

THESE MINUTES ARE SUBJECT TO APPROVAL BY BOARD OF FINANCE

The **Board of Finance** held a regular meeting on the 2013-2014 budget on Thursday, February 28, 2013 in Council Chamber of the Newtown Municipal Center, 3 Primrose Street, Newtown, CT. John Kortze called the meeting to order at 7:05 pm.

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

ALSO PRESENT: First Selectman E. Patricia Llodra, Finance Director Robert Tait, Director of Economic & Community Development Elizabeth Stocker, Director of Public Works Fred Hurley, Town Engineer Ron Bolmer, nine members of the public and three members of the press.

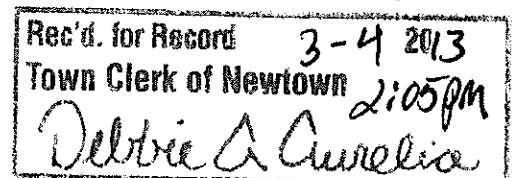
COMMUNICATIONS: The conversation on school security will continue at the meeting of March 6. The email pace has slowed, Mr. Kortze thanked everyone who has taken the time to write, all emails are attached to the minutes. The content is mixed between individually crafted and similar messages. The similar messages talks about passing the education budget on as received and makes reference to the fact that the Board of Education was elected by the voters to come up with the education budget. The Board of Finance was also elected; the process in which we govern where the budget is passed from one board to another was also instituted by that same public.

VOTER COMMENTS: none.

NEW BUSINESS:

Discussion and possible action:

1. 2012-2013 Town of Newtown Budget: Elizabeth Stocker spoke of grants she is managing. In January 2013 the town was awarded a \$500,000 business assistance program. We also have a Streetscape grant from the state in the amount of \$400,000 for the Fairfield Hills Campus. A third grant is a \$100,000 grant for the Sandy Hook streetscape. The Federal EPA awarded a \$200,000 grant for environmental clean-up for Fairfield Hills, matched with 20% (\$40,000) that can be matched in kind or with cash. \$20,000 will be utilized in cash as well as \$20,000 in kind (using town staff to manage the project). This will be used for the clean-up of Danbury Hall which is slated for demolition and for eight single family houses which are also slated for demolition. Experience shows we need the cash to carry out the project. The cash can be reduced and put toward in kind if it appears it isn't needed. The \$500,000 grant originally intended for Kevin's Community Center will be used by Newtown Parent Connection for space at Fairfield Hills. First Selectman Llodra noted that Chris Lyddy stayed active in spearheading the transfer of the grant from KCC to Newtown Parent Connection, beyond his term and it was because of his intervention the grant was successful. Ms. Stocker stated that First Selectman Llodra and Mr. Tait reached out to the Governor's office when it was brought to their attention the Sandy Hook businesses were suffering because of the impact of the events of 12/14/12. There were 33 applications, 20 in Sandy Hook Center. The Economic Development Committee appointed a STEAP Committee that includes Wes Thompson, Tom Bragoli, Ben Spragg, Elana Bertram, Jean Leonard, Walt Motyka and Elizabeth Stocker. The loss period is 12/14/12 – 1/8/13. The amount is approximately \$436,000. Ms. Stocker said that it is undecided what will be done with money left over from this phase. It could be used for more grants or put toward a project in Sandy Hook. When the STEAP committee has completed its review it may be possible that the amount awarded to businesses could be less than the amount requested.



