



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 25, 2014
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**)
- V. REMARKS BY COUNCILORS
- VI. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
 - A. Set Tentative Budget – Fiscal Year 2014-15
 - B. Fair Housing Month
 - C. CRCOG Regional Performance Grant Incentive Program
- VII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
 - A. 2015 Historic Documents Preservation Grant
 - B. Discussion: Town Council Rules of Procedure
- VIII. 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. Board of Education Roof Replacement Project Building Committee
 - 5. Capitol Region Council of Governments
 - 6. Committee on Community Safety
 - 7. Conservation Commission
 - 8. Development Commission
 - 9. Downtown Revitalization Committee
 - 10. Employee Insurance & Pension Benefits Committee

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

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

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

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

- A. Public Hearing – Town Manager’s Proposed Budget, March 11, 2014
- B. Regular Meeting, March 11, 2014

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

XII. COUNCIL LIAISON/COMMITTEE REPORTS

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

XIV. REMARKS BY COUNCILORS

XV. EXECUTIVE SESSION RE: CONTRACTUAL LEASE AGREEMENT

XVI. ADJOURNMENT

AGENDA ITEM: III

DATE: 3-25-14

RESOLUTION NO.: _____

WHEREAS, the American Public Health Association has proclaimed April 7 through April 13, 2014 as National Public Health Week; and

WHEREAS, this year's theme is "Public Health Starts Here" and focuses on the return of the role of public health and prevention in the new world of health care delivery; and

WHEREAS, the public health system that keeps our communities healthy and safe is changing as technologies advance, public attitudes toward health shift, and more health and safety options become available through policy changes such as the Affordable Care Act; and

WHEREAS, National Public Health Week reminds us each year 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 17th year of service; and

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby proclaims April 7, 2014 to April 13, 2014 as NATIONAL PUBLIC HEALTH WEEK in Newington, Connecticut. I encourage all citizens to join me in this celebration by acknowledging the importance of public health activities in improving our local quality of life and taking action to improve and support the health of the entire community, including our own health and well-being.

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 21, 2014
Re: Fair Housing Policy

As discussed at the March 18 Town Council meeting, 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 resolution is attached for Council 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.

cc: Craig Minor, Town Planner

AGENDA ITEM: VI.B.

DATE: 3-25-14

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 21, 2014
Re: Regional Performance Incentive Grants

As discussed at the March 18 meeting, please see attached information regarding OPM Regional Performance Incentive Grants. CRCOG's Policy Board has approved the grant application to OPM. If CRCOG receives the grant, the Town will be eligible to take part in the regional services provided by the funding such as participation in a regional data/disaster recovery center and an online clearinghouse for human resources-related templates and documents.

A resolution indicating the Town's support of the grant application is attached for consideration.

Attach.

**OPM Regional Performance Incentive Grants
2013 Round
CRCOG Policy Board Approved October 23, 2013**

1. Regional Nutmeg Network Connections (estimate will depend on participating towns) – new for 2013

CRCOG would submit a regional Nutmeg Network connection grant application on behalf of CRCOG towns who do not wish to submit an individual application. Given that regional projects are a legislative priority, CRCOG staff believes this will make the connection applications stronger by submitting them jointly. In addition, CRCOG would bear the relative burden of negotiating the OPM grant process on behalf of the participating towns. Staff Contact: Pauline Yoder: pyoder@crcog.org, (860) 522-2217 x245.

2. Regional Data / Disaster Recovery Center (estimated \$500K) – new for 2013

Taking advantage of the Nutmeg Network, CRCOG would establish a self service Data / Disaster Recovery Center for towns to use either via self-service servers, or with consultant and implementation assistance. The Data Center would operate out of two locations for backup purposes. Towns could use the data center for disaster recovery, replacement of aging servers, new applications and replacement of existing applications. In addition, CRCOG would use this as a platform to create additional shared regional applications, as well as moving existing applications, such as Regional Permitting and GIS to the Nutmeg Network, giving quicker access for towns and removing dependence on the Internet. Staff Contact: Pauline Yoder: pyoder@crcog.org, (860) 522-2217 x245.

