



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR ROY ZARTARIAN

NEWINGTON TOWN COUNCIL

*****AUDITORIUM (Main Level)*** – Town Hall
131 Cedar Street**

AGENDA

March 22, 2016

7:00 p.m.

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. AWARDS/PROCLAMATIONS
 - A. National Public Health Week
 - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - V. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
 - A. Set Tentative Budget – FY 2016-17
 - B. MDC Project Update
 - C. CRCOG Regional Performance Incentive Grant Program
 - VI. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Discussion: Deming Young Farm Barn
 - B. Open Space Committee: Revise Resolution
 - C. Fair Housing Month
 - D. Discussion: Town Council Rules of Procedure
 - VII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Appointments to Boards and Commissions
 1. Affordable Housing Monitoring Agency
 2. Commission on Aging and Disabled
 3. Balf-Town Committee
 4. Building Code Board of Appeals
 5. Capitol Region Council of Governments (CRCOG)
 6. Central Connecticut Health District Board of Directors (CCHD)
 7. Capital Improvements Committee
 8. Committee on Community Safety
 9. Conservation/Inland Wetlands Commission
 10. Development Commission

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

11. Employee Insurance & Pension Benefits Committee
12. Environmental Quality Commission
13. Board of Ethics
14. Fair Rent Commission
15. Newington Housing Authority
- 16. Human Rights Commission**
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. School Code Compliance Project Building Committee
22. Standing Insurance Committee
23. STEM Academy PBC
24. Town Hall Renovations Project Building Committee
25. Town Plan & Zoning Commission
26. Tri-Town Community Cable Access
27. Vehicle Appeals Board
28. Zoning Board of Appeals

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

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 (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XII. REMARKS BY COUNCILORS

XIII. EXECUTIVE SESSION RE: PERSONNEL/REAL ESTATE

XIV. ADJOURNMENT

AGENDA ITEM: III

DATE: 3-22-16

RESOLUTION NO.: _____

WHEREAS, the American Public Health Association has proclaimed April 4 through April 10, 2016 as National Public Health Week;

WHEREAS, this year's theme is "Healthiest Nation 2030" and focuses on rallying around the goal of making the United States the Healthiest Nation in One Generation by 2030;

WHEREAS, for over 20 years the annual celebration of National Public Health Week reminds us of the fundamental role that our own state and local health departments play every day in the health of our communities; and

AND WHEREAS, the Town of Newington together with its neighboring towns of Wethersfield, Berlin, and Rocky Hill, receives quality public health service through its regional health department, the Central Connecticut Health District, now in its 20th year of service.

NOW, THEREFORE, I, Mayor Roy Zartarian, do hereby proclaim April 4 to April 10, 2016 as National Public Health Week in Newington, Connecticut. I encourage all our citizens to join me in this celebration and in acknowledging the critical role of public health in prevention and in helping individuals and communities to achieve and maintain good health.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Acting 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 Lane,
Acting Town Manager)

Date: March 17, 2016

Re: Town Council Tentative Budget

There is an item on the March 22, 2016 Town Council meeting to give Councilors the opportunity to propose and consider changes to the Town Manager's proposed FY 2016-17 budget. Once any changes are approved by the Council, a legal notice of the tentative budget will be published five days prior to the March 31 Public Hearing. Additional changes may be made after the Public Hearing. The budget will be adopted on April 5, 2016.



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OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

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

Date: March 17, 2016

Re: Update: MDC Project, Cedar Street/Willard Avenue Area

The Town Council took action on January 26 to refer a proposed MDC project-related easement at 90 Welles Drive North to the Town Plan and Zoning Commission as required under section 8-24 of the CT General Statutes. The TPZ considered the item at its February 24 meeting and subsequently issued the attached report. The Council took action to grant the easement at its March 1, 2016 Special Meeting.

There will be an item on the March 22, 2016 Town Council agenda to provide updates and further discuss the proposed MDC water and sewer improvement project, as needed.

Attach.



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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,
Acting Town Manager)
Date: March 17, 2016
Re: OPM Regional Performance Incentive Grant Program

At its March 8, 2016 meeting the Council discussed the latest round of OPM Regional Performance Incentive Grants. On November 24, 2015 and January 27, 2016 the Policy Board of CRCOG passed resolutions authorizing the development of a grant application to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program. This is done on behalf of CRCOG's member municipalities. If CRCOG receives the grant the Town will be eligible to take part in the regional services provided by the funding (if it so chooses), including:

Please note that the Council passed a resolution to take part in the applications for items 3, 5 & 6 in February 2015. Item 4 does not pertain to the Town of Newington.

A resolution is attached for Council consideration.

Attach.

**Proposed OPM Regional Performance Incentive Grants
Policy Board Approved (November 24, 2015)**

1. NEW PROJECT for 2015: Stop Loss Captive Insurance (estimated \$650,000)

The creation of an inter-governmental pool for medical stop loss insurance. This program is designed to reduce health benefit costs for self-insured towns and school districts. The RPIP application is to help with start-up costs for this regional program. CREC has been leading this effort and an analysis of data indicates that premiums could be immediately stabilized, enabling members to contain cost, and that real and enduring savings would be realized within a few years of establishment of the captive. These savings would directly impact members' operating budgets.

Contact: Mary Glassman mglassman@crec.org, (860) 240-6619

2. NEW PROJECT for 2015: Anchor Institution and Neighborhood Engagement in TOD—Implementation of Next Steps (estimated \$200,000)

CRCOG has received a grant from the Hartford Foundation for Public Giving (HFPG) to conduct a study of national best practices for anchor institution and neighborhood engagement in support of transit oriented development. This study will be conducted in 2016, and will identify next steps for moving anchor institution-led TOD forward in the CT *fastrak* corridor, while maintaining inclusion of host neighborhoods in planning activities. Recommendations on next steps might include, but may not be limited to, the following: a) supply chain analysis as it relates to opportunities for community economic development; b) analysis of new employment opportunities in station areas; c) analysis of potential neighborhood benefits of TOD; and d) other steps that may be identified through this work. This RPIP grant will extend anchor institution analysis to the CT *trail*-Hartford Line corridor, and fund next steps identified through the HFPG-funded project.

Staff Contact: Mary Ellen Kowalewski mkowalewski@crcog.org, (860) 522-2217, x222

3. Regional Computer Forensics Laboratory (estimated \$150,000) – Applied for 2012, 2013, 2014

Working with the Capitol Region Chiefs of Police Association, CRCOG would further the concept of a regional forensics laboratory dedicated to computer crimes. With increases in computer crimes (such as online fraud, financial crimes, digital production and dissemination of child pornography, online predators seeking child victims, stalking, harassment, and threatening) there is an overload at the State Laboratory and municipalities are often doing this work on their own. The regional lab has been established using space donated by Cox Communications in Manchester. This project would provide additional equipment, software licenses and training. Participating municipalities would assign investigators to the lab who in turn would receive and maintain the training necessary to successfully resolve these complex investigations for their agencies. Please notes: towns with resident troopers may also use this laboratory.

Staff Contact: Cheryl Assis: cassis@crcog.org, (860) 522-2217 x236.

4. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield and Tolland (\$160,000) – Applied for 2012, 2013, 2014

The Towns of Bolton, Coventry, Mansfield and Tolland propose to submit a RPIP Grant in order to obtain funds to secure consultant services that will perform a number of economic development and planning activities on a shared – regional basis between the towns involved.

Staff Contact: Jennifer March-Wackers: jwackers@crcog.org, (860) 522-2217 x239.

5. Regional Service Management (CRM) System (\$285,000) – Applied for 2014

Service Management Systems, also referred to as Customer Response Management (CRM) Systems, are a powerful technology that can contribute to improved municipal customer service by assisting towns to respond effectively to resident concerns, facilitate greater citizen engagement, support performance measurement, contribute to better local government budgeting, and aid in emergency response and recovery. The grant would provide funding for two parts of a Service Management System. First, it would allow for purchase of a license for a front end service management system to receive resident concerns. Second, grant funds would also provide funding for licensing and/or development of a back end work flow management system to integrate with the front end system and effectively manage concerns received. The software solutions would use the Nutmeg Network.

Staff Contact: Jennifer March-Wackers: jwackers@crcog.org, (860) 522-2217 x239.

6. Code Enforcement Software (estimated \$450,000) – Applied for 2012

Code enforcement software is software that would report and track code enforcement violations and day to day code enforcement department activities. The application should include a mobile component for inspection and on-site reporting purposes.

Staff Contact: Pauline Yoder: pyoder@crcog.org, (860) 522-2217 x245.

7. Call Handling and Response Triage (CHART- Previously Local Call Log and Management) (estimated \$150,000) – Applied for 2012

Create a complementary system to the Web EOC. This application would be a logging management system for local needs. For example, reporting downed trees on certain streets, or lights not working at a certain intersection, etc. With the system, towns would be able to prioritize needs and deploy town resources effectively.

Staff Contact: Pauline Yoder: pyoder@crcog.org, (860) 522-2217 x245.

AGENDA ITEM: V.C. _____

DATE: 3-22-16 _____

RESOLUTION NO: _____

WHEREAS, Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS, on November 25, 2015 and January 27, 2016 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of Newington has expressed an interest in taking part in the project proposals entitled:

- Item 1: Stop Loss Captive Insurance
- Item 2: Anchor Institution and Neighborhood Engagement in TOD
- Item 7: Call Handling and Response Triage for Emergency Operations Center

NOW, THEREFORE BE IT RESOLVED, that the Newington Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the Town Manager to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



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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,
Acting Town Manager)
Date: March 18, 2016
Re: Deming Young Farm Barn

Recently, Facilities Director Dave Langdon commissioned environmental and structural studies of the barn located on the Deming Young Farm property. The attached environmental studies were completed by EnviroMed of Meriden CT and received on March 2, 2016. The attached structural condition assessment study was completed by DTC of Hamden, CT and received on March 15, 2016.

The barn consists of a 1.5 story main barn building with three additions. Both the environmental and structural studies indicate concerns with the buildings. According to the structural study "There are immediate safety concerns for visitors to the adjacent property and park if they were close to the east addition if it were to further collapse."

Mr. Langdon is currently investigating cost estimates to shore up the main barn in order to make it structurally safe and/or other options for remediation. This item will be on the March 22 Town Council agenda for discussion. Mr. Langdon will be in attendance to discuss and answer Council questions.

Attach.



