

The **Board of Finance** held a regular meeting on Thursday, May 24, 2012 in the Council Chamber of the Newtown Municipal Center, Newtown, CT. John Kortze called the meeting to order at 7:33p.m.

**PRESENT:** John Kortze, James Gaston, Jr., Richard Oparowski, Harry Waterbury and Carol Walsh

**ABSENT:** Joseph Kearney

**ALSO PRESENT:** First Selectman E. Patricia Llodra (7:55pm), Finance Director Robert Tait and one member of the press.

**VOTER COMMENTS:** none.

**COMMUNICATIONS:** After discussion on the fund balance the Legislative Council reduced the budget as a whole by taking \$200,000 from the fund balance. A Freedom of Information request was received from Bruce Walczak for any correspondence relative to the budget forum.

**MINUTES:** Mr. Waterbury moved to accept the minutes of May 14, 2012. Ms. Walsh seconded. All in favor.

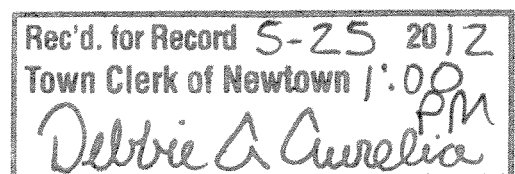
**FIRST SELECTMAN REPORT:** The Town of Newtown is the recipient of a federal brownfields grant in the amount of \$200,000 specific to Fairfield Hills. The trust relative to animal welfare has generated \$700,000 for capital for the animal welfare facility and the Dog Park and \$1.3 million to draw \$50,000 from each year to expand the program.

**FINANCE DIRECTOR REPORT:** none

**UNFINISHED BUSINESS:**

**Discussion and possible action:**

- 1. Policy on depositing unexpended funds to the Capital/Non-Recurring fund:** item to be carried.
- 2. Board of Education Reserve Fund Statute:** Mr. Kortze said there are questions: how is the new statute implemented, what type of account is it, at what point does the Board of Education tell us, how much money can be held in this account and once it is there how does it come out? The Board of Finance is empowered by statute to draft a policy. The statute is very vague. Only one town is using the statute. Currently left over money can be transferred into the non-recurring account. Mr. Tait said that monies left over at year should be used for capital items. Item to be carried.
- 3. Board of Education Monthly Financial Report, April 30, 2012:** Mr. Oparowski voiced concern about the summary report saying it talks to numbers that aren't on the page; the only way to understand it is to have the prior months report. Mr. Tait said that the Board of Education is talking about having more detailed reports. (Att. A).
- 4. RESOLUTION:** Mr. Waterbury moved the resolution: RESOLUTION PROVIDING FOR A SPECIAL APPROPRIATION IN THE AMOUNT OF \$150,000 FOR THE REPAIR/RESTORATION OF PART OF THE MIDDLE GATE SCHOOL ROOF (\$140,000) AND THE INSTALLATION OF STAIRWELL GATES AT NEWTOWN HIGH SCHOOL (\$10,000) TO BE FUNDED FROM THE CAPITAL NONRECURRING FUND. (Att. B). Mr. Oparowski seconded. This money was left over in the Board of Education budget and returned by the school; the idea was that they could come back and request the money. All in favor.



**NEW BUSIENSS:**

1. **Transfer:** Mr. Waterbury moved to transfer \$9,297.16 FROM 01570-2000 Contingency TO 01180-1006 Primaries. Ms. Walsh seconded. All in favor.  
**Transfer:** Mr. Waterbury moved to transfer \$3,926.32 FROM 01570-2000 Contingency TO 01180-1007 Election Workers. Ms. Walsh seconded. All in favor.
2. **Transfer:** Mr. Waterbury moved to transfer \$25,000 FROM 01570-2000 Contingency TO 01240-2001 Unemployment Act. Mr. Oparowski seconded. All in favor.
3. **Transfer:** Mr. Waterbury moved to transfer \$9,500 FROM 01500-5080 Capital, \$30,000 FROM 01570-2000 Contingency, \$7,000 FROM 01500-2029 Private Roads/Reconstruction \$41,500 TO 01500-3050 Repairs, \$2,500 TO 01500-2008 Street & Road Sign, \$2,500 TO Construction Supplies. Mr. Oparowski seconded. The actual expenditure from the storms is \$1.7 million, the FEMA reimbursement was \$1.3 million. Most excess costs were absorbed through the winter maintenance account. The tree removal account is typically a \$70,000 budget; over \$200,000 has been spent on tree removal this year. All in favor.
4. **Transfer:** Mr. Waterbury moved to transfer \$22,000 FROM 01650-2017 Fuel Oil \$8,000 TO 01650-4001 Contractual Custodian, \$10,500 TO 01650-4060 Contractual Services, \$2,000 TO 01650-2014 Building Maintenance and \$1,500 TO 01560-2011 Supplies. Ms. Walsh seconded. There is not a contingency account within the Public Works budget for unexpected contractual issues. All in favor.

**ANNOUNCEMENTS:** Mr. Kortze attended a meeting with Mr. Capeci, Ms. Leidlein, Ms. Roche, Mr. Hart, Atty. Dugas and Joan Libby relative to the contractual teacher negotiations. The Board of Education has to discuss and seek input from the Board of Finance per statute. The Board of Finance and the Legislative Council are allowed a representative/observer. A non meeting will be held on June 11 to include the Board of Finance, Legislative Council, First Selectman Llodra and the Board of Education to talk about how the process works; the teachers union is the largest contractual expense.

**ADJOURNMENT:** Having no further business, the Board of Finance adjourned their regular meeting at 8:10pm.

  
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Susan Marcinek, Clerk

- Att. A: Board of Education Monthly Financial Report, April 30, 2012 (10 pages)  
Att. B: Board of Education special appropriation request, May 7, 2012 (14 pages)

**NEWTOWN BOARD OF EDUCATION  
MONTHLY FINANCIAL REPORT  
APRIL 30, 2012**

**SUMMARY**

This April financial report for the current year represents the latest district expenses and estimates for this year. The overall projected balance has decreased by \$63,000.

The Education Jobs Fund continues to be used to cover current Educational Assistant salaries. The non-certified salary and tuition accounts that were referenced since the beginning of the year continue to be carried as accounts in need with tuition expenses holding constant for this month.

Overall, the YTD amount (fifth from the right) indicates we spent \$6.2M since the March period, which includes our final self-insurance payment of \$1.5M. All major object codes are in a positive balance at month's end with the exception of Professional Services. The projected balance column indicates we are still expecting to have an overall positive balance, including the balance of the excess cost reimbursement grant that has now been included. The grant will be \$37,153 less than our prior estimate, now at \$59,202 less than what was budgeted. The overall balance has declined by this and other items detailed below. (Excess Cost reimbursement has declined because limited state funds needed to be distributed to other districts with added eligibility expenses.)