3. Regional Computer Forensics Laboratory (estimated \$250K) – revised from 2012

CRCOG staff is working in conjunction with the Capitol Region Chiefs of Police Association to further the concept of a regional forensics laboratory dedicated to computer crimes. With the increase in computer crimes (including online fraud and 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. This project proposes to provide 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. The project team is also working with private sector partners. Staff Contact: Cheryl Assis: cassis@crcog.org, (860) 522-2217 x236.

4. Human Resources On-line Clearinghouse and Templates (estimated \$65,000) – revised from 2012

Establishing a robust, on-line clearinghouse (possibly via a stand-alone micro-site off of the CRCOG website) to post sample HR documents, templates and related data, including, but not limited to, Personnel Policies, Pay Scales for Unaffiliated Employees, HR Checklists, Job Descriptions, Performance Appraisal Systems and Union Contracts. Templates of select documents for towns to modify/customize would be created by a hired HR consultant. Staff Contact: Hedy Ayers: hayers@crcog.org, (860) 522-2217 x234

AGENDA ITEM: VI.C. _____

DATE: 3-25-14

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 October 23, 2013 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 proposal(s) entitled

1. Regional Data / Disaster Recovery Center
2. Human Resources On-line Clearinghouse and Templates

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: _____



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 14, 2014
Re: Preparing a Resolution—FY2015 Historic Preservation Grant

Prior to receiving the Historical Preservation Grant award for FY2015, 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 25th 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(s). Identify specific records involved (including type of records, volume numbers and dates), what will be done and why.

The proposed FY2015 project has two objectives:

1. Vault storage in the smaller, non-public vault is almost at capacity even though we had used HGP funds in 2007 to install mobile sliding shelves to increase the storage capacity. This vault houses vital records, Veterans' Discharge papers, zoning regulations, Town Charters, some contracts and various other records that are not open to the public, or require our assistance in handling them because they are old and fragile.

We are constantly looking for ways to increase storage by seeking permission to destroy disposable items, transferring non-historical collections to an on-site dead-storage area and moving records to the larger vault. Even with all of these efforts we have reached our storage capacity.

A vendor approved by the Connecticut State Library has been contacted. Dupont Systems indicates that we can install a front wall mobile shelving unit with carriages and track. This will add two additional mobile carriage units and provide much needed storage. The Town of Newington anticipates going to Referendum within the next year to request funding for Town Hall renovations. Should the funds be appropriated, these shelving units can be moved and re-installed in a new location.

2. After purchasing and installing the mobile shelving, there will be a small fund balance which we propose to use for backfile scanning of our land record books. Cott Systems is our vendor and advises us that we can scan and digitize 15,954 images—which translates to approximately 53 volumes of land records (Volumes 824-876).

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 2143). As time and resources have become available, the Town has electronically captured and digitized the catalogued images of the Land Record Books pre-dating our conversion to Cott Resolution. Our images go back to 1993 providing a 20-year searchable database.

To enhance the value of remotely accessing our land records by our constituents, we must constantly increase the amount of images that are accessible online. This proposed project will produce a value-added benefit.

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

We have identified two vendors to assist with our objectives: DuPont Systems will install the shelving with a minimum of disruption to the office. Records will be temporarily removed from the shelves so that the new units can be installed and incorporated with the existing components. All records will be housed in the vault for the length of the project and systematically replaced on the shelves when the project is completed. Having worked with this vendor in the past, there is very little commotion or disturbance to the public or to the staff. Work will begin as soon as we receive approval for this grant.

Cott Systems is our other vendor who will enable us to make some of our historical 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. Indicate how the project(s) will impact the records, the office and the municipality.

Installation of side-to-side sliding shelves will prolong the life of the small vault—a necessary move while awaiting a decision to renovate the building. The beauty of these shelves is that they are movable should that become necessary, and if we don't renovate, the shelves will remain in the small vault, but provide considerably more storage capacity.

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.

Uploading images will aid in 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. Three years later we are seeing monthly revenue streams closer to \$700. Our constituents appreciate the efficiency of the office and the ability to search the land records over the internet. As title searchers and attorneys visit our office they are constantly commending us on this initiative.

4. Provide a detailed budget.

Dupont Systems submitted two solutions for our shelving issue. The office selected Option 2 (as per the attached documentation) because it provides more storage long-term. While this alternative is more expensive at \$5,745 the staff feels that it is the best choice.

