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TOWN OF NEWTOWN

LEGISLATIVE COUNCIL

TOWN OF NEWTOWN LEGISLATIVE COUNCIL MEETING

WEDNESDAY, AUGUST 17, 2016

NEWTOWN MUNICIPAL CENTER, NEWTOWN, CT

PRESENT: George Ferguson, Dan Wiedemann, Chris Eide, Neil Chaudhary, Judit DeStefano, Ryan Knapp, Paul Lundquist, Mary Ann Jacob, Dan Amaral, Tony Filiato, Phil Carroll, and Dan Honan.

ALSO PRESENT: First Selectman Pat Llodra, Finance Director Bob Tait, Chief of Police James Viadero, Director of Public Works Fred Hurley, Shared Services Committee member Jim Ritchie, Information Technology Director Carmella Amodeo, Director of Security Mark Pompano, Business Director Ron Bienkowski, Human Resource Coordinator Suzanne D'Eramo, Parks & Rec Assistant Director Carl Samuelson, Dr. Erardi, 3 public, 2 press.

CALL TO ORDER: Ms. Jacob called the meeting to order with the Pledge of Allegiance at 7:30pm.

VOTER COMMENT: None

MINUTES MR. FERGUSON MOTIONED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 20, 2016. SECOND BY MR. EIDE. ALL IN FAVOR.

COMMUNICATIONS: None

COMMITTEE REPORTS: Ms. DeStefano reports the Charter Communications Committee will make a recommendation on text for the ballot questions at the next meeting. They met with Brain Hartgraves of the Community Center Commission who shared how they disseminated information to the community. They met with the town attorney on explanatory text. They discussed ways to get the community engaged. Mr. Knapp reports the Ordinance Committee is working through the review and recommendation of the senior tax abatement and for municipal volunteers. They are doing research on the Board of Ethics and Pension Committee ordinances and the Roads Committee recommendation. Mr. Ferguson reported the finance committee met this evening and began looking at the Debt Policy.

Rec'd. for Record 8.23.2016
Town Clerk of Newtown 11:35am
Debbie Aurelia Halstead

LEGISLATIVE COUNCIL

FIRST SELECTMAN'S REPORT: Mrs. Llodra reports the Board of Selectman began deliberation on the CIP this week. (See Board of Selectmen minutes) She received a letter from St. John's Church offering to donate to the town the park behind the church building where the "Rock of Angels" is located. The church will be closing at the end of September. (Attach) Mrs. Llodra shared a Fairfield County real estate report she received. (Attach) The Board of Selectmen is nearing completion its action on the pension asset and investment policy.

ROADS UPDATE: Mr. Hurley shared an update on road work. The report is updated weekly. The weather has been good and they are on schedule with projects. In addition to the road work, they completed a 3,000 foot gas line project for Middle Gate School so the school can move forward with a major energy conservation project that stabilizes their energy costs. The cost of the project was absorbed by the department. They are involved with two bridge projects, Toddy Hill Road and Walnut Tree Hill Road and a couple of major solar projects. Mr. Hurley noted the new bridge for Toddy Hill Road will be parallel to the old bridge so it will remain open while the work is being done minimizing traffic interruptions. Mr. Hurley noted for quality control, all materials used for projects are bid out and purchased separate from the contractors. For paving, they have inspectors on the job and they now have nuclear density testing done by a third party. (Attach)

NEW BUSINESS

Shared Services Committee Recommendations: MR WIEDEMANN MOTIONED TO APPROVE THE SHARED SERVICES COMMITTEE RECOMMENDATION. SECOND BY MR. EIDE. Mr. Wiedemann and Ms. Jacob thanked all those who participated. Committee member Jim Ritchie reviewed the recommendation. He stated the committee first reviewed the two major reports generated in the past; the Legislative Council Ad-Hoc Facilities Committee report from March 2009 and the Blum Shapiro Report from March 2012. Regarding the recommendation for a purchasing agent, Mr. Ritchie explained we would have a person with expertise in purchasing who would work collaboratively with the people of the town who develop specifications. Mr. Ritchie explained there is already a tremendous amount of collaboration for facilities and maintenance. Ms. DeStefano asked if services, such as the mowing of the Fairfield Hills campus, could be brought in house. Mr. Samuelson explained they have done cost analysis many times and currently they could not do it more economically in house. In addition, a contractor was hired to do landscaping maintenance of areas directly around the schools as it has to be done before students arrive and after they leave. Parks & Rec does the larger pieces of land and the fields. Mr. Lundquist asked if co-locating accounting departments would bring staff reductions. Mr. Ritchie explained by cross training, all staffers they would be prepared to make personnel changes in the future through attrition or retirement. ALL IN FAVOR. (Attach)

Transfer: MR. LUNDQUIST MOTIONED TO APPROVE THE TRANSFER OF \$4,300 FROM SALARIES & WAGES FULL TIME AND \$332 FROM SOCIAL SECURITY CONTRIBUTIONS TO RETIREMENT CONTRIBUTIONS. SECOND BY MR. FERGUSON. Mr. Tait explained this is for new defined contribution plans for employees hired after the budget process. ALL IN FAVOR. (Attach)