Cleaner environment. Safer workplaces.

Asbestos Inspection Report
for
Deming Young Farm
Barn Building
282 Church Street
Newington, Connecticut

Prepared
for
Town of Newington
131 Cedar Street
Newington, Connecticut 06111

February 16, 17, 2016

EnviroMed Project # IH-16-045

470 Murdock Ave., Meriden, CT 06450
telephone (203) 238-4846 • facsimile (203) 238-4243

TABLE OF CONTENTS

SECTION	Page
<i>I. PROJECT NARRATIVE</i>	<i>1</i>
<i>II. INSPECTION RESULTS SUMMARY</i>	<i>1</i>
<i>II. SAMPLE LOCATION DIAGRAMS</i>	<i>2</i>
<i>III. LABORATORY ANALYSIS REPORT</i>	<i>3</i>

I. PROJECT NARRATIVE

Overview

On February 16, 17, 2016, EnviroMed Services state licensed inspector, Gene Berube (license #000144) performed an inspection at the Deming Young Farm, 282 Church Street, Newington, Connecticut. The purpose of this inspection was to confirm or negate the presence of asbestos containing building material.

II. INSPECTION RESULTS SUMMARY

A total of 53 bulk samples were collected and analyzed. The materials sampled include: gray roof shingle, black roof shingle, black roll on roofing felt, black roof cement, black roof sealer, gray flashing cement, thick layer black roofing cement, orange siding shingle, red siding shingle type 1, red siding shingle type 2, red siding shingle type 3, brown siding repair shingle, textured ceiling compound, window glazing, transite panel, window sill brown tar sealer, black siding tar.

EnviroMed Services accredited laboratory analyzed the bulk samples.

Material Found to Contain Greater than 1 Percent Asbestos

Roof B

There is approximately 196 square feet of gray flashing cement. This material was found to contain 3 to 10 percent asbestos.

Roof C

There is approximately 48 square feet of gray flashing cement. This material was found to contain 3 to 10 percent asbestos.

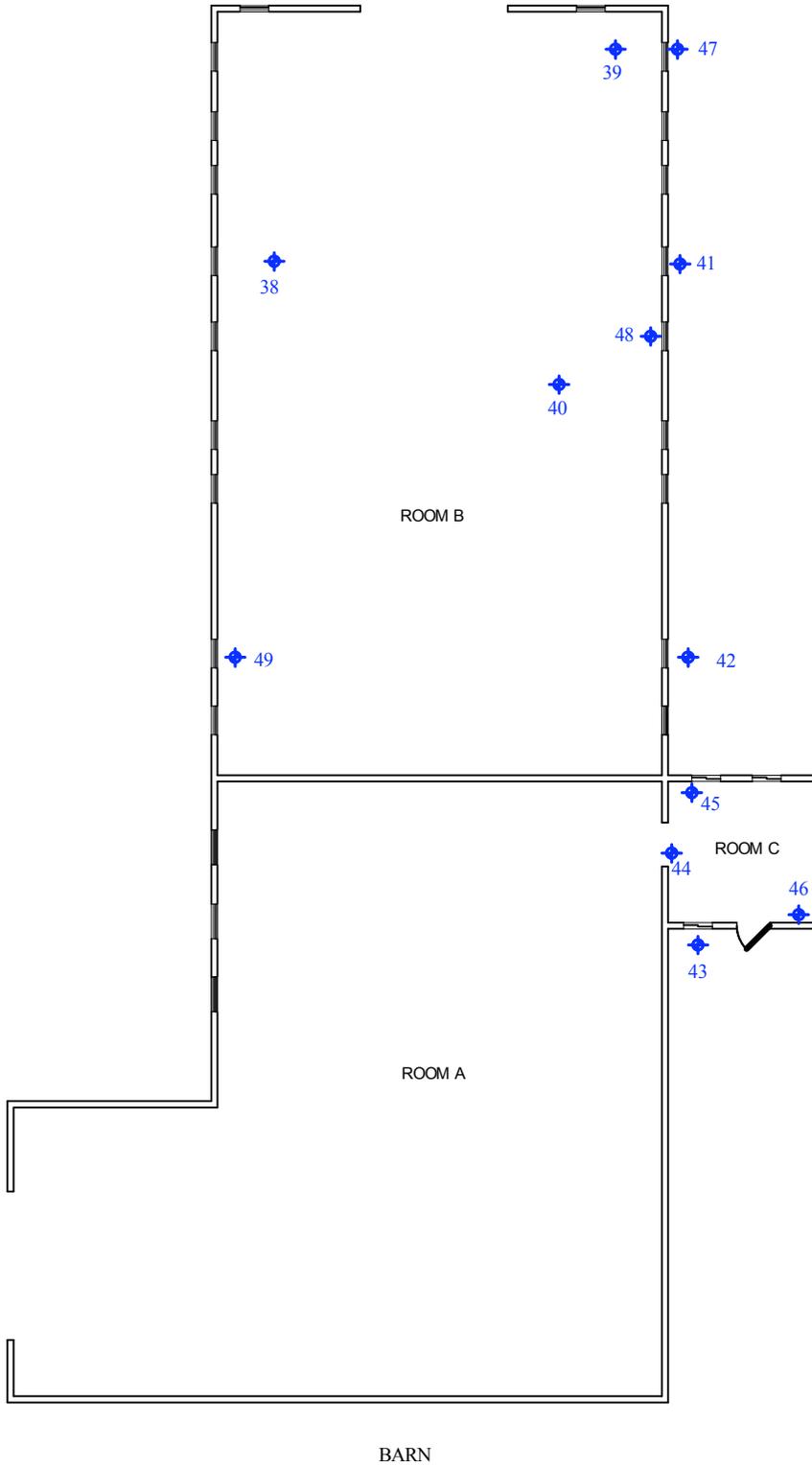
Office Room C

There is approximately 480 square feet of transite cement panel located on the walls and ceiling. This material was found to contain 8 to 10 percent asbestos.

Materials Found to have No Asbestos Detected

The following materials in areas tested were found to have no asbestos detected that include: gray roof shingle, black roof shingle, black roll on roofing felt, black roof cement, black roof sealer, thick layer black roofing cement, orange siding shingle, red siding shingle type 1, red siding shingle type 2, red siding shingle type 3, brown siding repair shingle, textured ceiling compound, window glazing, window sill brown tar sealer, black siding tar.

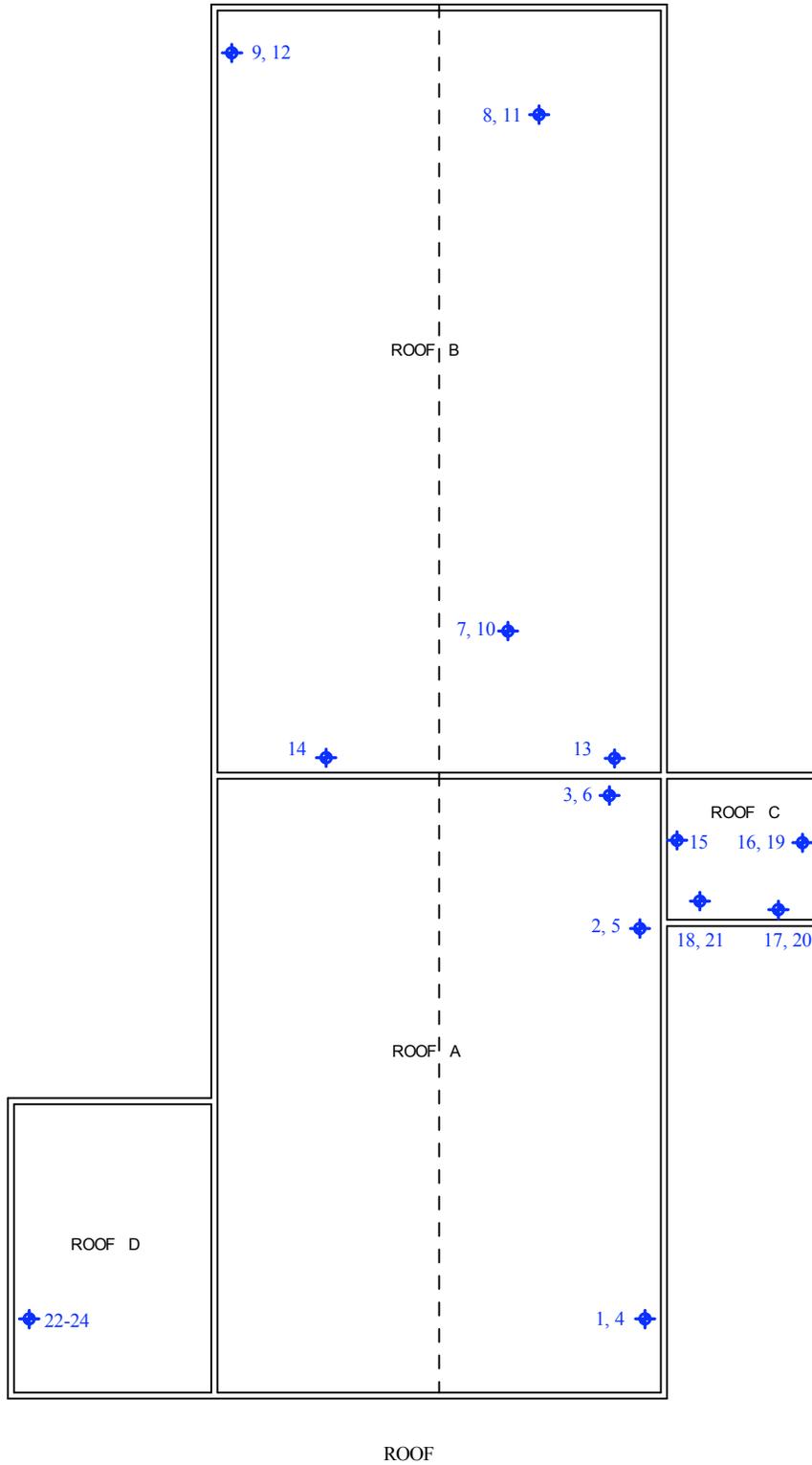
II. SAMPLE LOCATION DIAGRAMS



LEGEND

◆ = Bulk Sample Number and Location

Drawing Title: Asbestos Inspection Location Diagram		Date: 02 / 17 / 2016
Project: Deming Young Farm 282 Church Street Newington CT		Scale : NTS
Prepared For: Town of Newington		Drawn By : TN
Prepared By: EnviroMed Services, Inc. 470 Murdock Ave , Meriden CT		Drawing No. ASB-1
Project No. IH-16-045		



