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## TOWN OF NEWTOWN

### TOWN OF NEWTOWN LEGISLATIVE COUNCIL MEETING MINUTES SEPTEMBER 19, 2018 NEWTOWN MUNICIPAL CENTER, NEWTOWN, CT

**PRESENT:** Chris Eide, Chris Smith, Jordana Bloom, Robert Pickard, Judit DeStefano, Ryan Knapp, Dan Wiedemann, Paul Lundquist, Phil Carroll, Kelley Johnson, Jay Mattegat, Dan Honan.

**ALSO PRESENT:** First Selectman Dan Rosenthal, Finance Director Bob Tait, Public Works Director Fred Hurley, 1 press.

**CALL TO ORDER:** Mr. Lundquist called the meeting to order with the Pledge of Allegiance at 7:30 pm.

**VOTER COMMENT:** None

**MINUTES:** MS. DESTEFANO MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 5, 2018 REGULAR MEETING. SECOND BY MR. CARROLL. Mr. Wiedemann asked if there was correspondence relating to the plastic bag ordinance that needed to be included with the September 5 minutes. (Correspondence was included with August 29, 2018 minutes.) ALL IN FAVOR. MOTION PASSES. (12-0)

**COMMUNICATIONS:** Attached.

**COMMITTEE REPORTS:** None.

**FIRST SELECTMAN'S REPORT:** Mr. Rosenthal said the Town Clerk is waiting for approval on the ballot question from the Secretary of State's office, it has been filed on time. Explanatory text went through Cohen and Wolf as well as Robinson+Cole. Added a tab to the website for information on the police station and will post explanatory text.

At the last Selectman's meeting they approved the Sandy Hook Memorial Commission selection, ratified their choice, now will begin the process and meet with Public Building and Site, work with design team on budget and will go to the voters. Noted it was a consensus choice of families of loss and unanimous selection of the commission. Design provides some flexibility, important for budget.

In the CIP, upped the number of \$250,000 and added in more for a reserve. Goal is for the CIP to go to the Board of Finance by October 8. It is a 10-year CIP, key points – the initial two years the message is infrastructure and public safety and reserve for the Sandy Hook Permanent Memorial. Create a “pay as we go” system. The police station, a communication project, Route 34 tower project, upgrade radio consoles, paying for it years 2 and 3. Look to bring the number down, total \$6.8 million, look to put an RFP out, put up the tower and allow us to carry our equipment on it, still time to plan for it. Proposing to take year 6 off completely, borrowing drops off dramatically in year 3 – 10, start to accrue in year 6 \$1 million in capital non-recurring under this plan. Cut down on borrowing. Mr. Lundquist reminded the group of the CIP process and said the CIP will come to the Legislative Council in mid-November, then need to

## LEGISLATIVE COUNCIL

approve within 60 days. Mr. Knapp expressed appreciation for the ballot question and explanatory text, and efforts with the CIP.

Mr. Rosenthal said that today there was an internal transfer, Mr. Miles approached Mr. Tait with a change of plan for IT, leasing instead of purchasing servers, benefits include not being locked in to purchasing hardware, service agreements, maintenance charge and also can to move faster to cloud-based services. Transferred \$32,000 from equipment to software hardware maintenance fees. Ms. Johnson commented that it was a smart proposal from Mr. Miles.

### **NEW BUSINESS:**

**Update on 2018-2019 Road Construction and Maintenance Work** – Mr. Lundquist invited Fred Hurley to speak. Mr. Hurley distributed a status update. (ATTACHED) Mr. Hurley explained that work is at or ahead of scheduling, there have been some issues with the weather causing delays, but still in good shape. Reclamation has been done. Chip seal extensive, all roads have been chip sealed, fog seal will be the end of next week, need dry clear weather because of latex seal. A few issues, very few calls, some cars got some oil on them, some stone built up but were then swept. A number of people were quite surprised, patching first, then chip seal so road can be flat and smooth. Fog seal is like a sealer, darker color, it will be black and will tie together any loose stone. Roads have been milled and getting started, weather permitting. Started patch paving program. Drainage projects - some will be done in-house, some outside. There will be another update next week.

