



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR STEPHEN WOODS

MINUTES

NEWINGTON TOWN COUNCIL
Conference Room L-101 Lower Level – Town Hall
7:00 P.M.

May 13,, 2014

The meeting was called to order by Mayor Woods at 7:00 p.m..

I. **PLEDGE OF ALLEGIANCE**

II. **ROLL CALL**

Councilor Borjeson
Councilor Castelle
Councilor Cohen
Councilor Dinunzio
Councilor Klett
Councilor Marocchini
Councilor McDonald
Councilor Nagel
Mayor Woods

Staff Attendees:

John Salomone, Town Manager
Dr. Wm. Collins, Superintendent
Dr. Christine Carver, Associate Superintendent
Jamie Trevethan, Executive Assistant
Linda Irish-Simpson, Clerk of the Council

III. **PUBLIC PARTICIPATION**

Michael J. Fox, 1901 Main Street: He wanted to thank the individuals who had helped at the recent clean up in Town, the CEO of the MDC who sent a truck to help out with the trash that was picked up, the Town Manager's staff and others who helped to get the word out to the residents. Mr. Fox thanked the Mayor for speaking at the event as well. He hoped to have another cleanup in the fall.

Deborah Krawiec, 267 Cottonwood Street: She thanked the Council for supporting the initiative and all those who were present to pick up trash. Mrs. Krawiec hoped it was just the first of many initiatives and believed the investment of manpower and minimal financial funds made a huge difference in bringing business to Town. These events would provide an environment attractive to people to live in town and raise their children.

Kathleen Clark, 50 Grandview Drive: She thanked all the people who turned out for the cleanup day and for Mayor Woods speaking to the group. Mrs. Clark wanted to alert the residents that not just large parks were attended to but some of the smaller neighborhood parks, which needed attention as well. The smaller parks were graded on a scale from one to ten (good to worse) on the amount of trash that was found.

Rodney Mortensen, 53 Meadowview Court: He wanted to comment on the following items: 1) Busway- He is not a proponent of the Busway and mentioned that years ago the DOT turned down the Busway because it wasn't worth it but now when the price has escalated the DOT was in favor of it. He wondered what the residents thought was going to happen around Newington Junction and Fenn Road stop. Mr. Mortensen stated he read there was a proposal of 400 housing units, 76,000 square feet of office space, and 32,000 square feet of retail space just in the Newington Junction area. He indicated that amount of commercial space would generate a huge number of cars in the area and that did not include Fenn Road. The possibility of younger people using the Busway as a bike route he discounted and questioned the modeling that had been done for the Busway. 2) Town Hall Renovation- He thought that at a minimum the referendum sent to the voters should be split into two questions and not only one question. If they were not split, the Town Hall project could be jeopardized and the project would be back to square one.

Gary Bolles, 28 Burdon Lane: He indicated the proposal of 400 housing units should be scrapped near the Newington Junction. There was a meeting on May 1 where the idea was discussed. Mr. Bolles stated there was not enough room to build a structure to contain this amount of units unless it was a skyscraper, which would be against the Town Planning and Zoning Commission's 20/20 plan. He commented there was a need for commercial development to bring jobs and revenue to Newington and not more housing which would require more Town services. A remark was made at the May 1 meeting about young people moving out of Newington due to lack of bus service was totally false he stated because young people drive cars and were not about to give them up. Mr. Bolles felt the State was pushing residential building near the Busway to increase ridership. He hoped the residents would speak up now before any decision was made by the Council and that the Council would listen to the residents who did not want residential housing built.

Rose Lyons, 46 Elton Drive: She commented on 1) Public Participation-she was glad to see the Environmental Quality and Conservation Commission at the meeting to give an update on the cleanup and wished that more commissions would give updates to the Council on their activities. 2) May 1 meeting with the Newington Junction Committee-Mrs. Lyons stated the public was not meant to be at the meeting and felt did not give a true picture of what was going on. She told the Economic Development Commission that everyone should begin to communicate with one another so there would be no confusion. 3) Housing Needs Survey-Mrs. Lyons hoped that it would be open to the public so they could give input. 4) Town Center Streetscape Phase VI-she wanted to know if all the previous phases had been completed and if not, why not. 5) Town Hall Renovation-She and Mady attended the meetings for two years and it was her understanding the referendum would be one question so it would all pass or fail. Mrs. Lyons asked for the public to participate in the meetings to give their input.

Marge Banach, 145 Starr Avenue: She stated she had spoken to a DOT engineer regarding the project and transit oriented development and housing. He said there had been no push back from the Town and was surprised to hear that. Mrs. Banach indicated over the years people had spoken about no more housing which would require more Police, Human Services and would tax the schools. She wanted to see jobs created in the area. She said there had been talk about a train station at Newington Junction and felt there was no need since the Busway could get people to Hartford in 8-9 minutes. If a train station was created it would bring more traffic to the neighborhood. She also wanted to hear more about the infrastructure in Town to make the Busway more accessible for people who have been paying taxes for years.

IV. CONSIDERATION OF OLD BUSINESS

A. Newington High School Career Technical Project - Appoint Architect

Councilor McDonald moved the following:

RESOLVED:

Pursuant to the recommendation of the School Career Technical Program Renovation Project Building Committee, the firm of Quisenberry Arcari Architects of Farmington, CT is hereby selected to provide architectural services for the Newington High School Career Technical Program Renovation Project, said services to be provided based on their fee proposal of \$19,500 for the programming and schematic design phase.

BE IT FURTHER RESOLVED:

That the Town Manager, John L. Salomone, on behalf of the Town of Newington, is hereby authorized to enter into an agreement to employ the firm of Quisenberry Arcari Architects of Farmington, CT to provide architectural services for this project.

Councilor Castelle indicated that Quisenberry Arcari was the unanimous choice of the committee and thought they had done the most complete research to understand what STEM education was all about

Councilor Castelle seconded the motion and the motion passed 9 – 0.

B. Bid Waiver – Fire Department Personal Protective Equipment

Councilor Marocchini moved the following:

WHEREAS, the Newington Town Council has the authority under Section 814 of the Charter to waive the process of procuring sealed bids; and

WHEREAS, the Newington Fire Department has determined the need to replace Personal Protective Equipment (PPE) due to changes in standards and age of the current equipment; and

WHEREAS, Fire Department personnel have determined that Innotex manufactures PPE that best suits the needs of the Town in fit, mobility and overall construction and Brigham Industries is a distributor of said equipment; and

NOW THEREFORE BE IT RESOLVED, that the Town Council grants a waiver, as requested by Fire Department, for the requirement of sealed bids for replacement Personal Protective Equipment; and

BE IT FURTHER RESOLVED, that said bid waiver is granted to Brigham Industries.

Councilor Cohen said that the Fire Department needed specialized equipment and would support the waiver. Councilor Nagel stated the equipment was vital to the Fire Department and they had made an attempt to purchase through a different vendor but found out the vendor was not accredited by the State. The vendor chosen had to be able to get the same vital protective equipment. Councilor Borjeson indicated there had been reservations regarding the amount involved but had checked with Jeff Baron who had reviewed everything and felt policies had been followed and there would be no problem moving forward.

Councilor Nagel seconded the motion and the motion passed 9 – 0.

C. Housing Needs Survey – Create Committee

Councilor Borjeson moved the following:

WHEREAS, the Newington Town Council has identified a need to perform a study regarding housing needs in the Town of Newington;

THEREFORE BE IT RESOLVED, that the Newington Town Council hereby establishes the Newington Housing Needs Study Committee (NHNSC), comprised of five members: two Town Council representatives, one Town Plan and Zoning Commission representative, one public member of the Newington Senior and Disabled Center and one member of the Interfaith Community and will be staffed by the Human Services Director, Senior and Disabled Center Director and the Town Manager or his designee as necessary; and

BE IT FURTHER RESOLVED, that the Newington Housing Needs Study Committee is charged with formulating and carrying out a survey to determine housing needs within the Town; and

BE IT FURTHER RESOLVED, that the NHNSC is further charged to complete the study and submit the results of the study to the Town Council no later than November 13, 2014; and

BE IT FURTHER RESOLVED, that the Newington Town Council appoints the following members to the NHNSC:

Name	Address	Party	Term
NTC REP:			NTC Term
NTC REP:			NTC Term
TPZ REP:			TPZ Term
Senior Center Member (Public):			5/13/14 - Indefinite
Interfaith Community Member:			5/13/14 - Indefinite

BE IT FURTHER RESOLVED, that the Newington Town Council hereby authorizes an expenditure not to exceed seven thousand five-hundred dollars (\$7,500) from Program 962, Contingency, for expenses related to the duties of the Newington Housing Needs Study Committee.

Councilor Borjeson indicated Leslie Higgins-Biddle was in attendance and could answer any questions regarding the survey. She worked for a non-profit which shared what other towns had done with towns like Newington.

Mrs. Higgins-Biddle said the survey was not unique and that a lot of towns had done similar ones. There would be some compelling ways to learn about a town and community via this sort of survey. Some towns include employers and employees who did not live in the town and was usually done through direct mail to all residents and whoever else the town wanted to include.

Councilor Klett asked how she could ensure the survey was statistically sound. Mrs. Higgins-Biddle indicated the non-profit would not be conducting the survey and would only be available to share examples of what other towns had done. The return rate on the survey was usually around 20-25%. Councilor Klett wanted to ensure the survey did not target a particular group or demographic and had heard that might be the case. She felt housing should not be the only need surveyed but it might be important to learn about recreational services and other services not limited to housing.

