



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**

### SPECIAL MEETING AGENDA

**April 21, 2015**

**7:00 p.m.**

- 
- I. PLEDGE OF ALLEGIANCE
  - II. ROLL CALL
  - III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER)
  - IV. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
    - A. Adoption of Operating Budget for Fiscal Year 2015-16
    - B. Adoption of Long-Range Capital Improvement Plan (CIP) 2015-16 through 2019-20
      1. Adopt CIP 2015-16 through 2019-20
      2. CIP Transfer
    - C. Set Mill Rate
    - D. 2015 Historic Documents Preservation Grant
  - V. CONSIDERATION OF NEW BUSINESS (**Action May be Taken by Waiving the Rules**)
    - A. Appointment of Auditor
    - B. Electric Vehicle Charging Station (**Action Requested**)
  - VI. 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. Newington Housing Authority
16. Human Rights Commission
17. Newington School Career Technical Program Renovation Project Building Committee
18. Open Space Committee
19. Board of Parks and Recreation
20. School Improvements Project Building Committee
21. STEM Academy PBC
22. Senior & Disabled Center Roof Replacement Project Building Committee
23. Standing Insurance Committee
24. Town Hall Renovations Project Building Committee
25. Town Plan & Zoning Commission
26. Tri-Town Community Cable Access
27. Vehicle Appeals Board
28. West Meadow Cemetery Expansion Project Building Committee
29. Zoning Board of Appeals

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

- A. Special Meeting, March 3, 2015 (Tabled 3/24/15)
- B. Public Hearing, March 10, 2015 (Tabled 3/24/15)
- C. Regular Meeting, March 10, 2015 (Tabled 3/24/15)
- D. Special Meeting, March 17, 2015

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

IX. **COUNCIL LIAISON/COMMITTEE REPORTS**

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

XI. **REMARKS BY COUNCILORS**

XII. **ADJOURNMENT**

2013-2014 REVISED BUDGET	2014-2015 REVISED BUDGET	TOWN OF NEWINGTON  GENERAL FUND BUDGET SUMMARY	2015-16		\$ CHANGE FROM PREVIOUS BUDGET	PERCENT CHANGE FROM PREVIOUS BUDGET
			MANAGER PROPOSED	TOWN COUNCIL PROPOSED		
		<b>BUDGET APPROPRIATIONS:</b>				
30,790,517	32,325,862	Town Government Operations	33,336,226	33,396,226	1,070,364	3.3%
66,096,870	68,039,471	Board of Education Operations	69,828,928	69,840,928	1,801,457	2.7%
3,102,250	3,216,800	Metropolitan District Comm. Payment	3,404,400	3,404,400	187,600	5.8%
266,862	523,195	Debt Service - Town's Share(1)	510,462	510,462	-12,733	-2.4%
1,208,895	1,153,736	Debt Service - Education's Share(1)	717,369	717,369	-436,367	-37.8%
2,602,755	3,303,134	Capital Improvements & Equip. Res. - Town's Share(2)	3,617,669	2,998,841	-304,293	-9.2%
1,897,648	1,428,194	Capital Improvements - Education's Share(2)	1,994,500	2,633,328	1,205,134	84.4%
69,700	69,700	Empl. Leave Liability Res. Fund (3)	69,700	69,700	0	0.0%
<u>23,200</u>	<u>23,200</u>	Empl. Leave Liability Res. Fund - Education's Share(3)	<u>23,200</u>	<u>23,200</u>	<u>0</u>	<u>0.0%</u>
106,058,696	110,083,292	<b>TOTAL APPROPRIATIONS - TOWN AND BOARD</b>	<b>113,502,454</b>	<b>113,594,454</b>	<b>3,511,162</b>	<b>3.2%</b>
		<b>LESS:</b>				
20,327,878	20,676,340	Estimated Revenues from Non-Tax Sources	21,505,217	21,631,417	955,077	4.6%
		<b>LESS:</b>				
2,250,000	2,400,000	General Fund Balance Applied	2,250,000	2,250,000	-150,000	-6.3%
83,480,818	87,006,952	<b>AMOUNT TO BE RAISED BY CURRENT TAXES</b>	<b>89,747,237</b>	<b>89,713,037</b>	<b>2,706,085</b>	<b>3.1%</b>
2,537,446,750	2,548,042,597	<b>NET GRAND LIST</b>	<b>2,551,501,424</b>	<b>2,551,501,424</b>	<b>3,458,827</b>	<b>0.1%</b>
20,000,000	10,000,000	LESS: Est. Value of Legal Corrections & Exemptions	10,000,000	10,000,000		
2,517,446,750	2,538,042,597	<b>NET ADJUSTED GRAND LIST</b>	<b>2,541,501,424</b>	<b>2,541,501,424</b>	<b>3,458,827</b>	
2,482,202,496	2,502,510,001	<b>NET ADJUSTED COLLECTIBLE GRAND LIST</b>	<b>2,505,920,404</b>	<b>2,505,920,404</b>	<b>3,410,403</b>	<b>0.1%</b>
		(\$ VALUE OF ONE MILL = \$2,505,920)				
33.63	34.77	<b>MILL RATE</b>	<b>35.81</b>	<b>35.80</b>	<b>1.03</b>	<b>3.0%</b>