This budget continues to be lean, while our position is positive barring any unforeseen issues an expenditure balance will be available. It will continue to be monitored closely. Consideration should be given to use this balance for educational needs such as maintenance projects or technology. Time to plan is essential for these items. Another option is to immediately request that the Board of Finance create a non-lapsing account for the deposit of unexpended education funds in accordance with State Statute Section 10-248a. Without these actions, further education funding reductions will occur by default.

Continued forecasting of anticipated obligations will cause modifications in these balances with the objective to remain in a positive position within the overall budget allocation.

**EXPENSE CATEGORY CONDITIONS**  
**(THESE NOTATIONS REFER TO AMOUNTS PRIOR TO TRANSFERS)**

**100 SALARIES**

The total salary budget balance has decreased since last month by approximately \$28,000. The areas of educational assistants, nurses, and Special Education Services have been previously detailed as related to the need for additional Special Education aides at the high school, the nurse for Project Starr to be reimbursed, the nurse for Frasier Woods, and the trainers to be partially covered by the balance of the excess cost grant revenue. Additional needs responsible for the decline are: \$11,000 for administrator's salary vacation payment due to resignation, and \$17,000 additional anticipated for substitutes.

**200 EMPLOYEE BENEFITS**

Current estimates continue to be positive and have increased by \$2,700.

**300 PROFESSIONAL SERVICES**

This is an area that has been of concern since the beginning of the year. The need is expected to increase by \$40,000. Another Special Education due process hearing is expected to cost \$30,000, psychological and medical evaluations another \$4,000 and district-wide legal \$20,000.

**400 PURCHASED PROPERTY SERVICES**

This account depicts a \$40,000 need due to the emergency replacement of the high school UPS system. The expense is included in the Building & Site maintenance projects.

**500 OTHER PURCHASED SERVICES**

A shortage related to Special Education's tuition and transportation accounts continues to exist. Tuition and Transportation were stable for this month. Revised estimates for communications and printing have resulted in the need declining by approximately \$37,000.

**600 SUPPLIES**

This balance has gone up by \$38,000; \$9,000 in Supplies, \$14,000 in Electricity, and \$15,000 in Natural Gas.

**700 PROPERTY**

No concerns presently. Expenses estimated at budget.

**800 MISCELLANEOUS**

No concerns presently. Expenses estimated at budget.

**EDUCATION JOBS FUND**

Salaries for educational assistants are required to be fully spent by year-end.

**RECOMMENDED TRANSFERS**

At this time it is evident that certain accounts have suitable balances available to transfer to accounts that are or will be in need before the end of the year.

Transfer funds out of and into 100 Salary

(Accounts as detailed on page 2 of the financials)

Administrative Salaries: \$11,000

Teacher & Specialist Salaries: (\$28,000)

Continuing Ed & Summer School: (\$5,000)

Certified Substitutes: \$22,000

Transfer funds out of 200 Employee Benefits

Dental Expenses: \$34,000

Unemployment & Employee Assistance: \$10,000

Workers Compensation: \$7,000

Transfer into 300 Professional Services

Transitional Student Services: \$25,000

Speech & Hearing Services: \$10,000

Special Ed Legal: \$25,000

Psychological & Medical Evaluations: \$18,000

Superintendent Profession: \$18,000

Transfer funds out of 400 Purchased Property Services

Water and Sewer Services: \$15,000

Transfer into 400 Purchased Property Services

Building & Site Maintenance: \$40,000

Transfer funds out of 600 Supplies

Electricity: \$10,000

Natural Gas: \$60,000

All these accounts have been noted to have these needs and balances.

Ronald J. Bienkowski, Director of Business

May 11, 2012

## TERMS AND DEFINITIONS

The Newtown Board of Education's Monthly Financial Report provides summary financial information in the following areas:

- Object Code – a service or commodity obtained as the result of a specific expenditure defined by eight (of the nine) categories: Salaries, Employee Benefits, Professional Services, Purchased Property Services, Other Purchased Services, Supplies, Property and Miscellaneous.
- Expense Category – further defines the type of expense by Object Code
- Approved Budget – indicates a town approved financial plan used by the school district to achieve its goals and objectives.
- Current Budget – adjusts the Approved Budget calculating adjustments (+ or -) to the identified object codes.
- Year-To-Date Expended – indicates the actual amount of cumulative expenditures processed by the school district through the month-end date indicated on the monthly budget summary report.
- Encumber – indicates approved financial obligations of the school district as a result of employee salary contracts, purchasing agreements, purchase orders, or other identified obligations not processed for payment by the date indicated on the monthly budget summary report.
- Balance – calculates object code account balances subtracting expenditures and encumbrances from the current budget amount indicating accounts with unobligated balances or anticipated deficits.

The monthly budget summary report also provides financial information on the Education Jobs Fund, State of Connecticut grant reimbursement programs (Excess Cost Grant and Magnet Grant Transportation). These reimbursement grants/programs are used to supplement local school district budget programs as follows:

Education Jobs Fund – is a two year program. This year is the second year. It is designated to assist local boards to provide continuing employment for school personnel at risk due to budget cuts.

Excess Cost Grant – this State of Connecticut reimbursement grant is used to support local school districts for education costs of identified special education students whose annual education costs meet or exceed local education tuition rates by 4 ½. Students placed by the Department of Child and Family Services (DCF) are reimbursed after the school district has met the initial local education tuition rates. School districts report these costs annually in December and March of each fiscal year. State of Connecticut grant calculations are determined by reimbursing eligible costs (60%-100%) based on the SDE grant allocation. Current year detail changes will be forthcoming in future report narratives

Magnet Transportation Grant – provides reimbursement of \$1,300 for local students attending approved magnet school programs.

The last portion of the monthly budget summary reports school generated revenue fees that are anticipated revenue to the Town of Newtown. Fees include:

- High school fees for three identified program with the highest amount of fees anticipated from the high school sports participation fees,
- Building related fees for the use of the high school pool facility, and
- Miscellaneous fees.

Providing current financial information to the Board of Education is essential in order to remain within the allotted budget while maintaining a financial spending plan that meets the mission and goals of Newtown Board of Education.

