

**LEGISLATIVE COUNCIL REGULAR MEETING  
COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT  
WEDNESDAY, JANUARY 17, 2024**

**MINUTES**

**PRESENT:** Jordana Bloom, Laura Miller, Steve Hinden, Keith Alexander, Tom Long, Ben Ruben, Derek Pisani, Jennifer Nicoletti, John Zachos, Chris Gardner, Heather Dean, Eric Paradis  
**ALSO PRESENT:** First Selectman Jeff Capeci, Finance Director Bob Tait, Community Center Director Matt Arianello, Community Center Commission Chair Kinga Walsh

**CALL TO ORDER:** K. Alexander called the meeting to order with the Pledge of Allegiance at 7:42pm.

**VOTER COMMENT:** None

**MINUTES:** J. Bloom moved to approve the minutes of the January 3, 2024 meeting. H. Dean seconded, all in favor.

**COMMUNICATIONS:** One message was received from Lisa Mages in favor of funding for CH Booth library (att.)

**COMMITTEE REPORTS:** Jennifer Nicoletti will be the LC representative on the Public Safety Committee.

**FIRST SELECTMAN'S REPORT:** First Selectman Capeci reported that last night's BOS meeting was cancelled because of the weather. The next meeting is tomorrow, 1/19/24, where he will present the BOS budget. The original budget in from departments was a 6.2% increase and the proposed budget is under 3%. He is working with town council for 6 commerce. The Fair Rent Commission is very busy with an average of one complaint a month. One commissioner hasn't been to a single meeting nor responded to any phone or email contacts so it is on the BOS agenda to remove them from the board. They are also appointing an adhoc recycling committee. It is something that is going to be an ongoing need so it will also be brought to the Ordinance Committee to determine if it should become a permanent commission.

**UNFINISHED BUSINESS**

2024-25 to 2028-29 CIP – J. Bloom moved to approve the 2024-25 to 2028-29, J. Zachos seconded. Questions from LC members with answers were provided (att.). There were questions regarding Edmond Town Hall project in year two. C. Gardner clarified that the vote tonight is basically for year one. First Selectman Capeci suggested approving the CIP and bring in ETH at a later time to learn about the renovations and make adjustments in next year's CIP. All in favor.

Resolution: \$100,000 for Motor Vehicle Tax Recovery Relating to Out of State License Plates – B. Ruben moved to approve \$100,000 for Motor Vehicle Tax Recovery Relating to Out of State License Plates (att.), C. Gardner seconded. Council members expressed concern that the information provided came earlier that day and there was not enough time to review. J. Bloom moved to table this item, H. Dean seconded, motion passes 10 YES to 2 NO (Ruben, Nicoletti).

## **NEW BUSINESS**

**Grant Acceptance:** L. Miller moved to accept the \$10,000 grant for support of the Better Day Café, special needs programming at the Newtown Community Center (att.) H. Dean seconded. It was questioned if they do not receive the grant again next year what will happen? M. Ariniello responded that they have been fortunate to have this private family foundation grant since the Community Center opened. If funding were to go away that would be a conversation with the BOE. All in favor.

**Grant Acceptance:** J. Bloom moved to accept the \$9,999 grant for an Employee Assistance Program for Newtown Police Department (att.), B. Ruben seconded. First Selectman Capeci explained that this EAP is uniquely geared to police. This is a one-year grant which will be used to evaluate the EAP. If it is valuable, it will be a budget item. All in favor.

**Voter Comment** – Kinga Walsh, 21 Horseshoe Ridge Road, speaking on her own behalf not the commission. Thanked the LC for approving the CIP. The CIP process seems to be getting some PR for the Community Center that seems to be negative. She wanted to set the record straight that they did not come to the LC in December and asked to be put on the first year of the CIP. They followed the process, followed the charter, and applied appropriately in August. The previous administration had approved everything and under your purview, which we totally respect, you had questions and you needed answers to so they did that. Just wanted to set the record straight because there seems to be some confusion in the community.

**Announcements** – K. Alexander announced that budget season is starting. Suggested council members to follow the other boards so they do not duplicate questions.

Having no further business, the meeting was adjourned at 8:10pm.

*Respectfully submitted,  
Arlene Miles, Clerk*

*Attachment: Communications, CIP Q&A, Capital Tax Recovery information, Grants*



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

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## RE: Form submission from: Contact the Newtown Legislative Council

1 message

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lc.alexanderk@gmail.com <lc.alexanderk@gmail.com>

Mon, Jan 15, 2024 at 2:28 PM

To: lisamages3@gmail.com

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

Hello Lisa,

Thank you for writing to the Legislative Council relating to funding of the CH Booth Library. The LC will take up the Library budget as part the budget that is passed on from the Board of Selectman who will be setting the budget initially.

Your message will be included as part of the correspondence for the 1/17 Legislative Council Meeting.

--Keith

BCC: LC, BOS

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Respectfully,

**Keith Alexander**

*Chair, Newtown Legislative Council*

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**From:** Newtown CT via Newtown CT <cmsmailer@civicplus.com>

**Sent:** Monday, January 15, 2024 1:58 PM

**To:** lc.alexanderk@gmail.com

**Subject:** Form submission from: Contact the Newtown Legislative Council

Submitted on Monday, January 15, 2024 - 1:58pm

Submitted by anonymous user: 2600:6c65:797f:d209:a499:f21:13b7:3951

Submitted values are:

Your name: Lisa Mages

Your e-mail address: lisamages3@gmail.com

Subject: Funding for the CH Booth Library

Message:

I am writing to second the Bee's recent editorial in which it stated, "The Bee sees the C.H. Booth Library as an important pillar of the community, and hopes that this year town officials will consider assisting the library in retaining its current level of service, if not with the full requested increase, then at bare minimum a return to the 2022-23 budget level."

I am a recently retired librarian who moved to Newtown a little over two years ago. As a professional and an "outsider," I can see the CH Booth is an exceptional public library, deserving of the town's full and consistent support. This includes

financial support, particularly when the library will be conducting a search for a new director. I have been impressed by the library's fund-raising efforts and high level of volunteer support. Let's have the town set up and do its part by funding the library in such a way that it can continue its current excellent level of service.

Lisa Mages, 5 Concord Ridge Road, Newtown 06470

The results of this submission may be viewed at:

<https://www.newtown-ct.gov/node/86983/submission/172911>

## 2024-25 TO 2028-29 CIP

### LC Questions

1. With ARPA funds supporting some projects, could the Council receive a list of all approved ARPA supported projects and how much funding remains unallocated?  
*-to be discussed at 1/3 meeting*
2. In the fiscal years ending June 25' and June 28' there is a premium applied from the Debt Service Fund. Could Bob provide a little background on what this is and why it happens.  
*-to be discussed at 1/3 meeting*
3. Under Economic Development, the line item for Town Match ends after year 8. I know we are really only looking at years 1-5 but is there a reason the match is not included in years 9 and 10?  
*-BobT: As far as the town match amount of \$200,000 a year, we meant to put it in every year (just in case a major grant comes up with a town match.....so it is a placeholder).*
4. There are 3 Community Center projects receiving a total of \$450,000 for HVAC, Dividing Walls and Pool Plastering. What is the balance of the Center's reserve fund? Should we consider having them spend reserve funds before putting items on the taxpayers with bonding?  
*-to be discussed at 1/3 meeting*
5. With the BOE in the 28/29 year there is a scheduled District Wide Security Camera Upgrade. Can we get some information on this such as the age of the current system and what went into putting together the cost estimate?  
*-John Barlow: The security cameras are in year 6 of a 10 year contract for maintenance. By year 10 the cameras will be obsolete and not supported by manufacturing company. They will need to be replaced/upgraded to provide continued protection for the community.*  
*-awaiting further information on cost, if available*
6. The Middel School is scheduled to replace a generator and transfer switch in the year 27/28. The Fire Department has a similar project for 4 firehouses in 28/29. I'm not familiar with the projects but 2 thoughts come to mind.
  - a. How is the fire department doing 4 locations for only \$40k more than the cost at a single school?
  - b. Has there been any consideration for consolidating the timing and vendor selection of these projects to hopefully achieve economies of scale?*-John Barlow/BobT: The 4 firehouses are on CIP for \$290,000 in fiscal year 28/29. The firehouse generators are much smaller than the school's generator. Tim Walen has an estimate for the Firehouses and we received an estimate for the school. The long and short is yes these could be bid together to get possible better pricing.*
7. The Library parking lot project in year 25/26 includes extending the driveway on the south side of the building. Are there any concerns with the neighbor on that side of the building that would prevent this part of the project from moving forward? If so, how much of the \$600,000 is associated with that phase of the project?

-Elaine Corbo: The driveway design was still being developed when we suddenly had the urgent situation of addressing the leaking roof. The board then focused on getting a new roof for the library. Since then, as you know, we are now facing the HVAC situation and hoping our heating and cooling system lasts until we can get the project underway. We are down one boiler and running the library on two ancient boilers and keeping our fingers crossed that the system does not fail us before we can go to referendum. As far as our neighbors, the driveway is on library property and we do give the neighbors permission to access and use our driveway on that side. When we started to look into this project the neighbors were made aware that this could be happening, but again it was 3 years ago and most board members at the time are no longer on the board.

