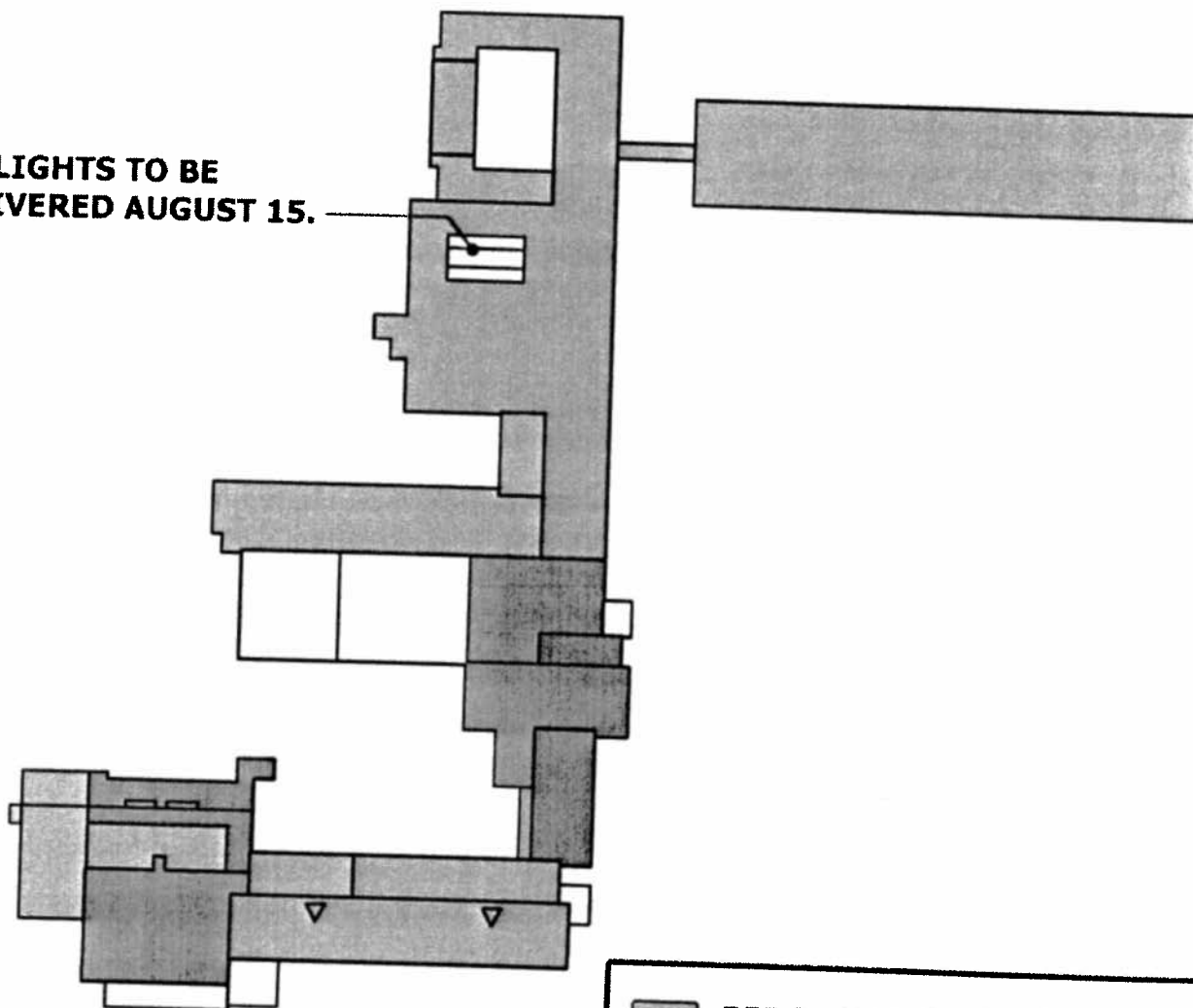




SKYLIGHTS TO BE  
DELIVERED AUGUST 15.



	<b>PERCENTAGE COMPLETE AS OF AUGUST 8, 2011- 65%</b>
	<b>WEEK OF AUGUST 8- 12, 2011 PROJECTED COMPLETION</b>

**ROOF COMPLETION DIAGRAM**

**NEWTOWN MS REROOF & RELATED  
WORK**

SCALE: N.T.S.

NEWTOWN, CT  
AUGUST 8, 2011





# J O B M E E T I N G N O . 0 5

**NEWTOWN MIDDLE SCHOOL  
REROOF  
Newtown, CT  
Prepared by: Richard Kirby**

August 5, 2011  
Page 1 of 1  
KBA # 10043.00

**PRESENT:**

- |                         |  |
|-------------------------|--|
| <b>Patricia Llodra</b>  | <b>Newtown – First Selectman</b>                       |
| <b>Tom Catalina</b>     | <b>Newtown – Public Building &amp; Site Commission</b> |
| <b>Bill Knight</b>      | <b>Newtown – Clerk of the Works</b>                    |
| <b>Terri Greenfield</b> | <b>Newtown Middle School – Secretary</b>               |
| <b>Diane Sherlock</b>   | <b>Newtown Middle School – Principal</b>               |
| <b>Don Roos</b>         | <b>Newtown Middle School – Head Custodian</b>          |
| <b>Steve Pumphrey</b>   | <b>Silktown Roofing</b>                                |
| <b>John Donnery</b>     | <b>Silktown Roofing</b>                                |
| <b>Gary Deroy</b>       | <b>Silktown Roofing</b>                                |
| <b>Bob Patton</b>       | <b>Tucker Mechanical</b>                               |
| <b>Nathan Rogers</b>    | <b>Bloomfield Electric</b>                             |
| <b>Tom Kase</b>         | <b>Guerrera Construction</b>                           |
| <b>John Deluca</b>      | <b>Drywall Associates</b>                              |
| <b>Charles Boos</b>     | <b>Kaestle Boos Associates, Inc. (KBA)</b>             |
| <b>Richard Kirby</b>    | <b>Kaestle Boos Associates, Inc. (KBA)</b>             |

**E-MAIL  
COPIES:**

- Bob Edwards**
- Bill Knight**
- John Poeltl**
- Gino Faiella**
- Bob Mitchell**
- Pat Llodra**
- Diane Sherlock**
- Carmella Amodeo**
- Janet Robinson**
- Steve Pumphrey**
- Charles Boos**
- Richard Kirby**

# J O B M E E T I N G N O . 0 5

NEWTOWN MIDDLE SCHOOL  
REROOF  
Newtown, CT  
Prepared by: Richard Kirby

August 5, 2011  
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ACTION BY	ITEM NO.
SILKTOWN	<p>1.02-The construction schedule is not complete due to the lack of information from several sub-contractors. Steve Pumphrey distributed a preliminary construction schedule (see attachment) that indicated that the project will be completed before school starts (weather permitting). Silktown will concentrate reroofing the classroom roofs first starting with the "C" Wing and will not move to the other areas until all the classrooms are finished. KBA requested that each week Silktown provide a large scale colored graphic in order to track the progress of the construction. Steve Pumphrey stated that the schedule for the canopy is to be determined. (7/15/11) Silktown presented a revised construction schedule which indicated that the area above main entrance and lobby will be completed in late August or early September. This was not accepted by those present because of the conflict with the students entering and leaving the building. It was also noted that the canopy must also be completed in August because it is a major egress from the "A Wing and the buses park along this section of the facility. Silktown stated that they will revise the schedule so that these areas of roof will be completed before school begins. Meanwhile, it should be noted that reroofing work has started on both the "A and C Wings". (7/22/11) Silktown presented a revised schedule which shows that roofs # 4 and 5 (lobby and main entrance) to be completed before school starts. Silktown explained that the schedule is very tight and that the weather could play an important factor in the completion of work and that it is advisable that administration have contingency plans in place. Ms. Sherlock, (Principal) stated that they have 900 students to house if the abatement work is not completed before start of school. KBA stated that the asbestos materials to be abated have been identified and that this abatement can take place before all the roofing work is completed. These abated areas can be temporarily patched before school starts so that this will not be an issue. Ms. Sherlock stated that the school has some swing space to shift classes around if necessary. KBA asked Silktown to prepare a graphic which identifies the roofs that contain the asbestos materials that must be abated. (7/29/11) Work is ongoing Silktown stated that it is currently on schedule to have another crew on the flat roofs beginning next week. Silktown has not completed the graphic indicating the roofs requiring asbestos abatement but stated that it will be ready for the next job meeting. <b>(8/5/11) Silktown stated that the additional crew started on the job this week. The new crew is working on the flat roofs around the gymnasium and while the original flat roof crew will move up onto the roofs around the lobby. Silktown presented a revised construction schedule and graphics indicating the location of asbestos and PCBs. Silktown reported that all the roofing work involving asbestos removal has been completed. (See attachment).</b></p>
BOE	<p>1.03- Don Roos asked if the custodians can start final cleaning and floor waxing after the roofs have been installed. Steve Pumphrey responded that until all the interior work is completed in each classroom it would not be advisable. Silktown will inform Don Roos when the classrooms are ready to be cleaned so that the custodians can follow behind in a logical order. (7/15/11) Silktown stated that the cleaning crews must still wait another 2 or 3 days before the cleaning crews can start their work in "C" wing. (7/22/11) Silktown noted that cleaning crews can move furniture out into the corridors in "C Wing" in order to clean and polish the floors in the classrooms starting today but need to finish before corridor fireproofing starts next</p>

# J O B M E E T I N G N O . 0 5

NEWTOWN MIDDLE SCHOOL  
REROOF  
Newtown, CT  
Prepared by: Richard Kirby

August 5, 2011  
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ACTION BY	ITEM NO.
	Thursday. (7/29/11) Don Roos stated that the cleaning crews will finish "C Wing" by next Monday. (8/5/11) <b>Don Roos reported that the cleaning crews will finish "C" wing Monday and plan on moving to the 4 classrooms in "E" wing next week</b>
SILKTOWN	1.07-KBA stated that Silktown must request that the Clerk of the Works Bill Knight inspect and approve all roof decks after demolition before Silktown may proceed with its reroofing operation. If Bill Knight encounters any damaged or corroded deck he will inform KBA immediately so that a decision to replace the deck may be made quickly. (7/15/11) No change. (7/22/11) Bill Knight reported that he inspected the metal deck on "C Wing" before reroofing started and that it was in good condition with only a few areas of surface rust. (7/29/11) Bill Knight reported that before reroofing operations started he inspected the roof decks around the small gym in "D wing" and observed them to be in good condition. (8/5/11) <b>Bill Knight reported that he continues to inspect all the roof decks before reroofing operations start and he has not reported any damaged or corroded decks.</b>
KBA	1.08-Newtown must provide plan with location of site utilities. Silktown will contact infrared services company to request proposal to do study and present it to the Building Committee. (7/15/11) Bob Edwards received the proposal and instructed Silktown to proceed. He requested that copies of the results be forwarded to Gino Faiella and KBA. (7/22/11) The infrared scanning was completed and utility pipes were identified with spray paint in the area of the canopy construction. The structural engineer John Chipko has issued a Field Observation Report in which he has requested that the location of the foundations be marked on the site so that he can see what impact of the utility lines have on the construction. Excavation is scheduled to begin on July 25 <sup>th</sup> or July 26 <sup>th</sup> . (7/29/11) Bill Knight reported that foundations have been placed for the new columns at the canopy. He also stated that while the crew was removing the existing concrete slab they opened a hole in the top of the existing tunnel which extends around the original building. KBA's structural engineer will inspect the damage and make recommendations for the repair. KBA reminded Silktown that the masonry repair at the canopy must be completed after new slab is in place. (8/5/11) <b>KBA stated that the steel lintel is exposed and the temporary support of the masonry remains an issue. Silktown should contact John Chipko for assistance in providing the solution and calculations for shoring up the masonry. Tom Kase from Guerrera Construction reported that the repairs to the tunnel were made and the new concrete slab is now in place. He reported that the project specifications call for the stripping to be done 14 days after completing the asphalt paving which could have an impact on the opening of school since Silktowns scheduled the paving is to be done on the Aug. 24<sup>th</sup>. Silktown will rearrange the schedule so that the paving can be done on the Aug. 18<sup>th</sup>, and Tom Kase will investigate the 14 day requirement and report findings at the next job meeting.</b>
SILKTOWN	1.15-KBA advised Silktown to start patching the voids in the corridor walls to make them smoke tight as soon as possible. (7/15/11) There are so many existing voids in the corridor walls that Silktown will get a proposal from a company that specializes in fireproofing so that this work will not interfere with their roofing work. (7/22/11) KBA reported that it has

