

Board of Selectman
March 4, 2013

THESE MINUTES ARE SUBJECT TO APPROVAL BY BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Monday, March 4, 2013 in the Council Chamber of the Municipal Center, Newtown. First Selectman Llodra called the meeting to order at 7:30 pm.

PRESENT: First Selectman Llodra and Selectman James Gaston, Sr.

ABSENT: Selectman William F.L. Rodgers

ALSO PRESENT: Finance Director Robert Tait, four members of the public and three members of the press.

ADD TO AGENDA: Selectman Gaston moved to add as item #1 under New Business for discussion and possible action a Review of School Safety Proposals and as item #8 under New Business for discussion the Charge to a Commission for a Permanent Memorial. First Selectman Llodra seconded. All in favor.

Selectman Gaston moved to add Executive Session for the purpose of discussing and possibly acting on the salary of the Chief of Police. First Selectman Llodra seconded. All in favor.

VOTER PARTICIPATION: none.

ACCEPTANCE OF THE MINUTES: Selectman Gaston moved to accept the minutes of February 19, 2013 as presented. First Selectman Llodra seconded. All in favor.

COMMUNICATIONS: First Selectman Llodra introduced Anne Alzapiedi from GE and handed out a press release (Att. A) and a resume (Att. B). GE reached out to the town with an offer to help. There will be a team of three people helping with funds management and systems organization. Ms. Alzapiedi will be the program leader. Ms. Alzapiedi stated the group is very excited to help out. They will coordinate and make recommendations to the board and the town. Elizabeth Rallo will handle the project management aspect of work that needs to be done. Tom Kelleher, a Newtown resident will handle the funds responsibility. Mr. Gaston explained how the funds and charities have been handled and marshaled up to this point and thanked Ms. Alzapiedi for coming forward to help.

FINANCE DIRECTOR REPORT: Mr. Tait and Chris Kelsey, Tax Assessor will talk about the assessment and revaluation process and the effect on next year's budget at the Board of Finance meeting of March 11.

UNFINISHED BUSINESS:

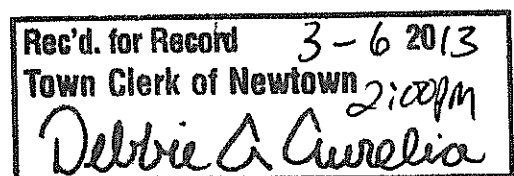
Discussion and possible action:

1. **Implementation Plan – Plan of Conservation and Development:** Item to be carried.
2. **Education & Prevention Committee for Tick Borne Disease:** item to be addressed at the March 18 meeting
3. **Municipal Space Needs:** Item to be carried
4. **Revised Business Incentive Plan:** Selectman Gaston moved the Town of Newtown Revised Business Incentive Plan (Att. C). First Selectman Llodra seconded. All in favor.

NEW BUSINESS:

Discussion and possible action:

1. **Review of School Safety Proposals:** Five options were outlined (Att. D). The input the First Selectman is receiving is that there is more of an emphasis on safety than on instruction. The amount of



money established to execute the chosen option should be put in the contingency fund and committed to use for school safety. If the COPS grant, from the Department of Justice, is obtained it is a supplemental grant; it cannot supplant monies identified in the budget for operational purposes. The School Safety Officers would be new positions and can be legally created but it would need to be part of the police negotiations. The disadvantage is that the position doesn't exist and it is uncertain the end result would be reached in a timely fashion. Selectman Gaston likes option 1 if it was probable, he is not opposed to option 3; he would like to see, over the next two to three years, having a School Resource Officer, saying for the money it's a better option. First Selectman believes option 2 and 3 are the most pragmatic, realistic, clear and most focused on the issue of safety. A disadvantage of these options is incorporating the officers into the police rotation when school is out. First Selectman Llodra will recommend to the Board of Finance that \$400,000 be put into Contingency, allowing option 2 or 3 to be executed, whichever option they choose as the best option. Selectman Gaston agreed. First Selectman Llodra spoke about Support for Non-Public Schools (Att. E). She is very cautious about putting into the budget the responsibility to use public dollars for non-public purposes. It is not required but it is not prohibited. There is a bridge in the form of a one-time grant of \$20,000 each, provided by the town, that the three non-public schools can use toward security as they see fit. Selectman Gaston agreed saying it is a good compromise.