8. For Parks and Rec in year 25/26, where will the irrigation and infrastructure replacement happen?

-BobT: The irrigation upgrades will replace the existing 13 controllers at various locations including Treadwell Park, Dickinson Park, Newtown High School, Newtown Middle School, Reed School, Glander Fields, Liberty Fields, Watertown Fields, FFH Green, High Meadow field, The Victory Garden, Sandy Hook School, and Oakview Field. It is possible the exact number of controllers may change slightly as newer higher capacity controllers may allow us to combine the existing two controllers at the High School into one, for example.

9. For Parks and Rec in year 26/27 what is the source of "Other" funds for the artificial turf and lighting project?

-BobT: The other fund relating to the turf field is the parks & recreation surcharge fund. They charge a surcharge on sports team fees to pay to eventually replace the artificial grass.

10. Under Public Works, there is a note (page 36-A) regarding the design and build cost associated with the bridge replacement program. Is the current, updated forecast a good representation of what bridge replacement will cost over the next 5 years?

-Fred Hurley: Over the next five (5) years, we plan to design and build at least one (1) bridge a year. If pricing stabilizes or drops we may be able to add an additional bridge in year five. The initial five (5) bridges that we are programming are eligible for the State Small Bridge Program. If successful, at a 50% reimbursement rate for construction, the Town would recoup approximately \$2.5 million over five years assuming construction costs of \$1 million per bridge. The \$2.5 million reimbursed would cover the Town's engineering design and inspection oversight for all five bridges. Failure for a specific bridge to qualify for State assistance would simply reduce the number of bridges completed during this initial time period.

## 2024-25 TO 2028-29 CIP

### LC Questions

11. Please provide a detailed expense and revenue budget for the Community Center before Wednesday's meeting.

*-The Community Center will be discussing the 24/25 budget for the first time at Tuesday's Commission meeting so they will send over once finalized.*

12. Please explain how the \$5 million in reserve money is invested and its rate of return, projections for how much it will return in the next five years, and if the Community Center Committee has any plans to use those returns.

*-BobT may be able to provide an investment chart if there is time in his budget work*

*-MattA: As we stated in the meeting the next 4 years our CIP projects cover our investment return (and some). Our average investment return is \$138,000.00 annually and will decrease as cash is replaced into the account.*

The current investments are invested in the same as town investments(STIF), which is the short term investment fund and CD'S. The Community Center has no other options per state statute and town guidelines.

While I understand the sensitivity around fund balances, I do want to make the point that our fund balance has derived differently from those agencies/departments who receive town funds annually out of the town budget. I understand there have been issues with "quasi" agencies/departments that carry over large balances obviously there is a sensitive nature to our business being strongly dependent on revenue to sustain operations without taxpayer support (which is our goal). As I mentioned before, our revenues are projections ie. memberships, program revenues and event revenues. At any point, we can be dipping into the special revenue fund if those numbers are not met through those avenues. Just like the town general fund, a huge revenue source is interest income, which further offsets taxpayer contributions. As I expressed in the meeting, I am concerned about the annual minimum wage increases (based on inflation) impacting our special revenue fund balance.

**LC Question:**

13. Past CIP's have supported Edmond Town Hall to generate new ways for revenue. How much does ETH currently have in their revenue account? Do they have investments? How much is currently in the Mary Hawley Trust account?

**ETH Response:**

Edmond Town Hall has outstanding liabilities of \$188,522 with a fund balance of approx. \$563K. As of 12/31/23, ETH has \$343,044 in cash accounts and \$409,090 in short term investments. The Mary Hawley Trust account is \$1M. ETH does not have access to the funds in the Mary Hawley account. It is controlled and maintained by a Trust which requires BOS approval and request to disburse funds to ETH.

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**LC Question:**

14. ETH is currently calling for \$530K in year 2 for renovation of bathrooms, storage closets and adding a projector screen. Why are these capital items and not something that can fall in line with their maintenance budget? In the request they specifically mention rentals and needing these items for rentals. Obviously, there is an ROI attached to these.
15. Is there an urgency to renovating the bathrooms?
16. The renovation costs seem excessive to the taxpayers; do they have a RFP or itemized list? I would be most interested in what is entailed to make the bathrooms handicap accessible?

**ETH Response:**

ETH's total Repair & Maintenance (including building supplies) budget is \$65,000. This budget maintains a nearly 100-year-old building for the day-to-day operations and repairs that are needed to preserve the entire building and keep it in good standing. In order to conduct a significant upgrade to meet growing needs it will need to be financed through capital improvements. ETH's goal in requesting these funds is to upgrade necessary items to maximize future rents and revenues to become financially self-sustaining. The request for these projects is not a want but a need taking into consideration the health and safety of our patrons, staff, and tenants. With over 120,000 people walking through our doors a year, having one unisex handicapped accessible bathroom located on the first floor is not only difficult but it is heavily used by all patrons. We must ask patrons in the gym to take the elevator up two flights to utilize the one and only accessible restroom. The gym is currently home to Newtown Youth Wrestlers and is consistently rented for youth activities including parties. As the renter, ETH is focused on providing a safe environment. Foot traffic through Edmond Town Hall has increased tremendously and continues to increase year over year. These improvements would not just be of benefit to ETH, but one to the whole town. Edmond Town Hall is an asset to the town's wealth and marketability. Not only do we offer



very affordable office space to tenants, but we are an affordable and desirable venue to host parties, community events, and stand as the central location to political and social justice announcements. Additionally, we bring culture and the arts to Newtown which is what every affluent town provides.

### ADA Requirements/Guidelines:

The main requirement for an ADA compliant bathroom is accessibility for those who might encounter difficulty moving around. The Americans with Disabilities Act is a civil rights law that protects the equal rights of persons with disability to accessible features. Any facility that serves the general public is required to comply with the ADA. Further, since the ADA also concerns itself with the rights of persons with disabilities with regards to work, employee restrooms must also be ADA compliant. After building codes have been taken into consideration, ADA requirements must then be followed. One of the ADA's demands is a toilet stall for each gender. But the ADA guidelines are not exclusive to the number of toilets or the measurements of the finished floor and toe clearance. Below, is a break down of some of the bathroom requirements for complying with standards for accessible design.

Per the ADA guidelines: For buildings with occupancy load between 1 and 25 people, the ADA requires at least one male ADA bathroom and one female bathroom. If the building has a cluster of single use bathrooms, then at least half of those bathrooms need to meet ADA requirements.

Commercial ADA Compliance: Overall, an ADA accessible toilet must be at least 60 inches wide with its flush lever located on the open side. The center of the toilet must be between 16 to 18 inches of space from the side wall and the toilet seat must be at least 17 to 19 inches above the floor.

For toilet stalls to be wheelchair friendly, a clear circle of at least 60 inches around the side wall and 56 inches from the rear wall are required. Note: The door cannot swing into this circle as it is a minimum required area to be an ADA compliant lavatory, provided that it is even wheelchair accessible

An ADA compliant sink must be at least 34 inches above the floor. To give ample room for someone in a wheelchair, there should be a knee clearance of 27 by 30 inches wide and 11 to 25 inches deep. Since one should keep in mind that a person with disability might have loss of at least one upper extremity, the faucets, soap dispensers, and hand dryers must also be easy to use with only one hand.

The addition of grab bars in public restrooms can easily go unnoticed by the majority of people who will not have to use them. However, to the people who do need them, it means the world. Grab bars are safety features mounted on the wall to help support our weight when our heft cannot be entrusted to our lower extremities. For ADA compliance, grab bars must be 36 inches at the rear wall and 42 inches on the side wall. They must also have at least an inch and a half clearance from all directions. At a public toilet compartment, a grab bar must be attached a foot from the rear wall while a separate grab bar cannot be mounted

more than half a foot from the side wall. They should also be conveniently placed near the location of toilet paper and a hand dryer and must also be waterproof.

**Current state of ETH Bathrooms:**

There is a total of six standard single bathrooms; two cluster bathrooms; and one unisex handicap restroom.

**Top Floor:** One unisex: Should be converted to handicap; One female and one male: not handicapped--space does not allow for handicapped access.

**Main Floor:** One unisex-handicapped bathroom; One female restroom. These bathrooms were recently renovated as part of the 2020-2021 CIP project and cost approx. \$50K. These bathrooms were originally one female restroom and one male restroom. The male only bathroom was renovated to be a unisex-handicapped bathroom leveraging an adjacent maintenance closet for additional space needed to meet ADA requirements.

**Ground Floor:** The female cluster has four stalls: Original wooden doors, continuous repairs becoming more and more difficult to maintain. Wood is porous and has become less sanitary over time. Heavy rust on single updated stall- non-ADA compliant only 46" wide. Sinks are not of a reasonable height currently 32", sinks, soap dispenser and paper towel are not accessible by wheelchairs.

The male cluster has two stalls and two urinals. The current stalls do not allow for wheelchair access. A third standalone unit would need to be installed, removing the marble partitions such as the one in the ladies' room. Sinks are not proper height required by ADA currently 32".

**Gymnasium:** One female with two stalls; One male with stall and one non-complaint urinal

Included below are some photos of the ground floor and main floor bathrooms for you to review.

Ground floor:









The following pictures are our renovated unisex handicapped bathroom main floor. This renovation also included the woman's room main floor. This was a CIP for \$50,000 in 2020-2021.



