

Board of Selectman  
June 3, 2013

THESE MINUTES ARE SUBJECT TO APPROVAL BY BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Monday, June 3, 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, Selectman William F.L. Rodgers, Selectman James Gaston, Sr.

**ALSO PRESENT:** Finance Director Robert Tait, Director of Economic & Community Development Elizabeth Stocker, Chairman of the Economic Development Commission Jean Leonard, Director of Health Donna Culbert, District Health Coordinator Judy Blanchard, the GE Newtown team Anne Alzapiedi, Elizabeth Rallo and Tom Kelleher, four members of the public and three members of the press.

**VOTER PARTICIPATION:** none.

**ACCEPTANCE OF THE MINUTES:** Selectman Rodgers moved to accept the public hearing minutes of May 6, 2013 as presented. Selectman Gaston seconded. All in favor. Selectman Gaston moved to accept the regular meeting minutes of May 6, 2013. Selectman Rodgers seconded. All in favor. Selectman Rodgers moved to accept the special meeting minutes of May 10, 2013. Selectman Gaston seconded. All in favor.

**COMMUNICATIONS:** none.

**FINANCE DIRECTOR REPORT:** The preliminary analysis of state revenues is the same as last years.

**UNFINISHED BUSINESS:**

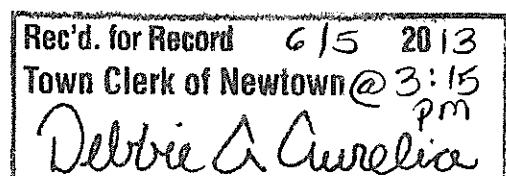
**Discussion and possible action:**

1. **Implementation Plan – Plan of Conservation and Development:** Item to be carried.
2. **Education & Prevention Committee for Tick Borne Disease:** Donna Culbert and Judy Blanchard updated the board on tick borne disease education & prevention (Att. A).
3. **Municipal Space Needs:** Item to be carried.

**NEW BUSINESS:**

**Discussion and possible action:**

1. **Business Incentives: Hunter Gregory Realty; Dr. Beck:** Ms. Leonard and Ms. Stocker were present to express support for business incentives (Att. B & Att. C). Dr. Beck described his building, professional in nature, in a mixed use area. The project has gone through site plans approval; they have worked hard to benefit the town with as little interruption as possible. Selectman Rodgers moved the business incentive program application of Curtis H. Beck DMD, MSD – 12 Queen Street. Selectman Gaston seconded. All in favor. Andrew Derry was present to discuss Maplewoods. Selectman Gaston moved the business incentive program application of Hunter Gregory Realty – 164 Mt. Pleasant Road. Selectman Rodgers seconded. All in favor.
2. **GE/Newtown team update:** Tom Kelleher spoke about funds management, Elizabeth Rallo spoke about event managements and donation management, Anne Alzapiedi spoke about the Sandy Hook School decision process, the recover portal, social media and the permanent memorial process (Att. D).
3. **Resolution:** Selectman Gaston moved the resolution providing for a Special Appropriation in the amount of \$8,400 to be funded from the Sandy Hook Special Revenue Fund “undesignated” account 33 – 500 for the purpose of additional summer staff training and two additional staff members for Treadwell and Dickinson Day Camp Programs into our account 01-550-1005 Day Camp Program (Att. E). Selectman Rodgers seconded. All in favor.
4. **Resolution:** Selectman Gaston moved the resolution providing for a Special Appropriation in the amount of \$36,676.96 to be funded from the Sandy Hook Special Revenue Fund “undesignated” account 33-500 for the purpose of Safety Security and Emergency plan for Summer Day Camp (Att. F). Selectman Rodgers seconded. All in favor.



5. **Appointments/Reappointments:** Selectman Gaston moved the reappointment of Matt Schaub as an Assistant Municipal Animal Control Officer for a term to expire April 17, 2014 and the reappointment of Thomas Connors to the Fairfield Hills Authority for a term to expire July 31, 2016. Selectman Rodgers seconded. All in favor. First Selectman Llodra announced the unaffiliated vacancies on the EDC and Conservation, with a June 14 deadline for applicants and an opening on Fairfield Hills Authority with a deadline for applications of July 5.
6. **Driveway Bond Release:** Selectman Gaston moved to release \$1,000 driveway bond to Neil T. Perone for Boggs Hill Road, M15, B5, L2.3. Selectman Rodgers seconded. All in favor.
7. **Common Driveway Bond Release:** Selectman Gaston moved the release of the common driveway bond, lots 15A & 15B, Newtown Heights Subdivision in the amount of \$55,300. Selectman Rodgers seconded. All in favor.
8. **Tax Refunds:** Selectman Gaston moved the June 2013 Tax Refunds, refund No. 18 in the amount of \$4,390.58. Selectman Rodgers seconded. All in favor.
9. **Tax Abatements:** Selectman Gaston moved the tax abatements for Boulder Creek, list year 2010-1037, 2 Shelley Road, \$963.84 and list year 2011-1037, 2 Shelley Road, \$970.56. First Selectman Llodra seconded. Rodgers abstained. Motion passed. Selectman Gaston moved the balance of the tax abatements in the amount of \$175,100.83 minus \$963.84 and minus \$970.56. Selectman Rodgers seconded. All in favor.
10. **Transfer:** Selectman Gaston moved the \$549,900 transfer from 01580-2001 Principal to 015880-2002 Interest (Att. G). Selectman Rodgers seconded. All in favor.
11. **Transfers:** Selectman Gaston moved transfers from Contractual Services and Capital Road Improvements as reflected in Att. H. Selectman Rodgers seconded. Selectman Rodgers moved Public Works transfers as reflected in Att. I. Selectman Gaston seconded. All in favor.
12. **Children's Adventure Center Resolution:** Selectman Gaston moved the resolution RESOLVED that the First Selectman, E. Patricia Llodra, is empowered to enter into or amend contractual instruments in the name and on behalf of the Town of Newtown, with the State of Connecticut Department of Education for a Child Day Care program if such an agreement is offered, and to have the corporate seal affixed to all documents required as a part of any offered agreement. Selectman Rodgers seconded. All in favor.

**VOTER COMMENTS:** Michelle McLeod, 22 Still Hill Road spoke regarding tick borne education. She stated she has set up her yard per the tick safe zone model and it has decreased the amount of ticks she has found on her own pets. She suggested ways of reaching school children through the upper grades drama clubs.

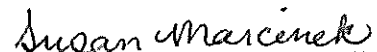
**ANNOUNCEMENTS:** The Board of Selectmen meeting schedule for the summer will be to hold meetings on Monday July 1 and Monday Aug. 19.

**EXECUTIVE SESSION:** Selectman Gaston moved to enter executive session to discuss Legal Matters relative to various tax assessment appeals. Selectman Rodgers seconded. All in favor. Nobody was invited to attend. Executive session was entered into at 9:32pm and returned to regular session at 9:45pm with the following motions:

Selectman Gaston moved to authorize the Town Attorney to defend the following tax assessment appeals: Design Land Developers of Newtown, Inc., Rand -Whitney Container, LLC, Harvey Hubbell Plastics, Inc., Flying Ridge, Inc., E&A/I&G Sandhill Plaza, LTD Partnership, Walgreen Eastern Company, Inc. and Colbert & Isgut, LLC. Selectman Rodgers seconded. All in favor.

**ADJOURNMENT:** Having no further business the Board of Selectmen adjourned their regular meeting at 8:46m.

Respectfully submitted,

  
Susan Marcinek, Clerk

Board of Selectman  
June 3, 2013

- Att. A: Tick Borne Diseases preventions and education information
- Att. B: Business Incentive program application, Curtis Beck, MSG+D
- Att. C: Business Incentive program application, Hunter Gregory Realty
- Att. D: GE/Newtown update
- Att. E: P& R Resolution re: day camp staffing
- Att. F: P&R Resolution re: safety, security and emergency plan for summer day camp
- Att. G,H,I: Transfers

**Newtown Board of Selectmen  
Education and Prevention Committee for Tick Borne Disease  
June 3, 2013**

The Board of Selectmen's charge from June 2012:

- Co-chair a task force to assess the current education and information program; determine gaps in content, audience, delivery method, and the like.
- Prepare a set of recommendations for the Board of Selectmen to consider as we seek to enhance and energize our education and public information program.
- In its ideal condition, we would be seeking a campaign of public and school-based information that successfully persuades the audience to consistently take appropriate and effective action in self-defense against tick borne disease.