VOTER COMMENTS: Robert Merola, 22 Ashford Lane, is a member of the Legislative Council but spoke as a resident only. He asked if there was an alternate plan for security while waiting for the new hires to be trained and ready. First Selectman Llodra said that would be turned back to the Police Commission; Chief Kehoe said they would make it work by putting the more senior officers in the schools while the new hires are being trained. He also suggests, as part of a comprehensive plan, that there is a sunset plan. He agrees it's a good idea to compromise with the three non-public schools; it is money well spent. Also, it is a good idea to have the police visit the non-public schools.

Edward Shanley, 7 Little Brook Lane, hopes nothing happens to the Selectmen budget, he feels it was put together very well. He is concerned about cutting other areas to fund school safety. First Selectman Llodra is hopeful the funding for the school safety will be provided through the COPS grant. He also asked about the number of children from town attending non-public schools and if it would make a difference if they chose to go to public school because of security. First Selectman Llodra said the numbers would not be problematic.

1. **STEAP Business Assistance Update:** Item to be carried.
2. **Review of Police Budget:** item covered under Review of Schools Security Proposals.
3. **Driveway Bond Release/Extension:** none.
4. **Tax Refunds:** Selectman Gaston moved the February 2012 Tax Refunds #13 in the amount of \$19,786.62. First Selectman Llodra seconded. All in favor.
5. **Appointments/Reappointments:** none.
6. **Transfer:** Selectman Gaston moved the \$2,000 transfer from 01360-0003 Lake Zoar Authority to 01100-2013 Selectman Expenses. (Att. F). First Selectman Llodra seconded. All in favor.
7. **Charge to the Commission for a Permanent Memorial:** First Selectman stated the board will reflect over the draft language of the charge to the commission for a permanent memorial and discuss at the next meeting. At that time the language may be approved or may be modified.
8. **Transfer:** Selectman Gaston moved the \$174,000 transfer from 01570-2000 Contingency Fund to 01250-5080 Capital (Att. G). First Selectman Llodra seconded. All in favor.

VOTER COMMENTS: none.

ANNOUNCEMENTS: none.

Board of Selectman
March 4, 2013

EXECUTIVE SESSION: Selectman Gaston moved to enter executive session to discuss the salary of the Chief of Police. First Selectman Llodra seconded. Executive session was entered into at 8:36pm with nobody invited to attend and returned to regular session at 8:56pm with no action taken.

ADJOURNMENT: Having no further business the Board of Selectmen adjourned their regular meeting at 8:57pm.

Respectfully submitted,

Susan Marcinek, Clerk

- Att. A: Press Release Regarding GE
- Att. B: A. Alzapiedi resume
- Att. C: TON Revised Business Incentive Plan
- Att. D: School Safety Proposals
- Att. E: Support for Non-Public Schools
- Att. F: Transfer, \$2,000
- Att. G: Transfer, \$174,000

Newtown is pleased to have among its residents more than 150 persons employed by General Electric. The tragedy that struck us on December 14 was felt at a deep and personal level by many at GE, but none more so than our local GE residents.

General Electric employees responded immediately to the event through various charitable efforts, and Chairman and CEO Jeff Immelt announced GE's commitment to meaningful, long-term support for Newtown. As a part of that commitment and since the beginning of the year Martha Poulter, Newtown resident and GE executive, has been leading a special team working with Newtown officials and leaders in an effort to learn how the company may best help in the recovery.

I requested on behalf of Newtown that GE provide temporary staff resources and assistance in thinking through potential program ideas that would have meaningful future impact for Newtown. Specifically I asked GE for leadership, management and facilitation skills to help with after-crisis issues like volunteer and donation management; work-tracking; systems development; and roles and responsibilities definitions.

GE employees responded to the need with an outpouring of interest. We are pleased to learn that GE has selected the first three persons to be 'on loan' to Newtown. Our community is touched by the commitment and interest of so many and we are forever grateful to GE for their willingness to provide this critical service.

The team of three:

Newtown Recovery Program Leader – Anne Alzapiedi, Senior Human Resource Leader, GE Treasury. In this capacity, Anne will serve as a consultant to the town, providing leadership, vision and strategic direction on a variety of after-crisis initiatives, while overseeing the small group of GE employees dedicated to Newtown. To this role, Anne brings 15+ years of HR experience at GE, most recently with GE Treasury. Anne is a certified GE Six Sigma Black Belt. Prior to GE, Anne spent eight years in municipal management including four years as Town Administrator for the Town of Belchertown, MA.