(1)Total Debt Service appears on page 11 of Gen. Govt. operations summary

(2)Total CIP appears on page 11 of Gen. Govt. operations summary

(3)Total ELLR appears on page 11 of Gen. Govt. operations summary

AGENDA ITEM: IV.A.

DATE: 4-21-15

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

RESOLVED:

That the following General Fund appropriations of the Town of Newington are hereby adopted for the fiscal year beginning July 1, 2015 and ending June 30, 2016, in accordance with Section 805 of the Charter of the Town of Newington:

APPROPRIATIONS:

Town Government Operations:

General Government	\$4,771,190	
Public Safety	8,242,384	
Public Works	4,962,387	
Community Planning & Development	522,269	
Public Health	157,675	
Community Services	1,027,616	
Public Library	1,735,113	
Parks & Recreation	1,642,878	
Insurance - Miscellaneous	10,334,714	33,396,226
Debt Service		1,227,831
Metropolitan District		3,404,400
Capital Improvements		5,078,928
Equipment Reserve		553,241
Employee Leave Liability Reserve Fund		92,900
Board of Education		<u>69,840,928</u>
<b>TOTAL APPROPRIATIONS</b>		<b>\$113,594,454</b>

AGENDA ITEM: \_\_\_\_\_ (cont.)

DATE: 4-21-15

BE IT FURTHER RESOLVED:

That, in accordance with Section 805 of the Charter of the Town of Newington, the following General Fund estimated revenues be raised to meet these appropriations:

ESTIMATED REVENUES:

Current Taxes	\$89,713,037	
Prorated Taxes	876,350	
Prior Years Taxes	440,000	
Interest & Liens	320,000	
Payments in Lieu of Taxes	2,926,774	
Assessments	14,729	
Licenses & Permits	315,500	
Rentals	107,600	
Investment Income	68,500	
Fines	36,500	
Charges for Services	566,075	
Refunds & Reimbursements	102,260	
Sale of Town Property	200	
State Aid	15,569,767	
Federal Aid	9,000	
Miscellaneous	58,500	
Donations	1,750	
Transfers from Other Funds	217,912	<b>\$111,344,454</b>
General Fund Balance Applied		2,250,000
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>		<b>\$113,594,454</b>

AGENDA ITEM: \_\_\_\_\_ (cont.)

DATE: 4-21-15

BE IT FURTHER RESOLVED:

That the Clerk is hereby instructed to place the accompanying General Fund Budget Summary on the record of this meeting to illustrate the above appropriations and revenue estimates.

BE IT FURTHER RESOLVED:

That the following budget is hereby adopted for the Public School Capital Improvement Projects Reserve Fund for the fiscal year beginning July 1, 2015 to June 30, 2016:

APPROPRIATIONS:

Painting	\$25,000
Carpeting	25,000
District-wide Security and Safety	25,000
District-wide Furniture Replacement	25,000
Technology Equipment	50,000
System-wide Air Conditioning Replacement	25,000
Athletic Improvements	50,000
District-wide Bathroom Renovations	25,000
Career Technical/STEM Facilities Modifications	<u>75,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$325,000</b>

ESTIMATED REVENUES:

General Fund Appropriations	\$125,000
Interest Earnings	800
Tuition Receipts	100,000
School Rental Receipts	60,000
Fund Balance	<u>39,200</u>
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>	<b>\$ 325,000</b>

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

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

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

AGENDA ITEM: IV.B.1

DATE: 4-21-15

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

RESOLVED:

The Newington Town Council hereby adopts the "Town of Newington Long-Range Capital Improvement Plan 2015-2016 through 2019-2020," a final copy of which will be on file in the Town Clerk's Office.

