

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Minutes of the regular meeting of the Borough of Newtown Board of Burgesses on **Tuesday, May 14, 2019** in the Borough Office at Edmond Town Hall, Newtown, CT. Warden Gaston called the meeting to order at 8:47 p.m.

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

Absent: None.

Also Present: Three members of the public.

Burgess Gaston made a motion to accept the April 9, 2019 regular meeting minutes, seconded by Second Senior Burgess Kenyon. Motion passed.

Public Participation: None

Warden's Report: Borough Clerk Ann Scaia and Burgess Gaston have sworn in everyone except Treasurer Brinkman. Warden Maher asked he be reminded to swear in Treasurer Brinkman at the next Borough meeting in June. The Zoning Commission and Zoning Board of Appeals officials will be sworn in at the next Zoning meetings.

Tree Warden's Report: Tree Warden McCulloch has been reviewing trees in the Borough to be tended to. He has created a stump grinding list which will be tended to after July. He also created a tree planting list which will be reviewed by the Burgesses this coming summer for Fall planting.

Tax Collector's Report: Tax Collector Enriquez reported the following for April 2019: Total Taxes Due for the List of 2017: \$225,836.97; Current Taxes: \$224,428.32; Back Taxes: (\$217.50); Interest: \$723.93; Liens & Fees: \$96.00. Total Submitted to Treasurer to Date: \$224,650.00. Current Taxes Collected: \$224,022.21 representing 98.98%.

Burgess Gaston made a motion to accept the Tax Collector's Report for April 2019, seconded by Burgess Eder and unanimously approved.

Treasurer's Report: The April 2019 report presents: A deposit of \$100.00 was made from the Borough Zoning Office. A deposit of \$250.00 was made from Tax Collector, Jodie Enriquez. A deposit of \$85.88 was made for miscellaneous property tax. A transfer of \$8,000.00 was made to cover last month's invoicing. Interest on the 12 mo. CD was \$112.11 making a total of \$76,685.18.

Burgess Gardner made a motion to accept the Treasurer's Report for April 2019, seconded by Burgess Lucas and unanimously approved.

Burgess Gaston made a motion to transfer \$719.00 from Contingency to Street and Parks, seconded by Burgess Baiad and unanimously approved.

Zoning Officer's Report: Burgess Gaston reported the Lerman's, of 55 Main Street, are requesting a portion of the sidewalk paved as a part of their driveway. They will be working with Zoning for approval of their request. The residents of 1 S. Main Street contacted Burgess Gaston to convey concern over run off of water from the neighbor's new construction into their backyard and basement. They were wondering if Borough assistance was available. Burgess Gaston will refer them to Zoning Commission Chairperson, Doug Nelson.

Historic District: Second Senior Burgess Kenyon had nothing new to report.

Sidewalks: Darlene Spencer, of the Cyrenius H. Booth Library, contacted Burgess Gaston regarding a portion of the sidewalk in front of the library that requires repair. The Library was hoping the Borough could assist in the repair of the sidewalk. The Burgesses agreed there are funds in the budget to repair the sidewalk. Warden Maher will contact Rob Connor to fix the sidewalk. Burgess Gaston will contact Darlene Spencer to let her know we will address the sidewalk in the near future.

Streets & Parks: Warden Maher presented quotes from LRM & Connor Landscaping, regarding the maintenance of the garden at the top of Church Hill Road (see attached below). After discussion, it was agreed to award the bid to LRM as it was the lower bid with the inclusion for them to also tend to the grassy area between the street and sidewalk.

Burgess Gardner made a motion to approve the bid of LRM to maintain the garden on Church Hill Road, seconded by Second Senior Burgess Kenyon and unanimously approved.

Ray Wisniewski approached Burgess Eder regarding the attendance to the raising and lowering of the flag at the Soldiers and Sailors monument. The VFW currently does not have anyone who can tend to this job. Burgess Eder said he would bring this up at the next Borough meeting. Burgess Gardner was open to assisting in this task.