**Gym Storage:**

The current location has asbestos wrapped piping, access to this room is two wooden doors that over the years have become unrepairable without replacement. We utilize this space for gym and event equipment storage.

The recommendations are asbestos evaluation, installation of drop ceiling, lighting, and ventilation system in addition to sealing the brick walls and painting, and new roll up garage door.





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### **LC Question:**

15. In the year 27/28, ETH called for \$425K to help install A/C in tenants' offices. Where is the current rent going and why can't it cover these expenses in the future?

### **ETH Response:**

There are currently 13 spaces that are cooled with AC window units. These units are stored on premises and are installed and removed seasonally by 2 ETH maintenance staff as these units are not small. Window units have inefficient air flow, produces noise pollution, limits natural light, blocks windows from fresh air flow and ETH has no central control on the operation run-time. Some units may run 24-7. Considering the buildings age, most of the windows and electrical are original to the building and damage with the install/removal of window units is inevitable. Additionally, to maintain historical aesthetics on Main Street we try to keep all A/C/ unites on the side or rear facing of the building. However, this becomes a safety concern with the second-floor units hanging out of the windows and we have minimal means to secure these units from the outside. Currently the rent is going to the maintenance of the building, including the utilities, and unexpected repairs that come with the building. It also goes to the staffing of the building, including the 200 hours (more than \$7K of unbilled rentable time) of donated meeting space to town organizations. In the long term, mini-split units would result in savings from electricity and labor while making office rental space more desirable and allow us to increase rental rates to be more competitive. Currently the only spaces that have central air are the Theater, Alexandria Room, Lower Meeting room and Lathrop Dance Studio.

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**LC Question:**

18. Similar to the NCC, since ETH generates revenue, why are they not considering a cost sharing model?

**ETH Response:**

ETH received the T-Mobile grant of \$48k to upgrade the gym and bathrooms. We are prioritizing the need to apply for historical building grants and general operating grants in 2024/2025. With the CEN fiberoptic installation, renters will have the option to upgrade their internet to share in the benefit of the more-secure internet platform.

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**LC Question:**

19. How much do they have in their non-recurring account?

**ETH Response:**

ETH does not have a non-recurring account.



### NEWTOWN COMMUNITY CENTER

#### MISSION/DESCRIPTION-

The Newtown Community Center opened in August of 2019 and is a 39,125 sq. foot facility . The NCC is a multi-generational hub that enhances our community by promoting social interaction, health and wellness, creative opportunities and personal growth.

The NCC is open to serve our community – 7 days a week – 360 days a year for a total of 96 operating hours a week.

#### **Facility amenities include:**

- 25 yard Lap Pool
- Zero Entry Spray Bay
- Therapy Pool
- Health and Wellness Classes
- Water Aerobics
- Art Programs
- Afterschool Programs
- Rental Space
- Youth and Adult Programming
- Birthday Parties
- Childcare



#### **BUDGET HIGHLIGHTS**

The increase of minimum wage continues to increase our bottom line as our facility relies heavily on part time hourly workers to staff programs and oversee our Aquatic Facility. This year we have some large items in our capital line item that require immediate attention.



**NEWTOWN COMMUNITY CENTER**

**ACCOMPLISHMENTS:**

**The Community Center reached great achievements in 2022/23 and saw a steady increase in membership this past year. This past year included many facility enhancements and new programming, examples include:**

- Developed new Newtown Homeschool Cooperatives with enrichment programming
- A partnership with the Regional YMCA and Newtown Health District brought "Diabetes Prevention" groups to residents
- Awarded a \$80K from the State Department of Education for Summer Mental
- Introduced Hydro Spin as a new specialty aquatics program
- Rolled out new preschool enrichment programs including Fabulous Fours and additional Terrific Twos and Threes program.
- Continue to be a large provider of childcare in Newtown providing afterschool, half day and full day care. On average the Community Center services over 200 students weekly through After School and childcare programming
- Hosted First Annual Farmers Market to support local small businesses
- We hosted our 4<sup>th</sup> annual Race 4 Chase Youth Triathlon Program with 45 youth participants
- Partnered with the Newtown Police Department to for National Night Out to Newtown
- Continued our partnership NuVance Health to provide community health and wellness community programming virtually
- Stew Leonard's Children's Charities continued to support swim lessons
- \$30K secured in Grants to support Community Programming
- Over 700 participants in Swim Lessons
- Since July, we have hosted 225 events/meetings/parties at the Center
- Helped nearly 65 children in Newtown with our "Fill a Back Pack Drive" in partnership with Human Services
- 1,247 children registered for Summer Camp in 2023
- Started a new kayaking programming that meets seasonally at the Center
- The Friends of the Community Center continues to fundraise to support CC efforts



6,986 Members as of 1/5/24

**NCC MEMBERSHIP**



# Facility Enhancements



- Locker room upgrades to improve drainage issues and member experience
- A generous donation assisted with Swim Suit Dryers to all Locker Rooms
- We added an additional bathroom in our Activity Room for Childcare programs, programming and Birthday Parties
- Capital funds assisted with the clearing of the adjacent property to be used for programming and the paving of the Community Center back driveway
- Thank You to the ARPA Workgroup for approving funding to provide handicap multipurpose rooms
- ARPA Workgroup has provided a new bus to allow for afterschool transportation



**NEWTOWN COMMUNITY CENTER**

Revenues:	Actual	Actual	Approved Budget	Actual up to 12/31/2023	Committee Approved Budget	\$	%
Federal Grants	-	-	50,000	-	84,142	34,142	-
State Grants	2,691	24,870	55,000	43,644	65,000	10,000	18.2%
Rental Income	23,417	51,255	-	5,342	-	-	-
Other Grants	-	28,142	-	-	-	-	-
Charges for Programs	115,366	327,360	420,000	389,798	430,000	10,000	2.4%
Charges for Aquatic Programs	157,258	247,613	189,000	132,745	198,000	9,000	4.8%
Membership Fees	491,195	698,800	745,000	394,954	785,000	40,000	5.4%
Interest on Investments	2,040	5,255	138,000	121,985	142,000	4,000	2.9%
Misc. Revenue/Spec. Events	8,021	34,524	15,000	5,801	5,000	(10,000)	-66.7%
NCC-Childcare	90,226	90,980	-	-	-	-	-
Income-Community Café	6,249	7,845	7,500	2,420	-	(7,500)	-100.0%
Vending	-	-	850	636	850	850	100.0%
Donations	82,909	73,029	40,000	19,954	25,000	(15,000)	-37.5%
Scholarships	-	-	-	-	-	-	-
Total Operational Revenues	979,372	1,589,673	1,660,350	1,117,278	1,734,992	75,492	4.5%
Donations-GE	1,000,000	1,000,000	-	-	-	-	-
Transfers In	119,445	-	-	-	-	-	-
Total Revenues	2,098,817	2,589,673	1,660,350	1,117,278	1,734,992	75,492	4.5%



Expenditures:	2020-2021		2021-2022		2023-2024		2024-2025		CHANGE	
	Actual	Budget	Actual	Budget	Actual up to 12/31/2023	Budget	Budget	\$	%	
Salaries & Wages - Full time	228,193	315,961	237,215	479,844	153,841	373,151	57,190	18.1%		
Salaries & Wages - Part Time	258,987	479,844	290,790		318,218	565,706	85,862	17.9%		
Salaries & Wages - Seasonal										
Salaries & Wages - Childcare	37,312	57,319	50,727		58,213	62,500	5,181	9.0%		
Group Insurance/LTD/LL	62,770	53,837	53,837	60,327	35,724	71,823	11,496	19.1%		
Social Security Contributions	38,075	12,688	44,825	16,812	6,723	18,610	1,798	10.7%		
Retirement Contributions	11,456	1,000	12,688	1,000	905	1,000		0.0%		
Fees & Professional Services	9,984	2,500	8,336	2,500	273	4,500	2,000	80.0%		
Marketing	2,091	42,000		42,000	13,254	42,000		0.0%		
Water/Sewers	45,795	27,500	43,936	27,500	10,347	29,750	2,250	8.2%		
Repair & Maintenance Svcs	31,574	4,000	51,884	4,000		4,000		0.0%		
Copier Leasing		173,279	1,488	173,279	66,875	192,924	19,645	11.3%		
Contractual Svcs	71,304	6,200	136,787	6,200	2,627	6,200		0.0%		
Dues, Travel & Education	3,178	12,000	6,341	12,000	6,084	12,750	750	6.3%		
General Supplies	14,365	9,050	12,844	20,570	2,745	9,050		0.0%		
Office Supplies	4,187	20,570	7,512	20,570	8,347	28,312	7,742	37.6%		
Program/Recreation Supplies	10,645	23,500	19,453	23,500	21,900	29,000	5,500	23.4%		
Pool Supplies	24,648	5,000	23,083	5,000	1,058	5,000		0.0%		
Community Events/Special Events	28,174	59,000	22,357	59,000	18,672	59,000		0.0%		
Childcare/NCC	2,079	128,000		128,000	52,669	109,000	(19,000)	-14.8%		
Energy-Natural Gas	52,262	7,147	52,250	7,147		10,000	10,000			
Energy-Electric	108,735	8,750	111,323	8,750		9,250	500	5.7%		
Community Care	5,570	65,000		65,000		60,000	(5,000)	-7.7%		
NPC expenditures (Annual Grant)		1,249,036	7,550	1,249,036	24,332	1,703,526	185,914	12.3%		
Equipment	7,550	140,000		140,000	802,806	285,000	145,000	103.6%		
Other- Credit Card Fees	26,902	44,556	46,661	44,556	18,539					
Total Operational Expenditures	1,085,836	1,657,612	1,249,036	1,657,612	821,345	1,988,526	330,914	20.0%		
Capital	1,203,502		1,293,592							
Total Expenditures	2,289,338	1,657,612	2,542,628	1,657,612	821,345	1,988,526	330,914	20.0%		
Total Surplus / (Deficit)	895,315	860,000	1,074,888	860,000						
Beginning Fund Balance	1,553,688	3,523,891	2,449,003	3,523,891						
Ending Fund Balance	2,449,003	4,383,891	3,523,891	4,383,891						

**NEWTOWN COMMUNITY CENTER**

**ACCOUNT DETAIL**

**Salaries & Wages - Fulltime:** Non union positions reflect an increase of 2.93 % in this budget (following town general fund budget).

