

FINANCE COMMITTEE
September 23, 2010
Mary Hawley Room, Edmond Town Hall
Newtown, CT

PRESENT: Chairman Ben Spragg, Dan Amaral, Kevin Fitzgerald, Gary Davis, Kathy Fetchick, Jan Andras, Jeff Capeci (Council Chairman), Bob Merola (Council member)

Chairman Ben Spragg called the meeting to order at 7:08 pm.

APPROVAL OF MINUTES: Upon motion by Mr. Fitzgerald, the minutes of the 8/10/10 meeting were unanimously approved by those who were present at that meeting.

PUBLIC PARTICIPATION: None present

CIP RECOMMENDATIONS:

Mr. Spragg reminded that at the last meeting it was agreed that we would recommend the CIP recommendations be called Council Procedures or Guidelines for newly elected members and not recommended changes to the CIP Regulations. Mr Fitzgerald now believes that these recommendations should be part of the CIP Regulations because there is no Procedures manual in place today and he believes the Council should not go out of its way to create one. Mr. Fitzgerald believes all CIP-related documents including Regulations, Procedures, Processes, etc., should be under one cover where anyone who wants to understand the CIP process can get all the information in one place.

Mr. Davis, who had not been present at that last meeting, stated that the Regulations at present only outline the procedure up to adoption of the CIP. These recommendations are an attempt to complete the process after the CIP is approved in order to follow through. Mr. Capeci pointed out that the Regulations affect other boards and commissions. To make changes would require their "buy in".

Mr. Davis asked if these recommendations are determined to be "procedures or guidelines", could they be brought to the full Council to begin a Procedures Manual? Mr. Davis does not see why these can't be part of the Regulations but feels this is an important process and wants to move it forward so he would recommend these to the Legislative Council in order to document Procedures.

The paragraphs were once again reviewed and comments were made by new member Kathy Fetchick. She stated that the CIP process is already in place and is defined by the CIP Regulation. Her opinion is that none of these things are really necessary. Our current process has checks and balances. The Council has the opportunity to review the CIP after the review by the BOF. By including the requesting of copies of information from other boards, it appears that we are legislating communication. Requiring for separate bond resolutions may limit us and cost the town more money.

Regarding the statement "providing the Council the option to decide if certain projects should be bonded based on the progress made on those projects", she feels that this has to do with appropriations and is in the Charter [6-100(a) and (b); 6-30(b)].

Ms. Andras moved the following: After review of the CIP recommendations referred by the Legislative Council, the CIP Guidelines (attached) is being recommended for adoption by the Legislative Council. Seconded by Mr. Davis.

Ms. Fetchick offered a friendly amendment: that the CIP Regulations be left as is. Amendment accepted by Ms. Andras and Mr. Davis.

MAIN MOTION CARRIED AS AMENDED.

Having no further business, the meeting was adjourned at 9:03 p.m.

Jan Andras

CORRECTED COPY

**Legislative Council - Town of Newtown
Guidelines for Capital Projects Review
September 23, 2010**

The Legislative Council, in partnership with the Board of Selectmen and Board of Education and the Board of Finance, has a critical responsibility to ensure the financial health of our local government.

The following are guidelines for the Legislative Council to follow in the execution its duties relating to the CIP process.

The Legislative Council requests to receive copies of information submitted to the Board of Finance at the start of the CIP process. All CIP requests submitted by the Board of Selectmen and Board of Education are anticipated to be in a consistent manner within the attached form.

Each project to be bonded is requested to be presented to the Legislative Council as a separate bonding resolution. The Council will act on each individual resolution to afford Council members the opportunity for discussion on each project, providing the Council the option to decide if certain projects should be bonded based on the progress made on those projects.

Following final approval of the CIP, the Council Chairman will seek to arrange updates be provided to the Council on the progress being made on capital projects expected to be funded within 12 months of approval.

For approved CIP projects that have been successfully funded, the Council Chairman will arrange for the First Selectman and the Board of Education Chairman to provide a minimum of quarterly updates on projects until they are deemed to be completed.