Mr. Hurley talked about the repair budget in relation to the capital budget (Att. A). The department has been successful in extending the age of the fleet but it is time to replace rather than fix. The entire increase for capital throughout the budget is \$219,000 and most of that is from Public Works. Equipment is evaluated every year. HVCEO is seeking a grant for a regional facility to wash the corrosive materials from the trucks. First Selectman Llodra is aggressive in saving for capital items. Mr. Hurley said that crew leaders work with drivers if there are curb issues. The medians in the center of town will be done in concrete; it cannot be done all over town because of cost. Curbing repair is behind because of the major snow a couple of years ago and the hurricanes and storm clean up. FEMA grant money covered some of the additional repair costs. Mr. Bolmer went over the list of roads that need updated drainage (Att. B). Mr. Tait explained the increase in medical benefits in Public Works (Att. A) relates to changes in other departments, the costs are spread out proportionally and is a function of what was on the plan six months before the budget started. Mr. Kortze asked if it wouldn't be more efficient to hire another employee rather than pay out overtime. First Selectman Llodra said that most of the overtime is earned during a very narrow period of the year; all analysis right now says it makes no sense to bring on a full time, twelve month employee. Public Works has taken on the electricity cost of the Parks and Recreation buildings and the tracking of the Municipal Center electricity is more accurate. Energy audits have been done on each public building, including the schools. There is typically an adjustment made in the diesel numbers because those numbers come in late (Att. C). Mr. Tait reported the net assessment went down about 26%, the mill rate, as the budget stands now is approximately 33.69. Mr. Kortze asked Mr. Tait if the fund balance will change once all numbers are run through. Mr. Tait will supply that information at the next meeting. If budget is passed through with current numbers the increase would be 4.91%. The Selectmen budget is 1.92% without fund balance and security. The First Selectman is trying to incrementally provide salary increases to positions that are out of scale to those positions in other communities; many positions are undercompensated. Mr. Tait talked about the liability insurance (Att. D) saying there was a direct impact as a result of 12/14/12. That impact was offset by the savings in workman's compensation. Lake Zoar Authority had savings and reimbursed each town \$7,000. There is a decrease in the Parks & Recreation (Att. E) summer programs but an increase in waterfront lifeguards. The reduced hour at Treadwell and Eichlers Cover will be reinstated accounting for the increase. Library revenues are down and they don't have a lot of grant opportunity. Town contribution to Edmond Town Hall went down based on their revenues over expenditures. Mr. Tait went over the Medical Insurance Fund Balance saying we want 12.5% in reserve (Att. F). The rating agencies look for a fund balance in the medical insurance plan. First Selectman Llodra confirmed there was no breach of contract with the Chief of Police based on the contract crafted with the previous First Selectman. The Board of Selectmen has a goal to increase the salary of the Chief to \$113,815 by July 1, 2014 over three years, beginning last year. The compression issue at the police department is more relative to the Captain and the Lieutenants than it is to the Chief. First Selectman Llodra believes the department is right size to meet public safety needs. The Selectmen budget is a same services budget for the town; no increase in personnel, solid investment in capital. Mr. Kearney asked Mr. Tait for the growth of the town budget for ten years, not including debt service. Mr. Kortze asked for a mapping of grants, the proposed new grand list and fund balance suggestions for the next meeting. Ms. Walsh asked about the Blum Shapiro efficiencies. Mr. Tait said that the town started the Board of Education's payroll system Jan. 1, 2013 and is no longer paying ADP. The town will start on the Board of Education's accounting system July 1, 2013.

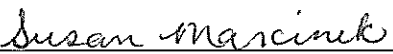
ADD TO THE AGENDA: Mr. Waterbury moved to add a \$174,000 transfer from Contingency to Capital to the agenda under New Business. Ms. Walsh seconded. All in favor.

Mr. Kearney moved to transfer \$174,000 from 01570-2000 Contingency to 01205-5080 Capital (Att. G). Mr. Waterbury seconded. All in favor. First Selectman Llodra said the transfer is for technology related to security at Chalk Hill School. The school has cameras inside and outside of the school with a live feed to the police cars. The system has the capability of supporting cameras at other schools. Grant reimbursement will go back into Contingency.

COMMUNICATIONS:

ANNOUNCEMENTS: none.

ADJOURNMENT: Having no further business the regular Board of Finance meeting was adjourned at 9:36pm. The budget deliberations will continue on March 6, 2013.



