

**Town of Newtown Legislative Council Regular Meeting  
Wednesday, August 1, 2012  
3 Primrose Street, Newtown, CT**

**PRESENT:** Jeff Capeci, Mary Ann Jacob, George Ferguson, Joseph Girgasky, Bob Merola, Daniel Honan, Kathy Fetchick, Dan Amaral, Mitch Bolinsky, Dan Wiedemann  
**ABSENT:** Paul Lundquist, Phil Carroll

**ALSO PRESENT:** First Selectman Pat Llodra, Finance Director Bob Tait, Fred Hurley (DPW Director), Jan Andras (clerk), John Voket (Newtown Bee)

Chairman Capeci called the meeting to order at 7:30 p.m. with the Pledge of Allegiance.

**VOTER COMMENT:** None present

**APPROVAL OF MINUTES:** Upon motion by Mr. Ferguson, the minutes of the 7/11/12 regular meeting were unanimously approved.

Upon motion by Mr. Ferguson, the minutes of the 7/13/12 special meeting were unanimously carried.

**COMMUNICATIONS:** None noted

**COMMITTEE REPORTS:** Ms. Jacob reported that the Ordinance Committee will be meeting tomorrow to attempt to finish up the Blight Ordinance and to begin looking at the proposed Firearms Ordinance. A public hearing will be scheduled for both the Blight and Code Ordinances.

**FIRST SELECTMAN'S REPORT:** Ms. Llodra reported that the Oakview Ballfield project has been experiencing rain delays and a breakdown of the town-owned loader. In order to meet the timeline for planting this fall, they have rented a loader at a cost of \$4,000.

This week a "Revaluation 2012 Data Verification Report" was sent to residents by Vision Government Solutions, the group hired to compile information as part of the Revaluation for the 2012 Grand List. Ms. Llodra, Mr. Tait and Assessor Chris Kelsey will be holding extended office hours on Monday, 8/6 and Wednesday, 8/8 to provide an opportunity for property owners to learn more about the revaluation process. Information is also included on the Assessors website.

## **OLD BUSINESS**

**Charter Revision** – After the current Charter Review Commission finishes work on proposed changes to the budget process in time for a vote at the November elections, the Council has expressed a need to look further at possible Charter revisions. Since the current Commission will cease to exist once they present their report, another

commission must be appointed. Mr. Capeci recommended that the previously appointed Charge and Appointment Committees reconvene for this purpose.

Mr. Ferguson moved to reactivate the Charter Appointment Committee and the Charter Charge Committee. Motion seconded and unanimously carried.

## **NEW BUSINESS**

### **Purchase Power Agreement between Town of Newtown and Altus Power Management**

Mr. Hurley advised that this is a new program whereby the State, CL&P and UI are partnering to support alternative energy. The proposal is for CL&P to install solar panels on the Middle School roof and then sell that power to the Town, with a projected savings of \$4,000 to \$6,000 per year. This agreement is a service contract – not a purchase. There is no upfront cost to the Town. After 15 years, we have the option not to continue and to have the equipment removed. Mr. Ferguson had several questions about the wording in the agreement. Mr. Hurley advised that the wording is being reviewed by Town Counsel and changes could be made. Ms. Llodra stated that this has been approved by the Board of Selectmen and being sent to the Council for referral to a Town Meeting.

Ms. Jacob moved that the Legislative Council recommend the lease of the Middle School roof to Altus Power Management as detailed in the Solar Services and Power Purchase Agreement to be sent to a Town Meeting for approval, per Charter Section 7-90E. Motion seconded and carried: 9 YES – 1 NO (Ferguson)

Ms. Llodra advised that a public hearing will be held on August 9 at 6:00 pm, with a Town Meeting scheduled on the same date at 6:30 p.m.

### **FY 2011/12 Budget Transfers (Explanations of transfers attached)**

PUBLIC WORKS - Ms. Jacob moved to transfer FROM Account 01500-1003 Payroll (\$92,113) and FROM Account 01515-1002 Payroll (\$7,500) and FROM Account 01570-2000 Contingency \$34,000 TO Account 01500-Capital \$92,113 and TO Account 01515-5080 Capital \$7,500 and TO Account 01320-5080 Capital \$34,000. Motion seconded and unanimously carried.

PARKS & RECREATION - Ms. Jacob moved to transfer FROM Account 01550-2018 Utilities (\$14,131) TO Account 01550-4060 Contractual Services \$14,131. Motion seconded and unanimously carried.

