



John L. Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR STEPHEN WOODS**

## NEWINGTON TOWN COUNCIL

**Conf. Room L-101 (Lower Level) – Town Hall  
131 Cedar Street**

### AGENDA

**March 24, 2015**

**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 – Fiscal Year 2015-16
    - B. Fair Housing Month
    - C. Open Space Committee (Disband and Reconfigure)
  - VI. CONSIDERATION OF NEW BUSINESS (**Action May be Taken by Waiving the Rules**)
    - A. Discussion: Dedication of Roadway in Memory of Robert “Bob” Seiler
    - B. 2016 Historic Documents Preservation Grant
  - VII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
    - A. Newington Town Council
    - B. Appointments to Boards and Commissions
      1. Affordable Housing Monitoring Agency
      2. Commission on Aging and Disabled
      3. Balf-Town Committee
      4. Board of Education Roof Replacement Project Building Committee
      5. Capitol Region Council of Governments
      6. Central Connecticut Health District Board of Directors
      7. Committee on Community Safety
      8. Conservation Commission
      9. Development Commission
      10. Downtown Revitalization Committee
      11. Employee Insurance & Pension Benefits Committee

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

12. Environmental Quality Commission
13. Board of Ethics
14. Fair Rent Commission
15. Human Rights Commission
16. Newington School Career Technical Program Renovation Project Building Committee
17. Open Space Committee
18. Board of Parks and Recreation
19. School Improvements Project Building Committee
20. STEM Academy PBC
21. Senior & Disabled Center Roof Replacement Project Building Committee
22. Standing Insurance Committee
23. Town Hall Renovations Project Building Committee
24. Town Plan & Zoning Commission
25. Tri-Town Community Cable Access
26. Vehicle Appeals Board
27. West Meadow Cemetery Expansion Project Building Committee
28. Zoning Board of Appeals

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

IX. MINUTES OF PREVIOUS MEETINGS (**Action Requested**)

- A. Special Meeting, March 3, 2015
- B. Public Hearing, March 10, 2015
- C. Regular Meeting, March 10, 2015

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

XI. COUNCIL LIAISON/COMMITTEE REPORTS

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

XIII. REMARKS BY COUNCILORS

XIV. ADJOURNMENT

AGENDA ITEM: III

DATE: 3-24-15

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

WHEREAS, the American Public Health Association has proclaimed April 6 through April 12, 2015 as National Public Health Week; and

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; and

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

WHEREAS, the Town of Newington, together with its neighboring towns of Wethersfield, Berlin and Rocky Hill, receives quality public health services through its regional health department, the Central Connecticut Health District, now in its 18<sup>th</sup> year of service;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby proclaims April 6 through April 12, 2015 as NATIONAL PUBLIC HEALTH WEEK in Newington, Connecticut and encourages all citizens to join in this celebration by 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: \_\_\_\_\_



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: March 20, 2015  
Re: Set Tentative Budget

---

There is an item on the March 24, 2015 Town Council meeting to give Councilors the opportunity to propose and consider changes to the Town Manager's Proposed FY 2015-16 budget. Once any changes are approved by the Council, a legal notice of the tentative budget will be published for the April 2, 2015 public hearing. Additional changes may be made after the public hearing.

AGENDA ITEM: V.B.

DATE: 3/24/15

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: \_\_\_\_\_



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: March 06, 2015  
Re: Open Space Committee

---

As discussed at the February 24 Town Council meeting, the Open Space Committee was formed via Town Council resolution on December 22, 2009. The eleven-member committee called 33 meetings in 2010 and 2011; however, 15 meetings were cancelled or not held due to a lack of quorum. The Committee last met on June 16, 2011.

At the February 24 meeting, the Town Council discussed disbanding several inactive committees; however, the consensus of the Council was to consider reformulating the Open Space Committee to meet the current needs of the Town. There is an item on the March 10, 2015 Council agenda to discuss the formation of the new committee.

Attached, please see the Town Council's discussion of the formation of the current Open Space Committee as taken from the minutes of the November 24, 2009, December 8, 2009, December 22, 2009 and the January 12, 2010 Council meetings. Also attached are memorandums to the Council for discussion at those meetings.

Minutes from the Open Space Committee meetings held in 2010 and 2011 have been saved to the Councilor's iPads and may be found on the Town Planner's page of the Town of Newington website: [www.newingtonct.gov](http://www.newingtonct.gov). (On the Town Planner's page click "agendas and minutes", select "Open Space Committee" and select "prior years' meetings".)

Attach.