	2023 - 2024		2024-2025		INCREASE (DECREASE)	
	AMENDED BUDGET	# AUTH.	2024-2025	# AUTH.	\$	%
<b>Community Center</b>						
<b>FULL TIME POSITIONS</b>						
Community Center Director	105,000	1	108,081	1	3,081	2.93%
Facilities Manager (Staff departure left new salary base at 70,000)	70,000	1	72,048	1	2,048	2.93%
Aquatics Director (Shared position with Parks and Recreation 80/20 split)	49,320	1	49,320	1	-	0.00%
Program Coordinator	53,648	1	58,000	1	4,352	8.11%
Welcome Desk Receptionist	37,993	1	42,100	1	4,107	5.00%
Office Assistant			43,602	1	43,602	
	315,961	5	373,151	5	57,190	

**Salaries & Wages - Part-time:**



**Part Time Salaries**

	2023-2024	2024-2025
Aquatics Admin Assistant (15 hours at \$19)	139,950	14,820
Lifeguards*	56,673	58,773
Welcome Desk Staff*	26,500	26,650
Bookkeeper (\$20.50/hour up to 25 hours)	36,000	49,907
Swim Lesson Instructors*	27,500	37,485
Water Aerobics Instructors	19,985	23,950
Program Instructors/Special Event Staff*	58,785	70,958
Summer Camp Staff/Race For Chase*		18,000
Summer Mental Health Grant Staff		22,868
Summer Enrichment Grant Staff	20,000	
Office Assistant	5,000	13,000
Bus Drivers	26,000	38,500
Afterschool Program Staff*	12,000	
Marketing Assistant	3,250	6,750
Birthday Party Hosts/ Event Help*		
23/24 Summer Enrichment Grant	48,201	

\* reflects minimum wage increases



479,844 565,706

**Grants**

**Summer Mental Health Support Grant**

The Newtown Community Center was awarded a Connecticut State Department of Mental Health Grant. This grant will be a 3 year grant beginning in the summer of '24 and ending the summer of '26. The grant totals \$92,183.40 awarding \$34,142.00 annually.

<b>2024 ARPA Summer Mental Health Grant Costs</b>	
Personal Services	\$18,000
Program Supplies	6,142.00
Contractual Services	10,000
<b>Total</b>	<b>\$34,142.00</b>

**Summer Enrichment Grant**

Since 2020, the Newtown Community has been awarded a Summer Enrichment grant to bring enrichment opportunities to school age children in Greater Newtown. These funds are used for expanding the number of students served, adding additional support services and/or activities, and subsidizing enrollment costs by providing scholarships for families from low-income backgrounds.

<b>2024 ARPA Summer Enrichment Grant</b>	
Personal Services	\$22,868 Fringe: \$1,733.00
Program Supplies	\$3,170
Professional Services	\$14,479.00
Scholarships	\$4,000.00
Training/Parent Engagement	\$3,750.00
<b>Total</b>	<b>\$50,000.00</b>

**NEWTOWN COMMUNITY CENTER**

**Group Insurance; Social Security Contributions; Retirement Contributions; Group Insurance** – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293 (of the town budget document), for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit. The long term disability piece reflects the cost of the long term disability benefit per union contract. **(This year there is a 9% increase town wide)**

**Social Security Contributions** – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is needed to properly fund retirement benefits for full time staff. The ARC is expressed as a percent of payroll.

**Repair & Maintenance:** This contains contracted services in annual and preventative maintenance as well as onsite and local repair response. This line item includes day to day maintenance and repair costs including supplies.

**\*\* This budget includes a 2K increase as we will be covering replacement mulch for the new playscape in this line**

**Pool Supplies:** Covers the cost of chlorine, acid remover, CO2 distribution, DE and UV Light replacements. This cost also includes replacement of drainage covers and skimmers, rescue tubes and other water safety equipment.

**Community Events:** This includes participation in events sponsored by organizations in an effort to promote the Community Center. Covered is also any service projects and or free events that enhance and support our community. (ex. Dive in and Outdoor Movies, Lunches with Love, Valentines for Vets, Annual Giving Tree, Food Drives and partnerships with Social Services).



**NEWTOWN COMMUNITY CENTER**

**Dues, Travel and Education :** Consists of Education and training costs. Also considered is certifications for our Aquatics Director (Red Cross) and Certified Pool operator certifications. Aquatic Examiner Service by the Red Cross. Seminars, professional development workshops and staff meetings. Membership dues to Aquatics organizations, Connecticut Recreation and Parks Association, Chamber of Commerce and other like organizations are included. We require all Community Center staff to be First Aid/ CPR/ Blood Borne Pathogen and Child Abuse certified. This budget allows for mandatory staff meetings held at a minimum of twice a year.

The Aquatic Examiner Service (AES) allows us to:

- Develop goals to improve operations, training and staff performance
- Increase lifeguard accountability, attention to safety, professionalism, and pride
- Reinforce and strengthen the lifeguard's emergency response skills
- Maintain high lifeguarding operational standards

Aquatic Examiners may also conduct a pre-arranged number of unannounced visits to continue to evaluate the performance of lifeguards and lifeguarding operations.

**Equipment:** Covers the cost of our membership and program registration software, graphic design and television software.

The Better Day Café continues to be a collaboration with the Newtown Public Schools Special Education Department. Currently this program is grant funded through a private donor and provides special needs students in our community a vocational opportunity within our community.



**Contractual Services:** This line item supports our independent contractors. Contracts included in the line item are garbage removal, mats, security, electronic building access and alarms, pest control, fire alarms, kitchen suppression systems/hood ventilation/fire extinguishers and HVAC costs. This Our Health and Wellness Instructors (ex. Yoga, Pilates, Zumba, Belly Dancing etc.), Housekeeping Services and marketing services.

NEWTON COMMUNITY CENTER

	2022-23	2023-24	2024-25
<b>Contractual Services</b>			
Housekeeping Contract	45,000	55,800	63,375
Health and Wellness Instructors	26,000	28,000	35,280
Fire Protection Services		1,250	1,250
Independent Contractors	39,000	39,000	35,000
Security Systems/Monitoring		3,800	3,800
Pest Control		1,250	1,250
Garbage/Recycling		4,000	5,640
Mats/Rug Cleaning		2,350	2,500
HVAC Maintenance Contract		6,000	6,000
Water Systems/Filterers Servicing		2,500	2,500
Landscaping		3,500	3,500
Inspections		1,500	1,500
Annual Dividing Wall Maintenance		2,000	2,000
Annual Kitchen Ventilation System		800	850
Onsite Field Trips Camp (Grant)		17,029	14,479
American Red Cross Fees		2,000	2,000
After Hours Security		2,000	
Pool Maintenance Services			2,000
Patio Beautification/Landscaping		500	
Mental Health Support Grant			10,000
	110,000	173,279	192,924

**Office Supplies:** Office supplies include the purchase of reservation software, staffing software, Constant Contact email distribution service, First Aid Supplies and membership key tags. Also included are uniforms for Welcome Desk Staff, childcare staff, instructors and Lifeguards.

**General Supplies:** Includes the cost of toiletry items (paper towels, toilet paper) for bathrooms, required soap and shampoo, and building cleaning supplies.

**Capital:** Any facility upgrades, enhancements and emergency projects are categorized under this line item.

Town of Newtown 2024-2025 BUDGET PRESENTED FOR INFORMATIONAL PURPOSES

1/2024

Capital Projects	
Aquatic Center HVAC	\$250,000.00
Hallway Acoustical Panels	\$15,000.00
Table/Chair replacement	\$5,000.00
Additional Hallway Furniture	\$8,000.00
Pool Vacuum (Therapy Pool)	\$7,000.00
<b>Total</b>	<b>\$285,000</b>



Town of Newtown  
Newtown Community Center Investments

Dec 31, 2023

Various CD's (100% insured) - \$2,052,000      Average interest rate = 3%      Estimated annual amount = \$60,000

State Short Term Investment Fund (STIF) - \$3,000,000      December 2023 interest rate = 5.5%  
Estimated annual amount = \$165,000

Note: investments comply with CT state statutes.