LEGEND

◆ = Bulk Sample Number and Location

Drawing Title: Asbestos Inspection Location Diagram		Date: 02 / 17 / 2016
Project: Deming Young Farm 282 Church Street Newington CT		
Prepared For: Town of Newington	Scale : NTS Drawn By : TN	
Prepared By: EnviroMed Services, Inc. 470 Murdock Ave , Meriden CT		Drawing No. ASB-2
Project No. IH-16-045		

III. LABORATORY ANALYSIS REPORT

CHAIN OF CUSTODY FORM
Asbestos Analysis

EnviroMed Services, Inc.
470 Murdock Avenue
Meriden, Connecticut 06450

Lab # 21756
TEL: 203.238.4846
FAX: 203.238.4243

Company Name and Address		Project/Job #	Collected By/Date	Purchase Order #															
Town of Newington 282 Church ST.		IH-16-045	G.B. 2-16-16 R.K.L. 2-17-16																
Analyzed by: T. Ciavarella																			
Date: 2/23/2016																			
Analytical Method: Polarized Light Microscopy with Dispersion Staining																			
PLM Analysis																			
Sample #	Sample Location/Type	Temperature (°C)	Homogeneous (Y/N)	Gross Appearance (color, texture)	Type of Asbestos Present	Percent Asbestos	Morphology	Refractive Index Parallel/Perpendicular	Dispersion Colors Parallel/Perpendicular	Extinction Characteristics Parallel, oblique, wavy	Sign of elongation (+/-)	Pleochroism (color) Parallel/Perpendicular	Birefringence (o, l, m, h)	Fibers Present (and %)	Types of Non-Asbestos Fibers Present (and %)	Optical Property	Non-Asbestos Fibers	Types & Percent of (Non-fibrous) Materials Present	Total % Asbestos
1	Roof A gray shingle		Y	Black Fibers		0%								Cellulose	30%	Incomplete Extinction	Particulate	0%	
2	Roof A gray shingle		Y	Black Fibers with		0%								Cellulose	4%	Incomplete Extinction	Particulate	0%	
3	Roof A gray shingle		Y	Black Fibers		0%								Cellulose	30%	Incomplete Extinction	Particulate	0%	
4	Roof A black shingle		Y	Black Fibers		0%								Cellulose	30%	Incomplete Extinction	Particulate	0%	
5	Roof A black shingle		Y	Black Fibers		0%								Cellulose	35%	Incomplete Extinction	Particulate	0%	
6	Roof A black shingle		Y	Black Fibers		0%								Cellulose	4%	Incomplete Extinction	Particulate	0%	
7	Roof black row felt		Y	Black Fibers		0%								Cellulose	4%	Incomplete Extinction	Particulate	0%	
8	Roof B black row felt		Y	Black Fibers		0%								Cellulose	5%	Incomplete Extinction	Particulate	0%	
9	Roof B black row felt		Y	Black Fibers		0%								Cellulose	6%	Incomplete Extinction	Particulate	0%	

Accredited for Bulk Asbestos Analysis by ALHA BAPAT #100120 CT Lab #PH-0571

The results of this analysis were obtained by a qualified individual using approved methodology, and relate only to the items tested.

Comments: _____ Date: _____
 Relinquished by: _____ Date: 2/18/2016
 Approved by: *CyberCauld* Date: 2/18/2016
 Received by: _____ Date: 2/18/2016
 Temperature: _____
 Rev.: #11 9/17/2015

CHAIN OF CUSTODY FORM
Asbestos Analysis

EnviroMed Services, Inc.
470 Murdock Avenue
Meriden, Connecticut 06450

Lab # 21756
TEL: 203.238.4846
FAX: 203.238.4243

Company Name and Address Town of Newington 282 Church St.	Project/Job # IH-16-048	Collected By/Date G.B. 2-16-16 R.K.L. 2-17-16	Purchase Order #
---	----------------------------	---	------------------

Sample #	Sample Location/Type	Temperature (°C)	Homogeneous (Y/N)	Gross Appearance (color, texture)	Type of Asbestos Present	Percent Asbestos	Morphology	Refractive Index Parallel/Perpendicular	Dispersion Colors Parallel/Perpendicular	Extinction Characteristics (parallel, oblique, wavy)	Sign of Elongation (+/-)	Pleochroism (color)	Parallel/Perpendicular Birefringence (o, l, m, h)	Types of Non-Asbestos Fibers Present (and %)	Non-Asbestos Fibers Optical Property	Types) & Percent of (non-fibrous) Materials Present	Total % Asbestos
10	Roof B black cement S.			Black Fibers		0%								40% Cellulose	Incomplete Extinction	60% Particulate	0%
11	Roof B Black Cement Sealer			Black Fibers		0%								30% Cellulose	Incomplete Extinction	70% Particulate	0%
12	Roof B black Cement Sealer			Black Fibers		0%								60% Cellulose	Incomplete Extinction	40% Particulate	0%
13	Roof B Gray Flashing Cement			Black Fibers	Clay	3%	wavy	1.006 1.518	Marginal Blue	P +	N	N	N	20% Cellulose	Incomplete Extinction	77% Particulate	3% Claystone
14	Roof B Gray Flashing Cement			Black Fibers	Clay	5%	wavy	1.009 1.519	Marginal Blue	P +	N	N	N	20% Cellulose	Incomplete Extinction	65% Particulate	5% Claystone
15	Roof C Gray Flashing Cement			Black Fibers	Clay	10%	wavy	1.007 1.518	Marginal Blue	P +	N	N	N	20% Cellulose	Incomplete Extinction	70% Particulate	10% Claystone
16	Roof E Gray Shingle			Black Fibers		0%								60% Cellulose	Incomplete Extinction	40% Particulate	0%
17	Roof E Gray Shingle			Black Fibers		0%								45% Cellulose	Incomplete Extinction	55% Particulate	0%
18	Roof E Gray Shingle			Black Fibers		0%								60% Cellulose	Incomplete Extinction	40% Particulate	0%

Accredited for Bulk Asbestos Analysis by AIHA BAPAT #100120 CT Lab #PH-0571
The results of this analysis were obtained by a qualified individual using approved methodology, and relate only to the items listed.

Comments: _____ Approved by: _____ Date: _____

Relinquished by: _____ Date: _____ Received by: _____ Date: _____

Rev.: #11 9/17/2015 Temperature: _____

CHAIN OF CUSTODY FORM
Asbestos Analysis

EnviroMed Services, Inc.
470 Murdock Avenue
Meriden, Connecticut 06450

Lob # 21756
TEL: 203.238.4846
FAX: 203.238.4243

Company Name and Address		Project/Job #	Collected By/Date	Purchase Order #										
Town of Newington 282 Church St.		IH-16-045	G.B. R.K. 2-16-16 2-17-16											
Analyzed by: T. Chamberland Date: 2/23/2016														
Analytical Method: Polarized Light Microscopy with Dispersion Staining PLM Analysis														
Sample #	Sample Location/Type	Temperature (°C)	Homogeneous (Y/N)	Gross Appearance (color, texture)	Type of Asbestos Present	Percent Asbestos	Morphology	Refractive Index Parallel/Perpendicular	Dispersion Colors Parallel/Perpendicular	Extinction Characteristics Parallel, oblique, wavy, Sign of Elongation (+/-) Pleochroism (color) Parallel/Perpendicular Birefringence (o, i, m, h)	Fibers Present (and %)	Non-Asbestos Fibers Optical Property	Types) & Percent of (non-fibrous) Materials Present	Total % Asbestos
19	Roof E bottom black shingle		Y	Black Fibrous		20					50% Cellulose	Incomplete Extinction	50% Particulate	20
20	Roof E black shingle		Y	Black Fibrous		20					40% Cellulose	Incomplete Extinction	60% Particulate	20
21	Roof C black shingle		Y	Black Fibrous		20					40% Cellulose	Incomplete Extinction	60% Particulate	30
22	Roof D Thick black cement		Y	Black Fibrous		20				30%	Cellulose	Incomplete Extinction	70% Particulate	20
23	Roof D Thick black cement		Y	Black Fibrous		20				35%	Cellulose	Incomplete Extinction	65% Particulate	20
24	Roof D Thick black cement		Y	Black Fibrous		20				30%	Cellulose	Incomplete Extinction	70% Particulate	20
25	Siding orange shingle		Y	Black Fibrous		20				40%	Cellulose	Incomplete Extinction	60% Particulate	20
26	Siding orange shingle		Y	Black Fibrous		20				35%	Cellulose	Incomplete Extinction	65% Particulate	20
27	Siding orange shingle		Y	Black Fibrous		20				40%	Cellulose	Incomplete Extinction	60% Particulate	20

Accredited for Bulk Asbestos Analysis by AIHA BAPAT #100120 CT Lab #PH-0571
The results of this analysis were obtained by a qualified individual using approved methodology, and relate only to the items tested.

