

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, February 9, 2021** at Edmond Town Hall, Newtown, CT along with virtual attendance following COVID-19 mandates and precautions. Warden Maher called the meeting to order at 7:43p.m.

Present: Warden Jay Maher, Senior Burgess Chris Gardner, Second Senior Burgess Betsy Kenyon, Burgess Bill Lucas, Burgess Bill Eder, Burgess Jim Gaston, Burgess Anthony Baiad, Tax Collector Jodie Enriquez, Treasurer Paula Brinkman, Zoning Officer Rob Sibley and Clerk Ann Scaia.

Absent: Tree Warden Rob McCulloch

Also Present: 3 members of the public.

Senior Burgess Gardner made a motion to accept the January 12, 2021 regular meeting minutes, seconded by Burgess Lucas. Motion passed.

Budget: Warden Maher outlined brief financial highlights gleaned from the Borough's audit reports from Borough Budgets from 2017-2018, 2018-2019 and 2019-2020 and highlighted noteworthy line items as a means to begin early discussions of the 2021-2022 budget (see attached). Burgess Gaston reiterated the declining Building/Zoning fees over the years and to remain cognizant of its diminishing resource for future budgets. Burgess Gaston also stated the line item of Soldiers and Sailors should remain in the budget with a more modest amount given the recent restoration project is finished. Lastly Burgess Gaston expressed a desire to not decrease the legal fees line item and expressed an overall belief the 2021-2022 budget is moving in a positive direction. Senior Burgess Gardner asked what amount was allocated from the fund balance for the 2020-2021 budget. Warden Maher stated \$35,000.00. Senior Burgess Gardner expressed a need to remain mindful of diminishing Building/Zoning fees and logical use of monies from the fund balance to offset the budgetary needs. He also expressed a need to be creative to review all line items and assess where costs can be adjusted to be more in line with the Borough's revenues. Burgess Lucas inquired if the fire hydrants expense has/can be audited given it is 31% of the total Borough budget. Warden Maher will contact Aquarion to review the Borough's fire hydrant usage/expenditures. Burgess Lucas will submit a contact to Warden Maher who audits water usage/expenditures. Warden Maher requested the Board of Burgesses to begin thinking about ways to improve the 2021-2022 Borough budget with the intention of beginning more formal discussions next month.

Warden's Report: Warden Maher stated Maureen Crick Owen reported to him, Hawley Pond had been drained to allow town employees to clean out the north end of the pond. George Benson, in Land Use, has prepared a grant which will be submitted to the State this week, in the hopes the \$50,000 grant will be realized in the next 3-4 months. Warden Maher further reported

on the Sugar Street project, the wetlands have already been flagged but the surveying process has been delayed until next week.

Tree Warden's Report: Due to the absence of the Tree Warden McCulloch, there was nothing new to report.

Tax Collector's Report: Tax Collector Enriquez reported no changes for the month of January 2021.

Burgess Gaston made a motion to accept the Tax Collector's Report for January 2021,
seconded by Burgess Baiad and unanimously approved.

Treasurer's Report: The January 2021 report presents: A deposit of \$2,842.25 was made from the Borough Zoning Office. A deposit of \$2,000.00 was made from Tax Collector, Jodie Enriquez. A transfer of \$11,000.00 was made to cover last month's invoicing. A transfer of \$4,842.25 was transferred into the ISC Account from the Borough Operating Account. A transfer of \$11,000.00 was transferred from the ISC Account to the Borough Operating Account. Interest on the 12 mo. CD was \$119.78 making a total of \$79,111.14. Please review attached report for January 2021.

Second Senior Burgess Kenyon made a motion to accept the Treasurer's Report for January 2021, seconded by Burgess Baiad and unanimously approved.

Burgess Lucas made a motion to transfer \$100.00 from Contingency to Audit, seconded by Burgess Gaston and unanimously approved.

Treasurer Brinkman reported the CD is due for renewal in March. She presented the following rates for renewal: 3 months @ .10%, 6 months @ .125%, 1 yr @ .25%, 15 months @ .3% and 18 months/2 yrs @ .5%. She will review the rates with the bank and report final rates at the March Borough meeting.

Zoning Officer's Report: Zoning Officer Sibley reported the department continues to process zoning certificates of determination and compliance due to sale of homes and businesses. The Borough Zoning Commission will be holding a meeting on Wednesday, February 10th. He also reported a possible meeting of the Borough Zoning Board of Appeals coming up to review at least two applications.