Mr. Wiedemann asked regarding a budget of \$3.25 million, what has been expended so far. Mr. Hurley does not have that number yet, but within a couple of days he will know funding, probably over \$2 million at this point. Mr. Hurley said it is encumbered. Mr. Wiedemann asked for an update on Toddy Hill and 302 bridge. Mr. Hurley said they are behind schedule, supposed to be done in October, but cannot guarantee that work will be done before winter, he would like to have Walnut Tree bridge completed before winter.

Mr. Rosenthal said program update as of yesterday, a broader list is with the Board of Selectman, there have been a few roads added to the patch program, nothing deleted. Will not carry much into the next paving season unless there are weather issues.

Mr. Mattegat asked of lower part of Hall Lane, Mr. Hurley said probably next year.

Mr. Carroll commented that he came down Orchard Hill, best that road felt in years, and just milled.

Mr. Knapp said a constituent asked about work before chip sealing, some drains were replaced and some were not, what is the thought process behind why some drains replaced. Mr. Hurley explained that if base tops are shot, they will be replaced, other roads are just chip sealed, depends on the condition.

Mr. Knapp asked if we are accepting roads that may not conform. Mr. Hurley said not from a legal acceptance stance. If there is a road that we are responsible for, we will make that road usable. He does not see subdivision road acceptance process, there may be some other category. Mr. Knapp said a mechanism that could be grandfathered in, not do maintenance on non-town owned roads, the mechanism there and be cognizant going forward. Mr. Rosenthal said town owned roads have prescriptive easement rights, private roads have to negotiate for easement or buy it. Mr. Knapp said the road work is the incentive to do that work.

Ms. DeStefano asked about roads that partial work one year and completed it the next year, were there any issues. Mr. Hurley said it worked out well, roads came out well, would have preferred to do it all in one year, but needed to be cost effective.

Mr. Lundquist asked about benefits of fog seal, Mr. Hurley explained that it is another layer of protection and hope will extend the life of the road, seals the road from getting the salt into the road. Mr. Lundquist

## LEGISLATIVE COUNCIL

asked about the work for 50 roads. Mr. Hurley explained challenges of scheduling of vendors and crew, hopes not to put off work until spring, weather dependent. Mr. Hurley said that with chip seal program possibly more roads will be added to the program. Mr. Hurley said crews will be evaluating roads, identifying roads, prioritizing, process starts in a few weeks for next year's schedule.

### **BOF Approval of \$276,037.97 Transfer to BOE Non-Lapsing Account**

Mr. Lundquist said that there was an approval by the Board of Finance for a transfer to the Board of Education Non-Lapsing Account and asked Mr. Tait to speak to it. Mr. Tait explained that the Board of Finance, back in May 2014, approved to adopt a non-lapsing Board of Education fund as allowed by new state statute, if there are unexpended amounts, the Board of Education can request it to be transferred to a non-lapsing account to be used for educational purposes. The Legislative Council would be notified. This year approximately \$276,000 left and has requested the transfer and the Board of Finance approved. When Board of Education determines how to spend it, it has to go to back to the appropriation process in order to spend, and will come to the Legislative Council. The discussion at Board of Finance, we did put a small amount in contingency for special ed, this fund can offset expenses.

Mr. Lundquist said details, from discussion of Board of Finance, are noted in the minutes, there were a couple of days where they eliminated a few days of school, transportation and staff savings, energy savings in the middle school which fed into that \$276,000.

Mr. Knapp appreciated the intent for the Board of Education to save money, what is the balance of the fund currently. Mr. Tait said the balance is \$151,000 not including this \$276,000.

