



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR ROY ZARTARIAN**

## NEWINGTON TOWN COUNCIL

**\*\*\*L-101 (Lower Level)\*\*\* – Town Hall  
131 Cedar Street**

**AGENDA  
January 24, 2017  
7:00 p.m.**

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- I. PLEDGE OF ALLEGIANCE
  - II. ROLL CALL
  - III. APPROVAL OF AGENDA
  - IV. AWARDS/PROCLAMATIONS
    - A. Newington Knights Football and Cheerleading
  - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
  - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
  - VI. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
    - A. State Historic Preservation Grant: Deming-Young Farm
    - B. 2017 Budget Meeting/Public Hearing Schedule
  - VII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
    - A. Annual Visit with State Legislators
  - VIII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
    - A. Appointments to Boards and Commissions
      1. Affordable Housing Monitoring Agency
      2. Board of Education – Liaison
      3. Commission on Aging and Disabled
      4. Balf-Town Committee
      5. Building Code Board of Appeals
      6. Capitol Region Council of Governments (CRCOG)
      7. Central Connecticut Health District Board of Directors (CCHD)
      8. Conservation/Inland Wetlands Commission
      9. Development Commission
      10. Employee Insurance & Pension Benefits Committee

Phone: (860) 665-8510 Fax: (860) 665-8507  
townmanager@newingtonct.gov  
www.newingtonct.gov

11. Environmental Quality Commission
12. Board of Ethics
13. Fair Rent Commission
14. Newington Housing Authority
15. Human Rights Commission
16. John Wallace Wing Reconfiguration Project Building Committee
17. Library Board of Directors
18. Newington CATV Advisory Council
19. Newington School Career Technical Program Renovation Project Building Committee
20. Open Space Committee
21. Standing Insurance Committee
22. STEM Academy PBC
23. Town Hall Renovations Project Building Committee
24. Town Plan & Zoning Commission
25. Tri-Town Community Cable Access
26. Vehicle Appeals Board
27. Zoning Board of Appeals

IX. TAX REFUNDS (**Action Requested**)

X. MINUTES OF PREVIOUS MEETINGS

- A. Regular Meeting, January 10, 2017

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

XII. COUNCIL LIAISON/COMMITTEE REPORTS

XIII. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XIV. REMARKS BY COUNCILORS

XIV. EXECUTIVE SESSION RE: REAL ESTATE

XV. ADJOURNMENT



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Town Manager)

Date: January 20, 2017

Re: Newington Knights Football and Cheerleading

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Recently, the Newington Knights Midget Football 8U team (seven and eight-year olds) won the 2016 SPCW Regional Championship and was invited to the Division 3 National Championships in Michigan City, Indiana where they won the National Championship. In addition, the Newington Knights Pee Wee Cheerleading team placed second in the New England Pop Warner Cheerleading Competition and were invited to the National Championship in Orlando, Florida where they placed 3<sup>rd</sup> nationwide.

This is the first time since 2007 that a Newington Knights team has been invited to a national championship - a great accomplishment that requires tremendous dedication by both the players and parents. Both teams performed extremely well in their respective competitions and both made Newington proud. As such, the Newington Knights Midget Football 8U and the Newington Knights Pee Wee Cheerleading teams have been invited to attend the January 24 Town Council Meeting to receive a proclamation honoring their accomplishments. (Proclamation to follow.)



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Town Manager

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NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Town Manager)  
Date: January 19, 2017  
Re: Town Council Budget Meeting Schedule

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Attached, please see the tentative Town Council special meeting schedule to consider the FY 2017-18 budget. The Council does not need to take action to schedule the special meetings but must vote to approve the dates of the two public hearings to be held during the budget session.

