THE FOLLOWING MINTUES RE SUBJECT TO APPROVAL BY THE BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Monday, April 15, 2024. The meeting was held in the Council Chambers at the Newtown Municipal Center. First Selectman Capeci called the meeting to order at 7:33 p.m. and opened the meeting with salute to the flag.

**PRESENT:** First Selectman A. Jeffrey Capeci, Selectman Michelle Embree Ku and Selectman Dan Cruson

**ALSO PRESENT:** Finance Director Glenys Salas, Director of Public Works Fred Hurley, Devon Francis of Fiducient, Pension Committee Chair Ellen Whalen and members Tom Snayd, Joseph Eppers, John DiNoto, Sam Broomer and Charles Farfaglia, Ned Simpson and one member of the public.

**VOTER COMMENTS:** none.

**COMMUNICATIONS:** First Selectman Capeci reported a resident expressed gratitude for his help with Eversource relative to damage to property. Glenys Salas is now the Finance Director as Bob Tait's last day was April 12. First Selectman Capeci went to Hartford on March 22 to discuss the application for the historic district; the application will now go to Washington.

**ACCEPTANCE OF THE MINUTES:** Selectman Cruson moved to accept the regular meeting minutes of April 1, 2024, 2024. Selectman Embree Ku seconded. The motion unanimously passed.

**FINANCE DIRECTORS REPORT:** Ms. Salas is appreciates the time she was able to spend with Mr. Tait and feels she has a good handle on the job. Some budgetary items will be discussed at this meeting and some in the coming weeks as well. Ms. Salas has been meeting with agencies and consultants to better understand their responsibilities in relation to the finance department.

**NEW BUSINESS**

**Discussion and possible action:**

1. **Pension Committee Annual portfolio review with Fiducient:** Ms. Whalen introduced the members who were present and also introduced Fiducient Partner and Senior Consultant Devon Francis. Ms. Francis has been overseeing the pension portfolio since 2016. The presentation, which includes pension and OPEB, is attached. The portfolios are performing as expected. The Pension Committee approves changes. Asset allocation approval goes to the Board of Selectmen. Ms. Whalen noted the advice of Ms. Francis is considered and acted upon at the Pension Committee and then brought to the Board of Selectmen. Ms. Whalen went over what is covered during the monthly pension meetings.
2. **Building Inventory & Infrastructure Work Group update:** Mr. Simpson was present to request the Building Inventory and Planning Work Group be re-established. There is no dedicated personnel responsible for facility information and documents. The guidance and expertise from knowledgeable residents will add considerable value. This data will be digital and staff will be responsible to keep it up to date. A system such as this would provide data for the Capital Improvement Plan (CIP). The purpose is to be a resource to the First Selectman and the Superintendent of Schools regarding town building data an information infrastructure. Those to be considered for this committee are people with engineering skills, IT skills and project management skills. Mr. Simpson explained how the original committee came about. Selectman Cruson questioned if the work could be completed in a year and a half. Simpson said that the data governance and use of the data will be ongoing. Selectman Embree Ku questioned if the committee should be appointed at the same time a charge is discussed. Selectman Embree Ku agrees this information would be helpful when considering the CIP. Mr. Simpson stated there has been, should be and will be, overlap with the Sustainable Energy Commission. First Selectman Capeci will work with Mr. Simpson on a charge for the committee in

order to get it re-established, then the BOS can refer to the Legislative Council for an ordinance to create a more permanent body.

3. **Transfer:** Selectman Cruson moved to transfer $50,000 from Salaries & Wages - Full Time, $20,000 from Salaries & Wages - Full Time, $27,500 from Sand, $56,300 from Salt, and $20,000 from Salaries & Wages - Full Time and transfer $30,000 into Salaries & Wages - Overtime, $20,000 into Salaries & Wages - Overtime, $55,000 into Repair & Maintenance Services, $20,000 into Salaries & Wages - Overtime and $48,800 into Contractual Services (att.). Selectman Embree Ku seconded. The motion unanimously passed.
4. **Transfer:** Ms. Salas explained the transfers were presented as separate transfer because some funds into salaries represents hiring a police office a little bit early to ensure a spot in the April police academy; the balance and the smaller transfer does not have to go through to the Legislative Council. Additionally, both transfers had to be brought to the BOS because the police have already had a transfer of $50,000. Selectman Cruson moved to transfer $19,900 from Police Salaries - Regular and $23,266 from Contingency to Police Salaries – Overtime in the amount of $43,166 (att.). Selectman Embree Ku seconded. The motion unanimously passed.
5. **Transfer:** Selectman Cruson moved to transfer $7,500 from Police Other Purchased Services and $4,100 from Police Contractual Services to Police Salaries – Regular in the amount of $11,600 (att.). Selectman Embree Ku seconded. The motion unanimously passed.
6. **Grant Assignment Certification:** Selectman Cruson moved to approve the Grant Assignment Certification for the State of Connecticut Elderly and Disabled Demand Responsive Municipal Grant Program (att.). Selectman Ku seconded. The motion unanimously passed.
7. **Union Contract Approval: Newtown Emergency Telecommunicator and Police Clerical, Nutmeg Independent Public Safety Union, ("NIPSEU"), July 1, 2024 – June 30, 2028**: Selectman Cruson moved to approve the contract dated July 1, 2024 to June 30, 2024 between the Town of Newtown and Newtown Emergency Telecommunicator and Police Clerical Union Selectman Embree Ku seconded. There was discussion on the Police Accreditation Manager position. The motion unanimously passed.

**ADD TO THE AGENDA:** Selectman Cruson move to add to the agenda, discussion and possible action on the special appropriation relative to Lawn Care and Maintenance. Selectman Embree Ku seconded. The motion unanimously passed. First Selectman Capeci said that only one company responded and it was significantly higher than expected. This transfer will cover from the beginning of the year to the end of the fiscal year. Selectman Cruson moved to transfer $23,398 from the interest earnings account to the Parks & Recreation account, contractual service (att.). Selectman Embree Ku seconded Ms. Salas stated a financial impact statement will be included when this item goes to the Board of Finance. It will disclose $188,000 additional costs for full year maintenance, which will be in fiscal year 2025. The smaller 2024 appropriation is offset by salaries and wages in the Parks & Recreation Dept. New and different options can be reviewed, including possible use of ARPA funds. The motion unanimously passed.

**UNFINISHED BUSINESS**
**Discussion and possible action:**

1. **Resolution: $100,000 for Motor Vehicle Tax Recovery Relating to Out of State License Plates:** Selectman Cruson moved to put the resolution regarding CTR back on the table. Selectman Embree Ku seconded. The motion unanimously passed. Selectman Embree Ku is not comfortable voting on a proposal that appears to be a 10% increase over the original proposal. First Selectman Capeci does not think the Town will making less than CTR. Selectman Cruson moved the resolution Whereas the BOS passed a resolution on December 4, 2023, supporting the appropriation of $100,000 from the Capital and Non-recurring fund to recover unpaid motor

vehicle taxes; and Whereas the BOS has been apprised of a modified proposal for the recovery of unpaid motor vehicle taxes. Therefore be it resolved that an appropriation of $100,000 for professional services to recover motor vehicle taxes be approved to support the revised proposal and further be it resolved that the $100,000 be funded from Capital and Non-recurring fund. Selectman Embree Ku seconded. Motion passed 2-1 (Yes - Cruson, Capeci) (No: Embree Ku).

**RECURRING BUSINESS:**
**Discussion and possible action:**

1. **Appointments/Reappointments/Vacancies/Openings:** Selectman Cruson moved the appointments of the individuals as outlined in the document dated April 15, 2024 to the boards and commissions as listed (att.) Selectman Embree Ku seconded. The motion unanimously passed.
2. **Driveway Bond Release/Extension:** none.
3. **Tax Refunds:** none.

