

BOARD OF FINANCE, REGULAR MEETING
Council Chamber
Newtown Municipal Center 3 Primrose Street, Newtown, CT
Thursday, April 25, 2024, at 7:30 p.m.

These minutes are subject to approval by the Board of Finance

PRESENT: Steve Goodridge, James Gaston, John Fletcher, Barney Molloy, Bryce Chinault, Janette Lamoureux
ALSO PRESENT: First Selectman Jeff Capeci, Finance Director Glenys Salas, BOE Chair Alison Plante, Director of Public Works Fred Hurley, Superintendent Chris Melillo, BOE Director of Business and Finance Tanja Gouveia and 10 members of the public

Chair James Gaston called the meeting to order at 7:30 p.m. Attendees saluted the American Flag.

Voter Comments: None

Communications: email from the Legislative Council Chair (att.).

Minutes: 4/8/24. B. Molloy moved to approve the minutes of the 4/8/24 meeting. J. Fletcher seconded, all in favor.

First Selectman's Report: No report

Finance Director's Report: Finance Director Glenys Salas reported that the Finance department will be working on importing budget data for the FY 2025 town budget. With the approval of the Town side of the referendum they are set to kick off the implementation of ADP for payroll. She was also able to negotiate a free update to the Town's Capital Improvement software which moves the data base from access to web based.

New Business

2024-2025 BOE Budget – The board discussed the charter in regards to a failed referendum. It is not clear as to the roll of the BOF. It does state that the LC will confirm with the BOF and the BOE. It was decided that the LC and the BOF will hold a joint meeting on Monday.

Transfer – B. Molloy moved to transfer \$173,800 from/to various Highway line items (att.). S. Goodridge seconded, all in favor.

Transfer – B. Molloy moved to transfer \$19,900 from Police Salaries Regular and \$23,266 from Contingency to Police Salaries Overtime (att.). S. Goodridge seconded, all in favor.

Transfer – S. Goodridge moved to transfer \$7,500 from Police Other Purchased Services and \$4,100 from Contractual Services to Police Salaries Regular (att.). B. Molloy seconded, all in favor.

Appropriation – B. Molloy moved to appropriate \$23,398 from surplus interest earnings for Lawn Care & Maintenance (att.). J. Fletcher seconded, all in favor.

Resolution - First Selectman Capeci explained there was controversy getting this through the Legislative Council and Connecticut Tax Recovery (CTR) pulled their bid. The council has changed their position. CTR has come

back to the table and raised their percentage from 40% to 45% (att.). B. Molloy moved the resolution of \$100.00 for Motor Vehicle Tax Recovery Relating to Out of State License Plates. S. Goodridge seconded, all in favor.

Voter Comments: None

Announcements: None

Adjournment: Having no further business, the meeting was adjourned at 8:15p.m.

Respectfully submitted,
Arlene Miles, Clerk

Hi Jim,

In response to the Town Charter 6-25(b)(1) "The Legislative Council shall request additional financial recommendations from the Board of Finance." , I am formally requesting that you add an item to your agenda tomorrow to have the BOF discuss and forward the LC additional financial recommendations for the Board of Education 2024-2025 Budget Item.

Sorry for the late notice.

Thanks—

--Keith

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Respectfully,

Keith Alexander

Chair, Newtown Legislative Council

TOWN OF NEWTOWN APPROPRIATION (BUDGET) TRANSFER REQUEST

FISCAL YEAR 2023 - 2024 DEPARTMENT Highway DATE 3/19/24

	Account	Amount	
FROM:	101135000000-5110SALARIES & WAGES - FULL TIME	(50,000)	USE NEGATIVE AMOUNT
	101135150000-5110SALARIES & WAGES - FULL TIME	(20,000)	
	101135100000-5660SAND	(27,500)	
	101135100000-5661SALT	(56,300)	
	101136500000-5110SALARIES & WAGES - FULL TIME	(20,000)	
TO:	101135000000-5130SALARIES & WAGES - OVERTIME	30,000	USE POSITIVE AMOUNT
	101135150000-5130SALARIES & WAGES - OVERTIME	20,000	
	101135000000-5430REPAIR & MAINTENANCE SERVICES	55,000	
	101135100000-5130SALARIES & WAGES - OVERTIME	20,000	
	101135000000-5505CONTRACTUAL SERVICES	48,800	

REASON:

See Attached!