**Task Force efforts:**

Donna Culbert, Director of Health, Newtown Health District  
Judy Blanchard, Newtown Public Schools District Health Coordinator  
Anne Dalton, Newtown Public Schools Nurse Coordinator  
Consults and targeted discussion with local physicians  
Local Newtown Marketing Firm

Meetings and discussions with:

Dr. Neeta Connally, Western Connecticut State University  
Dr. Kirby Stafford, CT Agricultural Experiment Station  
Attend CDC Epidemiologist Presentation at WCSU re: Personal Protection  
HVCEO TBI Prevention Task Force presentation from Lyme Research Alliance  
Dr. Ahmadi, Joanne Petrini and Amber Butler, Danbury Hospital Lyme Disease Registry

Anticipate further discussion with  
United Physicians of Newtown  
And other community member groups

Anticipate on-going support and commitment from the Newtown Bee

**Current Education and Information program**

*Community:* The Newtown Health District has been promoting awareness and education efforts about Ticks and Lyme Disease with a major emphasis on doing Tick Checks for many years. The efforts continue and have been encapsulated in the BLAST message. There is a concentrated effort by the Housatonic Valley Planning Region (ten-town planning region including Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield and Sherman) to promote one major prevention message consistently.

Residents from all sectors of the community have been and should continue to be addressed with education efforts. Families with children, adults, senior citizens, athletes, outdoor workers, outdoor enthusiasts (gardeners, golfers, hikers, campers) etc. Messaging should reach consumers in the many areas of their everyday life – PRINT: flyers, magazines, newspapers, newsletters, mail. TV: local news, local cable stations. Radio spots could be utilized, possibly as a regional effort to help bear the financial commitment. Billboards can also be used as part of an effective media campaign. Efforts that have been regularly used include:

- High School Health Fair (Spring)
- Community Wide annual Health Fair (Fall)
- Warning signs at schools and recreation areas – copy attached
- Display information at community events
- Education for town employees (public works, park and rec, police)
- Education for camp counselors
- Distribution of Tick removal kits
- Newspaper articles
- Periodic local cable presentations
- Presentations to master gardeners, senior center, target groups
- Display at library
- Distribute info to school libraries
- Health district website and links to other sites
- Schools and Park and Recreation treatment of public areas (landscape modification, spraying, bait boxes)
- Collaboration with school nurses and school district health coordinator, with regard to newsletters, wellness Committee, website info, review of info and data

*School:* The Newtown Public Schools System has also developed important key prevention messages and lessons at all age levels regarding Lyme and TBD as part of their Health Curriculum.

Age/Grade level specific curriculum:

- Grade 2: Disease Prevention/Management. Lyme Disease Facts for Kids: video
- Grade 4: Disease Prevention/Management. Lyme Disease Facts for Kids: Do a Tick Check (video)
- Grade 5: Disease Prevention/Management. Lyme Disease Prevention (Power Point), Letter to Parents
- Grade 6: Disease Prevention/Management. The Case of the Great Imitator (video)
- Grade 7: Safety and Disease Prevention/Management. Brain Pop: Lyme Disease (web interactive)
- Grade 9: Disease Prevention/Management. CDC Lyme Disease (pamphlet). CDC Learn About Lyme (CDC website)
- Grades 10 & 11: Disease Prevention/Management, reinforced in P.E. classes
- Grades 9 – 12 Annual Health Fair (Newtown Health District)

## **Current Education and Information program *School Continued:***

### Teacher Support Materials:

- Tick Management Handbook
- CDC and ALDF materials

### Nurse's office:

- Newsletters to staff & parents
- Field trip alert letter
- Tick removal form

### Parent Education:

- Regular articles/alerts in PTSA newsletters
- Wellness Committee pamphlet (on web)

## **Gaps: what will make these efforts better, more effective**

- understanding the existing baseline of knowledge (what do people know/don't know)
- target the most at-risk population
- understanding effective methods of personal preventive actions
- more clearly defining the messages (need more focused approach rather than everything approach)
- consistency of messaging
- full utilization of messaging media: print, TV, radio, internet
- a developed structured messaging campaign
- a mechanism to evaluate

## **Recommendations**

It is necessary to continue and to augment community educational efforts. Informing and educating residents about public health issues is a continual process. The various efforts do not have an "end"; they are conducted, reviewed, revised and continued. They must be socially, philosophically and financially supported.

*Attitudes and perceptions must change:* As has been spoken time and time again "People don't get it until they get it" (Maggie Shaw) This seems to ring true, as many residents can have a casual attitude about being bitten by a tick, either because they have not acquired a TBD or they have acquired a TBD and were able to receive early diagnosis and treatment. In addition, at numerous community outreach events, several residents are heard to say, "Oh Lyme Disease? I already got that". It is not a disease in which immunity is acquired after initial infection. It's also not just Lyme Disease anymore. Residents who may have been treated early with TBD and have had full recoveries have the experience that demonstrates their exposure to a tick bite. Unless their lifestyle changes, they will be vulnerable to future tick bites and tick borne disease.

The goal is to understand how to reduce ticks, tick bites, disease transmission and disease severity and then take action to that end.

- Continue community education efforts – expand to region where/when possible
- Collaborate with community partners (municipal, school, physicians, hospitals, Newtown and neighboring VNA's, churches, civic groups, clubs, scouts, business, media)
- Conduct widespread media campaign (print, TV, radio, video, internet/web, billboard, etc.)
- Increase message content:
  - Ticks, their life cycle, how they infect and the diseases they cause
  - How to prevent tick bites
  - The importance of early diagnosis and treatment
  - Altering the environment (backyard) to make it less tick-friendly

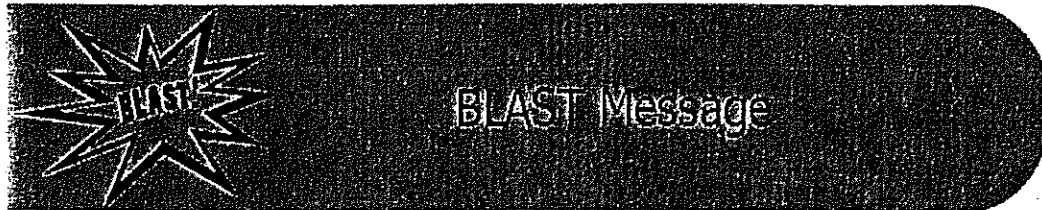
### HOW DO WE DO THIS?

- Develop, strengthen, sustain Partnerships/Relationships
  - Locally
  - Regionally
- Remain grounded in Evidence Based Information and Techniques
- Conduct periodic meetings with stakeholders to review campaign, assess progress, adjust as appropriate, prepare for next “season”. Potential meeting times: March, May, August, November. Stakeholders include: public health, schools, parks & rec, public works, seniors, health care community, businesses, community members.
- Keep current (other TBDs, study/research results)

### Proposed One Year Budget

\$ 5,000	Marketing Plan Development
\$ 3,000	Billboards
\$ 5,000	town-wide mailing
\$ 2,500	materials for distribution in community, schools, physicians offices
<u>\$ 5,000</u>	health educator for promotion at community events \$50/hr x 100 hours
\$20,500	total

A community wide effort to consistently promote awareness of the tick problem and to empower the community to do something about it will require commitment and resources from all community partners.



Be a Tick Fighter...**BLAST** Tick-Borne Diseases this Year! Tick season is here and the Newtown Health District is promoting the BLAST Tick-Borne Diseases program. BLAST stands for five important things YOU and your family can do to stay safe from tick-borne diseases.

It is important to **BE AWARE** of the risks of Tick-borne Disease – Everyone should understand that we live in an area where Lyme and other tick-borne diseases are widespread. The good news is that tick-borne disease is preventable. We should **be aware** of how the disease is transmitted, what to look for, how to minimize contact with ticks and what steps to take if you suspect you have become infected. Education and awareness will greatly improve your ability to prevent tick-borne disease.

**B** stands for **bathing** soon after spending time outdoors. A recent study showed that people who bathed or showered within 2 hours of coming indoors did not contract Lyme disease as frequently as those who did not bathe or shower soon.

**L** reminds everyone to **look** their bodies over for ticks daily and remove them properly. Speedy removal helps avoid disease transmission. Remove ticks carefully by their mouth parts with a tweezer and save them in a plastic bag for identification. Contact your local health department for tick-testing policies and notify your physician if you have any concerns. "L" also reminds us to look for expanding rashes and reported them to your physician in a timely manner. The painless erythema migrans (EM) rash sometimes seen with Lyme disease can often go unnoticed and will eventually disappear while the infection remains. Other early symptoms include fatigue, headache, fever and achy muscles and joints.

