

THE FOLLOWING MINTUES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held a special meeting on Monday, April 7, 2014 in the Council Chamber of the Newtown Municipal Center, 3 Primrose Street, Newtown, CT. John Kortze called the meeting to order at 6:33pm.

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

ALSO PRESENT: First Selectman E. Patricia Llodra, Finance Director Robert Tait, one member of the press.

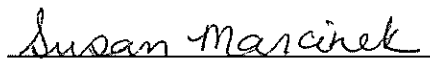
NEW BUSINESS

Discussion and possible action:

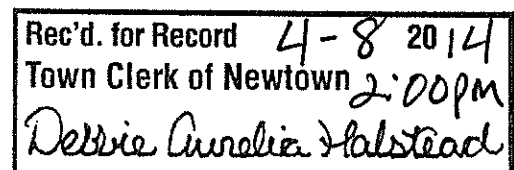
1. Mr. Kearney moved to transfer \$29,000 from Salaries & Wages (1-101-11-205-5110-0000), \$7,000 from Social Security Contributions (1-101-11-205-5220-0000), \$1,685 from Travel & Education (1-101-11-205-5580) and \$5,000 from Travel & Education (1-101-205-5580-0000) to Fees & Professional Services (1-101-11-205-5301-0000) \$37,685 and \$5,000 to Software/Hardware Maintenance Fees (1-101-11-205-5445-0000). Mr. Waterbury seconded. Mr. Tait explained this transfer was from IT to fund a second contract for Atrion; the town hasn't yet hired an IT Director and there is an important IT project at the Police station. The GIS position will be filed July 1. All in favor.
2. Mr. Kearney moved to transfer \$43,000 from Contractual Services (1-101-13-515-5505-0000), \$15,000 from Salaries & Wages (1-101-13-650-5110-0000) and \$20,000 from Salaries & Wages (1-101-13-500-5110-0000) to \$20,000 to Repairs & Maintenance (1-101-13-650-5430-0000), \$20,000 to Contractual Services (1-101-13-650-5505-0000), \$2,000 to General Maintenance Supplies (1-101-13-650-5615-0000), \$6,000 to Energy/Electricity (1-101-13-650-5622-0000) and \$30,000 to Energy/Oil (1-101-13-650-5624-0000). Mr. Waterbury seconded. All in favor.
3. Mr. Kearney moved to transfer \$87,000 from Contractual Services (1-101-13-515-5505-0000) and \$33,000 from Salt (1-101-13-510-5661-0000) to \$38,000 to Salaries & Wages Overtime (1-101-13-510-5130-0000), \$30,000 to Sand (1-101-13-510-5660-0000), \$38,000 to Contractual Services (1-101-13-510-5505-0000), and \$14,000 to Salaries & Wages Overtime (1-101-13-500-5130-0000). Mr. Waterbury seconded. All in favor.
4. Mr. Kearney moved to transfer \$7,500 from Contractual Services (1-101-13-515-5505-0000) to Salaries & Wages Overtime (1-101-13-515-5130-0000). Mr. Waterbury seconded. All in favor.
5. Mr. Kearney moved to transfer \$50,000 from Salaries & Wages to Street Lights (1-101-13-500-5626-0000), \$7,500, \$5,000 to Dues, Travel & Education (1-101-13-500-5580-0000) and \$37,500 to Repair & Maintenance Services (1-101-13-500-5430-0000). Mr. Waterbury seconded. All in favor.

ANNOUNCEMENTS: none.

ADJOURNMENT: Having no further business the special Board of Finance meeting was adjourned at 6:37pm.