Susan Marcinek, Clerk

- Att. A: Highway annual budget
- Att. B: Contractual Drainage, Highway
- Att. C: Equipment Fuel, Highway
- Att. D: Insurance Budget
- Att. E: Parks & Recreation annual budget
- Att. F: Medical Self Insurance
- Att. G: Transfer, \$174,000

ANNUAL BUDGET 2013 - 2014

HIGHWAY BUDGET

HIGHWAY	2010 - 2011		2011 - 2012		2012 - 2013		2013 - 2014 BUDGET				CHANGE	
	ACTUALS	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
DIRECTOR PUBLIC WORKS	97,224	98,542	98,683	98,683	100,410	100,410	102,117	102,117	102,117		1,707	1.7%
ADMINISTRATION	401,107	402,936	411,646	411,646	414,952	414,952	418,213	418,213	418,213		3,261	0.8%
PAYROLL	1,700,294	1,612,238	1,738,639	1,738,639	1,738,639	1,738,639	1,738,639	1,738,639	1,738,639		-	0.0%
OVERTIME	35,391	26,373	45,000	45,000	45,000	45,000	45,000	45,000	45,000		-	0.0%
MISC BENEFITS	48,027	46,591	48,175	48,175	48,175	48,175	47,730	47,730	47,730		(445)	-0.9%
MEDICAL BENEFITS	-	555,626	553,811	553,811	553,811	553,811	596,654	596,654	596,654		42,843	7.7%
FICA	-	181,735	187,163	187,163	187,163	180,700	188,149	188,149	188,149		986	0.5%
LIFE INSURANCE	-	15,725	16,040	16,040	16,040	16,040	15,258	15,258	15,258		(782)	-4.9%
PENSION	-	105,120	102,865	102,865	102,865	102,865	90,694	90,694	90,694		(12,171)	-11.8%
DRAINAGE MATERIALS	89,789	90,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000		-	0.0%
LONG TERM DISABILITY	-	5,213	6,049	6,049	6,049	6,049	6,608	6,608	6,608		559	9.2%
STREET & ROAD SIGNS	14,940	15,647	15,000	15,000	15,000	15,000	15,000	15,000	15,000		-	0.0%
TREE WARDEN	12,000	12,000	13,200	13,200	13,200	13,200	13,500	13,500	13,500		300	2.3%
EQUIPMENT FUEL	415,730	387,286	486,800	486,800	486,800	486,800	486,800	486,800	486,800		-	0.0%
STREET LIGHTS	35,597	34,267	38,000	38,000	38,000	38,000	36,000	36,000	36,000		(2,000)	-5.3%
PRIVATE ROADS/RECONSTRUCTION	10,000	1,939	10,000	10,000	10,000	10,000	10,000	10,000	10,000		-	0.0%
CONSTRUCTION SUPPLIES	20,718	26,270	22,000	22,000	22,000	22,000	22,000	22,000	22,000		-	0.0%
EDUC. & CONFERENCES	3,847	3,250	4,000	4,000	4,000	4,000	4,000	4,000	4,000		-	0.0%
PATCHING MATERIALS	85,000	71,688	85,000	85,000	85,000	85,000	85,000	85,000	85,000		-	0.0%
REPAIRS	414,607	452,364	420,000	420,000	420,000	420,000	445,000	445,000	445,000		25,000	6.0%
CONT. TREE REMOVAL	73,496	271,550	75,000	75,000	75,000	75,000	75,000	75,000	75,000		-	0.0%
CONT. DRAINAGE	85,654	100,392	100,000	100,000	100,000	100,000	154,000	154,000	154,000		54,000	54.0%
CONT. CHIP SEALING	64,999	64,999	65,000	65,000	65,000	65,000	65,000	65,000	65,000		-	0.0%
CONT. LINE PAINTING	20,000	19,095	20,000	20,000	20,000	20,000	30,000	30,000	30,000		10,000	50.0%
CONT. OVERLAYS	214,000	255,778	250,000	250,000	250,000	250,000	259,400	259,400	259,400		9,400	3.8%
CONTRACTUAL - ROADSIDE	-	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000		-	0.0%
CAPITAL	135,000	167,849	47,300	47,300	47,300	47,300	200,000	200,000	200,000		152,700	322.8%
CAPITAL ROAD IMPROVEMENT	997,383	967,964	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000		-	0.0%
	4,974,801	5,992,438	5,984,371	5,989,404	5,989,404	5,982,941	6,274,762	6,274,762	6,274,762		285,358	4.8%

ANNUAL BUDGET 2013 – 2014

DEPARTMENT: HIGHWAY

Contractual – Tree Removal: This account pays for outside contractors to remove hazardous trees.