# J O B M E E T I N G N O . 0 5

NEWTOWN MIDDLE SCHOOL  
REROOF  
Newtown, CT  
Prepared by: Richard Kirby

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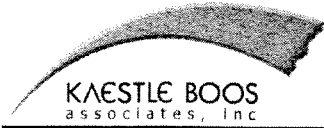
ACTION BY	ITEM NO.
	<p>received a change order proposal and description for the scope of work to provide UL approved fire proofing protection to the voids discovered in the corridor walls above the ceilings. This information was e-mailed to both the Fire Marshal and Building Official for their review. Upon their approval of the work, the change order proposal will be presented to the Building Committee for approval to proceed. (7/29/11) The Building Committee instructed KBA to proceed with the corridor fireproofing at their Tuesday night meeting. The fireproofing crews were working in the corridors on Thursday. They estimate that they will be finished by the end of next week. All the fireproofing work must be inspected by the Fire Marshall before Silktown can proceed to reinstall the corridor ceilings. Bill Knight stated that some ductwork was removed in order to provide access for the fireproofing. (8/5/11) <b>Bill Knight reported that the fireproof work should be done today and the work has been inspected daily by both the Fire and Building Departments. If the fireproofing is completed and inspected today the installation of the ceilings can start next week</b></p>
TUCKER	<p>2.03 Tucker Mechanical stated that they have encountered more 3" horizontal storm drain pipes. KBA asked that the locations be documented so that CES can determine if it is necessary to change them to 4". (7/22/11) The plumbing engineer was on site and all the issues exposed to date were resolved. If any other similar conditions are encountered he will return the number of times necessary to resolve these issues. At the termination of all the plumbing work a final change order will be prepared and submitted for approval. The work done to date to address the discovery of these existing conditions totals about \$14,000. (7/29/11) Ongoing. (8/5/11) <b>Bob. Patton from Tucker stated that he believes that all the modifications to the plumbing pipes have been identified and that the total amount of the change orders totals \$47,245.70. At the request of Pat. Llodra KBA added this number to the amount of change orders identified to date and presented a summary which totaled \$180,286.80. KBA also informed Pat Llodra that the project contains approximately \$72,000.00 in allowances which haven't been used to date.</b></p>
BOE	<p>2.05 Silktown was asked if the reroofing work will be completed before the start of school. Silktown responded that it's still not clear if it can be done. KBA stated that all demo work involving hazardous materials must be completed because as previously stated no children under 18 yrs. can be in the school while the abatement work is ongoing. Gino Faiella asked about the possibility of working overtime to meet the schedule. Bob Edwards asked that Silktown work this coming Saturday July 16<sup>th</sup>. He also asked Silktown to prepare a Change Order Proposal for additional overtime work in order to accelerate the progress of the reroofing work. Subsequently, Silktown worked 14 hours on Saturday and reroofed more than half of C Wing. (7/22/11) Silktown stated that at their own risk they also worked overtime during the week to take advantage of the good weather and to help guarantee the on time termination of the project. They urged the Building Committee to approve the overtime for the duration of the project. KBA stated that Silktown has submitted an estimate of the total cost to work overtime Saturdays and weekdays until September 15<sup>th</sup> per Bob Edwards request which will present to the Building. (7/29/11) KBA reported that the Building Committee decided that the authorization for overtime should be decided week to week at the job meeting</p>

# J O B M E E T I N G N O . 0 5

NEWTOWN MIDDLE SCHOOL  
REROOF  
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ACTION BY	ITEM NO.
	<p>depending on such factors as schedule, weather and availability of funds. The building committee stated that Bob Edwards, Tom Catalina and Bill Knight will make this weekly decision. Pat Llodra reiterated her concern about bumping up against the current amount of money available for this project. After some discussion, Tom Catalina authorized overtime for Saturday the 30<sup>th</sup> of July. (8/5/11) <b>Silktown explained that the weather forecast for next week is very uncertain so they are requesting approval of overtime for both Saturday and 3 hours each day weather permitting. Pat Llodra agreed to this request but reminded everyone that this decision will continue to be made on week to week bases.</b></p>
SILKTOWN	<p>3.01 Bill Knight informed those present that a state inspector was on site during the week and discovered that some asbestos material had fallen through the joints of the wood plank decking onto the catwalks and insulation during demolition of the shingles in the attic space on "A Wing". KBA stated that the hazardous material consultant for this job, Eagle Environmental was notified immediately. Eagle contacted the inspector and was informed that a licensed asbestos contractor must clean up the material with a "HEPA" vacuum system and that Eagle must take air samples during and after the cleanup to ensure good air quality. The change orders from AIG CORP Abatement Industries Group Inc. and Eagle were presented and approved by the (Clerk of the works) Bill Knight and that the cleanup will be scheduled for next weekend. (see attachment). (7/29/11) KBA stated that the cleanup crews will be in the attic this weekend and have stated that they will finish this work by Sunday afternoon. (8/5/11) <b>Bill Knight reported that this past weekend the HEP-VAC clean-up was completed and that we are waiting for the results of the monitoring.</b></p>
KBA	<p>3.02 KBA reported that Bill Knight asked the structural engineer John Chipko to observe a roof truss in the Cafeteria that is being supported by a single brick and a brick wall above a door opening without support. John Chipko will issue sketches for remedial work to address both conditions see the Field Observation Report "S2"(see attached to the meeting minutes). Silktown will be asked to provide a change order proposal that includes labor and materials to correct these existing conditions. John Chipko also produced Field Observation Report "S1"(see attached) which recommends that the angle to support a drain on "C Wing" be welded to the top of the deck due to existing conditions. (7/29/11) KBA will issue the Field Observation Reports and sketches as well as a request for change order proposals to address these existing conditions. All Field Inspection Reports will be attached to the job meetings minutes. (8/5/11) <b>John Chipko is working on the sketches.</b></p>
SILKTOWN	<p>3.03 Ms. Sherlock asked when roof 16 (canopy) will be completed. Silktown responded that the canopy should be completed very near the start of school although detail work might require work to continue after the start school but will be performed after school hours. Silktown asked at what time do classes end and was informed that classes are dismissed at 2:02 PM. (7/29/11) Gino Faiella stated that the buses arrive at 1:30 and the last one leaves around 2:20 PM. Silktown will coordinate site paving installation with canopy contractor so that it will not interfere with the buses. (8/5/11) <b>Silktown stated that the steel will arrive on Tuesday August 9<sup>th</sup> and they will start erecting canopy steel.</b></p>



# J O B M E E T I N G N O . 0 5

**NEWTOWN MIDDLE SCHOOL  
REROOF  
Newtown, CT  
Prepared by: Richard Kirby**

August 5, 2011  
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KBA # 10043.00

ACTION BY	ITEM NO.
SILKTOWN	3.04 Jeff Fell stated that maintenance work on the servers in the computer room above roof #9 will occur between August 4th and 5th and that the A/C service cannot be interrupted. John Donnery stated that they will coordinate their work with him so that this issue will be resolved. (7/29/11) John Donnery stated that the roofing schedule will be modified so that they will not be working on those roofs during that time and that the BOE will provide temporary A/C as required. <b>(8/5/11) John. Donnery stated that the maintenance work on the servers is being done today so that the reroofing on R-9 will start next week.</b>
BLOOMFIELD ELECTRIC	4.01 Bloomfield Electric stated that the ceiling grid as presently configured in the kitchen did not allow enough room for the installation of the light fixtures. After the meeting KBA met with Bloomfield Electric, Gino Faiella and Don Roos after some discussion all parties agreed that the ceiling height should be lower 5" to allow enough room to install ceiling grid and lighting per the construction documents. Gino. Faiella stated that this adjustment will facilitate any future ceiling work in the kitchen. <b>(8/5/11) John Deluca was instructed to begin work immediately on the ceiling grid in the kitchen. Pat Llodra stated that personnel from Drywall Associates can work overtime tomorrow Saturday August 6<sup>th</sup>.</b>
BOE	4.04 Janet Robinson asked if the teachers could be allowed into their classrooms a few days before school starts. KBA replied that this decision must be made when we are closer to the beginning of school and it will depend on progress of the reroofing work. <b>(8/5/11) On going</b>
	<b>NEW BUSINESS</b>
BOE	<b>5.01 An asbestos wrapped elbow connection was uncovered while doing demolition work for the storm drain piping in "D" wing. AIG Corp was called and it was determined that the wrap could be disposed of using the glove bag method. AIG Corp will be on site this afternoon to do the abatement work</b>
GUERRERA	<b>5.02 Tom Kase informed those present that the existing asphalt is in poor condition. It appears as though the new pavement will extend beyond the specified paving limits. This additional work will be coordinated and monitored by Bill Knight.</b>
SILKTOWN	<b>5.03 KBA announced that next week the application for payment must be presented and that Silktown should make all the sub-contractors aware of this.</b>
BLOOMFIELD ELECTRIC	<b>5.04 Bloomfield Electric will start installing light fixtures, speakers and other devices in the corridor ceilings next Monday. KBA reminded those present that all corridors must be inspected before installing the ceilings pads. They will start in "B" corridor following the installation of the grid by Drywall Associates.</b>

# J O B M E E T I N G N O . 0 5

NEWTOWN MIDDLE SCHOOL  
REROOF  
Newtown, CT  
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ACTION BY	ITEM NO.
BOE	5.05 Diane Sherlock expressed her congratulations to everyone for their positive spirit and the efficiency shown by all and she hopes that this message will be communicated by those present to all the workers participating on this project.
SILKTOWN	5.06 The roofing manufacturer Johns-Mansville has visited the site to make an initial inspection of the installation and has sent a communication informing Silktown that the job is being installed per specifications to qualify for their 20 year "No Dollar Limit" warranty. (see attachment)
ALL	4.05 Next job meeting at 9:30 Friday August 12 <sup>th</sup> .
	The preceding document constitutes the items reviewed and the decisions reached at Job Meeting No. 5 "Record" items will be deleted from subsequent meeting minutes if there is no additional discussion. If you were present at the meeting and perceive a discrepancy with information given in this report, please notify KBA via email within 24 hours of the receipt of this document.





