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TOWN OF NEWTOWN

LEGISLATIVE COUNCIL

LEGISLATIVE COUNCIL MEETING COUNCIL CHAMBERS, 3 PRIMROSE STREET, NEWTOWN, CT WEDNESDAY, NOVEMBER 6, 2019

MINUTES

PRESENT: Chris Eide, Chris Smith, Jordana Bloom, Robert Pickard (7:48 pm), 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, Selectman Jeff Capeci, Board of Finance members Jim Gaston and Ned Simpson, 1 public, 1 press.

CALL TO ORDER: Mr. Lundquist called the meeting to order with the Pledge of Allegiance at 7:38 pm.

VOTER COMMENT: None.

MINUTES: MR. HONAN MOVED TO ACCEPT THE MINUTES OF THE OCTOBER 2, 2019 LEGISLATIVE COUNCIL MEETING. SECOND BY MR. CARROLL. ALL IN FAVOR. MOTION PASSES. (11-0)

COMMUNICATIONS: Email from Kristin Bonacci. (ATTACHMENT)

COMMITTEE REPORTS: None.

FIRST SELECTMAN'S REPORT: First Selectman Rosenthal congratulated those Legislative Council members who were re-elected yesterday, and thanked those members who decided not to run, for their service. The Board of Selectmen just met and discussed primarily the police department project, three items that were re-bid last week. The next Board of Selectmen's meeting is November 18, the second discussion on Fairfield Hills, will cover detailed cost analysis.

Mr. Wiedemann asked for details regarding the FEMA money. First Selectman Rosenthal said the state still has to send Newtown the official award letter. The award might be a little bit more than \$2.45 million, once Newtown has received the official award letter, we are allowed to authorize spending priorities. Mr. Lundquist will put this on the agenda for the next Legislative Council.

Mr. Knapp asked if revenues will be discussed at the Board of Selectmen's meeting, First Selectman Rosenthal said yes, revenues, grants will be discussed.

NEW BUSINESS

Recommended Capital Improvement Plan Policy from the BOF

Mr. Gaston and Mr. Simpson led the conversation about the changes and revisions to the CIP policy. Clarification of language, timing of plan, highlights in Section 310 were reviewed. (ATTACHMENT) The Board of Finance had a lot of discussion on item 310-7 A1 item, if project needs to go to Public Building and Site, include in initial conversations. 310-7J is a new provision for a new First Selectman to have a look at year 1, the first year. Mr. Lundquist thanked all for the work from BOS, BOF, and BOE. Mr. Lundquist asked Council members for high-level questions.

Mr. Smith asked to list of the top 3 issues. Mr. Gaston said clarification of language, finality as to when this process ends, timing of process.

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Mr. Eide said one concern that has come up is bonding for items that don't have a life expectancy of that of the bond, is there any language around life expectancy. Mr. Gaston said no, Mr. Simpson said there is indirect language regarding life expectancy of the project.

First Selectman Rosenthal said regarding Public Building & Site role, looked at the Charter, more around conception and planning of project, encourage the new facilities director to coordinate with Public Building & Site early on and as much as possible.

Ms. DeStefano said 310-6 change of eligibility, understands the rationale, changes go from a percentage amount to a flat number, was that discussed. Mr. Gaston said yes, the other side of the argument is that the number grows with the budget and don't need to revisit it, it was weighing transparency and simplicity vs. a number that does not fundamentally have to be changed every few years.

Mr. Knapp said while it is a CIP plan policy, the scope goes beyond that, it starts with the CIP process and also includes the appropriation process and the execution on these projects, 310-10C is also 6-35 in the charter, wondered if it goes beyond capital improvement planning and into project appropriations, and consider breaking it out. Also, existing language, 310-3D official commitment to funding expenditures, concerned of revenue shortfalls, if planning on not funding, but if this plan constitutes a commitment to fund, that almost ties our hands in the special appropriations process. Mr. Gaston said they had the discussion and if it should be a footnote or appendix, for transparency was decided to keep as part of the policy, but there is argument to pull it out.

Mr. Lundquist asked about the loop if Council makes changes to the CIP, it would go back to the Board of Finance, and did the board make that more formal and talk about moving that deadline beyond January 30, any thought to accommodate an extension of that date if discussions go back and forth. Mr. Simpson said there is a provision that the timing can be extended, 310-5 second paragraph, page 3 includes provision.

Mr. Lundquist asked about the role of the years 6-10. Mr. Gaston said it is a view of future thinking, like a heads up. Mr. Simpson said the charter calls for a 5-year CIP.

Mr. Lundquist said Council has an opportunity to send this to the Finance and Administration Committee.

MR. WIEDEMANN MOVED TO SEND THE RECOMMENDED CAPITAL IMPROVEMENT PLAN POLICY FROM THE BOARD OF FINANCE TO THE FINANCE AND ADMINISTRATION COMMITTEE. SECOND BY MR. CARROLL. Mr. Knapp wondered procedurally, same as outstanding ordinances, at the end of the term do those committees no longer exist with their charges, do they carry forward to the new committee of the new Council. Mr. Lundquist said if it is on record, it is to our discretion to carry forward. ALL IN FAVOR. MOTION PASSES. (12-0)

Newtown Federation of Teachers Contract 2020-2023

Mr. Lundquist said that Ms. DeStefano has been the Legislative Council representative throughout the contract negotiation process and will provide a review of the process and where things netted out. Mr. Lundquist reviewed 3 possible next steps for Council, 1) to take no action at all and by state statute it will be take effect and be binding within 30 days of its filing with the Town Clerk, or 2) vote to accept it which acts as an endorsement, or 3) vote to reject it and send back to the mediation process.

Ms. DeStefano said it was an interesting process to be part of and witness. An agreement was met, forwarded the key financial components. There were language changes, changes in calendar and school days, some of which are not as relevant to Council. Key financial provisions highlighted. (ATTACHMENT) The Board of Ed and NFT felt the 3-year total of 8.91% was reasonable, including general wage increase and step increase. It is in line with statewide averages. Looked at last year and this year. Very cognizant to not create a gap and make up for a big gap.

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Mr. Lundquist asked if the 3-year salary average was in middle of state average, including insurance, does that mean it is also in line with DRG and typical comparisons, Ms. DeStefano said yes.

Mr. Knapp asked if these projections are based on current staffing, Ms. DeStefano said yes. Mr. Knapp said how Newtown compares to average, comparative groups, negotiating against the field, try to get to the average, if significantly above the average, then arbitration is maybe something to look at. Ms. DeStefano said in the case of arbitration, the arbitrator does not split the difference, and that is one of the major risks of going through arbitration, they go to the final disagreed offers, the proof of burden is on the party asking for the change to be made. Ms. DeStefano said the hope was for an agreement to be satisfactory to all sides and to be near the average. Mr. Knapp said it was his understanding the arbitrator might pick from last best, which two contracts ago went to arbitration, but if dramatically under it would be good to go to arbitration.

MS. DESTEFANO MOVED TO ACCEPT THE NEWTOWN BOARD OF EDUCATION CONTRACT SETTLEMENT WITH NEWTOWN FEDERATION OF TEACHERS, CONTRACT 2020-2023. SECOND BY MR. HONAN. Ms.