Contractual – Drainage: This account covers the cost of contractors to perform small scale drainage projects on town roads, including but not limited to under drain, outlets and raising basin tops for paving projects. All of the smaller projects are basin top replacements of existing drainage systems. Large groups of basin tops failing at the same time in one area is increasingly becoming a problem.

Contractual Drainage:	
Charter Ridge Road	\$ 2,200
Jeremiah Road	\$ 2,800
Miles Hill South	\$ 60,000
Monitor Hill Road	\$ 4,000
Nunnawauk Road	\$ 60,000
Turkey Hill Road	\$ 2,200
Valley Field Road South	\$ 20,200
Yogananda Street	\$ 2,600
TOTAL	\$ 154,000

Contractual – Sealing: Crack Sealing is liquid asphalt that is poured in the cracks on the road to extend the life of the road. It extends the useful life of the wearing surface.

Contractual – Line Painting: This account pays for outside contractors for highway line painting. Such roads may be newly paved roads, or existing roads where lines have faded, stop bars, and/or cross walks. An increase has been requested due to the Police Commission requirement to double stripe major arteries.

ANNUAL BUDGET 2013 - 2014

DEPARTMENT: HIGHWAY

Medical Benefits / Social Security / Life Insurance / Pension / Long Term Disability: Medical benefits – this amount reflects the amount charged by the Medical Self Insurance Fund for the employer’s share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 311, for a breakdown of medical benefit costs and the distribution of costs to the various departments. Social Security (FICA) – this amount reflects the employer’s share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. Life Insurance – this amount reflects the cost of the life insurance benefit per union contract. Pension – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 309 for a description of the pension plans and a breakdown of the ARC (by department). Long Term Disability - this amount reflects the cost of the long term disability benefit per union contract.

Drainage Materials: Material purchases for maintenance, repair and replacement of drainage pipes, catch basins and various related projects, both scheduled and unscheduled. We proposed a modest increase because the unexpected repairs are on the rise.

Streets & Road Signs: This account is used to purchase street signs, various forms of caution or warning signs, speed limit, stop and other traffic control signs for the Police Department.

Tree Warden: The Town Tree Warden is paid \$1,100 per month for the hours required to survey resident work orders and contract tree removal.

Equipment Fuel: This covers all the fuel for Highway equipment and vehicles, Car Pool, Police, Park & Recreation vehicles, Fire and Ambulance.

	Unit Price	# Gallons	Total	Grand Total
2012/13 Gasoline	2.60	53,000	137,800	
Diesel	3.02	100,000	302,000	439,800
2013/14 Gasoline	3.14	55,000	172,700	
Diesel	3.49	90,000	314,100	486,800

ANNUAL BUDGET 2013 - 2014

DEPARTMENT: INSURANCE

DESCRIPTION

Anticipating and responding to the risk management needs of the Town in a changing environment.

A majority of the Town's insurance is handled thru CIRMA. The Connecticut Inter-local Risk Management Agency (CIRMA) was established as a service program of the Connecticut Conference of Municipalities (CCM) in 1980 in response to the municipal insurance crisis of the time. CIRMA has become Connecticut's leading provider of municipal risk financing and risk management services. CIRMA operates two risk pools, the Workers' Compensation and the Liability-Auto-Property pool. They also provide risk management services to self-insured municipalities.

CIRMA website: [CIRMA](#)

BUDGET HIGHLIGHTS

The insurance budget has increased \$13,589 or 1.4% mainly due to the Sandy Hook incident. The actual number will not be known until February.

