

Board of Selectman
March 18, 2013

THESE MINUTES ARE SUBJECT TO APPROVAL BY BOARD OF SELECTMEN

The Board of Selectman held a regular meeting Monday, March 18, 2013 in the Council Chamber of the Municipal Center, Newtown. First Selectman Llodra called the meeting to order at 7:50pm.

PRESENT: First Selectman E. Patricia Llodra, Selectman William F.L. Rodgers, Selectman James O. Gaston, Sr.

ALSO PRESENT: Health Director Donna Culbert, Dr. Jill Barron, Anne Alzapiedi, Elizabeth Rallo, Thomas Kelleher, Director of Economic & Community Development Elizabeth Stocker, Don Sharpe, Michael Burton, Rob Manna, eight members of the public and two members of the press.

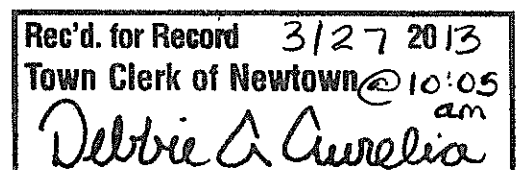
VOTER COMMENTS: **Michael Burton, 107 Glen Road, SH** asked that the gas station property on Glen Road be considered for economic development (Att. A). Mr. Burton believes the STEAP grant to aid in the recovery after 12/14 should've been addressed to the businesses of Sandy Hook which were impacted by traffic. He asked that money left over be earmarked for the Sandy Hook businesses that continue to struggle, whether it is financial or to continue streetscape projects. **Sharon Doherty, 3 Fir Tree Lane, SH**, owner of PJ's Laundromat, thanked First Selectman Llodra for reaching out to the state as well as Ms. Stocker and Mr. Sharpe. The tragedy has created a huge economic effect on Sandy Hook and many businesses continue to suffer. She asked that a phase two grant be put in place to continue to help the struggling businesses, put the money toward the Sandy Hook Design/Streetscape projects or have the Board of Selectmen work directly with SHOP to decide what is the best way to utilize the remaining STEAP grant funds. **Linda Manna, Newtown Country Mill** would like a list made public of the merchants that applied for STEAP funds, how much they applied for and how much they received. She doesn't want the public to feel Sandy Hook received all the money and does not want to appear greedy if events are held to promote the businesses in Sandy Hook. The customers of merchants from five miles away could access those businesses, the Sandy Hook customers could not.

COMMUNICATIONS: First Selectman Llodra introduced Anne Alzapiedi, Elizabeth Rallo and Tom Kelleher, the GE employees who have been assigned to the town to help in the recovery process. They will focus on events, requests, donations, funds management and organization, process on school decision, memorials and anything that is needed to help. Ms. Culbert introduced Dr. Jill Barron (Att. B) as someone who arrived highly recommended to help with the mental health of the school communities, families, first responders and the community at large. Dr. Barron said her role is to look at the short term, intermediate and long term response. She will be looking at the needs and building capacity of the mental health system to provide trauma informed care and thinking about long term systems.

ACCEPTANCE OF THE MINUTES: Selectman Gaston moved to accept the minutes of March 4, 2013 as presented. First Selectman Llodra seconded. Selectman Rodgers abstained as he was absent for the meeting. Motion passed: Llodra, Gaston. Selectman Rodgers moved to accept the minutes of the special meeting of March 11, 2013. Selectman Gaston seconded. All in favor.

ADD TO AGENDA: Mr. Rodgers moved to add to the agenda under New Business as item #8 language for the committee for a permanent memorial. Selectman Gaston seconded. All in favor.

Selectman Gaston moved to add to the agenda for discussion amendments to agreement with the Town of Monroe relative to Chalk Hill School. Selectman Rodgers seconded. All in favor.



FINANCE DIRECTOR REPORT: none.