Susan Marcinek

Attachments: transfers



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

FISCAL YEAR	2013 - 2014	DEPARTMENT	Information Technol	DATE	4/2/14
FROM:	<u>Account</u>		<u>Amount</u>		USE NEGATIVE AMOUNT
	1-101-11-205-5110-0000	SALARIES & WAGES - FULL TIME	(29,000.00)		↓
	1-101-11-205-5220-0000	SOCIAL SECURITY CONTRIBUTIONS	(7,000.00)		
	1-101-11-205-5580-0000	DUES, TRAVEL & EDUCATION	(1,685.00)		
	.				
	1-101-11-205-5580-0000	DUES, TRAVEL & EDUCATION	(5,000.00)		
TO:					USE POSITIVE AMOUNT
	1-101-11-205-5301-0000	FEES & PROFESSIONAL SERVICES	37,685.00		↓
	1-101-11-205-5445-0000	SOFTWARE/HARDWARE MAINTENANCE FEI	5,000.00		

REASON:

IT PROPOSAL #2:

PROFESSIONAL SERVICES TO IMPLEMENT NEW VMWARE ENVIROMENT FOR THE POLICE DEPARTMENT - \$23,685

LEVEL 3 ENGINEER ON SITE FOR 5 WEEKS, 2 DAYS A WEEK - \$14,000

SEARCH FOR NEW IT DIRECTOR IS CONTINUING

UNDER ESTIMATED COSTS IN SOFTWARE / HARDWARE MAINTENANCE ACCT

AUTHORIZATION: date:

(1) DEPARTMENT HEAD	<u>n/a</u>	
(2) FINANCE DIRECTOR	<u>Robert Tart</u>	<u>4/2/14</u>
(3) SELECTMAN	<u>E. P. Lopez</u>	
(4) BOARD OF SELECTMEN	<u>[Signature]</u>	
(5) BOARD OF FINANCE	<u>[Signature]</u>	<u>4/2/14</u>
(6) LEGISLATIVE COUNCIL	<u>[Signature]</u>	

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

From: Alison Rossi
To: robert.tait@newtown-ct.gov
Cc: Dawn Soucy
Subject: Newtown Proposals
Date: Thursday, March 20, 2014 9:56:41 AM
Attachments: [Newtown PD VMware.pdf](#)
[Town of Newtown WFA Extension - OP43 - Quote 110960_OU14853-02.pdf - Ado....pdf](#)

Hi Bob --

As discussed today, we are out of Level (3) hours on the current contract and have some additional projects to do together. We have attached two different proposals for your review.

1. "Newtown PD VMWare" -- This project is a fixed price project for us to do the VMware turn-up at the police department along with some additional physical to virtual migrations. At the conclusion of this project, we will have completed one of the major items on the agenda for Dennis (and Scott before he left). 23,685
2. WFA Extension -- This would continue the model that we have today for an additional (5) weeks. We would send a Level 3 engineer on site for (2) days per week. The focus would be determined by Dennis and team, but right now it looks like the PD MDTs are a hot topic. 14,000

Please let me know your thoughts on the attached and let me know if you have any questions or concerns.

Looking forward to seeing you soon.

--

Alison Rossi
Executive Partner, Atrion
860-634-3349
arossi@atrion.net
www.atrion.net

Please [click here](#) for important information regarding this e-mail communication.

37,685

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

FISCAL YEAR 2013 - 2014 DEPARTMENT Public Works DATE 3/27/14

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-13-515-5505-0000CONTRACTUAL SERVICES	<u>(43,000.00)</u>	USE NEGATIVE AMOUNT ↓
	1-101-13-650-5110-0000SALARIES & WAGES - FULL TIME	<u>(15,000.00)</u>	
	1-101-13-500-5110-0000SALARIES & WAGES - FULL TIME	<u>(20,000.00)</u>	
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TO:	1-101-13-650-5430-0000REPAIR & MAINTENANCE SERVICES	<u>20,000.00</u>	USE POSITIVE AMOUNT ↓
	1-101-13-650-5505-0000CONTRACTUAL SERVICES	<u>20,000.00</u>	
	1-101-13-650-5615-0000GENERAL MAINTENANCE SUPPLIES	<u>2,000.00</u>	
	1-101-13-650-5622-0000ENERGY - ELECTRICITY	<u>6,000.00</u>	
	1-101-13-650-5624-0000ENERGY - OIL	<u>30,000.00</u>	

REASON: Severe winter temperatures and storm s created needs in all receiver accounts.
Source accounts are in balance and adequate through year end with surpluses created by rate changes and employees on disability covered by insurance.