**VOTER COMMENTS:** none.

**ANNOUNCEMENTS:** none.

**ADJOURNMENT:** Having no further business the regular Board of Selectmen meeting was adjourned at 8:54p.m.

*Att.: Fiducient Advisor presentation, April 2024; Building & Information Infrastructure Committee, April 15, 2024; Highway Dept. Transfer; $43,166 Police transfer; $11,600 Police transfer; HARTTransit Grant Assignment Certification; Lawn Maintenance Transfer; CTR email, 4/9/24; Appointments/Reappointments*

Respectfully submitted,
*Susan Marcinek, clerk*

FIDUCIENT Advisors

Helping Clients Prosper

# Newtown, CT

## Board of Selectmen Meeting - April 2024

## Town of Newtown

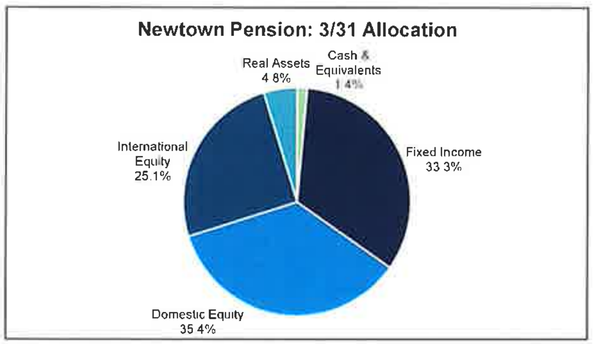
### Total Performance Summary & Manager Summary
### As of March 31, 2024

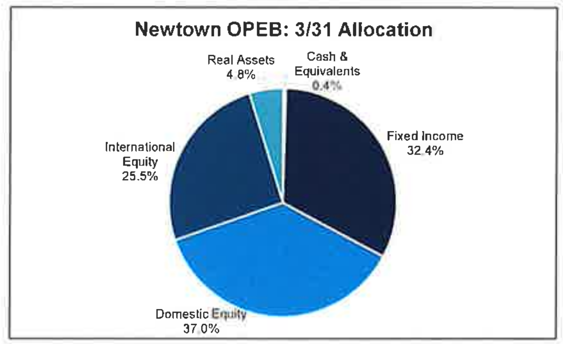
| Total Performance Summary | QTR | CYTD | FYTD | 1-Year | 3-Year | 5-Year | 10-Year | Since 10/01/1999 |
|---|---|---|---|---|---|---|---|---|
| **Town of Newtown Pension Plan** | **4.0%** | **4.0%** | **10.1%** | **14.1%** | **3.8%** | **7.5%** | **6.3%** | **6.7%** |
| Blended Benchmark* | 4.4% | 4.4% | 10.4% | 13.9% | 3.4% | 7.3% | 6.6% | 5.9% |
| | QTR | CYTD | FYTD | 1-Year | 3-Year | 5-Year | 10-Year | Since 5/1/2010 |
| **Town of Newtown OPEB Plan** | **4.2%** | **4.2%** | **10.4%** | **14.4%** | **3.8%** | **7.3%** | **6.2%** | **5.8%** |
| Blended Benchmark* | 4.4% | 4.4% | 10.4% | 13.9% | 3.4% | 7.3% | 6.6% | 7.5% |

*Blended Benchmark as of 6/1/2021 is 35% Bloomberg Barclays U.S. Aggregate Index; 35% Russell 3000 Index; 25% MSCI AC World ex USA Index., 5% Diversified Real Asset Blended Index. For a complete history of the benchmark composition, please see Fiducient Advisors Quarterly Investment Review.

### Asset Allocation

| Manager | Pension Plan Asset Allocation ($) | Pension Plan Asset Allocation (%) | Long Term Target Allocation (%) | OPEB Plan Asset Allocation ($) | OPEB Plan Asset Allocation (%) | Long Term Target Allocation (%) |
|---|---|---|---|---|---|---|
| **Total Plan** | **63,518,864** | **100.0** | **100.0** | **4,978,570** | **100.0** | **100.0** |
| **Short Term Liquidity** | **864,380** | **1.4** | **0.0** | **18,116** | **0.4** | **0.0** |
| Comerica STF/Goldman Sachs Financial Square | 864,380 | 1.4 | 0.0 | 18,116 | 0.4 | 0.0 |
| **Fixed Income** | **21,177,279** | **33.3** | **35.0** | **1,611,186** | **32.4** | **35.0** |
| Fidelity Inflation-protected Bond Index | 867,551 | 1.4 | 1.50 | 67,300 | 1.4 | 1.50 |
| Baird Aggregate Bond Fund Class Institutional | 7,121,352 | 11.2 | 11.75 | 538,129 | 10.8 | 11.75 |
| Metropolitan West Total Return Bond Pl | 7,012,768 | 11.0 | 11.75 | 535,914 | 10.8 | 11.75 |
| BlackRock Strategic Income Opportunities K | 4,363,713 | 6.9 | 7.0 | 329,243 | 6.6 | 7.0 |
| Artisan High Income Instl | 961,164 | 1.5 | 1.5 | 74,327 | 1.5 | 1.5 |
| BrandywineGLOBAL Global Opportunities Bond IS | 850,732 | 1.3 | 1.5 | 66,274 | 1.3 | 1.5 |
| **Domestic Equity** | **22,466,641** | **35.4** | **35.0** | **1,843,871** | **37.0** | **35.0** |
| Fidelity 500 Index | 15,789,246 | 24.9 | 24.5 | 1,339,175 | 26.9 | 24.5 |
| Hotchkis & Wiley Small Cap Divers Value Z | 3,339,511 | 5.3 | 5.25 | 253,100 | 5.1 | 5.25 |
| Conestoga Small Cap I | 3,337,883 | 5.3 | 5.25 | 251,596 | 5.1 | 5.25 |
| **International Equity** | **15,953,384** | **25.1** | **25.0** | **1,267,361** | **25.5** | **25.0** |
| Fidelity International Index | 3,853,114 | 6.1 | 6.0 | 302,360 | 6.1 | 6.0 |
| MFS Instl International Equity | 3,514,853 | 5.5 | 5.5 | 263,304 | 5.3 | 5.5 |
| Aristotle International Equity Instl | 3,501,349 | 5.5 | 5.5 | 280,452 | 5.6 | 5.5 |
| ARGA Emerging Markets Value Instl | 2,419,713 | 3.8 | 4.0 | 188,551 | 3.8 | 4.0 |
| GQG Partners Emerging Markets Equity I | 2,664,354 | 4.2 | 4.0 | 232,693 | 4.7 | 4.0 |
| **Real Assets** | **3,057,181** | **4.8** | **5.0** | **238,036** | **4.8** | **5.0** |
| Principal Diversified Real Asset R6 | 3,057,181 | 4.8 | 5.0 | 238,036 | 4.8 | 5.0 |