Newington Town Council Minutes pertaining to the formation of the Open Space Committee:

November 24, 2009 – Discussed under New Business

**Discussion: Create Open Space Committee**

Councilor Banach stated that he feels that there is a real need for this committee, owing to the fact that 92% of the Town is developed, leaving little remaining for open space preservation. Councilor Nasinnyk requested any information from the TPZ concerning a prior Open Space committee, which had operated under that body. Town Manager Salomone referred the Council to their packet concerning the past history and work of that committee. Mayor Wright asked Councilor Banach if he would be developing an Open Space Committee plan (including outline, goals, objectives, staffing, etc) for the next meeting. Councilor Banach confirmed that he would be. Town Manager Salomone inquired whether this would be required for the meeting of December 8<sup>th</sup>. Councilor Banach replied that he felt that this was an important assignment, and that it needed to be done right, rather than rushed. Meeting the December 8<sup>th</sup> date he felt was not critical.

December 8, 2009 – Discussed under Old Business

**Discussion: Create Open Space Committee**

Councilor Banach stated that he thought the formation of this committee was a good idea in order to take a hard look at what open space remains, how could desirable property, deemed to be valuable, be saved. He asked the Town Manager for a review of how the committee would be formed, its charges, and its duration, and specifics on the money issues. Mayor Wright asked the Councilor to clarify what he meant by “money issues”. Councilor Banach explained that he was looking for information on what the committee could do in terms of obtaining funds; could they pursue grants, or was this solely a Council prerogative?

Mayor Wright suggested that Town Manager Salomone start by responding to Councilor Banach’s question concerning money issues. Town Manager Salomone proceeded, referencing section IV, entitled “Determining Committee Work Schedule and Reporting timeline”, of his December 2<sup>nd</sup> Open Space Committee memo.

- IV.a. Short-term time lines (Jan through Mar). He stated that if the Council was looking for fiscal 2010-11 budgetary funding, this would have to be resolved in that time period.
- IV.b. Medium time lines: Referendum funding is also a possibility, rather than pay-as-you-go. The Council would have to follow the time line related to the timing of specific referendum, whether or not it coincides with an election.
- IV.c. Long-term funding opportunities including state, federal, private and public sector grants. Sometimes quasi-public grants for open space acquisition, depending upon the uniqueness of the property, are available from agencies such as the Audubon Society depending. These grants take time depending on the opportunities. Federal grants can take significant time. Town Manager Salomone related a past experience in Auburn New York during which he sought a multi-million dollar, Federal, National Park Service, historic property grant for Harriet Tubman property, and it became a ten year process. He stated that the process could require from three months to whenever depending on the grant request.
- He reminded the Council that another alternative exists of using money from a reserve fund which would be set aside by ordinance for the purpose of open space purchase. This ordinance already exists.

He stated that there could be a mix of funds available from the General Fund, as well as Capital Budget items for property acquisition (as soon as the Capital Improvement subcommittee is reformulated).

Councilor Banach asked about the composition of the subcommittee. He commented that the Town Manager’s memo had suggested members from TPZ, Conservation and Economic Development. He asked if it might also include two Council members and maybe four members from the public for a nine member committee. Town Manager Salomone responded that he did not provide a number and that he was very careful to use a blank in he

memo. He cautioned that the Council might want to have a plurality of “something” to provide a bit more direction. As an example he said that the Council might want to have three Council members and then not any one group with a dominant number of people so that there would be consensus-building. He also cautioned from making the committee too large as it becomes too cumbersome to obtain consensus. Councilor Banach asked how often a committee like this might meet. Town Manager Salomone responded that it might be tied to the timelines, and that there was nothing that said this committee could not become a permanent adjunct committee to the council. He suggested that, maybe in the future, the committee might report funding opportunities to the CIP committee. He offered that this committee might want to organize quickly in order to provide budgetary input for the upcoming year.

Mayor Wright asked Town Manager Salomone to clarify for him whether the committee would ultimately bring back to the Council recommendations, and all actions would be taken by the Council. Town Manager Salomone answered that actions regarding grants should come back to the Town Council at the ultimate fiscal authority and legislative body. He further stated that this didn't mean that the committee could not go out and conduct research on what type of grant are available, but that it would take the legislative authority of the Council to make application.

Councilor Nasinnyk commented that she like the idea of a nine person committee because of the expertise which might be required from standing committees such as the TPZ, EDC and Conservation Committee, plus the Council, as well as the public. She added that it had been established many years ago that the Council was to be made aware of all grants which were being applied for.

