renovations)
- Various other interests in property
- General marketing and inquiry response

Community:

- Beautification
- Streetscape
- Trails
- Events/gathering spaces



2018 Fairfield Hills Campus Events

Event	Date	Time	Location	Estimated Attendance
Boy Scout Troop 70 - Super Scout 5K Walk/Run	Saturday, April 28th	10 a.m. - 3 p.m.	Trail around campus.	100 - 140
Fruit Trail Reawakening	Saturday, April 28th - Sunday April 29th	9:00 a.m. - 5:30 p.m. daily	Fruit Trail	100
Run4Hunger	Saturday, May 5th	8 - 11 a.m.	Around campus, down Nunnawauk and return.	200
Search & Rescue K9 Training NOT OPEN TO PUBLIC	Friday, May 18th - Sunday, May 20th	12 - 6 p.m. daily	EOC and other locations around campus.	15
Strut Your Mutt	Saturday, May 19th	11 a.m. - 2 p.m.	Old Mile Hill Rd & walking trail.	112
Garden Party	Sunday, May 20th	12 - 4 p.m.	Area of Victory Garden	100
Super Cool Plant Sale	Saturday, June 2nd	8 - 9 p.m.	D.G. Beers Blvd, side of Shelton House	350
Catherine Violet Hubbard Butterfly Party	Saturday, June 9th	12 - 4 p.m.	Green in front of NYA	3,000
Newtown Farmers' Market	Tuesday, June 12 - mid-October	2 - 6:30 p.m.	Grass area across from soccer field	100 / week
American Red Cross Blood Drive	Friday, June 22nd	1 - 6:00 p.m.	Simpson St	45
Rooster Run	Saturday, June 23rd	8 a.m. - 12 p.m.	Keating Farms Rd, Mile Hill S., Nunnawauk Rd, walking trails.	500
Mad Dash	Saturday, June 30th	8:30 a.m. - 1 p.m.	Keating Farms Rd, walking trail area.	500
Sandy Hook 5K	Saturday, July 21st	8 a.m. - 12 p.m.	Keating Farms Rd, Mile Hill S., Nunnawauk Rd, walking trails.	2,000
Outdoor Movie Night	Friday, August 31st	4 - 10:30 p.m.	Soccer field	500
Newtown Day	Saturday, September 29th	11 a.m. - 5 p.m.	Keating Farms Rd - cu-de-iac	8,000
REACH Car Show	Sunday, September 9th	8 a.m. - 4 p.m.	1st Street, Simpson St, Primrose St	400
Arts Festival	Friday, September 14th - Sunday, September 16th	Friday - 6 p.m. Saturday 10 a.m. - 6 p.m. Sunday 10 a.m. - 5 p.m.	Soccer field	5,000
Fall Festival Carnival	Friday, October 19th Saturday, October 20th Sunday, October 21st	Friday 6 - 10 p.m. Saturday 2 - 10 p.m. Sunday 1 - 7 p.m.	Keating Farms Ave across from softball and soccer fields (behind Kent House)	3,800
American Red Cross Blood Drive	Thursday, October 25th	1 - 6:00 p.m.	Simpson St	45
American Red Cross Blood Drive	Thursday, December 27th	1 - 6:00 p.m.	Simpson St	45

Fairfield Hills Tenants & Support

- Tenants
 - Center for Support & Wellness
 - Newtown Volunteer Ambulance
 - Newtown Youth Academy
 - Parent Connection
 - Asylum Brewery (coming soon)
- Support
 - Safety and security
 - Common Area Maintenance charges
 - Event coordination/communication



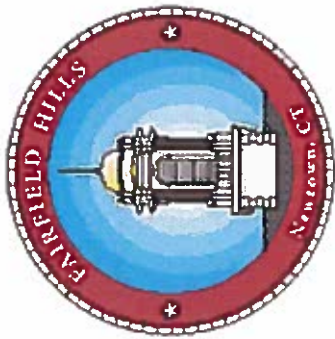
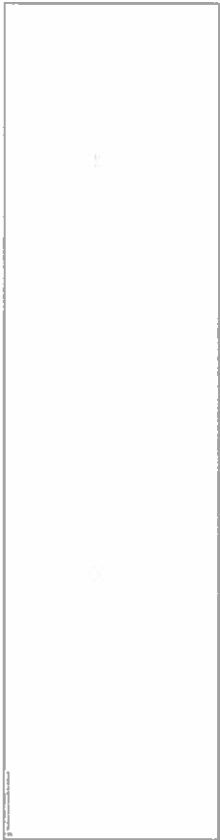


Grants

Grants Administration

Grants related to Land Use activities:

- Brownfields (Fairfield Hills, 7 & 28 Glen Road, 44 Swamp Road)
 - Hazardous Materials Assessment
 - Hazardous Materials Cleanup
- Sidewalks/Streetscapes
- Economic Vitality
- Current grant applications/assistance:
 - RLF NVCOG (28A Glen Road)
 - Neglected Cemetery (Sandy Hook Cemetery)
 - DECD brownfields (Fairfield Hills Remediation)