**A** encourages you to **avoid** ticks when possible, and to become educated about repellants and **apply** them appropriately. Know where ticks live and **avoid** those areas: Ticks don't like sunny, dry areas; they like shade, shelter and moisture. Ticks can be found in leaf litter, shaded gardens, weeds, tall grass, shrubs, low trees, and ground cover like pachysandra. Dress properly when entering potentially tick-infested areas: Wear long pants that are light-colored to allow easy identification of ticks. Tuck your pant legs into socks and shirt into pants. Tape pant legs and wear long sleeves when working near the ground. Cover hair with a hat. Tie long hair back. **Apply** repellent. Studies have shown that applying 30-40% DEET-based repellent to skin is effective at repelling blacklegged (deer) ticks. Application of 0.5% permethrin-based insecticide to clothing is highly effective at repelling and even killing ticks. Clothing treated with permethrin can be washed several times and still retains its repellent properties. The use of repellants, while proven effective is a personal decision. For more information on tick repellants, visit the **National Pesticide Information Center's website**.



**S** stands for **safeguarding** your yard to reduce your possible tick exposure. **Spraying** the yard can reduce tick abundance. Homeowners should consider the benefits of applying pesticide to the perimeter of their yards. Studies have shown that even one application of pesticide at the right time of year and in the best location can reduce blacklegged tick populations by 85 – 90%. Complete information on tick management is available at the **Connecticut Agricultural Experiment Station website**. **Additional safeguards** include creating a "Tick Safe Zone", in which the homeowner manages their yard to make it less hospitable to ticks, by doing the following: remove leaf litter and clear tall grasses and brush around homes and at the edges of lawns; place wood chips or gravel between lawns and wooded areas to restrict tick migration to recreational areas; mow the lawn and clear brush and leaf litter frequently; keep the ground under bird feeders clean; stack wood neatly and in dry areas; and keep playground equipment, decks and patios away from yard edges and trees. Deer play an important role in the tick's life cycle, often serving as the third and final blood meal. Deer should be discouraged from migrating into your yard by using deer-resistant plantings and residents should not feed deer. The Health District has an excellent brochure that can guide homeowners with making changes in their yards.

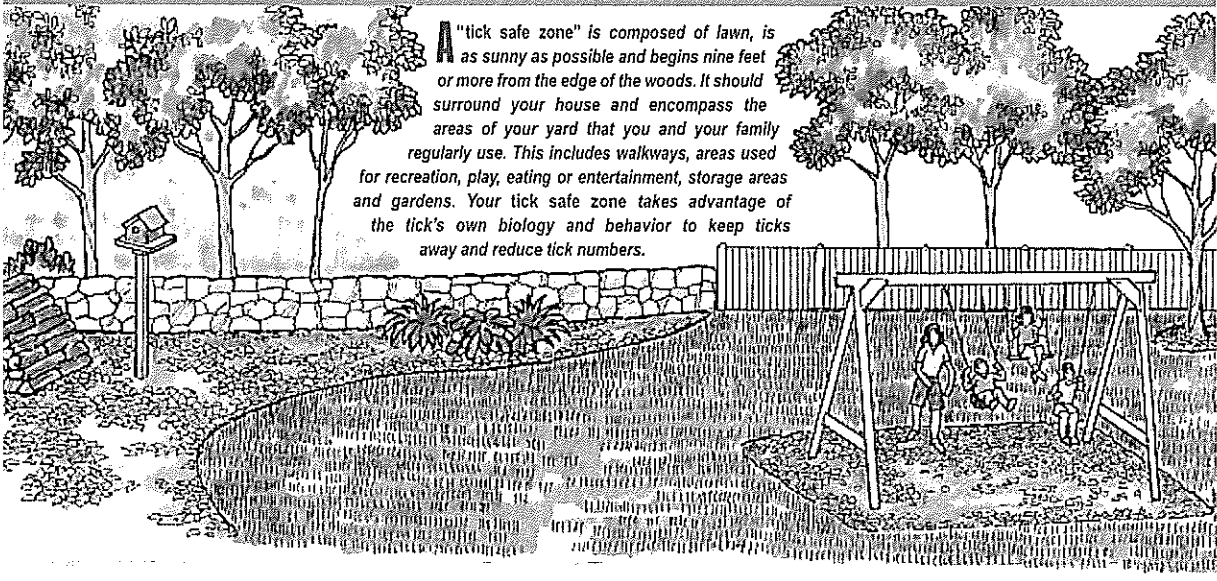
**T** reminds everyone about **treatment**. In general people who begin medical treatment soon after becoming infected, have a quicker and more complete recovery from Lyme and other tick-borne disease. Learning to recognize the symptoms and receiving early medical **treatment** will help to prevent more serious illness. Erythema migrans (EM) is a rash and can be the first symptom of Lyme disease. The telltale rash starts as a small red spot at the site of the bite and gets larger over a period of days or weeks and forms a red rash shaped like a circle or oval. Not everyone gets or sees the rash. Other symptoms can include fever, headache, stiff neck, body aches and tiredness. Although these symptoms may be like those of common viral infections such as the flu, Lyme disease symptoms tend to continue longer or may come and go. Lyme disease can also affect your nervous system, causing symptoms such as stiff neck, severe headache (meningitis), temporary paralysis of the facial muscles (Bell's palsy), numbness, pain or weakness in the limbs and poor muscle movement. Other more serious long term affects may include memory loss, difficulty with concentration and change in mood or sleep habits. Less commonly, people who have not taken antibiotics may develop heart or other problems weeks, months, or even years after they were infected with Lyme bacteria. Receiving early medical **treatment** is the key to preventing long term health effects.

It is also important to **treat your pets**. Local veterinarians offer a variety of methods for protecting animals from tick-borne diseases. Dogs and cats increase one's chances of exposure to Tick-Borne Disease. Pets can carry ticks in to the home on their fur. Pet owners should be cautious about sleeping with their pets.

For additional information on the BLAST Tick-Borne Disease prevention program, contact Donna Culbert at the Newtown Health District. Phone 203-270-4291 or email [donna.culbert@newtown-ct.gov](mailto:donna.culbert@newtown-ct.gov) Make everyone in the family a Tick-Borne Disease fighter this year. **BLAST Tick-Borne Disease**.

# WHAT IS A "TICK SAFE ZONE?"

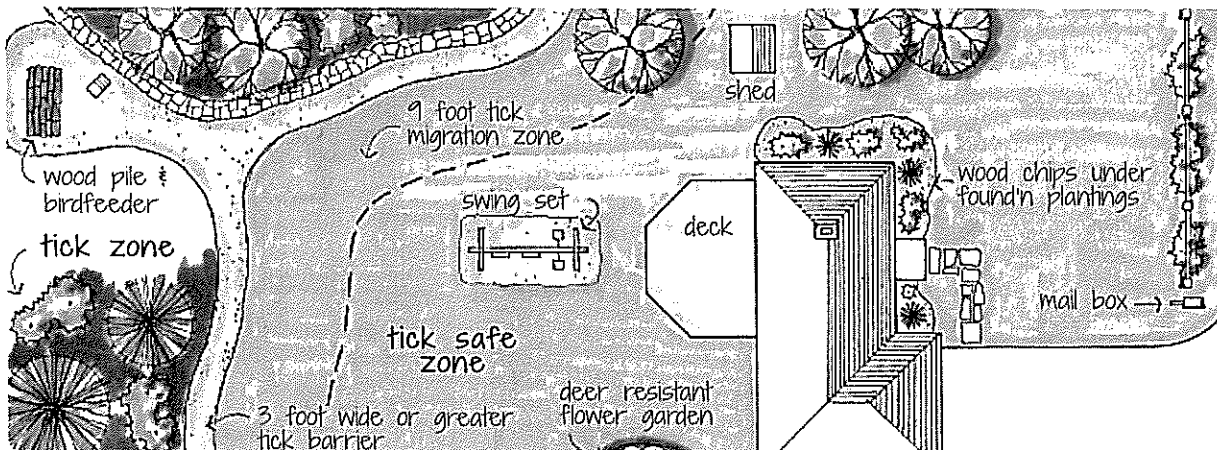
A "tick safe zone" is composed of lawn, is as sunny as possible and begins nine feet or more from the edge of the woods. It should surround your house and encompass the areas of your yard that you and your family regularly use. This includes walkways, areas used for recreation, play, eating or entertainment, storage areas and gardens. Your tick safe zone takes advantage of the tick's own biology and behavior to keep ticks away and reduce tick numbers.