DeStefano said Council do nothing, it is mostly symbolic, and it will be in agreement. Mr. Wiedemann said he would not support this action and would vote to take no action, he does not think there were enough concessions in particular with insurance, many corporations go to a much higher deductible. Mr. Lundquist asked if this is a lost opportunity with regard to an arbitration scenario and the process. Ms. DeStefano said this was an area where significant concessions were made, the teachers are carrying more costs than some teachers in other districts, concessions were made, it was important to stay in the self-funded programs. Mr. Knapp asked if they brought up the move to state insurance. Ms. DeStefano said there were conversations about changes in insurance, do not know how much negotiation, important to stay with insurance. Mr. Pickard understands this more of a symbolic vote that we support the fact that an agreement was made, there is a big risk to raise deductible, he supports the idea an agreement was made. First Selectman Rosenthal said given that the funding position of the town's self-funded plan, is strong, but were we to lose the Board of Education there would be serious repercussions for town employees. Mr. Eide said he will abstain from voting because his wife is a teacher in the district. Mr. Smith understands the concerns of expense and concerned about flexibility. Ms. Bloom said done due diligence has been done and will support the work done with a yes vote. **MOTION PASSES. (8-3) (Mr. Smith, Mr. Wiedemann, Mr. Carroll opposed. Mr. Eide abstained.)**

Grant from the Naugatuck Valley Council of Government for the remediation of a property located at 28 Glen Rd
MR. WIEDEMANN MOVED A REQUEST, FROM ECONOMIC AND COMMUNITY DEVELOPMENT,
PERMISSION TO ACCEPT THE AWARD OF A \$30,000 GRANT FROM THE NAUGATUCK VALLEY COUNCIL
OF GOVERNMENT'S FOR THE REMEDIATION OF A PROPERTY LOCATED AT 28A GLEN ROAD. SECOND
BY MR. CARROLL. Grant is for removal of materials and clean up, Mr. Tait said that is budgeted funds, it will secure the grant. **ALL IN FAVOR. MOTION PASSES. (12-0)**

Grant from the State Economic Development Administration for the replacement of the sewer system on the Fairfield Hills campus

MR. WIEDEMANN MOVED A REQUEST, FROM ECONOMIC AND COMMUNITY DEVELOPMENT,
PERMISSION TO ACCEPT THE AWARD OF \$914,981 GRANT FROM THE STATE ECONOMIC DEVELOPMENT
ADMINISTRATION FOR THE REPLACEMENT OF THE SEWER SYSTEM ON THE FAIRFIELD HILLS CAMPUS.
SECOND BY MR. CARROLL. Mr. Lundquist asked if this half of the grant money is necessary to secure the work. Yes, said First Selectman Rosenthal, \$1.8 million to upgrade, get 50% paid for, balance will be bonded and paid by sewer assessment on Fairfield Hills campus, will need to go on the referendum ballot for voter. Mr. Wiedemann asked if the new system be efficient if there is further development on the campus, First Selectman Rosenthal said this upgrades to suit a capacity issue. Mr. Knapp asked how much do we know of current sewer system. First Selectman Rosenthal said enough to know that it is challenged, piping is old, infrastructure is deep. This an opportunity to secure half the funding. First Selectman Rosenthal said that at future meeting Mr. Hurley could provide scope. **ALL IN FAVOR. MOTION PASSES. (12-0)**

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VOTER COMMENT: None.

ANNOUNCEMENTS: None.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:00 pm.

Respectfully submitted,

June Sgobbo, Clerk

Attachments: BOF Approved CIP Policy, BOF CIP Policy Sect 310 Changes NJS Notes 20191104, Current to BOF Section 310 CIP 20191104, Newtown Section 310 MS Word Format, Notice of NFT Contract Posting 101619, Summary – Newtown Board of Education Contract Settlement with the NFT, 28 Glen Road Grant, FH Sewer Grant

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE LEGISLATIVE COUNCIL
AT THE NEXT MEETING.**

LEGISLATIVE COUNCIL

----- Forwarded message -----

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

Date: Thu, Oct 10, 2019 at 3:35 PM

Subject: Form submission from: Contact the Legislative Council

To: <plundquist.newtown@gmail.com>

Submitted on Thursday, October 10, 2019 - 3:35pm

Submitted by user: Anonymous

Submitted values are:

Your name: Kristen Bonacci

Your e-mail address: mjb0327@aol.com

Subject: Board of Education Forum 10/17/19

Message:

Hello,

My name is Kristen Bonacci and I am the Co-President at Newtown Middle School PTA. Myself along with the other PTA Presidents have organized a Board of Education forum Thursday October 17th from 7-8:30pm at Newtown High School in the lecture hall. We wanted to extend an invitation to your board to attend. Any questions please feel free to contact me.

Thank you,
Kristen Bonacci

Newtown Capital Improvement Plan (CIP) Policy

310-1. Purpose

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

310-2. Goal

- A. The goal in adopting this regulation is to:
- (1) Prioritize, on a Town-wide basis, proposed major capital assets/projects;
 - (2) Establish a consistent level of spending for such capital assets/projects;
 - (3) Integrate financial planning, budgeting and debt issuance for the Town;
 - (4) Encourage careful project design.
- B. This Capital Improvement Plan (CIP) regulation hereby:
- (1) Creates a process by which the Board of Finance adopts a proactive position regarding capital expenditures of the Town of Newtown;
 - (2) Creates a process by which the Board of Finance evaluates, modifies, postpones or eliminates, prioritizes, and monitors proposed capital assets/projects;
 - (3) Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting the above Sections B(1) and (2).

310-3 Overview

- A. The Capital Improvement Plan (CIP) is Newtown's five-year program of major capital asset/project acquisitions of a nonrecurring nature. The CIP is based on assigned priorities that consider Town: plans, needs, desires and mandates in the context of current and anticipated financial capability to finance such improvements.
- B. The CIP shall be reviewed at least annually. The need or idea for capital assets/projects may originate from department heads, boards or commissions. These capital assets/projects items are compiled by the Board of Selectmen and Board of Education. After review and endorsement by the respective boards, each Board presents their

Newtown Capital Improvement Plan (CIP) Policy

proposed CIP to the Board of Finance. Following the presentations, a combined CIP along with analysis by the Finance Director is presented to the Board of Finance. The Board of Finance shall review and may amend the CIP which is then presented to the Legislative Council for review, amendment and approval.

- C. A "Major Capital Asset/Project" is defined in Section 310-6.
- D. Once the Legislative Council has approved the CIP, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent years' budgets. Certain items may be subject to approval by Referendum and/or require bonding authorizations.
- E. Adopting a CIP does not end with the first year. Changing needs, priorities, emergencies, cost changes, funding shortfall, mandates, technology or other circumstances may require changes, deletions or additions to the CIP annually.
- F. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:
 - Minimizes borrowing costs by supporting a high bond rating;
 - Reduces the need for "crash programs" to finance Town Capital Assets/Projects;
 - Focuses attention on community goals, needs and capabilities;
 - Achieves optimum use of taxpayer dollars;
 - Guides future community growth and development;
 - Ensures that projects are well planned in advance of construction;
 - Provides for the orderly replacement of capital assets;
 - Encourages a more efficient governmental administration as well as maintains a sound and stable financial program;
 - Promotes transparency regarding planned major capital assets/projects and their costs.