UNFINISHED BUSINESS:

Discussion and possible action:

1. **Implementation Plan – Plan of Conservation and Development:** no action taken.
2. **Education & Prevention Committee for Tick Borne Disease – May**
3. **Municipal Space Needs:** no action taken.

NEW BUSINESS:

Discussion and possible action:

1. **Purchasing policies – Board of Fire Commissioners:** Mr. Manna, Chairman of the Board of Fire Commissioners and Mr. Burton, Commissioner and Purchasing Agent for the Board of Fire Commissioners addressed the board on purchasing policies. Mr. Burton stated that the Chiefs of the individual departments have a spec writing group that recommends gear and hose. There has typically been a standard spec for gear but this current budget year six sets of gear were purchased on three sets of specifications. There are more equipment and gear choices now but it makes it difficult to budget. Mr. Manna believes there would be some resistance to the notion of standardizing specification for items that were purchased with town money. He believes there is a public safety benefit to having items standardized. Each department requires their members to have a different level to training depending on their membership. Mr. Burton explained there are seven commissioners and some feel the Chiefs should get what they need while others feel items should be standardized. Mr. Burton thinks it would be best to standardize specifications for purchase. When asked what the Board of Selectmen should do to provide support Mr. Manna said a set of purchasing guidelines would be helpful. First Selectman Llodra clarified that the guidelines would be applicable only to monies that are granted to the Board of Fire Commissioners from taxation; the monies that the individual departments have raised would be used at their discretion. Mr. Burton handed out a document outlining the mandated testings and policies (Att. C). Mr. Manna will discuss a policy that would standardize purchases with the Board of Fire Commissioners and return to the Board of Selectmen.
2. **STEAP Business assistance update:** Ms. Stocker and Mr. Sharpe addressed the board on the STEAP Business assistance grant (Att. D). Ms. Stocker said it was felt very strongly that the entire retail businesses were impacted by 12/14. Mr. Sharpe said that the unanimous discussion was that all of Newtown had suffered; the guideline for the grant was to emphasize the loss suffered in and around Sandy Hook but not to exclude the whole of Newtown where certain businesses had been affected. First Selectman Llodra asked what criteria was used for businesses beyond Sandy Hook to determine there was an impact related to 12/14. Mr. Sharpe said the criteria were the same for all businesses, the loss of profit during the period as measured by the financials; the emphasis was to serve Sandy Hook businesses first. Ms. Stocker said that the businesses in town continue to suffer. Of the approved \$210,569 grant money about \$65,000-\$68,000 was awarded outside of Sandy Hook. Not every award was granted fully, not all required information was provided in some cases. Mr. Sharpe said that the process was fair and honest. Ms. Stocker said she would like to focus the rest of the funding on Sandy Hook. Selectman Gaston suggested having SHOP guide the town as to the needs of the Sandy Hook businesses. Selectman Rodgers suggested the EDC emphasize the point that funds to the businesses outside Sandy Hook did not come at the expense of those

businesses within Sandy Hook. Mr. Burton said that volunteers have offered to start a monthly campaign to bring people back to Sandy Hook with no expense to the grant money. He thinks the excess grant money could be vetted through SHOP. Sidewalks can be extended to the corner of Dickenson and Riverside to tie in parking areas which would benefit the businesses. First Selectman Llodra said it would be worthwhile for SHOP to come up with a proposal for phase two. **Mike Porco, 8 Sugarloaf Road, SH** is concerned his request is being disallowed and believes the process is unfair. First Selectman Llodra asked Ms. Stocker to report back to the Selectmen on the plan for phase two.

3. SweetHART Grant Assignment Certification/Maintenance Effort Certification: Selectman Rodgers moved to authorize the First Selectman and the Finance Director to sign respective certifications required in connection with the Elderly and Disabled Municipal Grant Program funds as set forth in two certificates dated March 19, 2013. Selectman Gaston seconded. All in favor.