The remaining funds of \$1,755 will be used for the backfile scanning project.

There will be no additional cost to the Town of Newington to implement these projects. A copy of each vendor's quote is attached with this application.

-END-



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 21, 2014
Re: Town Council Rules of Procedure Subcommittee

The Town Council Rules of Procedure Subcommittee met on March 13 to discuss proposed changes to the Town Council rules of procedure. The Subcommittee will report its recommendations to the Council at the March 25, 2014 meeting.

Please see attached minutes of the March 13 Subcommittee meeting. In addition, a recommendation was made at the March 18 agenda setting meeting to amend one of the proposed changes from:

*A member of the Town Council may have an item placed on the agenda by contacting **the Majority or Minority Leader of the Town Council** at least seven days prior to the meeting*

To:

*A member of the Town Council may have an item placed on the agenda by contacting **the Majority or Minority Leader of the Town Council** prior to the agenda setting meeting.*

This and other proposed changes may be discussed at the March 25 meeting, with action taken at a future meeting.

Attach.

MINUTES

SPECIAL MEETING, 13 MARCH 2014

TOWN COUNCIL RULES OF PROCEDURE SUBCOMMITTEE

CONFERENCE ROOM L-100

Present: The full committee as appointed by the Town Council: Majority Leader Terry Borjeson, Minority Leader David Nagle, and Councilor Clarke Castelle

1. CALL TO ORDER: Councilor Terry Borjeson called the meeting to order at 6:48 p. m.

Councilor Castelle made a motion to nominate Councilor Borjeson to be Chairperson of the Committee, and Councilor Nagle seconded the motion, which passed unanimously.

2. PUBLIC PARTICIPATION (ON AGENDA): There was none.

3. DISCUSSION: AMENDMENTS TO THE TOWN COUNCIL RULES OF PROCEDURE

- a. Councilor Castelle made a motion to change the wording of Provision No. 6 of the Council Rules ("Placement of Items on Agenda). The wording as it exists reads as follows: "A member of the Town Council may have an item placed on the agenda by contacting **the Town Manager** at least **five** days prior to the meeting." He suggested that the wording be changed to read as follows: "A member of the Town Council may have an item placed on the agenda by contacting **the Majority or Minority Leader of the Town Council** at least **seven** days prior to the meeting." The motion was then amended to include the words "**or one of their designees**" following "the Majority or Minority Leader of the Town Council".

After a short period of deliberation, a vote was taken and the motion passed 2 to 1, with Councilors Borjeson and Castelle in favor, and Councilor Nagel against.

- b. Councilor Nagel moved that Provision No. 9 ("Order of Meeting Agenda") be amended by removing "**Remarks by Councilors**" following the first of the two opportunities given to the public to participate; Councilor Castelle seconded the motion.

The motion passed unanimously

4. ANY OTHER BUSINESS PERTAINING TO THE SUBCOMMITTEE

There was none.

5. PUBLIC PARTICIPATION (ON AGENDA): Councilor Myra Cohen, who was in attendance, commented on how the procedure for setting Town Council agendas had evolved over time.

6. ADJOURNMENT: Councilor Castelle moved to adjourn the meeting at approximately 7:00 p. m.; Councilor Nagel seconded the motion, and it passed unanimously.

C. Castelle

March 20, 2014



TOWN COUNCIL RULES OF PROCEDURE

***DRAFT
MARCH 2014***

§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 may have an item placed on the agenda by contacting the Town Manager at least five days prior to the meeting.~~

A member of the Town Council may have an item placed on the agenda by contacting the 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) 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
- Awards/Proclamations
- ~~Public Participation~~
- Remarks by Councilors
- 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. 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 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.

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: IX.

DATE: 3-25-14

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$1,517.58 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 25, 2014

Ronnie Rodriguez or Michael Osnoe 18 Chaplin Street Newington, CT 06111	\$137.45
Sharon Yarrington 87 Northwood Road Newington, CT 06111	\$31.95
Michael Cistulli 53 Kelsey Street Newington, CT 06111	\$21.69
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$203.83
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$709.32
Anthony Scollo 1465B Willard Ave. Newington, CT 06111	\$241.56
Brandie Williams 104 Cottonwood Road Newington, CT 06111	\$171.78
Total	\$1,517.58