Mr. Wiedemann asked why this money is not requested to the general fund given the expenses due to storm. Mr. Tait said to best inquire with the Board of Finance, if not approved, it would fall into fund balance. Mr. Tait said if treated as contingency does strengthen our rating. Mr. Wiedemann made the point if the suggestion came from the First Selectman's office it may carry more weight, Mr. Rosenthal said he could address that, but it lies with the Board of Finance and Board of Education. Ms. DeStefano expressed concern making a suggestion to the Board of Education from the First Selectman's office.

Mr. Eide asked if there are any benefits in terms of appropriations instead of fund balance, if money was needed and it was necessary to dip into fund balance for this purpose is it easier to have it procedurally.

Mr. Tait said it is a separate fund, now that it is there, as per state statute it needs remain in the Board of Education. Mr. Tait said that in general it is best not to use fund balance unless we have to.

Mr. Lundquist said there is \$150,000 in the fund already and adding the \$276,000 brings it to \$426,000.

Ms. Johnson said that budget books indicate that one special education child could cost \$300,000 annually, if a child moved into town, needed special ed services, that money could be used up quickly.

Mr. Knapp said as long as we are transparent about this it is fine, can see both sides of either in fund balance or transfer to BOE non-lapsing account. Had this fallen into fund balance there may have been more flexibility, with how it could be used if necessary. If it is in the Board of Education account gives more incentive to save. We try not to have little groups around town with big funds, encourage groups to spend down their surplus before making big asks of tax payers. As long as we stay on top of that, he is Ok with this.

### **Tentative Budget Timetable**

Mr. Lundquist said this schedule closely follows the schedule from last year. MR. WIEDEMANN MOVED TO ACCEPT THE 2019 – 2020 BUDGET CALENDAR. SECOND BY MR. CARROLL. (ATTACHED) Mr. Knapp said we have to have the Town budget done in April, the state is on a different schedule, be mindful of change in administration, state budget. ALL IN FAVOR. MOTION PASSES. (12-0)

LEGISLATIVE COUNCIL

MR. WIEDEMANN MOVED TO TRANSFER; \$60,000 FROM VARIOUS ACCOUNTS TO IT FEE'S & PROFESSIONAL SERVICES AND SOFTWARE/HARDWARE MAINTENANCE FOR ACCOUNTING/PAYROLL/HUMAN RESOURCES SYSTEM (SHARED WITH BOARD OF EDUCATION). SECOND BY MR. CARROLL. (ATTACHED)

Mr. Lundquist explained that this is not for a new accounting and payroll system, but is to adopt the one that is in use now by the Board of Education. Mr. Tait said that back in May, after the budget process, our current software provider for accounting/payroll/ human resource system had a meeting with Ron Bienkowski and stated that they will not support our current software. Mr. Tait was not surprised by this stating that back in 2012 a study in operations and consideration to combine some operations with Board of Education and Board of Selectman. Concern exists with the Phoenix system. The Board of Education refused to go on Board of Selectman system. The software company suggested to migrate to their system, modern system, on the cloud, lots of modules, purchasing card system, modular level, automatic features, new system will do journal entries automatically. This system to migrate in total is \$67,000 offset by Phoenix fee so Mr. Tait is only asking for \$60,000. Maintenance will be \$26,725 including training.

Mr. Wiedemann asked if any hardware requirements, Mr. Tait said no, it is in the cloud.

Mr. Knapp asked if the \$67,000 is the Board of Selectman's cost, Mr. Tait said it is the Board of Selectman's cost. The Board of Education is also paying \$67,000. \$67,000 is for the first year, then reduces.

Mr. Eide asked if there will be an impact on shared services, short or long term. Mr. Tait said not any impact than now, but the important aspect is to be using the same system, could improve efficiency.

Ms. Johnson asked when doing the migration is it more than chart of accounts in the current fiscal year, and will you be using the new system to access old data. Mr. Tait said yes, bringing forward old data as well, 3 years we asked for 5, keep Phoenix system read-only forever, on the server. Budget documents are on line and Mr. Tait has financial statements going back 30 years. Ms. Johnson encouraged Mr. Tait to think about maintenance and so we don't see it in our budget if we don't need to. ALL IN FAVOR.