**Johns Manville**  
A Berkshire Hathaway Company

Jeff Hunt  
Northeast Rep Group  
Manufacturers Representative  
8 Danforth Farms  
Wilbraham, MA 01095  
413-596-2756- Phone  
413-596-5330- Fax  
[jhunt4nrg@charter.net](mailto:jhunt4nrg@charter.net)

August 4, 2011

Steve Pumphrey  
Silktown Roofing  
151 Water Street  
Derby, CT 06418

SUBJECT: Roof Assembly Letter

PROJECT: Newtown Middle School  
Newtown, CT

To Whom It May Concern:

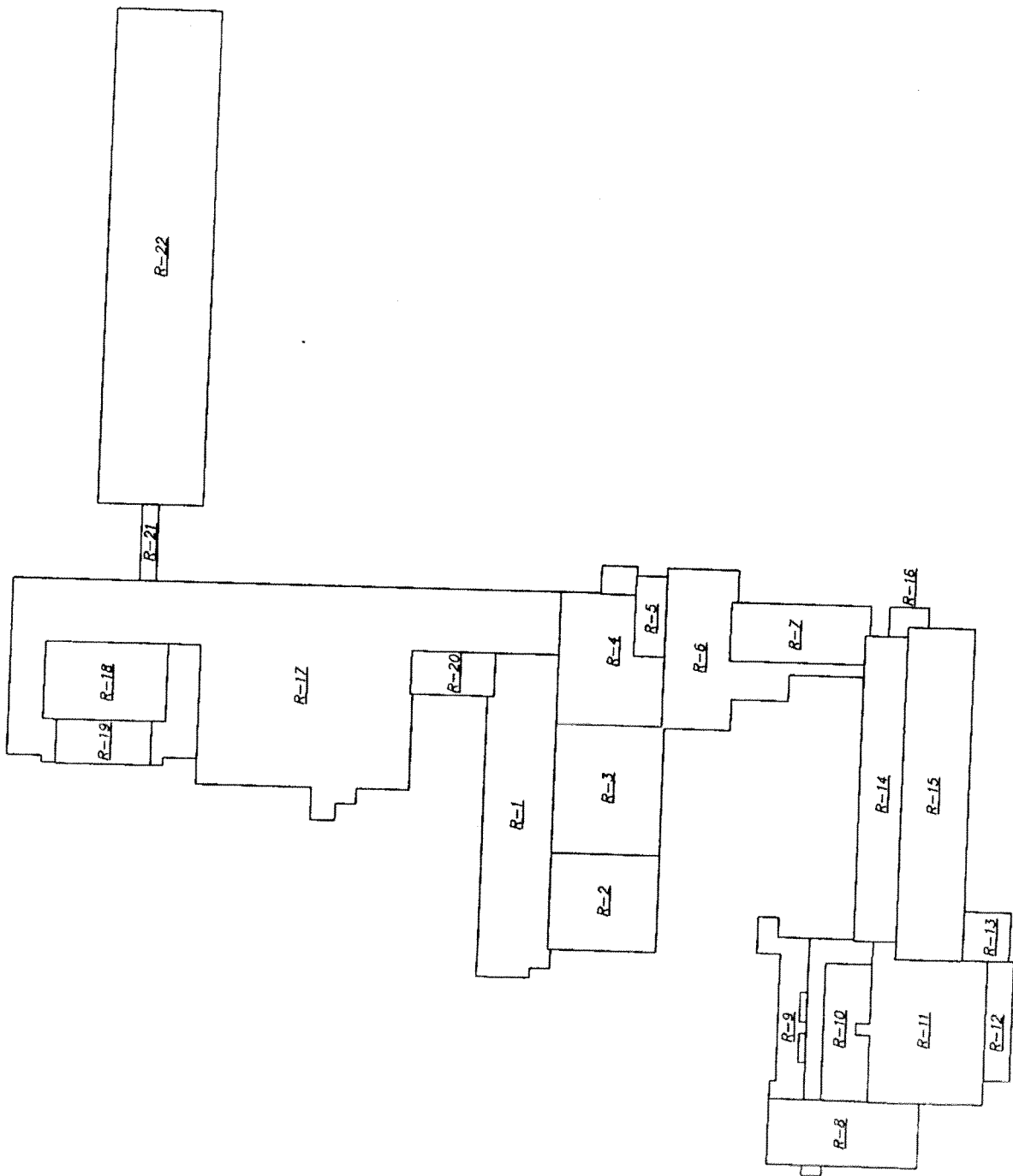
Please be advised that on August 3<sup>rd</sup> I made a site visit to the above mentioned job. The job is being installed according to Johns Manville Specifications. The 20 year NDL will be issued upon completion and final inspection by the Johns Manville Technical Rep.

Should you have any questions please contact me.

Sincerely,

*Jeff Hunt*

Jeff Hunt  
Johns Manville Sales Representative



NEWTOWN MIDDLE SCHOOL ROOF PLAN  
SCALE: 1/8" = 1'-0"

# Newtown M.S.

011																				
August 2011																				
17	20	23	26	29	1	4	7	10	13	16	19	22	25	28	31	3	6	9	12	15
September																				

ID	Task Name	Duration	Start	Finish
1	Area R-15 (Shingles)	9 days	Mon 8/8/11	Thu 8/18/11
2	Sheet Metal	9 days	Mon 8/8/11	Thu 8/18/11
3				
4				
5				
6	Area R-21 & 22	17 days	Wed 8/3/11	Thu 8/25/11
7	Sheet Metal	9 days	Mon 8/15/11	Thu 8/25/11
8	Electrical	3 days	Mon 8/8/11	Wed 8/10/11
9	Reflected Ceiling	12 days	Wed 8/3/11	Thu 8/18/11
10				
11				
12	Area R-17	54 days	Thu 7/7/11	Tue 9/20/11
13	Roofing	10 days	Thu 7/28/11	Wed 8/10/11
14	Sheet Metal	19 days	Mon 8/22/11	Thu 9/15/11
15	Electrical	13 days	Thu 8/11/11	Mon 8/29/11
16	Misc Steel	4 days	Wed 7/20/11	Mon 7/25/11
17	Relected Ceiling, Framing, Etc.	23 days	Fri 8/19/11	Tue 9/20/11
18	Skylight Fab (after approval)	27 days	Thu 7/7/11	Fri 8/12/11
19	Skylight Install	10 days	Mon 8/15/11	Fri 8/26/11
20	Area R14	8 days	Mon 8/1/11	Wed 8/10/11
21	Roofing	3 days	Mon 8/1/11	Wed 8/3/11
22	Sheet Metal	3 days	Mon 8/8/11	Wed 8/10/11
23	Plumbing	2 days	Tue 8/2/11	Wed 8/3/11
24	Area R-1 & 20	24 days	Wed 7/27/11	Mon 8/29/11
25	Roofing	4 days	Mon 8/22/11	Thu 8/25/11
26	Sheet Metal	4 days	Mon 8/22/11	Thu 8/25/11
27	Plumbing	7 days	Mon 8/15/11	Tue 8/23/11
28	Electrical	3 days	Thu 8/25/11	Mon 8/29/11

Project: NEWTOWN MS  
Date: Thu 8/4/11

Task: [Bar] External Tasks

Progress: [Bar] Project Summary

Milestone: [Diamond] Group By Summary

Summary: [Bar] Split

# Newtown M.S.

ID	Task Name	Duration	Start	Finish	011	17	20	23	26	29	1	4	7	10	13	16	19	22	25	28	31	3	6	9	12	15
29	Misc Steel	3 days	Wed 7/27/11	Fri 7/29/11																						
30	Relected Ceiling	5 days	Tue 8/16/11	Mon 8/22/11																						
31																										
32																										
33	Area R-18																									
34	Roofing	4 days	Fri 8/26/11	Wed 8/31/11																						
35	Sheet Metal	2 days	Mon 8/29/11	Tue 8/30/11																						
36	Plumbing	2 days	Tue 8/30/11	Wed 8/31/11																						
37	Misc Steel	2 days	Fri 8/26/11	Mon 8/29/11																						
38		2 days	Fri 8/26/11	Mon 8/29/11																						
39																										
40	Area R-19																									
41	Sheet Metal	30 days?	Thu 7/21/11	Wed 8/31/11																						
42	Plumbing	2 days	Tue 8/30/11	Wed 8/31/11																						
43	Misc Steel	13 days?	Thu 7/21/11	Mon 8/8/11																						
44		2 days	Wed 8/3/11	Thu 8/4/11																						
45																										
46	Area R-8 & 10																									
47	Sheet Metal	23 days	Fri 8/5/11	Tue 9/6/11																						
48	Misc Steel	4 days	Thu 9/1/11	Tue 9/6/11																						
49	Relected Ceiling	2 days	Fri 8/5/11	Mon 8/8/11																						
50		7 days	Thu 8/18/11	Fri 8/26/11																						
51																										
52	Area R-12																									
53	Roofing	20 days?	Tue 8/9/11	Mon 9/5/11																						
54	Sheet Metal	1 day	Mon 8/15/11	Mon 8/15/11																						
55	Plumbing	1 day	Mon 9/5/11	Mon 9/5/11																						
56	Misc Steel	1 day?	Thu 8/11/11	Thu 8/11/11																						
		1 day?	Tue 8/9/11	Tue 8/9/11																						

Project: NEWTOWN MS  
Date: Thu 8/4/11

Task

Progress

Milestone

Summary

External Tasks

Project Summary

Group By Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

Split

# Newtown M.S.

ID	Task Name	Duration	Start	Finish	011	August 2011	September
57						17 20 23 26 29 1 4 7 10 13 16 19 22 25 28 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

ID	Task Name	Duration	Start	Finish	011	August 2011	September
59	Area R-13	22 days?	Tue 8/9/11	Wed 9/7/11		17 20 23 26 29 1 4 7 10 13 16 19 22 25 28 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
60	Roofing	1 day	Fri 8/19/11	Fri 8/19/11			
61	Sheet Metal	1 day	Wed 9/7/11	Wed 9/7/11			
62	Plumbing	4 days?	Tue 8/9/11	Fri 8/12/11			
63	Misc Steel	1 day?	Mon 8/15/11	Mon 8/15/11			
66	Area R-11	25 days	Wed 8/10/11	Tue 9/13/11			
67	Roofing	2 days	Fri 8/12/11	Mon 8/15/11			
68	Sheet Metal	2 days	Mon 9/12/11	Tue 9/13/11			
69	Plumbing	3 days	Wed 8/10/11	Fri 8/12/11			
70	Misc Steel	2 days	Mon 8/15/11	Tue 8/16/11			
73	Area R-9	10 days	Mon 8/15/11	Fri 8/26/11			
74	Roofing	2 days	Wed 8/24/11	Thu 8/25/11			
75	Sheet Metal	2 days	Thu 8/25/11	Fri 8/26/11			
76	Plumbing	6 days	Thu 8/18/11	Thu 8/25/11			
77	Electrical	2 days	Thu 8/25/11	Fri 8/26/11			
78	Misc Steel	3 days	Mon 8/15/11	Wed 8/17/11			
79	Relected Ceiling	4 days	Mon 8/22/11	Thu 8/25/11			
82	Area R-2 & 3	31 days	Mon 8/22/11	Mon 10/3/11			
83	Roofing	3 days	Fri 8/26/11	Tue 8/30/11			
84	Sheet Metal	9 days	Wed 9/21/11	Mon 10/3/11			

Project: NEWTOWN MS  
Date: Thu 8/4/11

External Tasks

Project Summary

Group By Summary

Task

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

Split

# Newtown M.S.

011																
August 2011																
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	September

ID	Task Name	Duration	Start	Finish
85	Plumbing	4 days	Mon 8/22/11	Thu 8/25/11
86	Parapet Framing / Ceiling	8 days	Tue 8/23/11	Thu 9/1/11
87				
88				
89	<b>Area R-4</b>			
90	Roofing	59 days	Mon 8/8/11	Thu 10/27/11
91	Sheet Metal	2 days	Wed 8/10/11	Thu 8/11/11
92	Plumbing	29 days	Mon 9/19/11	Thu 10/27/11
93	Electrical	2 days	Mon 8/8/11	Tue 8/9/11
94	Misc Steel	2 days	Mon 8/29/11	Tue 8/30/11
95	Relected Ceiling	2 days	Fri 8/19/11	Mon 8/22/11
96		10 days	Tue 8/16/11	Mon 8/29/11
97				
98	<b>Area R-5</b>			
99	Roofing	18 days?	Wed 8/10/11	Fri 9/2/11
100	Sheet Metal	1 day	Fri 8/12/11	Fri 8/12/11
101	Plumbing	1 day	Fri 9/2/11	Fri 9/2/11
102	Electrical	1 day	Wed 8/10/11	Wed 8/10/11
103	Misc Steel	1 day?	Tue 8/23/11	Tue 8/23/11
104	Relected Ceiling	1 day?	Tue 8/23/11	Tue 8/23/11
105		2 days	Mon 8/22/11	Tue 8/23/11
106				
107	<b>Area R-6</b>			
108	Roofing	22 days	Thu 8/11/11	Fri 9/9/11
109	Sheet Metal	2 days	Mon 8/15/11	Tue 8/16/11
110	Plumbing	5 days	Mon 9/5/11	Fri 9/9/11
111	Misc Steel	3 days	Thu 8/11/11	Mon 8/15/11
112	Relected Ceiling	2 days	Wed 8/24/11	Thu 8/25/11
		2 days	Mon 8/22/11	Tue 8/23/11

Project: NEWTOWN MS  
Date: Thu 8/4/11

Task

Progress

Milestone

Summary

External Tasks

Project Summary

Group By Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

Split

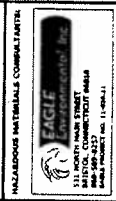
# Newtown M.S.