New Business: A resident contacted the Borough Clerk, Ann Scaia, inquiring about the missing Historic District sign at West Street. It was also noted the Historic District sign has fallen down at Ram's Pasture. Warden Maher will clean up and re-instate the sign at Ram's Pasture. Warden Maher will also replace the missing sign at West Street.

Old Business: Burgess Gardner announced the winter flag will be replaced by the summer flag on the flagpole this Saturday at 8am. The fire department will assist in this project.

Budget: A motion was made, seconded and approved to add the budget to the agenda. The Warden and Board of Burgesses re-addressed the proposed Borough annual budget. After extensive discussion, Chris Gardner moved the adjustments as noted on the attached Proposed Borough 2019-2020 Budget, Burgess Gaston seconded. The motion was carried. The calculated Mill Rate would be 0.67.

Public Participation: None.

The regular meeting of the Board of Burgesses will be held on Tuesday, June 11, 2019 at 7:30p.m. in the Borough Office in Edmond Town Hall, Newtown, CT.

There being no further business, Burgess Gaston made a motion to adjourn the meeting at 10:19 p.m., seconded by Burgess Gardner and unanimously approved.

Respectfully submitted,
Ann Scaia
Borough Clerk

NEWTOWN BOROUGH TAX

MONTHLY REPORT FOR: APRIL 2019

| | | |
|---|----------|-----------------------|
| TOTAL TAXES DUE FOR GRAND LIST 2017: | | \$226,326.41 |
| LAWFUL CORRECTIONS: | INCREASE | \$32.98 |
| | DECREASE | -\$522.42 |
| TAXES COLLECTABLE: | | ✓ <u>\$225,836.97</u> |

AMOUNTS COLLECTED TO DATE:

| | | |
|---------------------------------|--|-----------------------|
| CURRENT TAX: | | \$224,428.32 |
| BACK TAX | | \$217.50 |
| INTEREST: | | \$723.93 |
| LIENS & FEES: | | \$96.00 |
| TOTAL COLLECTED TO DATE: | | ✓ <u>\$225,465.75</u> |

| | | |
|--|--|------------------------------|
| TOTAL SUBMITTED TO TREASURER TO DATE: | | \$224,650.00 |
| REFUND GIVEN FROM CURRENT YR TAX | | \$0.00 |
| REFUND GIVEN DUE FROM PRIOR YR | | \$0.00 |
| TOTAL COLLECTIONS | | ✓ <u>\$224,650.00</u> |

TAX COLLECTION SUMMARY:

| | | | |
|---------|------------------------------------|------------------------------|--------|
| GL 2017 | TAXES COLLECTED | ✓ \$224,428.32 | |
| | TRANSFERS | \$5.58 | |
| | REFUNDS | -\$411.69 | |
| | TOTAL CURRENT TAX COLLECTED | ✓ <u>\$224,022.21</u> | 98.98% |
| | TAXES OUTSTANDING | ✓ \$1,814.76 | 0.80% |
| | OVERPAYMENTS | 37.08 | |
| | TOTAL TAX DUE GL 2016 | ✓ <u>\$1,851.84</u> | |

NOTE:

| | | |
|---|--|---------------------|
| BACK TAXES OUTSTANDING FOR LIST 2016 AND PRIOR: | | \$877.80 |
| | | ✓ \$877.80 |
| CREDIT FROM PRIOR YEARS | | \$168.80 |
| | | ✓ <u>\$1,046.60</u> |

DATE:
14-May-19

SIGN: _____
BOROUGH TAX COLLECTOR

Borough of Newtown
 Newtown, CT
 Monthly Treasurer's Report
 For month ending April 30, 2019

Beginning Balance (April 1, 2019) \$614,586.39

OPERATING ACCOUNT (#673)

Income (Deposits)

| Date | Description | Amount |
|---------------|-------------------------------|----------|
| April 15,2019 | Tax Collector (YTD:\$224,650) | \$250.00 |
| April 15,2019 | BZE | \$100.00 |
| April 15,2019 | Frontier | \$82.62 |
| April 15,2019 | CenturyLink | \$3.26 |