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING APRIL 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD		CURRENT BUDGET	CURRENT EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED PROJECTED OBLIGATIONS	BALANCE
			2011 - 2012	2012						
<b>GENERAL FUND BUDGET</b>										
100	SALARIES	\$ 42,907,275	\$ -	\$ -	\$ 42,651,564	\$ 30,540,407	\$ 11,864,019	\$ 247,139	\$ 314,380	\$ (67,241)
200	EMPLOYEE BENEFITS	\$ 10,575,126	\$ (100,000)	\$ (51,000)	\$ 10,424,126	\$ 9,917,538	\$ 103,981	\$ 402,607	\$ 367,368	\$ 35,239
300	PROFESSIONAL SERVICES	\$ 715,720	\$ 100,000	\$ 96,000	\$ 911,720	\$ 627,713	\$ 203,152	\$ 80,855	\$ 120,800	\$ (39,945)
400	PURCHASED PROPERTY SERV.	\$ 1,891,169	\$ -	\$ 25,000	\$ 1,916,169	\$ 1,411,037	\$ 214,724	\$ 290,408	\$ 272,421	\$ 17,987
500	OTHER PURCHASED SERVICES	\$ 6,686,624	\$ 200,000	\$ -	\$ 6,886,624	\$ 5,373,916	\$ 349,892	\$ 1,162,816	\$ 1,426,479	\$ (263,663)
600	SUPPLIES	\$ 4,802,441	\$ (200,000)	\$ (70,000)	\$ 4,532,441	\$ 3,237,227	\$ 844,913	\$ 450,302	\$ 400,164	\$ 50,138
700	PROPERTY	\$ 329,975	\$ -	\$ -	\$ 329,975	\$ 211,172	\$ 51,246	\$ 67,558	\$ 67,640	\$ (82)
800	MISCELLANEOUS	\$ 63,097	\$ -	\$ -	\$ 63,097	\$ 54,704	\$ 150	\$ 8,243	\$ 6,500	\$ 1,743
<b>TOTAL GENERAL FUND BUDGET</b>		\$ 67,971,427	\$ -	\$ -	\$ 67,715,716	\$ 51,373,714	\$ 13,632,076	\$ 2,709,926	\$ 2,975,752	\$ (265,826)
<b>EDUCATION JOBS FUND</b>										
100	SALARIES				\$ 255,711	\$ 192,116	\$ 60,547	\$ 3,049	\$ 3,049	\$ (0)
200	EMPLOYEE BENEFITS				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EDUCATION JOBS FUND</b>		\$ -	\$ -	\$ -	\$ 255,711	\$ 192,116	\$ 60,547	\$ 3,049	\$ 3,049	\$ (0)
<b>GRAND TOTAL</b>		\$ 67,971,427	\$ -	\$ -	\$ 67,971,427	\$ 51,565,829	\$ 13,692,623	\$ 2,712,975	\$ 2,978,801	\$ (265,826)

Excess Cost Grant Reimbursement Offset	Budgeted	77.26%	\$ 1,409,380	Difference	\$ (59,202)	Current Est	\$ 1,350,178	Balance Due	\$ 425,274
Net Projected Balance								\$	159,448

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING APRIL 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD TRANSFERS		CURRENT BUDGET	CURRENT BUDGET	EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			2011 - 2012	2011 - 2012							
<b>100</b>	<b>SALARIES</b>										
	Administrative Salaries	\$ 2,816,460	\$ -	\$ 11,000	\$ 2,827,460	\$ 2,263,276	\$ 552,950	\$ 11,234	\$ 11,605	\$ (371)	
	Teachers & Specialists Salaries	\$ 29,677,257	\$ -	\$ (28,000)	\$ 29,649,257	\$ 20,447,242	\$ 9,153,116	\$ 48,899	\$ 30,000	\$ 18,899	
	Early Retirement	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -	
	Continuing Ed./Summer School	\$ 78,939	\$ -	\$ (5,000)	\$ 73,939	\$ 61,312	\$ 7,763	\$ 4,863	\$ 4,000	\$ 863	
	Homebound & Tutors Salaries	\$ 260,452	\$ -	\$ -	\$ 260,452	\$ 188,263	\$ 44,101	\$ 28,088	\$ 5,000	\$ 23,088	
	Certified Substitutes	\$ 572,100	\$ -	\$ 22,000	\$ 594,100	\$ 476,063	\$ 32,018	\$ 86,020	\$ 86,000	\$ 20	
	Coaching/Activities	\$ 541,749	\$ -	\$ -	\$ 541,749	\$ 263,727	\$ 148,778	\$ 129,243	\$ 129,595	\$ (352)	
	Staff & Program Development	\$ 138,580	\$ -	\$ -	\$ 138,580	\$ 96,202	\$ 35,477	\$ 6,901	\$ 6,300	\$ 601	
	<b>CERTIFIED SALARIES</b>	\$ 34,101,537	\$ -	\$ -	\$ 34,101,537	\$ 23,812,086	\$ 9,974,203	\$ 315,248	\$ 272,500	\$ 42,748	
	Supervisors/Technology Salaries	\$ 597,487	\$ -	\$ -	\$ 597,487	\$ 476,725	\$ 123,295	\$ (2,534)	\$ -	\$ (2,534)	
	Clerical & Secretarial salaries	\$ 1,960,105	\$ -	\$ -	\$ 1,960,105	\$ 1,532,265	\$ 425,053	\$ 2,787	\$ 3,119	\$ (332)	
	Educational Assistants	\$ -255,711	\$ -	\$ -	\$ 1,413,922	\$ 1,128,076	\$ 375,890	\$ (90,043)	\$ -	\$ (90,043)	
	Nurses & Medical advisors	\$ 559,337	\$ -	\$ -	\$ 559,337	\$ 454,646	\$ 138,503	\$ (33,812)	\$ -	\$ (33,812)	
	Custodial & Maint Salaries	\$ 2,770,430	\$ -	\$ -	\$ 2,770,430	\$ 2,113,610	\$ 571,855	\$ 84,965	\$ 7,000	\$ 77,965	
	Bus Drivers salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Career/Job salaries	\$ 101,256	\$ -	\$ -	\$ 101,256	\$ 81,624	\$ 17,171	\$ 2,461	\$ 1,000	\$ 1,461	
	Special Education Svcs Salaries	\$ 648,087	\$ -	\$ -	\$ 648,087	\$ 550,552	\$ 202,625	\$ (105,090)	\$ 13,000	\$ (118,090)	
	Attendance & Security Salaries	\$ 145,140	\$ -	\$ -	\$ 145,140	\$ 110,223	\$ 29,577	\$ 5,340	\$ 250	\$ 5,090	
	Extra Work - Non-Cert	\$ 97,900	\$ -	\$ -	\$ 97,900	\$ 56,508	\$ 5,847	\$ 35,545	\$ 20,000	\$ 15,545	
	Custodial & Maint. Overtime	\$ 213,363	\$ -	\$ -	\$ 213,363	\$ 172,666	\$ -	\$ 40,697	\$ 8,000	\$ 32,697	
	Civic activities/Park & Rec	\$ 43,000	\$ -	\$ -	\$ 43,000	\$ 51,427	\$ -	\$ (8,427)	\$ (10,489)	\$ 2,062	
	<b>NON-CERTIFIED SALARIES</b>	\$ 8,805,738	\$ -	\$ -	\$ 8,550,027	\$ 6,728,321	\$ 1,889,816	\$ (68,109)	\$ 41,880	\$ (109,989)	
	<b>SUBTOTAL SALARIES</b>	\$ 42,907,275	\$ -	\$ -	\$ 42,651,564	\$ 30,540,407	\$ 11,864,019	\$ 247,139	\$ 314,380	\$ (67,241)	