MOTION PASSES. (12-0)

**VOTER COMMENT:** None.

**ANNOUNCEMENTS:** None.

**ADJOURNMENT:** There being no further business the meeting adjourned at 8:35 pm.

Respectfully Submitted,  
June Sgobbo, Clerk

Attachments: Correspondence regarding plastic bag ordinance, 2018-2019 Road Program Schedule – Progress Update 9/18/2018, Budget Timetable, Transfer for Payroll HR System.

*These are draft minutes and as such are subject to correction by the Legislative Council at the next regular meeting. All corrections will be determined in minutes of the meeting at which they were corrected.*

**John Thatcher IV via Newtown CT** Fri, Sep 14, 4:10 PM (10 days ago)

to me

Submitted on Friday, September 14, 2018 - 4:10pm

Submitted by user: Anonymous

Submitted values are:

Your name: John Thatcher IV

Your e-mail address: [nmoose47@gmail.com](mailto:nmoose47@gmail.com)

Subject: Ban on plastic bags and a 10 cent charge for them

Message:

Hi,

I'm an environmentalist and I noticed that this month there is a big push by many Newtown citizens to make this crucial change for our town. I know other CT towns have been very resistant to this change, but maybe if we changed other towns will follow in our steps.

Thanks, John

**BETHANY THATCHER via Newtown CT** Tue, Sep 11, 6:54 PM (13 days ago)

to me

Submitted on Tuesday, September 11, 2018 - 6:54pm

Submitted by user: Anonymous

Submitted values are:

Your name: BETHANY THATCHER

Your e-mail address: [bethanythatcher24@gmail.com](mailto:bethanythatcher24@gmail.com)

Subject: Plastic ban/paper charge

Message:

Hello!

I'm writing to let you know that I am in full support of a ban on plastic bags in Newtown, along with a charge for paper bags. Humans are lazy by nature, and there needs to be some incentive to start using reusable bags instead of just grabbing paper ones.

I believe Newtown should be an example for other towns and show that we really care about our environment.

Thank you!

Bethany Thatcher

[14 Antler Pine Rd.](#)

Sandy Hook

**Lois Barber via Newtown CT** Sun, Sep 9, 8:36 PM

to me

Submitted on Sunday, September 9, 2018 - 8:35pm  
Submitted by user: Anonymous  
Submitted values are:

Your name: Lois Barber  
Your e-mail address: [babycontest2010@gmail.com](mailto:babycontest2010@gmail.com)  
Subject: computer glitch

Message:

Sorry about the state of my last letter. I had some computer issues, but you get the gist of it. Please disregard the petition because they were not being honest with the public.

I just got back from Portland, OR. They seem to have a pretty good solution to cutting down on plastic bags. Paper bags are free, and the cashier only gives out plastic if you are buying raw meat and eggs.

**Lois Barber via Newtown CT** Sun, Sep 9, 8:30 PM

to me

Submitted on Sunday, September 9, 2018 - 8:30pm  
Submitted by user: Anonymous  
Submitted values are:

Your name: Lois Barber  
Your e-mail address: [babycontest2010@gmail.com](mailto:babycontest2010@gmail.com)  
Subject: Dishonest Petition

Message:

Nowhere on the petition does it mention that signing the petition does it say the environmental group that wants it also wants the supermarkets to charge 10 cents per paper bag.

I love my town, my country, and the earth. However, I also honest people and the way they are getting people to sign is dishonest. Myself, as well as others (even those who signed), are not in favor of a charge for paper bags.

Here is a link to their online petition-

[https://petitions.moveon.org/sign/ban-single-use-plastic-8?source=c.em.cp&r\\_by=14752778](https://petitions.moveon.org/sign/ban-single-use-plastic-8?source=c.em.cp&r_by=14752778)

This petition is invalid because it is not the whole truth of what the plastic bag ban would mean for our everyday lives.

