

THESE MINUTES ARE SUBJECT TO APPROVAL BY BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Monday, December 7, 2015 in the Council Chamber of the Newtown Municipal Center, 3 Primrose Street. First Selectman Llodra called the meeting to order at 7:30p.m.

PRESENT: First Selectman Llodra, Selectman William F.L. Rodgers, Selectman Herbert C. Rosenthal.

ALSO PRESENT: Technology and GIS Director Al Miles, GIS Specialist Kevin O'Connell, one member of the public and two members of the press.

VOTER COMMENTS: none.

ACCEPTANCE OF MINUTES: Selectman Rodgers moved to accept the minutes of the regular meeting of 11/16/16 with the following corrections: Item 6 under New Business, Tax Refunds No. 7 were accepted for \$27,122.74. The correct amount is \$26,424.80. Item 4 under New Business Appointments /Reappointments First Selectman Llodra seconded the appointment of Joel Malin to the Hattertown Historic District; Selectman Rodgers abstained. The motion passed with the vote of Gaston and Llodra. Under Add to the Agenda Selectman Rodgers name was misspelled. Selectman Rosenthal seconded. All in favor.

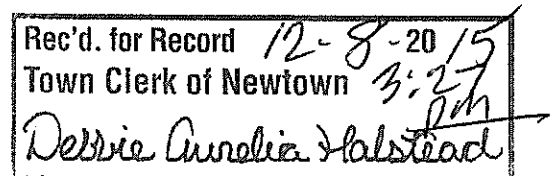
COMMUNICATIONS: First Selectman Llodra shared that the Town agreed to accept a settlement of its lien on property located at 31 Great Hill Road. The town received notification from FERC that Algonquin Gas is proposing to upgrade and expand portions of its existing natural gas pipeline and a piece of it will go through a small section of town. The library will be receiving a \$27,500 grant from the Connecticut State Library; they will close in part of the lower level space to support the Maker Space program. Maplewood Healthcare, LLC received state recognition at the Celebrate CT event, as recommended by the Economic Development Commission. Mr. Rosenthal shared a letter stating that he will recuse himself from any and all issues concerning the retention of Westport Resources Management, Inc. (att.).

FINANCE DIRECTORS REPORT: none.

NEW BUSINESS

Discussion and possible action:

- 1.) **Work order system presentation:** Mr. Miles and Mr. O'Connell were in attendance to present a power point of the work order system that will go live on Dec. 14, 2015 (att.). Each crew leaders has a tablet in their truck; if they are out then the lead man would have it. The system can generate reports that can be sorted by sector, events and area, crew leaders and plow routes. Selectman Rodgers suggested adding a disclaimer that this method should not be used for emergencies; it is for routine, public works service calls. Phone calls will be entered electronically into the system. Selectman Rosenthal asked if the town will be more exposed to liability. Mr. Hurley said that typically between 24-72 hours issues are addressed. Selectman Rodgers urged residents to be self-reliant as a first measure.
- 2.) **Appoint Board member to act in lieu of absent or disable First Selectman:** Selectman Rosenthal moved to appoint Selectman William F.L. Rodgers as the board member to preside in the absence or disability of the First Selectman, and who, as Town Agent, shall perform such other duties of an absent or disabled First Selectman as the Board may designate by resolution or regulation. Selectman Rodgers accepted and seconded. All in favor.



- 3.) **Appoint Board of Selectman Clerk:** Selectman Rodgers moved to appoint Susan Marcinek as the clerk of the Board of Selectman. Selectman Rosenthal seconded. All in favor
- 4.) **Appointment/Reappointments:** Selectman Rosenthal moved the list of re-appointments as noted in the document Board of Selectmen, December 7, 2015 (att.). Selectman Rosenthal seconded. All in favor.
- 5.) **Budget Timetable:** First Selectman Llodra shared the budget timetable (att.) for informational purposes.
- 6.) **2016 Meeting Calendar:** this item will be addressed at the meeting of Dec. 21.
- 7.) **Certified Resolution to accept NVGOG financial assistance:** First Selectman Llodra noted that the funding is supported within the Land Use Department so there is no financial impact. Selectman Rosenthal moved the acceptance of NVCOG financial assistance by the Town of Newtown in an amount not to exceed \$52,884 and directed E. Patricia Llodra, First Selectman, to execute an agreement with the Naugatuck Valley Council of Governments, to provide such additional information, to execute such other documents as may be required, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Newtown, Connecticut. Selectman Rodgers seconded. All in favor. (att.)
- 8.) **Driveway bond release/Extension:** Selectman Rodgers moved the driveway bond release in the amount of \$1,000 to Goldbach Builders for Meadowbrook Road, M35, B7, L81. Selectman Rosenthal seconded. All in favor.
- 9.) **Tax Refunds:** Selectman Rodgers moved the December 2015 tax refunds, refund No. 8, 2015/16 in the amount of \$5,382.06. Selectman Rosenthal seconded. All in favor.