\$ (255,711) Education Jobs Fund listed below



NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING APRIL 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD TRANSFERS		CURRENT BUDGET	CURRENT BUDGET	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			2011 - 2012	2012						
<b>200</b>	<b>EMPLOYEE BENEFITS</b>									
	Medical & Dental Expenses	\$ 8,081,152	\$ -	\$ (34,000)	\$ 8,047,152	\$ 7,955,984	\$ 94,634	\$ (3,466)	\$ (14,184)	\$ 10,718
	Life Insurance	\$ 85,385	\$ -	\$ -	\$ 85,385	\$ 68,711	\$ -	\$ 16,674	\$ 14,075	\$ 2,599
	FICA & Medicare	\$ 1,261,524	\$ -	\$ -	\$ 1,261,524	\$ 923,029	\$ -	\$ 338,495	\$ 335,495	\$ 3,000
	Pensions	\$ 439,463	\$ -	\$ -	\$ 439,463	\$ 430,042	\$ 9,347	\$ 74	\$ 20	\$ 54
	Unemployment & Employee Assist.	\$ 243,602	\$ (90,000)	\$ (10,000)	\$ 143,602	\$ 93,411	\$ -	\$ 50,191	\$ 31,962	\$ 18,229
	Workers Compensation	\$ 464,000	\$ (10,000)	\$ (7,000)	\$ 447,000	\$ 446,361	\$ -	\$ 639	\$ -	\$ 639
	<b>SUBTOTAL EMPLOYEE BENEFITS</b>	<b>\$ 10,575,126</b>	<b>\$ (100,000)</b>	<b>\$ (51,000)</b>	<b>\$ 10,424,126</b>	<b>\$ 9,917,538</b>	<b>\$ 103,981</b>	<b>\$ 402,607</b>	<b>\$ 367,368</b>	<b>\$ 35,239</b>
<b>300</b>	<b>PROFESSIONAL SERVICES</b>									
	Professional Services	\$ 489,684	\$ 100,000	\$ 96,000	\$ 685,684	\$ 479,699	\$ 178,902	\$ 27,083	\$ 70,800	\$ (43,717)
	Professional Educational Ser.	\$ 226,036	\$ -	\$ -	\$ 226,036	\$ 148,014	\$ 24,250	\$ 53,772	\$ 50,000	\$ 3,772
	<b>SUBTOTAL PROFESSIONAL SVCS</b>	<b>\$ 715,720</b>	<b>\$ 100,000</b>	<b>\$ 96,000</b>	<b>\$ 911,720</b>	<b>\$ 627,713</b>	<b>\$ 203,152</b>	<b>\$ 80,855</b>	<b>\$ 120,800</b>	<b>\$ (39,945)</b>
<b>400</b>	<b>PURCHASED PROPERTY SVCS</b>									
	Buildings & Grounds Services	\$ 672,300	\$ -	\$ -	\$ 672,300	\$ 514,254	\$ 90,551	\$ 67,496	\$ 57,550	\$ 9,946
	Utility Services - Water & Sewer	\$ 123,450	\$ -	\$ (15,000)	\$ 108,450	\$ 67,237	\$ -	\$ 41,213	\$ 35,000	\$ 6,213
	Building, Site & Emergency Repairs	\$ 460,850	\$ -	\$ -	\$ 460,850	\$ 414,366	\$ 8,352	\$ 38,132	\$ 40,000	\$ (1,868)
	Equipment Repairs	\$ 246,571	\$ -	\$ -	\$ 246,571	\$ 168,937	\$ 18,208	\$ 59,426	\$ 57,000	\$ 2,426
	Rentals - Building & Equipment	\$ 291,498	\$ -	\$ -	\$ 291,498	\$ 196,856	\$ 93,171	\$ 1,471	\$ 200	\$ 1,271
	Building & Site Maintenance	\$ 96,500	\$ -	\$ 40,000	\$ 136,500	\$ 49,387	\$ 4,442	\$ 82,671	\$ 82,671	\$ 0
	<b>SUBTOTAL PUR. PROPERTY SER.</b>	<b>\$ 1,891,169</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 1,916,169</b>	<b>\$ 1,411,037</b>	<b>\$ 214,724</b>	<b>\$ 290,408</b>	<b>\$ 272,421</b>	<b>\$ 17,987</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING APRIL 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD TRANSFERS		CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED PROJECTED	
			2011 - 2012	2012					OBLIGATIONS	BALANCE
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>									
	Contracted Services	\$ 393,983	\$ -	\$ -	\$ 393,983	\$ 305,278	\$ 25,008	\$ 63,697	\$ 59,000	\$ 4,697
	Transportation Services	\$ 4,423,601	\$ -	\$ -	\$ 4,423,601	\$ 3,250,722	\$ -	\$ 1,172,879	\$ 1,240,879	\$ (68,000)
	Insurance - Property & Liability	\$ 333,731	\$ -	\$ -	\$ 333,731	\$ 333,943	\$ -	\$ (212)	\$ 3,000	\$ (3,212)
	Communications	\$ 148,718	\$ -	\$ -	\$ 148,718	\$ 75,793	\$ 20,521	\$ 52,403	\$ 25,100	\$ 27,303
	Printing Services	\$ 54,560	\$ -	\$ -	\$ 54,560	\$ 19,083	\$ 9,915	\$ 25,562	\$ 20,000	\$ 5,562
	Tuition - Out of District	\$ 1,104,055	\$ 200,000	\$ -	\$ 1,304,055	\$ 1,239,222	\$ 291,479	\$ (226,646)	\$ 5,000	\$ (231,646)
	Student Travel & Staff Mileage	\$ 227,976	\$ -	\$ -	\$ 227,976	\$ 149,874	\$ 2,969	\$ 75,133	\$ 73,500	\$ 1,633
	<b>SUBTOTAL OTHER PURCHASED S</b>	<b>\$ 6,686,624</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 6,886,624</b>	<b>\$ 5,373,916</b>	<b>\$ 349,892</b>	<b>\$ 1,162,816</b>	<b>\$ 1,426,479</b>	<b>\$ (263,663)</b>
<b>600</b>	<b>SUPPLIES</b>									
	Instructional & Library Supplies	\$ 983,763	\$ -	\$ -	\$ 983,763	\$ 777,688	\$ 88,132	\$ 117,942	\$ 110,000	\$ 7,942
	Software, Medical & Office Sup.	\$ 169,107	\$ -	\$ -	\$ 169,107	\$ 118,554	\$ 9,303	\$ 41,250	\$ 37,000	\$ 4,250
	Plant Supplies	\$ 361,100	\$ -	\$ -	\$ 361,100	\$ 330,786	\$ 18,057	\$ 12,257	\$ 12,200	\$ 57
	Electric	\$ 1,637,617	\$ (200,000)	\$ (10,000)	\$ 1,427,617	\$ 995,498	\$ 412,514	\$ 19,604	\$ -	\$ 19,604
	Propane & Natural Gas	\$ 398,287	\$ -	\$ (60,000)	\$ 338,287	\$ 240,519	\$ -	\$ 97,768	\$ 78,591	\$ 19,177
	Fuel Oil	\$ 544,034	\$ -	\$ -	\$ 544,034	\$ 447,534	\$ -	\$ 96,500	\$ 98,373	\$ (1,873)
	Fuel For Vehicles & Equip.	\$ 471,739	\$ -	\$ -	\$ 471,739	\$ 186,066	\$ 285,000	\$ 673	\$ -	\$ 673
	Textbooks	\$ 236,794	\$ -	\$ -	\$ 236,794	\$ 140,581	\$ 31,906	\$ 64,307	\$ 64,000	\$ 307
	<b>SUBTOTAL SUPPLIES</b>	<b>\$ 4,802,441</b>	<b>\$ (200,000)</b>	<b>\$ (70,000)</b>	<b>\$ 4,532,441</b>	<b>\$ 3,237,227</b>	<b>\$ 844,913</b>	<b>\$ 450,302</b>	<b>\$ 400,164</b>	<b>\$ 50,138</b>