4. Transfer: Selectman Rodgers moved the attached transfer (Att. E.). Selectman Gaston seconded. All in favor.

5. Tax Refunds: Selectman Gaston moved the March 2013, Tax Refunds #14 in the amount of \$4,962.85. Selectman Rodgers seconded. All in favor.

6. Driveway Bond Releases/Extensions: none.

7. Appointments/Reappointments: There is a vacant position available on the Cultural Arts Commission; the last day to apply is April 15 with an appointment date of May 6. The Animal Control Advisory Board has a vacancy. The alternate member will be moved up which will leave an alternate vacancy.

8. Language for Committee for Permanent Memorial: No action taken. First Selectman Llodra would like to draft a process to identify how the member names will be recommended to the Selectmen. Item to be carried.

9. Amendment to the Agreement with the Lease with Chalk Hill School: The amendment extends the termination date to June 30, 2014. Another amendment states that the Town of Newtown is responsible for the cost for security at the Chalk Hill Middle School inside and out for up to, but not limited to, three police officers incurred by the Monroe Police Department. The genesis of that inclusion is that our Town Attorney received a letter from the Finance Director of Monroe saying there needed to be clarification in the contract as to who is responsible for those costs.

EXECUTIVE SESSION: Selectman Rodgers moved to enter executive session for the purpose of pending litigation. Selectman Gaston seconded. The Board of Selectmen were the only attendees. Executive session was entered into at 9:37pm and returned to regular session at 9:49pm with the following motion:

Selectman Rodgers moved to authorize the Town to pursue legal action against the property owners at New Lebbon Road as recorded on the Assessors map, Map 49, Block 7, Lot 6. Selectman Gaston seconded. All in favor.

ADJOURNMENT: Having no further business the Board of Selectmen adjourned their regular meeting at 9:50pm.

Respectfully submitted,

Susan Marcinek
Susan Marcinek, Clerk

Board of Selectman
March 18, 2013

Att. A: SHOP letter from M. Burton, 3/5/13

Att. B: draft press release re: Jill Barron, MD, MHS

Att. C: Required Fire Department Certifications

Att. D: STEAP Business Assistance Grant Fact Sheet, March 18, 2013

Att. E: Transfer

SANDY HOOK ORGANIZATION FOR PROSPERITY**P.O. Box 474
NEWTOWN, CT 06470**

March 5, 2013

Be it resolved that the Sandy Hook Organization for Prosperity, (SHOP); desires the property known as the Sandy Hook Auto and Marine on Glen Road in the Sandy Hook Design District to be economically developed in a manner which has the potential to be an asset to the business District of Sandy Hook.

This resolution is consistent with the purpose and intent of the Sandy Hook Design District Zoning Regulations of the Town of Newtown, which states "The purpose of the Sandy Hook Design District is to encourage a diversity of compatible uses that will enforce the District as an historic, mixed use hamlet. Land uses which are oriented to the surrounding neighborhood and to visitors to the area are encouraged and are vital to continuing the District's place in Newtown's history and its future as a viable neighborhood commercial hub".

This resolution is also consistent with the Town of Newtown's Plan of Conservation and Development. The 2004 POCD's Economic Goals and Action Agenda lists issues and goals facing the Town in its quest to lessen the residential tax burden on its citizens. Issue #1 is to strategically grow Newtown's commercial property tax base. The listed goal is to grow that commercial base at a rate at least equal to the growth in the residential tax rate. Issue #2 is a shortage of viable economic development sites. The listed goal is to protect land parcels zoned for economic development for tax generating commercial uses.

In order for the Sandy Hook Design District to flourish, and in turn do its part to contribute to the overall positive way of life of the Town, it is imperative that these parcels be used in the best possible capacity. Removing these properties from the tax rolls is in direct contrast to the stated goals of the POCD. Uses that do not sustain themselves through their contribution to the neighborhood, excessively strain the local infrastructure, and fail to economically grow the District are in direct contrast to the stated purpose of the SHDD and should be avoided.