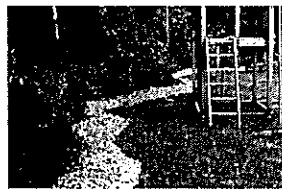
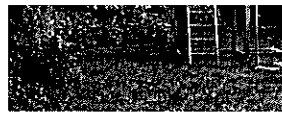
**TARGET  
LYME  
DISEASE**

**GET TICKED OFF...TAKE CONTROL OVER TICKS.**

- Bethel: (203) 794-8539
- Bridgewater: (860) 355-4467
- Brookfield: (203) 775-7315
- Danbury: (203) 797-4625
- New Fairfield: (203) 312-5640
- New Milford: (860) 355-6035
- Newtown: (203) 270-4291
- Redding: (203) 938-2559
- Ridgefield: (203) 431-2745
- Sherman: (860) 355-0166



***Ixodes scapularis*** near your home by the way you landscape and maintain your property. Studies show that tick numbers can be cut by 50 percent or more by making simple landscaping changes. Every home can benefit, although results do vary from year to year, and from property to property.



Reduce tick numbers on your property by making simple landscape modifications.

### Target ticks where they live

Deer ticks live in the woods, sustained by the higher humidity levels of the forest. Ticks do not fly, jump or drop from above. The tiny nymphal deer tick, believed to be responsible for up to 90 percent of the transmission of Lyme disease to humans, makes its home in the leaf litter that accumulates on the forest floor, around stone walls and under groundcovers. Nearly 70 percent of ticks on residential lawns are found within nine feet of the forest's edge. Ticks dry up (desiccate) in the sun, and are usually not found in sunny areas on the lawn.

### Analyze your property and how you use it

- ✓ Is your home surrounded by woods?
- ✓ Is your yard more woods than lawn?
- ✓ Does the tree canopy from the woods extend over your yard, driveway or walkways?
- ✓ Do you or does your family use areas of your yard that are in or next to the woods?
- ✓ Are children's swing sets or play areas located close to the woods?
- ✓ Is your mailbox next to a wooded area or stone wall?
- ✓ Do you use pachysandra or other groundcovers near your home, walkway or play areas?
- ✓ Are bird feeders located close to your home or play areas?
- ✓ Do you have an unkempt stone wall?
- ✓ Is your firewood pile located adjacent to your home?
- ✓ Are deer and other wildlife eating your flowers, trees and shrubs?

### Creating your tick safe zone

Let the sun shine in and reduce tick habitat. Locate mailboxes, sheds, picnic tables, recreational areas, children's swing sets and play areas in the sun and away from the woods. Trim tree branches and clear away brush, weeds and leaf litter from walkways near wooded or shady areas. Restrict the use of groundcover, such as pachysandra, to areas of the yard that are not used. Consider using woodchips or gravel in shady areas in your safe zone. Keep your grass cut as short as possible.

### Focus on the zone edge

Most ticks on lawns are found in the transition area where the lawn meets the woods. This area is the outer perimeter of your tick safe zone. To make the edge area less hospitable to ticks, increase light and reduce dampness. Thin tree branches that hang over the lawn to let in light. Clear out low brush, vines, and leaf litter each year. Keep weeds cut as low as possible. A clearly defined, well-manicured border with the woods provides less tick habitat, and less opportunity for contact between people and ticks.

edge of your tick safe zone. The dry barrier makes it more difficult for the ticks to migrate from the woods to your lawn. It also serves as a visible reminder that you are leaving your tick safe zone, and entering the tick zone. Your barrier should be at least three feet wide. Use a product that can be kept dry, such as treated woodchips. Maintain the barrier each year.

### Don't attract wildlife

Deer ticks feed on many small animals, including mice and birds. These animals are responsible for infecting the deer tick with the Lyme disease spirochete. Discourage wildlife from entering your tick safe zone by reducing

their habitat and food sources. Seal cracks in foundations, and screen areas under porches and decks. Place woodpiles far from the house. Locate bird feeders outside of your tick safe zone. Consider suspending bird feeding in the spring and summer, when nymphal ticks are most active.

### Keep stone walls neat

Stone walls that are not well maintained provide shelter for mice and small mammals that carry deer ticks. Seal stone walls or place rocks together tightly to reduce habitat for small mammals. Clear away brush, leaf litter, fallen trees and rocks each year.



Clear away brush and debris, and place stones tightly together.



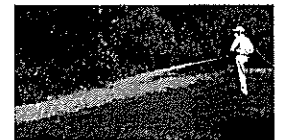
### Use deer resistant plantings

Deer are a critical component of the deer tick's reproductive cycle. Don't attract deer to your tick safe zone by planting flowers, shrubs or trees they like to eat. Although no plant is completely resistant from deer damage, some plants are more susceptible than others. For more information about deer resistant plantings, check with your local garden center or nursery.

How about deer fencing? Studies show that deer fencing does not significantly reduce tick numbers unless the deer are fenced out of an area of 15 to 18 acres or more. Ticks travel through the fence on small animals, like mice and birds. Don't rely on deer fencing alone to control ticks in your safe zone. If you use deer fencing, be sure to continue to follow the tick safe zone principles to protect your backyard.

### Least toxic pesticides

Research shows that pesticides are a reliable and effective way to reduce ticks, particularly when combined with tick safe zone principles. A single application of a low-toxicity pesticide around the edge of



Target pesticide application on the edge of your tick safe zone. Spray ground areas.

your tick safe zone in mid-May or early June can reduce nymphal tick numbers by 80 to 90 percent. If necessary, a fall application can be used to reduce adult ticks. One exception: Some organic pesticides break down quickly and may require multiple applications.

If you choose to use pesticides, select the least toxic product. Consider an organic or synthetic product in the chemical class called pyrethrums. In this group, pyrethrins are natural toxins produced from certain chrysanthemum flowers and pyrethroids are synthetic derivatives. Pyrethroids tend to be more effective. Remember to follow directions and use pesticides sparingly. No pesticide is 100% safe.

© 2002 Produced by the Westport Weston Health District, Westport, Connecticut and the Connecticut Agricultural Experiment Station. Supported by the Connecticut Department of Public Health, and the Centers for Disease Control and Prevention.

**DON'T FORGET: THE BEST PROTECTION AGAINST LYME DISEASE IS STILL A DAILY TICK CHECK!**



# Be Ready Newtown

Town of Newtown  
3 Primrose Street  
Newtown, CT

Volume I, Issue I

## Take Important Steps to Be Prepared

An important part of being prepared to respond to an emergency is to understand the risks.

### What types of emergencies are you likely to face?

Living in Newtown, Connecticut, common issues for us are the "natural disaster" type: severe thunderstorms, blizzard/severe snow storms, flooding, hurricanes/tropical storms, and even tornadoes.

Do you live near a water-course or low-lying area that is prone to flooding? Do you know when and how to evacuate if the water rises rapidly? Do you know what route to take and where you will go if you have to get out quickly?

OK—those are the types of emergencies Newtowners are likely to face, but what about you, specifically? Review the special circumstances that you and your family members personally face and consider them ahead of time, so you can mount the best response or so you clearly understand your

needs if you need additional assistance.

### BE Informed

It is important to understand the difference between a watch and a warning.

A Watch indicates that a significant weather condition is expected, but not imminent, for the area and provides 12 to 36 hours of notice of the possibility of severe weather.

A Warning indicates that significant or hazardous weather is occurring, imminent, or likely and is a threat to life and property.

Keep checking local TV and radio stations and the internet for official instructions, including weather reports, shelter locations, distribution centers, etc.

Know the local sources for info and resources—see articles inside this newsletter.

### BE Prepared.

+ Have a plan—identify safe places to go in the home, in

the neighborhood, and outside the neighborhood; update contact information for family and friends in state and out of state, write them down and make sure every family member has a copy.

+ Have a plan on what you will do to keep your pets safe if there is an emergency (if you stay at home or if you have to evacuate).

+ Have an emergency supply kit ready. See page 2 for details.

+ Stay home as long as it is safe and you have not been told to leave. Travel may be difficult or dangerous during and after an emergency.