**Anna Lawlor via Newtown CT** Sat, Sep 1, 1:12 PM

to me

Submitted on Saturday, September 1, 2018 - 1:12pm

Submitted by user: Anonymous

Submitted values are:

Your name: Anna Lawlor

Your e-mail address: [annawhittemore@yahoo.com](mailto:annawhittemore@yahoo.com)

Subject: It's time to let go of plastic bags

Message:

To The Members Of The Legislative Council,

I agree with the proposal I have heard about banning plastic bags. My family is weaning off of plastic bags and we find it to be easier than we thought.

We've purchased a few extra reusable bags and keep them in our cars. We feel good about helping the environment and being a good example to our three children. I work in the town of Fairfield, and they are also considering this step. I have noticed that very few people in fairfield use plastic and that most shoppers walk into shops and grocery stores with reusable totes. I believe that this is the way of the future, and I think that this is something that Newtown can and should do! Please strongly consider the plastic bag ban.

Thank you for working on this town committee, and thank you for your time,  
Respectfully,

Anna Lawlor

[23 Timbermill Rd.](#)

2018-2019 Road Program Schedule - Progress Update 9/18/19

**A. Program Road Paving Completed To Date:**

- 1 Birch Hill Road
- 2 Brushy Hill Road
- 3 Grays Plain Road
- 4 High Bridge Road
- 5 High Rock Road
- 6 Hundred Acres Road
- 7 Huntingtown Road
- 8 Monitor Hill Road
- 9 Old Farm Hill Road
- 10 Pastors Walk
- 11 Pond Brook Road
- 12 School House Hill Road

**B. Program Road Reclamation - Paving to Follow:**

- 1 Pebble Road - Underway
- 2 Yearling - Next

**C. Program Chip Seal Roads - Preparation Complete- Chip Seal complete - Fog Seal to Follow**

- |                        |                            |
|------------------------|----------------------------|
| 1 Acorn Drive*         | 15 Misty Vale Road         |
| 2 Alder Lane           | 16 Mountain Manor Road     |
| 3 Antler Pine Road*    | 17 Old Purdys Station Road |
| 4 Arthurs Court        | 18 Osborne Hill Road       |
| 5 Bennetts Bridge Road | 19 Owl Ridge Road          |
| 6 Brandywine Lane      | 20 Paugussett Road         |
| 7 Bristle Lane         | 21 Purdys Station Road     |
| 8 Cobblers Mill        | 22 Rose Lane               |
| 9 Far horizon Drive    | 23 Silo Road               |
| 10 Fawnwood Road       | 24 Skidmore Lane           |
| 11 Fox Hollow Road     | 25 Stonegate Lane          |
| 12 Huntingtown Road    | 26 Sweetbriar Lane         |
| 13 Lone Oak Meadow     | 27 Yogananda Street        |
| 14 Merlins Lane        |                            |

*All Roads Swept except Acorn Drive\* and Antler Pine\*.*

**D. Milling - Complete. Paving Scheduled Starting 9/20 Weather Permitting**

- 1 Orchard Hill
- 2 Alberts Hill
- 3 Hall Lane

**E. Patch Paving - First Roads Scheduled**

- 1 Hanover Road
- 2 Hattertown Road
- 3 Walnut Tree Hill Road

**F. Drainage-Scheduled**

- 1 Mile Hill South
- 2 Mt. Nebo
- 3 Lakeview Terrace





**TOWN OF NEWTOWN**  
**OFFICE OF THE FINANCE DIRECTOR**

**2019 - 2020 TENTATIVE BUDGET TIMETABLE**

October 24, 2018	Departments Receive Budget Instructions.
December 10, 2018	Completed Budget Forms to the Finance Director.
December 11 – January 07, 2019	First Selectman/Finance Director budget review with departments
January 08 – February 08, 2019	Departments meet with Board of Selectmen.
February 11, 2019	Board of Selectmen submit Budget to the Board of Finance (no later than the 14 <sup>th</sup> )
February 14, 2019 (Thursday)	Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed Budgets (no later than March 7 <sup>th</sup> ). (Publish 5 days prior to hearing: 2/08/19)
March 06, 2019	Board of Finance submits Budget to the Legislative Council (no later than March 14 <sup>th</sup> ).
March 20, 2019 (Wednesday)	Legislative Council holds a Public Hearing on the Proposed Board of Finance Recommended Budget (no later than March 28 <sup>th</sup> ). (Publish 5 days prior to hearing: 3/15/19)
April 03, 2019	Legislative Council Adopts Budget (no later than second Wednesday in April)
April 23, 2019 (Tuesday)	The Annual Budget Referendum (4 <sup>th</sup> Tuesday of April) (Publish 4/12/19)