Newtown Recovery Project Manager – Elizabeth Rallo, Quality Leader, GECA Elizabeth brings 20 years of GE experience to this role. She is expected to help with work stream tracking and project management, impact assessment and change identification, among other efforts. Elizabeth is a Certified Six Sigma Black Belt with extensive experience defining and executing Quality Strategy for the Structured Lending businesses at GECA, and partnering with business leaders on strategy.

Newtown Recovery Fund Project Manager – Thomas Kelleher, Finance Project Manager, GECA. A resident of Newtown, Tom brings more than 10 years of GE service in financial roles in Norwalk and Danbury to this position. He will be working on organizing the support funds and establishing allocation processes. Ultimately, he will be helping citizens and organizations in need access funds. Tom has a Masters degree in Finance.

Please join in welcoming our GE "ambassadors" to the community of Newtown.

GE Capital

Anne Alzapiedi Profile

Senior Human Resource Leader, GE Treasury

Snapshot:

- 15+ years Human Resource experience with General Electric
- 8 years municipal management experience
- Certified GE Six Sigma Black Belt
- Masters Degree in Public Administration, UCONN
- Former volunteer EMT for 10+ years
- Resident of New Milford, CT

Municipal Experience

Town Administrator, Town of Belchertown, MA (1993 – 1997)

- Managed a municipality of 13,000 residents and coordinated the day-to-day operations of 15 town departments with 100 employees and an operating budget of \$20 million. Accomplishments included policy & strategy recommendations in the areas of human resources, financial management, labor relations and services distribution; coordinated public and government relations.

City Administrator, City of New Castle, DE (1991 – 1993)

- Led the administration of a municipality with 5,000 residents and 50 City employees with an operating budget of \$2 million. Accomplishments included introducing effective management techniques & policies to reduce labor costs, decreasing City liability insurance costs and producing a comprehensive long-term financial strategic plan.

Assistant to the Town Manager, Town of Mansfield, MA (1990 – 1991)

- Served as the Assistant to the Town Manager, for a town with a population of 23,000. Accomplishments included negotiation and administration of Town personnel policies and 8 collective bargaining agreements, aid in the preparation of a \$26 million budget and administration of grant programs.

Assistant to the First Selectman, Town of Trumbull, CT (1989)

- Acted as Aide to the First Selectman for a town with a population of 27,000. Accomplishments included managing labor relations, union negotiations, and personnel matters. Acted as liaison with press and constituency in a public relations capacity.

Education:

- **Master of Public Administration, University of Connecticut, Storrs, CT (1988)**
- **Bachelor of Science in Business Administration, Skidmore College Saratoga Springs, NY (1986)**



imagination at work

TOWN OF NEWTOWN BUSINESS INCENTIVE PROGRAM

PREAMBLE AND PURPOSE

The purposes of the Business Incentive Program are to encourage private investment, improve the physical appearance of our commercial and industrial properties, expand the local economic base, support strategic economic growth, encourage job creation and foster a healthy business climate within the Town of Newtown.

A focus on the improvement of properties within the business and industrial areas is found and declared to be in the best interest of the Town of Newtown. Therefore, the Town of Newtown hereby broadens a Business Incentive Program pursuant to CT General Statutes Section 12-65b meant to promote sustainable and strategic economic growth that will benefit and improve the overall quality of life in our community. This program is declared to be consistent with the Plan of Conservation and Development and the Strategic Plan for Economic Development of the Town of Newtown.

Economic development efforts will focus on new business development within the industry clusters of technology, communications and bioscience, the retention and expansion of existing businesses and the continued revitalization and enhancement of Newtown's business centers and corridor including, but are not limited to, the Borough of Newtown, Sandy Hook Center, Botsford, Dodgingtown, Hawleyville and the South Main Street Village District. Efforts will focus on job creation, promoting the redevelopment or reuse of abandoned or underutilized commercial and industrial properties and streetscape improvements within the commercial areas of Newtown.