LEGISLATIVE COUNCIL

Transfer: MR. LUNDQUIST MOTIONED TO APPROVE THE TRANSFER OF \$5,000 FROM PROFESSIONAL SERVICES-ELECTION, \$9,000 SALARIES & WAGES-FULL TIME, \$6,700 FROM OTHER PURCHASED SERVICES AND \$4,300 FROM BOND INTEREST TO TRANSFER OUT-CAPITAL NON-RECURRING. SECOND BY MR. FERGUSON. Mrs. Llodra explained this is for the remediation and demolition of 7 Glen Road which is town owned. Mr. Honan asked if the town should sell the property would the new owner be responsible for clean-up. Mrs. Llodra explained the owner would be responsible based on state statute. Ms. DeStefano noted doing this work puts us in a better position for future grants. Mr. Carroll asked if the slab would also be removed. Mrs. Llodra stated it does not include the slab. It takes the building down and sweeps the site. ALL IN FAVOR. (Attach)

Year End Re-Appropriation for Sustainable Energy Commission: MR. LUNDQUIST MOTIONED TO APPROVE A YEAR END RE-APPROPRIATION FOR SUSTAINABLE ENERGY COMMISSION IN THE AMOUNT OF \$5,000 CARRIED FORWARD FOR PLANNED ENERGY PROJECTS AND \$6,270 CARRIED FORWARD FOR PLANNED ENERGY PROJECTS. SECOND BY MR. FERGUSON. ALL IN FAVOR (Attach)

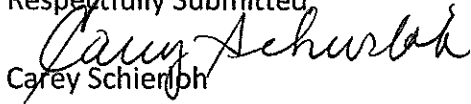
Resolution Approving The Creation Of A New Special Revenue Fund, "Blight Special Revenue Fund": MR. LUNDQUIST MOTIONED TO APPROVE A RESOLUTION APPROVING THE CREATION OF A NEW SPECIAL REVENUE FUND, "BLIGHT SPECIAL REVENUE FUND", TO ACCOUNT FOR FEES COLLECTED PER THE NEWTOWN BLIGHT ORDINANCE (CHAPTER 116, SECTION 9A). SECOND BY MR. FERGUSON. Mr. Tait explained fees collected from blight will be held in a separate account from the general fund. ALL IN FAVOR. (Attach)

VOTER COMMENT: None

ANNOUNCEMENTS: None

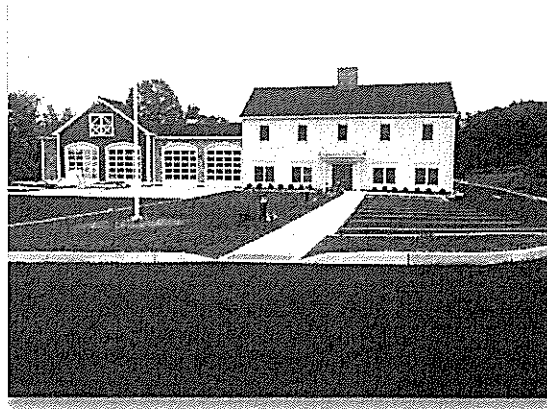
ADJOURNMENT: There being no further business the meeting adjourned at 9:40pm.

Respectfully Submitted,


Carey Schierloh

Attachments: Newtown Hook & Ladder Grand Opening, Donation Offer from Episcopal Church, Real Estate Market Update, Roads Update, Shared Services Recommendation, Transfers, Resolution

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.



*It's the GRAND opening of the
Newtown Hook & Ladder Co. #1 Firehouse*

12 Church Hill Road Newtown, CT 06470

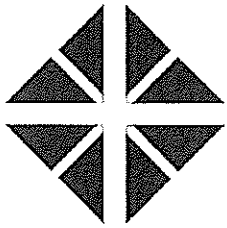
Friday, 9/2/2016

12:30 PM Arrive at New Firehouse

1:00 PM Ribbon Cutting

You are invited to celebrate with Newtown Hook and Ladder as we open the doors to our "new" home! A procession of our apparatus, volunteers, life members, and past and present chiefs will depart from the "old" firehouse and make their way home where our first selectman, Pat Lodra will do the honors of cutting the ribbon. We will then say a few words remarking on our journey to get here; we will acknowledge those who have helped us get here and worked so diligently with us to make this dream a reality; and offer our guests a tour of the new facility headquarters. Lunch and refreshments to follow!





EPISCOPAL CHURCH IN CONNECTICUT
PARTICIPATING IN GOD'S MISSION

2 August 2016

Mr. George Benson
Director of Planning
Newtown Municipal Center
3 Primrose Street
Newtown CT 06470

Dear George,

Thanks for your time last week when we visited briefly about the parish of St. John's Episcopal Church, Sandy Hook. As we discussed, the parish will close in early September 2016. It is the intent of the parish to donate the park that sits on the knoll behind the church, inclusive of the path that leads to the park and all objects on or within its boundary, to the Town of Newtown.

Currently, the park houses a memorial to the children and teachers who died in the Newtown massacre. The desire of the parish is that the town receive the parcel free of charge, and that access to the parcel be provided for in a permanent easement as part of any future sale of the property on which the church stands.

Of course, all of this depends upon the successful completion of the closure of St. John's and the appropriate approvals by our bishops and governing bodies as required by Church canons.

We are all pleased that our wonderful parish of St. John's, with its many years of ministry and service to Sandy Hook and Newtown, may continue as a source of ongoing healing in the years ahead.