Comments: _____ Date: _____
Approved by: _____ Date: _____
Relinquished by: _____ Date: _____
Received by: _____ Date: _____
Rev.: #11 9/17/2015
Temperature: _____

CHAIN OF CUSTODY FORM
Asbestos Analysis

EnviroMed Services, Inc.
470 Murdock Avenue
Meriden, Connecticut 06450

Lab # 21756
TEL: 203.238.4846
FAX: 203.238.4243

Company Name and Address		Project/Job #	Collected By/Date	Purchase Order #													
Town of Newington 282 Church St.		IH-16-045	G.B. 2-16-16 R.K.L. 2-17-16														
Analytical Method: Polarized Light Microscopy with Dispersion Staining																	
PLM Analysis																	
Sample #	Sample Location/Type	Temperature (°C)	Homogeneous (Y/N)	Gross Appearance (color, texture)	Type of Asbestos Present	Percent Asbestos	Morphology	Refractive Index Parallel/Perpendicular	Dispersion Colors Parallel/Perpendicular	Extinction Characteristics (parallel, oblique, wave)	Sign of Elongation (+/-)	Pleochroism (color)	Parallel/Perpendicular Birefringence (o, l, m, h)	Types of Non-Asbestos Fibers Present (and %)	Non-Asbestos Fibers Optical Property	Types) & Percent of (non-fibrous) Materials Present	Total % Asbestos
28	Siding Red Shingle	180	Y	Black Fibrous		0%								25% Cellulose	Incomplete Extinction	Particulate	20
29	Siding Red Shingle	180	Y	Black Fibrous		0%								45% Cellulose	Incomplete Extinction	Particulate	20
30	Siding Red Shingle	180	Y	Black Fibrous		0%								40% Cellulose	Incomplete Extinction	Particulate	20
31	Siding 2nd Type Red Shingle	180	Y	Black Fibrous		0%								45% Cellulose	Incomplete Extinction	Particulate	20
32	Siding 2nd Type Red Shingle	180	Y	Black Fibrous		0%								35% Cellulose	Incomplete Extinction	Particulate	20
33	Siding 2nd Type Red Shingle	180	Y	Black Fibrous		0%								60% Cellulose	Incomplete Extinction	Particulate	20
34	Siding 3RD Type Red Shingle	180	Y	Black Fibrous		0%								40% Cellulose	Incomplete Extinction	Particulate	20
35	Siding 3RD Type Red Shingle	180	Y	Black Fibrous		0%								45% Cellulose	Incomplete Extinction	Particulate	20
36	Siding 3RD Type Red Shingle	180	Y	Black Fibrous		0%								55% Cellulose	Incomplete Extinction	Particulate	20

Accredited for Bulk Asbestos Analysis by NIHA BAFAT #100120 CT Lab #PH-0571

The results of this analysis were obtained by a qualified individual using approved methodology, and relate only to the items tested.

Comments: _____
 Relinquished by: _____ Date: _____
 Approved by: *Jeff G. Calkins* Date: 2/18/2016
 Received by: _____ Date: 2/18/2016
 Temperature: _____
 Rev.: #11 5/17/2015

EnviroMed Services, Inc.
 470 Murdock Avenue
 Meriden, Connecticut 06450

CHAIN OF CUSTODY FORM
 Asbestos Analysis

Lab # 21756
 TEL: 203.238.4846
 FAX: 203.238.4243

Company Name and Address Town of Newington 282 Church St.	Project/Job # IH-16-046	Collected By/Date G.B. 2-16-16 R.K. 2-17-16	Purchase Order #
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Sample #	Sample Location/Type	Temperature (°C)	Homogeneous (Y/N)	Gross Appearance (color, texture)	Type of Asbestos Present	Percent Asbestos	Morphology	Retractive Index Parallel/Perpendicular	Dispersion Colors Parallel/Perpendicular	PLM Analysis										Total % Asbestos
										Extinction Characteristics	Parallel, oblique, wave	Sign of Elongation (+/-)	Pleochroism (color)	Parallel/Perpendicular	Birefringence (o, i, m, h)	Fibers Present (and %)	Types of Non-Asbestos	Optical Property	Types) & Percent of (non-fibrous) Materials Present	
37	Siding Patch brown Shingle	18°	Y	Black Fibrous		0%									100%	Cellulose	100%	Incomplete Extinction	Particulate	100%
38	Siding Patch brown Shingle	18°	Y	Black Fibrous		0%									100%	Cellulose	100%	Incomplete Extinction	Particulate	100%
39	Texture Ceiling Compound	18°	Y	White Canvas		0%									100%	Cellulose	100%	Incomplete Extinction	Particulate	100%
40	Texture Ceiling Compound	18°	Y	Beige Canvas		0%									100%	Cellulose	100%	Incomplete Extinction	Particulate	100%
41	Window glazing	18°	Y	Gray glazing		0%									100%	Cellulose	100%	Incomplete Extinction	Particulate	100%
42	Window glazing	18°	Y	Gray glazing		0%									100%	Cellulose	100%	Incomplete Extinction	Particulate	100%
43	Window glazing	18°	Y	Gray glazing		0%									100%	Cellulose	100%	Incomplete Extinction	Particulate	100%
44	TRANSITE	18°	Y	Gray Transite	Clay	100%	Wavy	1.557 / 1.509	Marginal Blue						100%	Cellulose	100%	Incomplete Extinction	Particulate	100% Clay + 0%
45	TRANSITE	18°	Y	Gray Transite	Clay	8%	Wavy	1.556 / 1.508	Marginal Blue						100%	Cellulose	100%	Incomplete Extinction	Particulate	8% Clay + 92%

Analyzed by: T. Chouinard
 Date: 2/23/16

Approved by: _____ Date: _____
 Received by: _____ Date: 2/18/16
 Temperature: _____

Comments: _____

Relinquished by: _____

The results of this analysis were obtained by a qualified individual using approved methodology, and relate only to the items tested.

CHAIN OF CUSTODY FORM
Asbestos Analysis

EnviroMed Services, Inc.
470 Murdock Avenue
Meriden, Connecticut 06450

Lab # 21756
TEL: 203.238.4846
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Company Name and Address		Project/Job #	Collected By/Date		Purchase Order #												
Town of Newington 282 Church ST.		IH-16-046	G.B. R.K.L. 2-16-16 2-17-16														
Analytical Method: Polarized Light Microscopy with Dispersion Staining																	
PLM Analysis																	
Sample #	Sample Location/Type	Temperature (°C)	Homogeneous (Y/N)	Gross Appearance (color, texture)	Type of Asbestos Present	Percent Asbestos	Morphology	Refractive Index Parallel/Perpendicular	Dispersion Colors Parallel/Perpendicular	Extinction Characteristics (parallel, oblique, wavy)	Sign of Elongation (+/-)	Pleochroism (color) Parallel/Perpendicular	Birefringence (o, l, m, h)	Type(s) of Non-Asbestos Fibers Present (and %)	Non-Asbestos Fibers Optical Property	Types & Percent of (Non-fibrous) Materials Present	Total % Asbestos
46	Transite	18°	Y	Gray 1 Fibrous	Chrys	10%	Wavy	1.576 / 1.577	Magnetite Blue & W		+		15%	Cellulose	Incomplete Extinction	75% Particulate	100% Chrysotile
47	Window Sill Tear	18°	Y	D. Brown Tar		0%							30%	Cellulose	Incomplete Extinction	70% Particulate	0%
48	Window Sill Tear	18°	Y	D. Brown Tar		0%							25%	Cellulose	Incomplete Extinction	75% Particulate	0%
49	Window Sill Tear	18°	Y	D. Brown Tar		0%							27%	Cellulose	Incomplete Extinction	65% Particulate	0%
50	Texture Ceiling East wall upper siding.	18°	Y	White comp.		0%							27%	Cellulose	Incomplete Extinction	98% Particulate	0%
51	Roof - East wall upper siding.	18°	Y	Black Fibrous		0%							45%	Cellulose	Incomplete Extinction	55% Particulate	0%
52	Roof - East wall upper siding	18°	Y	Black Fibrous		0%							50%	Cellulose	Incomplete Extinction	50% Particulate	0%
53	Roof - East wall upper siding	18°	Y	Black Fibrous		0%							40%	Cellulose	Incomplete Extinction	60% Particulate	0%
X														Cellulose	Incomplete Extinction	Particulate	

Accredited for Bulk Asbestos Analysis by AIHA BAPAT #100120 CT Lab #PH-0571

The results of this analysis were obtained by a qualified individual using approved methodology, and relate only to the items tested.

Comments: _____
 Relinquished by: _____ Date: _____
 Approved by: Angela Cravotta Date: 2/18/16
 Received by: _____ Date: _____
 Rev.: #11 9/17/2015
 Temperature: _____



Cleaner environment. Safer workplaces.

Lead Based Paint Survey
for
Red Shed Barn Building
Deming Young Farm
282 Church Street
Newington, Connecticut

Prepared
for
Facilities Management
Town of Newington
131 Cedar Street
Newington, Connecticut 06611

February 24, 2016

EnviroMed Project # IH-16-045

TABLE OF CONTENTS

SECTION	PAGE
I. NARRATIVE	1
Paint Chip Sample Results	1
Toxicity Characteristic Leaching Procedure (TCLP) Results	1
Additional Notes	1
II. LABORATORY ANALYSIS RESULTS	2

I. NARRATIVE

On February 24, 2016, EnviroMed Services, Inc., performed a lead survey at the Red Shed Barn, located at the Deming Young Farm, 282 Church Street, Newington, Connecticut. The purpose of this inspection was to confirm or negate the presence of lead based paint and to characterize waste generated from demolition of the entire structure.

Paint Chip Sample Results

Sample (L5), yellow sign paint, was greater than 0.5 percent by weight lead, and is a toxic lead level regulated under Environmental Protection Administration (EPA) and regulations of Connecticut State Agencies.

Samples (L1, L2, L4, L6), paint collected from wall, ceiling, door surfaces are below detection level of 0.01 percent lead. Sample (L3), yellow varnish on wall and ceiling surfaces was found to contain 0.06 percent lead. The presence of any detectable level of lead in paint is regulated under the Occupational Safety and Health Administration (OSHA) Lead in Construction Standard 29 CFR 1926.62.

Toxicity Characteristic Leaching Procedure (TCLP) Results

Toxicity Characteristic Leaching Procedure (TCLP) testing was performed in accordance with Connecticut DEEP "Guidance for the Management and Disposal of Lead-Contaminated Materials Generated in the Lead Abatement, Renovation, and Demolition Industries", (updated May 18, 2007).

Aliquots of wood and fiber board were weighed out into a 100 gram composite sample to determine if representative lead-containing debris is classified as hazardous or solid waste. The construction waste material is classified as hazardous waste if the TCLP sample leaches an amount of lead greater than or equal to 5.0 (mg/l).

The TCLP result for the composite sample is 0.231 (mg/l) and classified as solid waste. Following the removal of painted metal components and other regulated or hazardous material, waste generated from demolition of the remaining structure in its entirety, can be disposed as solid waste .

Additional Notes

1. Options for the proper and legitimate recycling of metal coated with lead paint are recommended as outlined in the Connecticut DEEP "Guidance for the Management and Disposal of Lead-Contaminated Materials Generated in the Lead Abatement, Renovation, and Demolition Industries", (updated May 18, 2007).
2. Work activities disturbing lead based paint as performed by a contractor, are regulated in accordance with the Occupational Safety and Health Administration (OSHA) Lead in Construction Standard 29 CFR 1926.62.