AUTHORIZATION:

(1) DEPARTMENT HEAD

(2) FINANCE DIRECTOR

(3) SELECTMAN

(4) BOARD OF SELECTMEN

(5) BOARD OF FINANCE

(6) LEGISLATIVE COUNCIL

Frederic W. Henken
Chris T...

date:

3/27/24
3/27/24

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 C



TOWN OF NEWTOWN
PUBLIC WORKS DEPARTMENT

Public Works Transfer Request Back-up Information
March 27, 2024

Source Accounts:

All the source and receiver accounts are within the current Public Works budget. There is no request being made from contingency. There are two primary types of source accounts: regular personnel and winter maintenance material.

Regular Personnel Accounts: Highway, Transfer Station and Building.

In all three (3) cases we have surpluses in each account due to instances of workman's comp, short term disability or long term disability. As a result of the compensation and disability insurance payments to individual personnel, the regular payroll accounts were under-utilized. Without the instances of compensation or disability the regular payroll accounts would have been more fully utilized.

Winter Material: Salt and Sand

With winter ending, we have adequate quantities of both items should a late winter storm occur. The mildness of the winter has left us with quantities of surplus material but no good way to take delivery and store them. At the current time our inside salt shed is full. Our salt/sand mixing shed is full and we have a substantial supply of sand adjacent to the salt/sand mixing area. We do not store salt outside during the summer. Anticipating one question which is that we do not recommend reducing the quantities of material requested in the next budget request because it is based on a five (5) average and we may need it all next winter.

Receiving Accounts: Various Overtime, Highway Repair & Maintenance and Highway Contractual

Overtime:

There are two primary reasons for shortages in all three overtime accounts. First, the unusual amount of compensation and disability cases has required overtime to make up at the transfer station for regularly assigned personnel being unavailable and for the physical restructuring of

the transfer station that required additional personnel on weekends and after hours to complete that restructuring. The second reason was the inordinate call out for road related matters that were not full storm responses but were very frequent for sanding freeze/thaw cycles and related pothole situations. The winter overtime is not used just for storms. It is also used for all types of call outs from November to April. Regular overtime covers up to November and after April 15th.

Repair & Maintenance:

The primary point of this request is to not carry unexpected levels of repairs into the new budget year.

The Highway Department has a \$9,000 blown transmission, in the On-Call Truck, that must be replaced. The sweeper has \$12,000 of repairs needed before the spring cleanup begins. The Vactor truck has nearly \$10,000 worth of parts and system overhauls needed at this time. Park & Recreation vehicles have a backlog of \$10,000 worth of general repairs. Finally, the police have a backlog of over \$14,000 worth of parts replacements and repairs. The alternative is that we sit many vehicles from many departments that provide daily service.

Highway Contractual:

This request is all about tree removal. We had many winter tree removals not directly tied to snow storms but eventually as a result of the continuing heavy rains that severely weakened root conditions. We also have been working closely with the Eversource sponsored tree companies that have allowed us to take trees down near wires that our crew can't cut. This cooperative effort has resulted in hundreds of dangerous trees being removed and this funding request will ensure continuing this effort into the new budget year.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Fred W. Hurley", with a stylized flourish at the end.

Frederick W. Hurley
Director of Public Works

[illegible]

Police overtime has been running ahead of budget and we anticipate \$9000/payroll through the last payroll of the year.

date:

- 04/11/2024

- 4/11/2024

- 04/11/2024

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WITHIN A DEPT & LESS THAN \$50,000>>> (1), (2) & (3) SIGNS OFF;

WITHIN A DEPT & MORE THAN \$50,000>>>> (1), (2), (3) & (5)

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MORE THAN \$200,000>>>>ALL SIGN OFF

ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

>>>>(1), (2), (3), (5) & (6)

FISCAL YEAR	2023 - 2024	DEPARTMENT	Police	DATE	4/10/24
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[illegible]

Internal department transfer - to cover payroll gap to hire new officer early & to cover additional costs of overtime. Prior transfer of \$50,000 triggers Board of Finance approval requirement.

date:

- 04/11/2024

- 4/11/24

- 4/10/24

- ☒ (5) BOARD OF FINANCE

- ☐ (5) LEGISLATIVE COUNCIL

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AFTER 335 DAYS

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

REQUESTING DEPARTMENT: Parks & Recreation

FISCAL YEAR: 2024

PROJECT: Lawn Care & Maintenance Bid

PROPOSED SPECIAL APPROPRIATION AMOUNT: \$ 23,398.00

PROPOSED FUNDING:

BONDING

GRANT

CONTINGENCY

OTHER: INTEREST EARNINGS

\$	23,398.00
\$	23,398.00

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			
CONTRACTED SERVICES		188,248	
REPAIRS & MAINTENANCE			
UTILITIES			
OTHER			
DEBT SERVICE (1st year)			
TOTAL IMPACT ON EXPENDITURES		\$ 188,248	

REVENUE CATEGORY:		POSITIVE IMPACT / (NEGATIVE IMPACT)	Attachment #
PROPERTY TAXES			
CHARGES FOR SERVICES (FEES)			
OTHER			
TOTAL IMPACT ON REVENUES		\$ -	

TOTAL FINANCIAL IMPACT ON OPERATING BUDGET \$ (188,248)

EQUIVALENT MILL RATE OF TOTAL IMPACT (0.0489) mills

(using current year's information)

COMMENTS:

The Town of Newtown had \$151,515 budgeted for contracted lawn maintenance from Parks & Recreation and Fairfield Hills Authority budgets for FY2025. There was an existing funding gap versus the 2019 contract of roughly \$32,000. This funding gap has been accelerated by the new lawn care maintenance winning bid which came in \$155,997 over the previous lawn care maintenance contract. In 2024, there is a smaller impact because only special appropriation is only required for April through June at the higher rate and the cost is partially offset by available funds in wages in the Parks & Rec budget. This special appropriation is offset by surplus interest earnings.



Susan Marcinek <susan.marcinek@newtown-ct.gov>

Re: 4/2 Board of Selectman Meeting

Jeff Capeci <jeff.capeci@newtown-ct.gov>
To: Bryan Fischer <bryan@capitaltaxrecovery.com>
Cc: Susan Marcinek <susan.marcinek@newtown-ct.gov>

Tue, Apr 9, 2024 at 8:56 AM

Thank you Bryan for the detail you provided. I am hopeful it will answer the remaining questions Board members have.
Jeff

On Tue, Apr 9, 2024 at 8:51 AM Bryan Fischer <bryan@capitaltaxrecovery.com> wrote:
Good morning Jeff,

I believe that is correct the agreement was not requested until it got to the LC, which would explain why the \$50 was not discussed in the BOS meetings.. All of the agreements we have with other municipalities include the \$50 fee. Also please note that the 45% and fee only apply to the current tax year and the previous two years of taxes (if applicable). The town retains 100% of all future taxes paid from the vehicles CTR added to the grand list.

Our process is very labor intensive. In addition to continuously scanning/capturing plates throughout the duration of the contract, we maintain a "hotlist" of all vehicles under review. Plates are pulled from the hotlist and investigated to determine if he owner/operator resides in town. Once ownership and residence is established all the information is processed and all evidence is saved to a case folder. Letters are drafted for each case and mailed out to the potential taxpayer. We handle all calls, emails, and disputes from potential taxpayers.. Each dispute is investigated and discussed with the Assessor. Decision letters are then drafted/forwarded to all who contested. Once the vehicle is deemed taxable, we complete the required data sheets which includes all of the vehicle information, owner information, vehicle values, and taxable years. The data sheets are then forwarded to the assessor for upload to the QDS system on a monthly basis. It should also be noted that CTR receives no compensation for all the work we complete for cases when the owner chooses not to pay the tax.

In addition to the labor costs, we incur significant expenses related to database searches, insurance, licensing, etc.

I hope this information is helpful. Please let me know if there is anything else you need...Thanks.

Bryan

On Apr 9, 2024, at 7:10 AM, Jeff Capeci <jeff.capeci@newtown-ct.gov> wrote:

Bryan,

Thank you for the clarification. So the total fee schedule is 45% of the total first tax payment due + this one time \$50 fee?

I think the confusion (or concern) was, the contract was never asked for until it got to the LC last time around. I do not recall them asking about \$50 fee either. I think the concern is that with the payment structure CTR is netting almost half the first payment. Can you, without divulging your tactics or trade secrets, give me an idea of how labor or material intense this work is for you that necessitates your fee schedule?

Jeff

On Mon, Apr 8, 2024, 10:37 PM Bryan Fischer <bryan@capitaltaxrecovery.com> wrote:
Jeff,

I watched the 4/2 meeting and would like to provide some information regarding the questions that were asked.

The \$50 fee was included in the original proposal. It is a fee that the Tax Collector adds to the bill and collects from the taxpayer. The town only then pays CTR the \$50 fee after the fee is collected from the taxpayer.

If you have any further questions, please let me know.

Thank you..

Bryan Fischer

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Kensington, CT 06037

860-826-1100
www.capitaltaxrecovery.com

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