All best,

The Rev. Canon Tim Hodapp
Canon for Mission Collaboration

cc: Mr. Bruce Moulthrop, Sr. Warden
Mr. Steve Zakur, Jr. Warden
The Rev. Mark Moore, Missional Priest
The Rt. Rev. Ian T. Douglas, Bishop Diocesan
The Rt. Rev. Laura J. Ahrens, Bishop Suffragan
The Rev. Alex Dyer, President, ECCT Standing Committee

THE RAVEIS REPORT

January - June 2015 VS January - June 2016

FAIRFIELD COUNTY

Single Family Homes

Condominiums

TOWNS	Avg List Price*		Avg Sales Price		% Inc./Decr.	Number of Units Sold		% Inc./Decr.
	2016	2015	2016	2015		2015	2016	
Bethel	\$417,447	\$320,137	\$328,189	\$328,189	2.52%	77	85	10.39%
Bridgeport	\$234,815	\$142,756	\$148,266	\$148,266	3.86%	246	259	5.28%
Brookfield	\$522,398	\$400,851	\$415,791	\$415,791	3.73%	81	91	12.35%
Danbury	\$446,272	\$275,391	\$286,438	\$286,438	4.01%	180	209	16.11%
Darien	\$2,340,668	\$1,758,364	\$1,796,747	\$1,796,747	2.18%	127	129	1.57%
Easton	\$824,877	\$594,966	\$697,197	\$697,197	17.18%	47	55	17.02%
Fairfield	\$1,126,544	\$726,455	\$697,994	\$697,994	-3.92%	364	358	-1.65%
Greenwich	\$4,165,815	\$2,488,371	\$2,274,124	\$2,274,124	-8.61%	297	266	-10.44%
Monroe	\$481,138	\$357,899	\$375,161	\$375,161	4.82%	94	102	8.51%
New Canaan	\$2,410,945	\$1,980,804	\$1,830,805	\$1,830,805	-7.57%	119	100	-15.97%
New Fairfield	\$627,719	\$374,967	\$435,222	\$435,222	16.07%	73	90	23.29%
Newtown	\$544,224	\$391,437	\$409,866	\$409,866	4.71%	181	192	6.08%
Norwalk	\$967,411	\$578,830	\$599,105	\$599,105	3.50%	282	308	9.22%
Redding	\$953,200	\$568,026	\$747,644	\$747,644	31.62%	60	67	11.67%
Ridgefield	\$1,161,671	\$743,332	\$775,085	\$775,085	4.27%	139	152	9.35%
Shelton	\$414,863	\$308,529	\$317,796	\$317,796	3.00%	146	147	0.68%
Sherman	\$692,127	\$465,913	\$496,496	\$496,496	6.56%	20	28	40.00%
Stamford	\$997,439	\$639,778	\$644,537	\$644,537	0.74%	321	319	-0.62%
Stratford	\$330,312	\$235,667	\$234,396	\$234,396	-0.54%	259	284	9.65%
Trumbull	\$462,949	\$396,530	\$375,383	\$375,383	-5.33%	165	229	38.79%
Weston	\$1,156,721	\$956,160	\$874,733	\$874,733	-8.52%	72	64	-11.11%
Westport	\$2,237,603	\$1,850,962	\$1,572,591	\$1,572,591	-15.04%	159	184	15.72%
Wilton	\$1,121,850	\$928,635	\$902,955	\$902,955	-2.77%	99	101	2.02%
COUNTYWIDE AVERAGE	\$1,383,806	\$805,741	\$742,566	\$742,566	-7.84%	3,608	3,819	5.85%
						TOTAL UNITS	TOTAL UNITS	
Bethel	\$364,082	\$288,899	\$280,853	\$280,853	-2.79%	37	37	0.00%
Bridgeport	\$100,065	\$79,202	\$72,357	\$72,357	-8.64%	121	139	14.88%
Brookfield	\$274,129	\$259,931	\$222,983	\$222,983	-14.21%	51	33	-35.29%
Danbury	\$275,978	\$226,228	\$218,993	\$218,993	-3.20%	144	184	27.78%
Darien	\$1,131,130	\$1,184,500	\$1,171,034	\$1,171,034	-1.14%	8	10	25.00%
Fairfield	\$496,165	\$426,346	\$370,255	\$370,255	-13.16%	47	42	-10.64%
Greenwich	\$1,440,050	\$1,162,354	\$822,467	\$822,467	-29.24%	84	74	-11.90%
Monroe	\$220,606	\$194,196	\$193,406	\$193,406	-0.41%	23	17	-26.09%
New Canaan	\$1,094,102	\$888,489	\$830,023	\$830,023	-6.58%	19	22	15.79%
New Fairfield		\$232,103	\$239,950	\$239,950	3.38%	8	2	-75.00%
Newtown	\$365,239	\$375,438	\$344,864	\$344,864	-8.14%	10	10	0.00%
Norwalk	\$370,272	\$284,885	\$313,639	\$313,639	10.09%	162	144	-11.11%
Ridgefield	\$478,249	\$257,597	\$302,023	\$302,023	17.25%	28	26	-7.14%
Shelton	\$370,004	\$269,028	\$298,370	\$298,370	10.91%	70	64	-8.57%
Stamford	\$400,393	\$296,844	\$359,613	\$359,613	21.15%	265	300	13.21%
Stratford	\$203,506	\$163,433	\$159,030	\$159,030	-2.69%	57	79	38.60%
Trumbull	\$360,463	\$322,120	\$358,361	\$358,361	11.25%	20	18	-10.00%
Westport	\$628,308	\$636,142	\$671,353	\$671,353	5.54%	12	12	0.00%
Wilton	\$471,272	\$462,821	\$354,691	\$354,691	-23.36%	14	16	14.29%
COUNTYWIDE AVERAGE	\$465,585	\$340,006	\$320,817	\$320,817	-5.64%	1,181	1,231	4.23%
						TOTAL UNITS	TOTAL UNITS	

* Active at the time MLS report was run - Source: CMLS, GRWMLS, DARMLS, NCANMLS Countywide averages based on all towns in county.