310-4 Implementation and Amendments

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

Newtown Capital Improvement Plan (CIP) Policy

310-5 Presentation of Proposed Capital Assets/Projects to Board of Finance

Proposed capital assets/projects may be brought to the Board of Finance at any time. However, except for exigent circumstances, as determined by the Board of Finance, requests for changes to the approved CIP shall not be considered by the Board of Finance until the next September through November period.

The following CIP Timing/Schedule shall be followed. Small adjustments to the schedule may be made upon approval by the Finance Director and majority vote of each applicable Board or Council involved in the extension of time.

CAPITAL IMPROVEMENT PLAN TIMING/SCHEDULE:

July/August/September	Board of Selectmen departments prepare their CIP requests First Selectman presents the proposed First Selectman CIP to the Board of Selectmen Board of Education develops their CIP based on that boards policy and procedure
Board of Finance 2nd meeting in Sept.	Board of Education presents its proposed CIP to the Board of Finance
Board of Finance 1st meeting in October	Board of Selectmen presents its proposed CIP to the Board of Finance Finance Director presents the combined Town of Newtown CIP along with analysis including a Debt Forecast Schedule
By November 30	Board of Finance presents its recommended CIP to the Legislative Council
By January 31st	Legislative Council adopts its approved CIP Legislative Council determines which first year CIP projects go to referendum in April
February/March	Bond resolutions go through the approval process for CIP projects that have been approved for referendum

Newtown Capital Improvement Plan (CIP) Policy

310-6 Eligible Capital Asset/Project

To be eligible for inclusion in the CIP, a proposed capital asset/project expenditure shall have an estimated cost that is at least \$200,000. Listed below are some of the criteria which would make a request eligible for inclusion in the CIP, assuming the proposed project exceeds the financial requirement set forth above:

- A. Incurred debt obligations;
- B. Acquisition or lease of land, improvements to land, easements buildings improvements, and / or development rights;
- C. Purchase of major equipment including vehicles, machinery, works of art, and historic treasures, with life expectancies of 5 years or more;
- D. New construction improvements, renovations, and demolition of facilities and sites, including engineering, design, permitting, and other pre and post construction costs;
- E. Major studies requiring the employment of outside professional consultants;
- F. Infrastructure improvements (streets, sewers, bridges, sidewalks, technology);
- G. Feasibility analysis/design/cost estimates and other professional services relative to anticipated major projects;
- H. Ancillary charges necessary to place the capital asset into its intended location and/or condition for use. Ancillary charges include costs that are directly attributable to asset acquisition—such as freight and transportation charges, site preparation costs, and professional fees;
- I. Bundling of annual maintenance or dissimilar items in order to reach the \$200,000 threshold are to be seriously scrutinized.

310-7 Process

All requests for inclusion in the CIP should adhere to the following process and be submitted on a form as prescribed by the Town Financial Director with input from the Board of Finance. While only the first five years of the plan are to be approved, ten years of desired capital assets/projects should be submitted.

- A. Each Town department and the Board of Education shall prepare a prioritized list of proposed capital assets/projects along with proposed funding source, summary description, and benefit commentary.
 - (1) For departments so indicated by Charter, and the Board of Education, relevant Boards, Councils or Committees shall review and comment on the list and projects. e.g. Public Building and Site Commission, and Sustainable Energy Commission.
 - (2) Reviewed lists created by town departments shall be submitted to the First Selectman.
- B. The First Selectman will evaluate the town department requests and produce a “First Selectman CIP” to be submitted to the Board of Selectmen for review, adjustment and approval;

Newtown Capital Improvement Plan (CIP) Policy

- C. Board of Education shall prepare and submit to the Board of Finance a prioritized list of proposed capital assets/projects along with their proposed funding source.
- D. After presentation of the First Selectman CIP, the Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education.
- E. The requesting department or agency will plan for and be responsible for funding any professional estimating for a project in the operational budget. If applicable, alternative sources of funding can and should be identified, such as the Capital Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate.
- F. The Board of Selectmen and the Board of Education shall also include in the request(s) for each capital asset/project, with increasing detail for nearest years:
 - (1) The identification of planned funding: Bonding, General Funds, Special Revenue Funds, and any grants, revenues or reimbursements anticipated and
 - (2) Project description and project justification
- G. The Town Finance Director will:
 - (1) Review and compile the Board of Selectmen Proposed CIP and Board of Education Proposed CIP lists into a “Combined CIP” for presentation to the Board of Finance;
 - (2) Prepare a financial impact statement, including a Bond Forecast Schedule which shows the effect of the Combined CIP on future annual debt payments for at least five (5) years, to ensure adherence to the Town Debt Service Policy.
- H. The Board of Selectmen and Board of Education will each prioritize their capital assets/projects and the prioritized Combined CIP will be presented to the Board of Finance. The Finance Director will present the Bond Forecast Schedule and other analysis.
- I. The Board of Finance will review the Combined CIP.
 - (1) It may reduce a capital assets/project cost and scope; it may transfer capital assets/projects between CIP years, and it may add or eliminate a capital asset/project. Moving or adding a capital asset/project to Year One, should be strictly scrutinized.
 - (2) The Board of Finance will then prioritize, within each CIP year, the recommended capital assets/project and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase, expenditure or project.
 - (3) Rejected capital assets/projects can be resubmitted to the appropriate Board at the first stop of the process next fiscal year. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level the following fiscal year.
- J. In odd years if the election of a First Selectman results in the election of a person other than the First Selectman who presented the CIP to the Board of Finance in October of that year, that new First Selectman may request changes to the first year of the CIP under review by the Board of Finance and Legislative Council.

Newtown Capital Improvement Plan (CIP) Policy

- K. The Board of Finance will present their recommended CIP to the Legislative Council by November 30th. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule (updated for any Board of Finance actions).
- L. The Legislative Council will review the Board of Finance recommended CIP. It may accept it in its entirety. It may reduce, transfer between CIP years, eliminate or add capital asset(s)/project(s). Moving or adding a capital asset/project to year one will be strictly scrutinized. The Legislative Council will then prioritize, within each CIP year, the capital assets/projects.
- M. Upon any change of the Board of Finance's recommended CIP by the Legislative Council, the Legislative Council shall return its proposed CIP with changes to the Board of Finance for review and recommendation before final approval by the Legislative Council.
 - (1) The failure of the Board of Finance to make any recommendations within ten days of the Legislative Council's proposed CIP, then the Legislative Council's last proposed CIP shall be final.
 - (2) No matter the number of CIP changes by the Legislative Council, the Board of Finance shall have only one post November 30th review and recommendation.
- N. The Legislative Council will adopt a Town wide CIP and, by January 31st, will determine which capital assets/projects from year one of the CIP should go to referendum. IF the Legislative Council has not passed the final CIP plan by January 31st, the Board of Finance recommended CIP presented to the Legislative Council shall be the final adopted Town wide CIP.
- O. The following should be considered when determining which capital assets/projects go to referendum:
 - (1) Projects that require multiple years of funding or that exceed Legislative Council fiscal authority;
 - (2) Capital assets/projects which, because of their significant cost, may limit the Legislative Council's fiscal authority;
 - (3) Time sensitive projects;
 - (4) Safety and security importance.