ID	Task Name	Duration	Start	Finish	011	August 2011	September
113						17 20 23 26 29 1 4 7 10 13 16 19 22 25 28 31 3 6 9 12 15	

114	Area R-7	24 days?	Mon 8/15/11	Thu 9/15/11			
115	Roofing	9 days	Wed 8/17/11	Mon 8/29/11			
116	Sheet Metal	4 days	Mon 8/12/11	Thu 9/15/11			
117	Plumbing	2 days	Mon 8/15/11	Tue 8/16/11			
118	Misc Steel	1 day?	Fri 8/26/11	Fri 8/26/11			
119							
120							
121	Area R-16 Canopy	26 days	Mon 7/25/11	Mon 8/29/11			
122	Footing / Foundation	15 days	Mon 7/25/11	Fri 8/12/11			
123	Erect Steel	2 days	Tue 8/9/11	Wed 8/10/11			
124	Roof Framing	12 days	Thu 8/11/11	Fri 8/26/11			
125	Roof Shingles	2 days	Fri 8/19/11	Mon 8/22/11			
126	Paver Parking area & stripe	4 days	Wed 8/24/11	Mon 8/29/11			
127							

Project: NEWTOWN MS  
Date: Thu 8/4/11

<p>Task</p> <p>Progress</p> <p>Milestone</p> <p>Summary</p>	<p>Rolled Up Task</p> <p>Rolled Up Milestone</p> <p>Rolled Up Progress</p> <p>Split</p>
<p>External Tasks</p> <p>Project Summary</p> <p>Group By Summary</p>	<p>External Tasks</p> <p>Project Summary</p> <p>Group By Summary</p>



**PROGRESS PRINT**  
DATE: 10/17/2011  
NOT FOR CONSTRUCTION

**HAZARDOUS MATERIALS COMPLIANT**

DATE: 10/17/2011  
NOT FOR CONSTRUCTION

**KEY PLAN**

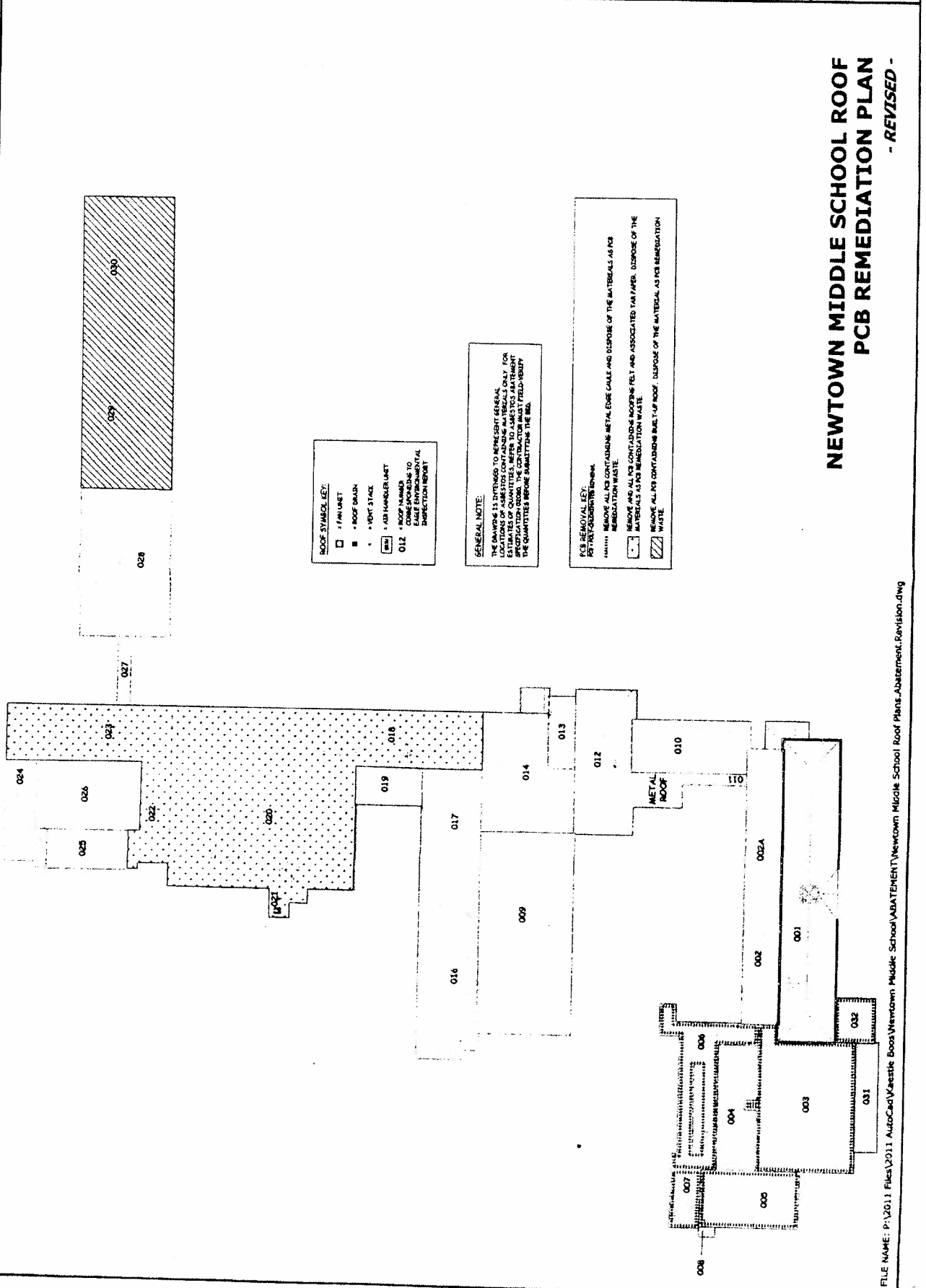
NOT TO SCALE

PROJECT NO. 11-0620A DRAWN BY: WJ

**NEWTOWN MS  
REROOF &  
RELATED WORK**

11 QUEEN ST.  
NEWTOWN, CT 06470  
TEL: 860-253-1111  
WWW.KASTIEBOOS.COM

**PCB  
REMEDIATION  
PLAN**  
- REVISED -  
PCB-1.1



**ROOF SYMBOLS KEY:**

- FAN LIGHT
- ROOF DRAIN
- VENT STACK
- ▨ AIR HANDLER/LAET
- ▧ ROOF HATCH
- ▩ CORRESPONDING TO BASE ENVIRONMENTAL IDENTIFICATION SHEET

**GENERAL NOTE:**

THE DRAWING IS INTENDED TO INDICATE APPROXIMATE LOCATIONS OF ASBESTOS CONTAINING MATERIALS ONLY. ESTIMATES OF QUANTITIES, REFER TO ASBESTOS ABATEMENT CONTRACTORS FOR QUANTITIES. FIELD VERIFY THE QUANTITIES BEFORE SUBMITTING THE PLAN.

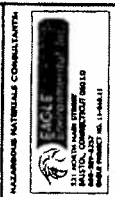
**PCB REMOVAL KEY:**

- ▨ REMOVE ALL PCB CONTAINING METAL EDGE GULLS AND DISPOSE OF THE MATERIALS AS PCB REMEDIATION WASTE.
- ▩ REMOVE ALL PCB CONTAINING ROOFING FELT AND ASSOCIATED TAMPERS. DISPOSE OF THE MATERIALS AS PCB REMEDIATION WASTE.
- ▧ REMOVE ALL PCB CONTAINING BUILT-UP ROOF. DISPOSE OF THE MATERIALS AS PCB REMEDIATION WASTE.

**NEWTOWN MIDDLE SCHOOL ROOF  
PCB REMEDIATION PLAN**

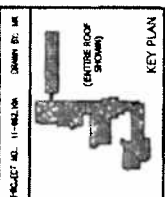
- REVISED -





11/15/2011  
 PROJECT NO. 11-001  
 SHEET NO. 010  
 DATE: 11/15/2011

PROJECT NO. 11-001  
 SHEET NO. 010  
 DATE: 11/15/2011

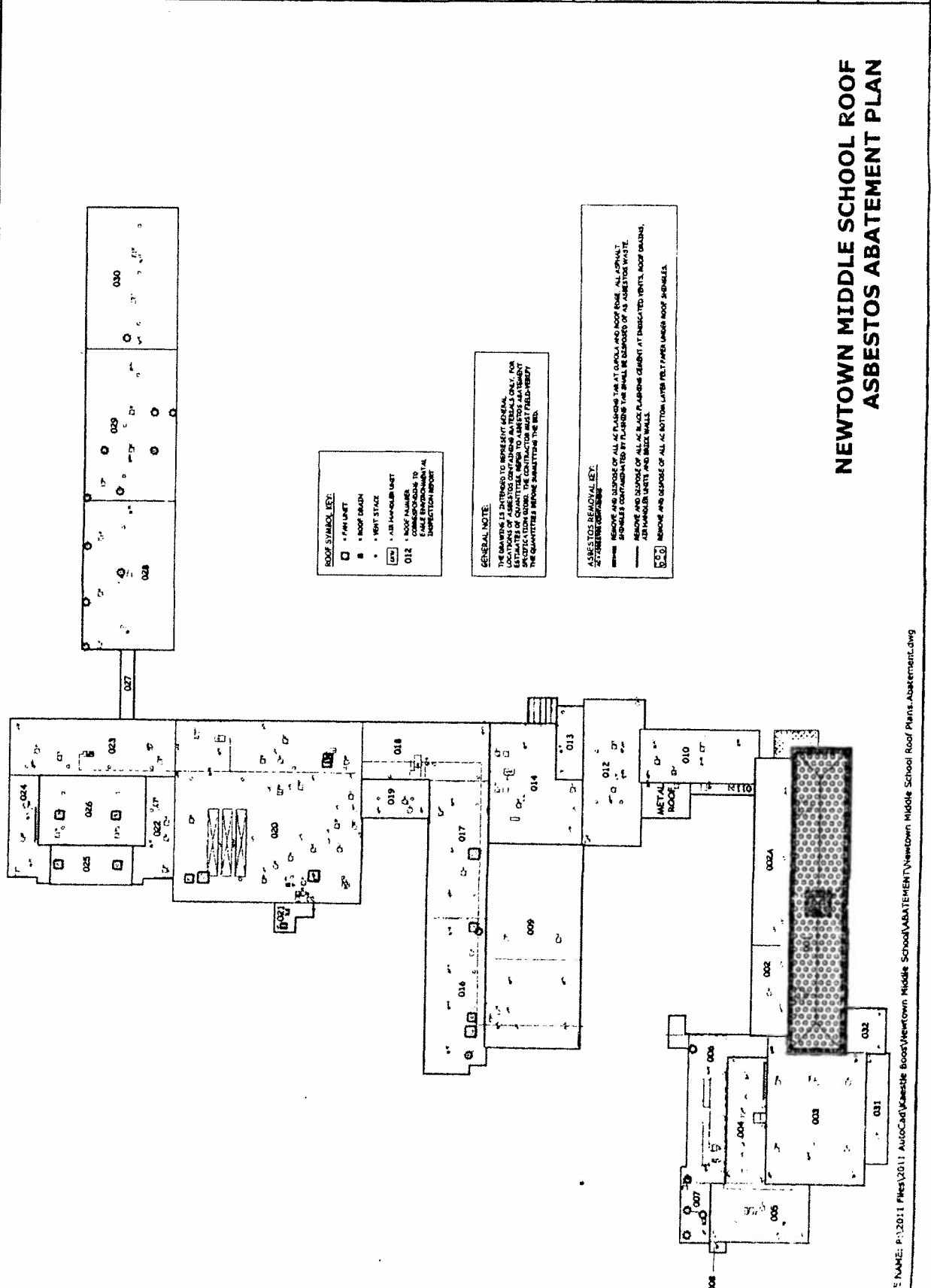


NOT TO SCALE  
 TOWN OF NEWTOWN

NEWTOWN MS  
 REROOF &  
 RELATED WORK

11 GARDEN ST.  
 NEWTOWN, CT 06470  
 PLAN PROJECT NO.  
 11001P-010

ASBESTOS  
 ABATEMENT  
 PLAN  
 ASB-1.1



**ROOF SYMBOL SET:**

- FOLIANT
- ROOF DRAIN
- VENT STAKE
- AIR INHIBITOR LIGHT
- ROOF NUMBER

CONNECTIONS TO CORRESPONDING TO OTHER SHEETS TO BE SHOWN ON THE INSPECTION REPORT

**GENERAL NOTE:**  
 THE DRAWING IS INTENDED TO REPRESENT GENERAL LOCATIONS OF ASBESTOS CONTAINING MATERIALS ONLY. FOR EXACT QUANTITIES AND SPECIFICATIONS, REFER TO THE ASBESTOS INSPECTION REPORT. THE CONTRACTOR MUST FIELD VERIFY THE QUANTITIES BEFORE SUBMITTING THE BID.