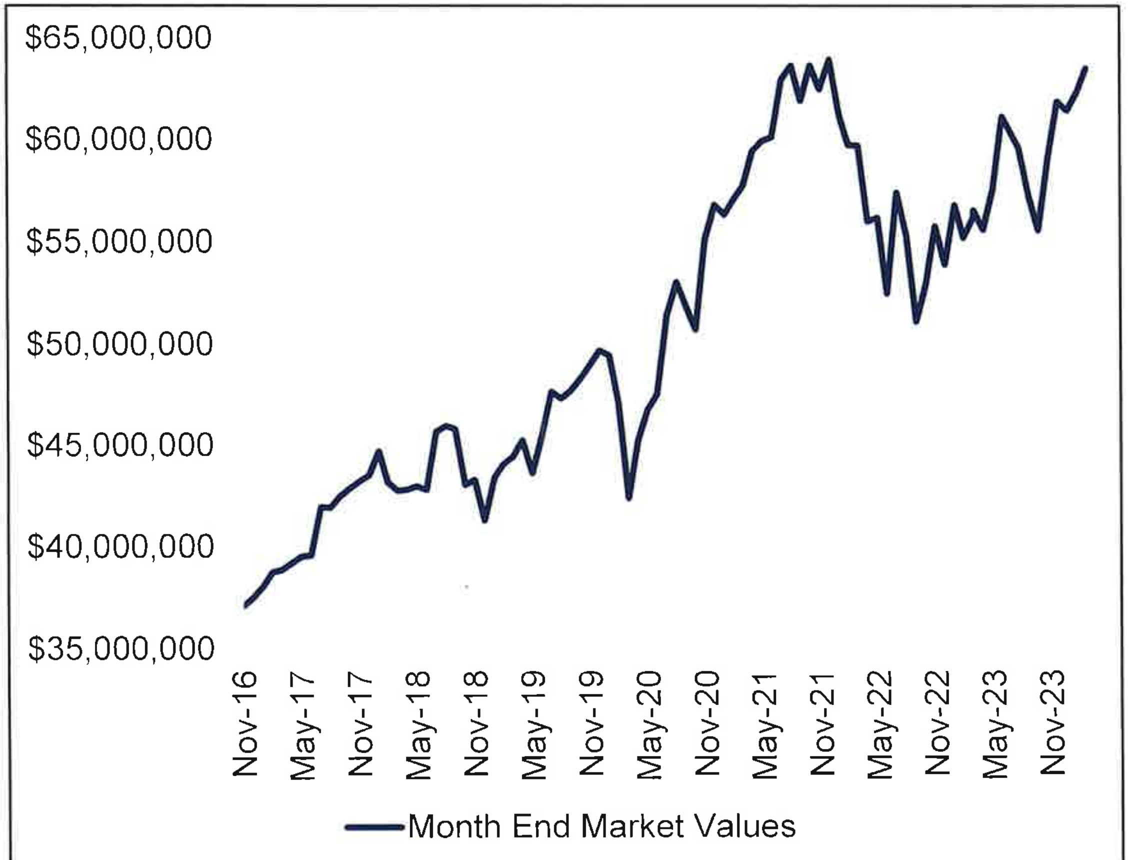



**Important Disclosure Information**: Past performancemay not be indicative of future results. Account information has been compiled solely by Fiducient Advisors, LLC, has not been independently verified, and does not reflect the impact of taxes on non-qualified accounts. In preparing this report, Fiducient Advisors, LLC has relied upon information provided by third party sources. A copy of our current written disclosure statement discussing our advisory services and fees continues to remain available for your review upon request. Historical performance results for investment indices and/or categories have been provided for general comparison purposes only, and generally do not reflect the deduction of transaction and/or custodial charges, the deduction of an investment management fee, nor the impact of taxes, the incurrence of which would have the effect of decreasing historical performance results. It should not be assumed that your account holdings correspond directly to any comparative indices.

# Town of Newtown, CT Pension Portfolio

## *Market Value History*

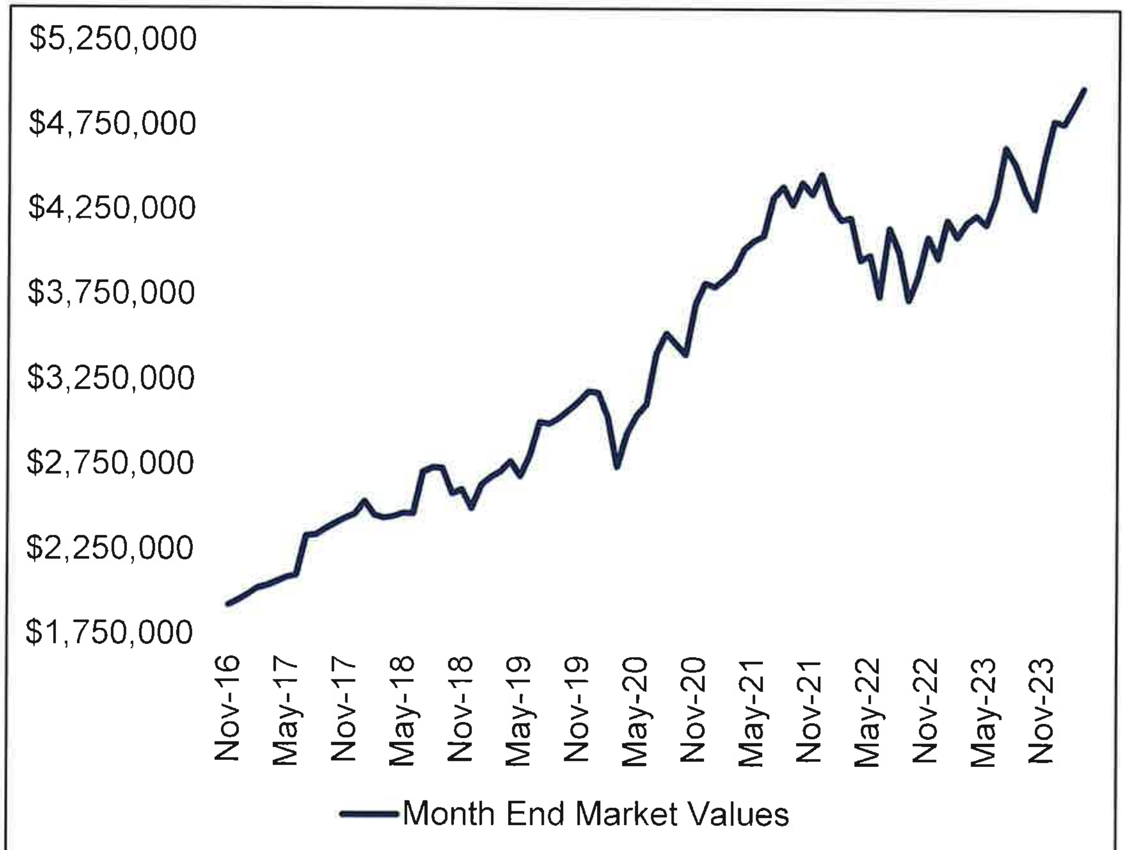



| Month | Month End Market Value |
|---|---|
| April 2023 | $56,544,612 |
| May 2023 | $55,597,283 |
| June 2023 | $57,574,571 |
| July 2023 | $61,138,850 |
| August 2023 | $59,572,721 |
| September 2023 | $57,253,790 |
| October 2023 | $55,565,141 |
| November 2023 | $59,099,993 |
| December 2023 | $61,889,520 |
| January 2024 | $61,431,491 |
| February 2024 | $62,331,715 |
| March 2024 | $63,518,864 |

DISCLOSURE: The balance information has been compiled solely by Fiducient Advisors and has not been independently verified. In preparing this report, Fiducient Advisors has relied upon information provided by the investment managers and by the custodian.

# Town of Newtown, CT OPEB Portfolio

## *Market Value History*




| Month | Month End Market Value |
|---|---|
| April 2023 | $4,225,411 |
| May 2023 | $4,170,115 |
| June 2023 | $4,334,161 |
| July 2023 | $4,627,917 |
| August 2023 | $4,530,386 |
| September 2023 | $4,373,012 |
| October 2023 | $4,266,489 |
| November 2023 | $4,553,958 |
| December 2023 | $4,786,290 |
| January 2024 | $4,767,161 |
| February 2024 | $4,864,593 |
| March 2024 | $4,978,570 |

DISCLOSURE: The balance information has been compiled solely by Fiducient Advisors and has not been independently verified. In preparing this report, Fiducient Advisors has relied upon information provided by the investment managers and by the custodian.

# Definitions & Disclosures

**Please note: Due to rounding methodologies of various data providers, certain returns in this report might differ slightly when compared to other sources**

**REGULATORY DISCLOSURES**

**Offer of ADV Part 2A**: Rule 204-3 under the Investment Advisers Act of 1940 requires that we make an annual offer to clients to send them, without charge, a written disclosure statement meeting the requirements of such rule. We will be glad to send a copy of our ADV Part 2A to you upon your written request to compliance@fiducient.com.

