

THE FOLLOWING ARE ONLY THE MOTIONS AND ARE SUBJECT TO APPROVAL BY  
BOARD OF FINANCE

The **Board of Finance** held a special meeting on Wednesday, January 7, 2014 in the Meeting Room at Town Hall South, 3 Main Street, Newtown, CT. John Kortze called the meeting to order at 7:35 pm.

**PRESENT:** John Kortze, Joseph Kearney, James Filan, Jr., John Godin, Michael Portnoy and Harry Waterbury

**ALSO PRESENT:** First Selectman Llodra, Finance Director Robert Tait, Tax Collector Carol Mahoney, Tax Office Data Clerk Sheila, one member of the public and one member of the press

**VOTER COMMENTS:** none.

**COMMUNICATIONS:** none.

**MINUTES:** Mr. Kearney moved to accept the minutes of the special meeting of 12/9/13, the minutes of the regular meeting of 12/9/13 and the minutes of the special meeting of 12/18/13. Mr. Godin seconded. Mr. Kearney noted that there was duplication in items number one, unfinished business and item number one, new business. The first four sentences in item one, new business can be struck from the record. All in favor.

**NEW BUSINESS:**

**Discussion and possible action:**

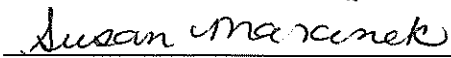
**Transfer:** Mr. Kearney moved the \$60,373 transfer from Salaries & Wages – Full Time to Fees and Professional Services (Att.). Mr. Godin seconded. All in favor.

**Transfer:** Mr. Kearney moved the \$25,000 transfer from Contingency to Capital (Att.). Mr. Waterbury seconded. All in favor.

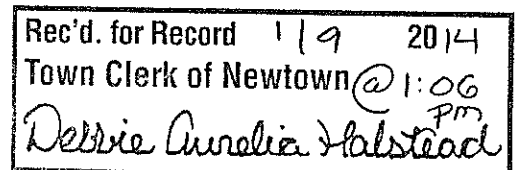
**EXECUTIVE SESSION: Discussion and possible action – Employee Review:** Mr. Kearney moved to enter Executive Session for discussion and possible action on an employee review. First Selectman Llodra was invited to attend. Executive session was entered into at 9:45pm and returned to regular session at 9:49pm with the following motion:

Mr. Kearney moved the \$4,000 transfer from Contingency to Salaries & Wages – Full Time. Mr. Waterbury seconded. Motion passed (Aye: Waterbury, Kearney, Filan, Godin, Kortze). Portnoy abstained as he was not a member of the board during the original non-meeting vote in November.

**ADJOURNMENT:** The Board of Finance adjourned their special meeting at 9:50pm.

  
\_\_\_\_\_  
Susan Marcinek, Clerk

Att. A: transfers



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

FISCAL YEAR 2013 - 2014 DEPARTMENT Information Technolo DATE 12/17/13

	Account	Amount	
FROM:	<u>1-101-11-205-5110-0000 SALARIES &amp; WAGES - FULL TIME</u>	<u>(60,373.00)</u>	USE NEGATIVE AMOUNT
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	.		
TO:	<u>1-101-11-205-5301-0000 FEES &amp; PROFESSIONAL SERVICES</u>	<u>60,373.00</u>	USE POSITIVE AMOUNT
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**REASON:**

INFORMATION TECHNOLOGY DEPARTMENT HAS AN OPEN IT DIRECTOR POSITION (A KEY DEPARTMENT POSITION IN A KEY DEPARTMENT). THE DEPARTMENT ALSO HAS AN OPEN GIS SPECIALIST POSITION. THIS LEAVES ONE POSITION IN THE DEPARTMENT. AS A STOP GAP MEASURE IT IS PROPOSED THAT THE TOWN ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH ATRION UNTILL THE IT DEPARTMENT IS AT FULL STRENGTH. THE TOWN HAS BEEN USING ATRION ON IT PROJECTS. THEY ARE FAMILIAR WITH ALL OF NEWTOWN'S IT INFRASTRUCTOR AND IT OPERATIONS. BECAUSE OF THE OPEN POSITIONS AND THE TIME IT TAKES TO HIRE A NEW DIRECTOR THERE WILL BE BUDGET AMOUNTS IN THE SALARIES ACCOUNT TO COVER THE PROFESSIONAL SERVICES.

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

(1) DEPARTMENT HEAD N/A \_\_\_\_\_

(2) FINANCE DIRECTOR [Signature] \_\_\_\_\_ 12/17/13

(3) SELECTMAN E.P. Lopez \_\_\_\_\_

(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

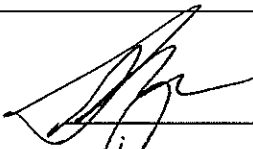
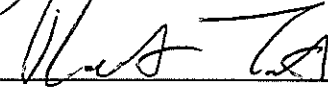
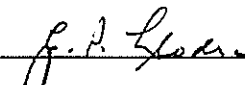
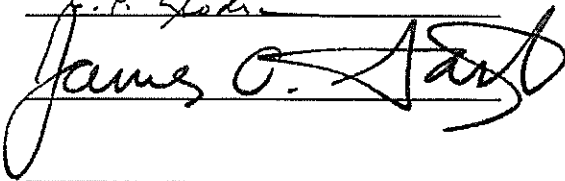
FISCAL YEAR 2013 - 2014 DEPARTMENT Land Use DATE 12/3/13

	<u>Account</u>	<u>Amount</u>	
FROM:	<u>1-101-20-570-5899-0000CONTINGENCY</u>	<u>(25,000.00)</u>	USE NEGATIVE AMOUNT
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TO:	<u>1-101-15-490-5749-0000CAPITAL</u>	<u>25,000.00</u>	USE POSITIVE AMOUNT
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REASON: SEE ATTACHED.

**AUTHORIZATION:**

- (1) DEPARTMENT HEAD
- (2) FINANCE DIRECTOR
- (3) SELECTMAN
- (4) BOARD OF SELECTMEN
- (5) BOARD OF FINANCE
- (6) LEGISLATIVE COUNCIL

date:  
12/4/13  
12/4/13  
12/16/13

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

3 Primrose Street  
Newtown, CT 06470  
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Fax: 203-270-4278  
rob.sibley@newtown-ct.gov



*Robert Sibley  
Deputy Director  
Planning and Land Use*

## TOWN OF NEWTOWN

**Date:** December 3, 2013

**To:** Bob Tait, Director of Finance

**From:** Rob Sibley, Deputy Director of Planning and Land Use

**RE:** Emergency Replacement of NT-96 – Transferring of \$25,000.00 to fleet vehicles

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The town truck which supported the inspections, enforcement and transportation for the Land Use Agency has been removed from service due to the failure of the body frame of the truck. I am requesting the expenditure of funds, \$25,000.00, which is a suitable amount to replace this with an appropriate vehicle.

The Land Use Agency, and indirectly other agencies such as Building, Health, Tax and Community Development, has had to reconfigure to adapt to this unexpected loss. This is resulting in delays for inspections, loss of revenue for permits and, most disturbingly, the inability to respond in a timely manner to illegal activities.

The Land Use Agency was operating with a reduced work fleet prior to the loss of the vehicle. The vehicle was to be replaced a few years ago but, budget cuts have resulted in using this vehicle beyond its working service life.