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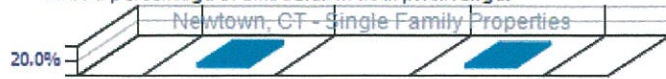
"The best website in real estate"



Unit Sales By Price Range (% of Units Sold)

Shows percentage of unit sales in each price range.

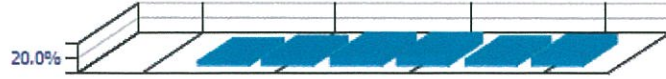
875K and Over



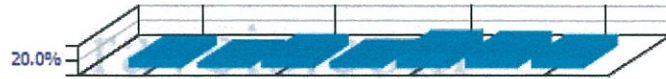
750-874K



625-749K



500-624K



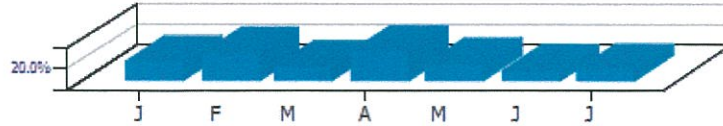
375-499K



250-374K



Under 250K



2016

Market Update

August, 2016 Newtown



Single Family Homes:

CURRENT ACTIVE LISTINGS: 257

CURRENT CONTINUE TO SHOW: 43

CURRENT PENDING: 41

SOLD TO DATE 2016: 254 **MEDIUM SALE PRICE 2016:** \$389,200

SOLD TO DATE 2015: 251 **MEDIUM SALE PRICE 2015:** \$368,000

Condos:

CURRENT ACTIVE LISTINGS: 24

CURRENT CONTINUE TO SHOW: 5

CURRENT PENDING: 17

SOLD TO DATE 2016: 26 **MEDIUM SALE PRICE 2016:** \$334,000

SOLD TO DATE 2015: 15 **MEDIUM SALE PRICE 2015:** \$310,000

2016-2017 ROADWORK SCHEDULE

Contractual Drainage	Budget		Start	Finish	
Alpine	30,000	D-P-C-L			
Mile Hill South	165,000	D-P-C-L	7/25/2016	8/14/2016	
Orchard Hill Road	60,000	D-P-C-L			
Overlays:					
Cadey Lane	28,000	D-P-C-L	8/11/2016	8/12/2016	D Complete
Crestwood Drive	17,000	P-C-L			
Ethan Allen Bridge Deck	80,000	P	8/15/2016	8/16/2016	
Oakview Road	17,000	P-C-L			
Route 34	28,000	N/A			
Washington Avenue	80,000	P-C-L			
Road Improvements - Public:					
Birch Hill Road	120,000	D-P-C-L		Complete	
Bonnie Brae	235,000	D-P-C-L		Complete	
Brassie Road	40,000	D-P-C-L		Complete	
Brushy Hill Road	200,000	D-P-C-L		Complete	
Cannon Drive	60,000	D-P-C-L	8/12/2016	8/15/2016	D Complete
Dinglebrook Road	40,000	D-C-L			
Edgewood/Woodbine	50,000	P-C-L			
Glover Avenue	48,000	P-C-L	8/16/2016	8/17/2016	D-P Complete
Hanover Road	125,000	P-C-L			
Hundred Acres	80,000	D	9/23/2016	11/4/2016	
Johnny Appleseed	180,000	D-P-C-L	7/11/2016	8/3/2016	D-P Complete
Keating Farm Road	100,000	P-C-L			
Monitor Hill	60,000	P-C-L			
Morgan Drive	50,000	D-P-C-L	7/18/2016	7/24/2016	D Complete
Mt. Nebo Road	100,000	D	8/31/2016	9/27/2016	
New Lebbon	100,000	D-P-C-L			
Newberry Road	165,000	D-P-C-L	8/3/2016	8/5/2016	D Complete
Park Lane	60,000	P-C-L			
Pheasant Ridge	85,000	D-P-C-L	8/3/2016	8/5/2016	D-P Complete
Phylis Lane	100,000	D	9/23/2016	11/4/2016	
Pond Brook/Obtuse	100,000	S-G	Guiderail not complete		
Riverside Road	100,000	P-C-L	8/18/2016	8/19/2016	
School House Hill	100,000	D-P-C-L	8/10/2016	8/30/2016	
Sugar Hill Lane	70,000	D-P-C-L			
Swamp Road	135,000	P-C-L			
The Boulevard	82,000	P-C-L			
Whiporwill Hill	40,000	D	8/15/2016	9/13/2016	
Road Improvements - Private:					
Lakeview Terrace	100,000	E			
Edge Lake Design	25,000	E			

C-CURBING

P-PAVING

F-FINAL PAVING

L-LANDSCAPING

B-BINDER

E-ENGINEERING

G-GUIDERAIL

D-DRAINAGE

S-STREAM BANK STABILIZATION

Town of Newtown Bridge and Road System Information : 2014

The road system, in Newtown totals approximately 275 miles of which 18 miles are unpaved. It includes public roads and private roads treated as public. To this is added an additional 10 miles of various internal roadways. The public roads place Newtown in the top 4 or 5 among all municipalities, in Connecticut, for length of roadway. The system, however, is much more than road surface.