Michael Burton, President

Draft press release for Newtown

Newtown Hires Mental Health Professional to Serve Newtown Community

In the aftermath of the December tragedy at Sandy Hook Elementary School, the town of Newtown has retained the services of Jill L. Barron, MD, MHS, to serve as a trauma mental health advisor and expert. Dr. Barron will ensure that mental health services are coordinated and delivered in the most effective and efficient manner to those most in need.

Maintaining a focus on the broad needs of the Newtown community is of paramount importance and it is through that lens that Dr. Barron will be working with local leadership. In mid-February, she began working with Donna Culbert, MPH Director of Health for the Town of Newtown to assess the needs of the community in the wake of the tragedy. Dr. Barron will conduct a needs assessment to identify impacted populations and gaps in existing services. Following the needs assessment, current provider groups will be assessed for capacity to provide effective and coordinated trauma-informed care. Dr. Barron will be working directly with Newtown's Health Director Donna Culbert to strengthen existing support, infrastructure and leadership for the local public health system in order to most effectively serve the needs of the Newtown community.

"The need for a mental health consultant with expertise in trauma is of paramount importance to us," said Pat Llodra, Newtown's First Selectman, "and we are confident that Dr. Barron will serve us well in this regard. Every member of our community and beyond has been impacted in some way by this horrendous event and we believe it's important to provide those closest to the tragedy the opportunity for professional assistance."

Dr. Barron is a child, adolescent and adult psychiatrist who completed her training at the Department of Psychiatry at Yale-New Haven Hospital, and at the Yale Child Study Center. She completed the Robert Wood Johnson Clinical Scholars Program at Yale University where she examined health care delivery systems and the unmet mental health needs of children and adolescents nationally. Dr. Barron has expertise in treating children, adults, and families post traumatic events. She has expertise in helping communities think broadly about their mental health needs in the wake of tragic events. Dr. Barron is a consulting psychiatrist to the Fire Department

of the City of New York (FDNY) and treats firefighters with post-traumatic stress disorder (PTSD) secondary to the events of September 11. She consults to first responder communities locally and nationally post-tragic events. She has coauthored two book chapters on the neurobiology of PTSD.

Praxair Inc., headquartered in Danbury, has made a \$50,000 grant from its Foundation to the Newtown community to support the hiring of Dr. Barron.

Questions or inquiries for additional information should be directed to Donna Culbert, Director of Health, tel (203) 270-4291, e-mail: donna.culbert@newtown-ct.gov

REQUIRED FIRE DEPARTMENT CERTIFICATIONS

Requirement	Frequency	Monitored By
Physicals	Annually	Dept. Chief
Spirometer (Breathing Test)	Annually	Dept. Chief
DOT Exam for Drivers	Annually	Dept. Chief
Haz Mat Awareness	Annually	Dept. Chief
Haz Mat Ops	Annually	Dept. Chief
Diversity	Annually	Dept. Chief
Bloodborne Pathogens	Annually	Dept. Chief
Lockout/ Tagout	Annually	Dept. Chief
Haz Communications	Annually	Dept. Chief
Air Mask Fit Testing	Annually	Dept. Chief
Air Pack Certification Training	Annually	Dept. Chief
Gear Inspections	Annually	Dept. Chief
All facets of Training	Annually	Dept. Chief
Standard Operating Procedures	Annually	Dept. Chief
Life Safety Rope Checks	Quarterly	Dept. Chief
Fire Hose Testing	Annually	BOFC
Air Bottle Hydro Testing	As due	BOFC
Air Pack Flow Testing	Annually	BOFC
Fire Pump Testing	Annually	BOFC
Fire Pump Service	Annually	BOFC
DOT Truck Inspections	Annually	BOFC
Ground Ladder Testing	Annually	BOFC
Hurst Tool Inspections	Annually	BOFC
Breathing Air Testing	Quarterly	BOFC

FACT SHEET
STEAP Business Assistance Grant

First Selectman Pat Llodra requested the grant on December 28, 2012. A grant award was announced on January 8, 2013

The Newtown Economic Development Commission held a special meeting on January 10, 2013 and appointed a committee of seven to manage the grant. A decision to open the applications to all of Newtown businesses was made at the same meeting.