**INDEX DEFINITIONS**

- **Citigroup 3 Month T-Bill** measures monthly return equivalents of yield averages that are not marked to market. The Three-Month Treasury Bill Indexes consist of the last three three-month Treasury bill issues.
- **Ryan 3 Yr. GIC** is an arithmetic mean of market rates of $1 million Guaranteed Interest Contracts held for three years.
- **Bloomberg Treasury U.S. T-Bills-1-3 Month Index** includes aged U.S. Treasury bills, notes and bonds with a remaining maturity from 1 up to (but not including) 3 months. It excludes zero coupon strips.
- **Bloomberg Capital US Treasury Inflation Protected Securities Index** consists of Inflation-Protection securities issued by the U.S. Treasury.
- **Bloomberg Muni Index** is a rules-based, market-value-weighted index engineered for the long-term tax-exempt bond market. Bonds must be rated investment-grade by at least two ratings agencies.
- **Bloomberg Muni 1 Year Index** is the 1-year (1-2) component of the Municipal Bond index.
- **Bloomberg Muni 3 Year Index** is the 3-year (2-4) component of the Municipal Bond index.
- **Bloomberg Muni 5 Year Index** is the 5-year (4-6) component of the Municipal Bond index.
- **Bloomberg Muni 7 Year Index** is the 7-year (6-8) component of the Municipal Bond index.
- **Bloomberg Intermediate U.S. Gov't/Credit** is the Intermediate component of the U.S. Government/Credit index, which includes securities in the Government and Credit Indices. The Government Index includes treasuries and agencies, while the credit index includes publicly issued U.S. corporate and foreign debentures and secured notes that meet specified maturity, liquidity, and quality requirements.
- **Bloomberg U.S. Aggregate Index** covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.
- **Bloomberg Global Aggregate ex. USD Indices** represent a broad-based measure of the global investment-grade fixed income markets. The two major components of this index are the Pan-European Aggregate and the Asian-Pacific Aggregate Indices. The index also includes Eurodollar and Euro-Yen corporate bonds and Canadian government, agency and corporate securities.
- **Bloomberg U.S. Corporate High Yield Index** covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included.
- **JP Morgan Government Bond Index-Emerging Market (GBI-EM) Index** is a comprehensive, global local emerging markets index, and consists of regularly traded, liquid fixed-rate, domestic currency government bonds to which international investors can gain exposure.
- **The S&P 500** is a capitalization-weighted index of 500 stocks designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries.
- **The Dow Jones Industrial Index** is a price-weighted average of 30 blue-chip stocks that are generally the leaders in their industry.
- **The NASDAQ** is a broad-based capitalization-weighted index of stocks in all three NASDAQ tiers: Global Select, Global Market and Capital Market.
- **Russell 3000** is a market-cap-weighted index which consists of roughly 3,000 of the largest companies in the U.S. as determined by market capitalization. It represents nearly 98% of the investable U.S. equity market.
- **Russell 1000** consists of the largest 1000 companies in the Russell 3000 Index.
- **Russell 1000 Growth** measures the performance of those Russell 1000 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 1000 Value** measures the performance of those Russell 1000 companies with lower P/B ratios and lower forecasted growth values.
- **Russell Mid Cap** measures the performance of the 800 smallest companies in the Russell 1000 Index.
- **Russell Mid Cap Growth** measures the performance of those Russell Mid Cap companies with higher P/B ratios and higher forecasted growth values.
- **Russell Mid Cap Value** measures the performance of those Russell Mid Cap companies with lower P/B ratios and lower forecasted growth values.
- **Russell 2000** consists of the 2,000 smallest U.S. companies in the Russell 3000 index.
- **Russell 2000 Growth** measures the performance of the Russell 2000 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 2000 Value** measures the performance of those Russell 2000 companies with lower P/B ratios and lower forecasted growth values.
- **Russell 2500** consists of the 2,500 smallest U.S. companies in the Russell 3000 index.
- **Russell 2500 Growth** measures the performance of the Russell 2500 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 2500 Value** measures the performance of those Russell 2500 companies with lower P/B ratios and lower forecasted growth values.
- **MSCI World** captures large and mid-cap representation across 23 Developed Markets countries. With 1,645 constituents, the index covers approximately 85% of the free float-adjusted market capitalization in each country.
- **MSCI ACWI (All Country World Index) ex. U.S. Index** captures large and mid-cap representation across 22 of 23 Developed Markets countries (excluding the United States) and 23 Emerging Markets countries. With 1,859 constituents, the index covers approximately 85% of the global equity opportunity set outside the US.
- **MSCI ACWI (All Country World Index) ex. U.S. Small Cap Index** captures small cap representation across 22 of 23 Developed Markets countries (excluding the US) and 23 Emerging Markets countries. With 4,368 constituents, the index covers approximately 14% of the global equity opportunity set outside the US.
- **MSCI EAFE** is an equity index which captures large and mid-cap representation across Developed Markets countries around the world, excluding the US and Canada. With 930 constituents, the index covers approximately 85% of the free float-adjusted market capitalization in each country.

- **MSCI EAFE Value** captures large and mid-cap securities exhibiting overall value style characteristics across Developed Markets countries around the world, excluding the US and Canada. The value investment style characteristics for index construction are defined using three variables: book value to price, 12-month forward earnings to price and dividend yield. With 507 constituents, the index targets 50% coverage of the free float- adjusted market capitalization of the MSCI EAFE Index.
- **MSCI EAFE Growth** captures large and mid-cap securities exhibiting overall growth style characteristics across Developed Markets countries around the world, excluding the US and Canada. The growth investment style characteristics for index construction are defined using five variables: long-term forward EPS growth rate, short-term forward EPS growth rate, current internal growth rate and long-term historical EPS growth trend and long-term historical sales per share growth trend. With 542 constituents, the index targets 50% coverage of the free float-adjusted market capitalization of the MSCI EAFE Index.
- **MSCI Emerging Markets** captures large and mid-cap representation across 23 Emerging Markets countries. With 836 constituents, the index covers approximately 85% of the free-float adjusted market capitalization in each country.
- **Consumer Price Index** is a measure of prices paid by consumers for a market basket of consumer goods and services. The yearly (or monthly) growth rates represent the inflation rate.
- **FTSE NAREIT Equity REITs Index** contains all Equity REITs not designed as Timber REITs or Infrastructure REITs.
- **S&P Developed World Property** defines and measures the investable universe of publicly traded property companies domiciled in developed markets. The companies in the index are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **S&P Developed World Property x U.S.** defines and measures the investable universe of publicly traded property companies domiciled in developed countries outside of the U.S. The companies included are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **Fund Specific Broad Real Asset Benchmarks:**
  - **DWS Real Assets:** 30%: Dow Jones Brookfield Infrastructure Index, 30%: FTSE EPRA/NAREIT Developed Index,15%: Bloomberg Commodity Index, 15%: S&P Global Natural Resources Index, 10%: U.S. Treasury Inflation Notes Total Return Index
  - **PIMCO Inflation Response Multi Asset Fund:** 45% Bloomberg U.S. TIPS, 20% Bloomberg Commodity Index, 15% JP Morgan Emerging Local Markets Plus, 10% Dow Jones Select REIT, 10% Bloomberg Gold Subindex Total Return
  - **Principal Diversified Real Assets:** 35% BBgBarc U.S. Treasury TIPS Index, 20% S&P Global Infrastructure Index NTR, 20% S&P Global Natural Resources Index NTR, 15% Bloomberg Commodity Index, and 10% FTSE EPRA/NAREIT Developed Index NTR
  - **Wellington Diversified Inflation H:** 50% MSCI ACWI Commodity Producers Index, 25% Bloomberg Commodity Index, and 25% Bloomberg Bloomberg US TIPS 1 – 10 Year Index
- **Bloomberg Commodity Index** is calculated on an excess return basis and reflects commodity futures price movements. The index rebalances annually weighted 2/3 by trading volume and 1/3 by world production and weight-caps are applied at the commodity, sector and group level for diversification.
- **HFRI Fund Weighted Composite Index** is a global, equal-weighted index of over 2,000 single-manager funds that report to HFR Database. Constituent funds report monthly net of all fees performance in US Dollar and have a minimum of $50 Million under management or a twelve (12) month track record of active performance. The HFRI Fund Weighted Composite Index does not include Funds of Hedge Funds.
- **The Alerian MLP Index** is the leading gauge of energy Master Limited Partnerships (MLPs). The float adjusted, capitalization-weighted index, whose constituents represent approximately 85% of total float-adjusted market capitalization, is disseminated real-time on a price-return basis (AMZ) and on a total-return basis.
- **The Adjusted Alerian MLP Index** is commensurate with 65% of the monthly returns of the Alerian MLP Index to incorporate the effect of deferred tax liabilities incurred by MLP entities.
- **Cambridge Associates U.S. Private Equity Index** is based on data compiled from more than 1,200 institutional-quality buyout, growth equity, private equity energy, and mezzanine funds formed between 1986 and 2015.
- **Cambridge Associates U.S. Venture Capital Index** is based on data compiled from over 1,600 institutional-quality venture capital funds formed between 1986 and 2015.
- **Vanguard Spliced Bloomberg US1-5Yr Gov/Cr Flt Adj Index:** Bloomberg U.S. 1–5 Year Government/Credit Bond Index through December 31, 2009; Bloomberg U.S. 1–5 Year Government/Credit Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg US5-10Yr Gov/Cr Flt Adj Index:** Bloomberg U.S. 5–10 Year Government/Credit Bond Index through December 31, 2009; Bloomberg U.S. 5–10 Year Government/Credit Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg US Agg Flt Adj Index:** Bloomberg U.S. Aggregate Bond Index through December 31, 2009; Bloomberg U.S. Aggregate Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg US Long Gov/Cr Flt Adj Index:** Bloomberg U.S. Long Government/Credit Bond Index through December 31, 2009; Bloomberg U.S. Long Government/Credit Float Adjusted Index thereafter.
- **Vanguard Balanced Composite Index:** Made up of two unmanaged benchmarks, weighted 60% Dow Jones U.S. Total Stock Market Index (formerly the Dow Jones Wilshire 5000 Index) and 40% Bloomberg U.S. Aggregate Bond Index through May 31, 2005; 60% MSCI US Broad Market Index and 40% Bloomberg U.S. Aggregate Bond Index through December 31, 2009; 60% MSCI US Broad Market Index and 40% Bloomberg U.S. Aggregate Float Adjusted Index through January 14, 2013; and 60% CRSP US Total Market Index and 40% Blomberg U.S. Aggregate Float Adjusted Index thereafter.
- **Vanguard Spliced Intermediate-Term Tax-Exempt Index:** Bloomberg 1–15 Year Municipal Bond Index.
- **Vanguard Spliced Extended Market Index:** Dow Jones Wilshire 4500 Index through June 17, 2005; S&P Transitional Completion Index through September 16, 2005; S&P Completion Index thereafter.
- **Vanguard Spliced Value Index:** S&P 500 Value Index (formerly the S&P 500/Barra Value Index) through May 16, 2003; MSCI US Prime Market Value Index through April 16, 2013; CRSP US Large Cap Value Index thereafter.
- **Vanguard Spliced Large Cap Index:** Consists of MSCI US Prime Market 750 Index through January 30, 2013, and the CRSP US Large Cap Index thereafter.
- **Vanguard Spliced Growth Index:** S&P 500 Growth Index (formerly the S&P 500/Barra Growth Index) through May 16, 2003; MSCI US Prime Market Growth Index through April 16, 2013; CRSP US Large Cap Growth Index thereafter.
- **Vanguard Spliced Mid Cap Value Index:** MSCI US Mid Cap Value Index through April 16, 2013; CRSP US Mid Cap Value Index thereafter.
- **Vanguard Spliced Mid Cap Index:** S&P MidCap 400 Index through May 16, 2003; the MSCI US Mid Cap 450 Index through January 30, 2013; and the CRSP US Mid Cap Index thereafter.
- **Vanguard Spliced Mid Cap Growth Index:** MSCI US Mid Cap Growth Index through April 16, 2013; CRSP US Mid Cap Growth Index thereafter.
- **Vanguard Spliced Total Stock Market Index:** Dow Jones U.S. Total Stock Market Index (formerly known as the Dow Jones Wilshire 5000 Index) through April 22, 2005; MSCI US Broad Market Index through June 2, 2013; and CRSP US Total Market Index thereafter.
- **Vanguard Spliced Small Cap Value Index:** SmallCap 600 Value Index (formerly the S&P SmallCap 600/Barra Value Index) through May 16, 2003; MSCI US Small Cap Value Index through April 16, 2013; CRSP US Small Cap Value Index thereafter.