310-8 Prioritization

The Board of Selectmen, Board of Education, Board of Finance and Legislative Council should consider the following guidelines when recommending the prioritization of individual capital items: (In no particular order)

- A. Projects implementing approved Town plans such the Plan Of Conservation and Development and the Fairfield Hills Master Plan;
- B. Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum;
- C. Significant consideration shall be given to the most costly of the remaining capital items which should go to referendum;
- D. Items that are time-sensitive should receive priority consideration for referendum;

Newtown Capital Improvement Plan (CIP) Policy

- E. The cost of the purchase;
- F. The impact of the purchase versus the benefit to the Town;
- G. The year it will be implemented;
- H. The source of financing;
- I. Public Safety;
- J. Existing infrastructure;
- K. Economic Development;
- L. Quality of life;
- M. Regulatory Compliance;
- N. Impact on current and future operational budgets;
- O. The benefit or risk to the Town should the purchase not be made.

310-9 Town Budget

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

310-10 Capital Asset/Project Process

- A. The processes used to authorize bonding and appropriations for a capital asset/project are controlled by a series of checks and balances exercised by the executive, finance, and legislative arms of the Town government. These processes are established to ensure that each project or purchase with significant costs is evaluated and examined by persons elected to represent the best interests of the community. Every project accepted into the Capital Improvement Plan, as approved by the Board of Selectmen, Board of Education, Board of Finance and Legislative Council is subject to the same rigorous review. Except for emergency situations, a consistent and documented process should be used to advance every capital project or asset purchase from inception to execution by its requesting agent.
- B. Projects or purchases approved for inclusion in the CIP typically progress from the introductory phase in year ten to the execution phase in year one. However, priorities may change between each annual review. Projects in year one on the CIP are intended for implementation during that fiscal year. Capital Projects to be implemented must go through the bonding and special appropriations processes, as determined by the Charter.

Newtown Capital Improvement Plan (CIP) Policy

- C. Steps in this process for projects readying for implementation include
- (1) Bonding funds for requested capital assets/projects:
 - a) The Finance Director causes a bonding resolution to be prepared. The resolution will identify the funds being requested and the purpose of those funds. The department or board with ownership of the proposed project initiates this process through contact with the Director of Finance;
 - b) The bonding resolution to fund the proposed project is submitted to Board of Finance for discussion/action;
 - c) If approved by the Board of Finance, the bonding resolution is then submitted to Board of Selectmen for discussion/action;
 - d) If approved by the Legislative Council, the resolution is then submitted by Board of Selectmen for discussion/action.
 - (2) Appropriating funds for projects for which bonding has been approved follows these steps: (Greater detail about the process for appropriating funds for capital projects is described in the Charter)
 - a) A special appropriation request for a capital project is prepared by the Director of Finance in concert with the requesting department;
 - b) The appropriation request is submitted to the Board of Finance for discussion and action;
 - c) If approved, the appropriation request then moves to the Legislative Council;
 - d) The appropriations request if approved by Legislative Council, may also be acted on by the Board of Selectmen or referendum, depending upon the magnitude of funds requested as per the Charter.
 - (3) Management/oversight of capital/projects: The Public Building and Site Commission shall have control of supervision and construction of capital projects. Should the Public Building and Site Commission determine that it is unable to take on this responsibility, then other building committee or owner's representative may be appointed by the Board of Selectmen or Board of Education.
 - a) The Public Building & Site Commission or "other" authorized building committee will establish appropriate advisory committees; will prepare and issue appropriate Request For Quotations and Request For Proposals; and will select professionals and develop contracts with attorney and purchasing agent's input.
 - b) Contracts in conjunction with all such capital projects shall be authorized by the First Selectman, with approval of the Board of Selectmen, or Board of Education.

Newtown Capital Improvement Plan (CIP) Policy

- (4) Project planning and bidding: Once the special appropriation process is complete and approved by the appropriate levels of government, assignment of the project to the Public Building and Site Commission or "other" building committee may take place, followed by project planning, including the issuance of public bids.

Town of Newtown – Board of Finance
Changes to Newtown Code Section 310 Capital Improvement Plan

At their November 5, 2018 meeting the BOS approved draft document replacing Section 310 regarding the Capital Improvement Plan. Over a series of meetings, the BOF considered revisions to Section 310. In the summer of 2019, the working draft was sent to the BOS and BOE for their comments. The BOE sent a September 18, 2019 letter with comments which were accommodated into the draft. BOS comments were conveyed by their minutes August 19, 2019 meeting. The October 20 version is to be forwarded to Legislative Council for approval.

Changes to Section 310

1. Definition of CIP items. Conform to “Capital Asset/Project”
2. Threshold for inclusion was changed to \$200,000, recognizing that there are circumstances where an item under the threshold needs to be in the CIP. e.g. to show matching funds for grand application.
3. Time span of the plan approve was left at 5 years, However, 10 years projection will be included in BOS and BOE submissions. 5 years is in the Charter
4. Majority BOF and LC vote for additions was left in the policy.
5. Changes were made to be much more careful with additions or changes to Year 1.
6. A new provision was added for newly Elected First Term First Selectman Submittal
7. The process calendar was updated to reflect recent practice
8. Wording was added to discourage bundling of items into a CIP Capital Asset/Project

Newtown Capital Improvement Plan (CIP) Policy

310-1. Purpose

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

310-2. Goal

- A. The goal in adopting this regulation is to:
 - (1) Prioritize, on a Town-wide basis, proposed major capital assets/projects;
 - (2) Establish a consistent level of spending for such capital assets/projects;
 - (3) Integrate financial planning, budgeting and debt issuance for the Town;
 - (4) Encourage careful project design.
- B. This Capital Improvement Plan (CIP) regulation hereby:
 - (1) Creates a process by which the Board of Finance adopts a proactive position regarding capital expenditures of the Town of Newtown;
 - (2) Creates a process by which the Board of Finance evaluates, modifies, postpones or eliminates, prioritizes, and monitors proposed capital assets/projects;
 - (3) Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting the above Sections B(1) and (2).