Councilor Cohen asked if the Council would see the survey before it was mailed out to have input into the questions, and how the Town would know that the people who respond were the ones who needed a change in their housing versus those who would throw it away. She was concerned about the Busway and wanted to see commercial included to bring in more revenue and increase the tax base. Councilor Cohen stated housing would require more services from the Town. She wanted to know how the questions would be geared, if the Town Council would approve the questions and would it be a housing only survey or be more of an overview survey.

Councilor Borjeson said the May 1 meeting and presentation was an attempt to bring the Town Council members, Planning and Zoning members and Economic Development members together with a consultant and was not geared towards any result. The question to the consultant was what could possibly be done at Newington Junction. There was no determination but only ideas from the consultant. The plan was to get the three commissions together, answer questions and then bring the people of the Town together. A group of younger individuals gave their opinion of transportation and housing, which was much different from what others might think. The survey would include every homeowner and Town employees would possibly be included. He thought if it was sent to everyone in Town and you got 25% back it would give the Council an idea as to the needs. Councilor Borjeson stated his main concern was senior housing since there were many who wanted to stay in Town and wanted to downsize. Now he felt with transit oriented development and younger residents needs, the survey should encompass the entire picture of housing. All results would have to go back to the Council and perhaps nothing would be done but there was no determination at this point.

Councilor Castelle asked for examples of surveys that had been sent out and their results. Mrs. Higgins-Biddle answered that the Town would design their own survey, and she would have examples of what other towns had done. In Ridgefield the survey was two-sided with the first portion asking information on the current housing situation (own/rent), a series of questions on what they would like to have as a housing option if they were to move and some neutral personal data (range of ages/range of income, etc.).

Councilor Nagel asked if other surveys included commercial occupancy/housing to help determine if individuals thought that was needed more than residential housing and would that be inappropriate to put in the survey. Leslie replied that it was not her position to determine what was appropriate but in her experience the needs of a community for housing was a fairly defined issue. It might be appropriate if Newington had people living above commercial spaces to ask in the survey if more would be needed or wanted. She felt a housing survey was just a housing survey and could expand it to include other interests in the community but to include items like recreational services, human services, etc. would not usually be included since housing was a specific issue.

Councilor Dinunzio stated whenever housing was the topic it brought out a lot of opinions from the Council and the public. When the public showed up at the May 1 meeting, it was apparent there was a lot of interest in this topic and hoped they would continue to share their opinions. He felt the millennials were more concerned about obtaining a job before buying a house and did not see the need for a housing survey.

Councilor Klett said that at the May 1 meeting it was stated that it was unusual for the planning to be done at the direction of the committee without first getting the input of the public. She also asked for an answer to Councilor Cohen's question about whether or not the Council would review the survey before it was sent to the community. She commented that the residents in the Newington Junction area were concerned about what would be developed in that area and felt she was getting mixed messages.

Councilor McDonald asked about the motion before the Council and wanted to know if it would be appropriate to move to a vote on it and not have the vote preclude the possibility there would be other surveys in the future. The Mayor indicated the survey was the result of an assumption made that there was a need for expansion of senior housing but did not know that for a fact. Instead of limiting the survey to seniors the thought was to expand it to include all housing needs in Town. The survey would be a tool for the Council to use and understand the needs in the community. Mayor Woods also stated it had been proposed that the area at Newington Junction have not only housing but also a million square feet of R & D and commercial space. He did not feel that 400 houses would be built since it would require the builder to buy existing people's home; however, they did have a lot of ideas on how to take an underdeveloped area and make it productive. Councilor McDonald commented that it would not be 400 houses but 400 housing units in the form of 2-3 bedroom apartments, which would be affordable and market rate housing.

Councilor Borjeson indicated that he had mentioned the May 1 meeting at a Council meeting where he had invited the public to attend. He also notified three papers about the meeting so it was not a secret meeting. In hind sight he might have limited public participation and had the three commissions to ask and answer questions.

Councilor Nagel commented it was his understanding that the creation of the committee was not just geared toward Newington Junction but for the whole Town. The Mayor agreed with that and stated the survey would be brought to the Council for review before it was mailed to the community. He said that Bill Hall would be the interfaith member along with Councilors Nagel and Borjeson. At the next meeting the Senior Center and TPZ representatives' names should be available.

The motion was seconded by Councilor Castelle and passed on a roll call vote 6 – 3.
Yes: Councilors Borjeson, Castelle, Cohen, Marocchini, McDonald, Mayor Woods
No: Councilors Dinunzio, Klett and Nagel

V. CONSIDERATION OF NEW BUSINESS

A. Discussion: Town Hall/Community Center Renovations Project

Councilor Castelle wanted to remind everyone that the presentation was the culmination of two years of work between the Town staff, committee members, and the construction manager. The formal recommendation was made on April 7 and was a unanimous decision by the committee to refer it to the Town Council on April 28.

John Salomone gave a presentation to the Council, which is attached.

Councilor Dinunzio asked about the possibility of splitting the referendum question and have the voters decide about the cost of the project. Mr. Salomone indicated that Mr. Till was adamant about the project because if a separate building was not built, all recreational programs would be lost for a year during construction with most of the space reused except for the gym. A separate building was done for construction and scheduling but the large number would be a harder sell to the public.

Councilor Klett asked about the cost of moving the pool, and Mr. Salomone said it was not included but was part of the master plan. If the plan did not pass, the pool could still be done anywhere the Town wanted. To move or keep the pool in the current location the cost would be approximately \$4 million. She asked about the cost of the playscape and was told it was approximately \$225,000. Mr. Salomone said it would have to be replaced but was not linked directly to the current renovation project. The structure had just about reached its life expectancy.

Councilor McDonald asked about future planning for security cameras and Mr. Salomone said the cameras would be used at least 12 hours a day. Vandals did not like crowds so at a facility that got a lot of use, there would be fewer issues.

Councilor Marocchini asked about why the pool and playscape were separate and why they were not included. The Town Manager said they could stand on their own and did not have to go at the present time. The Council could expand the scope of the project and include the items if they wanted to. Mayor Woods stated the move for a separate community center grew from the renovation of Town Hall and determined by the committee that to renovate effectively, that part of the building would need to come down.

Mr. Kane explained about the structural problems that needed to be addressed. There were issues regarding the floor structure (crawl space), exterior walls falling out that would need to be reconstructed, and the roof deck and steel holding up the roof also fixed. To repair that portion of the Mortensen Center would be very extensive. The needs of the community center would not all fit into the current location due to lack of space.

Councilor Cohen was disappointed to hear that the playscape had already reached its expected lifespan and had hoped it would last longer. Mr. Salomone explained there had been drainage problems at the playscape that caused problems as well.

Councilor Nagel asked about the fitness equipment shown in the presentation and if it was included in the budget. The Mayor said some of it would but there were more pieces of equipment that were shown then would be purchased. He asked if there was something that could be done to improve the present playscape since it seemed to be a safety issue. Mayor Woods said repairs have been made as needed.

Councilor Nagel asked about the parking lot between the front of the Town Hall and the Library and if the monies for that were included in the referendum amount. Mr. Salomone said they thought the \$650k allocated was enough and most of the site work on the regrading would be close to the amount. If the referendum did not pass he hoped it would still be possible to go ahead with the parking to relieve overcrowding. He indicated there was not enough parking in the front of the Library and thought if the Library did not allow the parking area to be redone, they would be shooting themselves in the foot. Councilor Nagel asked if the State allowed busses to back up as indicated in the proposal, and Mr. Salomone said it was allowed since it was a dead-end and there was usually more than one person on the bus who could help the driver back up safely.

Councilor Klett wanted to know if the atrium could support the 20 ton chiller planned. Mr. Kane indicated the air handler equipment was currently above the auditorium and was not that far from the atrium. The equipment could be augmented to serve the atrium. The cooling tower on the flat roof over the recreation center was not adequate and would require a larger unit with the ability to reinforce the roof in that location.

B. Town Center Streetscape Improvements Phase VI: Constance Leigh Drive and Lowrey Place

John Salomone stated the first five phases were complete and was pleased to propose Phase VI which would be a competitive grant up to \$500k. The project would be a continuation of the streetscape concept. The changes would include sidewalk improvements and signage. He explained with Best Market in the plaza there was increased pedestrian traffic from the housing nearby, which made it difficult to safely cross the street. The plan would be to make it safer.

Councilor McDonald asked if there was a possibility of putting a crosswalk at the side entrance to Best Market. Mr. Salomone said there was enough flexibility in the plans to possibly include that and will determine via a walk through as to the needs of the area. She also asked about slowing the traffic in the area using something similar to the bump outs in Market Square. It was explained there would be textured crosswalks at several sites and parallel parking that would tend to slow traffic.

Councilor Klett asked about the Post Office in the area and was told a new ten year lease had been signed but improvements to the building were not in the plans. Councilor Borjeson commented that at the very least the sidewalks should be fixed since they are crumbling in certain places.

C. Job Description & Classification Update: Executive Assistant to the Town Manager

Mr. Salomone explained the Executive Assistant was currently doing work above her grade, and he was requesting the job description more fully recognize the higher level of work that had evolved. The job description would allow for some flexibility in pay grade and most of the items included were items already being done. Mayor Woods was glad that the Town Manager was upgrading the job description and thought Jamie worked extremely hard. Mr. Salomone commented they had a half time employee currently in the office and in the future would like to expand that position to allow Jamie to concentrate on higher level work that needed to be done. Councilor Cohen thanked Jamie for all her work over the years.

D. Job Description Updates: Various Board of Education Positions

John Salomone explained the Board of Education had been working for many months to do a macro rewriting of job descriptions that impacted non-classified staff. He stated they had married the commonalities to fit both the Town and Board of Education. Specialized descriptions in the Board of Education could not be used on the Town side.