APPLICATION AND ELIGIBILITY

Eligibility Requirements

1. The applicant may not be delinquent in taxes owed to the Town of Newtown.
2. Only those properties located within a village or design district, a commercial, mixed use or industrial zone are eligible for this program.
3. The provisions of this program shall apply only if the improvements expand production and / or the capacity of a business involved in at least one of the following uses:
 - a. Office
 - b. Retail
 - c. Manufacturing
 - d. Warehouse, storage or distribution
 - e. Information technology
 - f. Recreational facilities
 - g. Research and Development

4. Proposed improvements, enlargements, or construction shall comply with all applicable state and local codes.
5. The applicant must provide appropriate estimates of cost of improvements and/or construction and compliance with all requirements herein stated. The Town Building Inspector, or his designee, shall verify that construction costs are properly stated in the application for a building permit.

Application Procedure

Following initial discussions with the First Selectman and/or the Economic and Community Development Director, the prospect will be invited to submit an application for participation in the Business Incentive Program. Application forms are available online and in the Economic and Community Development office. Completed forms should be returned to the Economic and Community Development Director.

The Economic and Community Development Director will review the application and present it to the Economic Development Commission for comments and recommendations. Following these reviews, the Economic Development Commission will forward the application, comments and recommendations to the First Selectman for consideration.

The First Selectman's office will inform the applicant of the status of the application and the incentives being considered in this specific and individual case. Following discussion, possible negotiation, consultation with the Town Attorney and if anticipated tax abatement exceeds \$25,000 per annum, review by the Board of Finance, the First Selectman will make his/her recommendation to the Board of Selectmen for review and action.

On approval by the Board of Selectmen, the application will be submitted to the Legislative Council.

If approved by the Council, it shall adopt a resolution authorizing the First Selectman to enter into an agreement with the applicant.

General Conditions of Business Incentive Approvals

1. After final approval of any Business Incentive Agreement, including fixing the assessment of the real property, work on the approved project must begin within twelve (12) months and shall be completed within twenty-four (24) months. Any variation from this must be approved by the First Selectman upon approval by the Board of Selectmen.
2. In the event that any term of the Agreement is disregarded by the applicant, including construction schedules, the Business Incentive Agreement including the fixing of the assessment shall terminate and the full amount of the tax that would otherwise be due the Town of Newtown shall become due and payable.
3. Should payment for taxes to the Town of Newtown become delinquent at any time during the agreement period, the Business Incentive Agreement shall immediately terminate and the full amount of the tax that would otherwise be due shall become due and payable.

BUSINESS INCENTIVES

Consideration requested by the applicant may include physical improvements to the property and/or the fixing of assessment of real property pursuant to the schedule outlined below. The Town of Newtown may consider alternatives to the schedule as allowed by the CT General Statutes, Section 12-65b.

1. Physical improvement consideration may include the following; the one time Town subsidizing, whole or in part of:
 - a. The paving of driveways or parking areas;
 - b. Site preparation including tree/branch removal, grading, earth moving or removal;
 - c. Street or road improvement including drainage;
 - d. Hook-ups to water, sewer, other utilities;
 - e. Infrastructure engineering;
 - f. Correction of other physical problems, i.e., brooks, rock ledge, etc.
 - g. Streetscape specific areas where specs are in place

2. Agreements to fix the assessment of real property will be based on the estimated cost of improvements and the resulting increase in assessment of the property after improvements. In the event that completion of physical improvements and/or construction and costs thereof are less than those considered in negotiations, the Agreement will be appropriately adjusted.
 - a. The Business Incentive Agreement shall be in effect as long as the property use remains as authorized in the agreement.
 - b. The Agreement is no longer valid upon the sale or transfer of the property. A new Agreement may be negotiated with a new applicant.
 - c. The Town Assessor shall have the sole responsibility of determining the value of the assessment which is the subject of the Agreement.
 - d. The Agreement shall be filed in the land records and a copy filed in the office of the Assessor.

3. Business Incentive Schedule: The Agreement for fixing the assessment of the real property and all improvements thereon or therein and to be constructed thereon and therein, may utilize the following schedule for determining the maximum amount and maximum period of time for which such agreement may be given. However, the Town has the option to consider the alternatives allowed pursuant to CGS Section 12-65b.