NOTE: This vote is binding only for the funds committed for fiscal year 2015-2016; the proposed funding for 2016-2017 through 2019-2020 is for planning purposes only and is subject to change through future budget deliberations.

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

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

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

AGENDA ITEM: IV.B.2.

DATE: 4-21-15

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

CERTIFICATION:

In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the following appropriations in the Capital and Non-Recurring Expenditure Fund, the amounts listed below:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88524	Garfield St Realignment/Town Hall Site Improvements	\$600,000

\_\_\_\_\_  
*Ann J. Harter, Director of Finance*

RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds in the Capital and Non-Recurring Expenditures Fund to the following accounts in the Public Building Fund:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88804	Town Hall Improvements	\$500,000
88101	Library Expansion/Town Hall Site Plan	\$100,000

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

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

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

AGENDA ITEM: IV.C.\_\_\_\_\_

DATE: 4-21-15\_\_\_\_\_

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

RESOLVED:

In accordance with Section 805 of the Town Charter of the Town of Newington, the Town Council hereby fixes a tax rate of \_\_\_\_\_ mills for the fiscal year beginning July 1, 2015 and ending June 30, 2016, which shall be levied on taxable property in the Town of Newington listed on the October 1, 2014 Grand List, and said tax shall become due and payable in accordance with Section 43-1 of the Newington Code of Ordinances. The Town Manager is hereby authorized to make out and sign the rate bill in accordance with this motion.

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 19, 2015  
**Re:** Preparing a Resolution—FY2016 Historic Preservation Grant

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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.

- 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

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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: IV.D.

DATE: 4-21-15

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

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

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: April 17, 2015  
Re: Appointment of Auditor

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Pursuant to §610 of the Town Charter, the Town Council shall annually appoint an independent public accountant or firm to examine and certify the Town's financial records in accordance with statutory provisions. Connecticut General Statutes §7-396 and §4-232 provide that the appointing authority of any municipality must file with the Secretary of the Office of Policy and Management (OPM) the name of the independent auditor designated to conduct its annual audit within at least thirty (30) days prior to the end of the fiscal year.

Last year the Town issued a Request for Proposals for audit services for the fiscal year ending June 30, 2013 and for two subsequent years. As a result of that RFP, the firm of Blum Shapiro was selected as the Town's independent auditor. The auditor must be appointed each year; this is the third year of the three-year agreement. This item appears on the Council's agenda for information purposes and will appear as an action item on April 28, 2015. Any action outside of that timeframe would require a waiver of the Rules of Procedure.

Cc: Ann Harter, Finance Director



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: April 17, 2015  
Re: Electric Vehicle Charging Station Grant

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Please see the attached memorandum and information from Town Planner Craig Minor regarding State grant funding to install an electric vehicle charging station in the Constitution Square municipal parking lot.

This item previously appeared before the Council for consideration, however the Council declined to waive the rules to vote on the matter. Additional funding has been made available to municipalities and the Town has the opportunity to apply, if the Council concurs.

The application deadline is April 28, 2015. Since the information was received after the last regular Council meeting of March 24, the Council will be again asked to consider waiving the rules to authorize the Town to submit an application for the funding.

Attach.



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Town Planner

Craig Minor, AICP  
Town Planner

### Memorandum

**To:** John Salomone, Town Manager  
**From:** Craig Minor, Town Planner  
**Date:** March 20, 2015  
**Re:** **EVSE (Electric Vehicle Supply Equipment) Grant Application**

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The State of Connecticut has announced another round of funding to create electric vehicle charging stations. Towns are eligible for up to 100% of the cost to acquire and install two or more EVSE (charging stations), not to exceed \$10,000.

A proposed EVSE site must be located at a “major traffic generator”, such as a Town Hall or a downtown area, and it must meet certain criteria. To be eligible for 100% reimbursement the site must be on a major thoroughfare, be within walking distance to restaurants and retailers, be “underserved” by other EVSE locations, be lighted and sheltered from the elements, as well as other criteria.