Dr. Carver stated over the past year they had been working to revise the job descriptions of all non-classified employees since some of them dated back to 1988, some were typewritten and were all

overdue to be revised. They now met ADA requirements and the core competencies the employees were expected to have. She explained the employees and union staff were given input into the descriptions.

Councilor Borjeson asked Dr. Carter if it was possible to see what had been changed from the original to the revised job description and wanted to be sure Mr. Salomone was comfortable with the consistency of any crossover work between the Board of Education and the Town. Mr. Salomone stated that some of the job descriptions were completely redone since they were so old and did not include the experience and word processing that was needed today. When originally typed, there were no ADA requirements and now must include those, which explained why some old descriptions were half a page and the new one three pages.

Councilor Dinunzio asked about the job description for the Assistant Director of Athletics and asked about the expanded roles of the position. Dr. Carter stated the athletic program had expanded with over 600 students at the high school who participated in athletics. There were multiple events that went on at the same time and it was impossible for one person to supervise and provide adequate supervision along with the administration of the school. Currently Mr. Myers was serving in the role. There was an act regarding athletic directors that mandated certain requirements for the position.

Councilor McDonald asked if each job description was a current position and not a new one. Dr. Carter stated that was the case. Mayor Woods wanted to ensure any crossover of jobs Mr. Salomone was comfortable with and there would be no problems in the future. He explained there was no problems since they worked together to get on the same page and that the union had no veto power over the changes but had to be consulted.

Due to a dead line of 10:30 p.m. to start any new business, a motion to adjourn at 10:35 p.m. was made by Councilor Borjeson and seconded by Councilor Cohen. The motion passed 9 - 0.

VI. RESIGNATIONS/APPOINTMENTS

A. Appointments to Boards and Commissions

- 1. Affordable Housing Monitoring Agency**
- 2. Commission on Aging and Disabled**
- 3. Balf-Town Committee**
- 4. Board of Education Roof Replacement Project Building Committee**
- 5. Capitol Region Council of Governments**
- 6. Committee on Community Safety**
- 7. Conservation Commission**
- 8. Development Commission**
- 9. Downtown Revitalization Committee**
- 10. Employee Insurance & Pension Benefits Committee**
- 11. Environmental Quality Commission**
- 12. Board of Ethics**
- 13. Fair Rent Commission**
- 14. Newington Housing Authority**
- 15. Open Space Committee**
- 16. Human Rights Commission**
- 17. Newington School Career Technical Program Renovation Project Building Committee**
- 18. Open Space Committee**
- 19. Board of Parks and Recreation**
- 20. School Improvements Project Building Committee**
- 21. STEM Academy PBC**
- 22. Senior & Disabled Center Roof Replacement Project Building Committee**
- 23. Standing Insurance Committee**
- 24. Town Plan & Zoning Commission**
- 25. Tri-Town Community Cable Access**
- 26. Vehicle Appeals Board**

**27. West Meadow Cemetery Expansion Project Building Committee
28. Zoning Board of Appeals**

VII. TAX REFUNDS

VIII. MINUTES OF PREVIOUS MEETINGS

A. Regular Meeting, April 8, 2014 (Tabled 4-22-14)

B. Regular Meeting, April 22, 2014

IX. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC

X. COUNCIL LIAISON/COMMITTEE REPORTS

XI. PUBLIC PARTICIPATION – IN GENERAL

XII. REMARKS BY COUNCILORS

XIII. EXECUTIVE SESSION RE: TOWN POLICY/PROCEDURE REVIEW

XIV. ADJOURNMENT

Respectfully Submitted,

Linda Irish-Simpson
Clerk of the Council

Attach.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: May 08, 2014
Re: Town Hall Renovation Project

On April 28, 2014, the Town Hall Renovations Project Building Committee voted unanimously to move the Town Hall/Community Center project cost estimates and preliminary plans to the Newington Town Council for approval. Pursuant to § C-408 of the Charter, *No resolution authorizing the issuance of bonds or notes, other than notes in the amount of \$375,000 or less, and no resolution making a special appropriation in excess of \$975,000, shall become effective until the same has been approved by a majority of the qualified electors voting thereon at a regular election or referendum called by the Council for that purpose.*

This item will be on the May 13 Town Council meeting agenda for the first of several discussions at the Council level. Eventually, the Council will consider whether to move the project forward to referendum.

At the May 13 Council meeting, I, along Committee members, the architect, construction manager and Town staff, will provide an overview of the project, its progress to date and the upcoming process required to move the project to referendum. The Council will also discuss the site selection process, upcoming timeline for referendum (attached), the general project budget and how the timeline could potentially affect the budget.

Following the overview, the Council will view an animated tour (a “flyover”) of the renderings of the proposed sites. There will be an opportunity for Council questions and further discussion following the presentation.

The May 13 discussion is intended to be an introduction and general overview of the project. Future meeting agendas will include information and discussions in greater detail on the various components of the project, including the project budget.

Attached, please see the following documents related to the May 13 discussion:

- Project timeline

- The minutes of the April 27, 2014 Town Hall Renovations Project Building Committee including the resolution passed by the Committee on April 27, recommending the project to the Town Council
- Proposed project budget, as approved by the Committee
- Project plans, as approved by the Committee
- Town Hall/Community Center renderings

Attach.

(Go to timeline)



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: May 09, 2014
Re: Town Hall/Community Center Project – Council and Referendum Timeline

May 13, 2014

- Town Hall Renovations Project Building Committee resolution received by the Town Council.
- Presentation of project by committee members and staff.

May 27, 2014

- Continuation of project presentation by committee members and staff.

June 10, 2014

- Continuation of project presentation and discussion wrap-up.
- Council resolution to set public hearing date regarding referendum.

June 24, 2014

- Public hearing regarding referendum.
- Council resolution to set referendum amount and date.

September 16, 2014

- Referendum date

September 16, 2014 – January 27, 2015

- Final design phase

February 10, 2015 – March 24, 2015

- Project goes out to bid

April 2015

- Town Hall/Community Center project construction commences.

Town Hall Building Tour



Gymnasium Entrance



Gymnasium



Gymnasium



Gymnasium – Side Entrance



Gymnasium - Roof and Water Supply



Former Mayor's Office



Former Mayors Office



Town Hall Boiler Room



Town Hall Boiler Room



Town Hall Boiler Room



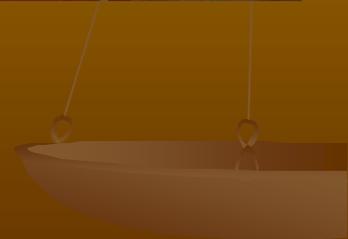
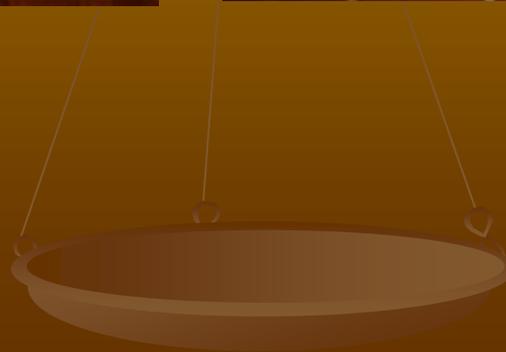
Town Hall Emergency Generator



Town Hall Electrical



Town Hall Electrical



Town Hall Roof



Town Hall Roof



Human Services



TOWN OF NEWINGTON

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

April 28, 2014

Town Hall – Lower Level Conference Room L101

SPECIAL MEETING MINUTES

- I. Call to Order – Chairperson Castelle called the meeting to order at 5:04 PM.
- II. Roll Call – Members present: Clarke Castelle, Chairperson; Myra Cohen, Daniel Dinunzio (arrived at 5:10 PM), Scott Soares, Paul Vessella, Bill DeBlasio (left at 5:48 PM), and Jen Win-Johnson (arrived at 5:08 PM). Others present: Members of the public; Stephen Woods, Mayor; John Salomone, Town Manager; Ed Moriarty, Downes Construction Company; Dave King, Kaestle Boos Associates; Bob Korpak, Director of Facilities Management; Bruce Till, Superintendent of Parks and Recreation; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – Mady Kenny, 53 Crestview Drive. She has many questions. She has asked them before, but didn't receive answers. These typed questions were presented to Mr. Baron for distribution to the Committee with the minutes. She appreciates the time that the Committee has put in.

Eric O'Neil, 47 Kirkham Street. He encouraged the Committee to move forward and to get ahead of the needs of the building. It is a good plan. The Town is currently putting band aids on a bullet wound. The Committee needs to get ahead of the situation. As Athletic Director for Emmanuel Christian Academy, he uses the building for athletic programs. The Town will have to cancel programs if it can't stay ahead of the situation. He is a lifelong town resident. He feels this is the best course of action.

Rose Lyons, 46 Elton Drive. It appears the Helen Nelson Room is being moved to where L101 is currently located. Will the Town Plan and Zoning Commission meet in that room? Where will the Ambler Room be located?

John Slusarski, 40 Grandview Drive. What will happen to staff while the renovations are taking place? He has concerns about the way this project was run. He feels there are huge offices in the Board of Education, and that they do not need any more space. He hopes the Committee has a backup plan if the referendum does not pass.