ADJOURNMENT: Having no further business the Board of Selectmen adjourned their regular meeting at 8:19.m.

Respectfully submitted,



Susan Marcinek, Clerk

Attachments: letter from H. Rosenthal dated Dec. 4, 2015, Work order presentation power point, re-appointments, budget timetable, certified resolution and impact statement

Herbert C. Rosenthal
70 Main Street
Newtown, CT 06470
(203) 426-0660

December 4, 2015

Hon. E. Patricia Llodra, First Selectman
William F. L. Rodgers, Esq., Selectman
Trustees of the Town of Newtown Employees' Pension Plans
Town of Newtown
Newtown Municipal Center
3 Primrose Street
Newtown, CT 06470

Re: Recusal from certain Trustee responsibilities

Dear Pat and Will:

This letter is to state for the record that to avoid any possible conflicts of interest relating to my duties as a Trustee, I will recuse myself from any and all issues concerning the retention of Westport Resources Management, Inc. as investment manager for the Town of Newtown Employees' Pension Plans and for issues related to fees payable to Westport Resources Management, Inc. for their investment management services.

I will, however, participate fully in all other duties and responsibilities required of me as a Trustee.

If you have any questions, please contact me.

Best regards,

A handwritten signature in black ink, appearing to read "Herb Rosenthal", written in a cursive style.

Herbert C. Rosenthal, Selectman

cc: Mr. Jeff Sargent, Chief Compliance Officer, Westport Resources
Mr. John Adams Vaccaro, CEO, Westport Resources

Web Based Work Order System for DPW

Al Miles

Director of IT

07 December 2015

Agenda

- Briefly discuss system highlights
- Demonstrate the Work Order System
- Questions

Work order System

- Residents can report issues related to Public Works via e-mail using their computer, smartphone, a tablet or iPad.
- Once an issue is reported, residents will receive automatic e-mails
 - Verifying acceptance of their issue
 - Informing the resident when the issue has been assigned
 - Notifying the resident the issue was resolved

Work Order System

Admin

- Once a resident reports a concern
 - DPW is notified via e-mail
 - The work order is reviewed and accepted (or declined)
 - Accepted work orders are assigned (worker notified via e-mail on their tablet)
 - E-mail explanations are sent when a work order is declined
 - Assigned worker resolves the issue & marks WO completed
 - Work order undergoes a final review and closed

Work Order (WO) Reports

- Reports can be produced based on:
 - WO Status (Assigned, completed, submitted)
 - WO Type (Driveway, dead animal, drainage)
 - WO assigned to (work crew or individual)
 - WO Street
 - WO initiated by resident

SYSTEM DEMO


















NEXT Steps

- Train the DPW staff and technicians
- Train the library staff on how to use the system
- Set up the Newtown Web page to go to the Work Order System
- Go Live 14 December 2015



QUESTIONS

	Banner		Parks and Recreation Request
	Building		Recycling
	Catch Basin Cleaning		Road Issue
	Curb Lawn Damage		Sidewalk Issue
	Dead Animal Pickup		Siteline Issue
	Drainage Issue		Snow Plowing Concerns
	Driveway		Special Request
	Grading		Street Sign Issue
	Illegal Dumping		Street Sweeping
	Mailbox Damage		Tree Concerns
			Utility Request