- **Vanguard Spliced Small Cap Index:** Russell 2000 Index through May 16, 2003; the MSCI US Small Cap 1750 Index through January 30, 2013; and the CRSP US Small Cap Index thereafter.
- **Vanguard Spliced Small Cap Growth Index:** S&P SmallCap 600 Growth Index (formerly the S&P SmallCap 600/Barra Value Index) through May 16, 2003; MSCI US Small Cap Growth Index through April 16, 2013; CRSP US Small Cap Growth Index thereafter.
- **Vanguard Spliced Total International Stock Index:** Consists of the Total International Composite Index through August 31, 2006; the MSCI EAFE + Emerging Markets Index through December 15, 2010; the MSCI ACWI ex USA IMI Index through June 2, 2013; and FTSE Global All Cap ex US Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard Spliced Developed Markets Index:** MSCI EAFE Index through May 28, 2013; FTSE Developed ex North America Index through December 20, 2015; FTSE Developed All Cap ex US Transition Index through May 31, 2016; FTSE Developed All Cap ex US Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard Spliced Emerging Markets Index:** Select Emerging Markets Index through August 23, 2006; MSCI Emerging Markets Index through January 9, 2013; FTSE Emerging Transition Index through June 27, 2013; FTSE Emerging Index through November 1, 2015; and FTSE Emerging Markets All Cap China A Transition Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard REIT Spliced Index:** MSCI US REIT Index adjusted to include a 2% cash position (Lipper Money Market Average) through April 30, 2009; MSCI US REIT Index through January 31, 2018; MSCI US Investable Market Real Estate 25/50 Transition Index through July 24, 2018; MSCI US Investable Market Real Estate 25/50 Index thereafter.

<u>**Additional:**</u>

- Equity sector returns are calculated by Russell and MSCI for domestic and international markets, respectively. MSCI sector definitions correspond to the MSCI GICS® classification (Global Industry Classification System); Russell uses its own sector and industry classifications.
- MSCI country returns are calculated by MSCI and are free float-adjusted market capitalization indices that are designed to measure equity market performance in each specific country.
- Currency returns are calculated using Bloomberg's historical spot rate indices and are calculated using the U.S. dollar as the base currency.
- The Index of Leading Economic Indicators, calculated by The Conference Board, is used as a barometer of economic activity over a range of three to six months. The index is used to determine the direction and stability of the economy. The composite index of leading indicators, which is derived from 10 leading indicators, helps to signal turning points in the economy and forecast economic cycles. The leading indicators are the following: average weekly hours, average weekly initial claims, manufacturers' new orders, both consumer and non-defense capital goods, vendor performance, building permits, stock prices, money supply (M2), the interest rate spread and the index of consumer expectations.
- S&P Target Date Indexes are constructed using a survey method of current target date investments with $100 million or more in assets under management. Allocations for each vintage are comprised of exchange-traded- funds that represent respective asset classes used in target date portfolios. The indexes are designed to represent a market consensus glide path.