Protecting these roadways are more than 286 miles of curbing; 7,000 catch basins; connected by over 122 miles of drainage pipes ranging from 4" to 96"; terminating into 1,211 outlets ranging from 8" to 48"; emptying into five distinct watersheds that cover over 60 square miles. It is a very large and complicated system. The data collection used for this information was part of the preparation, during 2004-2005, of the GASBY34 Project, which converted a reckoning of Town assets into a standard balance sheet approach that included depreciation of our assets. The numbers are revised periodically as the system evolves. This Gasby Project became the basis for our ongoing in-house survey of the many components of our road system and their overall material condition.

The drainage system, both current and proposed, is based on a town wide "Master Drainage Plan" developed by Flaherty – Giavara & Associates, in 1973. The recommendations have been modified over the years by our "Road Ordinance", which changed the stream crossing criteria from a 50 to 100 year storm event. But, other culvert crossings have remained at a 25 year storm event criteria and street drainage/catch basins at a 10 year event criteria. These criteria have proved to be adequate from a capacity standpoint while keeping construction costs within reason.

In addition to the above, the road system also has 37 bridges for which the Town has direct responsibility and another dozen that are the responsibility of the CT State Department of Transportation (CTDOT) and the Housatonic Railroad. The material condition of these bridges has been reviewed by engineering consultant Howard Needles & Associates for the State and followed up with periodic inspections by CTDOT. We have followed up on those inspections and subsequent recommendations with the development of full engineering designs for replacements.

Of the 37 Town bridges, 21 have been completely reconstructed and four more are programmed for replacement. Of the remaining twelve, 6 have final designs completed and are ready for bid with the remaining 6 designs being finalized. If the current bridge replacement program continues, we expect to have all bridges replaced within 10 years which would produce a bridge system no older than 35 years with the exception of two replacements from 1975. The useful life for these types of bridges is 75+ years assuming normal required maintenance is performed.

To organize our maintenance for this system, the Town is divided into four quadrants. There is a Crew Leader, Lead Man, Heavy Equipment Operator and four Truck Drivers assigned to each quadrant. This is our primary organization for snow removal and addressing other types of weather events. The town wide removal of trees and brush that followed the multiple storm events of Irene, Alfred and Sandy followed the same four quadrant structure. This approach is also part of our organization for updating

the material condition of the overall system for budgeting purposes and to identify continuing maintenance requirements on a daily basis.

Each member of each crew has a specific "plow route" that accounts for every road in Town. There are 24 roadway plow routes that average 11.5 miles per route and a 25th route that accounts for internal roadways such as Fairfield Hills. This structure was used in 2004-2005 to perform the town wide survey for the GASBY34 Project. That initial survey was enhanced with the gathering of additional data per road that is important to the Public Works Department. The latest edition was completed in December 2013.

The survey however is not to be treated as a static, all inclusive document because road components and complete road systems can undergo changes in material condition literally overnight. A number of years ago we had a road that was in very good condition and not a candidate for any kind of remedial action. At 4 AM, we got the call that we had lost the road overnight. A 5 foot ditch, 5 feet wide and 300 feet long, opened up down the center of the road. It took weeks and hundreds of thousands of unplanned dollars to correct the problem.

For setting budget priorities the survey is only a piece of the process. In 2005, using the survey, we revised our entire listing of roads in the Capital Improvement Plan and the annual Highway budget. The initial effort assumed \$2 Million per year of funding. The \$2 Million annual capital road listing continues but the funding has not. We re-evaluate our roads based on information provided from the crews, investigations by supervision and the engineers and as follow ups to citizen complaints. Even after a budget has been adopted the revaluation goes on and priorities change. As noted previously, changes in material conditions never stop.

When we balance town wide needs, we try to follow a set of principles. First, we try to accomplish something every year in each quadrant. We do not want an entire quadrant to be perfect while another has fallen apart. Second, within any given area the main roads, collectors and arterials will take precedent. We do try and catch side or secondary roads when we are in a given neighborhood but money constraints have caused restrictions. Third, we balance full reconstruction with capital maintenance. In other words we try to keep some "good" roads from further deterioration while not specifically addressing every bad road first. Deterioration on roads is not linear which makes planning much more difficult. A "good" road may appear to be acceptable for many years and then fail catastrophically if it doesn't continue to get maintenance.

Finally, whether we are talking about bridges, roads, drainage, paving or some other aspect of the Newtown system, there has to be both capital investment and continuing maintenance. The double barrel question was once asked if the capital budget was tied to our Department manning levels and if it was would cutting the capital budget in half mean cutting manning levels in half. The answer to both barrels is no. The Department is manned to fight a snow storm and provide front line maintenance. Their efforts are substantially supplemented by personnel from other Town departments and private contractors. This collaboration of effort is what provides our level of service. It does not obviate the need for capital investment in the Town's largest asset, the Newtown bridge and road system.

The Shared Services Committee was charged in January 2016 to investigate the feasibility of combining municipal and education operational functions that serve the Town of Newtown by:

- Continuing the high level of service to our taxpayers and employees
- Providing cost savings and efficiencies in the long term that make said changes worthwhile.