PUBLIC WORKS - Ms. Jacob moved to transfer FROM Account 01500-2016 Equipment Fuel (\$8,200) to Account 01650-2018 Electricity \$5,000 and TO Account 01650-2019 Water \$3,200. Motion seconded and unanimously carried.

FIRE - Ms. Jacob moved to transfer FROM Account 01320-1014 Marshalls Car Allowance (\$200) and FROM Account 01320-2011 Comm. & Marshalls Supplies (\$1,500) and FROM Account 01320-2015 Training, Fire Prevention (\$3,000) and FROM Account 01320-2020 Utilities (\$15,000) and FROM Account 01320-2028 Hydrants (\$5,000) and FROM Account 01320-2035 Firefighter Supplies (\$7,000) and FROM Account 01320-5080 Capital (\$1,000) TO Account 01320-1001 Marshall Fees \$1,600 and TO Account 01320-2021 Firehouse Maint. & Alarm \$2,500 and TO Account 01320-2022 Radio and Pager Service \$1,000 and TO Account 01320-2029 Fire Hose \$8,600 and TO Account 01320-3051 Truck Maintenance \$10,000 and TO Account 01320-4002 F/F Incentive Plan \$9,000. Motion seconded and unanimously carried.

REGISTRARS - Ms. Jacob moved to transfer FROM Account 01570-2000 Contingency (\$6,500) TO Account 01180-1005 Referenda \$6,500. Motion seconded and unanimously carried.

FINANCE - Ms. Jacob moved to transfer FROM Account 01105-2016 Postage (\$6,000) TO Account 0110-4061 Legal Services \$3,000 and TO Account 01105-2015 Legal Advertising \$3,000. Motion seconded and unanimously carried.

FINANCE - Ms. Jacob moved to transfer FROM Account 01570-2000 Contingency (\$2,000) to Account 01240-2001 Unemployment Act \$2,000. Motion seconded and unanimously carried.

LAND USE - Ms. Jacob moved to transfer FROM Account 01490-1002 Administration (\$5,000) TO Account 01490-4061 Legal Services \$5,000. Motion seconded and unanimously carried.

FIRE - Ms. Jacob moved to transfer FROM Account 01320-2028 Hydrants (\$2,000) TO Account 01320-3050 Equipment Repairs \$2,000. Motion seconded and unanimously carried.

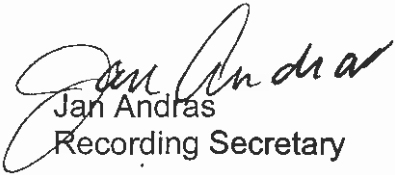
### **Year End Re-Appropriation Requests**

Ms. Jacob moved Year End Re-Appropriation Requests (carrying forward 2011-12 appropriations to 2012-13) as outlined by Mr. Tait (attached). Motion seconded and unanimously carried.

**VOTER COMMENT:** None present

**ANNOUNCEMENTS:** The regular meeting scheduled for August 15 will be cancelled and a special meeting held on August 22 to receive the report from the Charter Review Commission.

Having no further business, the meeting was adjourned at 8:55 pm.



Jan Andras  
Recording Secretary

Attachments – End of FY 2011/12 Transfer explanations (10 pages)  
End of FY 2011/12 Re-appropriations (1 page)

*These are draft minutes and as such are subject to correction by the Legislative Council at the next regular meeting. All corrections will be determined in minutes of the meeting at which they were corrected.*

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

FISCAL YEAR                      2011 - 2012                      DEPARTMENT Public Works                      DATE                      7/23/12

	<u>Account</u>	<u>Amount</u>	
FROM:	01500-1003 PAYROLL	(92,113.00)	USE NEGATIVE AMOUNT ↓
	01515-1002 PAYROLL	(7,500.00)	
	01570-2000 CONTINGENCY FUND	(34,000.00)	
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	.		
	.		
TO:	01500-5080 CAPITAL	92,113.00	USE POSITIVE AMOUNT ↓
	01515-5080 CAPITAL	7,500.00	
	01320-5080 CAPITAL	34,000.00	
	.		


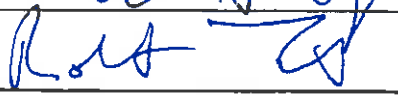
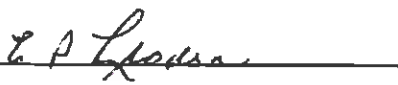
**REASON:**

CAPITAL REQUESTS = REPLACEMENT BUILDING DEPT VEHICLE (\$21,950 LESS INSURANCE PAYOUT OF \$9,837); WORK ORDER SYSTEM (\$50,000); REGIONAL SHARED COMPUTER SERVICE (\$30,000); & ELECTRICAL AND CAMERA UPDATES AT THE TRANSFER STATION (\$7,500). THESE ITEMS WILL COME FROM WITHIN THE PUBLIC WORKS BUDGET. AMOUNTS ARE AVAILABLE IN PW PAYROLL DUE TO VACANCIES AND EMPLOYEES OUT ON WORKER'S COMPENSATION.