BOARD OF SELECTMEN – December 7, 2015

RE-APPOINTMENT

Board of Ethics

(R) Laurie Kilchevsky, 9 Equestrian Ridge

01/06/16 – 01/06/20

Commission on Aging

(R) Curt Symes, 36 Lake Road

01/06/16 – 01/06/19

Conservation Commission

(R) Thomas Philbrick, 43 Appleblossom Lane

12/31/15 – 12/31/19

Constable

(R) Louis Jay Mattegat, 1 Sealand Drive

01/06/16 – 01/06/18

(D) Robert Connor, 80 Main Street

01/06/16 – 01/06/18

Inland Wetlands

(D) Mary Curran, 69 Woods Lane

01/06/16 – 01/06/20

Lake Zoar Authority

(U) Ray Hoesten, 46 Underhill Rd., SH

01/06/16 – 01/06/19

Sustainable Energy Commission

(D) Kathy Quinn, 17 Scudder Road

01/06/16 – 01/06/19

(D) Mark Sievel, 110 Hanover Road

01/06/16 – 01/06/19

Chief Building Official

John Poeltl, 3 Primrose Street

01/06/16 – 01/06/20

3 PRIMROSE STREET, TOWN HALL
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4221 / FAX (203) 270-7935

ROBERT G. TAIT
FINANCE DIRECTOR



www.newtown-ct.gov

TOWN OF NEWTOWN
OFFICE OF THE FINANCE DIRECTOR

2016 - 2017

TENTATIVE BUDGET TIMETABLE

October 06, 2015	Departments Receive Budget Instructions.
December 04, 2015	Completed Budget Forms to the Finance Director.
December / January 2016	First Selectman/Finance Director budget review with departments
January, 2016	Departments meet with Board of Selectmen.
February 8, 2016	Board of Selectmen submit Budget to the Board of Finance (no later than the 14 th)
February 18, 2016 (Thursday)	Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed Budgets (no later than March 7 th). (Publish 5 days prior to hearing: 2/12/16)
March 10, 2016	Board of Finance submits Budget to the Legislative Council (no later than March 14 th).
March 23, 2016 (Wednesday)	Legislative Council holds a Public Hearing on the Proposed Board of Finance Recommended Budget (no later than March 28th). (Publish 5 days prior to hearing: 3/18/16)
April 06, 2016	Legislative Council Adopts Budget (no later than second Wednesday in April)
April 26, 2016 (Tuesday)	The Annual Budget Referendum (4 th Tuesday of April) (Publish 4/15/16)

CERTIFIED RESOLUTION

WHEREAS, Whereas, the Naugatuck Valley Council of Governments has the capacity to provide EPA Assessment funding available through its community-wide FY2012 EPA Assessment Grant to municipal members of the Regional Brownfields Partnership at EPA approved sites; and

WHEREAS, the Town of Newtown is a municipal member of the Regional Brownfields Partnership in good standing; and

NOW THEREFORE, BE IT RESOLVED by the Newtown Board of Selectmen:

1. That is cognizant of the conditions of the assessments and the Town's obligation to a 10% match requirement;
2. That the acceptance of NVCOG financial assistance by The Town of Newtown in an amount not to exceed \$52,884 is hereby approved and that E. Patricia Llodra, First Selectman is directed to execute an agreement with the Naugatuck Valley Council of Governments, to provide such additional information, to execute such other documents as may be required, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of Newtown, Connecticut.

E. Patricia Llodra, First Selectman

William F.L. Rodgers, Selectman

Herbert C. Rosenthal, Selectman

Certified a true copy of a resolution duly adopted by the Town of Newtown, Connecticut at a meeting of its Board of Selectmen on December 7, 2015 and which has not been rescinded or modified in any way.

Date

Debbie A. Halstead, Town Clerk

**TOWN OF NEWTOWN
FINANCIAL IMPACT STATEMENT
(Per Town Charter 6-100)**

REQUESTING DEPARTMENT Land Use

PROJECT: Naugatuck Valley Corridor Council of Governments Grant: Hazardous Building Materials and Site Assessment - 7 Glen Road

PROPOSED SPECIAL APPROPRIATION AMOUNT: 58,172

PROPOSED FUNDING:

BONDING	
GRANT	52,884
CONTINGENCY	
OTHER	5,288
	<u>58,172</u>

ANNUAL FINANCIAL IMPACT ON OPERATING BUDGET (GENERAL FUND):

List any financial impact your request will have on the Town's annual operating budget. Attach spreadsheet(s) showing your calculation of the estimated impact.

EXPENDITURE CATEGORY:	**FOR BRACKETS USE NEGATIVE SIGN BEFORE NUMBER**	(POSITIVE IMPACT) / NEGATIVE IMPACT	Attachment #
SALARIES & BENEFITS			
PROFESSIONAL SERVICES		\$5,288	
CONTRACTED SERVICES			
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		<u>\$5,288</u>	

REVENUE CATEGORY:	POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES		
CHARGES FOR SERVICES (FEES)		
OTHER		
TOTAL IMPACT ON REVENUES	<u>0</u>	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET 5,288

EQUIVALENT MILL RATE OF TOTAL IMPACT 0.0014 mills

(using current year's information)

COMMENTS:

This grant is important in understanding the environmental status of the foreclosed upon property. A 10% match is required for this project.

PREPARED BY: Christal Preszler, Grants Coordinator

DATE: 18-Nov-15

TO: BOS, BOF, LC