December 22, 2009 - Discussed under Old Business

**Establish Open Space Committee**

Councilor Cohen moved the following:

*WHEREAS, the Town Council discussed the possibility of establishing an Open Space Committee to determine the means to acquire, preserve & protect the Cedar Mountain parcels and various other open space parcels within the Town of Newington; and*

*WHEREAS, the Council considers the establishment of said Committee and Cedar Mountain preservation to be a high priority;*

*NOW, THEREFORE BE IT RESOLVED, that the Town Council establishes an Open Space Committee consisting of nine (9) members and composed of two (2) Town Council members, one (1) member from the Town Plan and Zoning Commission, one (1) member from the Conservation Commission, one (1) member from the Economic Development Commission and four (4) members from the public at large.*

Councilor Klett seconded the motion. Mayor Wright initiated the discussion by directing a question at the Town Manager, whether there ought to be more to the motion. He commented that he felt that the motion didn't really adequately define the committee. He explained, using as an example the establishment of the Safety Committee, stating the staff members, the goals, other staff available were part of that Resolution. He asked whether more should be added to the motion. He commented that it appeared to be rather “light” considering it was creating such an important committee. Councilor Klett felt that the committee could wrestle with those details but that a timeline was lacking. She indicated that she would be supporting the resolution, but that she felt a timeline was should be included for the committee to report back. It should set an end date. Town Manager Salomone stated that resolutions are supposed to be to the point, rather than being onerous. He felt that it was up to the committee to develop the timelines for the individual projects.

Councilor Casasanta stated that she wanted to make sure that there was sufficient representation on the committee. Referring to Manager Salomone's memo of December 2<sup>nd</sup> discussing the establishment of the committee, she inquired about item 6 and asked whether open space acquisition negotiations should be done at the committee or Council level. Mayor Wright responded that that it was his understanding that the commission being formed would not have any acquisition-determining authority. Town Manager Salomone affirmed that the

Council is the ultimate property acquisition fiscal authority. The commission can make reports and recommendations but cannot make any legal affirmations on behalf of the town.

Councilor Cohen stated that the commission could come up with the ideas and then report back to the Council. She believes that the resolution is fine the way it is worded. She went on to comment that this resolution is the result of the recent Cedar Mountain discussions and that it's a high priority. The idea of forming this committee is to find some way to save the mountain with grants or whatever suggestions the commission can develop.

Councilor Nagel inquired about the wording "high priority" contained in the Resolution, as it relates to Cedar Mountain. He asked whether the resolution speaks to the "possibility" of establishing a commission or to the actuality of establishing one. Several Councilors clarified that the intent of the resolution was indeed to establish the Commission.

Councilor Klett stated that when she first brought up the idea of the commission, it was out concern for Cedar Mountain but it was also that she felt that there were other open space areas within the community on which she felt the public should have an opportunity to comment. She explained that she felt that a committee was not needed to save Cedar Mountain or to identify funding sources. She said that she felt this was the responsibility of the town employees. She stated that she felt that there was a value to forming the committee, but that she didn't think that they should lose sight that there are other areas in town that members of the public would feel that are important to them and would want an opportunity to express their support. She didn't want the committee to lose sight of the other open space areas.

Mayor Wright opened the discussion expressing his concerns about the use of the wording "high priority". He explained that when the public safety committee was established that it did not use similar terminology. He suggested that "to be a high priority" be stricken from the resolution.

Councilor Banach wished to emphasize that there is a real sense of urgency here. He also expressed his interest and the importance of the role of the public on this committee. He supported leaving the wording as is. He would like to make the committee appointments at the first meeting in January. Mayor Wright commented that he is also in favor of the committee but that he wanted to discuss the composition of the committee. His concern is that the committee will be comprised of one member from each of three commissions. He asked if it might be possible to take two or even three people from each of the commissions. That way, he explained, there would be representation from each of the parties, and that there would be coverage if a commission member could not make a specific meeting. He also noted that it might be advantageous to have input from several commission members rather than just one. Councilor Banach stated that he felt nine was an optimum number. Councilor Klett commented that she felt it was important to have a sufficient number of members from the public. She added that she felt that if the committee were to be expanded to 11 members that two should come from each of open space and conservation, none from Economic Development. She felt that the members taken from the various commissions had an expertise that would be important to the committee. She did not have a problem increasing the number, adding one more member from each of the TPZ and Conservation Commissions.