R.T.

# CAPITAL TAX RECOVERY

211 New Britain Road, Suite 208, Kensington, CT 06037

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info@capitaltaxrecovery.com

www.capitaltaxrecovery.com

Dear Newtown Town Leaders,

I would like to address the questions and concerns expressed during the 1/3/2024 legislative council meeting and submitted subsequently. Should you have any additional questions, I would be glad to meet with you to address them.

**Q- What data do you collect?**

A- Some of data that we collect is available publicly, however we collect it primarily through proprietary sources. When we capture a license plate, no personal information is obtained. At that point in the process the associated data is only date, time and GPS location. For vehicles that are not on the Grand List, we are collecting vehicle ownership information (license plate, VIN, registration date, etc), and town of registration.

**Q- Do we share and or sell information we obtain?**

A- No, being a licensed private investigative agency, disclosure of work product information to anyone other than our client is strictly prohibited. All information we gather is considered privileged work product made for hire, is held in strict confidence, and is stored on a secure server. In addition, CT general statutes prohibit Capital Tax Recovery (CTR) past and current employees from disclosing any information to anyone other than CTR or our client. Background checks are conducted on all CTR employees, and they are required to sign non-disclosure agreements upon being hired. Any published articles stating that CTR shares information with Law Enforcement, or with any other individuals, are incorrect. We do not have an agreement with NY, and do not share any information with any DMV, law enforcement, or any other states. We obtain registration information from NY DMV only to identify the owner(s) of vehicles being investigated and to obtain the vehicle information.

**Q- What are CTR's fees?**

A-40% of revenue for tax and interest collected as a result of our investigation, for the current tax year, and two previous tax years, if applicable. The Town is not obligated to pay CTR for any taxes collected for subsequent years as long as the vehicle remains on the Town's Grand List. CTR will also receive an additional \$50 fee for each vehicle, paid for by the taxpayer to the Town pursuant to CT General Statutes. Refer to Page 8 of the Proposal, Fee Schedule.

**Q- With what cities/towns are we currently contracted?**

A- CTR is currently contracted with the Cities/Towns of Danbury, Brookfield, and Torrington, CT. We initiated our first agreement with the City of Danbury in November 2022.

**Q- How many vehicles do we project will be added to the grand list?**

A- Based on Newtown's population and previous experience, we estimate we will add approximately 500 vehicles to the Grand List in the first year of the contract. The total projected revenue for the first year is approximately \$150-175K. These are conservative estimates based

on previous experience with Brookfield (similar population density) but it is impossible to predict the percentage of non-compliant vehicles. \*Please note that the Town retains 100% of collected tax from the vehicles after the current year for as long as the vehicle stays on the Grand List.

**Q- How do we share information with the Tax Assessor's Office?**

A- All electronic case files for potential taxpayers who have received the 1<sup>st</sup> Letter of Correspondence are shared with the Tax Assessor's Office through our secured server. We do not utilize any paper records. The raw data we gather can only be viewed with a proprietary program utilized by CTR.

**Q- How often will the information be purged?**

A- CT state law mandates we retain investigative work product for a minimum of three years. We store relevant investigative data for 3 years.

**Q- If a person is found not to be tax liable for the vehicle(s) in question, when will his/her information be purged?**

A- We store relevant investigative data for 3 years. This retention policy includes potential taxpayers found to be not liable for tax. CT state law mandates we retain investigative work product for a minimum of three years.

**Q- Is there a cap on the fines we charge people who are not in compliance?**

A- CT state law determines what Tax Assessor's may charge taxpayers regarding fees and penalties. This is set by the Tax Assessor's Office, not by CTR.

**Q- Does CTR continue to add vehicles for subsequent years once a vehicle has been added to the Grand List?**

A- The assessor adds vehicles to the Grand List for all relevant tax years. As long as the vehicle remains compliant and stays on the Grand List, we have no further contact with the taxpayer. Should the vehicle not be in compliance in subsequent years the owner will go through CTR's process again.

**Q- How can we ensure CTR fairly assesses our town and who is avoiding taxes and doesn't just target individuals who reside in apartments and condos?**

A- In addition to focusing on higher motor vehicle concentrations areas in apartments and condominiums, CTR monitors single family residence neighborhood entrance/exits in the morning and evening to capture license plates of vehicles not visible from the street. We also monitor near highway ramps and evaluate Real Estate transactions for registration compliance. We utilize route planning to ensure that during the course of the contract we cover all of the town area. For a full description of our process and interaction with the town and taxpayers, refer to Page 5 of the CTR proposal, Our Solutions and Approach. \*No personal information or demographics are acquired when a license plate is captured. Ownership information is only obtained once a vehicle has been identified on more than one occasion and the vehicle is not on the motor vehicle Grand List.

**Q- How does CTR not invade one's privacy?**

A- CTR adheres to all applicable laws related to an individual's privacy. The information we obtain, such as vehicle ownership and address information, is acquired legally as our permissible purpose to obtain the information is that we are an entity working on behalf of a government agency.

**Q- How does CTR interact with local law enforcement?**

A- CTR will notify local law enforcement to inform them when we are conducting surveillance at a given location (e.g., parking structures, near private communities, exit/entrance ramps). CTR does not share any data with law enforcement unless subpoenaed.

**Q- What is the town's exposure for liability for CTR's actions?**

A- As detailed in the draft proposal, CTR is a private entity and maintains its own liability, professional liability and cyber security policies in the amounts of \$1 Million per occurrence, \$2 Million aggregate and a \$5 Million excess policy. Refer to the draft contract, Page 4, Indemnification: Insurance. The Assessor has the obligation to locate and assess property within the town and CTR is working on behalf of the town.

**Q- What is CTR's "hit rate"?**

A- Approximately 95% of the individuals who receive a letter of 1<sup>st</sup> correspondence alerting them to the potential tax liability for their motor vehicle are added to the Grand List. We make every effort to correctly identify non-compliant vehicles initially. All recipients of the 1<sup>st</sup> letter of correspondence have the opportunity to submit information to dispute the liability, which is closely reviewed for decision. All final decisions of liability are made by the Assessor.

**Q- Is there a way for neighbors to anonymously report their neighbors?**

A- Yes, the CTR website allows individuals to anonymously report vehicles.

**Q- What is the record of CTR litigation history relative to your process?**

A- CTR has not been a party to any litigation.





# Proposal

Prepared for the Town of Newtown

Motor Vehicle Tax Compliance  
Assessor's Office

**Submitted by: Bryan Fischer**  
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## Executive Summary:

At Capital Tax Recovery (CTR), our mission is to help solve one of the biggest problems that local governments face: revenue. Capital Tax Recovery provides tax compliance solutions for municipalities at no cost to the current taxpayers or Town. We identify unregistered or improperly registered vehicles not presently listed in a Municipality's motor vehicle Grand List. We then determine ownership and confirm residency. In addition, we identify personal/business property not declared to the Town and can provide evidence of such property. We conduct thorough investigative research and evidence of residency so that the Assessors can confidently add the motor vehicles or property to the Grand List. CTR views the municipality and potential taxpayers equally as our customers. Our public relations process reflects this approach.

This proposal will detail the process and explain exactly how the Town of Newtown will benefit from our program with minimal effort on the Town's behalf.

## Business and Management:

Bryan Fischer is the principal owner of Fischer Investigations, LLC. Capital Tax Recovery (CTR) is a division of Fischer Investigations, LLC and is registered as a DBA in Berlin, CT.

CTR is the Taxpayer and Municipality Portal for all motor vehicle registration compliance work. Should a contract be awarded to CTR by the Town of Newtown, Mr. Fischer will be responsible for all obligations related to the contract and will be the Town's point of contact. He has worked as a licensed private investigator (See [Appendix A](#) for license documentation) for over 24 years. A Private Detective license is required to provide the type of service requested in this RFP. As a licensed investigator, we have access to DMV records and proprietary databases, not accessible to the general public, to obtain motor vehicle registration information directly from most States.

In 2008, he opened his own firm, Fischer Investigations, and since then has conducted and managed thousands of cases serving the legal, business, government, and private communities throughout the State of Connecticut. Fischer Investigations holds the current certificates of insurance required for this RFP (Refer to [Appendix B](#)).

Fischer Investigations/CTR has never been the subject of any disciplinary action by any state or federal government and has never been party to any civil actions.

Fischer Investigations employees operate under Mr. Fischer's private investigation license. Refer to [Appendix C](#) for information on the current staffing of Fischer Investigations/ Capital Tax Recovery.

## Previous Experience:

During the last fifteen years, Fischer Investigations has provided investigative services to Connecticut Municipalities, including the Town of Plainville, the Town of Berlin, the City of New Britain, and most recently (2022), motor vehicle tax compliance services to the City of Danbury, the Town of Brookfield, and most recently the City of Torrington. See [Appendix D](#) for contact information.

## Current CTR Commitments:

CTR is currently contracted with the City of Danbury, the Town of Brookfield, and the City of Torrington to conduct motor vehicle tax compliance services. CTR's contract with Danbury commenced on November 15, 2022, and was for one year with the option to renew annually. CTR's contract with Brookfield commenced on December 21, 2022, and was for one year with the option to renew annually. Danbury and Brookfield have recently renewed their contracts. CTR's contract with Torrington commenced on November 3, 2023. In addition, CTR has done the groundwork for several Connecticut municipalities of varying demographics to develop our process. Should CTR be awarded this contract, we will apply our team and processes to provide the best opportunity to maximize revenue for the Town.