NEWTOWN BOARD OF EDUCATION

BUDGET SUMMARY REPORT

FOR THE MONTH ENDING APRIL 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD		CURRENT BUDGET	CURRENT TRANSFERS	CURRENT BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
			2011 - 2012	2012								
700	PROPERTY											
	Capital Improvements (Sewers)	\$ 124,177	\$ -	\$ -	\$ 124,177	\$ -	\$ -	\$ 124,177	\$ -	\$ 0	\$ -	\$ 0
	Technology Equipment	\$ 155,102	\$ -	\$ -	\$ 155,102	\$ -	\$ 50,114	\$ 49,570	\$ 50,114	\$ 55,418	\$ 55,500	\$ (82)
	Other Equipment	\$ 50,696	\$ -	\$ -	\$ 50,696	\$ -	\$ 1,132	\$ 37,425	\$ 1,132	\$ 12,140	\$ 12,140	\$ (1)
	<b>SUBTOTAL PROPERTY</b>	<b>\$ 329,975</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 329,975</b>	<b>\$ -</b>	<b>\$ 51,246</b>	<b>\$ 211,172</b>	<b>\$ 51,246</b>	<b>\$ 67,558</b>	<b>\$ 67,640</b>	<b>\$ (82)</b>
800	MISCELLANEOUS											
	Memberships	\$ 63,097	\$ -	\$ -	\$ 63,097	\$ -	\$ 150	\$ 54,704	\$ 150	\$ 8,243	\$ 6,500	\$ 1,743
	<b>SUBTOTAL MISCELLANEOUS</b>	<b>\$ 63,097</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,097</b>	<b>\$ -</b>	<b>\$ 150</b>	<b>\$ 54,704</b>	<b>\$ 150</b>	<b>\$ 8,243</b>	<b>\$ 6,500</b>	<b>\$ 1,743</b>
	<b>TOTAL LOCAL BUDGET</b>	<b>\$ 67,971,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,715,716</b>	<b>\$ -</b>	<b>\$ 13,632,076</b>	<b>\$ 51,373,714</b>	<b>\$ 13,632,076</b>	<b>\$ 2,709,926</b>	<b>\$ 2,975,752</b>	<b>\$ (265,826)</b>

EDUCATION JOBS FUND	REVENUE RECEIVED	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE
Salaries	\$ 255,711	\$ 192,116	\$ 60,547	\$ 3,049	\$ 3,049	\$ (0)
<b>TOTAL EDUCATION JOBS FUND</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,049</b>	<b>\$ 3,049</b>	<b>\$ (0)</b>

<b>TOTAL BUDGET ALL SOURCES</b>	<b>\$ 67,971,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,692,623</b>	<b>\$ 2,712,975</b>	<b>\$ (265,826)</b>
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NEWTOWN BOARD OF EDUCATION  
 BUDGET SUMMARY REPORT  
 FOR THE MONTH ENDING APRIL 30, 2012

OBJECT CODE	EXPENSE CATEGORY	APPROVED BUDGET	YTD TRANSFERS 2011 - 2012	CURRENT BUDGET	CURRENT TRANSFERS BUDGET	YTD EXPENDITURE	ENCUMBER	BALANCE	ANTICIPATED OBLIGATIONS	PROJECTED BALANCE	2011-12	
											APPROVED BUDGET	% RECEIVED
	<u>SCHOOL GENERATED FEES</u>											
	HIGH SCHOOL FEES											
	NURTURY PROGRAM	\$8,000		\$8,000.00		\$8,000.00		\$0.00			100.00%	
	PARKING PERMITS	\$20,000		\$20,000.00		\$20,000.00		\$0.00			100.00%	
	PAY FOR PARTICIPATION IN SPORTS	\$84,800		\$59,232.00		\$59,232.00		\$25,568.00			69.85%	
		\$112,800		\$87,232.00		\$87,232.00		\$25,568.00			77.33%	
	<u>BUILDING RELATED FEES</u>											
	ENERGY - ELECTRICITY	\$313		\$313.00		\$313.00		\$0.00			100.00%	
	HIGH SCHOOL POOL - OUTSIDE USAGE	\$8,000		\$400.00		\$400.00		\$7,600.00			5.00%	
		\$8,313		\$713.00		\$713.00		\$7,600.00			8.58%	
	MISCELLANEOUS FEES	\$200		\$77.00		\$77.00		\$123.00			38.50%	
	<u>TOTAL SCHOOL GENERATED FEES</u>	\$121,313		\$88,022.00		\$88,022.00		\$33,291.00			72.56%	



**NEWTOWN PUBLIC SCHOOLS  
3 PRIMROSE STREET  
NEWTOWN, CT 06470**

OFFICE OF THE SUPERINTENDENT  
(203) 426-7620  
FAX (203) 270-6199

BUSINESS OFFICE  
(203) 426-7618  
FAX (203) 270-6110

May 7, 2012

Mr. John Kortze, Chair  
Board of Finance  
52 Cobblers Mill Road  
Sandy Hook, CT 06482

Subject: Special Appropriation Request from Non-Recurring Fund

Dear John:

In my March 14, 2012 letter to you I provided the motion from the January 24, 2012 Board of Education meeting requesting that capital non-recurring funds be used to repair the Middle Gate School roof and install gates at the two stairwells inside the high school. The amount of \$150,000 was not included in the motion. For clarification, \$140,000 is for the Middle Gate roof and \$10,000 is for the stairwell gates at the high school.

We ask the Board of Finance to include this action on its next agenda. Thank you for your continued support.

Sincerely,

A handwritten signature in cursive script that reads 'Janet Robinson'. The signature is written in black ink and is positioned above the typed name.

Janet M. Robinson, Ph.D.  
Superintendent

cc: Bob Tait  
Ron Bienkowski

**REQUEST FROM CAPITAL NONRECURRING FUND**

**MIDDLE GATE SCHOOL ROOF (\$140,000)**

- PROJECT DESCRIPTION
- ROOFING MATERIAL & SERVICES PROPOSAL
- U.S. COMMUNITIES COOPERATIVE PURCHASING
  - CT TOWNS USING U.S. COMMUNITIES

**FENCING FOR HIGH SCHOOL STAIRWELLS (\$10,000)**

- PROJECT DESCRIPTION

Board of Education/Town of Newtown  
Department Repair Detail Worksheet

DEPARTMENT: Board of Education PROJECT TITLE: 1992 Roof Section Restoration

PRIORITY: URGENT LOCATION: Middle Gate Elementary School

ITEM/PROJECT DESCRIPTION: This project is to restore the 1993 EPDM roof section to extend life to coincide with the remaining PVC roof's life expectancy. PVC roof section completed in 2000.