+ Evacuate if you are told to do so, or even if you are not told to do so, if you believe you and your family may be in danger. If you are asked to evacuate you can go to: the home of a family member; a friend's home; a motel, hotel or shelter. More info on shelters inside.

+ Know CPR and how to use an AED

### Take Steps Now.

### Getting Started—

*Educate yourself and your family.*

*Sign up for Code Red (the town's emergency notification system).*

*Identify potential hazards around your home & in your neighborhood.*

*Have a safe place to go in your home and away from it if you have to evacuate.*

*Learn what to do in case of an emergency where you work and at your child's school or day care.*

### SEE INSIDE PAGES FOR MORE DETAILS ON

~*Make an Emergency Supply Kit*

~*Drinking Water Safety*

~*Food Safety*

~*Shelters and Support Services*

~*Wastewater Concerns*

~*Generator Issues*

~ *Carbon Monoxide*

### HELPFUL WEBSITES

[www.ready.gov](http://www.ready.gov)

American Red Cross  
[www.redcross.org](http://www.redcross.org)

## Sign up for CODE RED

Go to Newtown's town website at [www.newtown-ct.gov](http://www.newtown-ct.gov) then scroll down the page, on the left hand side is the logo for CODE RED. It is an active link, Click on it and sign up for your **home phone and your cell phone and your e-mail**, so you can receive important information during an emergency. If you do not have internet access or if you think you need help doing this, call the Fire Marshal's office at (203) 270-4370 to get assistance and be signed up.



The Town of Newtown has instituted the CodeRED Emergency Notification System. [Sign up for the CodeRED Early Warning System](#)

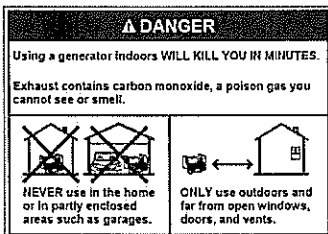
## Generators

Portable generators are useful when temporary or remote electrical power is needed, but they can be hazardous. Primary hazards to avoid when using them are carbon monoxide poisoning, electric shock and fire.

Always use generators outdoors, away from doors, windows and vents; NEVER use in homes, garages, basements, crawl spaces or partially enclosed spaces, even with ventilation. Keep generator dry. Dry your hands before touching the generator. Plug appliances directly into generator or use a heavy-duty outdoor-rated extension cord (in good condition). NEVER plug generator into wall outlet.

Turn off & let generator cool before refueling. Fuel spilled on hot parts could ignite. Store fuel outside away from any fuel burning appliance, in properly labeled non-glass containers.

**If necessary to connect generator to house wiring, have a qualified licensed electrician install appropriate equipment.**



### Carbon Monoxide

You cannot see it or smell it. It can kill very quickly. Never use a charcoal grill, camp stove (sterno or propane) or lantern inside the house, garage, fireplace or tent. Make sure fireplace and chimney are free of debris before using. Leave the house if anyone feels sick, weak or dizzy. Install battery operated or battery-backed up carbon monoxide (CO) alarms in your home. Test CO alarms often & replace batteries when needed. **If the CO alarm sounds, call 911**

## Emergency Supply Kit

Emergency supplies kit - for your home, for a stay at home for at least three days. OR to take with you if you have to evacuate:

**Water** in jugs or bottles. At least one gallon for every person for each day. You will need more water if there are children, if someone is nursing a baby or if the weather is hot.

**Food** in cans or sealed packages like soup and tuna fish; food and juices that do not have to go in the refrigerator or be cooked; food for infants or the elderly.

A manual can opener, paper plates, plastic utensils & something to cook on like a small grill

with fuel - be sure to use grills outside to prevent carbon monoxide build up.

Paper towels, toilet paper, soap.

Battery-powered radio, flashlights, cell phone, with extra batteries. Whistle. Wrench or pliers to turn off utilities.

Blanket, sleeping bag, pillows for everyone in family

Extra clothing for everyone

Things for babies and children like diapers, games, toys & books

First Aid kit. Remember to include medicines (prescriptions, fever reducers, aspirin); eye

glasses and contact lens supplies; list of doctors you go to; medical supplies (colostomy supplies, insulin syringes, etc)

Garbage bags & cleaning supplies  
Things your pets need: food, water, carrier or cage, medicine, muzzle, collar, leash, ID tags, immunization records.

Extra set of keys, credit cards, cash & important info like social security #s & birth certificates  
Pictures of family members & pets incase you are separated.

## Drinking Water Safety

Drinking water in Newtown is supplied by wells, which are either privately owned by the property owner where the well is located or as part of a public water supply.

There are eight community public water supply systems in Newtown. United Water Company is the largest public water supplier in town, followed by the Town of Newtown's system (serving Fairfield Hills, Reed School, Nunnawauk Meadows and Garner Prison), Masonicare on Toddy Hill, Olmstead which serves the Alpine Circle neighborhood, Chestnut Tree

Hill which serves a neighborhood on Toddy Hill, Meadowbrook Mobil Home Park, Newtown Village Mobil Home Park on South Main Street, and Cedarhurst Association which serves the Cedarhurst neighborhood.

These systems have DPH approved licensed operators who oversee the operation and maintenance of the systems. During and after an emergency (i.e. flood, hurricane, power outage) the water system operator is required to inform the customers of any important information regarding the system, especially if

the system has been impacted and a Boil Advisory is issued. A Boil Advisory is issued when it is known or is suspected that the water quality may be compromised. Sometimes the Advisory is precautionary, however any possibility of contaminated water has to be recognized, and the customer informed to take steps to protect themselves. A Boil Advisory means that the water should be boiled before using for any consumption, cooking, washing fruits & vegetables, brushing teeth or making baby formula.

## Food Safety

When the power it out, it is important to prevent getting sick from food that has spoiled or water that has been contaminated. The following tips will help you to stay healthy in the aftermath of an emergency:

+ The refrigerator will keep food at proper temperature for about four hours if the doors are not opened. A full freezer will hold a safe temperature for about 48 hours (24 hours if it is half full).

+ If the temperature in your refrigerator or freezer goes

above 40 degrees, throw away perishable foods such as beef, poultry, fish, eggs, dairy, and cut fruits and vegetables.

+ Food can be safely refrozen if it still has ice crystals on it or has stayed below 40 degrees.

+ Do not eat any food that may have come into contact with flood water. This includes packaged food items in plastic, paper, cardboard, cloth, and similar containers that may have been water damaged, as well as beverage containers with screw-

caps, snap lids, crimped caps (soda bottles), twist caps, flip tops, and home canned foods, as these tops cannot be disinfected appropriately. In addition, lids of commercially canned foods should be sanitized (bleach and water solution) prior to use.

+ As always, if there is any doubt as to the safety of the food, it is best to discard the food rather than take a chance of contracting a foodborne illness. **WHEN IN DOUBT, THROW IT OUT!**

## Shelters and support services

The town of Newtown has identified our largest schools to serve as shelters, in case of an emergency. The town's emergency response plan identifies the Newtown High School on Berkshire Road in Sandy Hook as our primary shelter. The Newtown Middle School on Queen Street would be the second choice and the third would be Reed Intermediate School on Trades Lane.

These schools are pre-selected to serve as shelters because they are town assets and they have ample parking, handicap access, bathroom and shower facilities, cafeteria space and equipment and they are large buildings

which can accommodate many people if necessary.

The response to the timing and extent of the actual emergency will determine which school or schools will be opened as shelters. Residents should wait to be notified or call the Emergency Dispatch number at (203) 270-4200 to learn which shelter will be opened.

It is important that residents with medical or access and functional needs plan for their devices and equipment in the event they come to a shelter. Their needs and their time in the shelter can be best accommodated if they have their own materials to

which they are accustomed.

Support Services—the town may experience an event where the residents are able to safely stay in their homes but need access to showers, water for drinking and/or flushing toilets and to charge essential electrical equipment.

The town will open the schools or other buildings (Municipal Center at Fairfield Hills, the Senior Center, etc.) to allow the public access for these services. Again, notification will be made via Code Red and other methods to inform the residents where to find services.

## The Newtown Health District can help

The Newtown Health District is working with its community partners to determine who in the community may be medically fragile, infirm, or alone and may need help during an emergency. Many folks may identify themselves to the Health District, or other agencies, during the emergency, to get help. Others may not. During an emergency, we want to be sure that all folks that need assistance of any kind, get it. We may be able to provide it directly, or we may be able to connect the resident to the resource through another agency that provides it. New-

town residents are encouraged to contact the Newtown Health District at tel (203) 270-4291 or e-mail:

donna.culbert@newtown-ct.gov so the Health District can better understand the resident's needs, can obtain contact and location information and be able to help when help is needed.