AUTHORIZATION: _____ date: _____

(1) DEPARTMENT HEAD *Frank Hurley* 4/3/14

(2) FINANCE DIRECTOR *Robert [unclear]* 4/3/14

(3) SELECTMAN *E. P. [unclear]* _____

(4) BOARD OF SELECTMEN _____

(5) BOARD OF FINANCE *[unclear]* 4/7/14

(6) LEGISLATIVE COUNCIL _____

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

FISCAL YEAR 2013 - 2014 DEPARTMENT Public Works DATE 3/27/14

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-13-515-5505-0000CONTRACTUAL SERVICES	(87,000.00)	USE NEGATIVE AMOUNT ↓
	1-101-13-510-5661-0000SALT	(33,000.00)	
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TO:	1-101-13-510-5130-0000SALARIES & WAGES - OVERTIME	38,000.00	USE POSITIVE AMOUNT ↓
	1-101-13-510-5660-0000SAND	30,000.00	
	1-101-13-510-5505-0000CONTRACTUAL SERVICES	38,000.00	
	1-101-13-500-5130-0000SALARIES & WAGES - OVERTIME	14,000.00	
	.		

REASON: Severity of the winter impacted all the receiver accounts. This transfer brings them back into balance and allows for an earlier road clean up by both in-house sweeping and contracted vendor.

The source accounts are in balance and are adequate through year end. Surplus funds were available due to rate decreases.

AUTHORIZATION: _____ date: _____

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

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

FISCAL YEAR 2013 - 2014 DEPARTMENT Public Works DATE 3/27/14

	<u>Account</u>	<u>Amount</u>	
FROM:	<u>1-101-13-515-5505-0000 CONTRACTUAL SERVICES</u>	<u>(7,500.00)</u>	USE NEGATIVE AMOUNT
	_____	_____	
	• _____	_____	
	• _____	_____	
	• _____	_____	
	• _____	_____	
	• _____	_____	
TO:	<u>1-101-13-515-5130-0000 SALARIES & WAGES - OVERTIME</u>	<u>7,500.00</u>	USE POSITIVE AMOUNT
	_____	_____	
	_____	_____	
	_____	_____	
	• _____	_____	

REASON: Long term disability of one of the regular Transfer Station Attendants has required additional OT to cover each Saturday and the absence of either of the other attendants.

The source account is adequately funded through year end.

AUTHORIZATION:

<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD	<u>[Signature]</u>	date: <u>4/3/14</u>
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR	<u>[Signature]</u>	<u>4/3/14</u>
<input checked="" type="checkbox"/> (3) SELECTMAN	<u>G. P. L...</u>	
(4) BOARD OF SELECTMEN	_____	
<input checked="" type="checkbox"/> (5) BOARD OF FINANCE	<u>[Signature]</u>	<u>4/7/14</u>
(6) LEGISLATIVE COUNCIL	_____	

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

FISCAL YEAR 2013 - 2014 DEPARTMENT Public Works DATE 3/27/14

	<u>Account</u>	<u>Amount</u>	
FROM:	<u>1-101-13-500-5110-0000 SALARIES & WAGES - FULL TIME</u>	<u>(50,000.00)</u>	USE NEGATIVE AMOUNT ↓ USE POSITIVE AMOUNT
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TO:	<u>1-101-13-500-5626-0000 STREET LIGHTS</u>	<u>7,500.00</u>	
	<u>1-101-13-500-5580-0000 DUES, TRAVEL & EDUCATION</u>	<u>5,000.00</u>	
	<u>1-101-13-500-5430-0000 REPAIR & MAINTENANCE SERVICES</u>	<u>37,500.00</u>	
	<u>.</u>		

REASON: The receiver accounts require additional funds due to additional street light work; OSHA required training and fleet vehicle maintenance resulting from the winter. The source account is in balance with excess funds due to employees on long term disability covered by insurance.

AUTHORIZATION: _____ date: _____

- (1) DEPARTMENT HEAD _____
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- (3) SELECTMAN _____
- (4) BOARD OF SELECTMEN _____
- (5) BOARD OF FINANCE _____
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