Councilor Cohen noted that she knew that there was going to be a problem from the start concerning minority representation. She stated that she hoped the membership would maintain a non-partisan outlook and would be neutral. The larger number she felt would be too unworkable. Mayor Wright reiterated his concern that should a single appointed member of a land-use commission be unable to attend, that the high level of expertise from their specialized area would be missing from the debate. Councilor Cohen again expressed her concern that eleven members would be too large, as this had been tried in the past. Councilor Banach stated the "we underestimate the goodwill of the people, and that this body is going to be very different than most". He felt that maybe there would not be many of the anticipated problems. Mayor Wright, in response, again expressed his concerns over minority representation and the lack of sufficient depth of expertise.

Councilor Casasanta asked about appointing commission alternates. Town Manager Salomone offered a new composition consisting of three Councilors, 2 members from TPZ and 2 from Conservation, plus four from the public for a total of 11. The Mayor and Councilor Klett commented that they felt good about the suggestion.

Councilor Banach expressed concern that the Council would take control over this committee. He felt that public block should be the largest. Mayor Wright suggested the composition of 2 Councilors, 2 members from each of TPZ and Conservation and five from the public. Councilor Banach asked why Economic Development was being eliminated, that they had a stake in what was being conserved and not developed. Town Manager Salomone responded that staff should serve that purpose here.

Councilor Klett offered to withdraw her second of the original motion, if the maker would be willing to restate the composition to 2,2,2, and 5. Councilor Banach stated that he wished to support the motion as it was originally read. Mayor Wright brought up the issue of the legality of the lack of minority representation.

Councilor Nagel stated that he would be more inclined to go with the 2,2,2,5 composition. Councilor Casasanta pointed out that it would be beneficial to have a greater number of members of the various commissions to be better able to explain to the public. She also expressed support for the 11 member committee. Councilor McBride stated that he concurred with Councilor's Casasanta's comments, but that he had no opposition to any of the proposals. He felt that the group would be very motivated and that there would be very little partisanship. He would support any of the proposals.

Councilor Cohen inquired about voting on the motions and what the effects varied outcomes might have. Town Manager Salomone stated that if the vote ended in a tie, and therefore failed, that a new motion could be introduced. Councilor Cohen then asked for another second since Councilor Klett had withdrawn her second earlier. Councilor Banach seconded the original motion of a nine member committee. Councilor Klett stated that she didn't wish to vote on a motion which would fail, but wished to revise it so that it would pass. Councilor Cohen stated that she didn't want the proceedings to get bogged down in minority representation and asked the seconder to withdraw his second. Councilor Banach withdrew his second and she then withdrew the main motion.

Councilor Cohen then moved the following:

The first part of the original motion stands as written above and as originally read into the record:

*NOW, THEREFORE BE IT RESOLVED, that the Town Council establishes an Open Space Committee consisting of eleven (11) members and composed of two (2) Town Council members, two (2) members from the Town Plan and Zoning Commission, two (2) members from the Conservation Commission, and five (5) members from the public at large.*

The motion was seconded by Councilor Klett. Motion Passed 8-0 (Deputy Mayor Lenares absent).

#### January 12, 2010 – Discussed under Resignations and Appointments

##### **Open Space Committee**

Mayor Wright inquired about the term lengths for members of the public serving on the newly formed Open Space Committee and noted that the resolution creating the Committee does not specify term lengths. He noted that the members of the TPZ, Council and Conservation Commission serving on the Open Space Committee will all serve terms lengths that correspond with the terms of their Commissions/Council. He stated that this is a permanent committee and stated that he is not comfortable with making lifetime appointments to this committee. Town Manager Salomone stated that the terms for members of the public serving on the Committee can be staggered four year terms so that there is not a membership turnover all at once. Councilor Banach inquired whether other committees use four-year staggered terms. Town Manager Salomone noted that the TPZ and Parks and Recreation Board utilize staggered terms. Councilor Banach requested an explanation on how the terms would work. Town Manager Salomone replied that with five members of the public, two will serve initial two-year terms with three serving four-year terms. After the initial two-year terms the appointments will all be four-year terms. Councilor Cohen suggested that the terms all start effective December 1, 2009 and expire on November 30, 2011 or November 30, 2013 depending on the term length. Mayor Wright inquired whether the terms can be changed when the members are appointed or if the resolution creating the Committee must be amended to include term

lengths. Mayor Wright inquired as to whether the item can be tabled until the next meeting. Councilor Banach inquired about when the item could be addressed again. Town Manager Salomone stated that while the item can be discussed at the Council's goal setting session on January 14, the Council cannot take action on the item because it is a special meeting and the item does not appear on the agenda. He stated that if the item were to be tabled it would be addressed at the January 26, 2010 regular meeting.