**ASBESTOS REMOVAL, ETC. ATTENDING CONTRACTOR:**

- REMOVE AND DISPOSE OF ALL ASBESTOS FROM ALL ROOFS AND ROOF DRAINS. ALL ROOFS AND ROOF DRAINS CONTAMINATED BY ASBESTOS SHALL BE DISPOSED OF AS SPECIFIED IN THE SPECIFICATION BOOKS. THE CONTRACTOR MUST FIELD VERIFY THE QUANTITIES BEFORE SUBMITTING THE BID.
- REMOVE AND DISPOSE OF ALL AIR INHIBITOR LIGHTS AT INDICATED VENTS, ROOF DRAINS, AIR INHIBITOR LIGHTS AND BRICK WALLS.
- REMOVE AND DISPOSE OF ALL AIR INHIBITOR LIGHTS FROM ALL ROOF DRAINS.

**NEWTOWN MIDDLE SCHOOL ROOF  
 ASBESTOS ABATEMENT PLAN**

## 6-100 IMPACT STATEMENTS

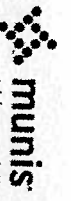
special appropriation process (6-30)

(a) Whenever an appropriation for a capital project is proposed by the Board of Selectmen or a department other than the Board of Education in an amount to be established by regulation of the Legislative Council, whether to be funded from Town taxes, a state and/or federal grant or gift or bequest and, whenever a gift of real or tangible personal property is offered to the Town a financial impact statement shall be prepared by the Financial Director for the Board of Finance and Legislative Council. The Legislative Council in its regulations shall designate the form of the financial impact statement. No appropriation shall be made for such capital project, no grant shall be applied for and no gift of real or tangible personal property shall be accepted until the Board of Finance and Legislative Council have received said financial impact statement.

(b) If the Board of Education proposes a capital project in an amount to be established by regulation of the Legislative Council to be funded by a special appropriation, a financial impact statement shall be prepared and submitted to the Board of Finance and Legislative Council. No such special appropriation shall be made until a financial impact statement has been received by the Board of Finance and Legislative Council.

spec approp process

(c) The Legislative Council may by regulation require the Board of Selectmen, the Financial Director and the department requesting an appropriation to be funded in part or wholly by financial assistance from the State of Connecticut or the United States to submit to the Legislative Council for approval, the application for such financial assistance and any supporting data concerning the impact of the conditions and commitments of the request for financial assistance on the present and future Town Budgets, plans for Development and Capital Improvement Plans. The Legislative Council may by regulation, permit the Board of Selectmen to file any application for financial assistance without first submitting it to the Legislative Council.



08/08/2011 14:25  
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City of Newtown  
YTD BUDGET REPORT

FOR 2012 13



01108 HUMAN RESOURCES

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01108 1001 HUMAN RESOURCE ADMINSTR	0	0	0	6,552.90	.00	-6,552.90	100.0%
01108 2001 MEDICAL BENEFITS	0	0	0	.00	.00	.00	.0%
01108 2002 FICA	0	0	0	495.51	.00	-495.51	100.0%
01108 2003 LIFE INSURANCE	0	0	0	15.50	.00	-15.50	100.0%
01108 2005 PENSION	0	0	0	.00	.00	.00	.0%
01108 2007 LONG TERM DISABILITY	0	0	0	23.60	.00	-23.60	100.0%
01108 2011 SERVICES & SUPPLIES	0	0	0	.00	.00	.00	.0%
01108 4060 FEES & PROF SERVICES	0	0	0	.00	.00	.00	.0%
TOTAL HUMAN RESOURCES	0	0	0	7,087.51	.00	-7,087.51	100.0%
TOTAL EXPENSES	0	0	0	7,087.51	.00	-7,087.51	
GRAND TOTAL	0	0	0	7,087.51	.00	-7,087.51	100.0%

\*\* END OF REPORT - Generated by Robert Tait \*\*

**FAIRFIELD HILLS - BUDGET JUSTIFICATION**

Account		Justification	
Account	Department Budget Request	Item(s) / Description	Itemized Budgeted Amount
01870 4060 CONTRACTURAL SERVICES	240,037	<p>Security 96 man/hours/week                      Fire/Live Safety/Emerg. Repairs                      Other Office Administrative Expenses                      Landscape                      Snow Removal</p> <p>ADJUST FOR COMBINING LANDSCAPE CONTRACT WITH P &amp; R</p>	<p>85,037                      48,000                      1,000                      96,000                      20,000                      (10,000)</p>
<p><b>FOR CONSIDERATION (FROM SELECTION):</b></p> <p>LANDSCAPE 96,000                      (10,000)                      SNOW REMOVAL 20,000                      → 106,000</p> <p>TO PARK &amp; REC CONTRACTUAL SVS ACCT 01550-4060</p> <p>SECURITY → 85,037</p> <p>TO POLICE CONTRACTUAL SVS ACCT 01310-2035</p> <p>THIS WOULD LEAVE 49,000 IN THE ABOVE ACCOUNT FOR SAFETY ISSUES</p>			<p>240,037</p>



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Financials, Revenue & Citizen Services and Human Capital Management

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Town of Newtown  
YTD BUDGET REPORT

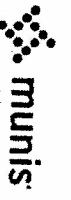
FOR 2012 13



01415 OUTSIDE AGENCIES

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01415 2001 MEDICAL BENEFITS	0	0	0				
01415 2003 LIFE INSURANCE	0	0	0				
01415 2007 LONG TERM DISABILITY	0	0	0				
01415 6000 VISITING NURSES ASSOCIAT	0	0	0	60.45	.00	-60.45	100.0%
01415 6001 KEVIN'S COMMUNITY CENTER	0	0	0	155.07	.00	-155.07	100.0%
01415 6002 CHILDREN'S ADVENTURE CEN	0	0	0	.00	.00	.00	.0%
01415 6003 REGIONAL HOSPICE	0	0	0	.00	.00	.00	.0%
01415 6004 VETERANS' GUIDANCE SUPPL	0	0	0	.00	.00	.00	.0%
01415 6005 NW REGIONAL MENTAL BOARD	0	0	0	.00	.00	.00	.0%
01415 6006 DANBURY REG CHLD ADVOCA	0	0	0	.00	.00	.00	.0%
01415 6007 WOMEN'S CENTER OF DANBUR	0	0	0	.00	.00	.00	.0%
01415 6008 ABILITY BEYOND DISABILIT	0	0	0	.00	.00	.00	.0%
01415 6009 AMOS HOUSE	0	0	0	.00	.00	.00	.0%
01415 6010 LITERACY VOLUNTEERS	0	0	0	.00	.00	.00	.0%
01415 6011 SHELTER OF THE CROSS	0	0	0	.00	.00	.00	.0%
01415 6012 WEBCARE	0	0	0	.00	.00	.00	.0%
01415 6013 THE VOLUNTEER CENTER	0	0	0	.00	.00	.00	.0%
01415 6014 NEWTOWN PARENT CONNECTIO	0	0	0	.00	.00	.00	.0%
TOTAL OUTSIDE AGENCIES	0	0	0	215.52	.00	-215.52	100.0%
TOTAL EXPENSES	0	0	0	215.52	.00	-215.52	100.0%
GRAND TOTAL	0	0	0	215.52	.00	-215.52	100.0%

\*\* END OF REPORT - Generated by Robert Tait \*\*



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Town of Newtown  
YTD BUDGET REPORT

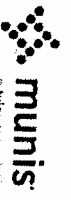


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FOR 2012 13

	ORIGINAL APPROP	TRANSRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>01240 SOCIAL SECURITY</b>							
01240 2001 UNEMPLOYMENT ACT	15,000	0	15,000	16,865.00	.00	-1,865.00	112.4%
01240 2002 FICA	812,972	4,033	817,005	813,091.21	.00	3,913.79	99.5%
TOTAL SOCIAL SECURITY	827,972	4,033	832,005	829,956.21	.00	2,048.79	99.8%
TOTAL EXPENSES	827,972	4,033	832,005	829,956.21	.00	2,048.79	99.8%
<b>01260 PENSION FUND</b>							
01260 2001 TOWN & POLICE PLAN	815,615	0	815,615	1,582,945.00	.00	-767,330.00	194.1%
01260 2002 ELECTED OFFICIALS	15,774	0	15,774	31,548.00	.00	-15,774.00	200.0%
01260 2011 SERVICES & SUPPLIES	23,000	0	23,000	29,925.00	.00	-6,925.00	130.1%
TOTAL PENSION FUND	854,389	0	854,389	1,644,418.00	.00	-790,029.00	192.5%
TOTAL EXPENSES	854,389	0	854,389	1,644,418.00	.00	-790,029.00	192.5%
<b>01270 EMPLOYEE BENEFITS</b>							
01270 2001 MEDICAL BENEFITS	2,806,855	0	2,806,855	2,958,936.00	.00	-152,081.00	105.4%
01270 2002 AGENCY COST SHARE	0	0	0	.00	.00	.00	.0%
01270 2003 LIFE INSURANCE	45,000	0	45,000	41,165.31	.00	3,834.69	91.5%
01270 2004 LONG TERM DISABILITY	30,000	0	30,000	26,638.16	.00	3,361.84	88.8%
01270 2005 OPEB CONTRIBUTION	100,000	0	100,000	166,000.00	.00	-66,000.00	166.0%
01270 2006 MISC BENEFITS	32,500	0	32,500	27,193.00	.00	5,307.00	83.7%
TOTAL EMPLOYEE BENEFITS	3,014,355	0	3,014,355	3,219,932.47	.00	-205,577.47	106.8%
TOTAL EXPENSES	3,014,355	0	3,014,355	3,219,932.47	.00	-205,577.47	106.8%
GRAND TOTAL	4,696,716	4,033	4,700,749	5,694,306.68	.00	-993,557.68	121.1%

\*\* END OF REPORT - Generated by Robert Tait \*\*



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Financials, Revenue & Citizen Services and Human Capital Management

08/08/2011 14:29  
1244rta1

Town of Newtown  
YTD BUDGET REPORT

FOR 2012 13



	ORIGINAL APPROP	TRANSFRS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01200 FINANCE							
01200 1001 FINANCIAL DIRECTOR	125,000	1,875	126,875	139,459.08	.00	-12,584.08	109.9%
01200 1002 CLERICAL	137,622	0	137,622	150,884.82	.00	-13,262.82	109.6%
01200 1003 ASST FINANCIAL DIRECTOR	64,477	1,005	65,482	72,221.31	.00	-6,739.31	110.3%
01200 2002 MEDICAL BENEFITS	0	0	0	.00	.00	.00	100.0%
01200 2003 FICA	0	0	0	2,916.64	.00	-2,916.64	100.0%
01200 2005 LIFE INSURANCE	0	0	0	146.32	.00	-146.32	100.0%
01200 2007 PENSION	0	0	0	10,000.00	.00	-10,000.00	100.0%
01200 2014 LONG TERM DISABILITY	0	0	0	135.82	.00	-135.82	100.0%
01200 2015 EDUCATION & TRAINING	2,900	0	2,900	3,655.17	.00	-755.17	126.0%
01200 2017 SUBSCRIPTIONS	375	0	375	423.48	.00	-48.48	112.9%
01200 2017 TECHNOLOGY MAINTENANCE	3,000	0	3,000	3,685.00	.00	-685.00	122.8%
TOTAL FINANCE	333,374	2,880	336,254	383,527.64	.00	-47,273.64	114.1%
TOTAL EXPENSES	333,374	2,880	336,254	383,527.64	.00	-47,273.64	114.1%
GRAND TOTAL	333,374	2,880	336,254	383,527.64	.00	-47,273.64	114.1%

\*\* END OF REPORT - Generated by Robert Tait \*\*

# TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR

2011 - 2012

DEPARTMENT

Finance

DATE

7/21/11

	Account	Amount	
FROM:	01100-1002 SECRETARY, ASSISTANT	(57,500.00)	USE NEGATIVE AMOUNT ↓
	01260-2011 SERVICES & SUPPLIES	(23,000.00)	
	01270-2006 MISC BENEFITS	(18,500.00)	
	.		
	.		
	.		
	.		
TO:	01108-1001 HUMAN RESOURCE ADMIN.	57,500.00	USE POSITIVE AMOUNT ↓
	01108-2011 SERVICES & SUPPLIES	23,000.00	
	01108-4060 FEES & PROFESSIONAL SVS	18,500.00	
	.		
	.		