Interest income (April 30, 2019) \$25.14

Total income \$461.02

Expenses (checks written)

| Date | Payable To | Description | Amount |
|-----------------|------------------------|-------------|------------|
| April 10, 2019` | Treasurer's Acct (331) | check #272 | \$8,000.00 |

Ending Cash Balance (April 30, 2019) \$607,047.41

| Outstanding Checks | Payable To | Description | Amount |
|--------------------|--------------------------|-------------|---------------|
| | Total Outstanding Checks | | \$0.00 |

RECONCILED BANK BALANCE (April 30, 2019) \$607,047.41

12 MONTH CD ACCOUNT (#814)

| | | |
|---|-------------------|--------------------|
| | begin 4/1/19 | \$76,573.07 |
| Interest income (April 30, 2019) | interest 1.80 APY | \$112.11 |
| TOTAL | | \$76,685.18 |

NEW TERM 12 months / 1.80 APY / Matures 2/28/20

Respectfully submitted on May 14, 2019

**BOROUGH OF NEWTOWN
NEWTOWN, CONNECTICUT**

Notice is hereby given that the Borough Meeting of the property owners and/or electors of the Borough of Newtown will be held at 7:30 PM on June 5, 2019, at Edmond Town Hall, 45 Main Street, Newtown, CT for the purpose of voting on the proposed budget for the fiscal year 2019-20. Estimated Budget recommended by the Board of Burgesses of the Borough of Newtown is hereby set below in accordance with the General Statutes of the State of Connecticut.

| | Expenditure <u>2017-2018</u> | Estimated Budget <u>2018-2019</u> | Proposed Budget <u>2019-2020</u> |
|--------------------|---------------------------------|--------------------------------------|-------------------------------------|
| ADVERTISING | \$ 2,043 | 3,000 | 2,000 |
| AUDIT | 6,200 | 6,100 | 6,200 |
| AUXILLIARY HELP | 3,951 | 7,000 | 4,000 |
| BONDS & INSUR. | 120 | 250 | 250 |
| CULTURAL ARTS | 0 | 0 | 0 |
| CONSULTING | 986 | 5,000 | 3,000 |
| CONTINGENCY | 0 | 3,500 | 3,500 |
| DATA PROCESSING | 7,047 | 3,500 | 4,000 |
| ELECTION | 0 | 7,500 | 0 |
| FIRE HYDRANT | 62,889 | 64,000 | 64,000 |
| FIRE DEPT | 2,500 | 6,500 | 6,500 |
| HEALTH DISTRICT | 0 | 10 | 10 |
| HISTORIC DISTRICT | 0 | 5,000 | 1,000 |
| LEGAL FEES | 22,356 | 25,000 | 20,000 |
| SIDEWALKS | 0 | 5,000 | 10,000 |
| STREET LIGHTS | 32,679 | 30,500 | 33,500 |
| OFFICE MAINT & S | 3,568 | 3,500 | 3,500 |
| TREES AND MAINT | 0 | 5,000 | 5,000 |
| SOLDIERS & SAILORS | 0 | 10 | 10 |
| STREETS & PARKS | 6,358 | 4,000 | 8,500 |

| | Expenditure | Estimated Budget | Proposed Budget |
|---------------------|-------------|------------------|-----------------|
| FLAGPOLE | 0 | 1000 | 100 |
| SOCIAL WORK | 0 | 10 | 10 |
| ASSESSOR | 2,250 | 2,250 | 3,500 |
| CLERK | 4,500 | 4,500 | 5,000 |
| TAX COLLECTOR | 4,200 | 4,200 | 7,500 |
| TREASURER | 4,000 | 4,000 | 4,500 |
| WARDEN | 2,500 | 2,500 | 2,500 |
| BUILDING OFFICIAL | 4,000 | 4,000 | 5,800 |
| CONSERV. DIR. | 1,000 | 1,000 | 1,000 |
| ENGINEER | 1,800 | 1,800 | 1,800 |
| BUILDING CLERK | 2,333 | 4,200 | 4,200 |
| ZONING OFFICER | 2,917 | 5,000 | 8,000 |
| TREE WARDEN | 2,500 | 2,500 | 2,500 |
| PAYROLL TAXES | 2,487 | 3,000 | 3,000 |
| EDMOND TOWN H | 5,000 | 5,000 | 3,000 |
| RAM PASTURE HOLIDAY | | | 1,000 |