310-3 Overview

- A. The Capital Improvement Plan (CIP) is Newtown's five-year program of major capital asset/project acquisitions of a nonrecurring nature. The CIP is based on assigned priorities that consider Town: plans, needs, desires, and mandates in the context of current and anticipated financial capability to finance such improvements.
- B. The CIP shall be reviewed at least annually. The need or idea for capital assets/projects may originate from department heads, boards or commissions. These capital assets/projects items are compiled by the Board of Selectmen and Board of Education. After review and endorsement by the respective boards, each Board presents their

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Five Year Capital Improvement Plan (CIP)¶
The Capital Improvement Plan (CIP) is a five-year plan identifying the Town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities. A "capital improvement" is defined as any expenditure for equipment, buildings, infrastructure, la [... [1]

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Newtown Capital Improvement Plan (CIP) Policy

~~proposed CIP to the Board of Finance. Following the presentations, a combined CIP along with analysis by the Finance Director is presented to the Board of Finance. The Board of Finance shall review and may amend the CIP which is then presented to the Legislative Council for review, amendment and approval.~~

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C. ~~A "Major Capital Asset/Project" is defined in Section 310-6.~~

D. Once ~~the Legislative Council has~~ approved ~~the CIP~~, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent years' budgets. ~~Certain items may be subject to approval by Referendum and/or require bonding authorizations.~~

E. Adopting a CIP does not end with the first year. Changing needs, priorities, emergencies, cost changes, ~~funding shortfall~~, mandates, technology ~~or other circumstances may~~ require ~~changes, deletions or additions to~~ the CIP annually.

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F. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- ~~Minimizes borrowing costs by supporting a high bond rating;~~
- Reduces the need for "crash programs" to finance ~~Town Capital Assets/Projects;~~
- Focuses attention on community goals, needs and capabilities;
- Achieves optimum use of taxpayer dollars;
- Guides future community growth and development;
- ~~Ensures~~ that projects are well ~~planned~~ in advance of construction;
- Provides for the orderly replacement of capital ~~assets;~~
- Encourages a more ~~efficient~~ governmental administration as well as maintains a sound and stable financial program;
- ~~Promotes transparency regarding planned major capital assets/projects and their costs.~~

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310-4 Implementation and Amendments

~~Notwithstanding that capital asset/project ideas or needs may originate as indicated in Section 310-3, the Board of Finance is responsible for implementing the Purpose and Goals expressed above in Sections 310-1 and 310-2 and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance but do not have voting privileges. The final approval and funding appropriation for the CIP is vested in the Legislative Council, unless expressed otherwise in this CIP policy.~~

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Newtown Capital Improvement Plan (CIP) Policy

310-5 Presentation of Proposed Capital Assets/Projects to Board of Finance

Proposed capital assets/projects may be brought to the Board of Finance at any time. However, except for exigent circumstances, as determined by the Board of Finance, requests for changes to the approved CIP shall not be considered by the Board of Finance until the next September through November period.

The following CIP Timing/Schedule shall be followed. Small adjustments to the schedule may be made upon approval by the Finance Director and majority vote of each applicable Board or Council involved in the extension of time.

CAPITAL IMPROVEMENT PLAN TIMING/SCHEDULE:

<u>July/August/September</u>	<u>Board of Selectmen departments prepare their CIP requests</u>
	<u>First Selectman presents the proposed First Selectman CIP to the Board of Selectmen</u>
	<u>Board of Education develops their CIP based on that boards policy and procedure</u>
<u>Board of Finance 2nd meeting in Sept.</u>	<u>Board of Education presents its proposed CIP to the Board of Finance</u>
<u>Board of Finance 1st meeting in October</u>	<u>Board of Selectmen presents its proposed CIP to the Board of Finance</u>
	<u>Finance Director presents the combined Town of Newtown CIP along with analysis including a Debt Forecast Schedule</u>
<u>By November 30</u>	<u>Board of Finance presents its recommended CIP to the Legislative Council</u>
<u>By January 31st</u>	<u>Legislative Council adopts its approved CIP</u>
	<u>Legislative Council determines which first year CIP projects go to referendum in April</u>
<u>February/March</u>	<u>Bond resolutions go through the approval process for CIP projects that have been approved for referendum</u>

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Newtown Capital Improvement Plan (CIP) Policy

310-6 Eligible Capital Asset/Project

To be eligible for inclusion in the CIP, a proposed capital asset/project expenditure shall have an estimated cost that is at least \$200,000. Listed below are some of the criteria which would make a request eligible for inclusion in the CIP, assuming the proposed project exceeds the financial requirement set forth above:

- A. Incurring debt obligations;
- B. Acquisition or lease of land, improvements to land, easements buildings improvements, and / or development rights;
- C. Purchase of major equipment including vehicles, machinery, works of art, and historic treasures, with life expectancies of 5 years or more;
- D. New construction improvements, renovations, and demolition of facilities and sites, including engineering, design, permitting, and other pre and post construction costs;
- E. Major studies requiring the employment of outside professional consultants;
- F. Infrastructure improvements (streets, sewers, bridges, sidewalks, technology;
- G. Feasibility analysis/design/cost estimates and other professional services relative to anticipated major projects;
- H. Ancillary charges necessary to place the capital asset into its intended location and/or condition for use. Ancillary charges include costs that are directly attributable to asset acquisition—such as freight and transportation charges, site preparation costs, and professional fees;
- I. Bundling of annual maintenance or dissimilar items in order to reach the \$200,000 threshold are to be seriously scrutinized.

310-7 Process

All requests for inclusion in the CIP should adhere to the following process and be submitted on a form as prescribed by the Town Financial Director with input from the Board of Finance. While only the first five years of the plan are to be approved, ten years of desired capital assets/projects should be submitted.

- A. Each Town department and the Board of Education shall prepare a prioritized list of proposed capital assets/projects along with proposed funding source, summary description, and benefit commentary.
 - (1) For departments so indicated by Charter, and the Board of Education, relevant Boards, Councils or Committees shall review and comment on the list and projects. e.g. Public Building and Site Commission, and Sustainable Energy Commission.
 - (2) Reviewed lists created by town departments shall be submitted to the First Selectman.
- B. The First Selectman will evaluate the town department requests and produce a “First Selectman CIP” to be submitted to the Board of Selectmen for review, adjustment and approval;

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Newtown Capital Improvement Plan (CIP) Policy

C. Board of Education shall prepare and submit to the Board of Finance a prioritized list of proposed capital assets/projects along with their proposed funding source.

D. After presentation of the First Selectman CIP, the Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education.

E. The requesting department or agency will plan for and be responsible for funding any professional estimating for a project in the operational budget. If applicable, alternative sources of funding can and should be identified, such as the Capital Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate.

F. The Board of Selectmen and the Board of Education shall also include in the request(s) for each capital asset/project, with increasing detail for nearest years:

- (1) The identification of planned funding: Bonding, General Funds, Special Revenue Funds, and any grants, revenues or reimbursements anticipated and
- (2) Project description and project justification

G. The Town Finance Director will:

- (1) Review and compile the Board of Selectmen Proposed CIP and Board of Education Proposed CIP lists into a "Combined CIP" for presentation to the Board of Finance;
- (2) Prepare a financial impact statement, including a Bond Forecast Schedule which shows the effect of the Combined CIP on future annual debt payments for at least five (5) years, to ensure adherence to the Town Debt Service Policy.

H. The Board of Selectmen and Board of Education will each prioritize their capital assets/projects and the prioritized Combined CIP will be presented to the Board of Finance. The Finance Director will present the Bond Forecast Schedule and other analysis.