INSURANCE BUDGET

INSURANCE	2010-2011		2011-2012		2012-2013		2013-2014 BUDGET			CHANGE		
	ACTUALS	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	1st SELECTMAN PROPOSED	BOS PROPOSED	BOF RECOMMENDED	LC ADOPTED	\$	%
LIABILITY/AUTO/PROPERTY	370,315	352,462	373,411	373,411	373,411	360,000	387,000	387,000	387,000		13,589	3.6%
UNINSURED LOSSES	9,920	12,080	10,000	10,000	10,000	10,000	10,000	10,000	10,000		-	0.0%
WORKER'S COMPENSATION	479,739	481,996	515,000	515,000	515,000	505,000	515,000	515,000	515,000		-	0.0%
OTHER	76,070	74,838	76,500	76,500	76,500	76,500	76,500	76,500	76,500		-	0.0%
	936,044	921,375	974,911	974,911	974,911	951,500	988,500	988,500	988,500		13,589	1.4%

ANNUAL BUDGET 2013 - 2014

PARKS & RECREATION BUDGET

	2013 - 2014 BUDGET													
	2010 - 2011		2011 - 2012		2012 - 2013		1st SELECTMAN		BOF		LC		CHANGE	
	ACTUALS	ACTUALS	ADOPTED	AMENDED	ESTIMATED	PROPOSED	PROPOSED	BOS	PROPOSED	RECOMMENDED	ADOPTED	\$	%	
DIRECTOR	67,000	67,908	68,005	69,195	69,195	70,871	70,871	70,871	70,871			1,676	2.4%	
ADMINISTRATION	291,568	265,810	264,126	266,176	266,176	268,202	268,202	268,202	268,202			2,026	0.8%	
PARK MAINTAINER OVERTIME	51,091	52,732	53,282	53,282	53,282	53,282	53,282	53,282	53,282			-	0.0%	
PARK MAINTAINER SALARY	379,298	400,248	442,797	442,797	438,500	452,139	452,139	452,139	452,139			9,342	2.1%	
SUMMER PROGRAM	84,077	83,886	87,854	101,054	100,736	95,120	95,120	95,120	95,120			(5,934)	-5.9%	
LIFE GUARDS/WATERFRONT STAFF	93,578	85,963	98,990	85,790	85,790	101,604	101,604	101,604	101,604			15,814	18.4%	
RANGERS & GATE ATTENDANTS	56,889	58,910	59,410	59,410	59,410	59,410	59,410	59,410	59,410			-	0.0%	
PART TIME STAFF	17,854	16,455	21,900	21,900	21,900	21,900	21,900	21,900	21,900			-	0.0%	
MEDICAL BENEFITS	-	257,118	254,806	254,806	254,806	259,232	259,232	259,232	259,232			4,427	1.7%	
FICA	-	82,096	84,626	84,626	84,626	84,626	84,626	84,626	84,626			0	0.0%	
LIFE INSURANCE	-	2,079	2,121	2,121	2,121	3,186	3,186	3,186	3,186			1,065	50.2%	
RECREATION SUPPLIES	9,495	9,489	9,650	9,650	9,650	10,000	10,000	10,000	10,000			350	3.6%	
PENSION	-	35,199	34,412	34,412	34,412	31,453	31,453	31,453	31,453			(2,959)	-8.6%	
LONG TERM DISABILITY	-	1,726	2,070	2,070	2,070	2,346	2,346	2,346	2,346			276	13.3%	
SIGNS	5,653	5,747	6,000	6,000	6,000	7,000	7,000	7,000	7,000			1,000	16.7%	
EDUCATION & TRAINING	5,765	10,285	10,975	10,975	10,975	10,975	10,975	10,975	10,975			-	0.0%	
UTILITIES	53,882	37,831	-	-	-	-	-	-	-			-	-	
POOL EXPENSES	32,560	32,338	32,342	32,342	32,342	32,342	32,342	32,342	32,342			-	0.0%	
SAFETY CLOTHES & ALLOWANCES	13,057	12,459	12,650	12,650	12,650	12,650	12,650	12,650	12,650			-	0.0%	
GENERAL MAINTENANCE	31,621	31,619	31,700	31,700	31,700	33,285	33,285	33,285	33,285			1,585	5.0%	
GROUPS MAINTENANCE	116,716	116,700	117,161	117,161	117,161	123,019	123,019	123,019	123,019			5,858	5.0%	
TRAIL MAINTENANCE	5,671	6,117	6,200	6,200	6,200	7,200	7,200	7,200	7,200			1,000	16.1%	
CONTRACTUAL SERVICES	264,406	278,956	280,000	280,000	280,000	280,000	280,000	280,000	280,000			-	0.0%	
CAPITAL	166,679	176,500	192,000	192,000	192,000	196,500	196,500	196,500	196,500			4,500	2.3%	
	1,746,859	2,128,171	2,173,076	2,176,316	2,171,701	2,216,342	2,216,342	2,216,342	2,216,342			40,026	1.8%	