Pursuant to Section 805 of the Newington Town Charter, two public hearings must be held on the proposed budget for fiscal year 2017-18. The public hearings are tentatively scheduled for the following:

Tuesday, March 14, 2017 – 6:00 p.m. (Town Manager's Proposed Budget)  
Tuesday, April 4, 2017 – 6:00 p.m. (Town Council's Proposed Budget)

The meetings and public hearings will take place in the Town Hall, unless otherwise indicated.

A resolution is attached for Council consideration to schedule both public hearings.

Attach.

AGENDA ITEM: VII.B.

DATE: 1-24-17

RESOLUTION NO.         

RESOLVED:

That the Newington Town Council, pursuant to Section 805 of the Newington Town Charter, will hold two Public Hearings on the proposed budget for fiscal year 2017-2018. These Public Hearings will be held at 6:00 p.m. in the Town Hall (unless otherwise indicated) as follows:

Tuesday, March 14, 2017

Town Manager's Proposed Budget

Tuesday, April 4, 2017

Town Council's Proposed Budget

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

**NEWINGTON TOWN COUNCIL  
BUDGET REVIEW SCHEDULE  
2017-18 BUDGET (DRAFT 12-29-16)**

<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Meeting</b>	<b>Schedule</b>
Friday, March 3				Council Receives Budget
Monday, March 6	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Overview of budget and budget procedures</li> <li>• General Government (Town Council, Town Manager, Courts, Elections, Finance, Town Attorney, Town Clerk/Records Administration, Personnel, General Services, Facilities Management, Information Technology)</li> <li>• Board of Education</li> </ul>
Tuesday, March 7	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Public Works (Engineering, Highway, Solid Waste)</li> <li>• Community Development and Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission)</li> <li>• Health</li> </ul>
Tuesday, March 14	6:00 p.m. 7:00 p.m.	L-101 (or Council Chambers if needed for PH)	<b>Public Hearing</b>  Regular Meeting	<b><u>Town Manager's Proposed Budget</u></b> <ul style="list-style-type: none"> <li>• Any Regular Council Business</li> </ul> <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Revenues</li> <li>• Insurance/Misc.</li> <li>• MDC</li> <li>• Employee Leave Liability</li> <li>• Special Revenue Funds/Other Funds</li> </ul>
Thursday, March 16	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS, Hydrants)</li> <li>• Human Services</li> <li>• Senior and Disabled Center</li> </ul>
Tuesday, March 21	7:00 p.m.	L-101	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> <li>• CIP</li> <li>• Debt Service</li> <li>• Equipment Reserve</li> </ul>
Wednesday, March 22	7:00 p.m.	L-101	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> <li>• Library</li> <li>• Parks and Recreation/Grounds</li> <li>• Miscellaneous programs not previously discussed</li> </ul>
Tuesday, March 28	7:00 p.m.	L-101 (or Council Chambers)	Regular Meeting	<ul style="list-style-type: none"> <li>• <b>Set Tentative Budget</b></li> <li>• Regular Council Business</li> </ul>
Tuesday, April 4	6:00 p.m. 7:00 p.m.	L-101 (or Council Chambers)	<b>Public Hearing</b>  Regular Meeting	<b><u>Town Council's Proposed Budget</u></b> <ul style="list-style-type: none"> <li>• Changes to proposed budget, if needed</li> <li>• Regular Council Business</li> </ul>
April 10 - 14	.			School Vacation
Tuesday, April 18	7:00 p.m.	L-101 (or Council Chambers)	Special Meeting	Adopt Budget and Set Mill Rate
Tuesday, April 25	7:00 p.m.	L-101	Regular Meeting	Regular Agenda

\*Per Charter §C-805: Within 20 days after holding the second public hearing, the Council shall complete its consideration of the budget and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members.



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Town Manager)

Date: January 20, 2017

Re: State Historic Preservation Grant: Deming Young Farm

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The Council discussed the proposed State Historic Preservation Grant for the house at Deming Young Farm at the January 10 meeting and ultimately tabled the item in order to bring in Town Planner Craig Minor to further discuss the item. Mr. Minor will be in attendance at the January 24 meeting for the discussion. Please the attached memorandum and documentation for more information.