II. LABORATORY ANALYSIS RESULTS

PAINT CHIP SAMPLE RESULTS

Company/Client:

Town of Newington

Lab # **15210**

Date Received: 2/19/2016

Project #: IH-16-045

Date Reported: 2/29/2016

Site Location: 282 Church Street, Newington, CT

Sampler's Name: K. Ryan Lafleur

Sample #	Sample Location	Date	Lead Content in Paint Chip (%)
L1	White Wall Paint	2/18/2016	<0.01
L2	White Texture Ceiling Paint	2/18/2016	<0.01
L3	Yellow Wall and Ceiling Varnish	2/18/2016	0.06
L4	White Overhead Door Paint	2/18/2016	<0.01
L5	Yellow Sign Paint	2/18/2016	7.3
L6	White/Metallic Wall Paint	2/18/2016	<0.01

Accredited for Lead Analysis by AIHA #100120 CT Lab #PH-0571

All internal QC parameters were met.

Samples arrived in acceptable condition and Samples are not corrected for blank.

Reportable Quantification limits are based on the method detection limits for each matrix, final volume after sample digestion & normal sample size.

The results of this analysis were obtained by a qualified individual using approved methodology, and relate only to the items tested.

TEST METHOD

PAINT: EPA SW846-3050B (Modify)/7000B

SOIL: EPA SW846-3050B/7000B

WIPES: NIOSH 7082

AIRS: NIOSH 7082

DETECTION LIMITS

Reportable Quantification Limit = 100 µg/g (0.01% by weight)
Method Detection Limit = 10 µg/g (0.001 % by weight)

Reportable Quantification Limit = 70 µg/g (70.0 mg/kg)
Method detection limit = 7 µg/g (7.0 mg/kg)

Reportable Quantification Limit = 7 µg/sample
Method detection limit = 1.6 µg/sample

Reportable Quantification Limit = 7 µg/filter
Method Detection limit = 0.7 µg/filter

Analyst: *K. Ryan Lafleur*

Date: 2/29/2016

Technical Manager: *[Signature]*

Date: 02-29-2016

CHAIN OF CUSTODY FORM
Lead Analysis

EnviroMed Services, Inc.
470 Murdock Avenue
Meriden, Connecticut 06450

Lab # 15210
TEL: 203.238.4846
FAX: 203.238.4243

Company Name and Address		Project/Job #	Sampler's Name		Purchase Order #				
Town of Newington 282 Church Street		DP-16-045	K. Ryan LaNier						
Sample #	Sample Location	Date of Collection	Time of Collection	Sample Type Wipe/Soil/Chip	Area wiped (ft ²)	Remarks	Concentration		
							Soil (mg/kg)	Chip (% by wt.)	Wipe (µg)
L1	White Wall Paint	2/18/16	9:15	C		D. 1022 D. 1041	< 0.01		
L2	White Texture Ceiling Paint	2/18/16	9:25	C		0.1022	< 0.01		
L3	Yellow Wall & Ceiling Varnish	2/18/16	9:40	C		0.1026	0.06		
L4	White Overhead Door Paint	2/18/16	9:55	C		0.1011	< 0.01		
L5	Yellow Sign Paint	2/18/16	10:10	C		0.1034	7.3		
L6	White/Metallic Wall Paint	2/18/16	10:25	C		0.1006	< 0.01		

Field Personnel: _____ Lab Personnel: _____

Relinquished by: _____ Date: _____ Analyzed by: *Michelle Gaudin* Date: *2/29/2016*

Additional Comments: _____ Approved by: *Michelle Gaudin* Date: *2-29-16*

Received by: _____ Date: _____

QC Re-checked Calculation

Accredited for Lead Analysis by AIHA #100120 CT Lab #PH-0571 Rev.: 15 5/2015

SanAir Technologies Laboratory

Analysis Report

prepared for

Enviromed Services, Inc.

Report Date: 3/1/2016
Project Name: Deming Young Farm
Barn Building
Project #: IH-16-045
SanAir ID#: 16006114



NVLAP LAB CODE 200870-0



Certification # 652931



License # LAB0166



804.897.1177

www.sanair.com



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070
Web: <http://www.sanair.com> E-mail: iaq@sanair.com

Enviromed Services, Inc.
470 Murdock Avenue
Meriden, CT 06450

March 1, 2016

SanAir ID # 16006114
Project Name: Deming Young Farm Barn Building
Project Number: IH-16-045

Dear Gene Berube,

We at SanAir would like to thank you for the work you recently submitted. The 1 sample(s) were received on Thursday, February 25, 2016 via FedEx. The final report(s) is enclosed for the following sample(s): PB-1.

These results only pertain to this job and should not be used in the interpretation of any other job. This report is only complete in its entirety. Refer to the listing below of the pages included in a complete final report.

Sincerely,

L. Claire Macdonald
Microbiology Laboratory Manager
SanAir Technologies Laboratory

Final Report Includes:

- Cover Letter
- Analysis Pages
- Disclaimers and Additional Information

sample conditions:

1 sample(s) in Good condition



Technologies Laboratory
 1551 Oakbridge Drive, Suite B - Powhatan, VA 23139
 804-897-1177 / 888-895-1177 / Fax 804-897-0070
 www.sanair.com

**Metals & Lead
 Chain of Custody**

SanAir ID Number 16006114

Company: EnviroMed Services, Inc.	Project #: IH-16-045	Phone #: 203-238-4846
Address: 470 Murdock Avenue	Project Name: Deming Young Farm Barn Building	Phone #:
City, St., Zip: Meriden, CT 06450	Date Collected: 02-18-2016	Fax #: 203-238-4243
Samples Collected By: GENE BEAUBE	P.O. Number:	Email: tnell@enviromedservices.com

Matrix Types

Metals Analysis Types

<input type="checkbox"/> Air	<input type="checkbox"/> Aqueous	<input checked="" type="checkbox"/> Bulk	<input type="checkbox"/> Total Concentration of Lead	<input type="checkbox"/> ICP-total concentration of metals (please list metals):
<input type="checkbox"/> Paint	<input type="checkbox"/> Sludge	<input type="checkbox"/> Soil	<input type="checkbox"/> Total Concentration of RCRA 8 Metals	
<input type="checkbox"/> Dust	<input type="checkbox"/> Wipe	<input type="checkbox"/> Potable Water	<input checked="" type="checkbox"/> TCLP for Lead	
<input type="checkbox"/> Non-Potable Water	<input type="checkbox"/> Wastewater		<input type="checkbox"/> TCLP for RCRA 8 Metals	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:			<input type="checkbox"/> TCLP Full (w/ Organics)	

*Turn Around Times	Same Day <input type="checkbox"/>	1 Day <input type="checkbox"/>	2 days <input type="checkbox"/>	3 Days <input checked="" type="checkbox"/>
	<input type="checkbox"/> Standard (5 day)	<input type="checkbox"/> Full TCLP (10d)		

*Courier charge for same day and 1 day TAT for offsite work.

Sample #	Sample Identification/Location	Flow Rate	Start Time	Stop Time	Volume (L) or Area (Sq ft)
PB-1	Composite Sample TCLP LEAD				

Special Instructions	Digest Entire Sample	TCLP Lead
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Relinquished by	Date	Time	Received by	Date	Time
<i>Thomas Neil</i>	2-24-16		<i>MC</i>	FEB 25 2016	11:29 AM

Unless scheduled, the turn around time for all samples received after 3 pm will begin at 8 am the next business morning. Weekend or Holiday work must be scheduled ahead of time and is charged for rush turn around time. Work with standard turn around time sent Priority Overnight and Billed To Recipient will be charged a \$10 shipping fee.



SanAir Technologies Laboratory, Inc.

1551 Oakbridge Dr, Suite B Powhatan, VA 23139
804.897.1177 Toll Free 888.895.1177 Fax: 804.897.0070
www.sanair.com

email:iaq@sanair.com

SanAir ID Number
16006114
Final Report

Name: EnviroMed Services, Inc.
Address: 470 Murdock Avenue
Meriden, CT 06450

Project Number: IH-16-045
P.O. Number:
Project Name: Deming Young Farm Barn Building

Collected Date: 2/18/2016
Received Date: 2/25/2016 11:20 AM
Report Date: 3/1/2016 11:15 AM
Analyst: McGee, Jennifer Lane

Analyte Requested: TCLP-Lead (Pb)

Test Method: EPA 1311/6010C

REPORT OF ANALYSIS

Lab Sample #	Field Sample #	Analyte	Sample Description	Results in mg/L	MRL (mg/L)
16006114-1	PB-1	Lead (Pb)	Composite Sample TCLP Lead	0.231	<0.200

mg/L=ppm

MRL: Method Reporting Limit

SanAir Technologies Laboratory, Inc participates in the AIHA ELPAT for environmental Lead. AIHA Lab Id: 162952

Certification

Signature: *Jennifer Lane McGee*
Date: 3/1/2016

Reviewed: *Donna*
Date: 3/1/2016

Disclaimer

- ◆ Results relate only to the items tested
- ◆ Results are not corrected for blanks
- ◆ All quality control results are acceptable unless otherwise noted
- ◆ SanAir Technologies Laboratory, Inc is not responsible for sample collection or interpretation made by others
- ◆ This report does not constitute endorsement by AIHA/NVLAP and/or any other U.S. governmental Agencies; and may not be certified by every local, state or federal regulatory agencies.

EPA Limits:

Silver (Ag): 5.0 mg/L

Arsenic (As): 5.0 mg/L
Barium (Ba): 100 mg/L
Cadmium (Cd): 1.0 mg/L
Chromium (Cr): 5.0 mg/L
Mercury (Hg): 0.2 mg/L
Lead (Pb): 5.0 mg/L
Selenium (Se): 1.0 mg/L



Deming-Young Barn, Newington CT

Condition Assessment Report

Table of Contents

- 1. Introduction**
 - 1.1. Introduction
 - 1.2. Report Team
- 2. Description of Existing Facility**
 - 2.1 Description of Existing Facility
- 3. Observed Structural Deficiencies**
 - 3.1 Observed Structural Deficiencies
- 4. Environmental**
 - 4.1 Environmental
- 5. Recommendations**
 - 5.1 Recommendations



Deming-Young Barn, Newington CT

1. Introduction:

1.1 Introduction:

This existing building conditions report and evaluation is prepared exclusively for the Town of Newington, CT as requested by Mr. Dave Langdon, Director of Facilities Management.