PROJECT FISCAL YEAR START: 2012 - 2013 MONTHS TO COMPLETE: 1 to 3 months USEFUL LIFE:

PURPOSE & JUSTIFICATION: This roof section is failing at glue joints due to age and UV exposure. This restoration/repair will allow us to push out this project to the life expectancy date of the PVC section at which time we can re-engineer the entire roof to meet state regulations which will allow us to realize re-imbursement savings from BSF.

ALTERNATIVES TO REQUEST:

APPROVAL OR REVIEW OF OTHER GOVERNMENTAL AGENCIES REQUIRED? YES (X)  NO (X)

AGENCY NAME(S):

ESTIMATED COST:

ARCHITECTURAL & ENGINEERING	AMOUNT 140,000	Note: As your project gets closer to the start date, more attention will be necessary when estimating project costs.
CONSTRUCTION MANAGER		
GENERAL CONSTRUCTION		
EQUIPMENT & FURNITURE		
INFRASTRUCTURE		
OTHER		

TOTAL ESTIMATED COST 140,000 (A)

**TOWN OF NEWTOWN  
FINANCIAL IMPACT STATEMENT  
(Per Town Charter 6-100)**

REQUESTING DEPARTMENT EDUCATION

PROJECT: MIDDLE GATE SCHOOL ROOF

PROPOSED SPECIAL APPROPRIATION AMOUNT: \$ 140,000.00

**PROPOSED FUNDING:**

BONDING	
GRANT	
CONTINGENCY	
OTHER (CAPITAL NONRECURRING)	<u>\$ 140,000.00</u>
	<u>\$ 140,000.00</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		0	
PROFESSIONAL SERVICES		0	
CONTRACTED SERVICES		0	
REPAIRS & MAINTENANCE		0	
UTILITIES		0	
OTHER		0	
DEBT SERVICE (1st year)		\$ -	
<b>TOTAL IMPACT ON EXPENDITURES</b>		<u>\$ -</u>	

REVENUE CATEGORY:	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES	0	
CHARGES FOR SERVICES (FEES)	0	
OTHER	\$ -	
<b>TOTAL IMPACT ON REVENUES</b>	<u>\$ -</u>	

**TOTAL FINANCIAL IMPACT ON OPERATING BUDGET** \$ -

**EQUIVALENT MILL RATE OF TOTAL IMPACT** 0.0000 mills  
(using current year's information)

**COMMENTS:**

Would reduce maintenance costs. Amount is not determinable.

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_





Garland/DBS, Inc.  
3800 East 91<sup>st</sup> Street  
Cleveland, OH 44105  
Phone: (800) 762-8225  
Fax: (216) 883-2055



## **ROOFING MATERIAL AND SERVICES PROPOSAL**

**Newton Public Schools – Middle Gate Elementary**  
**Date Submitted: 2/27/12**  
**USC Proposal #: 25-CT-120078**  
**MICPA #09-5408**

Purchase Request / Delivery Order Language:  
Garland/DBS, Inc.

**Please Note:** The following proposal is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This proposal should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. has procured local contractors in an effort to provide our lowest market adjusted price for the project.

**Scope of Work:** (See IR Scan Map - Roof section 1 and 2 small connector roofs)  
➤ Approximately 20,300 sq. ft. based on infrared scan performed in 2011

### **Pre Coating Repair Work:**

1. Cut out all wet insulation (as shown on IR scan map) down to the metal decking and dispose. Any additional wet insulation found will be removed and replaced on a square foot price provided (see unit price below). Mechanically fasten new like kind and thickness insulation using screws and plates at a rate of 11/17/22 per 4x8ft board within zones 1, 2 and 3.
2. Around the center drains, install a minimum of 16 foot sumps @ 1/8 to the foot in each direction to create positive slope towards drains. The other remaining drains on the roof will not require a full sump however shave the inside edge of the sump down a minimum of 1 inch lower than the current field height and a minimum of 12 inches away from drain toward the center of the crickets and no less than 6 inches wide. Fully adhere new .060 EPDM to new insulation using approved bonding adhesive. All new EPDM should overlap existing EPDM by a minimum of 6 inches. All corners must be rounded off.
3. All EPDM around drains will be checked for tenting. Any drain in which the EPDM is tenting will be repaired by removing the drain clamping ring then cutting out the old EPDM that is tented. Fully adhere new .060 EPDM to insulation using approved bonding adhesive. All new EPDM should overlap existing EPDM by a minimum of 6 inches. All corners must be rounded off.
4. Along the entire perimeter edge, cut and remove all loose cover strip or a minimum of 3 inches away from raised edge towards the field. Prime all surfaces that the new cover strip will bond to using splice wash. Install new 5 inch cover strip starting ¼ inch away from the raised edge back onto the field of the roof.



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5. Remove all metal edge cover plates, clean out any old caulk and debris the re caulk with ¼ inch bead of Tuff Stuff White between cover plate and the metal edge. Reinstall the cover plate and hook the lower hook strip. Any bleed out of Tuff Stuff will be smoothed out to a minimum of ¼ inch bead covering the entire joint on both sides of the cover plate including the outside edge.
6. All loose and curing EPDM along all seams and curbs will be trimmed back to the fully adhered material using scissors. Any areas in which the materials were removed more than 50% of the overlap will be replaced using new cover strip.

**Restoration Coating Work:**

1. Pressure wash and scrub entire roof surface and flashing using a stiff brush and a 10% mix of Simple Green and fresh water solution. Ensure that all debris is removed and all drains are clear. Rinse entire roof and flashing using clean water to remove all cleaning solution residue. Repeat this step to ensure all cleaning residue is removed.
2. Application of the coating must be done within 7-10 days of the cleaning and a minimum of 2 to 3 days after warm, dry weather. Prior to any coating being applied, contractor must verify field and all slightly open seams be 100% dry.
3. Coat all field applied seams, fastener heads, flashings and top side of all metal edge cover plate seams at a rate of 1.5 gallons per square with Garland's White Knight Plus by brush or roller. Immediately embed HPR Ulti-mat over all field, flashing and perimeter edge seams including cover plates. Once Ulti-mat is embedded, apply an additional 1 gallon of White Knight Plus. Allow to dry for 24 to 48 hours. On the perimeter metal edge, hold the coating back from outside 1-2 inches in a straight continuous line to ensure no coating drips over the outside edge.
4. Coat entire field and all previously coated seams and flashings using Garland's White Knight Plus at a rate of 2 gallons per square.