Attach.



Tanya D. Lane  
Town Manager

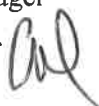
# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

**Town Planner**

Craig Minor, AICP  
Town Planner

## Memorandum

**To:** Tanya D. Lane, Town Manager  
**From:** Craig Minor, Town Planner   
**Date:** December 28, 2016  
**Re:** **State Historic Preservation Office "Survey and Planning Grant" application for Deming-Young Farmhouse**

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In 2015 I was directed by the previous Town Manager to write a STEAP grant application for the Deming-Young Farmhouse. Deming-Young Foundation chairman David Goodale was concerned about the poor condition of the walls and foundation and the need to complete the handicap-accessible bathroom, all of which he brought to the Town Manager's attention. I met with Mr. Goodale several times at the property, and I recommended expanded the scope of the project to include connecting the existing handicap ramp to the paved driveway.

During the course of preparing the grant, however, it became clear that assessing the condition of the house's foundation needed to occur before an accurate scope of work could be developed. The STEAP program was/is not taking new applications, but the State Historic Preservation Office (SHPO) is, and the Deming-Young Farmhouse is on the State Register of Historic Places.

SHPO awards "Survey and Planning" (S&P) grants of up to \$20,000 to assess a structure's physical stability, which must be performed by a licensed structural engineer. S&P grants must be matched 50/50 with local funds. SHPO is currently accepting applications on a quarterly basis.

I met with Director of Facilities Management David Langdon to discuss the cost of an assessment of the Deming-Young Farmhouse foundation. In his opinion the cost to retain a structural engineer would not exceed \$10,000. He said that there is money in his building maintenance budget to cover the local match of \$5,000.

One of the requirements of the S&P grant application process is that it must be approved by a Resolution of the Newington Town Council. Please put this on the agenda of the next available Town Council meeting for discussion, with approval at the following meeting.

A copy of the grant application is attached.

cc:  
file

Phone: (860) 665-8575 Fax: (860) 665-8577  
cminor@newingtonct.gov  
www.newingtonct.gov



Department of Economic and  
Community Development

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State Historic Preservation Office



# State Historic Preservation Office

Survey and  
Planning Grant  
Application  
April 2016

State Historic Preservation Office

One Constitution Plaza | Hartford, CT 06103 | P: 860.256.2800 | [Cultureandtourism.org](http://Cultureandtourism.org)

*An Affirmative Action/Equal Opportunity Employer An Equal Opportunity Lender*

## Survey and Planning Grant Overview

The State Historic Preservation Office (SHPO) offers Survey and Planning Grants to be used for a variety of historic preservation planning purposes. Please refer to the corresponding guidelines which can be found on our website.

Survey and Planning Grants are funded by the Community Investment Act. "*The Community Investment Act*" (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

## Application Information

Applications are accepted on a rolling basis. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or points of clarification. If the application is complete, it will be placed on the next available agenda of the Historic Preservation Council which votes to award the grant. The Historic Preservation Council meets the first Wednesday of each month.

## Survey and Planning Grant Application Cover Sheet

### GRANT INFORMATION

Identify the grant program you are applying to:

- Survey and Planning-Historic Resources Inventory
- Survey and Planning-Planning and Pre-development
- Survey and Planning-Archaeology
- Partners in Preservation
- CAP

### APPLICANT INFORMATION

Applicant Organization: Town of Newington

Chief Elected Official/Executive Director: Roy Zartarian, Mayor

Federal Employer ID Number: 06-600204

Street Address: 131 Cedar Street

Municipality: Newington

State: CT

ZIP Code: 06111

Contact Name: Craig Minor

Daytime Phone: 860-665-8575

Email Address: cminor@newingtonct.gov

Website:

Mailing address: 131 Cedar Street

Municipality: Newington

State: CT

ZIP Code: 06111

### PROJECT INFORMATION

One sentence explanation of the project:

To conduct an assessment of the foundation and related systems of this 18<sup>th</sup>-century farmhouse, prior to committing any funds to renovating the building.