Councilor Banach moved to go into a brief recess to gather the information necessary to amend the resolution. Motion seconded by Councilor Nasinnyk. Motion passed 9-0.

The Council went into recess at 8:30 pm and returned at 8:40 pm.

Councilor Banach moved to add an item to the agenda: Amend Resolution 2009-123: Open Space Committee Term Lengths. Motion seconded by Councilor Nagel. Motion passed 9.0.

1. Amend Resolution 2009-123: Open Space Committee Term Lengths

Councilor Banach moved to waive the rules to vote on the newly added agenda item. Motion seconded by Councilor Nasinnyk. Motion to waive the rules passed 9-0.

Councilor Banach moved the following:

*RESOLVED, that the Newington Town Council hereby amends resolution 2009-123 to read as follows:*

*WHEREAS, the Town Council discussed the possibility of establishing an Open Space Committee to determine the means to acquire, preserve & protect the Cedar Mountain parcels and various other open space parcels within the Town of Newington; and*

*WHEREAS, the Council considers the establishment of said Committee and Cedar Mountain preservation to be a high priority;*

*NOW, THEREFORE BE IT RESOLVED, that the Town Council establishes an Open Space Committee consisting of eleven (11) members and composed of two (2) Town Council members, two (2) members from the Town Plan and Zoning Commission, two (2) members from the Conservation Commission, and five (5) members from the public at large, with the members from the public serving staggered four (4) year terms, beginning with two (2) members serving an initial two (2) year term.*

Motion seconded by Councilor Nasinnyk. Motion passed 9-0.

2. Appoint Members to the Open Space Committee

Councilor Banach moved the following Democratic appointments and Councilor Casasanta moved the following Republican appointments:

*RESOLVED:*

*That the Newington Town Council hereby appoints the following to the Open Space Committee:*

*11 members, staggered terms, Party Max: (7)*

<i>Name</i>	<i>Address</i>	<i>Party</i>	<i>Term</i>	<i>Replaces</i>
<i>Town Council Rep.: David Nagel</i>	<i>1175 Willard Avenue</i>	<i>R</i>	<i>NTC Term</i>	<i>New</i>

<i>Town Council Rep.:</i> <i>Kristine Nasinnyk</i>	<i>50 Theodore Street</i>	<i>D</i>	<i>NTC Term</i>	<i>New</i>
<i>TPZ Rep.:</i> <i>Carol Anest</i>	<i>30 Harding Avenue</i>	<i>D</i>	<i>TPZ Term</i>	<i>New</i>
<i>TPZ Rep.:</i> <i>David Lenares</i>	<i>41 New Britain Avenue</i>	<i>U</i>	<i>TPZ Term</i>	<i>New</i>
<i>Cons. Comm. Rep.:</i> <i>Mark Pappa</i>	<i>105 Back Lane</i>	<i>R</i>	<i>Cons. Comm. Term</i>	<i>New</i>
<i>Cons. Comm. Rep.:</i> <i>Philip Block</i>	<i>58 Fleetwood Road</i>	<i>D</i>	<i>Cons. Comm. Term</i>	<i>New</i>
<i>Elector:</i> <i>Carol Wojtowicz</i>	<i>50 Brookdale Avenue</i>	<i>D</i>	<i>ASAP – 11/30/13</i>	<i>New</i>
<i>Elector:</i> <i>Bernadette R. Conway</i>	<i>177 Hartford Avenue</i>	<i>D</i>	<i>ASAP – 11/30/13</i>	<i>New</i>
<i>Elector:</i> <i>Stanley Marcinczyk</i>	<i>91 Ivy Lane</i>	<i>D</i>	<i>ASAP – 11/30/11</i>	<i>New</i>
<i>Elector:</i> <i>Thomas Bowen</i>	<i>22 Woods Way</i>	<i>D</i>	<i>ASAP – 11/30/13</i>	<i>New</i>
<i>Elector:</i> <i>Jay Bottalico</i>	<i>37 Valley View Drive</i>	<i>R</i>	<i>ASAP – 11/30/11</i>	<i>New</i>

Motion seconded by Councilor Nasinnyk (Democratic appointments) and Councilor Nagel (Republican appointments). Motion passed 9-0 for both Democratic and Republican appointments.

Councilor Banach inquired as to who calls the first meeting of the Committee. Town Manager Salomone replied that the Committee staff member Ed Meehan will set up the first meeting, with the first item on the agenda being organization of the Committee.



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: December 18, 2009  
Re: Open Space Committee Establishment

---

At the December 8, 2009 Town Council meeting, I provided a memorandum for discussion regarding the establishment of a Town of Newington Open Space Committee. The Committee would be empowered to perform research and make recommendations to the Council on the status of open space within the Town. (Please see attached memorandum dated December 2, 2009.)