## Public Relations Efforts:

Capital Tax Recovery has designed a comprehensive plan for its public relations with the Town of Newtown residents and potential taxpayers.

CTR will be the initial point of contact for potential taxpayers. CTR will be responsible for sending the first letter of correspondence and interacting with the recipient as needed through the resolution process. Our website, [vehicletaxhelp.com](http://vehicletaxhelp.com), is a dedicated portal for potential taxpayers to get answers to general questions. CTR makes the taxpayer interaction simple with our FAQ section, and the ability to upload their written dispute and supporting documents online. CTR will target a 30-business day turnaround to review and forward dispute documents to the Town for a final decision.

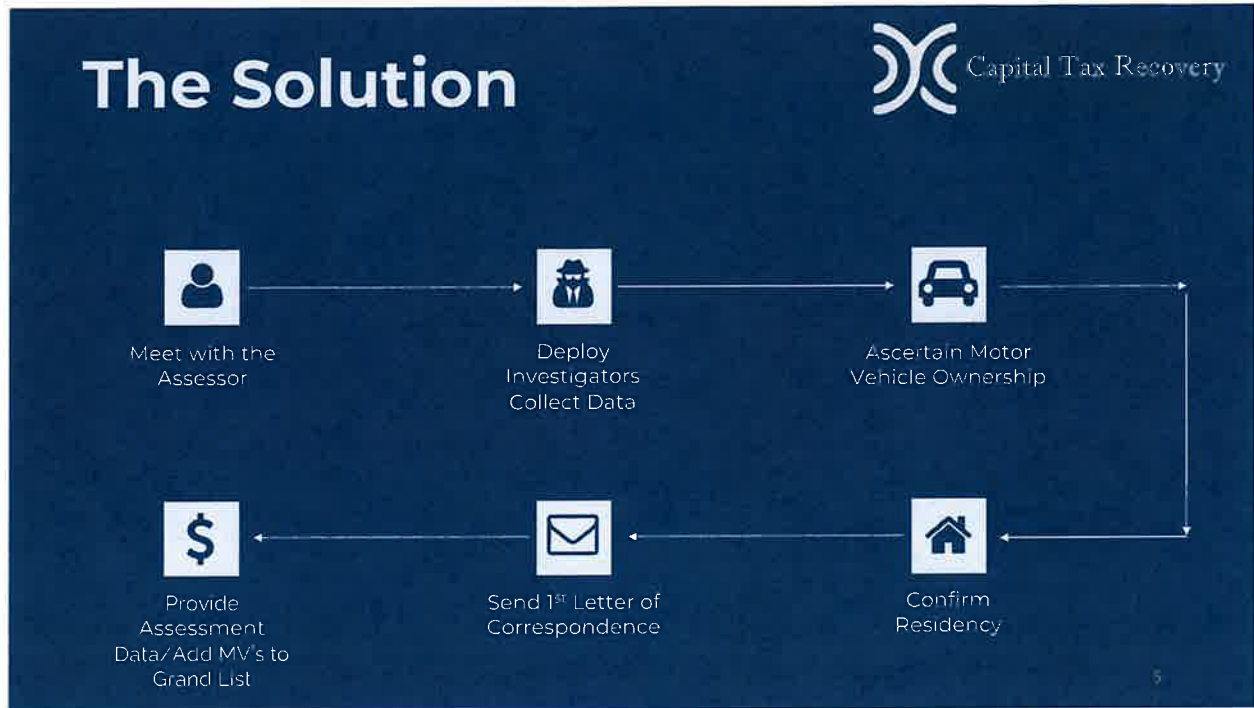
CTR will notify local law enforcement to inform them when we are conducting surveillance at a given location (e.g., parking structures, near private communities, exit/entrance ramps).

## Familiarity with the Town of Newtown:

CTR has visited the Town of Newtown on numerous occasions and is familiar with its geography, Town borders, and areas of high out-of-state/unregistered motor vehicles.

## Our Solutions and Approach:

The following will explain our methods and process to help the Town significantly increase the motor vehicle tax base.



### Step 1: Meet with the Assessor and Town Officials

CTR will meet with the Newtown Assessor to set expectations. We will discuss how the Town applies the applicable laws governing motor vehicle taxation and develop a plan designed specifically to meet the needs of the Assessor and the Town of Newtown. We will obtain the motor vehicle Grand List from the Assessor and enter the registration data into our ALPR software (see [Appendix E](#) for a description), creating a "permit list." We will also obtain the current real estate grand list. We will also meet the Tax Collector's Office and the Newtown Police Department to fully understand the Town's tax affairs and to provide information on our operations.

### Step 2: Deploy Investigators to Collect Data

Our investigators will go out into the Town to capture registration plates with the ALPR system (see [Appendix E](#) for a description) to collect raw data. All vehicles not on the Town's current Grand List are automatically identified and placed on a "hotlist". As we continue to scan for the contract duration, all relevant motor vehicles will automatically be added to the "hotlist". CTR will scan the entire Town on a continual basis for the duration of the contract. Scanning will be done at various times of the day, but mainly at night and early morning to identify as many vehicles as possible. High motor vehicle concentration areas, such as apartment buildings and multifamily rental units, will be scanned more frequently. The Town will be broken down into

'zones' based on population concentration to focus our data collection efforts and optimize turnaround time. We also use route planning software to maximize efficiency and to ensure all Town streets are scanned.

- For private communities and single-family neighborhoods, CTR will conduct surveillance in the area of the exit/entrance of the complex in the early morning and evening to capture all vehicles exiting and returning to the complex. We can also request access permission from the complexes' property management under the direction of the Town.
- CTR will also conduct surveillance at any residential parking garage exits/entrances to capture vehicles leaving in the morning and returning in the afternoon/night.
- CTR will research real estate transactions and determine if new property owners registered their vehicles as required or declared them as property.
- We may also utilize voice recorders to document details about the vehicle's location, color, make/model, and any identifying characteristics.

Once all motor vehicle raw data is collected, the information is uploaded into the ALPR's software program. All data stored in the program is secured and backed up to provide cybersecurity and prevent accidental loss. All evidence will be stored electronically (vehicle folders) for each first letter of correspondence that was sent. CTR will place all new evidence for each vehicle under investigation in the appropriate vehicle folder. The Assessor's office will have access to the data.

### **Step 3: Determine Motor Vehicle Ownership**

CTR will conduct motor vehicle registration record searches to determine ownership for vehicles scanned at least twice and identified as not being on the Town's Grand List. Being a licensed Private Investigator allows access to the Department of Motor Vehicles' registration information and our database sources. Working on behalf of a government agency provides the legally permissible purpose necessary to access motor vehicle registration data.

### **Step 4: Confirm Residency**

Once the vehicle owner is identified and their current address is acquired, we will conduct further research to confirm the individual who owns or utilizes the vehicle resides there. CTR uses our proprietary databases, voter registration records, utility records, public records, and other investigative techniques to verify residency. Our residency verification will often indicate when the potential taxpayer began living at the residence, which could increase their tax liability for previous tax years. Our process in no way infringes on one's privacy.

### **Step 5: Send First Letter of Correspondence**

Under the direction of the Town, CTR will prepare and mail the first letter of correspondence to all potential taxpayers informing them that their vehicle(s) has been identified as potentially having a tax liability to the Town. The Town will provide their letterhead and envelope in electronic version for mail correspondence to the potential taxpayer.

The letter will include an assigned case number and direct the potential taxpayer to our Taxpayer Portal website, [vehicletaxhelp.com](http://vehicletaxhelp.com). On the Taxpayer Portal, the potential taxpayer can get answers to general questions and access a FAQ resource. They will also be able to upload written disputes and supporting documents.

CTR will manage all communications with the potential taxpayers, including:

- Telephone calls, written responses, emails, etc. related to the First Letter of Correspondence and any disputes.
- We will collect any documentation the potential taxpayer provides as evidence that they do not reside in Newtown and/or the vehicle in question is not regularly parked in Newtown.
- We will explain relevant tax laws.

### **Step 6: Provide Assessment Data/Records Retention**

We will review all submitted dispute documentation and compare it to the evidence we acquired for each case. CTR will provide the necessary data to the Assessor in a format consistent with automatic import for Quality Data Services software. All data, investigative files, correspondence, and evidence will be maintained, preserved, and securely stored in compliance with contractual obligations deemed appropriate by the Town and in accordance with the Connecticut Freedom of Information law, rule, or regulation. CTR will assess the legitimacy of disputed claims from potential taxpayers and focus on the accuracy of information before forwarding it to the Assessor. All final decisions of disputed claims are made by the Assessor.



## Timeframe for Execution:

Immediately upon award of the contract, CTR will initiate investigative work.