This report's scope evaluates the structural aspects of the existing outbuilding known as Deming-Young Barn, which is located at 282 Church Street, Newington, CT. This report is limited to the outbuilding only and does not include the residence located at the same address. Observations of the existing outbuilding were made February 23, 2016 by Robert L. Orton, PE and Corey Hollman of DTC.

1.2 Report Team:

Structural Engineer

DTC

2321 Whitney Avenue, Hamden CT 06518

203-239-4200

Contacts: Robert L. Orton, PE, Senior Structural Engineer

Steve Gendreau, PE, Vice President

2. Description of Existing Building

2.1 Description of the Existing Building:

The existing outbuilding is situated on a parcel of land located east of Church Street between Grandview Drive to the north and Edward Street to the south. Just north of the existing building is the Deming-Young Farm house. To the east is an undeveloped 54-acre tract of land, formerly farmed by the Young Family. "The Deming-Young Farm Foundation, a nonprofit founded in 2001, is in the process of preserving and restoring the farmhouse on-site as an educational living history center." ¹ *Newington Town Crier*, centralcommunications.com, Erica Schmitt, September 16, 2015

The street address is 282 Church Street, Newington CT. The outbuilding appears on the State Historic Resource Inventory and is known as the Thomas Deming House Barn.

"Architectural Description:

The structure is a 1 ½-story eave-entry barn with two shed-roof additions and a gable-roof addition. The main façade faces west and the ridgeline of the barn runs north-south, parallel to this portion of Church Street. The main entry is a double-height exterior sliding door in the middle of three bays, with a hooded track extending to the north. The first of the shed-roof additions extends to the west from the south bay on the west-eave-façade of the barn. The rest of the façade is blank. The south gable-end of the barn is blank except for a small vent opening just beneath the apex of the roof and a gable-roof addition, which extends south from the center of the gable-end of the barn. The addition has a series of windows in the eave-sides. The south



gable-end of the addition has a centered overhead garage door flanked by hooded sliding doors. At each corner is a window opening. The east eave-side of the barn has three rectangular openings along the south half and a shed-roof addition extending to the east on the north half. The addition is partially collapsed. The north gable-end of the barn is blank except for a vent opening in vertical siding, covered with rolled asphalt in a faux brick motif. The roof has a very slight projecting overhang and is covered with asphalt shingles.

The oldest barns still found in the state are called the “English Barn”, “side-entry barn,” “eave entry” or “30x40.” They are simple buildings with rectangular plan, pitched gable roof, and a door or doors located on one or both of the eave sides of the building based on the grain warehouses of the English colonists’ homeland. The name “30 by 40” originates from its size (in feet) which was large enough for 1 family and could service about 100 acres. The multi-purpose use of the English barn is reflected by the building’s construction in three distinct bays – one for each use. The middle bay was used for threshing, which is separating the seed from the stalk in wheat and oat by beating the stalks with a flail. The flanking bays would be for animals and hay storage.”

2 Connecticut Barns.org , State Historic Resource Inventory, Connecticut Trust for Historic Preservation

MAIN BARN:

The main barn is the northern portion of the outbuilding. It constructed as an ‘English Barn’ or a ‘30x40’ style barn. The ridge line of the gable-roof runs north-south. The gable roof is framed with true dimension 2x5 wood roof rafters spaced at 24 inches on center. The center ridge member is a nailer board for the rafters and is not a true ridge beam. The span of the rafters are broken by purlin plates running north-south on each side of the ridge about half way down the slope of the gable. The rafters are sheathed with 1x6 lath which are positioned with a 2 ½ inch gap between runs. A layer of cedar shake shingles on top of the lath can be seen from below between gaps in the lath. The exterior surface of the roof is tabbed-asphalt shingles.

The footprint dimensions of this portion of the building are 36 feet in the east-west direction and 46 feet in the north-south direction. The foundation is comprised of dry set field stones. Directly above the stones are timbers which frame the perimeter of the structure above the exterior grade elevations. These timbers provide several functions. They brace the base of the vertical timber posts, provide a nailing surface for the vertical board siding and provide a bearing surface for the wood floor members. A concrete curb section has been added along the base of the west elevation to act as a sill at the entry opening and to provide a guide for the sliding entry door.

The structural framing for this portion of the building is post and beam construction. The post and beam members are roughhewn wood member approximately 7 inches by 7 inches in cross section. A majority of the joints used in this structure are mortise and tenon type. The fasteners are tree nails. The north-south direction is divided into three relatively equal bays by two rows of interior wood posts in the east-west direction and two rows of interior wood posts in the north-south direction. The height of the first lift of east-west bents is approximately 3 feet below the eave line. The height of the next lift of east to west bents is at the purlin plate elevation. The framing of the north and south exterior walls mimics the interior bays. The west and east exterior walls are framed with wood beam wall girts spaced at approximately 1/3 points between the floor elevation and the eave elevation.



Deming-Young Barn, Newington CT

The exterior walls are sided with 1x12 vertical boards. Along the east and west exterior walls the vertical boards span from the eave line to grade and are supported laterally at each wall girt.

Along the north exterior wall the vertical boards span from the roof line down to the first lift of bents. The upper bent provides lateral support for the upper members. The splice point for the vertical boards along the north wall elevation is the horizontal wood beam at the top of the first lift of the bents. The north wall appears to be out of plumb, leaning to the north. This is more prominent above the first lift of bents (splice location for the vertical boards).

The north bay of the barn is currently being used to store bales of hay. A wire brace (assembled from several strands of baling or fencing wire) has been installed midway along the north wall from the top of the first lift wall girt down to floor framing or to the base of an interior, partial height wall. This brace is presumed to have been added to help stabilize the north wall, previously noted as leaning to the north.

The middle bay of the barn is an open bay which provides access to the north and south bays, as well as to the double height, eave-entry sliding door in the west exterior wall.

The south bay contains a lofted floor. This loft area is also used for hay bale storage. The loft floor framing was spongy under foot. The wood planking of the loft floor spans east-west. Along the southern east-west line of interior vertical wood posts is a horizontal board wall which extends from the barn floor to the underside of the loft framing. This wall is a demising wall between the barn area and the gable-roof addition to the south known as the milking parlor. The south exterior wall of the barn is sided with vertical board siding. The splice in the vertical board siding occurs at the same location as the north exterior wall, at the upper wall girt of the first lift of bents. During the construction of the gable-roof addition to the south (milking parlor), the lower portion of the exterior vertical boards of the barns south exterior wall were removed to allow for the useable space of the addition to extend beneath the lofted south bay. The bases of the two center, vertical wood posts were modified to accommodate the north-south channels cast into the concrete floor of the milking parlor. There is a wood door at the east and the west end of the demising wall to provide access from the barn into the milking parlor.

In the southwest corner of the loft, at the tie joint to the eave beam, there is a wire brace (several strands of baling or fencing wire) securing the south west corner post back to the wall girt in the south exterior wall. The existing, roughhewn eave beam in the south bay along the west wall has been sistered with conventional lumber along most of its length.

The vertical board siding on the north exterior elevation is covered with roll asphalt with a faux brick pattern. The roll asphalt is missing along the bottom of the elevation, leaving the vertical boards unprotected and exposed to the weather. The west elevation is divided into two sections. The northern portion of the west elevation has a shed roof addition which projects to the west. This section of the west elevation served as the east wall of the addition. The vertical board siding in this portion is exposed to the weather as the addition has partially collapsed. Galvanized, corrugated steel panels cover about the bottom 1/3 of the wall. The southern portion of the east elevation has two strip window openings which are located below the lofted floor elevation. The window openings are located in the milking parlor extents of the barn. The



Deming-Young Barn, Newington CT

window panes are missing from the southern opening and the window frames are missing from the northern opening. The vertical board siding is covered by tabbed, asphalt roof shingles. The vertical board siding on exposed south elevation of the barn, (that portion above the gable-roof addition (milking parlor)) is covered by tabbed, asphalt roof shingles. The majority the southern third of the west elevation of the barn is covered by a shed roof addition that projects to the west. To the north of the addition (through the center portion of the west elevation) is the double-height sliding door opening. The vertical board sliding door travels to the north and has a hooded slide mechanism. The vertical board siding above the roof of the addition and above the sliding door hood is covered by roll asphalt with a faux brick pattern. The vertical board siding on the remainder of the west elevation (north of the double-height door opening) is covered by roll asphalt with faux brick pattern. The roll asphalt is missing on the lower half of the wall, leaving the vertical board siding exposed to the weather.

Trees and/or shrubs have grown along and up against the east and west elevations of the barn. The north elevation is kept relatively clear of growth due to it being adjacent to a parking area for the Deming-Young Farm House and Park.

SOUTH, GABLE-ROOF ADDITION (MILKING PARLOR):

There have been three additions constructed into or adjacent to the original barn structure. The gable-roof addition to the south was constructed as dairy production facility, namely a milking parlor. The construction of the addition modified the south façade of the original barn to allow the milking operation to extend into the barn under the lofted floor in the southern bay.

The ridgeline of the single story, gable-roof addition runs north-south. The gable roof is framed with true dimension 2x wood roof rafters spaced at 32 inches on center. The center ridge member is a nailer board for the rafters and is not a true ridge beam. The span of the rafters are broken by purlins running north-south on each side of the ridge about half way down the slope of the gable. The rafters are sheathed with 1x lath which are positioned with a gap between runs. A layer of galvanized, corrugated steel panels on top of the lath can be seen from below between gaps in the lath. The exterior surface of the roof is rolled roofing attached to the corrugated steel roof panels with roofing adhesive.

The footprint dimensions of the addition are 48 feet in the north-south direction (not including the portion extending into the barn, below the lofted floor) and 36 feet in the east-west direction. The 48 feet in the north south direction is divided into 4 bays by 3 east-west rows of posts. The 36 feet in the east-west direction is divided into 3 bays by 2 north-south rows of posts. Wooden girders span north-south and set upon the tops of the wood posts. It appears that this addition is constructed with conventional milled lumber rather than with roughhewn timbers used in the construction of barn. The east-west location of the north-south rows of posts do not align with the vertical posts in the south wall of the barn. The bases of the center vertical posts of the south wall of the barn were modified to set on bridging foundations to accommodate the manure channels cast into the milking parlor floor slab.

The foundation for this addition is constructed of concrete. Concrete slabs are present in the exterior bays along the east and west exterior walls. The slabs have surface profiles which would have accommodated the milking operation (not a uniform planar surface). The interior bay has a



Deming-Young Barn, Newington CT

gravel base. The interior posts bear on cylindrical concrete piers. The posts are exhibiting signs of rot at the bottom of the posts.