At the agenda meeting on December 15, 2009, the consensus and direction was that I would place a draft resolution on the agenda for consideration by the entire Town Council concerning the establishment of the Open Space Committee. The resolution will include a membership of nine people: two Councilors, one Town Plan and Zoning member, one Conservation Commission member, one economic Development Commission member, and four citizens at large. The Committee at this point would not have a sunset clause but would be reviewed from time to time for continuation, as are all committees.

Please see attached suggested resolution.

Attach.



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager and Ed Meehan, Town Planner  
Date: December 02, 2009  
Re: Open Space Committee Discussion

---

During its previous meeting, the Council discussed the possibility of establishing an open space subcommittee to deal with the acquisition, preservation and protection of various open space parcels within the Town of Newington. As a starting point for the discussion, Ed Meehan and I have created the following outline which can be addressed at the December 8 Town Council meeting:

- I. Define the committee's charge
  - a. Establish an open space committee consisting of \_\_\_\_\_ to assist the Town Council in its deliberations and make recommendations to said Council on the acquisition, protection, inventory, economic and social impact to the Town of Newington on \_\_\_\_\_ date.
  - b. Establish an open space committee consisting of \_\_\_\_\_ members from various commissions as well as citizens to assist the Town Council and make recommendations to said Council on the acquisition, protection, inventory economic and social impact to the Town of Newington on \_\_\_\_\_ date.
  
- II. Determine committee membership composition
  - a. Have a Council-only subcommittee
  - b. Have a committee made up of Council plus key land-use committees such as TPZ and Inland Wetlands/Conservation and Economic Development.
  - c. Have combination of a. and b. plus citizens

It must be noted that the difference between a. and b. is that a. would only include board and commission members while b. would include board and commission members plus citizens at large. It's important to form the committee with the knowledge that participation is important, but having a committee that is too large or cumbersome would inhibit the progression of work. Staff should also be included to assist financial as well as planning implications for which the Town can consider.

- III. Establish criteria for protecting vacant properties for public open space uses
  - a. Protecting natural resources.
  - b. Protecting aesthetes of the community.
  - c. Establishing greenways and trail systems.
  - d. Passive or active recreation uses.
  - e. Preservation of historical assets.
  
- IV. Determining Committee Work Schedule and Reporting Timeline
  - a. Short-term timeline establishment of the committee (i.e. January 2010 – March 2010.) This timeline will be used to determine if there needs to be funding included in the fiscal year 2010-2011 budget.
  - b. Referendum possibility: If Town Council deems a referendum necessary for financing or authorization to acquire, then timelines must be established to allow for enough lead time for the referendum.
  - c. Longer term funding opportunities from State, Federal or private sector/public sector grants.
  - d. Establish reasonable timelines to allow staff to accomplish inventory, description and costs of identified properties.
  
- V. Acquisition costs of said property
  - a. Impact on property acquisition with or without external funding sources.
  - b. Integrate timing so that preliminary acquisition of said property can be funded appropriately.
  - c. Report back to Town Council

VI. Report to Town Council

- a. Report on acquisition, property values, appraisals, and methods of purchase of properties in Executive Session as permitted in Chapter III section 1-1.8a(e) of the Connecticut General Statutes. Acquisition negotiations should be preliminary in Executive Session as negotiating strategy should remain confidential with the Town.
- b. Appraisals and property values can remain confidential before purchase agreements are executed.
- c. Public hearings of a financial and planning nature must be considered before final valuations are offered to potential landowners.

Ed Meehan and I will be available to discuss this outline in further detail. The Town Council might wish to discuss this topic over the next month since these decisions will require some thought prior to final implementation and resolution by the Town Council. Staff, including Ed Meehan (Planning), Ann Harter (Financial Projections), Steve Juda (property appraisals), Tony Ferraro (Town Engineer/Staff to Inland Wetlands Agency) will be available to assist the committee and Town Council on the planning and implementation of the committee.

I have also attached the 1998 land acquisition ordinance. This ordinance also defines some of the goals of the Town Council and establishes a mechanism for creating and increasing a fund to acquire open space. This ordinance seems to be an adequate vehicle to acquire long-term funding without major amendments.

Please note that your packet from the November 24, 2009 meeting contains pertinent information regarding the previous open space committee.