Grant Amount Request: \$ 5,000

### Survey and Planning Grant Application Cover Sheet

Has the applicant received a grant from SHPO in the past:

yes  no

Is this a subsequent phase of a project:

yes  no

Is this a new initiative:

yes  no

List any previous grants received from SHPO (include grant type, date awarded, and award amount):

None.

#### LEGISLATIVE INFORMATION

U.S Representative: John Larson

District #1st

State Senator's Name: Paul Doyle

District #9th

State Representative: Gary Byron

District #27th

#### AUTHORIZATION

Name of Authorized Official: Tanya D. Lane

Title: Town Manager

Signature:

Date:

## PROJECT NARRATIVE

This is an application for funding to conduct a structural analysis of the foundation of the Deming-Young Farmhouse located at 282 Church Street, Newington, CT. The analysis will include a detailed estimate of the cost to make any needed repairs.

Constructed by Thomas Deming in 1784, the Deming-Young Farmhouse is one of the oldest buildings in Newington, and certainly the oldest building in Newington open to the public. With the threat of development looming, the Town of Newington bought the 54-acre farm, farmhouse and barn in 1999 and turned control of the farmhouse over to The Deming-Young Farm Foundation to preserve and renovate it. The Foundation's volunteers have uncovered multiple fireplaces, a beehive stove, a funeral door (a door to remove a corpse after the memorial service), and a sparking bench (a place where a young man and woman would sit and court). The goal is to have the farmhouse become a learning center for how an 18th century farm family lived. The house is open to the public on holidays and for special events, and for educational programs with the local elementary school.

While the building is open to the public on a limited basis, substantial repairs are needed to keep the house safe. There are holes in the attic north wall and second story west wall; the sill beam on the east side of the house is rotten; and there are many broken clapboards.

However, before committing funds to make these repairs, it would be prudent to do a structural analysis of the foundation and sills. The house sits on what appears to be the original stone foundation, and has the original wooden sills.

A structural assessment of the 1½ story barn next to the farmhouse was conducted by the Town in 2016.

**Budget  
Deming-Young Farmhouse  
Foundation Assessment**

<u>Item</u>	<u>Estimated Cost</u>	<u>Town Share</u>
Initial meeting to review scope.	inc.	
On-site investigation of existing structural condition of foundation and related elements.	inc.	
Creation of report summarizing structural condition of foundation and related elements.	inc.	
Cost estimate for correcting all noted structural issues.	inc.	
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$5,000</b>







### Survey and Planning Grants Application Checklist

Required Items	Included	N/A	Comments
Application Cover Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
501(c)3 or 501(c)13 IRS tax status determination letter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Copies of Certified Resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Commission on Human Rights and Opportunities Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
W-9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Applicant Name: Town of Newington

Project Name: Deming-Young Farmhouse

Amount Requested: \$ 5,000

Signature: \_\_\_\_\_

Date \_\_\_\_\_



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Town Manager)

Date: January 20, 2017

Re: Annual Visit with State Legislators

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Newington's State Legislators had been invited to meet with the Council on Tuesday, January 24 2017 to discuss issues of concern to the Town Council, staff and residents.

This is the first item under New Business on the Council agenda, however, as a courtesy the Council typically votes to move the item to the first item of Old Business on the agenda.

AGENDA ITEM: IX

DATE: 1-24-17

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

That property tax refunds in the amount of \$686.51 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

**TAX REFUNDS – JANUARY 24, 2017**

Michael Balboni 15 Briarwood Road Newington, CT 06111	\$527.10
VW Credit Leasing LTD 1401 Franklin Boulevard Libertyville, IL 60048	\$159.41
<b>Total</b>	<b>\$686.51</b>