| | | | |
|----|---------|---------|---------|
| \$ | 190,184 | 229,330 | 228,330 |
|----|---------|---------|---------|

| | |
|-------------------------------------|-----------|
| Revenue Anticipated From Prior Year | \$ 50,000 |
| Building Revenues Anticipated | 20,000 |
| Interest | 1,000 |

Total Revenues Anticipated \$ 71,000

Money to be Raised from Taxes \$ 228,380 - \$71,000 = \$ 157,380

98.5% Tax Collection Rate

1.015 x \$157,380 = \$159,740

\$159,740 divided by \$238,814,712 (1000's Grand List – Mill) = 0.67

2019-2020 Proposed Mill Rate = 0.67

Note: Pre-Revaluation

2013-2014 MILL RATE – 0.89

2014-2015 MILL RATE - 0.87

2015-2016 MILL RATE – 0.85

2016-2017 MILL RATE – 0.86

2017-2018 MILL RATE – 0.85

2018-2019 MILL RATE – 0.95

* The Board of Burgesses is planning to commence a 1-2 year \$150,000 sidewalk capital improvement project from Main Street to Madison Drive, and intends to draw from its reserve/fund approximately \$100,000 over the next fiscal year.

James O. Gaston

Warden, Borough of Newtown

BOARD OF BURGESSES

Joseph M. Maher, III, Senior Burgess

Christopher Gardner, Burgess

Betsy Kenyon, Second Senior Burgess

William J. Lucas, III, Burgess

Anthony P. Baiad, Jr., Burgess

William E. Eder, Burgess

23 Commerce Road
Newtown, CT 06470
203-426-4383 main
203-426-3128 fax
www.lrm-ct.com



ESTIMATE

Date: March 22, 2019

Customer: Town of Newtown - Flagpole Streetscape c/o Jay Maher

Address: Borough of Newtown, CT

Phone: _____

Email: jaymaher1@yahoo.com

Scope of Work:

Landscape Service

- Streetscape/Gardens at Church Hill Road/Flagpole \$1,600.00

- Shrub/Perennial Pruning
- maintenance pruning of shrubs and perennials

- Landscape Bed Maintenance - Spring
- clean-out, edge and mulch landscape beds
- Materials:
- Spruce/Pine mulch

- Monthly weeding/maintenance of garden beds \$ 175.00

* To do Landscape Bed Maintenance ONLY- clean out, edge and re-mulch beds only
(no pruning included) we could continue to honor the initial cost of \$ 900.00

Acceptance of Proposal: *The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. A 33% deposit is required upon acceptance of proposal. Remaining balance will be made in full upon completion.*

Signature: _____ Date: _____ LRM: _____ Date: _____

"Affirmative Action / Equal Opportunity Employer"



Connor Landscaping Contractors, LLC
P.O. Box 473
Sandy Hook, CT 06482
(203) 426-4738

Date: 4/22/19

Estimated Work Proposal Submitted to Borough of Newtown

We hereby proposed to furnish the following materials and perform the labor necessary for the completion of the job listed below

Cleanout , prune plantings and mulch large garden along top of church hill rd

Labor and debris removal \$ 1000.00

Sweet peet mulch (18 yrds) \$ 882.00 (total \$1882.00)

(monthly weeding \$ 180 per, May – October)

6.35% Sales tax will be added to the invoice.

Payment agreement to be made after acceptance of the bid.

Respectfully Submitted by: _____

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner assumes all liability. All plants guaranteed for one year except for owner neglect, animal damage and acts of god.

Note this proposal may be withdrawn within 30 days.

Acceptance of Estimated Proposal

The above estimated prices, specifications and conditions are satisfactory and are hereby accepted. We are authorized to do the work as specified. Payments will be made as outlined above.

Date: _____

Signature: _____