ADDITIONAL CAPITAL REQUEST = REPLACEMENT FIRE MARSHAL VEHICLE TO BE FUNDED FROM CONTINGENCY.

THESE ITEMS WILL BE REQUESTED TO BE RE-APPROPRIATED TO FISCAL YEAR 2012-13. BIDS HAVE BEEN DONE FOR THE TWO VEHICLES TO GET SOLID PRICES (NO COMMITMENT HAS BEEN MADE)

**AUTHORIZATION:**

<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD		date: 7/23/12
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR		7/24/12
<input checked="" type="checkbox"/> (3) SELECTMAN		7/24/12
<input type="checkbox"/> (4) BOARD OF SELECTMEN	_____	_____
<input checked="" type="checkbox"/> (5) BOARD OF FINANCE	_____	_____
<input checked="" type="checkbox"/> (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

**PUBLIC WORKS RE-APPROPRIATION DESCRIPTIONS:**

**Shared Municipal Computer Service:** The \$30,000 re-appropriation is the Newtown share of the inter-local agreement established with South Windsor and eventually Manchester to develop a shared municipal information system to receive from, process for and display to the public, in a real time internet dashboard, ongoing municipal work and solutions of problems identified in a geographic information format. The public will be able to report a problem and receive a confirming email of receipt; another email when it is scheduled for work and finally an email when the work is completed. Also, the public will be able to click on the Town's GIS system and get the same information on any request to the Town or any other work identified in the system. The Newtown share will also go toward programming of mobile devices enabling receipt of direct input to the system from the field and the ability to send work information directly to crews in the field.

**Transfer Station Security Camera Upgrade:** The \$7,500 re-appropriation is part of the fiber optic connection of the Transfer Station Office and grounds to the Town's central computer system. The cameras will provide 24/7 oversight of financial transactions and usage of the facility. As we process into a bar-code sticker system, continual quality oversight is critical.

**Develop New Work Order System:** The \$50,000 re-appropriation is the continuation of the effort to develop a new work order system that allows the automated tracking and reporting of the integration of labor, materials and equipment costs by project and department.

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

FISCAL YEAR 2011 - 2012 DEPARTMENT Parks & Recreation DATE 7/9/12

	<u>Account</u>	<u>Amount</u>	
FROM:	<u>01550-2018 UTILITIES</u>	<u>14,131.00</u>	USE NEGATIVE AMOUNT
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TO:	<u>01550-4060 CONTRACTUAL SERVICES</u>	<u>14,131.00</u>	USE POSITIVE AMOUNT
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**REASON:**

Treadwell park had a driveway issue with a sink hole and excessive paving was required. this cost was \$16,759.27 aalong with an additional 1,606.50 for mateirals billed to us by Public Works. A final payment to Heritage Grounds Care came in for the July payment and this money is needed to pay for that expense of the landscaping bill.

**AUTHORIZATION:**

<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD	<u><i>Amelia Mergold</i></u>	date: <u>7/23/12</u>
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR	<u><i>[Signature]</i></u>	<u>7/23/12</u>
<input checked="" type="checkbox"/> (3) SELECTMAN	<u><i>[Signature]</i></u>	<u>7/24/12</u>
<input type="checkbox"/> (4) BOARD OF SELECTMEN	_____	_____
<input checked="" type="checkbox"/> (5) BOARD OF FINANCE	_____	_____
<input checked="" type="checkbox"/> (6) LEGISLATIVE COUNCIL	_____	_____

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AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

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

FISCAL YEAR 2011 - 2012 DEPARTMENT Public Works DATE 7/20/12

	<u>Account</u>	<u>Amount</u>	
FROM:	01500-2016 EQUIPMENT FUEL	8,200.00	USE NEGATIVE AMOUNT
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TO:	01650-2018 ELECTRICITY	5,000.00	USE POSITIVE AMOUNT
	01650-2019 WATER	3,200.00	
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REASON: Transfer needed to cover year end.  
*Amount relates to Municipal Bldg.*

	<u>Account</u>	<u>Amount</u>
FROM:	-----	-----
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	-----	
TO:	-----	-----
	.	
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REASON:

AUTHORIZATION:

<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD	<u><i>Fred Husley</i></u>	date. <u>7/20/12</u>
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR	<u><i>[Signature]</i></u>	_____
<input checked="" type="checkbox"/> (3) SELECTMAN	<u><i>E. P. [Signature]</i></u>	<u>7/24/12</u>
<input type="checkbox"/> (4) BOARD OF SELECTMEN	_____	_____
<input checked="" type="checkbox"/> (5) BOARD OF FINANCE	_____	_____
<input checked="" type="checkbox"/> (6) LEGISLATIVE COUNCIL	_____	_____

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

FISCAL YEAR                      2011 - 2012                      DEPARTMENT Fire                      DATE                      6/29/12

	<u>Account</u>		<u>Amount</u>	
FROM:	01320-1014	MARSHALLS CAR ALLOWANCE	(200.00)	USE NEGATIVE AMOUNT ↓
	01320-2011	COMM & MARSHALLS SUPPLIES	(1,500.00)	
	01320-2015	TRAINING, FIRE PREVENTION	(3,000.00)	
	01320-2020	UTILITIES	(15,000.00)	
	01320-2028	HYDRANTS	(5,000.00)	
	01320-2035	FIRE FIGHTER SUPPLIES	(7,000.00)	
	01320-5080	CAPITAL	(1,000.00)	
TO:	01320-1001	MARSHALL FEES	1,600.00	↓ USE POSITIVE AMOUNT ↓
	01320-2021	FIREHOUSE MAINT. & ALARM	2,500.00	
	01320-2022	RADIO & PAGER SERVICE	1,000.00	
	01320-2029	FIRE HOSE	8,600.00	
	01320-3051	TRUCK MAINTENANCE	10,000.00	
	01320-4002	F/F INCENTIVE PLAN	9,000.00	

**REASON:**

1001- Deputy Marshalls worked more than the allotted hours  
 2021 - Excessive Maintenance at Hook & Ladder Fire Station & Generator repairs due to excessive operations during storms  
 2022 - Minor overage in repairs  
 2029 - Excessive failure rate from hose testing and damage from hose falling off truck (reimbursed by insurance)  
 3051 - Repairs were well in excess of a normal year  
 4002 - Heavy call volume. This account is generally underfunded

**AUTHORIZATION:**

(1) DEPARTMENT HEAD

*[Signature]*

date:

7/3/2012

(2) FINANCE DIRECTOR

*[Signature]*

7/3/12

(3) SELECTMAN

*E. P. Glavin*

7/6/12

(4) BOARD OF SELECTMEN

*[Signature]*

(5) BOARD OF FINANCE

7.9.12

(6) LEGISLATIVE COUNCIL

**AUTHORIZATION SIGN OFF**

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

FISCAL YEAR 2011 - 2012 DEPARTMENT Registrars DATE 7/10/12

<b>FROM:</b>	<u>Account</u> <b>01570-2000 CONTINGENCY FUND</b>	<u>Amount</u> <b>6500.00-</b>	USE NEGATIVE AMOUNT ↓
<b>TO:</b>	<u>Account</u> <b>01180-1005 REFERENDA</b>	<u>Amount</u> <b>6,500.00</b>	USE POSITIVE AMOUNT ↓

**REASON:** to cover June 26, 2012 referendum - estimate

<b>FROM:</b>	<u>Account</u>	<u>Amount</u>
<b>TO:</b>		

**REASON:**

**AUTHORIZATION:**

(1) DEPARTMENT HEAD	<u>Heleenie Frangston</u>	date: <u>7-10-12</u>
(2) FINANCE DIRECTOR	<u>[Signature]</u>	<u>7/10/12</u>
(3) SELECTMAN	<u>E. P. Loden</u>	<u>7/24/12</u>
(4) BOARD OF SELECTMEN	_____	_____
(5) BOARD OF FINANCE	_____	_____
(6) LEGISLATIVE COUNCIL	_____	_____

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

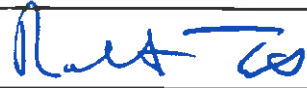

FISCAL YEAR                      2011 - 2012                      DEPARTMENT Finance                      DATE                      7/23/12

<b>FROM:</b>	<u>Account</u> 01570-2000 CONTINGENCY FUND	<u>Amount</u> (2,000.00)	USE NEGATIVE AMOUNT
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<b>TO:</b>	01240-2001 UNEMPLOYMENT ACT	2,000.00	USE POSITIVE AMOUNT
	.		
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**REASON:**

Estimate for June, 2012 unemployment bill.