For the purpose of setting timeline expectations, we have outlined the anticipated time until collection of the first revenue:

<b>Activity</b>	<b>Timing</b>
Step 1 Meet with the Assessor	Immediately following the contract award
Step 2 Data collection	Initiate and implement on a continual basis
Step 3 Determine/confirm ownership	~1-2 months after initiation, sufficient data will be available to conduct record searches
Step 4 Confirm residency/ date of occupation	~2-3 months after initiation, sufficient data will be available to confirm residency
Step 5 Send the first letter of correspondence	Immediately following the confirmation of residency
Step 6 Taxpayer response	*Time allowed to be determined by the Town*
Step 6 Review of dispute documentation and notify the vehicle owner of the outcome	Normally within 30 business days of receipt
Step 6: Provide data for QDS to the Assessor so the vehicles can be added to the Town's Grand List	~4-5 months from the initiation of the contract, the first data will be provided to the Assessor

It will take approximately one year to collect data and fully assess the majority of the vehicles within the Town limits.

## Fee Schedule:

There is no upfront cost to the Town. The Town will be responsible for the costs associated with any USPS mailings.

Compensation to CTR will be 40% percent of all taxes and interest collected by the Town from CTRs contracted investigation and a \$50 fee for each vehicle paid for by the taxpayer pursuant to CGS 12-140.

The Town will be responsible for paying CTR within 30 days of receipt of payment from the taxpayer. The Town will disperse fees to CTR at the percentage noted above from all sums collected, whether the payment is partial or made in full by the taxpayer.

The Town will have no further obligation to compensate CTR in subsequent years after taxpayer payment is made in full for all tax years, including interest and the \$50 per vehicle as long as the vehicle remains on the Grand List.



## Additional Investigative Services:

CTR will provide the Town investigative services and testimony requested by the Assessor or the Office of Corporation Counsel related to this contract. We will provide address updates of the property owners for collection purposes as needed by the Town. CTR will bill all additional investigative services requests beyond the scope of this contract at a negotiated rate.

## The Town's Obligations:

- The Town shall provide CTR with the most recent three years motor vehicle Grand Lists and the current real estate Grand List in Excel format.
- The motor vehicle Grand List will include the license plate information for each vehicle.
- The Town will provide CT DMV customer IDs and vehicle IDs to CTR upon request for the QDS billing import.
- The Town will keep accurate records of payments associated with the files generated from this contract and will provide CTR with a monthly report.
- The Town will use the data provided by CTR in a timely manner.
- Subsequent to tax bills being sent by the Town, the Town or its tax collector contractor is responsible for all communications with the taxpayer unless questions are related to CTR's program.

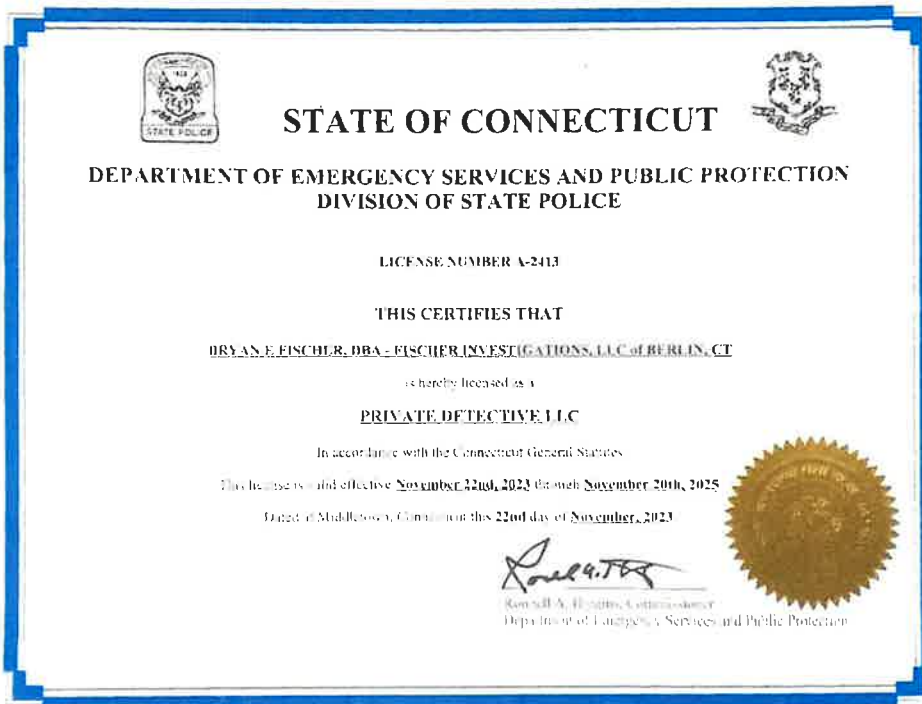
## Conclusion:

CTR will execute with accuracy and speed on the motor vehicle registration compliance contract, emphasizing customer service to the municipality and the potential taxpayer. We utilize state-of-the-art technology to simplify the process for our customers and to maximize the Town's opportunity to collect additional revenue. CTR will partner with the Town for the contract duration to identify and verify improperly registered motor vehicles. Contracting with CTR will allow the Town to increase the Grand List with minimal effort on the part of the Assessor's office and at no cost to the Town or taxpayers. We look forward to discussing the terms of the proposal.

## Appendices

### Appendix A: Private Investigator License Documentation

Connecticut Department of Emergency Services and Public Protection:  
Private Investigator License #: A-2413



### Appendix B: Fischer Investigation/ Capital Tax Recovery Insurance Coverage

CTR will maintain, during the life of this contract, insurance as outlined on page 10 of this RFP. Current insurance coverage for Fischer Investigations/ Capital Tax Recovery is as outlined below:

General Liability	Commercial Auto	Worker's Compensation	Professional Liability	Excess Liability	Cyber Liability
\$1,000,000 E/O \$2,000,000 AG	\$1,000,000	\$100,000 E/O \$500,000 Limit	\$1,000,000 E/O \$2,000,000 AG	\$5,000,000	\$1,000,000 E/O \$2,000,000 AG



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/30/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Rice, Davis, Daley and Krenz Inc., 50 Washington St.  Middletown CT 06457	<b>CONTACT NAME:</b> Fred Mackowitz <b>PHONE (A/C, No, Ext):</b> (860) 346-6611 <b>FAX (A/C, No):</b> (860) 347-6772 <b>E-MAIL ADDRESS:</b> fmackowitz@rdk.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
INSURER A: Risk Placement Services INSURER B: Progressive Casualty Ins INSURER C: NCCI - AmGuard Insurance INSURER D: INSURER E: INSURER F:	
<b>NAIC #</b> 24260	

**COVERAGES      CERTIFICATE NUMBER: CL23113007653      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDSUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CPS7901533	11/26/2023	11/26/2024	EACH OCCURRENCE    \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)    \$ 50,000 MED EXP (Any one person)    \$ 1,000 PERSONAL & ADV INJURY    \$ 1,000,000 GENERAL AGGREGATE    \$ 2,000,000 PRODUCTS - COMP/OP AGG    \$ 1,000,000 Premises/Operations    \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>		962731409	10/21/2023	10/21/2024	COMBINED SINGLE LIMIT (Ea accident)    \$ 1,000,000 BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$ PAID IN FULL    \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		CCP1194192	11/26/2023	11/26/2024	EACH OCCURRENCE    \$ 5,000,000 AGGREGATE    \$ PER STATUTE    OTH-ER
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below		R2WC431248	03/16/2023	03/16/2024	E L EACH ACCIDENT    \$ 100,000 E L DISEASE - EA EMPLOYEE    \$ 100,000 E L DISEASE - POLICY LIMIT    \$ 500,000
A	Cyber Liability and Privacy Liability		RPS-P-1173247M	10/21/2023	10/21/2024	2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 General Liability and Professional Liability is covered by excess Umbrella policy. City of Danbury is named as an additional insured. Capital Tax Recovery is named as an additional insured.

<b>CERTIFICATE HOLDER</b>  City of Danbury 155 Deer Hill ave.  Danbury CT 06810	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## **Appendix C: Fischer Investigation/ Capital Tax Recovery Staff**

In addition to owner/ project manager Bryan Fischer, CTR currently has six employees: three full-time employees and 3 part-time/per-diem employees. All employees have been background checked and all, but one, are registered and licensed under Bryan Fischer's private investigator license (A-2413) with the Connecticut Department of Emergency Services and Public Protection (The one employee not yet registered is currently in the process of becoming registered). The employees have signed confidentiality and non-compete documentation. Should this contract be awarded to CTR, as our work necessitates additional employees, we will promote current employees to full-time and hire in conformance with contractual obligations.

### **Team Experience:**

Our team consists of an incredible group of dedicated professionals who possess a vast array of experience. We have decades of experience, including, but not limited to motor vehicle tax compliance, residency verification, investigative services, surveillance, ALPR systems, customer service, information technology, records organization/ retention, accounting, and overall business management. CTR has the ability, experience, and passion for fulfilling this RFP's requirements.

## **Appendix D: Comparable Municipal Experience and Contact Information**

Investigative services similar to motor vehicle registration compliance were provided to the following municipalities. CTR currently provides motor vehicle tax compliance services to the City/Town of Danbury, Brookfield, and Torrington. The services provided to the remaining municipalities included residency verification, surveillance, and pre-employment background investigations.