**TOWN OF NEWTOWN  
APPROPRIATION (BUDGET) TRANSFER REQUEST**

FISCAL YEAR **2018 - 2019** DEPARTMENT **Finance** DATE **8/30/18**

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-11-150-5110-0000 SALARIES & WAGES - FULL TIME	(12,500)	USE NEGATIVE AMOUNT ↓
	1-101-11-140-5110-0000 SALARIES & WAGES - FULL TIME	(10,000)	
	1-101-13-500-5110-0000 SALARIES & WAGES - FULL TIME	(18,500)	
	1-101-16-550-5110-0000 SALARIES & WAGES - FULL TIME	(5,000)	
	1-101-24-570-5899-0000 CONTINGENCY	(14,000)	
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TO:	1-101-11-205-5301-0000 FEES & PROFESSIONAL SERVICES	50,563	USE POSITIVE AMOUNT ↓
	1-101-11-205-5445-0000 SOFTWARE/HARDWARE MAINTENANCE FEES	9,437	
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**REASON:**

Current accounting/payroll/human resource system (phoenix - shared by Town & BOE) is outdated and is not being supported by the software company anymore. The software company, PowerSchool, has offered the Town a robust, modern accounting/payroll/human resource system called eFinance. The annual fee is more than phoenix but no where near other popular systems. The BOE has already committed to eFinance. Total 2018-19 cost is \$60,000 (\$67,225 total cost; less \$10,538 credit for 2018-19 payment to phoenix plus estimated travel for training of \$3,313. Annual ongoing fees total \$26,725 (starting 2019-20). See attached for detail. Savings in salary accounts are due to vacancies and the time it takes to fill them.

**AUTHORIZATION:** \_\_\_\_\_ **date:** \_\_\_\_\_

(1) DEPARTMENT HEAD \_\_\_\_\_

(2) FINANCE DIRECTOR \_\_\_\_\_

(3) SELECTMAN \_\_\_\_\_

(4) BOARD OF SELECTMEN \_\_\_\_\_

(5) BOARD OF FINANCE \_\_\_\_\_

(6) LEGISLATIVE COUNCIL \_\_\_\_\_

AUTHORIZATION SIGN OFF

FIRST 335 DAYS >>>>WITH IN A DEPT.>>>>LESS THAN \$50,000>>>> (1), (2) & (3) SIGNS OFF; MORE THAN \$50,000>>>> (1), (2), (3) & (5)  
>>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF

AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF



# Summary: Finance/HR/ERP eFinancePLUS



## **Built-in Safeguards**

System intelligence flags discrepancies for human review, eliminating costly errors



## **Efficient Workflows**

**Designed for You**  
Make the system work the way you want it to with customized workflows



## **Control User Access**

Improve collaboration, empower employees to get their jobs done, and ensure security and protection