I. The Board of Finance will review the Combined CIP.

- (1) It may reduce a capital assets/project cost and scope; it may transfer capital assets/projects between CIP years, and it may add or eliminate a capital asset/project. Moving or adding a capital asset/project to Year One, should be strictly scrutinized.
- (2) The Board of Finance will then prioritize, within each CIP year, the recommended capital assets/project and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase, expenditure or project.
- (3) Rejected capital assets/projects can be resubmitted to the appropriate Board at the first stop of the process next fiscal year. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level the following fiscal year.

J. In odd years if the election of a First Selectman results in the election of a person other than the First Selectman who presented the CIP to the Board of Finance in October of that year, that new First Selectman may request changes to the first year of the CIP under review by the Board of Finance and Legislative Council.

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Newtown Capital Improvement Plan (CIP) Policy

K. The Board of Finance will present their recommended CIP to the Legislative Council by November 30th. The Finance Director will also present to the Legislative Council the Bond Forecast Schedule (updated for any Board of Finance actions).

L. The Legislative Council will review the Board of Finance recommended CIP. It may accept it in its entirety. It may reduce, transfer between CIP years, eliminate or add capital asset(s)/project(s). Moving or adding a capital asset/project to year one will be strictly scrutinized. The Legislative Council will then prioritize, within each CIP year, the capital assets/projects.

M. Upon any change of the Board of Finance's recommended CIP by the Legislative Council, the Legislative Council shall return its proposed CIP with changes to the Board of Finance for review and recommendation before final approval by the Legislative Council.

(1) The failure of the Board of Finance to make any recommendations within ten days of the Legislative Council's proposed CIP, then the Legislative Council's last proposed CIP shall be final shall be final.

(2) No matter the number of CIP changes by the Legislative Council, the Board of Finance shall have only one post November 30th review and recommendation.

N. The Legislative Council will adopt a Town wide CIP and, by January 31st, will determine which capital assets/projects from year one of the CIP should go to referendum. IF the Legislative Council has not passed the final CIP plan by January 31st, the Board of Finance recommended CIP presented to the Legislative Council shall be the final adopted Town wide CIP.

O. The following should be considered when determining which capital assets/projects go to referendum:

(1) Projects that require multiple years of funding or that exceed Legislative Council fiscal authority;

(2) Capital assets/projects which, because of their significant cost, may limit the Legislative Council's fiscal authority;

(3) Time sensitive projects;

(4) Safety and security importance.

310-8 Prioritization

The Board of Selectmen, Board of Education, Board of Finance and Legislative Council should consider the following guidelines when recommending the prioritization of individual capital items: (In no particular order)

A. Projects implementing approved Town plans such the Plan Of Conservation and Development and the Fairfield Hills Master Plan;

B. Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum;

C. Significant consideration shall be given to the most costly of the remaining capital items which should go to referendum;

D. Items that are time-sensitive should receive priority consideration for referendum;

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Newtown Capital Improvement Plan (CIP) Policy

- E. ~~The cost of the purchase;~~
- F. ~~The impact of the purchase versus the benefit to the Town;~~
- G. ~~The year it will be implemented;~~
- H. ~~The source of financing;~~
- I. Public Safety;
- J. Existing infrastructure;
- K. Economic Development;
- L. Quality of life;
- M. Regulatory Compliance;
- N. Impact on current and future operational budgets;
- O. The benefit or risk to the Town should the purchase not be made.

310-9 Town Budget

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

310-10 Capital Asset/Project Process

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

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Newtown Capital Improvement Plan (CIP) Policy

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

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by the Board of Finance. The Board of Finance shall amend the CIP as required to address changing priorities and maintain the CIP at a five-year projection time frame.

Five Year Capital Improvement Plan (CIP)

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

Capital project planning is an ongoing process. Each year the CIP document is updated.

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Chapter 310 Capital Improvement Plan

§310-1 Goal.

- A. The goal of the Board of Finance in adopting this regulation is to:
 - (1) Prioritize, on a Town-wide basis, proposed major capital projects.
 - (2) Establish a consistent level of spending for such capital projects.
 - (3) Integrate financial planning, budgeting and debt issuance for the Town.
 - (4) Encourage careful project design.
- B. This Capital Improvement Plan (CIP) regulation hereby:
 - (1) Creates a process by which the Board of Finance adopts a proactive position regarding the capital expenditures of the Town of Newtown.
 - (2) Creates a process by which the Board of Finance identifies, prioritizes, evaluates, justifies, monitors, postpones or eliminates proposed capital expenditures.
 - (3) Creates a process by which the Board of Finance and the Legislative Council work compatibly in enacting Subsections B(1) and (2).

§ 310-2 Description; annual review.

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

Five Year Capital Improvement Plan (CIP)

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

Chapter 310 Capital Improvement Plan

Capital project planning is an ongoing process. Each year the CIP document is updated. The need or idea for capital improvements can originate from the department heads, the First Selectman, the Superintendent of Schools, and boards and commissions. These items are compiled into this document and presented annually to the Board of Finance and Legislative Council. Once approved, the CIP outlines the Town's official commitment to funding these expenditures in the subsequent years' budgets.

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

- Reduces the need for "crash programs" to finance the construction of Town facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future community growth and development.
- Advance planning ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital expenditures.
- Encourages a more-efficient governmental administration as well as maintains a sound and stable financial program

§ 310-3 Implementation and amendments.

The Board of Finance is hereby charged with the responsibility of implementing the goals expressed above in § 310-1 and all changes, additions and deletions to the CIP. In addition, among others, the Town Financial Director, First Selectman, Chairman of the Board of Education, Superintendent of Schools and Legislative Council members may advise the Board of Finance but do not have voting privileges.

§ 310-4 Presentation of proposed purchases to Board of Finance.

Proposed purchases may be brought to the Board of Finance at any time; however, except for exigent circumstances as determined by the Board of Finance, purchases not presented in the Board of Selectmen's or Board of

Chapter 310 Capital Improvement Plan

Education's yearly five-year CIP projection shall not be considered by the Board of Finance until the next June through October period. The Board of Selectmen shall submit its five-year projected CIP proposal at the first regularly scheduled Board of Finance meeting in August. The Board of Education shall submit its five-year projected CIP proposal at the first regularly scheduled Board of Finance meeting in June. The Board of Finance shall hold its review period from June through October.

§ 310-5 Eligible purchases and expenditures.

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

- A. Purchases requiring debt obligation.
- B. Acquisition or lease of land.
- C. Purchase of major equipment and vehicles with life expectancy of five years or more.
- D. Construction of new building facilities, including engineering, design and other preconstruction costs.
- E. Major building improvements that are not routine expenses, including those that substantially enhance the safety of the occupants of the building and/or the longevity of the building itself.
- F. Major equipment or furnishing required for a new building or other projects.
- G. Major studies requiring the employment of outside professional consultants.

§ 310-6 Process overview.

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

- A. Each Town department shall submit to the Board of Selectmen a prioritized list of proposed capital purchases.
- B. The Board of Selectmen will identify, prioritize and approve, on a Town-wide basis, purchases it proposes to include in the CIP, excluding items requested by the Board of Education. The Board of

Chapter 310 Capital Improvement Plan

Education will likewise identify, prioritize and approve purchases it proposes to be considered for placement on the CIP.