**AUTHORIZATION:** date:

<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD		7/24/12
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR		7/24/12
<input type="checkbox"/> (3) SELECTMAN		
<input type="checkbox"/> BOARD OF SELECTMEN		
<input type="checkbox"/> (5) BOARD OF FINANCE		
<input type="checkbox"/> (6) LEGISLATIVE COUNCIL		

AUTHORIZATION SIGN OFF

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>>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF




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

<u>FISCAL YEAR</u>	2011 - 2012	<u>DEPARTMENT</u> Land Use	<u>DATE</u>	7/23/12
<b>FROM:</b>	<u>Account</u> 01490-1002 ADMINISTRATION		<u>Amount</u> (5,000.00)	USE NEGATIVE AMOUNT
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<b>TO:</b>	01490-4061 LEGAL SERVICES		5,000.00	USE POSITIVE AMOUNT
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**REASON:**

LAND USE LEGAL SERVICES BUDGET AMOUNT UNDER ESTIMATED BY 7%. ACCOUNT FLUCTUATES YEAR BY YEAR. AMOUNT AVAILABLE IN ADMINISTRATIVE PAYROLL DUE TO SHORT TERM DISABILITY.

**AUTHORIZATION:**

<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD		date: 7/24/12
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR		7/24/12
<input checked="" type="checkbox"/> (3) SELECTMAN		7/24/12
<input type="checkbox"/> (4) BOARD OF SELECTMEN	_____	_____
<input checked="" type="checkbox"/> (5) BOARD OF FINANCE	_____	_____
<input checked="" type="checkbox"/> (6) LEGISLATIVE COUNCIL	_____	_____

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

FISCAL YEAR                      2011 - 2012                      DEPARTMENT Fire                      DATE                      7/24/12

	<u>Account</u>		<u>Amount</u>	
FROM:	01320-2028 HYDRANTS		(2,000.00)	USE NEGATIVE AMOUNT
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TO:	01320-3050 EQUIPMENT REPAIRS		2,000.00	USE POSITIVE AMOUNT
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**REASON:**

Funds available in hydrant account due to utility reduced rates. Equipment repairs under budgeted by 6%.

**AUTHORIZATION:**

		date:
<input checked="" type="checkbox"/> (1) DEPARTMENT HEAD	<u>See Attached</u>	
<input checked="" type="checkbox"/> (2) FINANCE DIRECTOR	<u>Robert Co</u>	7/24/12
<input checked="" type="checkbox"/> (3) SELECTMAN	<u>E. P. L...</u>	7/24/12
<input type="checkbox"/> (4) BOARD OF SELECTMEN	_____	
<input checked="" type="checkbox"/> (5) BOARD OF FINANCE	_____	
<input checked="" type="checkbox"/> (6) LEGISLATIVE COUNCIL	_____	

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**TOWN OF NEWTOWN**  
**OFFICE OF THE FINANCE DIRECTOR**

**YEAR END RE-APPROPRIATION REQUESTS (carrying forward 2011-12 appropriations to 2012-13)**

JULY 24, 2012

**FIRE**

Account **01320-5080 Capital**. Request \$34,000 carried forward to account 09320-5080 Capital.  
"For new replacement Fire Marshal vehicle"

**PUBLIC WORKS**

Account **01500-5080 Capital**. Request \$12,113 carried forward to account 09500-5080 Capital.  
"For new replacement Building Department vehicle (\$21,950 offset by insurance proceeds of \$9,837)"  
Account **01500-5080 Capital**. Request \$30,000 carried forward to account 09500-5080 Capital.  
"For regional shared computer service (work order dashboard)" SEE ATTACHED  
Account **01500-5080 Capital**. Request \$50,000 carried forward to account 09500-5080 Capital.  
"For Work Order System" SEE ATTACHED  
Account **01515-5080 Capital**. Request \$7,500 carried forward to account 09515-5080 Capital.  
"For electrical & camera updates at the transfer station" SEE ATTACHED

**FAIRFIELD HILLS AUTHORITY**

Account **01870-3000 Fees & Prof Svs**. Request \$4,000 carried forward to account 09870-3000 Fees & Prof Svs.  
"For campus improvements"  
Account **01870-3051 Repairs & Maint**. Request \$23,695 carried forward to account 09870-3051 Repairs & Maint.  
"For Police Sub-station improvements"  
Account **01870-4060 Contract Svs**. Request \$28,000 carried forward to account 09870-4060 Contract Svs.  
"For Brownfield grant match (\$20,000) & for campus improvements (\$8,000)."

**SUSTAINABLE ENERGY COMMISSION**

Account **01755-0000 Allocations**. Request \$5,000 carried forward to account 09755-0000 Allocations.  
"For web site development and new promotional activities."

 7/24/12