In order to achieve these goals, the committee was directed to review work done by previous committees, research and possibly visit towns that have successfully combined operational services, work closely with BOE and BOS designees to understand benefits and risks, and make a complete report including recommendations back to the full Legislative Council. The membership of this committee was as follows:

- Dan Wiedemann, Chair (Legislative Council)
- Jim Ritchie, Vice Chair (Newtown Resident)
- Christopher Eide, Member (Legislative Council)
- George Ferguson, Member (Legislative Council)
- Robert Tait, Finance Director (Municipal)
- Ron Bienkowski, Director of Business (Board of Education)

The committee determined that it would be beneficial to begin by reviewing previous work and getting input from the various town offices. In reviewing the previous work, it was noted that many of the recommendations of the previous Shared Services Committees had not been implemented. The feedback received noted that the previous recommendations had failed to identify one person to oversee the changes and, as a consequence, changes were not implemented. Feedback also included concerns regarding perception of the shared services process in BOS and BOE departments.

This feedback led the committee to create a statement to better communicate the purpose and values that the committee intended to use in the development of a plan for shared services. This statement recognized the value of Newtown employees' experience in their

respective jobs, the desire to ensure Newtown taxpayers receive the best value in terms of services received and tax dollars expended, the necessity of trust between all parties involved in the shared services process, and the intention to include all affected parties in the conversation as the plan was created. This values statement was circulated to Town and BOE employees prior to meetings to discuss current implementation of shared services.

Shared Services Committee Values Statement

The members of the Shared Services Special Committee of the Newtown Legislative Council have assembled to continue the process of identifying efficiencies that could provide a benefit to town employees and Newtown residents through utilizing available resources between the Newtown Board of Education and Town Departments.

The Shared Services Special Committee intends to use the following values to guide this process:

- Newtown's employees are vital resources to the Town. The experience they bring to their positions is vital to continued successful operations. As such, the Shared Services Special Committee will seek recommendations that find efficiencies through attrition whenever possible.
- Newtown's taxpayers, parents, and students deserve value for their contributions to our town in tax dollars. The Shared Services Special Committee seeks to bring the greatest possible value to Newtown residents, while maintaining the level of services that are currently in place.
- The implementation of shared services in any municipality requires trust and cooperation by all involved parties. The Shared Services Special Committee will attempt to bring open and honest communication to the process of consolidation of Town services, both in and out of committee meetings.
- Shared services best practices will never be implemented without the cooperation of those responsible for implementation. To ensure support of those affected, efforts will be made to include affected parties in the development of a plan for implementation of shared services in the Town.

Upon adoption of the values statement, the committee continued the process by gathering information from Town employees. In order to facilitate discussion, department heads were paired up and asked three questions: what is already in place between like departments which illustrates best practice and/or efficiency, what in the immediate short term could be put in place between like departments to showcase best practice and efficiency, and what would a long term commitment to shared services look like between you and your colleague? Responses were used to guide meetings between committee members and department heads.

Meetings were held with the following BOSI/BOE common departments: Human Resources, Information Technology, Parks and Recreation / Public Works / Athletics, Police/Security, and Finance. At these meetings, the committee members discussed current levels of shared services and current plans for shared services in the future.

In meeting with the departments, the committee members made several findings that they were able to bring back to the committee in formulating a list of recommendations. The recommendations that were decided on by the committee are represented in Table 1, listed with the anticipated benefits of making such changes.

Table 1 - Recommendations of the Shared Services Committee

Operational Function	Recommendation	Anticipated Benefit
Purchasing	Create a position for a purchasing agent for BOE and municipality.	Provides for more expert assembling of bid packages including liability, insurance, bonds and other legal requirements of the State and Federal governments. Improve the capacity for research and vetting of products and services. Reduce distraction from other professional duties required of purchasing authorities.
Facilities and Maintenance	Have a consultant create a maintenance schedule to be implemented at all BOE and municipal facilities. Develop a cost-benefit analysis to understand the annual cost of the currently outsourced custodial maintenance and compare that to the potential cost of providing the same services with in-house personnel.	Regular maintenance will increase the reliability, efficiency, and lifespan of buildings and equipment, while potentially decreasing the costs of current service contracts.
Accounting	Combine accounting functions of the BOE and Municipal Finance Departments, including accounts payable/receivable, payroll, and general bookkeeping. The departments will cross-train employees and have one set of accounting policies and procedures. The Finance Director will oversee all accounting processes.	Will allow Director of Business to focus more effectively on needs germane to BOE operations. Cross training will create efficiencies by increasing the breadth of expertise of all finance employees, including those serving the municipality.
Human Resources	BOE and Municipal Human Resources departments be co-located in a single space. That these departments maintain facilities that allow for collaboration with necessary departments and dedicated spaces for independent work.	Will promote professional collaboration between BOE and Municipal Employees and improve efficiencies in current practices.
Information Technology	Formalize a collaborative hiring process that takes input from both departments.	Will ensure that new hires are capable of working in a collaborative environment and promote the sharing of skill sets across departments.
Security	Investigations determined that there is currently a high level of collaboration between NPD and BOE Security. The committee did not find any additional efficiencies that could be gained at this time.	

In conclusion, it is the committee's belief that the above recommendations will bring greater value to Newtown taxpayers by promoting collaboration between departments, cross-training BOS and BOE employees, and possibly leading to savings through attrition in the future. The committee suggests that the Legislative Council approve the preceding changes and recommend that the First Selectman and Superintendent begin creating a plan to implement these changes.

TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR **2015 - 2016** DEPARTMENT **Finance** DATE **6/30/16**

	<u>Account</u>	<u>Amount</u>	
FROM:	1-101-11-205-5110-0000 SALARIES & WAGES - FULL TIME	(4,300)	USE NEGATIVE AMOUNT ↓
	1-101-11-205-5220-0000 SOCIAL SECURITY CONTRIBUTIONS	(332)	
TO:	1-101-12-310-5230-0000 RETIREMENT CONTRIBUTIONS	1,427	↑ USE POSITIVE AMOUNT
	1-101-16-550-5230-0000 RETIREMENT CONTRIBUTIONS	3,205	

REASON: Town contributions to new defined contribution plans are not budgeted for employees hired mid year (after the budget process). Shortages represent one new police officer and three new parks & recreation employees. Savings will be reflected in the next years actuaries pension annual required contribution with four less employees in the calculation.

AUTHORIZATION: _____ date: _____

(1) DEPARTMENT HEAD *N/A* _____

(2) FINANCE DIRECTOR *[Signature]* _____ *6/30/16*

(3) SELECTMAN _____

(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

3 PRIMROSE STREET, MUNICIPAL BLD
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4221
www.newtown-ct.gov



ROBERT G. TAIT
FINANCE DIRECTOR

TOWN OF NEWTOWN
OFFICE OF THE FINANCE DIRECTOR

YEAR END RE-APPROPRIATION REQUESTS (carrying forward 2015-16 (and prior) appropriations to 2016-17)

SUSTAINABLE ENERGY COMMISSION

Account **1-101-11-755-5800-0000 Other Expenditures**. Request \$5,000 carried forward to account 1-102-11-755-5800-0000 Other Expenditures. **For** planned energy projects.

Account **1-102-11-755-5800-0000 Other Expenditures**. Request \$6,270 carried forward to account 1-102-11-755-5800-0000 Other Expenditures. **For** planned energy projects.

06/30/2016

XXX
Newtown

	Adj Budget	Mtd Debits	Ytd Debits	Ytd Credits	Encumbered	Requisitions	Balance	%Exp
1-101-11-100-5230-0000 RETIREMENT CONTRIBUTIONS	\$8,835.00	\$0.00	\$8,835.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-108-5230-0000 RETIREMENT CONTRIBUTIONS	\$3,236.00	\$0.00	\$3,236.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-110-5230-0000 RETIREMENT CONTRIBUTIONS	\$3,656.00	\$0.00	\$3,656.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-140-5230-0000 RETIREMENT CONTRIBUTIONS	\$10,919.00	\$0.00	\$10,919.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-150-5230-0000 RETIREMENT CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-101-11-170-5230-0000 RETIREMENT CONTRIBUTIONS	\$9,826.00	\$0.00	\$9,826.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-190-5230-0000 RETIREMENT CONTRIBUTIONS	\$9,590.00	\$0.00	\$9,590.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-200-5230-0000 RETIREMENT CONTRIBUTIONS	\$29,433.00	\$0.00	\$29,433.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-205-5230-0000 RETIREMENT CONTRIBUTIONS	\$13,166.00	\$0.00	\$13,166.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-14-220-5230-0000 RETIREMENT CONTRIBUTIONS	\$4,882.00	\$0.00	\$4,882.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-25-230-5230-0000 RETIREMENT CONTRIBUTIONS	\$2,189.00	\$0.00	\$2,189.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-12-300-5230-0000 RETIREMENT CONTRIBUTIONS	\$28,133.00	\$0.00	\$28,133.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-12-310-5230-0000 RETIREMENT CONTRIBUTIONS	\$601,363.00	\$0.00	\$602,790.30	\$0.52	\$0.00	\$0.00	(\$1,525,781)	100.24%
1-101-12-320-5230-0000 RETIREMENT CONTRIBUTIONS	\$8,301.00	\$0.00	\$8,301.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-12-340-5230-0000 RETIREMENT CONTRIBUTIONS	\$4,570.00	\$0.00	\$4,570.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-14-370-5230-0000 RETIREMENT CONTRIBUTIONS	\$14,664.00	\$0.00	\$14,664.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-14-410-5230-0000 RETIREMENT CONTRIBUTIONS	\$17,547.00	\$0.00	\$17,547.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-12-460-5230-0000 RETIREMENT CONTRIBUTIONS	\$14,284.00	\$0.00	\$14,284.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-15-490-5230-0000 RETIREMENT CONTRIBUTIONS	\$20,591.00	\$0.00	\$20,591.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-13-500-5230-0000 RETIREMENT CONTRIBUTIONS	\$124,153.00	\$0.00	\$124,153.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-13-515-5230-0000 RETIREMENT CONTRIBUTIONS	\$8,680.00	\$0.00	\$8,680.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-16-550-5230-0000 RETIREMENT CONTRIBUTIONS	\$45,121.00	\$0.00	\$48,325.40	\$0.00	\$0.00	\$0.00	(\$320,640)	107.10%
1-101-13-650-5230-0000 RETIREMENT CONTRIBUTIONS	\$4,752.00	\$0.00	\$4,752.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-14-670-5230-0000 RETIREMENT CONTRIBUTIONS	\$4,296.00	\$0.00	\$4,296.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-740-5230-0000 RETIREMENT CONTRIBUTIONS	\$2,395.00	\$0.00	\$3,462.92	\$1,069.00	\$0.00	\$0.00	\$1.08	99.99%
1-101-11-750-5230-0000 RETIREMENT CONTRIBUTIONS	\$1,069.00	\$0.00	\$1,069.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
1-101-11-870-5230-0000 RETIREMENT CONTRIBUTIONS	\$1,069.00	\$0.00	\$2,138.00	\$1,069.00	\$0.00	\$0.00	\$0.00	100.00%
101 GENERAL FUND	\$996,720.00	\$0.00	\$1,003,488.62	\$2,138.52	\$0.00	\$0.00	(\$4,630.10)	100.46%
Grand Total for Report		\$0.00	\$1,003,488.62	\$2,138.52	\$0.00	\$0.00	(\$4,630.10)	100.46%

Town contributions to new defined contribution plans are not budgeted for new employees hired after budget process.