ANNUAL BUDGET 2013 - 2014

TOWN OF NEWTOWN MEDICAL SELF INSURANCE FUND ANALYSIS @ JANUARY 24, 2013 FISCAL YEAR 2012 - 2013 FORECAST		TOWN OF NEWTOWN MEDICAL SELF INSURANCE FUND ANALYSIS @ JANUARY 24, 2013 FISCAL YEAR 2013 - 2014 FORECAST	
FUND BALANCE @ JULY 1, 2012		2,339,622	2,533,125
ESTIMATED REVENUES			
EMPLOYER CONTRIBUTIONS:			
MUNICIPAL	2,689,000		2,797,000
EDUCATION	7,400,000	10,089,000	10,493,000
EMPLOYEE CONTRIBUTIONS:			
MUNICIPAL	235,000		240,000
EDUCATION	1,700,000	1,935,000	1,700,000
RETIREE/COBRA/AGENCY CONTRIBUTIONS:			
MUNICIPAL	290,000		270,000
EDUCATION	441,000	731,000	441,000
INTEREST EARNED ON INVESTMENTS		3,503	4,000
TOTAL REVENUES		12,758,503	13,148,000
ESTIMATED EXPENSES			
CLAIMS/NAF:			
MUNICIPAL			
EDUCATION		11,673,000	12,139,920
ADMINISTRATIVE FEES:			
MUNICIPAL			
EDUCATION		842,000	908,000
CONSULTANT FEES		50,000	50,000
TOTAL EXPENSES		12,565,000	13,097,920
ESTIMATED FUND BALANCE @ JUNE 30, 2013		2,533,125	2,583,205
25% OF TOTAL CLAIMS =	2,918,250		

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

Att. G

FISCAL YEAR 2012 - 2013 DEPARTMENT Information Technolo DATE 2/28/13

	<u>Account</u>	<u>Amount</u>	
FROM:	<u>01570-2000 CONTINGENCY FUND</u>	<u>(174,000.00)</u>	USE NEGATIVE AMOUNT
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TO:	<u>01205-5080 CAPITAL</u>	<u>174,000.00</u>	USE POSITIVE AMOUNT
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REASON:

To provide updated Mobile Data Terminals and In Car video solutions for the Police Departments (15) front line vehicles. These updated MDT's will run the video surveillance software for Chalk Hill, School Buildings, and Town Facilities as well as the mobile reporting software in use. This is a total cost appropriation and includes all software, hardware, installation, and training for a complete system uphaul.

This may qualify for reimbursement from the Emergency Assistance - Department of Justice Grant (victims grant). It has been submitted. Per the grant narrative - the additional security is considered essential for the victims to continue the educational process, to create a sense of security for them, and to provide them a mechanism to help cope with the events of December 14.

AUTHORIZATION:

(1) DEPARTMENT HEAD	<u>[Signature]</u>	date: <u>2/28/2013</u>
(2) FINANCE DIRECTOR	<u>[Signature]</u>	<u>2/28/13</u>
(3) SELECTMAN	<u>[Signature]</u>	<u>2/28/13</u>
(4) BOARD OF SELECTMEN	_____	_____
(5) BOARD OF FINANCE	<u>[Signature]</u>	<u>2/28/13</u>
(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