Attach.

cc Ann Harter, Finance Director  
Tony Ferraro, Town Engineer  
S. Steven Juda, Assessor  
Cathy Hall, TPZ Chair



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: November 20, 2009  
Re: Open Space Study Committee

---

At the agenda meeting of November 17, 2009, it was discussed whether the Town should establish a new open space study committee to explore and make recommendations to the Town Council pertaining to future open space acquisitions within the Town.

In 1997 the Town Plan and Zoning Commission created the Open Space Study Committee to address the 1995-2005 POCD recommendations for preservation of environmental resources. In addition to the TPZ members, two Town Councilors and two Conservation Commission members served on the Committee. The Committee presented its recommendations to the Town Council in its May 27, 1997 report (attached).

In addition, the Open Space Committee also assisted with the acquisition of the 54-acre Young Farm on Church Street (cost/benefit impact study); advocated the Town's 2002 DEP grant application to purchase the 28-acre CCMC property and the 35 acre property owned by Balf on the Cedar Mountain ridgeline. They also made the initial identification of the four greenway corridors as recommended in the POCD of 1995, which was consistent with the open space component of the report. The Committee also assisted in the conveyance of the former I-291 property (Willard to Maple) to the Town for open space protection and has worked with the Town Council on the Eddy Farms 61 acres developmental rights purchase.

Although in 1997 the Open Space Study Committee was initiated by the TPZ, it is possible for the Town Council to initiate the process. The Council may compose the committee of any members it chooses, however, members of the TPZ, Conservation Commission and staff should be included in any committee composition. It is possible that this Committee could be established at the December 8, 2009 Council meeting with proper input to staff to compose a resolution stating the mission and composition of said committee. Ed Meehan and I will be available to discuss this further at the November 24 Council meeting.

ATTCH.

Cc Ed Meehan, Town Planner  
Cathy Hall, TPZ Chair

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



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: March 20, 2015  
Re: Proposal to Honor Robert J. "Bob" Seiler, Sr.

---

Recently, resident Ann Brown contacted various Town officials and staff with a proposal to dedicate a portion of Richard Street in the memory of the late Robert (Bob) Seiler. Bob Seiler was a retired Newington Police Officer, retired Newington Volunteer Firefighter and 46-year volunteer in various capacities, such as the Human Services Department, Board of Fire Commissioners and Kiwanis Club among others.

Ms. Brown proposes placing signs to dedicate a portion of Richard Street from Willard Avenue to Church Street in memory of Mr. Seiler. This is the area around Fire Company 2, in which he was an active volunteer. Since this is a Town road, the dedication may be decided locally through the recommendation of the Town Council's Facilities Naming Subcommittee and by Town Council resolution.

Ms. Brown will be in attendance at the March 24 Town Council meeting for discussion. She will provide materials detailing Mr. Seiler's history of service to the Town.



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC  
Town Clerk

## Memorandum

**To:** John Salomone, Town Council  
**From:** Tanya Lane, Town Clerk   
**Date:** March 19, 2015  
**Re:** Preparing a Resolution—FY2016 Historic Preservation Grant

---

Prior to receiving the Historical Preservation Grant award for FY2016, the Town of Newington will be required to enter into a contract with the State Library. The Municipal Chief Executive Officer (MCEO) must be authorized to sign this contract through a resolution adopted by the Town Council.

By adopting the resolution in advance of receiving the contract from the State Library, the contract can be signed and returned quickly once it is received.

A new resolution must be adopted each year and must contain the exact wording as it appears in the attached resolution template.

I am also including a copy of the application narrative to clarify the intent of this grant.

Please place this Resolution on the March 24<sup>th</sup> Town Council agenda so it can be approved before the *contract* is signed. If you need additional documentation please contact me.

Thank you.

AGENDA ITEM: \_\_\_\_\_

DATE: \_\_\_\_\_

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

RESOLVED: That John L. Salomone, Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation grant.

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

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

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

- 1. Describe the project.** Describe what will be done and why; specify the records involved, including volume numbers and dates.

When the Town of Newington implemented the Cott indexing system in 2006, scanned images were captured beginning with Volume 1900 (we are currently working on Volume 2167). As time and resources have become available, the Town has electronically captured and digitized additional land record volumes. Our images currently go back to 1989.

We propose to scan and digitize an additional 44 volumes making online images available from 1987 to the present time. The more history we can provide to our constituents, the more valuable and lucrative the Clerks Connecticut Portal becomes to the Town of Newington.

Volumes 657 through 701 covering land records filed from December 1987 through December 1988 will provide a twenty-eight year searchable database.

- 2. Identify the vendors and/or town personnel.** Include assigned duties and the timeframe for completing the work.