Don Woods, 82 Ivy Lane. He is speaking as the Chairman of the Board of Parks and Recreation. It has taken a long time to get to this point. The Town Hall is in desperate shape. Parks and Recreation has dealt with leaks in the gym for years. He compared the current conditions with the benefits of the proposed community center plan. The current gym doesn't have air conditioning for the summer playground program. The current Teen Center doesn't have air conditioning or windows. Current parking is inconvenient, storage is inadequate, and there is a lack of appropriate space for classes. In the proposed Community Center, the lockers would be greatly improved and there would be better, more modern office space. There is currently no space for meetings or room rentals. The pre-school program could be moved to the new location. The project is needed. It would allow Parks and Recreation to serve the public's current needs at a higher level than at the present.

- IV. Approval of Prior Meeting Minutes –Mr. DeBlasio made a motion that the minutes of the April 7, 2014 meeting be approved as written. Second by Mrs. Cohen. The motion passed unanimously.
- V. Discuss and Take Action on Project Recommendation – Mrs. Cohen made the following motion: Whereas the Town Hall Renovations Project Building Committee was established by Council resolution on April 29, 2008 and amended on October 28, 2008, January 11, 2011, May 22, 2012, and November 13, 2012 as hereby resolutions attached represent; And whereas, the charge of the Town Hall Renovations Project Building Committee was established on April 29, 2008 and amended on October 28, 2008, January 11, 2011, May 22, 2012 and November 13, 2012 which the attached represent; And whereas, the Town Hall Renovations Project Building Committee, in accordance with Chapter 8, Article 10 of the project building committee ordinance, recommends that the Town Hall project now be considered by the Newington Town Council; And whereas, the project cost estimate for the Town Hall renovations project is hereby attached as recommended by the Town Hall Renovations Project Building Committee; And whereas, the preliminary plans for the Town Hall renovations project are hereby attached; Now therefore be resolved that the Town Hall Renovations Project Building Committee recommends to the Newington Town Council the project cost estimates and preliminary plans, as attached.
- Mr. Soares provided a second to the motion. Mr. Baron provided the preliminary cost estimates. The preliminary plans were distributed prior to the start of the meeting. Discussion: Mrs. Cohen asked that the preliminary cost estimates be changed to include the amounts that have already been spent. Mr. Baron distributed a preliminary cost estimate that included amounts already expended or encumbered. Otherwise, the dollar amounts are the same as was presented at earlier meetings. Mrs. Cohen requested that the attachments to

the motion be forwarded to the Town Council immediately, if the motion is approved. Mr. Salomone has suggested that this matter be placed on the Town Council's agenda for the May 13th meeting. Consideration by the Town Council would include a presentation from Mr. Moriarty and Mr. King. Mrs. Cohen thanked the Chairperson and the Town Manager for the large size set of plans that she received. These plans have been revised to include changes in the rest room locations on the Main Level of Town Hall. She also stated that a big issue has been cost. The Town has a cap to its bonded debt and to its annual Capital Improvement Plan projects. This project will not affect the mill rate. It will postpone other projects that are in the hopper waiting to be done. The Town Hall has been a priority item for many years, and has been postponed in favor of other projects. This project really has to go forward. She supports the project wholeheartedly. The project will be complicated. The Committee will be relying on those that are in charge of the project. The Committee needs to move forward.

Chairperson Castelle noted that the charge of the Building Committee ordinance was to submit preliminary plans and cost estimates. The cost estimates for soft costs were received by the Committee on April 7th and the construction plans and costs on March 17th. Mr. Dinunzio stated that, looking at cost, he had come across an article from last March, when former Chairperson McBride stated that the costs were not set in stone and that the plans could change. Chairperson Castelle stated that the cost increase for the Town Hall was a bitter pill to swallow. Compared with other surrounding Towns, Newington's debt service is very low. Newington has very modest debt for a town this size. Mr. Dinunzio observed that now is a good time to bond. The plans and cost estimates are preliminary. They are a step in the right direction. If the project is defeated, the Committee is back to square one.

Mr. Salomone gave a brief overview of the procedure moving forward. The Building Committee has a charge which has evolved as priorities have been determined. The Town Council will determine the final scope of the project. The Committee will work on the final design after funding is in place and a referendum has passed. There could also be non-bonding components melded in. Financing is a Town Council decision. Then the Town Council would set a referendum date. There would then be a series of meetings to answer questions about the project, and a mailing to explain the project to voters. The Committee will start work on the project again after a referendum passes, to recommend a final design. The Town Council will award bids and contracts. The Chair asked if the project would have to be referred to the Board of Education and the Board of Parks and Recreation. The ordinance says that the project be referred to the requesting agency. In this case, that would be the Town Council. Both boards had input through their representatives on the Building Committee. Mrs. Cohen noted that she had reviewed the proposed plans for the main and lower levels of Town Hall in depth. Other than the rest rooms that were changed, other potential changes that she has raised can be

relayed as options with the Town Council when it reviews the plans. The plans are subject to change. They constitute a dynamic document.

A vote was then called for on the motion. The motion passed unanimously by a vote of 7 YES to 0 NO.

VI. Other Business Pertinent to the Committee – None.

VII. Public Participation – Rose Lyons, 46 Elton Drive. As a follow up to Ms. Kenny’s handout, she wants to know what the master plan is. She is hoping their questions will be answered. They will keep asking the questions until they get answers. What is happening with the library and the bus garage looking forward, what plans for the next five years? She is hoping there is a master plan for the whole area and what the costs will be. She would like to see a vision for the next five to ten years.

Michael J. Fox, 1901 Main Street. He agrees with Ms. Lyons. He also would like to know the overall plan for the Town Hall campus. He hasn’t seen a copy of the plans for this project. His main concern is that offices be up front and easy to get to. As Chair of the Environmental Quality Commission, the environment is also a concern. The building will be gutted. The project will take care of mold and asbestos. He congratulated the Chair and the Committee.

Mady Kenny, 53 Crestview Drive. On the plans of the Parks and Recreation building, there is nothing on them for meeting rooms. There is damage from use at various locations around town. What will happen if something occurs that cannot be postponed?

VIII. Response to Public Participation – Mrs. Cohen stated that the Town has a rainy day fund to cover emergencies. The Mayor noted that a number of these questions should be addressed to the Town Council. Even at the peak of borrowing, 50% would be available to fund the pay as you go portion of the Capital Improvement Plan. The Capital Improvement Plan is the Town’s five year plan. The Helen Nelson Room has been shared with the Town throughout the years, and that is not expected to change. Mr. Baron was directed to distribute Ms. Kenny’s questions with the minutes of this meeting.

IX. Adjournment – the meeting adjourned at 5:58 PM.

AMENDED RESOLUTION

AGENDA ITEM: V.A.1.

DATE: 4-29-08

RESOLUTION NO. 2008-49

RESOLVED:

In accordance with Article II, of Chapter 2, Section 2-17, Project Building Committees, of the Newington Code of Ordinances, the Newington Town Council hereby establishes a Town Hall Heating System Replacement Building Committee.

Said committee is charged to work with the Town Manager (and/or his/her designee), Superintendent of Schools, and any other appropriate Town staff in the oversight of the heating system replacement. Such improvements shall comply with the appropriate sections of the Fire Code, Health Code, Building Code and OSHA regulations, regulations of the Americans with Disabilities Act, and any other health and/or safety code regulations currently in force.

The Town Manager is authorized to obtain the services of a Clerk of the Works or to utilize Town staff in overseeing improvements as they are finally determined.

BE IT FURTHER RESOLVED:

That the Town Hall Heating System Replacement Building Committee shall be comprised of five (5) members, of which three (3) shall be representatives of the Town Council and two (2) shall be from the Board of Education.

Motion to waive the rules by Councilor Cohen. Motion seconded by Councilor Boni.
Motion to waive the rules passed 9-0.

*Changed to
sawm
PBC
10/28/08
Res. # 2008-118
Renewal*

MOTION BY: Councilor Cohen

SECONDED BY: Councilor Bowen

VOTE: 9 Yes

AGENDA ITEM: V.C.

DATE: 10-28-08

RESOLUTION NO.: 2008-118

RESOLVED:

That the Town Hall Heating System Replacement Project Building Committee is hereby renamed as the Town Hall Renovation Project Building Committee. Said committee is charged to work with the Town Manager (and/or his/her designee), Superintendent of Schools, and any other appropriate Town staff in the oversight of renovations to the Town Hall, including the space formerly occupied by the Police Department.

BE IT FURTHER RESOLVED:

That the current members of the Town Hall Heating System Replacement Project Building Committee will continue to serve on the Town Hall Renovation Project Building Committee.

MOTION BY: Councilor Bottalico

SECONDED BY: Councilor Bowen

VOTE: 8 Yes (Councilor Nagel Absent)

AGENDA ITEM: IV.A.

DATE: 1-11-11

RESOLUTION NO. 2011-1

WHEREAS, the Town Hall Renovation Project Building Committee has been charged to work with the Town Manager (and/or his/her designee), Superintendent of Schools, and any other appropriate Town staff in the oversight of renovations to the Town Hall, including the space formerly occupied by the Police Department, as per Town Council resolution 2008-118 dated October 28, 2008; and

WHEREAS, the Board of Education has requested that the Town consider creating space within the Town Hall for the Transition Academy education program; and

WHEREAS, with renovations to the Town Hall lower level, sufficient space will be created to move the Engineering, Building and Planning departments to the lower level, creating space for the program in the area vacated by these departments; and

WHEREAS, this project will allow the Board of Education to conform to mandates related to special education;

NOW, THEREFORE BE IT RESOLVED, that the Newington Town Council hereby assigns the Transition Academy space need project to the Town Hall Renovation Project Building Committee; and

BE IT FURTHER RESOLVED, that the project costs will be charged to the Board of Education in an amount not to exceed \$150,000.