- C. The requesting agency or department will plan for and be responsible for funding any professional estimating for a project in their operational budget. If applicable, alternative sources of funding can and should be identified, such as the Cap Non-Recurring Account, and be reimbursed upon actual borrowing if appropriate.
- D. The Board of Selectmen and the Board of Education shall also include in the request(s):
 - 1. The identification of any grants, revenues or reimbursements anticipated each year.
 - 2. A financial impact statement as provided by the Town Financial Director
- E. The Town Financial Director will review and compile the two lists to be presented to the Board of Finance.
- F. The Board of Selectmen and the Board of Education will then present their prioritized purchase requests to the Board of Finance.
- G. The Board of Finance will consider all requests made through this process and determine those that will be recommended for inclusion in the CIP and those that are to be rejected or postponed. If rejected, the proposed purchase can be resubmitted to the appropriate Board at the first step of the process. If postponed, the request shall be reviewed by the Board of Finance with respect to its new priority level.
- H. H. The Board of Finance will prioritize, on a Town-wide basis, all requests it approves for inclusion in the CIP and establish a time frame for proceeding with each purchase in view of the financial implications of such a purchase.
- I. I. The Board of Finance will forward its formal and approved recommendation to the Legislative Council by November 30. The Legislative Council may accept the plan in its entirety, reject any item or reduce any item in capital costs, or reduce any item in priority. Any new item addition, increase, decrease or change in proposed capital expenditure for an item by the Legislative Council shall be referred back to the Board of Finance for further review and recommendation with written comment by the Legislative Council as to its reasoning. Within a reasonable time thereafter, the Board of Finance will resubmit its recommended CIP plan, noting any changes it has made.
- J. J. The CIP plan approved by the Legislative Council shall be the single and final adopted CIP plan for the Town of Newtown; except, should

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the Legislative Council not return a proposed plan by the Board of Finance to the Board of Finance for further review within 60 days of its submission, and not pass the final CIP plan presented by the Board of Finance within 60 days of submission to the Legislative Council, the proposed CIP plan presented by the Board of Finance shall be the single and final adopted CIP plan for the Town of Newtown

- K. K. Once the CIP is adopted by the Legislative Council, the projects identified for year one and their associated costs will be considered final in terms of bonding and any appropriation actions.
- L. L. The Legislative Council shall apply the following guidelines when recommending capital items to be acted upon:
 - 1. Capital items that are one phase of a multiphase project that are expected to exceed Council authority in total should receive priority consideration for referendum.
 - 2. Significant consideration shall be given to the most costly of the remaining capital items and should go to referendum.
 - 3. Items that are time-sensitive should receive priority consideration for referendum

§ 310-7 Prioritization.

The Board of Finance shall consider the following criteria during its prioritization:

- A. The cost of the purchase.
- B. The impact of the purchase versus the benefit to the Town.
- C. The year it will be implemented.
- D. The source of financing.
- E. The impact on future operating budgets.
- F. The benefit or risk to the Town should the purchase not be made.

§ 310-8 Town budget.

All purchases which are proposed for the ensuing fiscal year and included in the final CIP by the Legislative Council shall be included as proposed expenditures in the budget presented to the Board of Finance. Except for exigent circumstances, any capital improvement expenditure that falls within § 310-5 of this plan regulation and is not contained in the CIP shall not be considered for implementation.

§ 310-9 Capital project process.

- A. The processes used to authorize bonding and appropriations for a capital project are controlled by a series of checks and balances

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exercised by the executive, finance, and legislative arms of Town government. These processes are established to ensure that each project with significant costs is evaluated and examined by persons elected to represent the best interests of the community. Every project accepted into the Capital Improvement Plan, as approved by the Board of Selectmen, Board of Finance, and Legislative Council, is subject to the same rigorous review. Except for emergency situations, a consistent and documented process should be used to advance every capital project from inception to execution by its requesting agent.

- B. Projects approved for inclusion in the Capital Improvement Plan typically progress from the introductory phase in year five to execution phase in year one. Projects in year one on the Capital Improvement Plan are intended for implementation during that fiscal year. Capital Projects to be implemented must go through the bonding and special appropriations processes, as determined by the Charter, Section 6-30.
- C. Steps in this process for projects readying for implementation include:
 - 1. Bonding funds for requested capital projects:
 - a. The Director of Finance causes a bonding resolution to be prepared. The resolution will identify the funds being requested and the purpose of those funds. The department with ownership of the proposed project initiates this process through contact with the Director of Finance.
 - b. The bonding resolution to fund the proposed project is submitted to Board of Finance for discussion/action.
 - c. If approved by the Board of Finance, that bonding resolution is then submitted for Legislative Council discussion/action.
 - d. If approved by the Legislative Council, the resolution is then submitted to Board of Selectmen for discussion/action.
 - 2. Appropriating funds for projects for which bonding has been approved follows these steps: (Greater detail about the process for appropriating funds for capital projects is described in the Charter, Section 6-30.)
 - a. A special appropriation request for a capital project is prepared by the Director of Finance in concert with the requesting department.
 - b. The appropriation request is submitted to the Board of Finance for discussion and action.
 - c. If approved, the appropriation request then moves to the Legislative Council.

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- d. The appropriations request may also be acted on by the Board of Selectmen, a Town Meeting or referendum, depending upon the magnitude of funds requested as per the Charter
3. Management/oversight of capital projects: The Public Building and Site Commission shall have control of supervision and construction of capital projects. Should the Public Building and Site Commission determine that it is unable to take on this responsibility, then other building committee or owner's representative may be appointed by the Selectmen or the Board of Education.
 - a. The PB&S Commission or "other" authorized building committee establishes appropriate advisory committees; prepares and issues appropriate RFQs and RFPs; and selects professionals and develops contracts with attorney and purchasing agent's input.
 - b. Contracts in conjunction with all such capital projects shall be authorized by the First Selectman, with approval of the Board of Selectmen or Board of Education.
4. Project planning and bidding: Once the special appropriation process is complete and approved by the appropriate levels of government, assignment of the project to the Public Building and Site Commission or "other" building committee may take place, followed by project planning, including the issuance of public bids.

Wed, Oct 16, 12:31 PM
Debbie Halstead

Good afternoon,

As per Statute, I have posted the Agreement with Newtown Federation of Teachers and Board of Education for 2020-2023 Contract on the town's website at:

https://www.newtown-ct.gov/sites/newtownct/files/uploads/newtown_federation_of_teachers_and_board_of_education_2020-2023_contracts_filed_10-16-19.pdf

Best Regards,

Debbie Aurelia Halstead, MMC, MCTC
Town Clerk
Registrar of Vital Statistics
Municipal Veterans Representative

Newtown Municipal Center
3 Primrose Street
Newtown, CT 06470
203-270-4214

debbie.halstead@newtown-ct.gov

Newtown Board of Education Contract Settlement with the NFT

3-year contract (July 1, 2020 through June 30, 2023)

Key Financial Provisions:

Salary:

- 2020-21: 3.0% GWI on all steps of salary schedule; no step advancement. (Total Cost = 3.0%)
- 2021-22: 1.0% GWI on all steps of salary schedule; teachers not on top step will advance one step. (Total Cost = 2.95%)
- 2022-23: 1.75% GWI on top step only; teachers not on top step will advance one step. (Total Cost = 2.96%)
- **Three-year sum = 8.91%**

Insurance:

- Deductibles (Currently \$2000/\$4000)
- 2020-21: \$2,000/\$4,000
- 2021-22: \$2,250/\$4,500
- 2022-23: \$2,250/\$4,500 \$2,250/\$4,500

BOE Funding of Deductibles (Currently 50%):

- 2020-21: BOE funds 50% of deductible.
- 2021-22: BOE funds 45% of deductible.
- 2022-23: BOE funds 45% of deductible.