<b>Municipality</b>	<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Danbury	Donna Murphy	Assessor	203-797-4556	d.murphy@danbury-ct.gov
Brookfield	Tammie Fiske	Assessor	203-775-7302	tfiske@brookfieldct.gov
New Britain	Linda Guard	Director of HR	860-826-3404	Linda.Guard@newbritainct.gov
Plainville	*Maureen Brummett	Asst. Superintendent	860-665-8610	Superintendent@Npsct.org

\*Maureen Brummett is now the Newington Superintendent of Schools

## Appendix E: Technology

### State-of-the-Art Technology-ALPR Camera System and Software

CTR utilizes a state-of-the-art automatic license plate recognition (ALPR) system-The AutoVu SharpZ3 Mobile Automatic License Plate Recognition System. A high-performance and “edge-based” mobile ALPR, the AutoVu SharpZ3 is an ALPR system that goes beyond traditional plate identification. It brings new levels of insight into vehicle analytics and situational awareness. With its third optical sensor, the SharpZ3 can precisely position objects and vehicles to understand what is around the license plate, placing reads into context.

The ALPR system automatically identifies license plates, photographs the license plate, photographs the vehicle, and records the date, time, and GPS location of each vehicle. See the example image below. A report can easily be generated for a vehicle each time it is captured. No personal information is obtained from the license plate when it is scanned.



# Motor Vehicle Tax Recovery

## LC Questions

1. Data Handling:
  - a. What do the vendor do with all of the underlying data, photos, dates locations etc.?
  - b. What happens to this data after the reports and materials are shared with Newtown Tax Department?
  - c. Is the data used or retained in any way that is not under the complete control of Newtown?
2. What is the basis for the estimates of benefit to Newtown? How many cars per day, every day on average over the course of the year?
3. What towns have you engaged that have the same footprint as Newtown? Do you consider Brookfield and Bethel to be the same even though both are much more dense and commercial?
4. Please detail the process, beginning to end, of how the vendor executes surveillance and reporting, and any and all interaction they have with Newtown and our residents and their guests.
5. Please share all data on number of cars surveilled and photographed compared to cars that are reported as tax delinquent?
6. Please share all data on cars reported as tax delinquent that were not (e.g., successful challenges, mistakes, etc).
7. Please provide a complete summary of litigation history for the last 5 years, nationwide, including any and all claims plus arbitration?

This grant was awarded to us from a Private family foundation, totaling \$10,000.00. These funds will be used to support operations and cover costs of supplies for the Better Day Cafe program at the Newtown Community Center. This program is fully supported through this grant and does not use any BOE funds. The Better Day Cafe is a transition program established in partnership with Newtown Community Partnership to allow teens ages 18-21 vocational experience in their community. The teens learn valuable life skills in the kitchen, interacting with the community and learning finance at the same time.

**Matt Ariniello**  
*Community Center Director*



**Newtown**  
COMMUNITY CENTER

8 Simpson St | Newtown, CT 06470  
Tel: (203) 270-4341



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

REQUESTING DEPARTMENT NEWTOWN COMMUNITY CENTER

PROJECT: BETTER DAY CAFÉ PROGRAM SUPPORT

PROPOSED APPROPRIATION AMOUNT: \$ 10,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	10,000
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	<u>\$</u>	<u>10,000</u>

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

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

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS		***	
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (average)	\$	-	
<b>TOTAL IMPACT ON EXPENDITURES</b>	<u>\$</u>	<u>-</u>	

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

**TOTAL FINANCIAL IMPACT ON OPERATING BUDGET** \$ -

**EQUIVALENT MILL RATE OF TOTAL IMPACT** 0.0000 mills  
(using current year's information)

**COMMENTS:**

No impact on general fund.

This grant was awarded from a Private family foundation. These funds will be used to support operations and cover costs of supplies for the Better Day Cafe program at the Newtown Community Center. This program is fully supported through this grant and does not use any BOE (or Town) funds. The Better Day Cafe is a transition program established in partnership with Newtown Community Partnership to allow teens ages 18-21 vocational experience in their community. The teens learn valuable life skills in the kitchen, interacting with the community and learning finance at the same time.

PREPARED BY:  DATE: 12/12/2023

Department of  
Police Services  
191 South Main Street  
Newtown, CT 06470



## TOWN OF NEWTOWN

David M. Kullgren  
Chief of Police  
Tel. (203) 270-4256  
Fax (203) 270-0637

### **CORDICO GRANT PROPOSAL** Newtown Police Department EAP

#### **EAP Services Background:**

Currently, the Newtown Police Budgets for EAP services (45 sworn officers, approximately 15 civilian dispatchers, and three civilian staff). Due to the unique nature of a first responder's job, finding an adequate EAP provider is a challenge. The current EAP provider is inadequate and must be replaced to support our first responders properly.

#### **EAP / Professional Services Recommended:**

Our command staff have reviewed options and identified a professional service named Cordico that would cover our staff, including 27 staff members who were working during the 12/14/12 - 12/15/12 time frame.

Cordico- is a mobile app that helps police departments enhance their wellness programs, reduce job-related stress, and improve their personnel's overall functioning and effectiveness by addressing public safety personnel's unique mental health and wellness needs. Having an officer of sound heart and mind is the key to providing a high level of service to the public you serve and each other. Here are some ways Cordico will help the Newtown Police Department:

1. **24/7 Confidential Access to Resources:** The Cordico solution provides confidential access to a wide range of resources and tools, including self-assessments, articles, videos, and other helpful materials, at any time, day or night.
2. **Customized Wellness Solution:** Cordico works closely with your department to develop customized wellness programs tailored to your specific needs and challenges, ensuring that officers receive the most relevant support and resources.
3. **Multiple Areas of Wellness:** Cordico provides your personnel with resources for mental, physical, financial, and family wellness to ensure a well-rounded program that provides a balance of wellness.
4. **Peer Support:** The Cordico solution connects personnel to peer supporters who understand the unique stresses and challenges emergency personnel face.
5. **Resilience Training:** Cordico provides training materials and resources to build resilience among personnel, helping them better cope with stress and adversity.
6. **Monthly Wellness Maintenance:** Monthly mental maintenance is a proactive approach to treating wellness. Cordico will do push notifications of a different topic each month and encourage setting aside time each month to engage in activities, practices, and habits that promote resilience and overall wellness.

7. **Family Support:** Recognizing the importance of family support in maintaining public safety wellness, Cordico offers resources and tools designed to help public safety families understand and navigate the unique challenges associated with their loved ones' profession.
8. **Retiree Support:** Retirees will benefit from having continued access to Cordico's comprehensive library of articles, videos, and self-assessments, which can help them navigate the challenges and adjustments that come with retirement.
9. **Integration with Existing Programs:** Cordico's platform can be integrated with your existing employee assistance programs (EAPs) or other wellness initiatives, enhancing the effectiveness of these resources.

**Grant Information:**

The Newtown Sandy Hook Community Foundation (NSHCF) offers the grant. Administered by the Newtown-Sandy Hook Community Foundation, which provides financial assistance for mental health treatments to victim's families, SHS students and their families, SHS employees and their families, and **emergency responders and their families** who suffered trauma because of the tragedy at Sandy Hook School on 12/14/12 in their journey toward healing.

On 12/27/23, The NSHCF approved the grant for the Newtown Police Department in the amount of \$9,999 for one year of annual subscription to Cordico. Prior to accepting these grant funds, we must process this request through the Town.

**Budget Information:**

Currently, the NPD has a \$4,602 budget for EAP services. The annual cost for Cordico is \$9,999. With there being a \$5,400 gap between our budget and actual costs, we have added the additional funds to the 2024-2025 Budget. We will know if this budget will be approved in April 2024. If the budget is approved, we will use the grant to extend the purchase for a second year.

If awarded, this grant (\$9,999) will replace the current EAP professional services with a superior one by Cordico. Acceptance of this grant would cover one year of service, allowing the Police Department and the Town time to budget for the 2025-2026 budget year.

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

REQUESTING DEPARTMENT POLICE DEPARTMENT

PROJECT: NEWTOWN SANDY HOOK COMMUNITY FOUNDATION GRANT - EAP SERVICE

PROPOSED APPROPRIATION AMOUNT: \$ 9,999

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	9,999
LOCAL MATCH	\$	-
OTHER	\$	-
CONTINGENCY	\$	-
IN KIND	\$	-
	\$	9,999

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

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


EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS		***	
PROFESSIONAL SERVICES			
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER		5,397	
DEBT SERVICE (average)	\$	-	
<b>TOTAL IMPACT ON EXPENDITURES</b>	\$	5,397	

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

**TOTAL FINANCIAL IMPACT ON OPERATING BUDGET** \$ 5,397

**EQUIVALENT MILL RATE OF TOTAL IMPACT** 0.0012 mills  
(using current year's information)

**COMMENTS:**  
Impact on general fund starting in fiscal year 2024-25 of \$5,397 if the Police department continues using the new vendor for their EAP service. Currently there is \$4,602 in the budget for EAP service. The purpose of this grant proposal is to fund the purchase and deployment of Cordico, a mental health and wellness management technology app that is specifically designed for first responders. This program and its accompanying resources will be available to all current and retired members of the Newtown Police Department, Newtown Emergency Communications Center, as well as their families. This technology, among other things, provides 24/7 anonymous and confidential access to mental health resources, self-assessments, and training tools on over 60 behavioral health topics, and access to numerous wellness courses (will not use the current EAP service)

PREPARED BY:  DATE: 1/2/2024