ROLL CALL VOTE

Councilor Banach – yes
Councilor Casasanta – abstain
Councilor Cohen – yes
Councilor Klett – yes
Councilor McBride – yes
Councilor Nagel – abstain
Councilor Nasinnyk – yes
Mayor Wright – abstain
Councilor Lenares – absent
Vote – 5 yes – 3 abstain – Councilor Lenares absent

MOTION BY: Councilor Banach

SECONDED BY: Councilor Nasinnyk

VOTE: 5 yes – 3 abstain – Councilor Lenares absent

AGENDA ITEM: V.B.5.a

DATE: 5-22-12

RESOLUTION NO.: 2012-67

RESOLVED, that the Newington Town Council authorizes the Newington Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Newington Town Hall Roof Replacement Project.

MOTION BY: Councilor Castelle

SECONDED BY: Councilor Klett

VOTE: 8 – 0 (Councilor McBride-Absent)

AGENDA ITEM: V.B.5.b

DATE: 5-22-12

RESOLUTION NO.: 2012-68

RESOLVED, that the Town Hall Renovation Project Building Committee is hereby charged as the building committee with regard to the Newington Town Hall Roof Replacement Project.

MOTION BY: Councilor Castelle

SECONDED BY: Councilor Bottalico

VOTE: 8-0 (Councilor McBride-Absent)

AGENDA ITEM: V.B.5.c

DATE: 5-22-12

RESOLUTION NO.: 2012-68

RESOLVED, that the Newington Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Newington Town Hall Roof Replacement Project.

MOTION BY: Councilor Castelle

SECONDED BY: Councilor Bottalico

VOTE: 8 – 0 (Councilor McBride-Absent)

AGENDA ITEM: IV.B

DATE: 11-13-12

RESOLUTION NO.: 2012-132

WHEREAS, the Town Hall Renovations Project Building Committee will consider an expansion and/or separate building for the Mortensen Community Center; and

WHEREAS, two members from the Board of Parks and Recreation can assist the Committee in their deliberations;

NOW, THEREFORE BE IT RESOLVED, That the Town Council appoints two additional members of the Town Hall Renovations Project Building Committee from the Board of Parks and Recreation who would have the following responsibilities and whose votes would be considered on these matters specifically;

1. Site selection
2. Building size and configuration
3. Relocation of other facilities on site (i.e. new Mill Pond Park Pool)
4. Other assistance required from the additional members as ruled by the Chair

BE IT FURTHER RESOLVED,

The Newington Town Council hereby makes the following appointments:

Town Hall Renovations Project Building Committee

Name	Address	Party	Term	Replaces
Board of P&R Member: William DeBlasio	68 Harold Drive	D	Immediate – TBD	None
Board of P&R Member: Jeff Perillo	269 Beacon Street	R	Immediate – TBD	None

Roll call vote:

Councilor Borjeson – yes
Councilor Bottalico – no
Councilor Castelle – yes
Councilor Cohen – yes
Councilor DeBuono – no
Councilor Klett – no
Councilor McBride – yes
Councilor Nagel – no
Mayor Woods - yes

MOTION BY: Councilor Castelle

SECONDED BY: Councilor McBride

VOTE: Passed 5-4 (roll call vote)



**TOWN HALL & COMMUNITY CENTER PROJECTS
NEWINGTON CT.
MARCH 17, 2014**

CONSTRUCTION BUDGETS

	<u>Town Hall & Courtyard Atrium</u>	<u>Community Center</u>	<u>Total</u>
Budget Date	March 13, 2014	Jan. 27, 2014	
Cost Breakdown			
Construction	\$ 13,735,234	\$ 7,123,144	\$ 20,858,378
Contingency	\$ 1,373,523	\$ 569,852	\$ 1,943,375
General Conditions	\$ 1,222,480	\$ 528,000	\$ 1,750,480
Insurance	\$ 97,987	\$ 49,326	\$ 147,313
Performance & Payment Bonds	\$ 147,863	\$ 82,703	\$ 230,566
CM Fee	\$ 278,495	\$ 140,331	\$ 418,826
Escalation	\$ 977,759	\$ 339,734	\$ 1,317,493
Total	\$ 17,833,341	\$ 8,833,090	\$ 26,666,431

TOWN HALL RENOVATION
PRELIMINARY PROJECT COST ESTIMATES

APRIL 28, 2014

Construction Cost Estimates	\$26,666,431
Soft Costs Estimates	<u>\$ 3,707,539</u>
Project Total Cost Estimates	\$30,373,970

Construction Cost Estimates

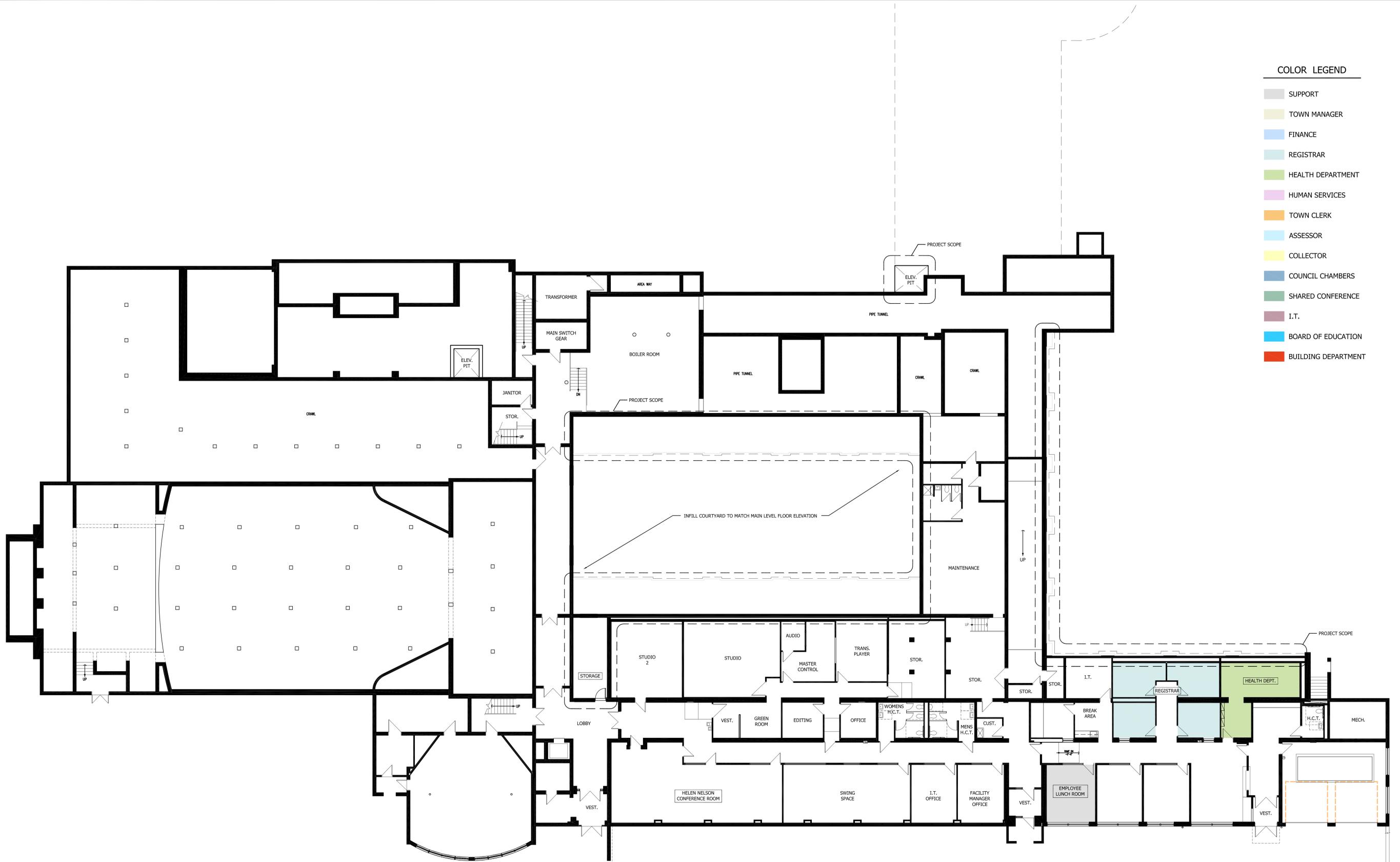
Construction	\$20,858,378
Contingency	\$ 1,943,375
General Conditions	\$ 1,750,480
Insurance	\$ 147,313
Performance & Payment Bonds	\$ 230,566
Construction Manager Fee	\$ 418,826
Escalation	<u>\$ 1,317,493</u>
Construction Subtotal	\$26,666,431

Soft Costs Estimates

Design Fees	\$1,633,620
Traffic Related Approvals	\$ 15,000
Geotechnical Consultant	\$ 15,000
Environmental Remediation and Abatement Consultant	\$ 151,150
Boundary Survey	\$ 10,000
Construction Testing Lab and Special Inspections	\$ 75,000
Commissioning Agent	\$ 10,000
Furniture, Fixtures & Equipment	\$1,000,000
Printing	\$ 15,000
Referendum informational brochures and mailing	\$ 15,000
Bond Counsel, financial advisor, rating agencies	\$ 130,000
Poll workers, ballots, and legal notice, for referendum	\$ 33,000
Relocation expenses	\$ 150,000
Disposal of contaminated soils	\$ 20,000
Telephone and Data Wiring	\$ 200,000
Builder's Risk Insurance	\$ 27,840
Architect/CM Fees Expended/Encumbered	<u>\$ 206,929</u>
Soft Costs Subtotal	\$3,707,539