The Health District can assure the resident that their information will remain confidential and will not be shared with any outside agency. Only partner agencies that may be necessary to help the resident (Fire, Police,

Ambulance) would be involved in any response for the resident.

In addition, any special needs or conditions that a resident has can be better taken care of if the health district, or their own service provider (social services, visiting nurse associations, meals on wheels, etc.) can know about it before an emergency takes place. Pre-identification will ensure a better response. The Health District is aware that conditions change and a resident should make contact whenever their situation warrants it.

## Wastewater concerns (septic systems & sewers)

Properties in Newtown are served by septic systems or public sewers for their wastewater disposal. If the building that is served by the septic system/sewer is uphill from the system, then it is gravity fed and a power outage should not affect its operation. If there is a pump involved in delivering the sewage from the building to the system, then a power outage will render the system either limited in capacity or unusable. The limited capacity will be the volume that is available in the pump chamber.

If a building is connected to public water, water may be plentiful; however, if a pump is involved, the wastewater disposal may not be and the property owner must be careful and mindful of how much water they are using as it may not be getting to the septic system/sewer. The property owner should speak with the Water and Sewer Authority or their septic pumper to best understand the capacity of their system during a power failure.

Flooding conditions may cause

sewage back-ups. If you have a back-up, keep children & pets away from sewage; wear rubber gloves when handling anything contaminated with sewage; wash hands immediately after; you can hire a professional to clean up or you may do it yourself. Check to see if your insurance will cover the cost of a professional. If you do it, wear protective gear (eyewear, gloves, boots), avoid direct contact, never mix bleach with ammonia. Dry out the area, discard all contaminated materials & wash & disinfect.

***During an emergency, we want to be sure that all folks that need assistance, of any kind, get it. No resident should be cold, isolated and without necessary assistance. Act now to prevent this.***

### Where to get your information:

#### Websites:

[www.newtown-ct.gov](http://www.newtown-ct.gov)

[www.newtownbee.com](http://www.newtownbee.com)

[www.newtown.patch.com](http://www.newtown.patch.com)

#### Radio stations:

WDAQ (FM) Radio – 98.3  
WLAD (AM) – 800 AM Radio  
WPLR (FM) - 99.1  
Star 99.9 (FM)

#### Local TV stations

Channel 3 WFBS  
Channel 6 WNBC  
Channel 8 WTNH

- ***Understand your and your loved ones very specific circumstances and needs; have a plan of care if medically dependent;***
- ***Check on neighbors;***
- ***Let someone know if there is a need that should be filled;***
- ***We can take care of each other***

Newtown  
3 Primrose Street  
Newtown, CT

Town of Newtown  
3 Primrose Street  
Newtown, CT  
06470

### Important Phone numbers

Selectman's office: 203-270-4201  
Emergency Dispatch: 203-270-4200  
Police Department: 203-270-4255  
Fire Marshal 203-270-4370  
Health District 203-270-4291  
Public Works 203-270-4300  
Social Services 203-270-4330  
Building Department 203-270-4260  
Senior Center 203-270-4310

**ALWAYS**  
with Life Safety Emergency  
CALL 911

**BE READY Newtown**

## 10 ESSENTIALS

1. BE Informed.
2. Have a Plan—to shelter in place AND to evacuate if necessary. Make it specific to your family's needs.
3. Have a Kit—for shelter in place or to evacuate.
4. Make necessary plans for health considerations: have a list of your medications; keep a cache of special food items to take with you if you must relocate and have special dietary needs. Remember to take any special devices/equipment.
5. If you are medically fragile or dependent, discuss your condition and care plan with your health care provider—and develop a back-up plan if your standard care plan is affected or interrupted due to weather or power outage. Understanding this before the emergency will allow the best response.
6. Plan for your pets: have ID and vaccination documents & tags readily available, leashes, carriers, crates, bowls, food.
7. Review your plan and kit after any incident, to see how your plan worked, what you might do differently, and to replenish any supplies that were used.
8. If there are not any emergencies or incidents, check and rotate your kit's supplies to make sure they will be ready for use when needed.
9. Update contact information, to be sure your family members and other important contacts are current. Have contacts out of the area in the event communication out of the area is possible/easier.
10. Once your plans and kit are in place, get to know your friends, relatives and neighbors better with regard to their needs and preparedness—it will allow us all to help each other during an emergency

NEWTOWN MUNICIPAL CENTER  
 3 PRIMROSE STREET  
 NEWTOWN, CONNECTICUT 06470  
 TEL. (203) 270-4271  
 FAX (203) 270-4205  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



ELIZABETH STOCKER, AICP  
 DIRECTOR


## TOWN OF NEWTOWN

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

### MEMORANDUM

DATE: May 10, 2013

TO: E. Patricia Llodra, First Selectman

FROM: Elizabeth Stocker, AICP, Director of Economic & Community Development 

RE: Business Incentive Program Application – Curtis H. Beck DMD, MSD – 12 Queen Street

An application for consideration was received by the Economic Development Commission from Curtis H. Beck, DMD, MSD for a planned project located at 12 Queen Street in the Borough of Newtown.

Dr. Beck has approvals in place to construct a new 5,750 sf office building and related site improvements. Dr. Beck will occupy approximately 3,000 sf of the building and will have space available for lease. The estimated cost for the proposed improvements is \$1,375,000. Approximately \$135,352 of the total will be spent on new dental equipment.

Dr. Beck's project involves 5 jobs which will be retained as a result of his project. Another 2 to 5 jobs may be created. There are additional job prospects that may be created with the occupancy of the rental space. The development will add value to the existing real property which is currently assessed at \$117,080 with a \$2,873 tax bill. Should the value increase to \$1,500,000 after improvements are completed, the annual real property tax has the potential to increase to \$36,810. The business will also increase the value of personal property on site.

The EDC determined that the project is eligible under the Business Incentive Program (BIP) as the project is located in the Borough Business District and is for office use. The applicant appeared before the Commission to describe his business which has been located in Newtown for several years. The BIP will help Dr. Beck realize future growth of his practice and the project will contribute to the development of the Borough business district.

On April 30 the EDC recommended: to approve fixing 35% of the increase in assessment for a period of three years which is equivalent to an estimated tax abatement of \$38,651 over three years for the \$1.375 million project.

Cc: Jean Leonard, Chairman, EDC  
 es



NEWTOWN MUNICIPAL CENTER  
3 PRIMROSE STREET  
NEWTOWN, CONNECTICUT 06470  
TEL. (203) 270-4271  
FAX (203) 270-4205  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



Att. C

ELIZABETH STOCKER, AICP  
DIRECTOR

## TOWN OF NEWTOWN

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

### MEMORANDUM

DATE: May 10, 2013

TO: E. Patricia Llodra, First Selectman

FROM: Elizabeth Stocker, AICP, Director of Economic & Community Development

RE: Business Incentive Program Application – Hunter Gregory Realty – 164 Mt. Pleasant Road

A handwritten signature in black ink, appearing to be "ES", is located to the right of the "FROM" line of the memorandum.

---

An application for consideration was received by the Economic Development Commission from Hunter Gregory Realty (Maplewoods) for a planned project located at 164 Mt. Pleasant Road in the Hawleyville section of Newtown.

Approvals are in place to construct a new 26,000 sf office/retail building and related site improvements. A national dialysis operator is the lead tenant. The estimated cost for the proposed improvements is \$4,000,000. Approximately 50 jobs could be created by the tenants who occupy the planned spaced.

The development will add value to the existing real property which is currently assessed at \$402,150 with a \$9,869 tax bill. Should the value increase to \$4,500,000 after improvements are completed, the annual real property tax has the potential to increase to \$110,430. The tenants will likely increase the value of personal property on site especially if they are medical.


The EDC determined that the project is eligible under the Business Incentive Program (BIP) as the project is located in the Business District and is for office and retail use. The applicant appeared before the Commission to describe his business plan. A \$180,000 sewer use assessment has been levied by the WSA for the development. The BIP will help secure the financing for the project and offset the sewer assessment.

On April 30 the EDC recommended to approve fixing 50% of the increase in assessment for a period of three years which is equivalent to an estimated tax abatement of approximately \$165,645 over three years for the \$4 million project.