Cott Systems is our vendor who will enable us to make more of our land records available electronically. The Town has contracted with Cott in the past to perform the same service that we are again seeking. A competent Cott staff member arrives on-site to evaluate the images for import into our Resolution indexing system. The images are scanned in our vault and later exported to our database ready to be searched by our customers. The anticipated timeline for completing this project is mid-summer.

- 3. Describe what the municipality hopes to accomplish with the grant.** Describe how the project will impact the records, the office and the municipality.

The Town of Newington hopes to maintain its status as a municipality that is on the cutting edge of technology (insofar as funding allows). We are focused on worthwhile projects that will benefit all of the Town's constituents—attorneys, title searchers, appraisers, realtors, residents and staff.

The addition of 44 volumes to our database brings us closer to our goal of providing a 40-year searchable online database for abstractors (40 years is the norm for providing a clear chain of title in Connecticut). Revenue derived from the Connecticut Clerks Portal continues to climb. Monthly income when we started this initiative in 2011 was about \$250. Now we are seeing revenue closer to \$700-\$800 per month. Our constituents appreciate the efficiency of the office and the ability to search the land records over the internet. As title searchers, attorneys and our residents visit our office they are constantly commending us on this initiative.

- 4. Provide a detail budget.** List the detailed expenses that make up each Budget Summary line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs). Specify how expenses will be split between grant and local funds, if applicable.

For any Town Personnel Costs, include the job title, hourly rate and total number of hours for each individual; also see page 12 of the Guidelines.

**Note:** If applying for **one project** and using only **one vendor**, you may **omit** the detailed budget provided that the expenses are clearly indicated on the attached vendor proposal.

The Town of Newington is applying for one project using only one vendor.

- 5. Attach supporting documentation.** For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Attached is an outline of the project scope and deliverables from our vendor. Two factors are at play here: 1) this year there is a decrease in the grant amount being awarded to municipalities from the State Library--\$7,500 was awarded last year; this year it is \$4,000; and, 2) Cott has passed along a 38% increase this year in the backfile imaging process.

Beyond the \$4,000 stipulated in Cott's memo, there will be no additional cost to the Town of Newington to implement this project.



**To:** Tanya Lane, Newington CT Town Clerk  
**From:** Glen A. Nemeroff, Account Executive  
**Date:** March 17, 2015  
**Subject:** Backfile Conversion Grant Money

---

Thank you for presenting Cott the opportunity to provide budgetary pricing that will enable you to make some of your historical records available electronically. This is a great step, as you are not only making your records more accessible to your constituents; you are also preserving the hard copy records forever. Cott is pleased to be a part of this major milestone.

As you apply for grant money to help fund this effort, this memo will provide the necessary support to assist you in the application process.

#### Project Scope

- Complete Backfile Conversion project
- Source: Onsite Scanning
- Stopping upon reaching the value of \$4,000.

#### Project Deliverables

1. Cott captures images from hard copy record books.
2. Cott evaluates images for quality and completeness.
3. Cott formats the images for import into customer's Resolution3/Hosted Resolution3 land records system.
4. Cott develops import utility to load the images and link images to existing index records.
5. Cott trains staff and supports issues related to the project.
6. Unit Price is **\$0.18 per Image**.

#### Project Requirements and Assumptions

- o Onsite scanning:
  - Books are loose leaf (not bound).
  - Page size is less than 11 x 17 (does not include large plats)
- o Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data. Any anomalies in the indexed data that may prevent images from properly linking will be flagged and reported to the customer in a log file during the import process.
- o The pricing is based on a special rate [multiple towns committing to do backfile scanning work with Cott]. The more towns that commit, the lower the rate.
- o The commencement of the project will be contingent on timing of when other towns commit to this effort.

This proposal is intended for use as an estimate. The town specific project deliverables and scope will be defined more firmly upon customer's request and an executable agreement between Cott and Customer will be provided.

Thank you for your interest in this service.

**PLEASE NOTE:** The pricing in this offer is valid through 9/17/2015. After this date, this offer will be priced at the then current rate and will be subject to current costs equal to +/- 10%.

AGENDA ITEM: VIII

DATE: 3-24-15

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

RESOLVED:

That property tax refunds in the amount of \$1,344.69 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 24, 2015**

Penske Truck Leasing Company LP P.O. Box 1321 Reading, PA 19603	\$1,092.68
Cornelius Owens 24 Kirkham Street Newington, CT 06111	\$209.07
Kenneth Traceski 120 Howard Street Newington, CT 06111	\$42.94
<b>Total</b>	<b>\$1,344.69</b>