COLOR LEGEND

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
- ASSESSOR
- COLLECTOR
- COUNCIL CHAMBERS
- SHARED CONFERENCE
- I.T.
- BOARD OF EDUCATION
- BUILDING DEPARTMENT



LOWER LEVEL

PROPOSED NEWINGTON TOWN HALL FLOOR PLAN

NEWINGTON, CT

April 28, 2014

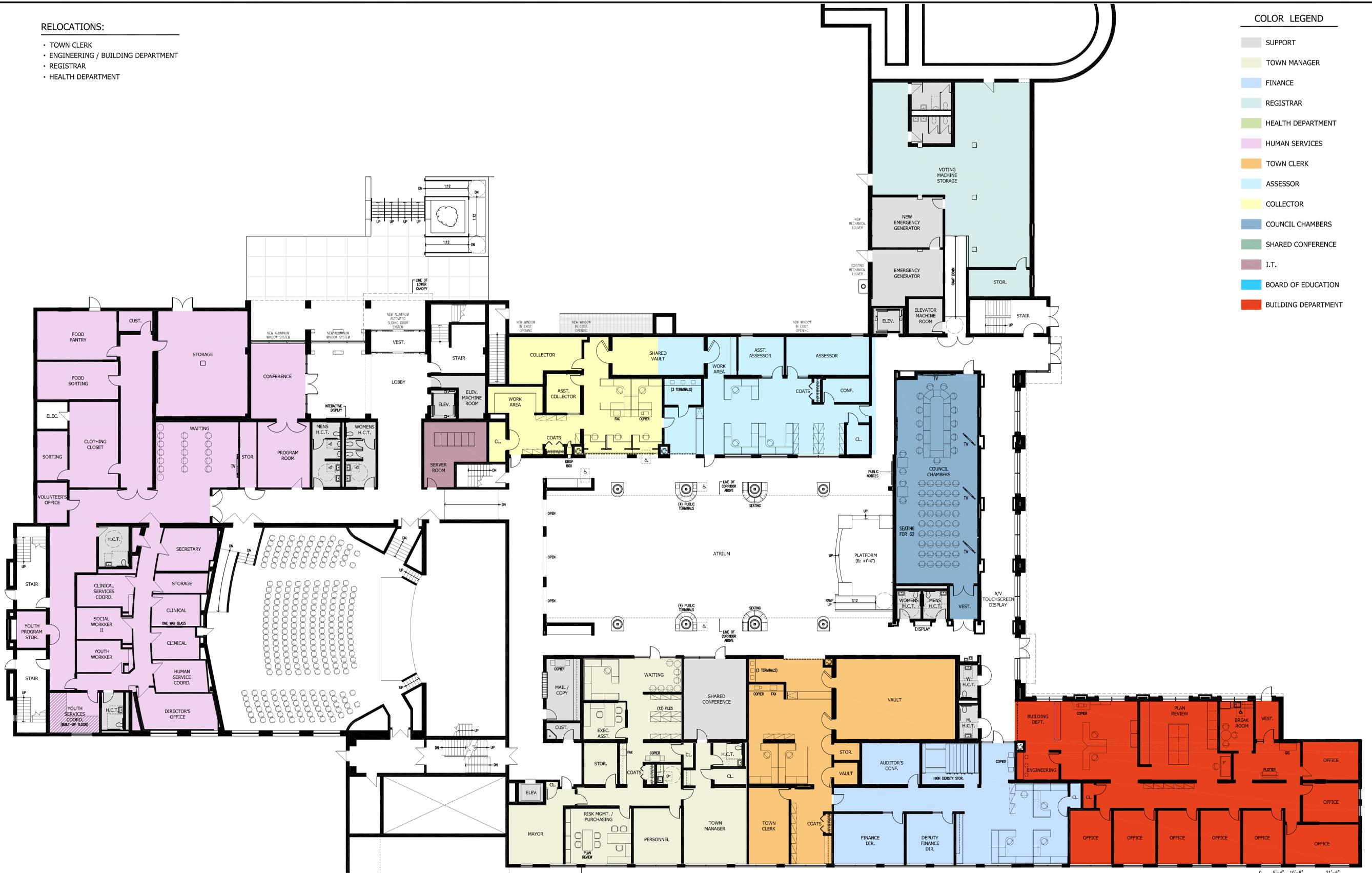


RELOCATIONS:

- TOWN CLERK
- ENGINEERING / BUILDING DEPARTMENT
- REGISTRAR
- HEALTH DEPARTMENT

COLOR LEGEND

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
- ASSESSOR
- COLLECTOR
- COUNCIL CHAMBERS
- SHARED CONFERENCE
- I.T.
- BOARD OF EDUCATION
- BUILDING DEPARTMENT



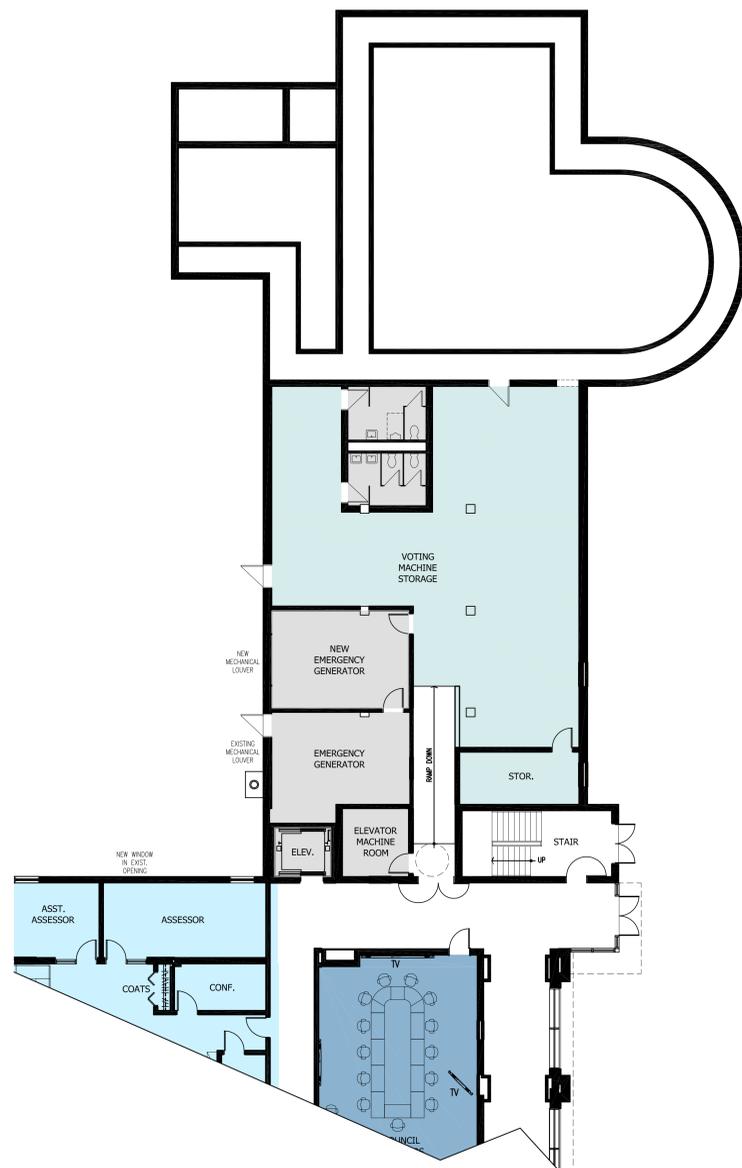
MAIN LEVEL

PROPOSED NEWINGTON TOWN HALL FLOOR PLAN

NEWINGTON, CT

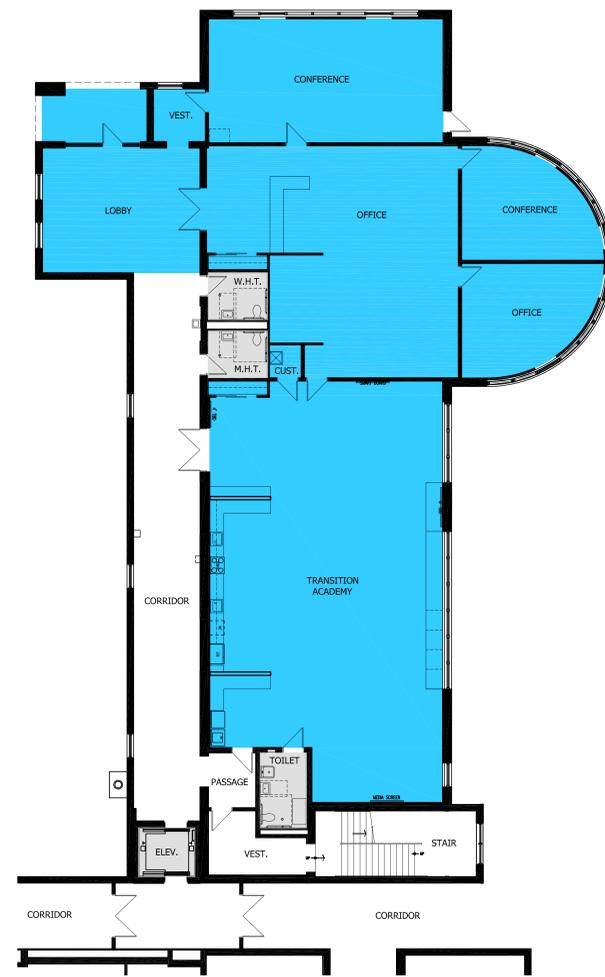
April 28, 2014





COLOR LEGEND

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
- ASSESSOR
- COLLECTOR
- COUNCIL CHAMBERS
- SHARED CONFERENCE
- I.T.
- BOARD OF EDUCATION
- BUILDING DEPARTMENT