Cc: Jean Leonard, Chairman. EDC  
es

# GE Newtown Accomplishments To Date

June 3, 2012

Priorities	Delivered
<p><b>Funds management - Kelleher</b></p> <ul style="list-style-type: none"> <li>• Bring clarity to 40+ funds</li> <li>• Publish accurate website &amp; make it sustainable</li> <li>• Update website content weekly &amp; make it more user friendly</li> <li>• Create electronic archive solution to document charity information for next 5 years</li> <li>• Engage with individual funds:               <ul style="list-style-type: none"> <li>○ Determine if there is synergy among smaller funds to consolidate</li> <li>○ Understand distribution plans for non-501C3 charities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Published updated charities website April 2013</li> <li>• Maintain constituent follow up within 24 hours</li> <li>• Weekly updates to charities website to refresh content</li> <li>• Working with CT Attorney General to assist them in information gathering on Newtown charities</li> <li>• Active member of SHES Board of Education team focused on managing SHES donations</li> </ul>
<p><b>Event management – Alzapiedi &amp; Rallo</b></p> <ul style="list-style-type: none"> <li>• Organize &amp; prep First Selectman’s events including research &amp; talking points for panels and speeches</li> <li>• Manage events &amp; logistics as required</li> <li>• Serve as point-person for Event proposals</li> <li>• Establish criteria &amp; guidelines for event sponsorship and management</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>COMPLETE</b> Red Sox event – May 25<sup>th</sup></li> <li>• Yankees event – July 7<sup>th</sup></li> <li>• Mets event – TBD</li> <li>• NYSE bell ringing – TBD</li> <li>• New Haven Open week of 7/8</li> <li>• Adhoc events as needed</li> </ul>
<p><b>Donations management - Rallo</b></p> <ul style="list-style-type: none"> <li>• Launch AidMatrix as digital solution</li> <li>• Create and document sustainable process for ongoing donations management</li> </ul>	<ul style="list-style-type: none"> <li>• Created and documented process for cataloging, archiving, tracking, and disbursing donations</li> <li>• In Process of assigning 1500+ offers for goods &amp; services...weekly rhythm with Donations Committee established</li> </ul>
<p> <b>Sandy Hook Elementary School</b></p> <p><b>Decision Process – Alzapiedi &amp; Rallo</b></p> <ul style="list-style-type: none"> <li>• Partner with external facilitator and First Selectman to establish agenda, meeting structure, guiding principles, ground rules and documentation</li> <li>• Manage meeting coordination and logistics</li> <li>• Produce communication to stakeholders &amp; press</li> </ul>	<ul style="list-style-type: none"> <li>• Managed communications to SHES Task Force</li> <li>• SHES Advisory Committee coordination &amp; coaching</li> <li>• Managed all meeting logistics</li> <li>• Crafted and delivered meeting minutes and communications to stakeholders &amp; press</li> <li>• Prepped SHES Advisory Committee for meeting with State of CT Officials &amp; Politicians</li> <li>• <b>MEETINGS COMPLETE &amp; DECISION MADE</b></li> <li>• Created SHS Q&amp;A from Llodra &amp; Reed – distributed via media &amp; Newtown Social Media Plan...will revise Q&amp;A as required.</li> </ul>

## Communication Framework - Alzapiedi

- Develop communication framework for First Selectman's office
- Establish mechanism for open two-way communication, information sharing, and community problem solving
- Communications Plan drafted, reviewed and approved by First Selectman.
- Communication Plan utilized: speaking engagements, press release, media, social media & Pat's Blog.



## Recovery Portal – Alzapiedi

- Develop, deliver, & manage content for Recovery Portal
- Held initial meeting with Microsoft & currently developing content for launch.
- Currently meeting with Interactive team at GE AMSTC to help with navigation and graphic design.
- First Selectman reviewed and approved initial website content.
- **LAUNCHED MAY 25, 2013. WWW.ONENEWTOWN.ORG**
- Refreshing content weekly.



## Social Media Strategy - Alzapiedi

- Develop & manage social media strategy for First Selectman's office
- Create social media content process, schedule, and stakeholder analysis
- Meeting held with Paul Marcum (GE's social media expert) to discuss guiding principles and items to consider when utilizing social media: audience, messaging, channels, measurement, etc.
- Social Media being utilized by Town.
  - Facebook
  - Twitter: @TownOfNewtownCT

## Permanent Memorial Commission - Alzapiedi

- Craft process to create Permanent Memorial Committee & Commission
- Develop mission and coordinate Commission activities including providing recommendations on nature, location, and financial details and ramifications of memorials to the Board of Selectman
- Permanent Memorial Commission process complete and reviewed publically at Board of Selectmen meeting.
- Requests for candidates sent via media & social media - due **June 14<sup>th</sup>. 22 APPLICANTS TO DATE**



## Support for Newtown

### Superintendent

*Role Summary: Support Newtown School Superintendent to drive agenda with multiple internal & external stakeholders, including:*

- Position staffed.
- *Communication planning & execution*
- *Organization planning, coordination & facilitation*
- *Work stream tracking & project management*

## One Year Anniversary - Alzapiedi

- To be determined
- Identify and prepare for events,



TOWN HALL SOUTH  
3 MAIN STREET  
NEWTOWN, CT 06470  
TEL. (203) 270-4340  
FAX (203) 270-4333  
www.newtown-ct.gov



Att. E  
AMY E. W. MANGOLD  
DIRECTOR

## TOWN OF NEWTOWN

### PARKS AND RECREATION DEPARTMENT

[www.newtown-ct.gov](http://www.newtown-ct.gov)

**To: Robert Tait**

**Date: May 14, 2013**

**From: Amy Mangold**

**Re: Parks and Recreation: Special Appropriation for Day Camp 12/14 related funding**

A resolution providing for a Special Appropriation in the amount of \$8,400 to be funded from the Sandy Hook Special Revenue Fund "undesignated" account 33 – 500 for the purpose of additional summer staff training and two additional staff members for Treadwell and Dickinson Day Camp Programs into our account 01-550-1005 Day Camp Program.

Newtown Parks and Recreation will be providing additional staff training due to the events of 12/14 to advance our counselors to be more prepared to provide a camp experience that is even more supportive, inclusive, safe, and fun than in the past. To be able recognize stress and behavior and the proper ways to support children in crisis and managing this behavior. To teach common stress responses, recognize stress and how it can result in longer term consequences in behavior and social interactions. To lean and recognize how behavior tells a story but that we do not need to know the whole story of a child to support them. To help them understand that they are not clinicians or therapists and camp is not therapy. To learn that camp is a place where a lot of very good growth can happen, to trail for that growth process and to provide a safe, fun and active camp for a positive impact on the children. That the primary job is to help children experience success and to become more self aware and self regulated. That the staff will have additional support this summer and how to utilize them (Floating Counselor, Mental Health Provider, etc.) Additionally, to prepare them to raise their level of supervision, communication, group leading and care for the campers and each other. These are some of the topics that will be covered in these training sessions but most of all to teach them that we are striving for the best summer ever for these campers and how we can make that happen as a team.

Full training staff overviews can be provided for support of this resolution.

We will be having three additional extensive training sessions; we originally had in our budget pre 12/14, \$1,400 for one training session. We are requesting the additional cost is \$4,600 for additional training sessions with full summer staff.

We are in need of two floating staff members; they are adult educators who will support the student counselor staff and the sight directors. They are paid \$54 per day for seven weeks which is a total of \$3,780. They will also be included in all training sessions to support the Summer Staff throughout the seven weeks of camp.

The two additional Social Workers are being paid through Newtown Youth and Family Services at a cost of \$31,305 per social worker.

TOWN HALL SOUTH  
3 MAIN STREET  
NEWTOWN, CT 06470  
TEL. (203) 270-4340  
FAX (203) 270-4333  
[www.newtown-ct.gov](http://www.newtown-ct.gov)



Att. F  
AMY E. W. MANGOLD  
DIRECTOR

## TOWN OF NEWTOWN

### PARKS AND RECREATION DEPARTMENT

[www.newtown-ct.gov](http://www.newtown-ct.gov)

**Date:** May 31, 2013  
**To:** Robert Tait  
**From:** Amy Mangold  
**Re:** Parks and Recreation: 2<sup>nd</sup> request for Special Appropriation for Day Camp 12/14 related funding

A resolution providing for a Special Appropriation in the amount of \$36,676.96 to be funded from the Sandy Hook Special Revenue Fund "undesignated" account 33 – 500 for the purpose of Safety Security and Emergency plan for Summer Day Camp.