Attachment G

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

REQUESTING DEPARTMENT POLICE

PROJECT: 2019 JAG Local VCP GRANT

PROPOSED APPROPRIATION AMOUNT: \$ 6,000

PROPOSED FUNDING:

BONDING		
GRANT	\$	6,000
OTHER		
	<u>\$</u>	<u>6,000</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:	<small>**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**</small>	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS			
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		<u>\$ -</u>	

REVENUE CATEGORY:	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES		
CHARGES FOR SERVICES (FEES)		
OTHER		
TOTAL IMPACT ON REVENUES		<u>\$ -</u>

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ -

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0000 mills

(using current year's information)

COMMENTS:

Will be used to purchase a drone with infrared and thermal imaging equipment.
There is no significant financial impact on the Town Budget.

PREPARED BY: *Robert Tard*

DATE: 12/17/2018

TO: BOF, LC



STATE OF CONNECTICUT
Office of Policy and Management

To: Daniel Rosenthal, First Selectman
3 Primrose Street
Newtown, CT 06470

From: Nichole Howe, Fiscal Administrative Officer

Subject: Grant Award Notice: 2019 JAG Local VCP Grant Program

Your application for the 2019 JAG Local VCP Grant Program has been **approved**. The amount of the grant award is \$6,000.00.

Attached please find the Notice of Grant Award and Special Conditions for your municipality's participation in the **2019 JAG Local VCP Grant Program**.

The start date of this grant is January 1, 2019 or when signed by both parties-whichever is later. The end date of this grant will be September 30, 2019 and there will be no extensions granted.

The Chief Elected Official or the Town Manager of your municipality must sign and date the following documents.

1. Notice of Grant Award

Please return the signed grant award documents in the enclosed addressed envelope.

If your municipality requires approval of the local town council or board of selectman prior to receiving these grant funds, we are asking that you contact us to let us know an approximate date at which we should expect the return of the award.

If you have any further questions or concerns, please call Nichole Howe at 1-860-418-6443 or email: nichole.howe@ct.gov.



STATE OF CONNECTICUT | OFFICE OF POLICY AND MANAGEMENT
Criminal Justice Policy and Planning Division
 450 Capitol Avenue | MS# #52CJP | Hartford, CT 06106-1379
NOTICE OF GRANT AWARD



The Office of Policy and Management, Criminal Justice Policy and Planning Division, hereby makes the following grant award in accordance with 42 U.S.C. 3750, et seq and in accordance with the grant solicitation and the attached grant application, if applicable.

Grantee: Town of Newtown		Town Code: 097	
Street address: 3 Primrose Street		State Agency Code: N/A	
City: Newtown		State: CT	ZIP Code: 06470
Grant Program Name: Federal Juvenile Justice and Delinquency Prevention Act, as amended		DUNS No. (If applicable): 140136222	
OPM Grant No.: 16JAGGLE_VCP_097		Project Title: 2019 JAG Local VCP Grant Program	
Date of Award: 1/1/2019	Category (if applicable): ...		
Period of Award: (Choose one) Start Date: <input type="checkbox"/> The date Notice of Grant Award is signed by <u>both</u> Grantor & Grantee (whichever is later). <input checked="" type="checkbox"/> On 1/1/2019 or after Notice of Grant Award is signed by both parties (whichever is later). <input type="checkbox"/> Select Date pursuant to Enter Statutory Authority (attach copy of authority w/ notice of grant award).			End Date: 9/30/2019
Amount of Award	Federal: \$6000.00	State: \$N/A	Interest: \$N/A
State Match: \$N/A	Grantee Match: \$N/A	Other: \$N/A Specify: Enter Text Here or N/A	
Total Budget: \$6000.00	Catalog of Federal Domestic Assistance (CFDA) Number: 16.738		
Federal Grant No.: 2016-DJ-BX-0652		Grantee Fiscal Year: From: July 1 To: June 30	

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1.) I have the authority to execute this agreement on behalf of the grantee; and 2.) The grantee will comply with all attached Grant Conditions.

BY: 12-11-18
 Signature of Authorized Grantee Official Date
Daniel Rosenthal **First Selectman**

FOR THE OFFICE OF POLICY AND MANAGEMENT:
 BY: 12/5/18
 Signature of OPM Secretary or OPM Deputy Secretary Date
Benjamin Barnes, Secretary/Susan Weisselberg, Deputy Secretary

For OPM Business Use Only

AMOUNT	FUND	DEPT	SID	PROG	ACCT	CHART 1	CHART 2	BR YR	PROJECT
\$6000.00	12060	OPM 20350	21921	13008	55050	Enter	Enter	2016	OPM00000000 2331
Enter	Enter	OPM Select	Enter	Enter	Enter	Enter	Enter	Enter	OPM00000000 Enter
Enter	Enter	OPM Select	Enter	Enter	Enter	Enter	Enter	Enter	OPM00000000 Enter