The STEAP Business Assistance Grant Committee met on 1/23/2013 at which time public participation occurred and Q&A followed. An application flow chart and process for the individuals reviewing the applications were approved. A deadline for applications was set for February 15, 2013.

A legal notice was published in The Bee on 1/25/2013 directing businesses to download the applications from online or pick up in the NMC. The 2/15/2013 deadline was published. The EDC also sent out an email blast to 1,194 announcing the grant, provided links for the applications, guidelines, worksheet and the deadline.

The loss period was December 14, 2012 to January 8, 2013.

A total of 33 applications were received from Newtown Businesses who incurred economic losses due to the traffic congestion in the wake of the Sandy Hook Elementary School Shooting.

The amount of funding requested by the 33 applicants totaled \$436,000. The amount requested ranged from about \$1,000 to \$47,000 with the majority of the requests in the \$10,000 to \$15,000 range.

Twenty of the applications were from businesses located in Sandy Hook Center – another 3 have Sandy Hook addresses. Ten of the applications came from businesses located on Church Hill Road/South Main Street and Mt. Pleasant Road.

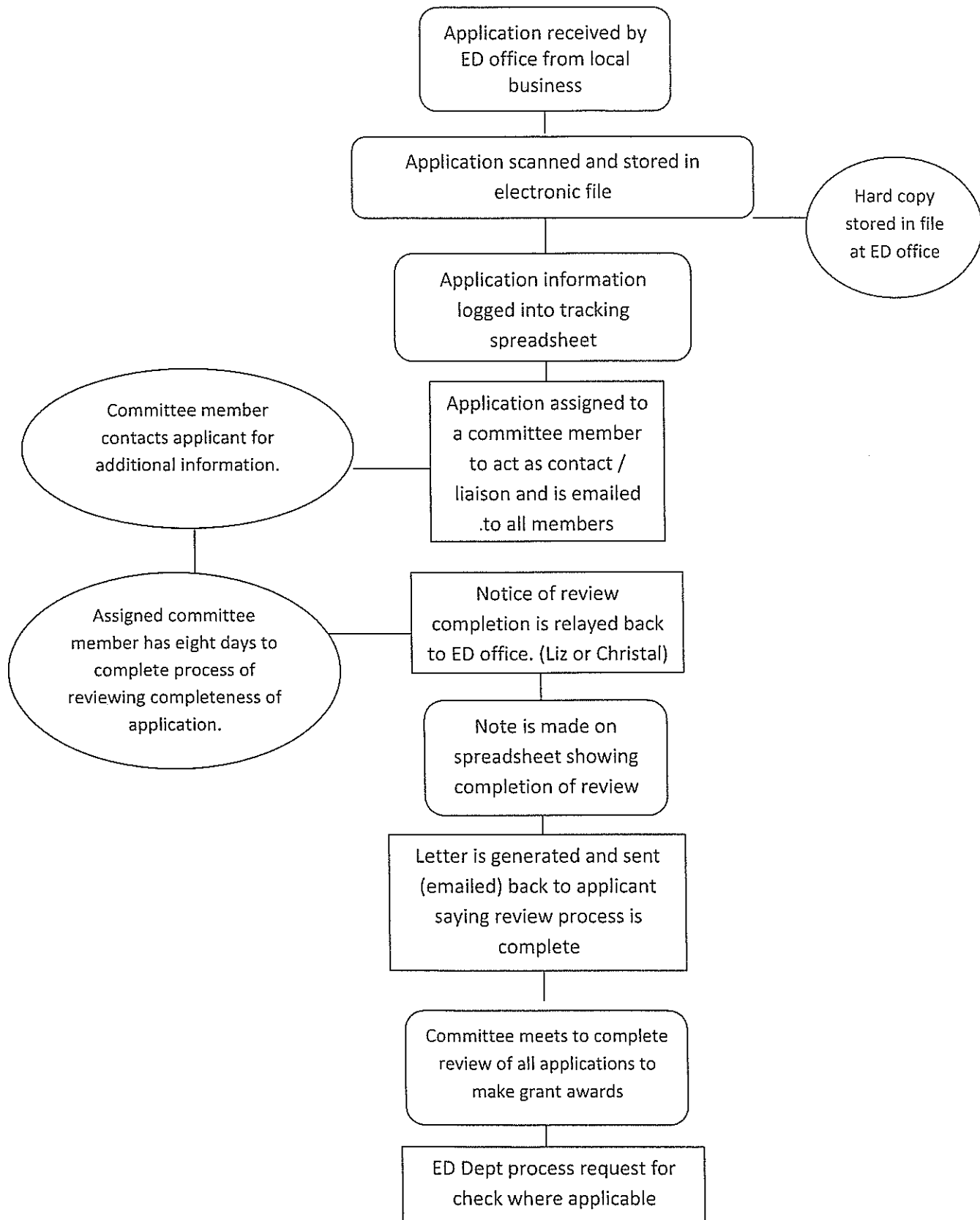
The STEAP Business Assistance Committee held a special meeting on March 4th to review the completed applications. Twenty applications were recommended for awards totaling \$158,927. The EDC held a special meeting on March 7th and accepted the recommendations. Checks were issued by Finance on March 8th.