**Line Item Pricing Breakdown**

Item #	Item Description	Unit Price	Quantity	Extended Price
2.19	<b>Tear-off &amp; Dispose of Debris</b> <b>SYSTEM TYPE</b> Single-Ply W/ Insulation - Metal Deck	\$1.49	102 SF	\$152
19.11.01	<b>FULLY ADHERED SINGLE-PLY ROOF SYSTEMS; METAL DECK - SINGLE-PLY APPLICATION;</b> <b>INSULATION OPTION:</b> Mechanically Fasten Polyisocyanurate / Adhere 1/2" Treated Gypsum Insulation Board with Glass-Mat (e.g. DensDeck / Securock / Equal) with Insulation Adhesive to Provide an Average R-Value of 20	\$4.10	102 SF	\$418



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4.33	<b>INSULATION SLOPE OPTION</b> Provide a 1/8" Tapered Polyisocyanurate Insulation System while Maintaining the Average R-Value; Adhered with Insulation Adhesive	\$4.48	102 SF	\$457
19.15.01	<b>ROOF CONFIGURATION:</b> Fully Adhered Single-Ply Roof System Installed Over Prepared Surface or Insulation; <b>SINGLE-PLY ROOF TYPE:</b> ASTM D 4637 - Ethylene Propylene Diene Terpolymer (EPDM) - 60 Mil Thickness	\$3.75	750 SF	\$2,813
	<b>Caulking:</b> Remove Existing Caulking & Clean and Prime Joint	\$2.25	750 LF	\$1,688
	<b>1 Component Polyurethane Caulking:</b> Joint Size: 1/4" x 3/8"	\$2.82	750 LF	\$2,115
17.22	<b>ELASTOMERIC URETHANE COATING FOR SINGLE-PLY ROOF SYSTEMS</b> Power wash & Clean with TSP or Simple Green, Use Portable Blowers to Clear the Roof of Moisture; Install Base Coat / Top Coat as Specified - Urethane Coating w/ Reinforced Seams (Urethane 2 Gallons per Sqr); Seams Need 2 1/2" Gallons per Sqr w/ Reinforcement.	\$5.65	20,300 SF	\$114,695
	<b>Sub-Total Prior to Multipliers</b>			<b>\$122,338</b>
PWM	<b>Prevailing Wage Multiplier - Roofer</b> \$49.25 for Fairfield County, CT		1.227	\$27,771
	<b>Total After Multipliers</b>			<b>\$150,109</b>

Base Bid Total Maximum Price of Line Items under the MICPA:

**\$150,109**

Garland/DBS - Proposed Local Market Price to Complete the Project:

**\$139,690**

Unit Pricing:

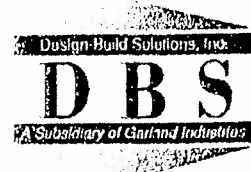
- Removal and replacement of wet or delaminated insulation and new fully adhered .060 EPDM in excess of above scope of work: \$9.69/sq. ft.

The maximum amount you would pay under the MICPA is \$150,109. However, based upon local market pricing, we propose to complete this project for **\$139,690**. Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications.



since 1895

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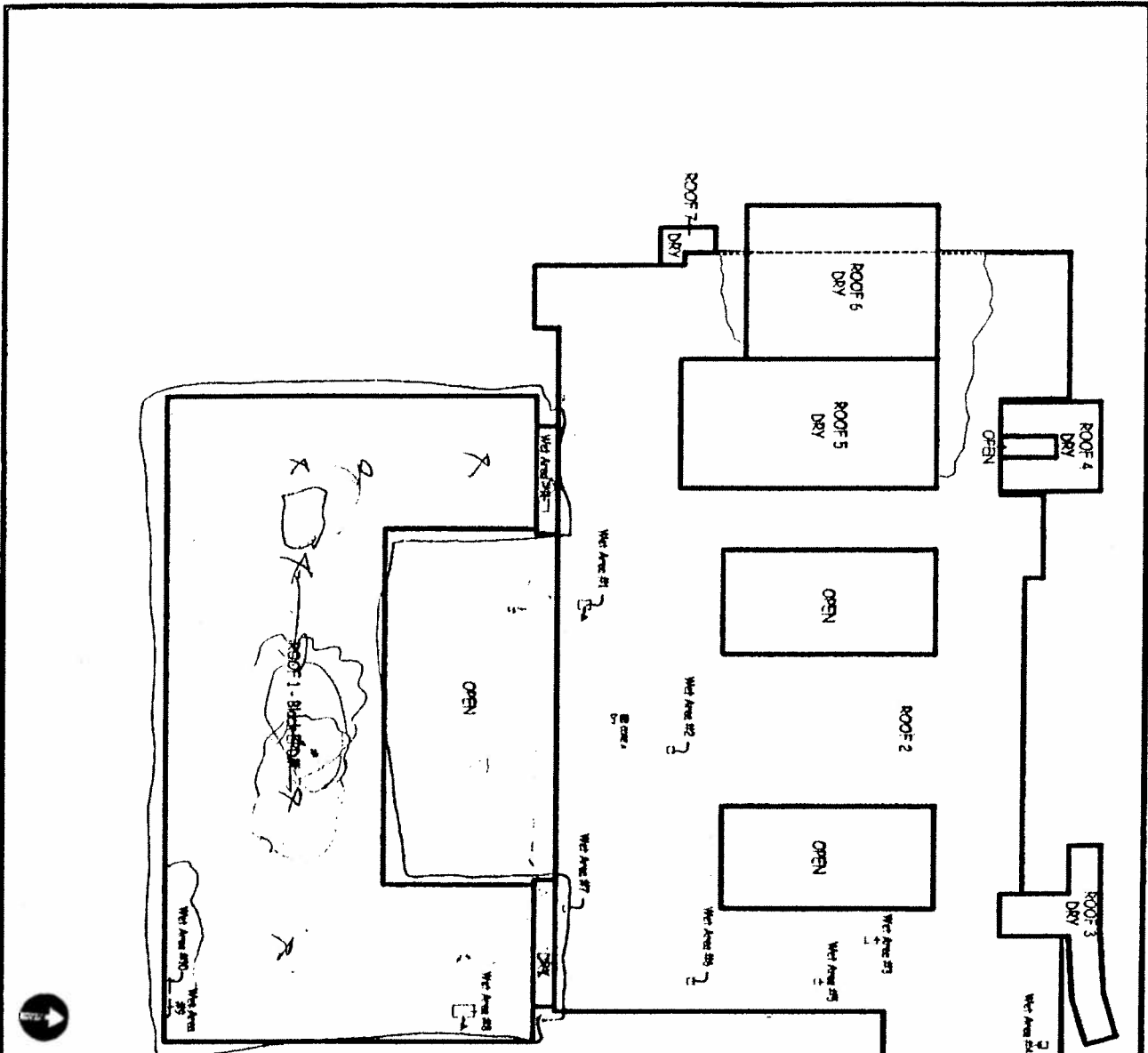


If you have any questions regarding this budget/estimate, please do not hesitate to call me directly at (216) 430-3613.