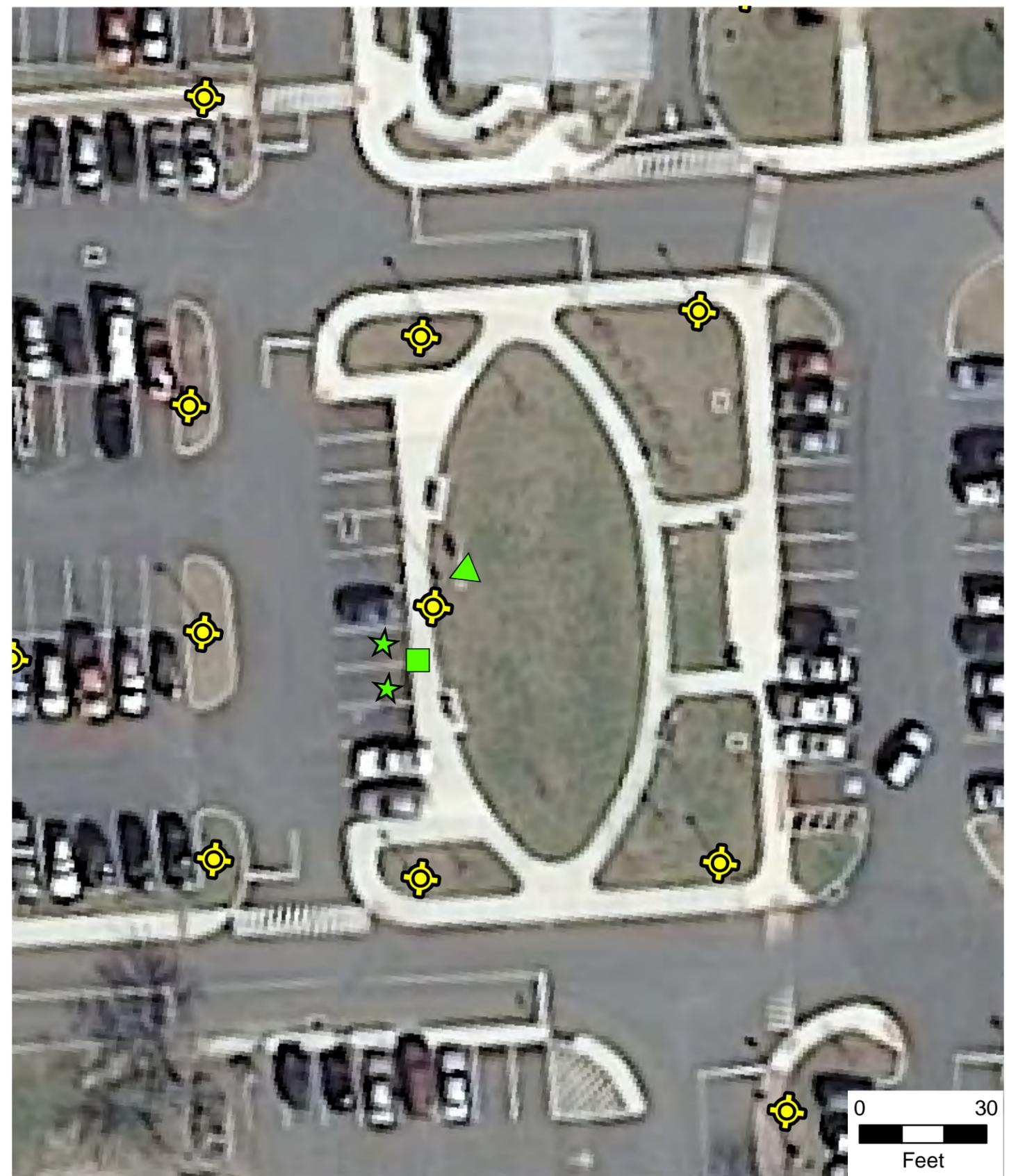
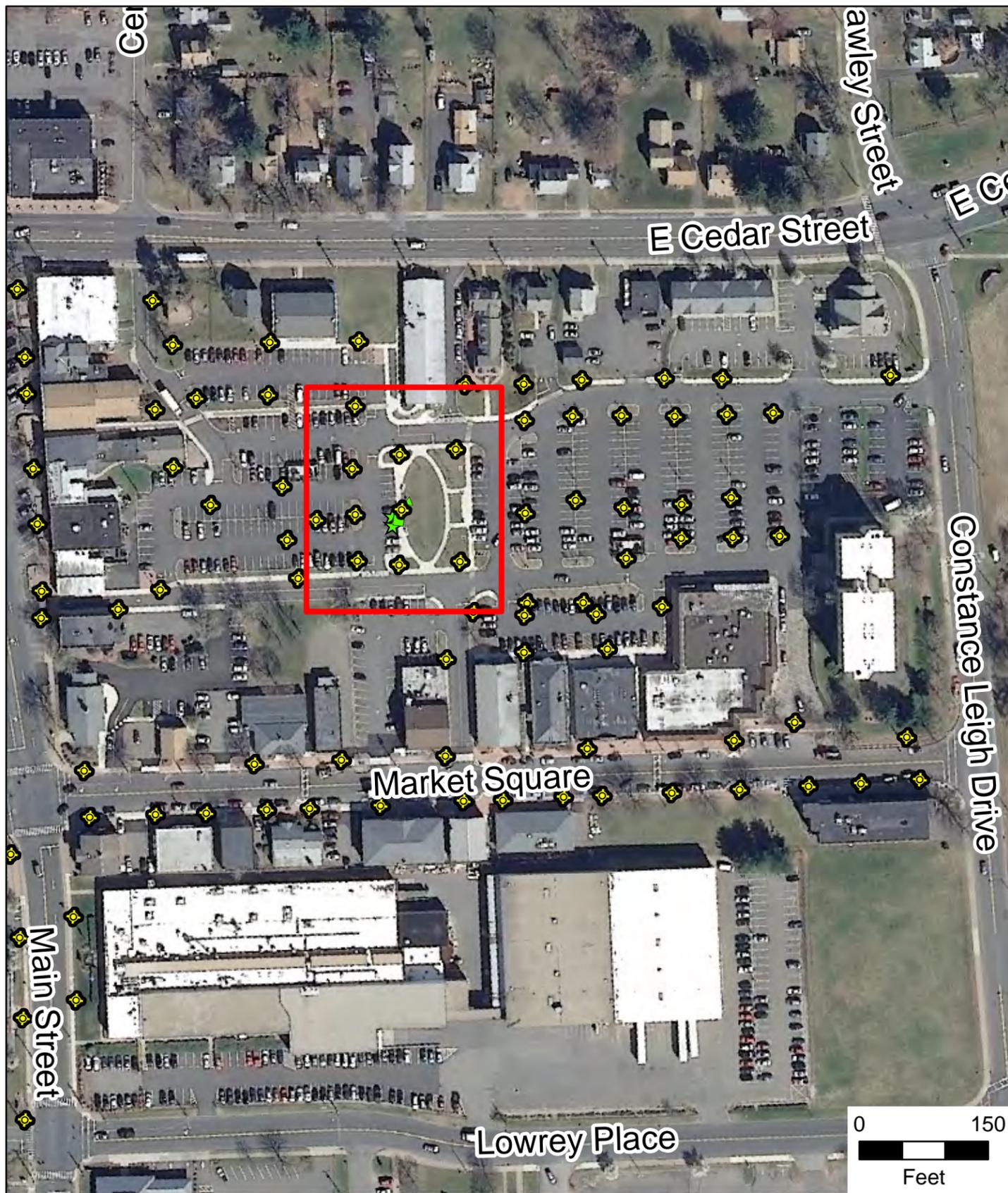
The Town is exempt from the zoning regulations, so there is no issue with zoning. In my opinion no Sec. 8-24 referral is required.