The STEAP BA Committee met again on March 11th and recommended another 6 applications for action. Payments total \$51,642. The EDC will take this recommendation up on March 19th. The amount approved/recommended to date is **\$210,569**.

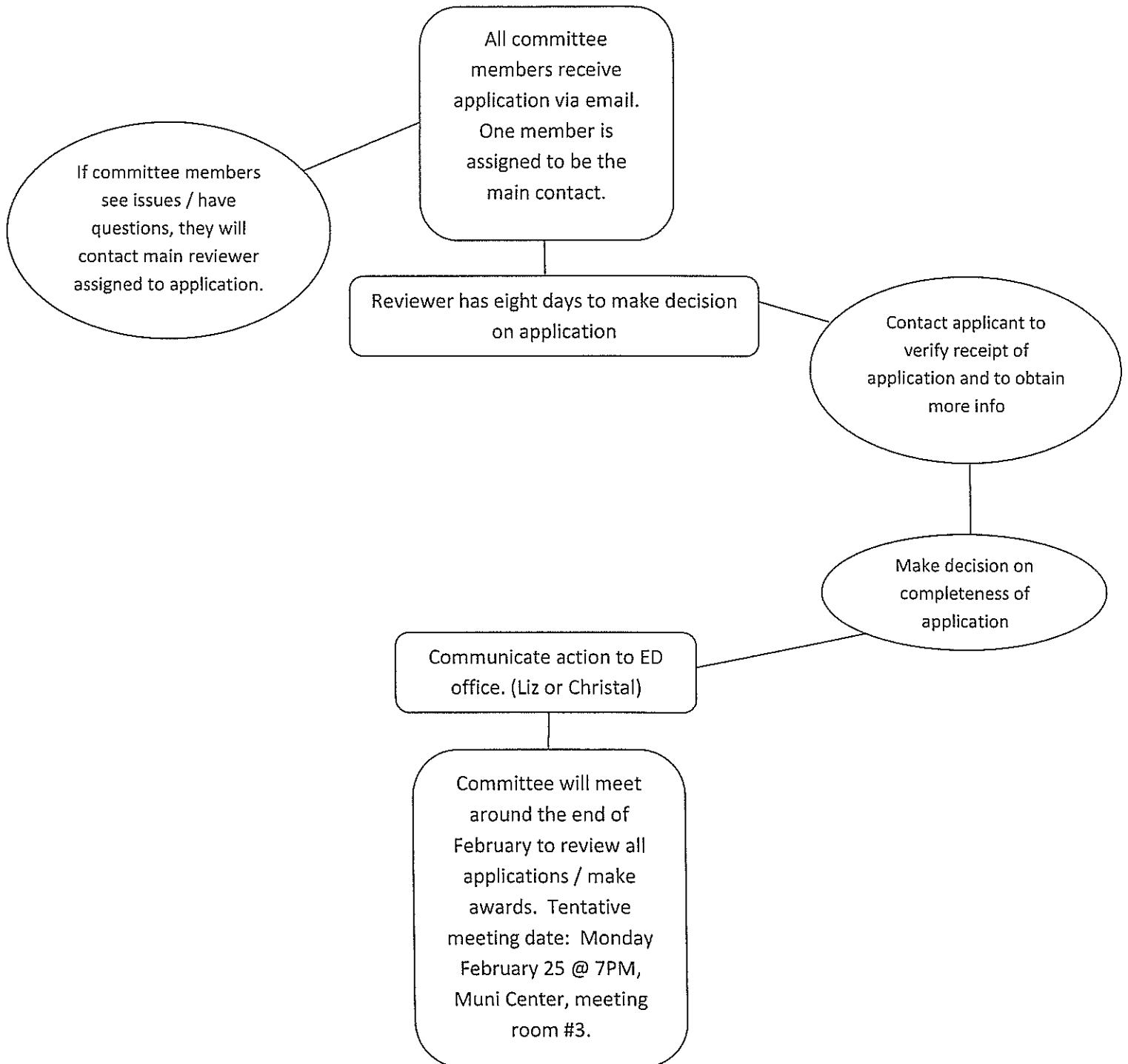
Applications that have not been acted upon or for which partial payments were process are being worked on a one to one basis by five committee members. A final meeting of the committee will be scheduled when the review process is completed. Target is to complete all reviews by the next EDC meeting of April 16th.