The exterior walls of the milking parlor are finished on the interior with 1x vertical boards. The exterior walls are approximately 6 inches thick. It is not known if the walls are insulated. There is a series of window openings along the east and west walls. All of the window openings in the west wall of the addition have been boarded over on the interior. The exterior walls of the addition are covered with tabbed, asphalt shingles. The south elevation of the addition has three large openings, one servicing each of the three bays. The center opening is closed by an overhead garage door. The openings at the east and west are closed by vertical board sliding doors with a hooded slide track. Adjacent to each of the sliding door opening are window openings. Access into the addition was made via the overhead garage door. It is not known if the sliding doors are currently operational.

It appears that at some point subsequent to the initial construction of the addition, a ceiling structure was added. This might have been done at the same time that this addition was modified for electricity. Exposed electrical bx cables and light fixtures are present below the ceiling grid. The ceiling grid is 2x ceiling joists spanning east-west. Fibrous ceiling panels span between the 2x ceiling joists. This ceiling conceals from view most of the roof framing. The roof framing reported earlier in this section was observed at locations where the ceiling panels have been water damaged and have either been removed or are hanging below the ceiling line.

As reported earlier in this section, the usable space of the milking parlor extends into the original barn space, beneath the lofted floor. At the interface between the south wall of the barn and the milking parlor structure, the original barn vertical board siding was removed below the lofted floor. This exposed the two central vertical posts in the south wall of the barn through the milking parlor space. These vertical posts had their bases modified to accommodate the milking process and became permanent supports within the addition. At some point, a row of four additional interior posts and an east-west line of girder members was added beneath the lofted floor in order to break the span of the supporting members. These supporting members span north-south. The eastern three columns are steel pipe posts and the western post is a conglomerate of steel beam, wood members and baling twine. The girder is also a miss-match of wood members. The posts do not bear on dedicated footings. It appears that this row of posts and girders was added as a stop-gap measure to shore up the lofted floor above.

The entire interior of the addition, the walls, ceiling, posts and girders had been painted white. This paint is now flaking off the surfaces and the flakes can be seen over the interior floor/grade surfaces.

A majority of the exterior perimeter of this addition is overgrown with shrubs and trees. The south elevation is kept clear of over growth to allow access to the garage door.



Deming-Young Barn, Newington CT

WEST, SHED-ROOF ADDITION:

The west, shed-roof addition served as an office area for the milking operation and was constructed at the south end of the west elevation of the barn. To gain access from the milking parlor into this addition, the vertical board siding on west wall of the barn beneath the lofted floor was removed. This created an opening from the milking parlor into the addition.

Most of the construction framing for the addition is concealed from view by finishes. The shed-roof is presumed to be framed similarly to the east, shed-roof addition with wood purlins spanning north-south. Rafters spanning east-west over the purlins and bear on the west wall of the addition. A ceiling conceals all of the roof framing from view except at the eave overhang along the west wall. The exterior surface of the roof is tabbed, asphalt shingles.

The foot print dimensions are 13.5 feet in the north-south direction and 12 feet in the east-west direction. The interior is a single open space. This space had electrical service, with several light fixtures, circuit breaker panel and several disconnect switches surface mounted on the north wall. The foundation is concrete. The floor is a concrete slab on grade. It is presumed that the exterior walls are wood framed and covered with board siding. The south and west walls have two window openings in each wall. The north wall has one man door opening and one window opening. The electrical meter box is located on the north exterior wall with an overhead feeder wire connected to an electrical service pole located on the east side Church Street. The exterior walls are covered with roll asphalt in a faux brick pattern.

The south and west exterior perimeter of the addition is overgrown with shrubs and trees.

EAST, SHED-ROOF ADDITION:

The east, shed-roof addition was constructed flush with the north end of the barn and projects to the east. The addition covers approximately one half of the east elevation of the barn. The roof and a portion of the west wall of the addition has collapsed.

The shed-roof of the addition was constructed with wood purlins spanning north-south. Roof rafters spanning east-west were framed over the purlins and terminated on the west wall. The rafters were sheathed with 1x lath. The lath was spaced with gaps between the runs. Galvanized, corrugated steel panels covered the lath sheathing. The roof has collapsed, leaving portions of purlins, rafters, lath and corrugated steel panels precariously dangling from portions of the exterior walls that remain standing.

The footprint dimensions of the addition are 24 feet in the north-south direction and 15.5 feet in the east-west direction. It is presumed that the addition consisted of a single enclosed space. There are portions of a wood framed floor still evident in the remains of the interior space of the addition. The north, south and east walls were constructed with vertical timbers and covered with horizontal board siding. The center portion of the east wall is missing and it is believed this portion collapsed with or as a result of the roof collapse. The west wall of the addition is the east wall of the original barn. The vertical board siding was removed from the east wall of original barn to provide access from the barn into the addition. The opening is located at the north end of



Deming-Young Barn, Newington CT

the center bay of the barn which corresponds with the south end of the addition. The opening has been boarded up since the collapse of the roof of the addition. The lower 1/3 of the north end of the east barn wall has been covered with galvanized corrugated steel panels. The north and south walls, as well as the north and south portions of the east wall are still standing. The exterior surface of these walls are covered with tabbed, asphalt shingles.

The south and west perimeter of the addition is overgrown with trees and shrubs. The trees and shrubs are acting as a barrier to keep the public out the collapsed addition.

3. Observed Structural Deficiencies

3.1 Observed Structural Deficiencies

MAIN BARN:

The vertical board siding along the base of the north, east and west elevations are exposed to the weather. The lower portions of these boards are deteriorated and are not weather tight. This has allowed the timbers at the base of the walls to be exposed to the weather and are subsequently rotting. These members, as well as the rotten and deteriorated vertical board siding need to be replaced. Portions of the wood floor members around the perimeter walls of the barn are deteriorated and will need to be replaced along with the base timber members.

The lofted floor in the southern bay of the barn needs to be rebuilt. Permanent vertical posts and girders need to be provided for support below the floor. The floor boards themselves are spongy under foot and need to be replaced if the loft is to be used for hay storage.

The southern girt timber in along the east exterior wall, above the lofted floor, is rotted. This member has been previously sistered with 2x material along most of its length. The joint of this member to the corner vertical post is suspect. The temporary wire brace at this location needs to be replace with permanent wood bracing.

The uppermost timber beam at the second lift bent in the northern interior line of posts has had its cross section reduced by pests. The beam needs to be replaced.

The north wall of the barn is leaning to the north. Additional bracing is required in the east and west walls to stabilize further deflection to the north.

SOUTH-GABLE ROOF ADDITION:

The roof structure of the addition is compromised. The ridge of the roof is sagging due to failed roof members in the roof framing. Roof rafters and purlins have been water damaged and are being attacked by wood destroying organisms. The lack of ventilation in the attic space resulting from the addition of the galvanized, corrugated steel roof panels and the addition of the interior ceiling has exacerbated this deterioration.



Deming-Young Barn, Newington CT

Temporary vertical posts and girders supporting the lofted floor of the barn are precarious at best. These posts do not bear on dedicated footings. The various members utilized as girders and the connection of these girders to the vertical posts are not sufficient.

Missing windows are allowing moisture, snow and driven rain into the building.

Removal of the vertical board siding and modification of the base members of the south wall of the barn to accommodate the addition has weakened the lateral stability of the original barn structure.

WEST, SHED-ROOF ADDITION:

Removal of the vertical board siding of the south end of the west wall of the main barn to accommodate the addition has weakened the lateral stability of the original barn structure.

EAST, SHED-ROOF ADDITION:

The addition has partially collapsed. The remaining walls and roof structure should be demolished as it poses a safety hazard to the public accessing the park facility.

4. Environmental

4.1 Environmental:

It is highly recommended that pre-rehabilitation Hazardous Material Survey and Testing be completed for this building. This survey and testing should be completed prior to preparing any rehabilitation documents for this building as the findings can/will affect the scope of work and pricing. There are four initial areas of concern.

1. Possible lead paint.
2. Possible asbestos containing asphalt shingles.
3. Possible asbestos containing roll roofing and roofing cement.
4. Contaminated soil containing asbestos and/or lead paint.

5 RECOMMENDATIONS

5.1 Recommendations:

The building should be enclosed with a fence to keep the public out. There are immediate safety concerns for visitors to the adjacent property and park if they were close to the east addition if it were to further collapse.

It is recommended, based on structural deficiencies that the three additions to the original barn be demolished.



Deming-Young Barn, Newington CT

The east, shed roof addition is partially collapsed. The portions that remain are in danger of further collapse and pose a safety concern for visitors to the adjacent property and park. Currently there are no warning signs and no barriers, except the shrub and tree growth, that would prevent visitors from entering into the partially collapsed structure. If the remaining portions do collapse, it is impossible to predict what type of damage may be imparted to the original barn structure.

The south, gable-roof addition (milking parlor) and the west, shed-roof addition should be demolished. The roof framing of the milking parlor addition is failing. Individual roof members are deflecting or have failed outright. The west-shed roof addition served the milking parlor and its construction weakened the lateral stability of the original barn by removing the vertical board siding and base members at the southwest corner of the original barn.

The milking parlor and west addition should not be demolished without plans to reconstruct portions of the original barn if the barn structure is to remain. When these two additions were constructed the original barn structure had the vertical board siding along the south and west elevations removed. Additionally the bases of the posts in the south wall of the barn were modified. These modifications weakened the lateral stability of the barn. These elements would need to be restored as part of the demolition process if the barn is to remain. Additionally the lofted floor in the south bay of the barn would need to be reconstructed with adequate support framing, posts and girders as part of the demolition effort as these elements currently penetrate into the milking parlor space beneath the lofted floor.

Note that the modifications and reconstruction of the original barn structure should probably be completed with methods and materials utilized in the original construction. (Preservationist methodology).



Deming-Young Barn, Newington CT

6. Cost Estimation

6.1 Summary of Estimated Project Cost & Schedule



Tanya D. Lane
Acting 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,
Acting Town Manager)

Date: March 18, 2016

Re: Fair Housing Month

Since 1993, the Town of Newington has been the recipient of grant funding through the Small Cities grant program. The program assists in funding the Town's housing rehabilitation loan program as well as infrastructure and other improvements to Newington's housing stock.