Respectfully submitted,

Eric Dey  
Project Manager


Garland/DBS, Inc.  
(216) 430-3613 Phone  
(216) 883-2055 Fax



Legend
□ CONT. WATER
△ MOISTURE PENETR. ONLY
— EXHAUSTION FAN
○ VENT INSULATION
○ NOT IN CONTACT
○ PENETRATING

<p><b>Room 1</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 75.0%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>Room 2</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 25.0%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>Room 3</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>Room 4</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>Room 5</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>Room 6</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>Room 7</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>Room 8</b> - 2nd floor classroom</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>
<p><b>TOTAL OF ALL ROOMS</b></p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p> <p>Moisture Penetration of this Room: 100%</p>

**INFRA-RED ROOF MOISTURE ANALYSIS**


  
**MIDDLEGATE ELEMENTARY SCHOOL**  
 NEWTOWN, CT

FIELD NUMBER	DATE
1001	10/11/01
ANALYST	CLIENT
JOHN D. ...	...



### **What is U.S. Communities?**

U.S. Communities is a **nonprofit government purchasing cooperative** that reduces the cost of goods and services for participating agencies by aggregating their purchasing power nationwide. Lead public agencies competitively solicit contracts which U.S. Communities makes available to agencies and nonprofits nationwide.

### **What are the advantages of participating in U.S. Communities?**

- All contracts are competitively solicited by a lead public agency
- Best supplier overall government pricing
- No user fees
- The **ONLY** cooperative purchasing program founded by NACo, NLC, ASBO, USCM and NIGP
- Sponsored by 70+ state and regional organizations
- Broad range of high quality products
- Third party audits performed
- Benchmarking analysis
- Oversight by key public purchasing professionals

### **Does U.S. Communities have professional public purchasing advisors?**

Yes. The Advisory Board consists of public purchasing professionals that provides leadership and overall direction for U.S. Communities.

### **Can my public agency use the program without going out for solicitation?**

Yes, in most states. All U.S. Communities contracts have been competitively solicited by a lead public agency in accordance with their government purchasing rules and regulations. Each solicitation contains language that advises all suppliers that the contract may be used by other government agencies throughout the United States. This language is based on the lead jurisdiction "Joint Powers Authority" or "Cooperative Procurement Authority". Although each government purchasing organization may have different purchasing procedures to follow, applying these competitive principles satisfies the competitive solicitation requirements of most state and local government agencies.

### **What is a Joint Powers or Cooperative Procurement Authority?**

State statutes and, if applicable, local ordinances generally allow one government agency to purchase from contracts competitively solicited by another government agency ("Lead Public Agency"). This, of course, would require the consent of all parties including the supplier, the Lead Public Agency and the government agency purchasing from the Lead Public Agency contract. U.S. Communities contracts are established to meet both the competitive solicitation and consent requirements. Generally, a public body may participate in, sponsor, conduct or administer a cooperative procurement agreement with one or more other public bodies, or agencies of the United States, for the purpose of combining requirements to increase efficiency or reduce administrative expenses. In some states, this power is not passed on to localities.

**How can I obtain copies of the legal documentation associated with each competitively solicited contract?**

The contract documents including the Master Agreement, Amendments, Extension, RFP and Solicitation documents are available for download on each supplier page.

**What does a public agency do to participate?**

Public agencies must register to participate. Registration is free and there are no restrictions on the amount or size of an order.

**How much does it cost to participate in U.S. Communities?**

There are no costs or user fees to the local agency to participate.

**How is U.S. Communities funded as a nonprofit?**

Each contract supplier pays a 1% - 2.5% administrative fee to participate in the program and such fees fund operating expenses and offset costs incurred by national and state sponsors.

**Can agencies other than public agencies use the program?**

Yes, nonprofit organizations can use the program in addition to counties, cities, special districts, schools, universities and colleges, towns, villages and state agencies.

**If there is a performance problem with a supplier, what steps do I take to resolve the problem?**

First speak to the supplier representative, but if this does not work, contact a U.S. Communities program manager.

**If our agency wants to use the U.S. Communities contracts and buy from other contracts is that permitted?**

Yes, all U.S. Communities' contracts are non-exclusive.

**How do I become an authorized supplier of U.S. Communities?**

Please read the Become a Supplier page.

**Does U.S. Communities offer solutions for green procurement?**

Yes, U.S. Communities has a website that can help you Buy Green, with step by step guides and tips to implement a green government purchasing program. In addition, many of our suppliers have items designated to help you buy green.

U.S. Communities has over 50,000 participating agencies, from both the public and nonprofit sectors.

Generally, the following agencies are eligible to use the U.S. Communities Program:

- Counties, Cities, Towns and Villages
- Special Districts (e.g., Fire, Sewer, Water, etc.)
- Public Schools including: K-12, Community Colleges, Universities, Technical and Vocational
- State Agencies
- Other Local Governments
- Nonprofit Corporations (including Private K-12, Private Colleges and Universities)

To see a list of agencies registered to use U.S. Communities, first select a state below and then click the arrow **next** to the desired agency type.

38 TOWN OF EAST HARTFORD, CT

39 TOWN OF EAST WINDSOR

40 TOWN OF ENFIELD

41 TOWN OF FARMINGTON

42 TOWN OF GLASTONBURY

43 TOWN OF GREENWICH

44 TOWN OF GROTON

45 TOWN OF HAMDEN

46 TOWN OF MANCHESTER

47 TOWN OF MANSFIELD

48 TOWN OF MONTVILLE

49 TOWN OF NEW MILFORD

50 TOWN OF NEWINGTON

51 TOWN OF NORTH BRANFORD

52 Town Of North Haven

53 TOWN OF NORTH STONINGTON

54 TOWN OF OLD LYME

55 Town of Orange



- 56 TOWN OF OXFORD, CT
- 57 Town of Plainville
- 58 TOWN OF PORTLAND
- 59 TOWN OF PUTNAM, CT
- 60 TOWN OF ROXBURY
- 61 TOWN OF SIMSBURY
- 62 TOWN OF SOMERS
- 63 TOWN OF SOUTH WINDSOR
- 64 TOWN OF STAFFORD
- 65 TOWN OF STONINGTON
- 66 TOWN OF STRATFORD
- 67 TOWN OF SUFFIELD, CT
- 68 TOWN OF TRUMBULL
- 69 TOWN OF WATERFORD
- 70 TOWN OF WATERTOWN
- 71 TOWN OF WETHERSFIELD,  
CONNECTICUT
- 72 TOWN OF WILLINGTON
- 73 Town of Wilton
- 74 TOWN OF WINDHAM
- 75 Town of Windsor
- 76 TOWN OF WOLCOTT
- 77 TOWN OF WOODBRIDGE
- 78 VERNON BOARD OF  
EDUCATION
- 79 West Greenwich Fire and  
Rescue
- 80 WEST SHORE FIRE DISTRICT

### **STAIRWELL FENCING AT HIGH SCHOOL:**

The fencing is for the two stairwells at the High School which lead to the roof. One is in the B Wing and the other is in the new F wing. The fencing is required for safety and security purposes.

The fence will be steel galvanized frame style (similar to the municipal building stairwell to the basement) angled up with the stairs. There will be an entry gate and lockset at each location.