## **Easy to Use**

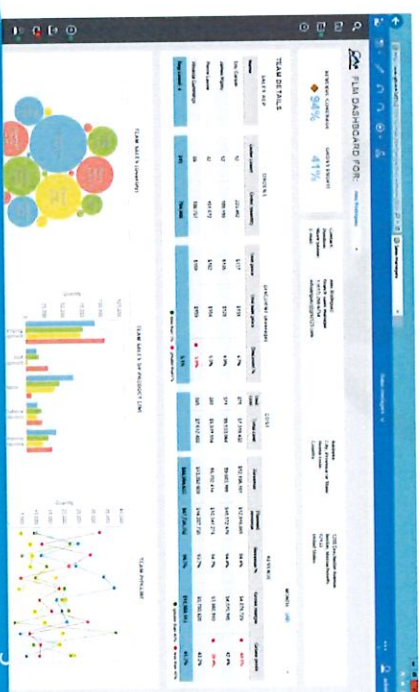
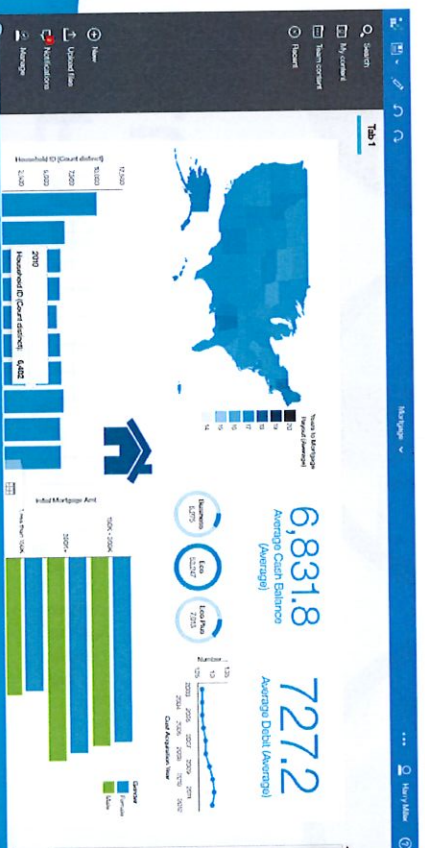
Requires no technical background and can be used collaboratively by all employees across departments

# Advanced Reporting & Analytics with IBM Cognos



**IBM Cognos 11**  
**Intelligence Unleashed**  
Smarter Decisions. Better Results.

*“Data is useless, it’s  
what you do with it  
that counts.”*



# Future-Ready Software

- eFinancePLUS utilizes the latest technologies available



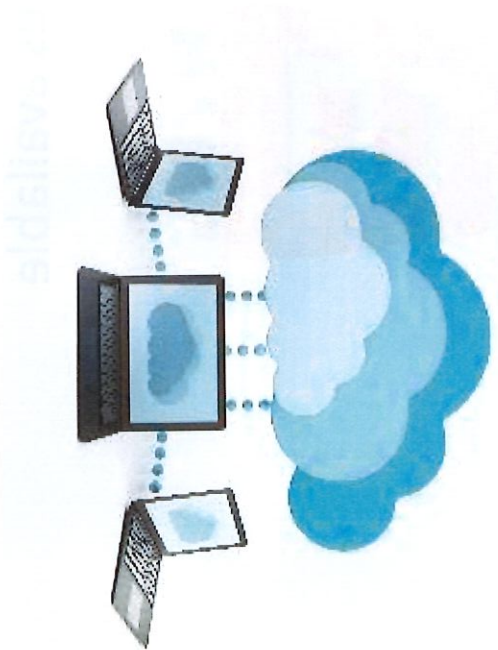
Microsoft  
**SQL Server**



# Cloud-Based Application Deployment

- eFinancePLUS is hosted on Powerschool's servers – SaaS (Software as a Service)
  - Less burden on IT Department
  - Updates are more efficient
  - Backups are maintained
  - Connect securely from anywhere

*\* Moving to Microsoft Azure cloud hosting*



# Ease of Use

- eFinancePLUS allows you to work efficiently and keeps you informed
  - Customizable notifications for Purchasing, General Ledger, Accounts Payable, HR
  - Manage daily fiscal operations with simple processing centers and helpful wizards
  - Use this year's fiscal information to produce multiple versions of next year's budget
  - Easily generate state and federal regulatory reports
  - Empower employees with a convenient portal/app for accessing payroll and personnel info
- Quickly and accurately handle complex district payrolls using a step-by-step wizard
- Execute hundreds of out-of-the-box reports on demand





# eFinancePLUS Implementation Model