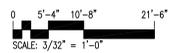


MAIN LEVEL @ TRANSITION ACADEMY

PROPOSED NEWINGTON TOWN HALL FLOOR PLAN

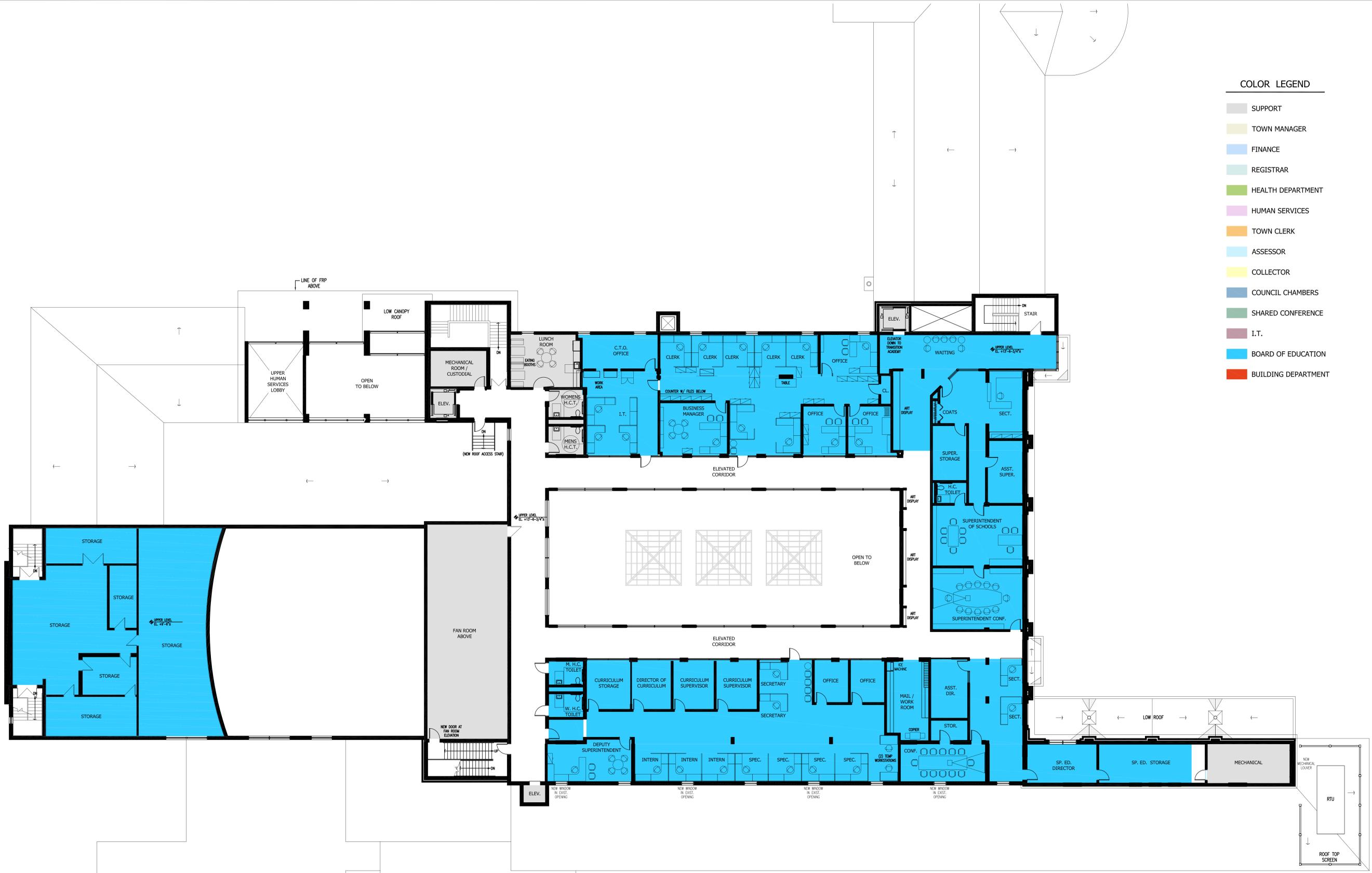
NEWINGTON, CT

April 28, 2014



COLOR LEGEND

- SUPPORT
- TOWN MANAGER
- FINANCE
- REGISTRAR
- HEALTH DEPARTMENT
- HUMAN SERVICES
- TOWN CLERK
- ASSESSOR
- COLLECTOR
- COUNCIL CHAMBERS
- SHARED CONFERENCE
- I.T.
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- BUILDING DEPARTMENT



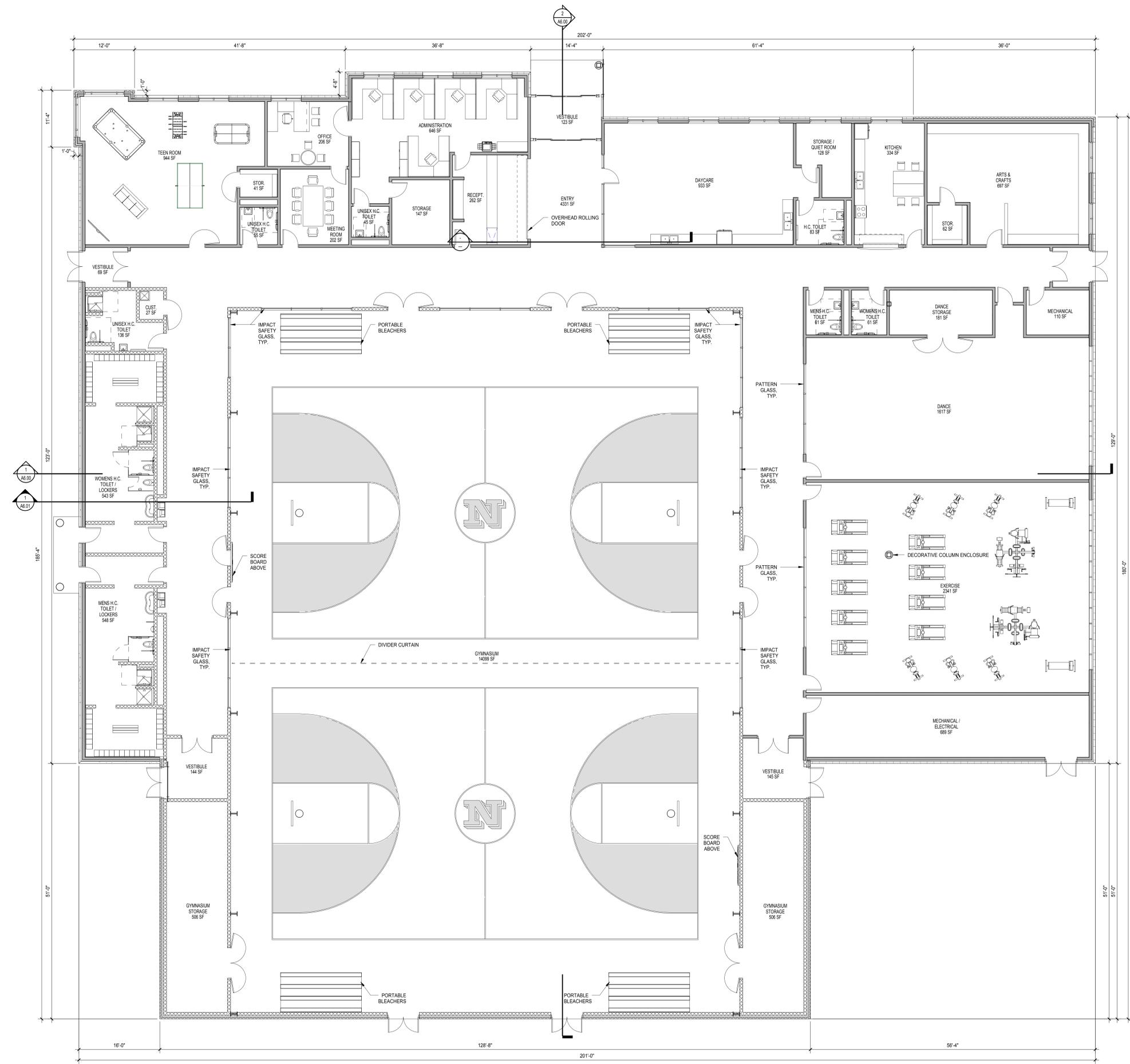
UPPER LEVEL

PROPOSED NEWINGTON TOWN HALL FLOOR PLAN

NEWINGTON, CT

April 28, 2014

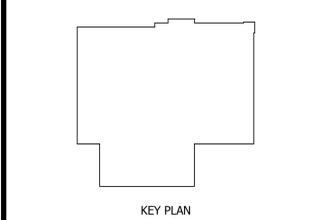




ISSUE DATE	
DATE	DESCRIPTION
04/28/2014	DRAWINGS ISSUED FOR BUILDING COMMITTEE APPROVAL

REVISIONS	
DATE	DESCRIPTION

FOR ALL ABBREVIATIONS, SYMBOL LEGENDS, AND GENERAL NOTES SEE SHEET R0.01



**NEW MORTENSEN
COMMUNITY
CENTER**

MILL STREET
NEWINGTON, CT
06111

PROJECT NO.: 13013.00 DRAWN BY: NCB

**MAIN LEVEL FLOOR
PLAN**

1 MAIN LEVEL FLOOR PLAN
1/8" = 1'-0"

33,137 GROSS SQ. FT.