Timing of BOE Funding of Deductibles (Currently funded in July):

- One-half of Board's HSA contribution deposited in September; remaining one-half deposited in January.

Wellness Incentive (Currently 5% of Deductible):

- Individual coverage: \$100
- Family coverage: \$200

Premium Contributions for Health and Dental (Currently 22% for Health, 23% for Dental):

- 2020-21: 23.0%
- 2021-22: 23.0%
- 2022-23: 23.5%

A REQUEST, FROM ECONOMIC & COMMUNITY DEVELOPMENT, PERMISSION TO ACCEPT THE AWARD OF A \$30,000 GRANT FROM THE NAUGATUCK VALLEY COUNCIL OF GOVERNMENT'S FOR THE REMEDIATION OF A PROPERTY LOCATED AT 28A GLEN ROAD.

Proposed 28A Glen cleanup grant

The Naugatuck Valley Council of Government's (NVCOG) Brownfields Revolving Loan Fund has awarded a grant of \$30,000 to the Town of Newtown for the remediation of a property located at 28A Glen Road. Specifically, the funds will be used to dispose of drums, other containers, and associated hazardous and miscellaneous materials at the site. The Town will be expected to match 10% of the funds granted. The matching funds will be in kind representing employee time spent on the project.

NVCOG Brownfields Program

NVCOG identifies, secures, and implements brownfields funding.

Projects are a hybrid of economic and environmental planning and are funded by the U.S. Environmental Protection Agency (EPA) and by the Connecticut Department of Economic and Community Development.

The Connecticut Department of Energy and Environmental Protection is NVCOG's partner and guide.

NVCOG staff research site history, shape the project strategy and scope, identify potential sources of funding, procure environmental contractors, and oversee implementation of funding.

Licensed Environmental Professionals (LEPs) and their environmental teams work on the ground to assess or remediate brownfield sites

The brownfields process, step-by-step:

- Research site ownership, past uses, and environmental records to determine funding eligibility and potential sources of contamination
- Test and analyze soil and groundwater conditions
- Clean-up contamination to State and Federal standards in accordance with planned reuse
- Guide site through reuse and redevelopment
- Apply for Funding:
- NVCOG Brownfields Pre-Application

Funding is currently available for limited assessment and clean-up activities. Municipalities, non-profits, and parties interested in purchasing and/or developing a brownfield site are eligible.

List of Newtown funded sites:

	<u>SITE NAME</u>	<u>LOCATION</u>
NVCOG Newtown	Sandy Hook Auto	7-9 Glen Road
NVCOG Newtown	28 Glen Road	28 Glen Road
NVCOG Newtown	Batchelder	44 Swamp Road
NVCOG Newtown	Fairfield Hills	0 Old Farm Road
NVCOG Newtown	Fairfield Hills	21 Wasserman Way
NVCOG Newtown	Fairfield Hills	46 Mile Hill Road

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

REQUESTING DEPARTMENT ECONOMIC & COMMUNITY DEVELOPMENT

PROJECT: NAUGATUCK VALLEY COUNCIL OF GOVT'S REMEDIATION GRANT.

PROPOSED APPROPRIATION AMOUNT: \$ 30,000

PROPOSED FUNDING:

BONDING	\$	-
GRANT	\$	30,000
OTHER	\$	-
	<u>\$</u>	<u>30,000</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 (1st year)			
TOTAL IMPACT ON EXPENDITURES		<u>\$ -</u>	

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ -

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0000 mills

(using current year's information)

COMMENTS:

GRANT TO BE USED FOR THE REMEDIATION OF A PROPERTY LOCATED AT 28A GLEN ROAD. PLEASE SEE ATTACHED FOR A MORE DETAILED DESCRIPTION.

NO IMPACT ON THE GENERAL FUND. 10% MATCH WILL BE FUNDED FROM EXISTING BUDGET.

PREPARED BY: _____ DATE: 10/16/2019

TO: BOF, LC

A REQUEST, FROM ECONOMIC & COMMUNITY DEVELOPMENT, PERMISSION TO ACCEPT THE AWARD OF A \$914,981 GRANT FROM THE STATE ECONOMIC DEVELOPMENT ADMINISTRATION FOR THE REPLACEMENT OF THE SEWER SYSTEM ON THE FAIRFIELD HILLS CAMPUS..

Grant:

EDA Public Works Program

Project Name:

Fairfield Hills Sewer Infrastructure Improvement Project

Project Description:

The Fairfield Hills Sewer Infrastructure Improvement Project will abandon the existing sewer mains and replace them with a more efficient and stable sanitary sewer system. The mains which have exceeded their useful life (estimated over 80-years old) and are located as much as 25 to 30 feet underground,

The overall purpose of the project is to create an efficient, stable and secure sanitary sewer system to support existing campus entities and encourage economic development.

In addition, replacement of the sanitary sewer system will ensure the protection of the Deep Brook Preserve (classified by the State of CT as a Class 1 Wild Trout Management Area), the Pootatuck River and Pootatuck Aquifer (a federally protected sole source aquifer).

Total Project Cost:

\$1,829,963

Grant Award:

\$ 914,981

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

REQUESTING DEPARTMENT ECONOMIC & COMMUNITY DEVELOPMENT

PROJECT: FAIRFIELD HILLS SEWER INFRASTRUCTURE IMPROVEMENT

PROPOSED APPROPRIATION AMOUNT: \$ 1,829,963

PROPOSED FUNDING:

BONDING				
GRANT		\$	914,981	
OTHER		\$	914,982	
		\$	1,829,963	

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		60,000	_____
OTHER		_____	_____
DEBT SERVICE (1st year)		_____	_____
TOTAL IMPACT ON EXPENDITURES		\$ 60,000	_____

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

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ 60,000

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0195 mills

(using current year's information)

COMMENTS:

THE SEWER SYSTEM ON THE FAIRFIELD HILLS CAMPUS IS AN AGING SYSTEM. A GRANT OPPORTUNITY HAS COME UP PROVIDING FOR 50% OF THE COST. THE TOWN HAS TO MATCH THE GRANT.

OTHER FUNDING CATEGORY IS WATER/SEWER AUTHORITY BONDS TO BE REPAYED BY ANNUAL SEWER ASSESSMENTS. THE TOWN WILL BE THE MAJOR PAYOR OF THE SEWER ASSESSMENTS. THE AVERAGE ANNUAL SEWER ASSESSMENT WILL BE AROUND \$60,000.



PREPARED BY: _____

DATE: 10/16/2019