**DEFINITION OF KEY STATISTICS AND TERMS**

- **Returns:** A percentage figure used when reporting historical average compounded rate of investment return. All returns are annualized if the period for which they are calculated exceeds one year.
- **Universe Comparison:** The universe compares the fund's returns to a group of other investment portfolios with similar investment strategies. The returns for the fund, the index and the universe percentiles are displayed. A percentile ranking of 1 is the best, while a percentile ranking of 100 is the worst. For example, a ranking of 50 indicates the fund outperformed half of the universe. A ranking of 25 indicates the fund was in the top 25% of the universe, outperforming75%.
- **Returns In Up/Down Markets:** This measures how the fund performed in both up and down markets. The methodology is to segregate the performance for each time period into the quarters in which the market, as defined by the index, was positive and negative. Quarters with negative index returns are treated as down markets, and quarters with positive index returns are treated as up markets. Thus, in a 3 year or 12 quarter period, there might be 4 down quarters and 8 up quarters. A simple arithmetic average of returns is calculated for the fund and the index based on the up quarters. A simple arithmetic average of returns is calculated for the fund and the index based on the down quarters. The up market capture ratio is the ratio of the fund's return in up markets to the index. The down market capture ratio is the ratio of the fund's return in down markets to the index. Ideally, the fund would have a greater up market capture ratio than down market capture ratio.
- **Standard Deviation:** Standard deviation is a statistical measure of the range of performance within which the total returns of a fund fall. When a fund has a high standard deviation, the range of performance is very wide, meaning there is a greater volatility. Approximately 68% of the time, the total return of any given fund will differ from the average total return by no more than plus or minus the standard deviation figure. Ninety-five percent of the time, a fund's total return will be within a range of plus or minus two times the standard deviation from the average total return. If the quarterly or monthly returns are all the same the standard deviation will be zero. The more they vary from one another, the higher the standard deviation. Standard deviation can be misleading as a risk indicator for funds with high total returns because large positive deviations will increase the standard deviation without a corresponding increase in the risk of the fund. While positive volatility is welcome, negative is not.
- **R-Squared**: This reflects the percentage of a fund's movements that are explained by movements in its benchmark index. An R-squared of 100 means that all movements of a fund are completely explained by movements in the index. Conversely, a low R-squared indicates very few of the fund's movements are explained by movements in the benchmark index. R-squared can also be used to ascertain the significance of a particular beta. Generally, a higher R-squared will indicate a more reliable beta figure. If the R-squared is lower, then the beta is less relevant to the fund's performance. A measure of diversification, R-squared indicates the extent to which fluctuations in portfolio returns are explained by market. An R-squared = 0.70 implies that 70% of the fluctuation in a portfolio's return is explained by the fluctuation in the market. In this instance, overweighting or underweighting of industry groups or individual securities is responsible for 30% of the fund's movement.
- **Beta**: This is a measure of a fund's market risk. The beta of the market is 1.00. Accordingly, a fund with a 1.10 beta is expected to perform 10% better than the market in up markets and 10% worse that the market in down markets. It is important to note, however, a low fund beta does not imply the fund has a low level of volatility; rather, a low beta means only that the fund's market-related risk is low. Because beta analyzes the market risk of a fund by showing how responsive the fund is to the market, its usefulness depends on the degree to which the markets determine the fund's total risk (indicated by R-squared).
- **Alpha:** The Alpha is the nonsystematic return, or the return that can't be attributed to the market. It can be thought of as how the <u>manager</u> performed if the market's return was zero. A <u>positive</u> alpha implies the manager added value to the return of the portfolio over that of the market. A <u>negative</u> alpha implies the manager did not contribute any value over the performance of the market.
- **Sharpe Ratio:** The Sharpe ratio is the excess return per unit of total risk as measured by standard deviation. Higher numbers are better, indicating more return for the level of risk experienced. The ratio is a fund's return minus the risk-free rate of return (30-day T-Bill rate) divided by the fund's standard deviation. The <u>higher</u> the Sharpe ratio, the more reward you are receiving per unit of total risk. This measure can be used to rank the performance of mutual funds or other portfolios.
- **Treynor Ratio:** The Treynor ratio measures returns earned in excess of that which could have been earned on a riskless investment per each unit of market risk. The ratio relates excess return over the risk-free rate to the additional risk taken; however, systematic risk is used instead of total risk. The Treynor ratio is similar to the Sharpe ratio, except in the fact that it uses the beta to evaluate the returns rather than the standard deviation of portfolio returns. High values mean better return for risk taken.

- **Tracking Error:** Tracking error measures the volatility of the difference in annual returns between the manager and the index. This value is calculated by measuring the standard deviation of the difference between the manager and index returns. For example, a tracking error of +/- 5 would mean there is about a 68% chance (1 standard deviation event) that the manager's returns will fall within +/- 5% of the benchmark's annual return.
- **Information Ratio:** The information ratio is a measure of the consistency of excess return. This value is determined by taking the annualized excess return over a benchmark (style benchmark by default) and dividing it by the standard deviation of excess return.
- **Consistency:** Consistency shows the percent of the periods the fund has beaten the index and the percent of the periods the index has beat the fund. A high average for the fund (e.g., over 50) is desirable, indicating the fund has beaten theindex frequently.
- **Downside Risk:** Downside risk is a measure similar to standard deviation but focuses only on the negative movements of the return series. It is calculated by taking the standard deviation of the negative quarterly set of returns. The higher the factor, the riskier the product.
- **M-Squared:** M-squared, or the Modigliani risk-adjusted performance measure is used to characterize how well a portfolio's return rewards an investor for the amount of risk taken, relative to that of some benchmark portfolio and to the risk-free rate.

## DEFINITION OF KEY PRIVATE EQUITY TERMS

- **PIC (Paid in Capital):** The amount of committed capital that has been transferred from the limited partner to the general partner.
- **TVPI (Total Value to Paid in Capital):** Money returned to limited partners plus the fund's unrealized investments, divided by money paid-in to the partnership. The TVPI should equal RVPI plus DPI.
- **DPI (Distribution to Paid In Capital):** Money returned (distributions) to limited partners divided by money paid in to the partnership. Also called cash-on-cash multiple.
- **RVPI (Residual Value to Paid In Capital):** The value of a fund's unrealized investments divided by money paid-in to the partnership.
- **Internal rate of return (IRR):** This is the most appropriate performance benchmark for private equity investments. It is a time-weighted return expressed as a percentage. IRR uses the present sum of cash drawdowns (money invested), the present value of distributions (money returned from investments) and the current value of unrealized investments and applies a discount.
- **Commitment:** Every investor in a private equity fund commits to investing a specified sum of money in the fund partnership over a specified period of time. The fund records this as the limited partnership's capital commitment. The sum of capital commitments is equal to the size of the fund.
- **Capital Distribution:** These are the returns that an investor in a private equity fund receives. It is the income and capital realized from investments less expenses and liabilities. Once a limited partner has had their cost of investment returned, further distributions are actual profit. The partnership agreement determines the timing of distributions to the limited partner. It will also determine how profits are divided among the limited partners and general partner.
- **Carried Interest:** The share of profits that the fund manager is due once it has returned the cost of investment to investors. Carried interest is normally expressed as a percentage of the total profits of the fund.
- **Co-Investment:** Co-Investments are minority investments made alongside a private equity investor in an LBO, a recapitalization, or an expansion capital transaction. It is a passive, non-controlling investment, as the private equity firm involved will typically exercise control and perform monitoring functions.
- **General Partner (GP):** This can refer to the top-ranking partners at a private equity firm as well as the firm managing the private equity fund.
- **GP Commitments:** It is normal practice for the GP managing a private equity fund to also make a financial commitment to the fund on the same basis as the LPs in the fund, and this is seen as an important factor driving the alignment of GP and LP interests. The historic benchmark for GP commitments has been 1% of the total fund size, but this is by no means universal, and many GPs commit significantly larger amounts. Furthermore, there has been a marked trend towards GPs making larger commitments to their funds over recent years.
- **Leveraged Buy-Out (LBO):** The acquisition of a company using debt and equity finance.
- **Limited Partner (LP):** Institutions or high-net-worth individuals/sophisticated investors that contribute capital to a private equity fund.
- **Public Market Equivalent (PME):** Performance measure used to evaluate performance relative to the market. It is calculated as the ratio of the discounted value of the LP's inflows divided by the discounted value of outflows, with the discounting performed using realized market returns.
- **Primaries:** An original investment vehicle that invests directly into a company or asset.

## VALUATION POLICY

Fiducient Advisors does not engage an independent third-party pricing service to value securities. Our reports are generated using the security prices provided by custodians used by our clients. Our custodial pricing hierarchy is available upon request. If a client holds a security not reported by the first custodian within the hierarchy, the valuation is generated from the next custodian within the hierarchy, and so forth. Each custodian uses pricing services from outside vendors, where the vendors may generate nominally different prices. Therefore, this report can reflect minor valuation differences from those contained in a custodian's report. In rare instances where FA overrides a custodial price, prices are taken from Bloomberg.

## REPORTING POLICY

This report is intended for the exclusive use of the client listed within the report. Content is privileged and confidential. Any dissemination or distribution is strictly prohibited. Information has been obtained from a variety of sources believed to be reliable though not independently verified. Any forecast represents median expectations and actual returns, volatilities and correlations will differ from forecasts. Please note each client has customized investment objectives and constraints and the investment strategy for each portfolio is based on a client-specific asset allocation model. Past performance does not indicate future performance and there is a possibility of a loss. Performance calculated net of investment fees. Certain portfolios presented may be gross of Fiducient Advisors' fees and actual performance would be reduced by investment advisory fees. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney, and accountant, as appropriate, regarding specific advice.

Custodian reports are the reports that govern the account. There will be different account values between Fiducient Advisors' reports and the custodian reports based on whether the report utilizes trade date or settlement date to calculate value. Additionally, difference between values contained on reports may be caused by different accrued income values. Any forecasts represent future expectations and actual returns, volatilities and correlations will differ from forecasts. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney, and accountant, as appropriate, regarding specific advice. Past performance does not indicate future performance and there is a possibility of a loss.