Historic District: Second Senior Burgess reported there were no new applications.

Sidewalks: Please refer to the Warden's Report for the Sidewalks update.

Streets & Parks: Warden Maher had nothing new to report.

New Business: None.

Old Business: None.

Public Participation: None.

The regular meeting of the Board of Burgesses will be held on Tuesday, March 9, 2021 at 7:30p.m.

DUE TO THE COVID-19 PANDEMIC AND THE CURRENT STATE OF EMERGENCY DECLARED BY THE GOVERNOR, THE MEETING WILL NOT BE IN-PERSON. A PUBLIC CALL-IN PHONE NUMBER WILL BE AVAILABLE FOR REMOTE PARTICIPATION.

There being no further business, Burgess Lucas made a motion to adjourn the meeting at 8:17 p.m., seconded by Burgess Gaston and unanimously approved.

Respectfully submitted,
Ann Scaia
Borough Clerk

A recording of the meeting may be found here:

https://us02web.zoom.us/rec/share/RA3KKsXQLIFUt2czV-ULr82UB6fOzQmov54qi_U--yyh6EpYvt2M-nHvASG5V28o.Am0M_TOMWJkeZ2fU?startTime=1612917810000

NEWTOWN BOROUGH TAX

MONTHLY REPORT FOR: **JANUARY 2021**

TOTAL TAXES DUE FOR GRAND LIST 2019:		\$160,258.65
LAWFUL CORRECTIONS:	INCREASE	\$1,712.23
	DECREASE	<u>-\$32.60</u>
TAXES COLLECTABLE:		✓ \$161,938.28

AMOUNTS COLLECTED TO DATE:

CURRENT TAX:		\$160,801.12
BACK TAX		\$2,259.29
INTEREST:		\$1,487.11
LIENS & FEES:		<u>\$212.00</u>
TOTAL COLLECTED TO DATE:		✓ \$164,759.52

TOTAL SUBMITTED TO TREASURER TO DATE:	\$164,400.00
REFUND GIVEN FROM CURRENT YR TAX	\$147.99
REFUND GIVEN DUE FROM PRIOR YR	\$0.00

TAX COLLECTION SUMMARY:

GL 2019	TAXES COLLECTED	✓ \$160,801.12	
	TAXES SUSPENDED	\$0.00	
	TRANSFERS	\$21.34	
	BOUNCED CHECKS	\$0.00	
	REFUNDS	<u>-\$147.99</u>	
	TOTAL CURRENT TAX COLLECTED	✓ \$160,674.47	99.22%
	UNCOLLECTED TAXES	✓ \$1,263.81	0.79%
	OVERPAYMENTS	\$0.00	

NOTE:

BACK TAXES OUTSTANDING FOR LIST 2018 AND PRIOR:		
	UNCOLLECTED TAXES	\$242.09
	OVERPAYMENTS FROM PRIOR YEARS	-\$151.33
	ADJUSTMENTS	\$0.00
	TRANSFER (TO CURRENT YEAR)	-\$21.34

DATE:
9-Feb-21

SIGN: *Jodie Enriquez*
BOROUGH TAX COLLECTOR

BOROUGH OF NEWTOWN

Treasurer's Report Month Ending January 31, 2021

	ACCOUNT 673 Operating Account	ACCOUNT 2470-D Insured Cash Sweep	TOTAL
BEGIN 1/1/2021	\$250,012.58	\$381,948.42	\$631,961.00
Interest Transfer	-\$12.58	\$12.58	\$0.00
Transfer to Clerk's Account	check #299 -\$11,000.00		-\$11,000.00
Transfer in from ICS	\$11,000.00	-\$11,000.00	\$0.00
Deposit from Bldg/Zoning	\$2,842.25	\$0.00	\$2,842.25
Deposit from Tax	YTD:\$164,400 \$2,000.00	\$0.00	\$2,000.00
Transfer out to ICS Acct.	-\$4,842.25	\$4,842.25	\$0.00
Interest earned 1/31/2021	\$10.62	\$21.33	\$31.95
ENDING BALANCE 1/31/2021	\$250,010.62	\$375,824.58	\$625,835.20