**Assessed Value
of increase in
Real Property**

**Maximum Percentage
that may be
Fixed for Three Years**

\$0 to \$100k	0%
\$100k to \$250k	20%
\$250k to \$500k	25%
\$500k to \$1mil	30%
\$1mil to \$2mil	35%
\$2mil to \$3mil	40%
Over \$3mil	45%

If the project entails a large amount of personal property to be added, an additional incentive (multiplier to above figures) will be considered as follows:

**Assessed Value of
Personal Property**

Multiplier for Three Years

\$0 to \$50k	0.00
\$50k to \$100k	1.10
\$100k to \$250k	1.15
\$250k to \$500k	1.20
Over \$500k	1.25

**Town of Newtown
Business Incentive Program Application**

Negotiations of Business Incentives will be conducted by the First Selectman. The findings and conclusions of the First Selectman will be submitted to the Board of Selectmen for acceptance or denial. Board approved applications will be forwarded to the Finance Board and Legislative Council for consideration and action.

Name of Company: _____

Address: _____

Company Contact: _____

Phone Number: _____

Types of Products Manufactured or Distributed: _____

Project Description: _____

Estimated Cost of Proposed Improvements: _____
(Attach itemized list of these costs and improvements)

Number of Jobs To Be Retained in Newtown: _____

Number of Jobs To Be Created: _____

Date

Signature of Company Representative

Completed applications should be returned to the First Selectman's Office or the office of the Director of Economic and Community Development.

APPROVED

Donald W. Sharpe, Chairman
Economic Development Commission

Date _____

APPROVED

E. Patricia Llodra,, First Selectman
Town of Newtown

Date _____

APPROVED

Jeffrey Capeci, Chairman
Legislative Council

Date _____

School Safety Options for Police Assignments

- 1) Create and implement a **School Safety Officer** position
 - a. Certified police officer (4 positions)
 - b. Works the school year/day
 - c. Compensation is proportionate to the work year/day of 'regular' police officer
 - d. Focus is on safety; little or no 'instructional' involvement
 - e. Cost: \$340,000 (4 x \$75,000 plus \$10,000 per car)

Advantages:

Disadvantages:

- 2) Assign '**regular**' police officer to each elementary school
 - a. Three new hires and one additional officer gained through restructuring
 - b. Focus on safety; little or no 'instructional' involvement
 - c. When school is not in session officers have routine police assignments
 - d. Cost: \$314,000 (3x\$91,000 plus \$10,000 per car)

Advantages:

Disadvantages:

- 3) Assign '**regular**' police officer to each elementary school
 - a. Four new hires
 - b. Focus on safety; little or no 'instructional' involvement
 - c. When school is not in session officers have routine police assignments
 - d. Cost: \$405,616 (4x\$91,404 plus \$10,000 per car)

Advantages:

Disadvantages:

- 4) Create and implement elementary **School Resource Officer** positions
 - a. Four new hires
 - b. Instructional model with safety features
 - c. When school is not in session officers have routine public safety assignments
 - d. Cost: \$410,616 (4x\$91,404 plus \$10,000 per car, plus SRO stipend \$5000)

Advantages:

Disadvantages:

(5) Alternative – private security not Newtown Police

This option would likely be part of the Board of Education budget perhaps a function of the School Security Department. The criteria, costs, advantages, and disadvantages are to be specified by that department?

D E A T

Support for Non-Public Schools

- 1) One time grant of \$\$\$\$ per school to be used for security enhancements;
- 2) Enhanced presence of Newtown police through Community Policing strategies:
 - a. Routine visits to the non-public facilities while on patrol;
 - b. Periodically joining with students/staff of non-public schools for lunch or programs;
 - c. Park in school lots to complete reports on car-based laptop;
 - d. Other.
- 3) Cost: \$\$\$\$ x 3 (St. Rose; Fraser Woods; Housatonic Valley) – one time expense

DRAFT

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

FISCAL YEAR 2012 - 2013 DEPARTMENT Selectmen DATE 2/20/13

	<u>Account</u>	<u>Amount</u>	
FROM:	01360-0003 LAKE ZOAR AUTHORITY	(2,000.00)	USE NEGATIVE AMOUNT
TO:	01100-2013 SELECTMAN EXPENSES	2,000.00	USE POSITIVE AMOUNT

REASON:

THE SELECTMAN HAS EXTRA EXPENSES THIS YEAR DUE TO THE SANDY HOOK INCIDENT. SEVERAL TRIP TO WASHINGTON DC HAD TO BE MADE. THESE EXPENSES MY BE REIMBURSABLE BY GRANT.

Amount available in Lake Zoar Authority account due to Lake Zoar Authority budget savings (they gave the town a refund) .

AUTHORIZATION: _____ date: _____

(1) DEPARTMENT HEAD N/A

(2) FINANCE DIRECTOR [Signature] 2/20/13

(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