Manager performance for mutual funds and ETFs is based on NAV and provided by Lipper. Performance for non-mutual fund or ETF investments is based on the returns provided by managers, calculations based on a manager statement, or calculations based on a statement or data from the client's custodian. Unless specified otherwise, all returns are net of individual manager fees, represent total returns and are annualized for periods greater than one year. The deduction of fees produces a compounding effect that reduces the total rate of return over time. As an example, the effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) $1,000,000 investment, (c) portfolio return of 8% a year, and (d) 0.50% annual investment advisory fee would be $5,228 in the first year, and cumulative effects of $30,342 over five years and $73,826 over ten years. Additional information on advisory fees charged by Fiducient Advisors are described in Part 2 of the Form ADV.

**MATERIAL RISKS & LIMITATIONS**

**Fixed Income** securities are subject to interest rate risks, the risk of default and liquidity risk. U.S. investors exposed to non-U.S. fixed income may also be subject to currency risk and fluctuations.
-Liability Driven Investing (LDI) Assets

**Cash** may be subject to the loss of principal and over longer period of time may lose purchasing power due to inflation.
-Short Term Liquidity

**Domestic Equity** can be volatile. The rise or fall in prices take place for a number of reasons including, but not limited to changes to underlying company conditions, sector or industry factors, or other macro events. These may happen quickly and unpredictably.

**International Equity** can be volatile. The rise or fall in prices take place for a number of reasons including, but not limited to changes to underlying company conditions, sector or industry impacts, or other macro events. These may happen quickly and unpredictably. International equity allocations may also be impact by currency and/or country specific risks which may result in lower liquidity in some markets.

**Real Assets** can be volatile and may include asset segments that may have greater volatility than investment in traditional equity securities. Such volatility could be influenced by a myriad of factors including, but not limited to overall market volatility, changes in interest rates, political and regulatory developments, or other exogenous events like weather or natural disaster.

**Private Equity** involves higher risk and is suitable only for sophisticated investors. Along with traditional equity market risks, private equity investments are also subject to higher fees, lower liquidity and the potential for leverage that may amplify volatility and/or the potential loss of capital.

**Private Credit** involves higher risk and is suitable only for sophisticated investors. These assets are subject to interest rate risks, the riskof default and limited liquidity. U.S. investors exposed to non-U.S. private credit may also be subject to currency risk and fluctuations.

**Private Real Estate** involves higher risk and is suitable only for sophisticated investors. Real estate assets can be volatile and may include unique risks to the asset class like leverage and/or industry, sector or geographical concentration. Declines in real estate value may take place for a number of reasons including, but are not limited to economic conditions, change in condition of the underlying property or defaults by the borrow.

**Marketable Alternatives** involves higher risk and is suitable only for sophisticated investors. Along with traditional market risks, marketable alternatives are also subject to higher fees, lower liquidity and the potential for leverage that may amplify volatility or the potential for loss of capital. Additionally, short selling involved certain risks including, but not limited to additional costs, and the potential for unlimited loss on certain short sale positions.

**OTHER**

By regulation, closed-end funds utilizing debt for leverage must report their interest expense, as well as their income tax expense, as part of their total expense ratio. To make for a useful comparison between closed-end funds and both open-end funds and exchange-traded funds, adjusted expense ratios excluding interest and income tax expenses are utilized for closed-end funds within this report. See disclosure on closed-end fund fact sheets for information regarding the total expense ratio of each closed-end fund.

Please advise us of any changes in your objectives or circumstances.

**CUSTODIAN STATEMENTS**

Please remember to review the periodic statements you receive from you custodian. If you do not receive periodic statements from your custodian or notice issues with the activity reported in those statements, please contact FA or your custodian immediately.

Town of Newtown Connecticut

Proposal for a

# Building & Information Infrastructure Committee

**Board of Selectmen**

**April 15, 2024**

Replacing the
Town Building Inventory & Planning Work Group


Allen Adriani, P.E., Vice-Chair — John Barlow, P.E.
Graham Clifford — Fred Hurley
Zach Marchetti P.E. — Ned Simpson, Chair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Town Building Inventory & Planning Work Group (TBI&P WG)

## Achievements

- Created March 2021 by the BOS
  - "To establish an information system to inventory town buildings, their major components, and expected useful life for planning, including the CIP."
  - Capital planning should look many years into the future and be based on consistently defined criteria and facts.
- Created Facility and Component Taxonomy
- Created and exercised a prototype system (Newtown Inventory System (NIS) by Graham Clifford))
- Identified 84 facilities, 12 unused and 12 not town owned buildings
- Impacted CIP, particularly 5-to-10-year items (Sustainable Energy Committee)
- Identified opportunities with related systems including Work Order and Document Image Management (Scope creep ?)
- Recognized the limits volunteer capacity

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Town Building Inventory & Planning Work Group

# Findings and Observations

- Innovative department heads keep facilities running
- Facility management systems use older technology and are department focused
- Buildings utilization questions
- Multiple component vulnerabilities in buildings new and old
- Major facility capital expenses can be better planned
- Town (schools and municipal) does not have dedicated personnel:
  - Responsible for facility information and documents
  - Software systems managers (other than GIS)
  - Project managers
  - Systems/Business analysts
- Money expended on under used capabilities (e.g., Permit Link and ScanOptics)
- TBI&P WG did not complete sufficient inventory work to address planning
- Guidance and expertise from knowledgeable residents will add considerable value

**More recently**

- Success and benefits of some current projects could be multiplied
  - School's Facility Study (Bureau Veritas)
  - Implementation of FMX CMMS System
  - Purchase of large format scanners
- Planning major facility expenses should look well beyond 5 years and built on a set of facts

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Town Building Inventory & Planning Work Group

# Some Facilities Jargon

| System | Description | Newtown | Comments |
|---|---|---|---|
| **Building Inventory** | Information on buildings and their MPES (Mechanical, Plumbing, Electrical & Structural) components | • Paper and spreadsheets.<br>• Bureau Veritas Contracted to inventory 7 school buildings | Bureau Veritas Facility Study leaves AssetCALCTM® Database system |
| **PM (Preventive Maintenance)** | Identifies and schedules work (and inspections) to be done | • None<br>• Baked into service contracts | Vendors have tagged equipment for their use. |
| **Work Orders** | Specific work to be done planned and unplanned<br>Linked to A/P<br>Record work done and condition information | • Schools use Brightly (formerly Dudes Systems)<br>• Municipal uses capability built on GIS | Schools moving to FMX CMMS |
| **IOM Manuals** | Installation, operation and maintenance manuals | Paper, jump drives and share drive | FMX may have this capability |
| **Document Management** | Digitized and indexed documents | • Town Clerk uses CivicPlus for town business.<br>• Share drive "S Drive" | Town recently purchased two large format scanners |
| **CMMS** | "Computerized Maintenance Management System" Combines inventory, PM, work orders, and more | • FMX is a CMMS<br>• Implemented will determine its effectiveness | • Schools plan to use it for room scheduling as well<br>• NIS is a CMMS |

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A New Town Building Inventory & Planning Work Group

## Building & Information Infrastructure

- Purpose: A resource for the First Selectman and Superintendent of Schools regarding town buildings data and information infrastructure
  - Adds focus on information infrastructure to TBI&P WG
  - Strengthen a town (schools and municipal) information infrastructure perspective
- Lead planning for a 21st century infrastructure for facility management and planning

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New Building & Information Infrastructure Committee

## Specific Activities

1. Major town facilities related information infrastructure initiatives
2. [*Or if it should parallel Public Building and Site*]
   Have control and supervision of major infrastructure projects

4. Policy and procedure for building and building component management data.
5. Data on tracking components acquisition through decommissioning
6. Work in conjunction with Public & Site Committee, and Sustainable Energy
7. Data governance (data quality assurance, data security and regulatory compliance)
8. Future of the town's CMMS
9. Analysis of facility and component data - management, utilization and financial planning
10. Report activities, findings, and a "State of Town Buildings Report" to the BOS and BOE

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New Building & Information Infrastructure Committee