April is designated as Fair Housing Month. Each April, as a recipient of such grant funding and potential future applicant, the Town of Newington documents its commitment to the principles and practices of Fair Housing by the adoption of a Fair Housing Resolution.

A copy of the draft resolution is attached for your information and consideration. If the Council concurs, a resolution will also appear on the next Council agenda for consideration. Following adoption, the resolution will be included in the Town's Small Cities Fair Housing Plan Component. In addition, the Town Planner will be forwarding letters to local lenders and real estate professionals encouraging their continued commitment to Fair Housing.

Attach.

AGENDA ITEM: _____

DATE: _____

RESOLUTION NO. _____

WHEREAS, all American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, or familial status, be given equal access to rental and homeownership opportunities and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Newington is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Newington or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of any illegal discriminatory housing practices in the Town of Newington.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: Acting Town Manager Tanya D. Lane, MMC
From: Town Planner Craig Minor, AICP
Date: March 4, 2016
Re: **Town Council Resolution of September 8, 2015 establishing the current Open Space Committee**

The current Open Space Committee was established by the Town Council on September 8, 2015 by Council resolution (attached). One of the provisions of that resolution reads as follows:

“3. Upon request from the Town Council, the Open Space Committee shall make recommendations to the Town Council as to Open Space implications on such issues as the acquisition of real property, the sale of Town property, the protection and utilization of existing Town owned property, the financial impact of property acquisition with or without external funding sources and potential use of the Capital Improvement Fund.”

This provision prevents the Committee from addressing open space issues that were not specifically referred to it by the Town Council, preventing it from being pro-active on open space issues. At its meeting on February 11, 2016 the Committee voted to ask the Town Council to consider adding one sentence at the end of Provision #3:

The Open Space Committee may make recommendations to the Town Council whenever deemed appropriate by the Committee.”

This change retains the Committee’s responsibility to submit recommends when requested by the Town Council, but gives it the ability to be pro-active.

Please place this item on the agenda of the next regular Town Council meeting.

cc:
Open Space Committee members
file

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

AGENDA ITEM: IV.D.

DATE: 9-08-15

RESOLUTION NO. _____

WHEREAS, the Newington Town Council desires to replace the existing Open Space Committee; and,

WHEREAS, in order to appoint a new Open Space Committee, the current Open Space Committee must be disbanded;

NOW, THEREFORE BE IT RESOLVED, that the Newington Town Council hereby disbands the existing Open Space Committee and creates and replaces it with a new Open Space Committee in accordance with the following provisions:

1. The Open Space Committee shall provide assistance to the Town Council, as determined by the Town Council, in those matters associated with Open Space issues as they come before the Town Council.
2. It is declared that protecting natural resources, protecting aesthetics of the community, establishing greenways and trail systems, preserving passive and active recreation areas, preservation of historical assets and similar issues are desirable for the community; and
3. Upon request from the Town Council, the Open Space Committee shall make recommendations to the Town Council as to Open Space implications on such issues as the acquisition of real property, the sale of Town property, the protection and utilization of existing Town owned property, the financial impact of property acquisition with or without external funding sources and potential use of the Capital Improvement Fund.
4. The Open Space Committee shall consist of seven (7) members. Two (2) members shall be current Town Council members and the remaining five members shall be residents of the Town. All members shall be appointed by the Town Council. All vacancies shall be filled by the Town Council.
5. The terms of the resident members of the Open Space Committee shall be four (4) years or until their successors are qualified and appointed, and shall be staggered. Initial appointments by the Town Council shall be: three (3) residents to be appointed to four (4) year terms; two (2) residents to be appointed to three (3) year terms. The two (2) current Town Council members appointed serve until their successors are qualified and appointed.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Acting 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,
Acting Town Manager)
Date: March 18, 2016
Re: Town Council Rules Subcommittee Recommendations

The Town Council Rules Subcommittee met on March 15 to review the current Council Rules of Procedure. The Rules were last revised in April, 2014.

The Subcommittee's recommended revisions are attached for Council discussion and may be acted upon at a future Council meeting.

Attach.

§1. Adoption of standards.

The Town Council adopts Roberts Rules of Order as a general guide for the conduct of all regular, special and work session meetings.

§2. General

The following sections of the Town Charter are hereby incorporated into these rules:

§ C-403. Organization.

§ C-404. Procedures.

§ C-405. Introduction of ordinances.

§ C-406. Public hearings and passage of ordinance.

§ C-805. Duties of the council on the budget

§ C-906. Conflict of Interest.

These rules may be amended or suspended by a majority vote of the full Council.

§3. Town Manager

The Town Manager shall attend all meetings of the Council unless his/her absence is excused in advance by the Mayor or his/her designee.

§4. Regular Meeting.

Regular meetings of the Town Council shall be held in the Town Hall at 7:00 p.m. on each second and fourth Tuesday of each month unless otherwise determined by majority vote of the Council.

§5. Quorum.

The presence of five members shall constitute a quorum, and no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by less than five affirmative votes (Charter, Section §-404).

§6. Placement of items on agenda.

A member of the Town Council will have an item placed on the next agenda or future agenda by contacting the Town Manager, Majority or Minority Leader of the Town Council or one of their designees prior to the agenda setting meeting.

§7. Inclusion of items on agenda.

When possible, the agenda along with relevant resource material will be distributed to the Town Council members three (3) **business** days prior to the meeting. Items not specifically included on the agenda may be included by a 2/3 vote of those present and voting. Except in emergency or unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than 9:00 p.m., or two hours after the beginning of the meeting, whichever is earlier. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

§8. Special Meeting.

Special Meetings may be called by three (3) or more Council members upon written request, or by the Mayor, or the Town Manager. The agenda of any special meeting must state all business to be considered and must be posted and made available not less than twenty-four (24) hours before the time of the meeting. No matter shall be considered at a special meeting that is not included on the agenda. Public Participation shall be limited to those subjects listed on the agenda.

§9. Work Session Meetings.

The Town Council may call at its discretion “work session” meetings to discuss and review pending legislation and may consider other items of concern to the town or its citizenry. The Council’s rules and procedure will determine the conduct of these meetings. No votes may be taken at a work session meeting except to adjourn (Charter, Section § C-404).

§10. Order of Meeting Agenda.

Where possible, the order of the agenda at all Meetings shall be as follows:

- ☐ Pledge of Allegiance
- ☐ Roll Call
- Approval of Agenda
- ☐ Awards/Proclamations
- ☐ Public Participation
- Remarks by Councilors on Public Participation
- ☐ Consideration of Old Business
- ☐ Consideration of New Business
- ☐ Resignations/Appointments
- ☐ Tax Refunds
- ☐ Minutes of Previous Meetings
- ☐ Written/Oral Communications from the Town Manager, other Town Agencies and Officials, other Governmental Agencies and Officials, and the Public
- ☐ Council Liaison/Committee Reports
- ☐ Public Participation
- ☐ Remarks by Councilors
- ☐ Adjournment

When a board, commission, organization or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible. Where possible, all other items of a routine nature, such as communications, committee reports, etc., shall be placed in the final portion of the agenda.

§11. Public participation.

The public shall be provided two (2) opportunities to participate in each Town Council meeting. One opportunity shall appear on the agenda immediately prior to Consideration of Business, and one opportunity shall appear on the agenda following the Council Liaison and Town Manager's Reports. A telephone line shall be provided for members of the public to utilize during each public participation opportunity, subject to the same rules indicated below.

Public Participation may pertain to an agenda item or any subject of interest, welfare or concern to the Town (except at Special Meetings). Each speaker shall limit his or her remarks to three (3) minutes and shall be heard only once during each Public Participation. This time restriction may be enforced by use of a timing device. If a speaker exceeds the time limitation, the chair shall notify the speaker and allow 30 seconds for summation. The chair, at his/her discretion, may grant the speaker additional time.

Any citizen so speaking shall identify himself/herself by name and address, and if he/she is representing a group or organization, he/she may so state. The Chair, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion.

Members of the public who wish to register written support of or opposition to an agenda item at any Council meeting shall be afforded the means to do so. The names of those registering shall be read to the Council members prior to the vote on that particular item. In the event that the list is long, the Clerk shall tally the list and announce the total number of people registering support of or opposition to an agenda item. Written communications will not be read into the record unless requested by a Councilor.

§12. Voting.

No vote shall be taken on an agenda item under “Consideration of New Business.” In an emergency or unusual circumstance, this Rule may be waived by a 2/3 vote of the Council **members present and voting**. In this instance, Public Participation should be added prior to a Council vote on a new business item.

No ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than five (5) affirmative votes (Charter, Section § C-404).

A voice vote shall be sufficient on all matters unless a roll call vote is required by the Charter or requested by a Council member. The roll call shall be in alphabetical order by Councilor’s last name and the Mayor shall be the last name called.

§13. Time Limitation.

No consideration of any agenda item, which may include a vote being taken, shall commence after 10:30 p.m. except public participation and adjournment. This Rule may be waived by a 2/3 vote of the Council **members present and voting**, prior to 10:30 p.m. It is the Town Council's objective to complete meetings by 11:00 p.m. when possible.

§14. Executive session.

The Town Council may enter executive session as permitted by Connecticut General Statutes. The motion must state the reason for the executive session, **and all those who will be in attendance.**

The rules adopted by the preceding Council shall be the rules of the newly elected Council until the adoption of permanent rules (Charter, Section § C-403).

AGENDA ITEM: VII.A.

DATE: 3-22-16

RESOLUTION NO: _____

RESOLVED:

That the Newington Town Council hereby makes the following appointment(s):

Human Rights Commission

Name	Address	Party	Term	Replaces
Barbara Wiley	461 Robbins Ave.	R	Immed. – 11/30/18	Vacant

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII

DATE: 3-22-16

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$ 1,606.78 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 – MARCH 22, 2016

Kenneth J. Ward 711 Jacobs Lane Newington, CT 06111	\$194.39
Kevin Boudreau 30 Webster Court Newington, CT 06111	\$174.31
John Gaudio 253 Foxboro Drive Newington, CT 06111	\$122.58
Albert E. Hall III 245 Nicholson Street Newington, CT 06111	\$124.62
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$397.74
Corrine DePinto 95 Pheasant Run Newington, CT 06111	\$109.16
CCAP Auto Lease LTD. 8585 No. Stemmons Free Dallas, TX 75247	\$427.42
Jean Nozka 86 Francis Avenue Newington, CT 06111	\$56.56
Total	\$1,606.78