DRAWING NO.:
A1.01



Town of Newington

NEW MORTENSEN COMMUNITY CENTER & ADDITIONS / RENOVATIONS TO TOWN HALL

April 7, 2014

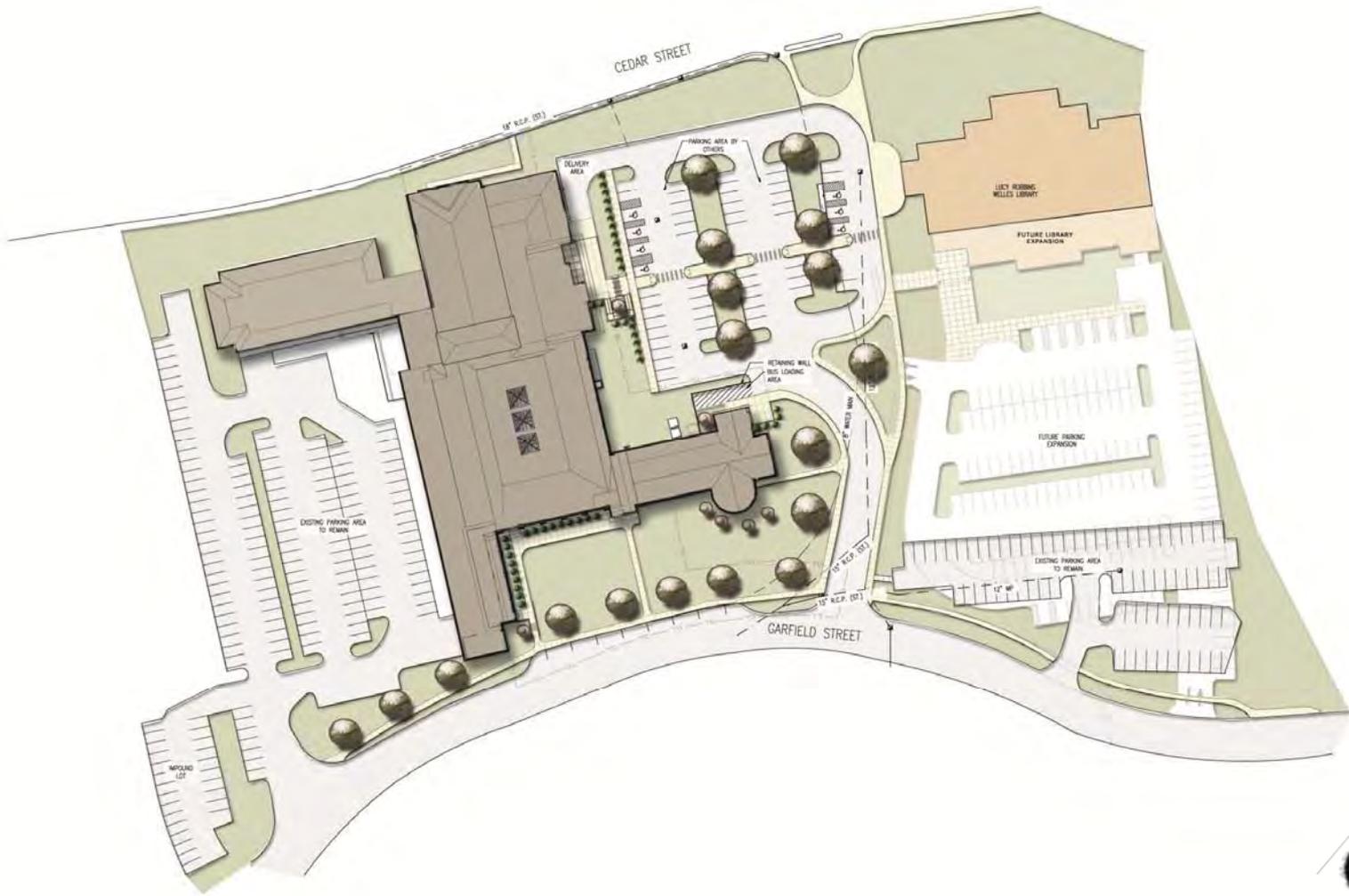


NEWINGTON TOWN HALL

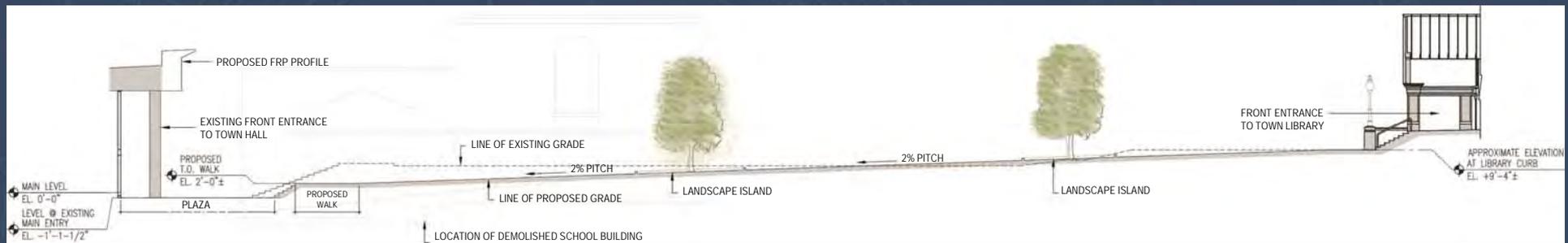
Existing Site Plan



Site Plan at Town Hall



Parking Lot Regrading



Exterior Perspective at Main Entry



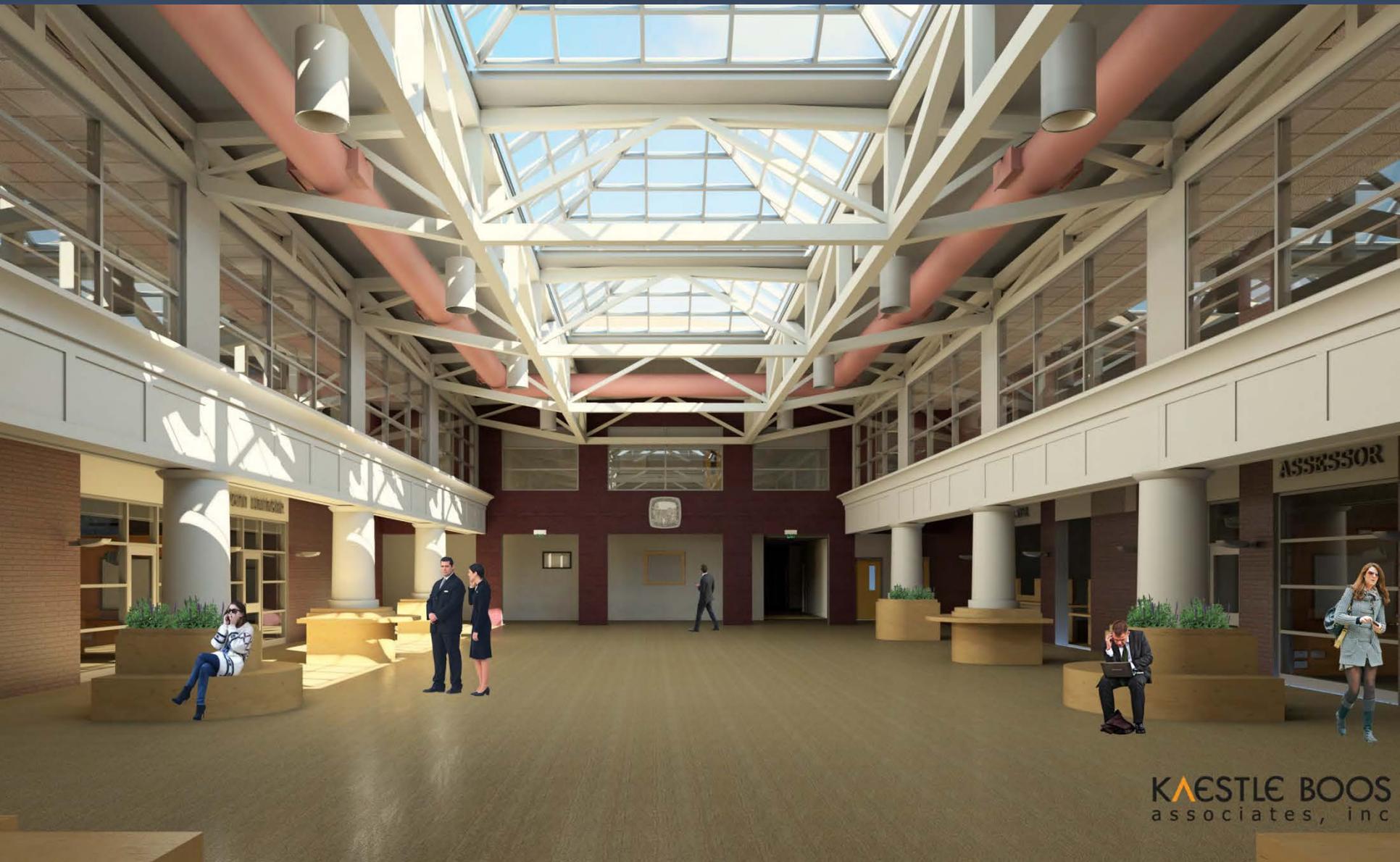
Perspective at Courtyard



Interior Perspective into Courtyard



Interior Perspective at Atrium



Interior Perspective at Atrium



Exterior Perspective





NEW MORTENSEN COMMUNITY CENTER

Site Plan at Community Center



Exterior Perspective



Front Entry



Gymnasium



Fitness