## Committee Composition

### Seven appointed members including:

- Persons with engineering knowledge and experience with building mechanical, structural, plumbing, or electrical systems (PE would be ideal)
- Persons with IT expertise and experience such as data management (data architects, database administrators, and data analysts), business analysis, systems engineering, web development, or document management
- Persons with project management experience

### Ex officio members

- Department Heads (with vote):
  - Fred Hurley, Director Public Works
  - John Barlow, Schools' Director of Facilities
  - Al Miles, Technology & GIS Director
- Person as liaison with Board of Education
- Other town staff, commission/committee members and elected officials will be consulted

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New Building & Information Infrastructure Committee

## Near Term Work Plan

**With BOS authorization to proceed:**

1. **Find and recruit qualified committee members**
2. Initial meeting, organizing and finalizing scope and approach
3. **Formal BOS Charge to the committee**
4. Create a high-level information infrastructure plan
   1. Inventory current systems
   2. Describe opportunities for integrations
5. Review and assist current projects
   1. Document Scanning, indexing and management
   2. Management of data from the Schools Facility Study
   3. Configuration, use and management of FMX
   4. Consider expanding Bureau Veritas inventory to municipal buildings
6. Faculty data quality
7. Provide data for facility planning including 10-year CIP

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# 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) | |
| | . | | |
| | . | | USE POSITIVE AMOUNT |
| **TO:** | 101135000000-5130SALARIES & WAGES - OVERTIME | 30,000 | |
| | 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:**

| | | date: |
|---|---|---|
| (1) DEPARTMENT HEAD | Fred W. Hurlbut | 3/27/24 |
| (2) FINANCE DIRECTOR | [signature] | 3/27/24 |
| (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 O

4 TURKEY HILL ROAD
NEWTOWN, CONNECTICUT 06470
FAX (203) 426-9968

FREDERICK W. HURLEY, JR
PUBLIC WORKS DIRECTOR
(203) 270-4300

# 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,

Fred W. Hurley

Frederick W. Hurley
Director of Public Works

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

**FISCAL YEAR** 2023 - 2024 **DEPARTMENT** Police **DATE** 4/10/24

| | Unit | Account | Description | Amount | |
|---|---|---|---|---|---|
| FROM: | 101123100000 | 5110 | SALARIES - REGULAR | (19,900) | USE NEGATIVE AMOUNT |
| | 101245700000 | 5899 | CONTINGENCY | (23,266) | |
| | | | | | USE POSITIVE AMOUNT |
| TO: | 101123100000 | 5130 | SALARIES - OVERTIME | 43,166 | |

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

**AUTHORIZATION:**

| | | | date: |
|---|---|---|---|
| ☑ | (1) DEPARTMENT HEAD | [signature] 072 | 04/11/2024 |
| ☑ | (2) FINANCE DIRECTOR | [signature] | 4/11/2024 |
| ☑ | (3) FIRST SELECTMENT | [signature] | 04/11/2024 |
| ☑ | (4) BOARD OF SELECTMEN | | |
| ☑ | (5) BOARD OF FINANCE | | |
| ☑ | (5) LEGISLATIVE COUNCIL | | |

**FIRST 335 DAYS**

WITHIN A DEPT & LESS THAN $50,000>>>> (1), (2) & (3) SIGNS OFF;
WITHIN A DEPT & 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
ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

**AFTER 335 DAYS** >>>>(1), (2), (3), (5) & (6)

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

**FISCAL YEAR** 2023 - 2024 **DEPARTMENT** Police **DATE** 4/10/24

| | Unit | Account | Description | Amount | |
|---|---|---|---|---|---|
| FROM: | 101123100000 | 5501 | OTHER PURCHASED SERVICES | (7,500) | USE NEGATIVE AMOUNT |
| | 101123100000 | 5505 | CONTRACTUAL SERVICES | (4,100) | |
| | | | | | USE POSITIVE AMOUNT |
| TO: | 101123100000 | 5110 | SALARIES - REGULAR | 11,600 | |

**REASON:**

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.

**AUTHORIZATION:**

| | | | date: |
|---|---|---|---|
| ☑ | (1) DEPARTMENT HEAD | [signature] 072 | 04/11/2024 |
| ☑ | (2) FINANCE DIRECTOR | [signature] | 4/11/24 |
| ☑ | (3) FIRST SELECTMENT | Jeffrey Capeci | 4/10/24 |
| ☐ | (4) BOARD OF SELECTMEN | | |
| ☑ | (5) BOARD OF FINANCE | | |
| ☐ | (5) LEGISLATIVE COUNCIL | | |

FIRST 335 DAYS

WITHIN A DEPT & LESS THAN $50,000>>>> (1), (2) & (3) SIGNS OFF;
WITHIN A DEPT & 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
>>>>(1), (2), (3), (5) & (6) ANY AMOUNT FROM CONTINGENCY>>>> ALL SIGN OFF

AFTER 335 DAYS

STATE MATCHING GRANT PROGRAM

ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION

# GRANT ASSIGNMENT CERTIFICATION

**SFY 2025 (JULY 1, 2024 THRU JUNE 30, 2025)**

| Certification | |
|---|---|
| Name of Municipality* | Newtown |
| Name of Coordinating Entity* | HARTTransit |
| **Please check the box (to the right)*** acknowledging the municipality (named above) is participating in a consolidated grant application under the State of Connecticut 13b-38bb Elderly and Disabled Demand Responsive Municipal Grant Program (MGP). The municipality hereby assigns its grant apportionment from the State program to the above listed entity who will coordinate the operation of transportation services. | ☒ |

**⚠ Important Instructions**

Enter your name, title, and the date in the highlighted fields below. **All fields must be filled out.**

You may digitally sign with a certified e-signature (please submit as a WORD DOCUMENT)
OR
You may printout and sign (please submit as a PDF).

| Signee Information & Signature | |
|---|---|
| Name* | A. Jeffrey Capeci |
| Title* (i.e., Chief Fiscal Officer) | First Selectman |
| Date* | Monday, April 15, 2024 |
| Signature or e-signature* | A Jeffrey Capeci |

**Additional Comments**

Click here to enter additional comments.

**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 | 188248 | |
| 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.

**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

**AUTHORIZATION:**

| | | date: |
|---|---|---|
| FINANCE DIRECTOR | Glenys Salas | 4/15/2024 |
| FIRST SELECTMEN | | |
| BOARD OF SELECTMEN | | |
| BOARD OF FINANCE | | |
| LEGISLATIVE COUNCIL | | |

Newtown CONNECTICUT

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

# Re: 4/2 Board of Selectman Meeting

**Jeff Capeci** <jeff.capeci@newtown-ct.gov> Tue, Apr 9, 2024 at 8:56 AM
To: Bryan Fischer <bryan@capitaltaxrecovery.com>
Cc: Susan Marcinek <susan.marcinek@newtown-ct.gov>

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

Capital Tax Recovery
211 New Britain Road, Suite 208
Kensington, CT 06037

**860-826-1100**
www.capitaltaxrecovery.com


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**A. Jeffrey Capeci**
*First Selectman*
**Town of Newtown**
***Newtown Municipal Center***
3 Primrose Street
Newtown, CT 06470
**Office:** 203.270.4202
**Cell:** 203.948.4994
*Jeff.Capeci@Newtown-CT.gov*

**BOARD OF SELECTMEN – April 15, 2024**

**APPOINTMENT**

**Planning & Zoning Commission**

| | |
|---|---|
| (D) Don Mitchell, 8 Budd Dr. | to fill a vacancy until the next General Election |

**Sustainable Energy Commission**

| | |
|---|---|
| (D) Richard Eigen, 35 St. George Pl., S.H. | to fill a vacancy to expire 01/06/26 |

**RE-APPOINTMENT**

**Municipal Animal Control Officer**

| | |
|---|---|
| Carolee Mason, 50 Deep Brook Road | 04/17/24 – 04/17/25 |

**Assistant Municipal Animal Control Officer**

| | |
|---|---|
| Lora Boynton, 26 McDermott St., Danbury | 04/17/24 – 04/17/25 |
| Suada Likovic, 22 Round Hill Dr., Danbury | 04/17/24 – 04/17/25 |
| Emily Whittaker, 45 Bayberry La., Easton | 04/17/24 – 04/17/25 |