**1 YEAR CD
Account 814
matures 3/2/21**

BEGIN 1/1/2021	\$78,991.36
Interest earned 1/31/2021	1.80 APY \$119.78
ENDING BALANCE 1/31/2021	\$79,111.14

Respectfully submitted 2/9/21

Borough of Newtown

Est. 1824

February 9, 2021

Borough of Newtown Financial Highlights - June 1, 2017 thru June 30, 2020

2019 thru June 30, 2020 based on a budget expenditure of \$228,330.00

Borough net position decreased \$52,219.00 (7.6%)

Property tax revenues: \$161,114.00

Building/zoning fees collected: \$4,702.00 (anticipated \$20,000.00)

Total cost of Borough operations: \$222,393.00

2018 thru June 30, 2019 based on a budget expenditure of \$229,330.00

Borough net position increased \$92,952 (15.6%)

Property tax revenues: \$230,123.00

Building/zoning fees collected: \$47,784.00

Total cost of Borough operations: \$187,413.00

2017 thru June 30 2018 based on a budget expenditure of \$190,184.00

Borough net position increased by \$90,759.00 (17.95%)

Property tax revenues: \$188,709.00

Building/zoning fees collected: \$104,377.00

Total cost of operations: \$204,033.00

Noteworthy facts for 2019 thru 2020 budget

- Fire Hydrants actual expense was \$70,949.28 - 31% of the total budget and 11% over the budgeted line item of \$64,000.00
- Street lights actual expense was \$31,084.34 - 14% of the total budget and 92% of the budgeted line item of \$33,500.00
- Legal fee actual expense was \$19,603.00 - 9% of the total budget and 98% of the budget line item of \$20,000.00

The budget for the 2020- 21 year is \$225,520.00**General Fund & Special Reserve**

The balance in the general fund as of February 9, 2021, is \$625,835.20 and the special reserve balance is \$79,111.14, for a total of **\$704,946.34**

Our recently adopted Fund Balance Policy allows for:

\$300,000.00 1.5 % of our annual operating budget

\$40,000.00 designated for legal fees

\$150,000.00 designated for sidewalk installation

\$30,000.00 designated for tree maintenance

\$15,000.00 designated for historic district

Total amount assigned: \$535,000.00

Monies unassigned at this time total \$169,946.40

Noteworthy to our discussion on the future budget

- As of this month legal fees for this year are \$273.00 or 2% of budgeted line item.
- At our December meeting, \$35,052.00 was deposited from Building and Zoning fee's related to the Enclave project. February 2021, \$2,842.00 was deposited associated with Building and Zoning fee's.
- The board had budgeted \$35,000 for the entire year.

Line items that may be subject to discussion and possibly decrease:

Soldiers and Sailors monument	\$7,500.00
Sidewalks become sidewalk maintenance	\$5,000.00
Tree and tree maintenance	\$2,500.00
Legal fees	\$5,000.00
Election (no elections 2021-2022)	\$3,000.00

Prepared and submitted by Jay Maher, Warden

SARAH J. PHILLIPS
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PROFILE: A uniquely qualified individual with a reputation for organization, efficiency, creativity, attention to detail and problem solving.

PROFESSIONAL EXPERIENCE:

BEEKMAN GOLF COURSE – Hopewell Junction, NY **2016-Present**
Public Golf Course
Position: Co-owner

- Manage office & administrative staff
- Plan and track budgets and expenses

CANDLEWOOD LAKE CLUB – New Milford, CT **2015-2016**
Private Country Club
Position: Assistant General Manager

- Handle day to day office and administrative needs
- Generate reports & agendas for board meetings
- Record meeting minutes and keep records
- Oversee club communication (email, website)

PHILLIPS GOLF SHOP at Candlewood Lake Club - New Milford, CT **2010-2016**
Private golf course retail golf shop and golf professional services
Position: Co-owner

- Manage marketing approach utilizing website and email software
- Organize and track inventory, accounts payable & accounts receivable

GREAT SEASONS CATERING & EVENTS - Newtown, CT **2002-2012**
Provider of food service and event planning to a wide variety of events
Positions: Supervisor, Team Member, Food & Beverage Server

- Supervise and execute events from start to finish
- Meet clients to conceptualize and plan unique events
- Continuously communicate to meet and exceed expectations of clients

VOLUNTEER WORK:

- Trinity Day School –Board Chairman 2019-2020
- Trinity Day School – Board Member 2018-2019
- New London Renewable Energy Committee – Consultant 2006-2008