REASON:

TO TRANSFER THE SALARY FOR THE HUMAN RESOURCE ADMINISTRATOR OUT OF THE SELECTMAN BUDGET TO A NEW HUMAN RESOURCES DEPARTMENT. THIS IS PART OF A PLAN TO MORE ACCURATELY REPORT DEPARTMENT EXPENSES. SERVICES (PENSION SERVICES) ARE BEING TRANSFERRED FROM PENSION (PENSION COSTS ARE BEING DISTRIBUTED BETWEEN THE DEPTS) TO HUMAN RESOURCES WHO MANAGE THE FUNDS. MISC. BENEFITS ARE BEING TRANSFERRED FROM THE EMPLOYEE BENEFIT DEPT TO HUMAN RESOURCES. THESE AMOUNTS REPRESENT PRE-EMPLOYMENT PHYSICALS AND PAYMENTS IN LIEU OF MEDICAL BENEFITS. THESE BUDGET AMOUNTS ARE MANAGED BY HUMAN RES.

AUTHORIZATION:

date:

(1) DEPARTMENT HEAD

*JA*  
*[Signature]*

*7/21/11*

(2) FINANCE DIRECTOR

*[Signature]*

*8/1/11*

(3) SELECTMAN

*[Signature]*

*8/1/11*

(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



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

FISCAL YEAR

2011 - 2012

DEPARTMENT **Police**

DATE

7/13/11

FROM: Account  
**01870-4060 CONTRACTUAL SERVICES**

Amount  
**(85,037.00)**

USE NEGATIVE  
AMOUNT

TO: **01310-4060 CONTRACTUAL SERVICES**

**85,037.00**

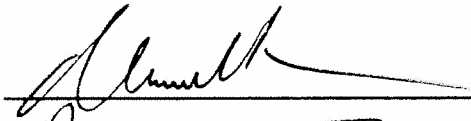
USE POSITIVE  
AMOUNT

REASON:

TO TRANSFER THE AMOUNT APPROPRIATED IN THE FAIRFIELD HILLS AUTHORITY BUDGET FOR FAIRFIELD HILLS SECURITY. THE RESPONSIBILITY FOR SECURITY SERVICES HAS BEEN GIVEN TO THE POLICE DEPARTMENT

AUTHORIZATION:

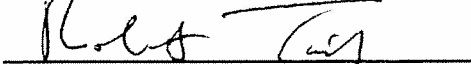
(1) DEPARTMENT HEAD



date:

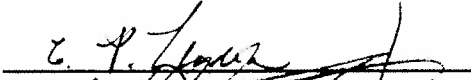
7/13/11

(2) FINANCE DIRECTOR



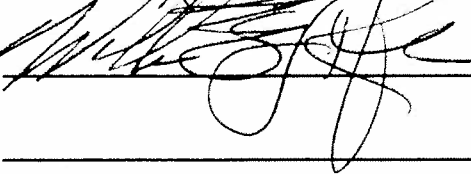
7/13/11

(3) SELECTMAN



8/1/11

(4) BOARD OF SELECTMEN



8/1/11

(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

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

Document **A**

FISCAL YEAR

2011 - 2012

DEPARTMENT

Finance

DATE

7/21/11

	<u>Account</u>	<u>Amount</u>	
FROM:	01380-0000 VNA	(500.00)	USE NEGATIVE AMOUNT ↓
	01400-0000 KEVIN'S COMMUNITY CENTER	(45,000.00)	
	01410-0003 CHILDREN'S ADVENTURE CENTER	(25,000.00)	
	01419-0000 REGIONAL HOSPICE ALLOCATIONS	(5,500.00)	
	01420-0000 VETERAN'S GUIDANCE SUPPLIES	(250.00)	
	01425-0000 N.W. REGIONAL MENTAL BD ALLO	(2,953.00)	
	01428-0000 DANB REG CHILD ADVOCACY CENT	(2,750.00)	
	01429-0000 WOMEN'S CENTER OF DANBURY	(10,000.00)	
	01431-0000 ABILITY BEYOND DISABILITY	(4,500.00)	
	01441-0000 THE VOLUNTEER CENTER	(1,000.00)	
	01443-0000 NEWTOWN PARENT CONNECTION	(20,000.00)	
TO:	01415-6000 VISITING NURSES ASSOC	500.00	USE POSITIVE AMOUNT ↓
	01415-6001 KEVIN'S COMMUNITY CTR	45,000.00	
	01415-6002 CHILDREN'S ADVENTURE CTR	25,000.00	
	01415-6003 REGIONAL HOSPICE	5,500.00	
	01415-6004 VETERANS GUIDANCE SUPPLIES	250.00	
	01415-6005 N.W. REG. MENTAL HEALTH	2,953.00	
	01415-6006 DANBURY REG. CHILD ADVOCATE	2,750.00	
	01415-6007 WOMEN'S CTR OF DANBURY	10,000.00	
	01415-6008 ABILITY BEYOND DISABILITY	4,500.00	
	01415-6013 THE VOLUNTEER CTR	1,000.00	
	01415-6014 NEWTOWN PARENT CONNECTION	20,000.00	
	.		
	.		
	.		

**TO CREATE ONE "DEPARTMENT" FOR OUTSIDE AGENCY CONTRIBUTIONS.**

**PRIOR EACH OUTSIDE AGENCY WAS LISTED AS A "DEPARTMENT".**

**AUTHORIZATION:**

date:

(1) DEPARTMENT HEAD

*PLA*  
\_\_\_\_\_

(2) FINANCE DIRECTOR

\_\_\_\_\_ *7/21/11*

(3) SELECTMAN

*E. P. Lodge*  
\_\_\_\_\_ *8/1/11*

(4) BOARD OF SELECTMEN

\_\_\_\_\_ *3/1/11*

(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

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

B

FISCAL YEAR 2011 - 2012 DEPARTMENT Finance DATE 7/21/11

FROM:	<u>Account</u>	<u>Amount</u>
TO:	01270-2004 LONG TERM DISABILITY	(30,000.00)
	01670-2007 LONG TERM DISABILITY	1,366.00
	01100-2007 LONG TERM DISABILITY	402.00
	01415-2007 LONG TERM DISABILITY	1,046.00
	01108-2007 LONG TERM DISABILITY	166.00
	01110-2007 LONG TERM DISABILITY	248.00
	01140-2007 LONG TERM DISABILITY	696.00
	01170-2007 LONG TERM DISABILITY	476.00
	01230-2007 LONG TERM DISABILITY	431.00
	01190-2007 LONG TERM DISABILITY	538.00
	01200-2007 LONG TERM DISABILITY	955.00
	01205-2007 LONG TERM DISABILITY	500.00
	01220-2007 LONG TERM DISABILITY	238.00
	01300-2007 LONG TERM DISABILITY	1,122.00
	01310-2007 LONG TERM DISABILITY	8,800.00
	01370-2007 LONG TERM DISABILITY	929.00
	01340-2007 LONG TERM DISABILITY	232.00
	01460-2007 LONG TERM DISABILITY	731.00
	01490-2007 LONG TERM DISABILITY	750.00
	01500-2007 LONG TERM DISABILITY	6,049.00
	01515-2007 LONG TERM DISABILITY	444.00
	01550-2007 LONG TERM DISABILITY	2,070.00
	01650-2007 LONG TERM DISABILITY	388.00
	01740-2007 LONG TERM DISABILITY	248.00
	01433-2007 LONG TERM DISABILITY	741.00
	01320-2007 LONG TERM DISABILITY	434.00

USE NEGATIVE AMOUNT  
↓  
USE POSITIVE AMOUNT  
↓

**TO DISTRIBUTE LTD INS COSTS TO THE VARIOUS DEPARTMENTS. THIS WILL MORE ACCURATELY MEASURE ACTUAL DEPARTMENT COSTS**

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

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

(2) FINANCE DIRECTOR [Signature] \_\_\_\_\_ 7/21/11

(3) SELECTMAN C. P. [Signature] \_\_\_\_\_ 8/1/11

(4) BOARD OF SELECTMEN [Signature] \_\_\_\_\_ 8/1/11

(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

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

C

**FISCAL YEAR** 2011 - 2012      **DEPARTMENT** Finance      **DATE** 7/21/11

	<u>Account</u>	<u>Amount</u>	
<b>FROM:</b>	01270-2003 LIFE INSURANCE	(45,000.00)	USE NEGATIVE AMOUNT
<b>TO:</b>	01670-2003 LIFE INSURANCE	573.00	↓
	01100-2003 LIFE INSURANCE	164.00	USE POSITIVE AMOUNT
	01415-2003 LIFE INSURANCE	745.00	↓
	01108-2003 LIFE INSURANCE	191.00	
	01110-2003 LIFE INSURANCE	697.00	
	01140-2003 LIFE INSURANCE	1,410.00	
	01170-2003 LIFE INSURANCE	823.00	
	01230-2003 LIFE INSURANCE	287.00	
	01190-2003 LIFE INSURANCE	944.00	
	01200-2003 LIFE INSURANCE	2,146.00	
	01205-2003 LIFE INSURANCE	524.00	
	01220-2003 LIFE INSURANCE	869.00	
	01300-2003 LIFE INSURANCE	1,185.00	
	01310-2003 LIFE INSURANCE	9,123.00	
	01370-2003 LIFE INSURANCE	888.00	
	01340-2003 LIFE INSURANCE	344.00	
	01460-2003 LIFE INSURANCE	1,578.00	
	01490-2003 LIFE INSURANCE	1,498.00	
	01500-2003 LIFE INSURANCE	15,395.00	
	01515-2003 LIFE INSURANCE	1,181.00	
	01550-2003 LIFE INSURANCE	2,114.00	
	01650-2003 LIFE INSURANCE	768.00	
	01740-2003 LIFE INSURANCE	250.00	
	01433-2003 LIFE INSURANCE	401.00	
	01320-2003 LIFE INSURANCE	902.00	

**TO DISTRIBUTE LIFE INS COSTS TO THE VARIOUS DEPARTMENTS. THIS WILL MORE ACCURATELY MEASURE ACTUAL DEPARTMENT COSTS**

**AUTHORIZATION:**

date:

(1) DEPARTMENT HEAD

PLA

(2) FINANCE DIRECTOR

[Signature]

7/21/11

(3) SELECTMAN

C.P. [Signature]

8/1/11

(4) BOARD OF SELECTMEN

[Signature]

8/1/11

(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

LIFE INSURANCE:

		STANDARD		DEPT HEADS		GRAND		
		MONTHLY	ANNUALIZE			ANNUAL	TOTAL	BUDGET
BILL								
01100__	2003	13.33	159.96				159.96	164
01108__	2003	15.50	186				186.00	191
01110__	2003	18.60	223.2	01110-200	Ohio National	455.16	678.36	697
01140__	2003	71.92	863.04	01140-200	GE Capitol	509.99	1,373.03	1,410
01170__	2003	50.22	602.64	01170-200	Genworth	198.50	801.14	823
01190__	2003	59.52	714.24	01190-200	Genworth	204.88	919.12	944
01200__	2003	146.32	1755.84	01200-200	First Colony	333.24	2,089.08	2,146
01205__	2003	31.62	379.44	01205-200	Genworth	130.36	509.80	524
01220__	2003	70.53	846.36				846.36	869
01230__	2003	23.25	279				279.00	287
01300__	2003	96.10	1153.2				1,153.20	1,185
01310__	2003	717.03	8604.36	01310-200	Ohio National	276.76	8,881.12	9,123
01340__	2003	17.67	212.04	01340-200	First Colony	122.80	334.84	344
01370__	2003	62.00	744	01370-200	First Colony	120.59	864.59	888
01415__	2003	60.45	725.4				725.40	745
01433__	2003	32.55	390.6				390.60	401
01460__	2003	128.03	1536.36				1,536.36	1,578
01490__	2003	121.52	1458.24				1,458.24	1,498
01500__	2003	1,159.71	13916.52	01500-200	Ohio National/West Coast Life	1,069.15	14,985.67	15,394
01515__	2003	95.79	1149.48				1,149.48	1,181
01550__	2003	158.72	1904.64	01550-200	Genworth	153.62	2,058.26	2,114
01650__	2003	62.31	747.72				747.72	768
01740__	2003	4.65	55.8	01740-200	Valley Forge	187.26	243.06	250
01670__	2003	46.50	558				558.00	573
01320__	2003	73.16	877.92				877.92	902
		<u>\$ 3,107.91</u>	<u>40,044.00</u>				<u>43,806.31</u>	<u>45,000.00</u>

BUDGET 45,000.00

DIFF 1,193.69

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

D

FISCAL YEAR	2011 - 2012	DEPARTMENT	Finance	DATE	7/21/11
	<u>Account</u>			<u>Amount</u>	
FROM:	01240-2002 FICA			(817,005.00)	USE NEGATIVE AMOUNT ↓
TO:	01100-2002 FICA			11,183.00	USE POSITIVE AMOUNT ↓
	01105-2002 FICA			1,452.00	
	01110-2002 FICA			6,332.00	
	01140-2002 FICA			14,650.00	
	01170-2002 FICA			12,884.00	
	01180-2002 FICA			6,515.00	
	01190-2002 FICA			14,419.00	
	01200-2002 FICA			23,999.00	
	01205-2002 FICA			13,720.00	
	01220-2002 FICA			9,107.00	
	01300-2002 FICA			46,727.00	
	01310-2002 FICA			277,260.00	
	01320-2002 FICA			13,298.00	
	01330-2002 FICA			746.00	
	01340-2002 FICA			8,315.00	
	01460-2002 FICA			19,615.00	
	01490-2002 FICA			27,230.00	
	01500-2002 FICA			190,707.00	
	01515-2002 FICA			12,822.00	
	01550-2002 FICA			82,096.00	
	01650-2002 FICA			11,348.00	
	01740-2002 FICA			6,574.00	
	01870-2002 FICA			1,607.00	
	01108-2002 FICA			4,399.00	

**TO DISTRIBUTE FICA COSTS TO THE VARIOUS DEPARTMENTS. THIS WILL MORE ACCURATELY MEASURE ACTUAL DEPARTMENT COSTS**

AUTHORIZATION:		date:
(1) DEPARTMENT HEAD	<u>PIA</u>	
(2) FINANCE DIRECTOR	<u>[Signature]</u>	7/21/11
(3) SELECTMAN	<u>C. P. Lyman</u>	8/1/11
(4) BOARD OF SELECTMEN	<u>[Signature]</u>	8/1/11
(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

<u>Salary Accts.</u>		<b>2011-2012</b>				
<u>Dept.</u>	<u>Object</u>	<u>Request</u>	<u>Social Security</u>	<u>Total by Dept.</u>	<u>Dept.</u>	
01100	1001	97,333	7,446			
01100	1002	43,848	3,354			
01100	1007	5,000	383	<b>11,183</b>	<b>01100</b>	
01105	1002	18,975	1,452	<b>1,452</b>	<b>01105</b>	
01108	1001	57,500	4,399	<b>4,399</b>	<b>01108</b>	
01110	1001	52,160	3,990			
01110	1002	30,611	2,342	<b>6,332</b>	<b>01110</b>	
01140	1001	63,912	4,889			
01140	1002	127,596	9,761	<b>14,650</b>	<b>01140</b>	
01170	1001	66,696	5,102			
01170	1002	101,728	7,782	<b>12,884</b>	<b>01170</b>	
01180	1001	56,439	4,318			
01180	1002	18,025	1,379			
01180	1004	800	61			
01180	1005	6,900	528			
01180	1007	3,000	230	<b>6,515</b>	<b>01180</b>	
01190	1001	68,513	5,241			
01190	1002	119,969	9,178	<b>14,419</b>	<b>01190</b>	
01200	1001	126,875	8,461			
01200	1002	137,622	10,528			
01200	1003	65,482	5,009	<b>23,999</b>	<b>01200</b>	
01205	1001	84,753	6,484			
01205	1002	94,590	7,236	<b>13,720</b>	<b>01205</b>	
01220	1001	119,043	9,107	<b>9,107</b>	<b>01220</b>	
01300	1001	530,815	40,607			
01300	1005	80,000	6,120	<b>46,727</b>	<b>01300</b>	
01310	1001	100,888	7,718			
01310	1002	92,382	7,067			
01310	1003	3,106,187	237,623			
01310	1004	178,394	13,647			
01310	1005	130,000	9,945			
01310	1007	16,458	1,259	<b>277,260</b>	<b>01310</b>	
01320	1001	136,682	10,456			
01320	1005	37,149	2,842	<b>13,298</b>	<b>01320</b>	
01330	1006	9,750	746	<b>746</b>	<b>01330</b>	
01340	1001	108,694	8,315	<b>8,315</b>	<b>01340</b>	
01460	1001	71,050	5,435			
01460	1002	38,016	2,908			
01460	1003	115,260	8,817			
01460	1005	32,076	2,454	<b>19,615</b>	<b>01460</b>	
01490	1002	75,796	5,798			
01490	1004	280,154	21,432	<b>27,230</b>	<b>01490</b>	
01500	1001	98,683	7,549			
01500	1002	407,816	31,198			
01500	1003	1,759,283	139,720			
01510	1003	160,000	12,240	<b>190,707</b>	<b>01500</b>	
01515	1002	156,613	11,981			
01515	1003	11,000	842	<b>12,822</b>	<b>01515</b>	
01550	1001	68,005	5,202			
01550	1002	309,422	23,671			
01550	1003	53,282	4,076			
01550	1004	384,924	29,447			
01550	1005	94,217	7,208			
01550	1006	81,490	6,234			
01550	1007	59,910	4,583			
01550	1008	21,900	1,675	<b>82,096</b>	<b>01550</b>	
01650	1001	136,924	10,475			
01650	1004	11,420	874	<b>11,348</b>	<b>01650</b>	
01740	1003	85,935	6,574	<b>6,574</b>	<b>01740</b>	
01870	1002	21,000	1,607	<b>1,607</b>	<b>01870</b>	
		<u>10,628,945</u>	<u>817,005</u>	<u><b>817,005</b></u>		

Payroll 7/22/01 Sample disk sheet

period	TRANS DATE	ACCOUNT NUMBER		DEBIT	CREDIT	DESCRIPTION
		ORG CODE	OBJECT			
01	7/22/01	01100	2002	406.99	.	SELECTMEN
		01108	2002	161.56	.	HUMAN RESOURCES
		01110	2002	230.88	.	SOCIAL SERVICES
		01140	2002	816.24	.	TAX COLLECTOR
		01170	2002	470.01	.	TOWN CLERK
		01180	2002	219.23	.	REGISTRARS
		01190	2002	535.03	.	TAX ASSESSOR
		01200	2002	955.18	.	FINANCE
		01205	2002	488.26	.	TECHNOLOGY DEPARTMENT
		01220	2002	360.13	.	SENIOR SERVICES
		01300	2002	1647.02	.	COMMUNICATIONS
		01310	2002	10852.52	.	POLICE
		01320	2002	573.84	.	FIRE
		01340	2002	261.47	.	CANINE CONTROL
		01460	2002	714.32	.	BUILDING INSPECTOR
		01490	2002	922.74	.	LAND USE
		01500	2002	6462.37	.	HIGHWAY
		01515	2002	475.63	.	LANDFILL
		01550	2002	6967.26	.	PARKS AND RECREATION
		01650	2002	417.38	.	PUBLIC BUILDING MAINTENANCE
		01740	2002	249.11	.	ECONOMIC & COMM DEV
		01870	2002	53.32	.	FAIRFIELD HILLS AUTH
		90	530	98.79	.	SEWER FUND
		01	0012	.	.	FICA
		01	0013	.	.	MEDICARE
		BATCH TOTALS		34339.28	34339.28	

PREPARED BY: *[Signature]*

APPROVED BY: *[Signature]*  
ASSISTANT FINANCE DIRECTOR

FINANCE DIRECTOR



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

11

FISCAL YEAR: 2011 - 2012 DEPARTMENT: Finance DATE: 7/21/11

	Account	Amount	
FROM:	01260-2001 TOWN & POLICE PLAN	(815,615.00)	USE NEGATIVE AMOUNT ↓
	01260-2002 ELECTED OFFICIALS	(15,774.00)	
	01270-2006 MISC BENEFITS	(14,000.00)	
TO:	01100-2005 PENSION	8,432.00	USE POSITIVE AMOUNT ↓
	01105-2005 PENSION	-	
	01108-2005 PENSION	3,399.00	
	01110-2005 PENSION	4,122.00	
	01140-2005 PENSION	9,537.00	
	01170-2005 PENSION	9,009.00	
	01180-2005 PENSION	3,708.00	
	01190-2005 PENSION	9,386.00	
	01200-2005 PENSION	26,432.00	
	01205-2005 PENSION	8,931.00	
	01220-2005 PENSION	5,928.00	
	01300-2005 PENSION	26,433.00	
	01310-2005 PENSION	12,884.00	
	01320-2005 PENSION	7,577.00	
	01340-2005 PENSION	2,221.00	
	01460-2005 PENSION	12,768.00	
	01490-2005 PENSION	17,726.00	
	01500-2005 PENSION	112,831.00	
	01515-2005 PENSION	7,799.00	
	01550-2005 PENSION	42,655.00	
	01650-2005 PENSION	6,819.00	
	01740-2005 PENSION	4,279.00	
	01310-2005 PENSION	502,513.00	

**TO DISTRIBUTE PENSION COSTS TO THE VARIOUS DEPARTMENTS. THIS WILL MORE ACCURATELY MEASURE ACTUAL DEPARTMENT COSTS**

AUTHORIZATION:		date:
(1) DEPARTMENT HEAD	<u>N/A</u>	
(2) FINANCE DIRECTOR	<u>[Signature]</u>	7/21/11
(3) SELECTMAN	<u>E. P. L...</u>	8/1/11
(4) BOARD OF SELECTMEN	<u>[Signature]</u>	9/1/11
(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

<u>Salary Accts.</u>		<u>2011-2012</u>				
<u>Dept.</u>	<u>Object</u>	<u>Request</u>	<u>PENSION DIST</u>	<u>Total by Dept.</u>	<u>Dept.</u>	
01110	1001	52,160	2,597			
01110	1002	30,611	1,524	<b>4,122</b>	<b>01110</b>	
01140	1001	63,912	3,183			
01140	1002	127,596	6,354	<b>9,537</b>	<b>01140</b>	
01170	1002	101,728	5,066	<b>5,066</b>	<b>01170</b>	
01180	1001	56,439	2,811			
01180	1002	18,025	898	<b>3,708</b>	<b>01180</b>	
01190	1001	68,513	3,412			
01190	1002	119,969	5,974	<b>9,386</b>	<b>01190</b>	
01200	1001	126,875	6,318			
01200	1002	137,622	6,853			
01200	1003	65,482	3,261	<b>16,432</b>	<b>01200</b>	
01205	1001	84,753	4,221			
01205	1002	94,590	4,710	<b>8,931</b>	<b>01205</b>	
01220	1001	119,043	5,928	<b>5,928</b>	<b>01220</b>	
01300	1001	530,815	26,433	<b>26,433</b>	<b>01300</b>	
01310	1004	178,394	8,884	<b>8,884</b>	<b>01310</b>	
01320	1001	114,997	5,727			
01320	1005	37,149	1,850	<b>7,577</b>	<b>01320</b>	
01340	1001	44,607	2,221	<b>2,221</b>	<b>01340</b>	
01460	1001	71,050	3,538			
01460	1002	38,016	1,893			
01460	1003	115,260	5,740			
01460	1005	32,076	1,597	<b>12,768</b>	<b>01460</b>	
01490	1001	75,796	3,774			
01490	1002	280,154	13,951	<b>17,726</b>	<b>01490</b>	
01500	1001	98,683	4,914			
01500	1002	407,816	20,308			
01500	1003	1,759,283	87,609	<b>112,831</b>	<b>01500</b>	
01515	1002	156,613	7,799	<b>7,799</b>	<b>01515</b>	
01550	1001	68,005	3,387			
01550	1002	309,422	15,409			
01550	1004	384,924	19,168			
01550	1005	94,217	4,692	<b>42,655</b>	<b>01550</b>	
01650	1001	136,924	6,819	<b>6,819</b>	<b>01650</b>	
01740	1003	85,935	4,279	<b>4,279</b>	<b>01740</b>	
		<u>6,287,454</u>	<u>313,102</u>	<u><b>313,102</b></u>		