Prepared by Elizabeth Stocker, AICP, Newtown
Director of Economic and Community Development
March 18, 2013

STEAP Business Assistance Grant Review Process



STEAP Business Assistance Grant – Reviewer’s Process





TOWN OF NEWTOWN BUSINESS ASSISTANCE PROGRAM



GUIDELINES FOR STEAP GRANT BUSINESS ASSISTANCE FOR BUSINESSES THAT INCURRED ECONOMIC LOSSES DUE TO THE TRAFFIC CONGESTION IN THE WAKE OF THE SANDY HOOK ELEMENTARY SCHOOL SHOOTING

Loss Period: December 14, 2012 – January 8, 2013 (Phase I)

Eligibility:

All Newtown businesses that believe that they incurred a loss are eligible to apply for a grant from the Newtown Economic Development Commission. Priority will be given to businesses located in Sandy Hook.

How much \$\$ (min/max) may the business apply for?

Actual losses sustained during the loss period.

What documentation is needed?

- Calculation of your Business Interruption loss (lost business income will be calculated by reducing lost revenue by any saved operating expenses),
- Two calendar years of Monthly Income Statements
- Any other documentation that you feel should be provided to demonstrate your loss, and
- A brief narrative explaining how your business was impacted.

How will the funds be distributed and managed?

These procedures will be followed:

- Completed applications must be delivered to the Newtown Office of Economic and Community Development for consideration, no later than February 15, 2013,
- A sub-committee has been set up by the Economic Development Commission to review and recommend action on the applications,
- All applications will be acted upon within ten days,
- All decisions are final.