*1 - One new police officer on the new defined contribution plan.

*2 - Three new parks & recreation employees on the new defined contribution plan.



February 18, 2016

Town of Newtown
3 Primrose Street
Newtown, CT 06470

Attn: Ms. Christal Preszler

Re: Asbestos & Regulated Material Removal
7-9 Glen Road

Dear Ms. Preszler,

Bestech proposes to perform the following work at the above referenced location:

- Remove and dispose of all identified asbestos containing materials delineated in the report prepared by BL Companies and dated 12/8/2015.
- Undergo a final visual and air clearance test by an independent industrial hygienist paid for by us.
- Remove, package and dispose of the PCB containing window and associated caulking.
- Remove and dispose/recycle bulbs, ballasts, thermostats, miscellaneous automotive repair materials and gallons of paint.

Price: \$18,425.00

All work will be performed within federal, state and local regulations by fully trained, licensed, and insured personnel. Disposal to EPA/DEEP approved facilities. Prevailing wages apply per current CT DOL rates.

Very truly yours,

Robert Sullivan

Robert Sullivan
Estimator

25 Pinney Street, Ellington, CT 06029-3812
860-896-1000 • CT & Western MA Toll Free 800-956-5559 • Fax 860-871-5982

Remediation & Demolition of 7 Glen Road

Attached estimate obtained for the remediation of the building at 7 Glen Road. The remediation needs to be completed first (\$18,425) and then Public Works will demo and remove the building.

Estimates from Bestech for each phase:

Remediation \$18,425

Demolition \$27,000

Total **\$45,425**

DPW is capable and willing to demolish the building, thus total remediation costs for the building itself are \$18,425. Bestech is on the DAS list for remediation (contract #10PSX0238).

A ten day notification period to the State must take place. Remediation is expected to take one week. Demolition could then begin.

\$5,000 will need to be added to the request for disposal of the materials after demo.

So:

Remediation \$18,425

Demolition Public Works

Disposal \$5,000

Contingency \$1,575

Total Request \$25,000

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

FISCAL YEAR: 2015 - 2016 DEPARTMENT: PLANNING DATE: 6/29/16

FROM:	Account	Amount	
	1-101-11-180-5360-0000PROFESSIONAL SERVICES - ELECTION	(5,000)	<small>USE NEGATIVE AMOUNT</small> ↓ <small>USE POSITIVE AMOUNT</small>
	1-101-12-300-5110-0000SALARIES & WAGES - FULL TIME	(9,000)	
	1-101-12-360-5500-0000OTHER PURCHASED SERVICES	(6,700)	
	1-101-18-580-5861-0000BOND INTEREST	(4,300)	
TO:	1-101-25-860-5870-0000TRANSFER OUT - CAPITAL NON-RECURRING	25,000	

REASON:

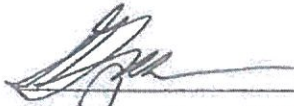
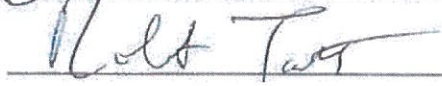
Remediation/Demolition/Disposal - 7 Glen Road:

* Remediation estimate from Bestech (State bid list)	\$18,425
* Demolition - Self help - Public Works	
* Disposal estimate	\$ 5,000
* Contingency	\$ 1,575
Total	\$25,000

SEE ATTACHED

Source account #1 - Excess amount originally transfered from contingency
 Source account #2 - Amount available due to staffing vacancies
 Source account #3 - Lake Authority budget give back due to savings
 Source account #4 - Bond interest savings due to prior year refunding (savings estimate vs actual)

AUTHORIZATION:

(1) DEPARTMENT HEAD		date: 6/30/16
(2) FINANCE DIRECTOR		6/30/16
(3) SELECTMAN	_____	_____
(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

Christal Preszler
Fairfield Hills
Grants Coordinator – Planning Dept.
3 Primrose Street
Newtown, CT 06470
Phone: (203) 270-4282
Fax: (203) 270-4278
Christal.Preszler@newtown-ct.gov



TOWN OF NEWTOWN

MEMO

To: Robert Tait

CC: George Benson
E. Patricia Llodra

From: Christal Preszler

Christal

Date: June 30, 2016

Re: 7 Glen Road Appropriation Request – Building Remediation and Demolition

The property at 7 Glen Road, Sandy Hook was obtained in 2013 by the Town of Newtown through tax foreclosure proceedings. This unsightly property is located in the heart of Sandy Hook Village.

The Naugatuck Valley Council of Governments awarded approximately \$50,000 to the Town of Newtown in 2015 to conduct Hazardous Building Materials (HBM), Phase I and Phase II assessments on 7 Glen Road. These assessments were conducted by BL Companies. With the information from the HBM assessments, costs for remediation and demolition of the structure were determined.

This request for an appropriation of \$25,000 for the remediation and demolition of the structure at 7 Glen Road is the next step in the process to bring the property to a useful state.

Demolishing the building will remove the contaminated, unsightly building from a thriving area.