EDUCATION:

Colby-Sawyer College, New London, NH **Graduated May 2008**
B.S. Environmental Studies
Minor - Business Administration
Dormitory Resident Assistant

Jared A. Modzelewski

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Education

Western Connecticut State University, Danbury, CT- B.A. Psychology
Graduated May 2013, M.S. School Counseling Graduated May 2016

Experience

Saxe Middle School, New Canaan, CT- Special Education Teaching Assistant- November 2018- June 2019

- Providing one to one assistance to students with disabilities affecting their academic and social-emotional functioning.
- Working closely with teachers to create and implement plans for student success.
- Assisting teachers by differentiating instruction to meet the academic and social-emotional needs of students.
- Frequent communication and collaboration with special education team and families.

John Reed Intermediate School, Newtown, CT- Substitute School Counselor- April 2018- June 2018

- Provided direct instruction towards counseling goals for 5th and 6th grade students with Individualized Education Plans.
- Designed and planned counseling activities for students in both an individual, and group setting.
- Provided classroom push-in support for students with Individualized Education Plans.
- Collaborated with teachers, parents, and other support staff to ensure the social-emotional needs of students were being effectively met.

Newtown High School, Newtown, CT- Substitute School Counselor- October 2016 - January 2017

October 2014 - November 2014

- Managed the caseload for the students in grades tenth through twelfth
- Collaborated with students parents and college admissions counselors to begin the college process for students with the earliest deadlines

- Conducted individual planning and taught developmental guidance lessons to twelfth grade students
- Maintained constant, consistent, and ongoing communication with parents, teachers, students, and administration
- Supported students within the personal, social-emotional, and academic domains

Newtown High School, Newtown, CT- School Counseling Intern- August 2015 - June 2016

- Counseled students individually and in a group setting
- Collaborated closely with the administration and teachers to support students
- Supported students with social-emotional, academic, and personal concerns
- Wrote personal recommendation letters for students applying to college
- Edited, revised, and taught the NHS school counseling curriculum for ninth through twelfth grade
- Mediated student and parent meetings with teacher and department chairs
- Co-Facilitated an "Organization Skills" as well as a "Study Skills" group
- Lead in the Fusion Mentorship Program
- Proctor of SAT and AP exams

Waterbury Arts Magnet School, Waterbury, CT- School Counseling Intern- January 2015 - June 2015

- Counseled students individually and in a group setting with supervision
- Worked with administration and teachers to support students
- Created and implemented a school counseling lesson for two boys groups
- Supervised and chaperoned students during a field trip
- Co-taught classroom school counseling lessons for sixth, seventh, and eighth grade students

Work Experience

Modzelewski's Auto Body, Towing And Recovery, & Auto and Truck Center - July 2019 - Present

- Supervise all operations and employees amongst different properties and locations
- Trained and experienced in exceptional customer service, and responsible for the continuous growth of products and services within the company
- Working and consulting with insurance companies for the benefit of our clients
- Skilled in maintaining order and quality in situations of stress and demand

- Helping clients make informed decisions about how to navigate insurance policies and next steps after an accident
- Responsible for organizing, updating, and maintaining client files
- Working closely with a team to ensure smooth operations and customer satisfaction

Tambascio's Italian Grill, Newtown, CT Manager – Customer Service & Pizza Chef September 2008 – Present

- Oversee all facility positions during the course of a work shift
- Trained and experienced in exceptional customer service, and responsible for the continuous growth of products and services within the company
- Responsible for hiring new employees and demonstrating expectations of the job
- Skilled in maintaining order and quality in situations of stress and demand

Personal Skills

- Proficient with Naviance in areas of the college process, requesting and submitting transcripts, and also meeting and communicating with parents and students
- Very knowledgeable of The Common App and its process with colleges, students, and parents
- Competent in Powerschool including scheduling, monitoring students, and running queries
- Specialist in time management, reliability, and professionalism
- Excellent organizational skills that lead to the ability to work in a fast paced dynamic environment
- Trained in individual, group, family, and career counseling
- Resourceful in gathering, analyzing, and interpreting data
- Educated in creating and implementing school counseling programs focused on supporting student needs
- Loyal, honest, team-oriented, and efficient
- Experienced with all Microsoft platforms including Excel, PowerPoint, and Word as well as Google Docs