TOWN OF NEWTOWN – STEAP BUSINESS ASSISTANCE APPLICATION



Instructions: Complete this form and submit under separate cover the highlighted areas, if applicable, online, via email or mail to: Elizabeth Stocker, Director of Economic Development, Town of Newtown, 3 Primrose Street, Newtown, CT 06470, Elizabeth.Stocker@newtown-ct.gov Requests must be received by February 15, 2013

Section One: Applicant Information

Applicant (Recipient of Funds):
Address (City, State, Zip Code):
Website:
Federal ID Number:
State Tax Registration #:
Contact Information: (Name, Title)
Tel #1:
Tel #2:
Fax:
Email:
Business Industry:
NAICS Code:
Applicant Structure (e.g. LLC, corporation, S-Corp, partnership):
Date Established:
State of Incorporation:
Employment: Existing: Full Time
Part Time
No. hours / week by full-time:
New Jobs: Full Time
Ownership Information: (Submit under separate cover): (1) List of Name(s), (2) Title(s), (3) Address(es), (4) % of Ownership, (5) Identify the % of women or minority-owned as applicable; (6) Soc. Sec. # and/or Federal Employer ID#
Company Status:
Does applicant have any delinquent State, Federal or Local Taxes? (If yes, submit under separate cover)
Has the applicant or its owners ever filed for bankruptcy? (If yes, submit under separate cover?)

Section Two: Assistance Request Information

Grant Amount Requested: \$
Brief Project Description and Use of Funds Request (Submit under separate cover, if needed):

Section Three: Additional Information (Please provide the following information under separate cover)

- Calculation of your Business Interruption loss,
Two calendar years of Monthly Income Statements,
Any other documentation that you feel should be provided to demonstrate your loss, and
A brief narrative explaining how your business was impacted.

Section Four: Certification

It is hereby represented by the undersigned to the Town of Newtown and the State of Connecticut, including but not limited to the Economic Development Commission of the Town of Newtown, that to the best of my knowledge and belief, no information or data contained in this Application or in the attachments are in any way false, incorrect, or misleading and that no material information has been omitted.

In order to consider the financial assistance requested herein, the undersigned authorizes the Town of Newtown and the State of Connecticut, including but not limited to the Economic Development Commission of the Town of Newtown, to request and receive any and all information in connection with matters referred in this Application, including information concerning the payment of taxes by the Applicant, from any bank, credit agency, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Town of Newtown, and other references as may be deemed necessary. The undersigned agrees that any funds which may be provided pursuant to this Application will be utilized exclusively for the purposes represented in this Application, as may be amended.

The undersigned acknowledges that any information provided in this Application may become public record. The undersigned acknowledges that the amount of any funds which may be provided pursuant to this Application may be made public. The undersigned acknowledges that False Statements including material omissions made in this Application and related materials are punishable as a Class A Misdemeanor under Connecticut General Statutes 53a-157b.

Section Five: Public Announcement Please be advised that your company and your job creation / retention project may be highlighted in a press release issued by the town. Company proprietary or trade secret information WILL NOT be disclosed.

By submitting this document I, (insert Authorized Name / Title) certify and agree to the above.

Signature and date:
Shares\Economic Development\Grant Summaries\STEAP Business Assistance\STEAP Business Assistance Application 3

CALCULATED BUSINESS INTERRUPTION LOSS

Description	Percent	Amount	Notes
Lost Revenue			
December 14-31, 2012			Project Using Year over Year Trends or Forecasts
January 1-8, 2013			Project Using Year over Year Trends or Forecasts
Total Lost Revenue		\$0.00	
Less: Saved Variable Costs			
Cost of Goods Sold		\$0.00	Use Historical Percent of Sales
Lost Gross Profit		\$0.00	
Less: Saved Variable Operating Expenses			
Hourly Payroll			Estimate Payroll Saved During Interruption
Utilities			Estimate Utility Costs Saved During Interruption
Office Supplies			Estimate Supply Costs Saved During Interruption
Other Variable Operating Expenses			Estimate Any Other Costs Saved During Interruption, explain
Total Saved Variable Operating Expenses		\$0.00	
Total Business Interruption		\$0.00	