01260 2001 313,102 FROM

ELECTED OFFICIALS PENSION:

01100	2005	8,432	
01108	2005	3,399	
01170	2005	3,943	
		<u>15,774</u>	

01260 2002 15,774 FROM

DEFERRED COMPANESATION:

01200	2005	10,000	
01310	2005	4,000	
		<u>14,000</u>	

01270 2006 14,000 FROM

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

f

FISCAL YEAR 2011 - 2012 DEPARTMENT Finance DATE 7/21/11

	<u>Account</u>	<u>Amount</u>	
FROM:	01270-2001 MEDICAL BENEFITS	(2,806,855.00)	USE NEGATIVE AMOUNT ↓
TO:	01100-2001 MEDICAL BENEFITS	19,722.23	USE POSITIVE AMOUNT ↓
	01110-2001 MEDICAL BENEFITS	35,665.43	
	01140-2001 MEDICAL BENEFITS	59,096.61	
	01170-2001 MEDICAL BENEFITS	78,727.20	
	01190-2001 MEDICAL BENEFITS	62,971.87	
	01200-2001 MEDICAL BENEFITS	78,638.09	
	01205-2001 MEDICAL BENEFITS	42,476.00	
	01220-2001 MEDICAL BENEFITS	31,364.12	
	01300-2001 MEDICAL BENEFITS	79,341.40	
	01310-2001 MEDICAL BENEFITS	796,508.70	
	01320-2001 MEDICAL BENEFITS	-	
	01340-2001 MEDICAL BENEFITS	26,776.33	
	01460-2001 MEDICAL BENEFITS	115,758.48	
	01490-2001 MEDICAL BENEFITS	75,448.59	
	01500-2001 MEDICAL BENEFITS	575,778.34	
	01515-2001 MEDICAL BENEFITS	38,867.78	
	01550-2001 MEDICAL BENEFITS	272,392.39	
	01650-2001 MEDICAL BENEFITS	43,403.16	
	01230-2001 MEDICAL BENEFITS	52,748.60	
	01370-2001 MEDICAL BENEFITS	96,546.65	
	01433-2001 MEDICAL BENEFITS	47,722.11	
	01415-2001 MEDICAL BENEFITS	99,241.74	
	01270-2005 OPEB CONTRIBUTION	62,146.47	
	01108-2001 MEDICAL BENEFITS	15,512.71	

**TO DISTRIBUTE MEDICAL COSTS TO THE VARIOUS DEPARTMENTS. THIS WILL MORE ACCURATELY MEASURE ACTUAL DEPARTMENT COSTS**

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

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

(2) FINANCE DIRECTOR [Signature] 7/21/11

(3) SELECTMAN [Signature] 8/1/11

(4) BOARD OF SELECTMEN [Signature] 8/1/11

(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

**BUDGETED MEDICAL DISTRIBUTION 2011-2012:**

<u>DEPT</u>	<u>DEPT TOTAL</u>	<u>ACCOUNT</u>	<u>% TOTAL</u>
SELECTMAN	19,722.23	01100-2001	0.70%
HUMAN RESOUCES	15,512.71		
SOC SVS	35,665.43	01110-2001	1.27%
TAX COLL	59,096.61	01140-2001	2.11%
TOWN CLERK	78,727.20	01170-2001	2.80%
ASSESSOR	62,971.87	01190-2001	2.24%
FINANCE	78,638.09	01200-2001	2.80%
TECHNOLOGY	42,476.00	01205-2001	1.51%
POLICE	796,508.71	01310-2001	28.38%
SR CTR	31,364.12	01220-2001	1.12%
DISPATCH	79,341.40	01300-2001	2.83%
FIRE	-	01320-2001	0.00%
CANINE	26,776.33	01340-2001	0.95%
BUILDING	115,758.48	01460-2001	4.12%
LAND USE	75,448.59	01490-2001	2.69%
HIGHWAY	575,778.35	01500-2001	20.51%
LANDFILL	38,867.78	01515-2001	1.38%
PARKS & REC	272,392.39	01550-2001	9.70%
BLDG MAINT	43,403.16	01650-2001	1.55%
ECON DEV	-	01740-2001	0.00%
EDMOND TOWN HALL	52,748.60	01230-2001	1.88%
HEALTH DISTRICT	96,546.65	01370-2001	3.44%
FAMILY & YOUTH SERVICES	47,722.11	01433-2001	1.70%
CHILDREN'S ADVENTURE CTR	99,241.74	01415-2001	3.54%
RETIREE MEDICAL BENEFITS	62,146.47	01270-2005	2.21%
	<b>2,806,855.00</b>		<b>99.45%</b>

## DISPATCH/CLERICAL UNION NEGOTIATIONS - SUMMARY

JULY 2011

## LANGUAGE

General Language throughout document condensed

Probationary period redefined

Posting for supervisor position developed

Shift assignment/bid developed

On-call procedures developed

New employees to receive one week's vacation after 6 months

Vacation posting language defined

Vacation request language developed

Annual military field training – paid up to 2 weeks

Long Term Disability clarified

Personal Days clarified

Work attire – defined

Performance evaluations moved from July to January

Regionalization reopener

## Financials

Personal days increase from 2 to 3 after 7/1/91 Date of Hire

## Medical

Cost share flat rate 8.5% (avg) to 11% of allocation rate

New medical plan – “Option 2” – possible 4% savings

Declining medical insurance increase from \$500 to \$1000 – no current employees

## Wages

7/10 1.5%

7/11 1.75%

7/12 1.75%

**TOWN OF NEWTOWN - DISPATCH UNION NEGOTIATIONS - 2010 / 2011 TO 2012 / 2013**

**SALARIES**

Name	Current Salary ***	2010-11 Proposed 1.50% increase	2011-12 Proposed 1.75% increase	2012-13 Proposed 1.75% increase
42,569	43,208	43,964	44,733	
51,714	52,490	53,408	54,343	
37,720	38,286	38,956	39,638	
42,569	43,208	43,964	44,733	
37,726	38,292	38,962	39,644	
42,569	43,208	43,964	44,733	
35,841	36,379	37,015	37,663	
42,569	43,208	43,964	44,733	
42,569	43,208	43,964	44,733	
39,117	39,704	40,399	41,106	
41,866	42,494	43,238	43,994	
37,720	38,286	38,956	39,638	
42,569	43,208	43,964	44,733	
42,569	43,208	43,964	44,733	
579,687	588,382	598,679	609,156	

\*\*\* Current salaries are at 2009-10 levels

**MEDICAL BENEFITS**

Name	ESTIMATED 2012-2013		2012-2013	
	Total Allocation Cost (10%)	Employee Cost Share (11%)	Town Cost Share	Medical Cost Share
8,537.25	939.10	7,598.16	684	85.37
8,537.25	939.10	7,598.16	849	85.37
8,537.25	939.10	7,598.16	596	85.37
8,537.25	939.10	7,598.16	684	85.37
8,537.25	939.10	7,598.16	596	85.37
23,247.67	2,557.24	20,690.43	684	85.37
8,537.25	939.10	7,598.16	415	232.48
8,537.25	939.10	7,598.16	684	85.37
18,292.54	2,012.18	16,280.36	684	85.37
18,292.54	2,012.18	16,280.36	524	182.93
18,292.54	2,012.18	16,280.36	574	182.93
8,537.25	939.10	7,598.16	499	182.93
8,537.25	939.10	7,598.16	684	85.37
163,497.82	17,984.76	145,513.06	684	85.37
			8,842	1,635

CHANGE IN TOWN COST SHARE = 13,228.46 8.9% >

**MEDICAL BENEFITS**

TYPE	CURRENT 2011 - 2012 (ANNUAL \$)			PROPOSED 2011-2012			CHANGE FOR EMPLOYEE		
	Total Allocation	Employee Cost Share (11%amt.)	Town Cost Share	Total Allocation	Employee Cost Share (11%)	Town Cost Share	Salary	Medical Cost Share	Net
	Cost	(11%amt.)	Cost Share	Cost (-4%)					
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	756	(147.31)	903
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	919	(147.31)	1,066
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	670	(147.31)	817
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	756	(147.31)	903
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	670	(147.31)	817
5	22,014.84	1,182.96	20,831.88	21,134.25	2,324.77	18,809.48	756	(147.31)	903
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	637	1,141.81	(505)
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	756	(147.31)	903
2	17,322.48	1,079.04	16,243.44	16,629.58	1,829.25	14,800.33	756	(147.31)	903
2	17,322.48	1,079.04	16,243.44	16,629.58	1,829.25	14,800.33	695	750.21	(55)
2	17,322.48	1,079.04	16,243.44	16,629.58	1,829.25	14,800.33	744	750.21	(7)
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	670	750.21	(80)
1	8,084.52	1,001.04	7,083.48	7,761.14	853.73	6,907.41	756	(147.31)	903
	154,827.48	14,430.48	140,397.00	148,634.38	16,349.78	132,284.60	10,297	1,919	8,377

CHANGE IN TOWN COST SHARE = (8,112)

**CHANGE FOR EMPLOYEE**

Name	2012-2013	
	Salary	Medical Cost Share
769	85.37	684
935	85.37	849
682	85.37	596
769	85.37	684
682	85.37	596
769	85.37	684
648	232.48	415
769	85.37	684
769	85.37	684
707	182.93	524
757	182.93	574
682	182.93	499
769	85.37	684
769	85.37	684
10,477	1,635	8,842

TOWN OF NEWTOWN  
IMPACT STATEMENT - DISPATCH CONTRACT  
2010 / 2011 TO 2012 / 2013

**INCREMENTAL EFFECT ON BUDGET:**

		<u>2010 / 2011</u>	<u>2011 / 2012</u>	<u>2012 / 2013</u>
<b>SALARIES</b>	1.5%, 1.75%, 1.75% increases.	8,695	10,297	10,477
<b>MEDICAL</b>	Flat employee cost share (avg. 9.32%) to 11% empl cost share. 10% assumed medical cost inflation rate.	-	(8,112) a.	13,228 b.
		<u>8,695</u>	<u>2,185</u>	<u>23,705</u>

a. Decrease in Town medical costs due to and increase in employee cost share and a decrease in projected medical costs due to a plan change.

b. increase in Town medical costs due to a projected medical cost inflationary increase of 10%.

# TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR

2011 - 2012

DEPARTMENT

Finance

DATE

8/1/11

FROM:

Account

01570-2000 CONTINGENCY FUND

Amount

(20,445.00)

USE NEGATIVE AMOUNT

TO:

01300-1001 FULL TIME OPERATORS

01300-2002 FICA

18,992.00

1,453.00

USE POSITIVE AMOUNT

REASON:

DISPATCH/CLERICAL UNION NEGOTIATIONS. SALARY INCREASE; 2010-2011 = 1.50%; 2011-2012 = 1.75%.

AUTHORIZATION:

date:

(1) DEPARTMENT HEAD

(2) FINANCE DIRECTOR

(3) SELECTMAN

(4) BOARD OF SELECTMEN

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

*[Signature]*

8/1/11

*C.P. Lopez*

8/1/11

*[Signature]*

8/1/11

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