On Tuesday May 21, 2013 Rose Ann Reggiano and I met at Treadwell Park to review our Safety, Security and Emergency Plan for Day Camp with Sergeant Aaron Bahamonde and Fire Marshal Bill Halstead. The two main recommendations that came from this meeting was the need to provide a Security Guard at the camp entrances during day camp hours at Treadwell Park and Dickinson Park. The second recommendation was that we need to provide an exit area in the back of the pool facility at Treadwell Park and to improve our current exit gates at the pool facility. Our main emergency exit gate is currently secured by a pad lock which in the event of an emergency would need to be unlocked with a key. They both felt that in an emergency where quick exiting is needed the padlock would take too long, so panic hardware needs to replace the current pad lock gate situation. Currently the only exits are at the pool house area with the main emergency exit secured with a pad lock at the front of the pool, if there was ever the need to move away from the pool house area to evacuate the pool area there currently is no exit for that purpose. Pool area occupants would be trapped in the pool area if they cannot exit near the pool house or exit at the pool house quickly. The addition of a new gate system at the pool house and a new rear gate exit will greatly improve the Emergency, Safety and Security plan at the Treadwell pool facility where our day camp participates in swim lessons and open swim. This would also create a safer environment for our pool pass holders and our lifeguards.

The cost of Security Guards for Day Camp is as follows: Please see the breakdown below from our current security company for Eichler's Cove, Securitas.

Week 1 - June 24<sup>th</sup> through June 28<sup>th</sup> -5 days  
Week 2 – July 1<sup>st</sup> through July 5<sup>th</sup> -4 days  
Week 3 - July 8<sup>th</sup> through July 12<sup>th</sup> -5 days  
Week 4 - July 15<sup>th</sup> through July 19<sup>th</sup> -5 days  
Week 5 - July 22<sup>nd</sup> through July 26<sup>th</sup> -5 days  
Week 6 - July 29<sup>th</sup> through August 2<sup>nd</sup> -5 days  
Week 7 – August 5<sup>th</sup> through August 9<sup>th</sup> -5 days

34 days x 6 hours per day x 18.62 bill rate = \$3,798.48 times two officers = \$7,596.96

The cost of the rear gate addition and the changes to the main gates providing panic hardware:

Break down as follows:

AST

Will provide electronic equipment, door contacts, audible alarms, network integration, speakers and readers as well as install/design labor

Weatherproof enclosures	1000
3 way audible IP speakers	3000
Conduit	2000
CAT 5 Cable	1000
POE Switches	1000
S2 switchgear	1200
Network Switch	3000
Proximity switches	500
System engineering	700
2 readers	1200
Labor for integration	2500

Total \$17,100

Silvestri

Install 2 5' panic gates. Include removal of 17' of existing fence at each location, terminating existing fence and installing required "pool code" aluminum double slat gate and surround panels complete with terminal poles and hardware.

Quoted price \$11,980.00

Total of both items required: **\$29,080**

**RECAP:**

<b>Security Guards</b>	<b>7,596.96</b>
<b>Main Gate Hardware</b>	<b>17,100.00</b>
<b>Rear Gate Addition</b>	<b><u>11,980.00</u></b>
<b>Total Request</b>	<b>36,676.96</b>

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

Att. G

FISCAL YEAR 2012 - 2013 DEPARTMENT Finance DATE 5/14/13

	<u>Account</u>	<u>Amount</u>	
FROM:	<u>01580-2001 PRINCIPAL</u>	<u>(549,900.00)</u>	USE NEGATIVE AMOUNT
	<u>.</u>		
	<u>.</u>		
	<u>.</u>		
	<u>.</u>		
	<u>.</u>		
	<u>.</u>		
TO:	<u>01580-2002 INTEREST</u>	<u>549,900.00</u>	USE POSITIVE AMOUNT
	<u>.</u>		
	<u>.</u>		
	<u>.</u>		
	<u>.</u>		

REASON: CHANGE BETWEEN PRINCIPAL AND INTEREST DUE TO REFINANCING

AUTHORIZATION: date: \_\_\_\_\_

(1) DEPARTMENT HEAD	<u>N/A</u>	
(2) FINANCE DIRECTOR	<u>[Signature]</u>	<u>5/14/13</u>
(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)

AFTER 335 DAYS >>>>(1), (2), (3), (5) & (6) >>>>ONE DEPT TO ANOTHER>>>>LESS THAN \$200,000>>>>ALL EXCEPT (6); MORE THAN \$200,000>>>>ALL SIGN OFF

ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF



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

Att. H

FISCAL YEAR 2012 - 2013 DEPARTMENT Public Works DATE 5/13/13

FROM:	<u>Account</u>	<u>Amount</u>	
	<u>01515-4025 CONTRACTUAL SERVICES</u>	<u>(55,000.00)</u>	USE NEGATIVE AMOUNT ↓
	<u>01500-5081 CAPITAL ROAD IMPROVEMENT</u>	<u>(30,000.00)</u>	

TO:	<u>Account</u>	<u>Amount</u>
	<u>01650-4060 CONTRACTUAL SERVICES</u>	<u>16,300.00</u>
	<u>01650-2014 BUILDING MAINTENANCE</u>	<u>5,300.00</u>
	<u>01650-2017 FUEL OIL</u>	<u>26,900.00</u>
	<u>01650-2018 ELECTRICITY</u>	<u>22,000.00</u>
	<u>01650-4001 CONTRACTUAL CUSTODIAN</u>	<u>14,500.00</u>

**REASON:**

This overall transfer is the one discussed during the budget preparation process that the Finance Director indicated was going to be necessary because of a number of operational and budget control changes that all occurred after we were already into the current fiscal year. We took over payment of other department utilities but we did not get additional budget. The source accounts have been reviewed and transfers will not seriously impair any ongoing projects. the largest source account is in fact actual surplus due to an operation change.

Although most of the shortages have been calculated as a result of noted handling changes, there have also been some very large system failures requiring immediate and expensive repair. One electrical circuit system repair exceeded \$10K just for the breaker

**AUTHORIZATION:**

(1) DEPARTMENT HEAD

*[Signature]*  
 \_\_\_\_\_  
*[Signature]*  
 \_\_\_\_\_

date:  
5/20/13

(2) FINANCE DIRECTOR

5/20/13

(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

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

Att. I

FISCAL YEAR 2012 - 2013 DEPARTMENT Public Works DATE 5/13/13

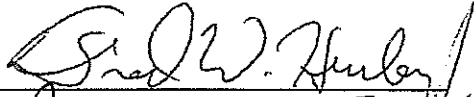

FROM:	<u>Account</u>	<u>Amount</u>	
	01500-1003 PAYROLL <i>two positions</i>	(140,000.00)	USE NEGATIVE AMOUNT ↓ ↓
	01510-2032 SALT	(42,200.00)	
	01500-2029 PRIVATE ROADS/RECONSTRUCTION	(10,000.00)	
	01500-5080 CAPITAL	(8,500.00)	
	01500-4065 CONTRACTUAL - ROADSIDE	(25,000.00)	
	01510-4060 CONTRACTUAL SERVICES	(21,100.00)	
	01500-5081 CAPITAL ROAD IMPROVEMENT	(29,845.00)	

TO:	<u>Account</u>	<u>Amount</u>
	01500-3050 REPAIRS	175,700.00
	01500-1004 OVERTIME	40,000.00
	01500-4060 CONT. TREE REMOVAL	60,945.00

The source accounts have been reviewed for existing or potential impacts through the end of this fiscal year. None of these transfers will stop or overly impair any specific projects that are currently active. The payroll surplus for example, was only available because of the large number of employees that were out on workman's comp., disability or retired and there was a delay in filling those positions. The salt and capital accounts were simple surpluses and the other accounts are modifications in operation that we can absorb internally. For example we will sweep more roads, or clean more basins, than otherwise would have been handled by outside contractor.

**REASON:** The needs in the receiving accounts are pretty straight forward. Overtime and contractual tree are directly related to storms and our 25% share of the cost that is not reimbursed by FEMA. The repairs are reflective of the additional demands on all types of vehicles and equipment from the storms and increased operational needs resulting from last December

**AUTHORIZATION:**

(1) DEPARTMENT HEAD		date: <u>5/23/13</u>
(2) FINANCE DIRECTOR		<u>5/22/13</u>
(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