The only condition imposed by the State is that access to the charging station must be free. According to a Newington electrical contractor who is very familiar with EVSE, it takes about 4 hours to fully recharge a typical electric car, at a cost of approximately \$1. There would be two plugs, so assuming both of them would be used three times a day, at 365 days a year, at most the cost would be approximately \$2000 a year.

Please put this item on the agenda of the next available Town Council agenda. The deadline to submit the application is April 28, 2015.

cc:  
Andy Brecher  
file

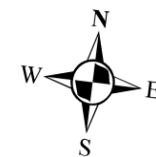
Phone: (860) 665-8575 Fax: (860) 665-8577  
townplanner@newingtonct.gov  
www.newingtonct.gov



**Legend**

-  LightPoles
-  Charging Station
-  Existing Power Pedestal
-  EV Parking Space

# Electric Vehicle Charging Station Grant Application



Map by  
 Dept. of  
 Information  
 Technology  
 GIS Services  
 Created: 08/11/2014





## Proposal Form for Municipal and State Agency Electric Vehicle (EV) Charging Station Projects

### Instructions

Complete all sections of this form. All proposals must be received by 5:00 p.m. on Tuesday, April 28, 2015 to be considered. Proposals should be submitted to the Connecticut Department of Energy and Environmental Protection (DEEP) via e-mail at [EVConnecticut@ct.gov](mailto:EVConnecticut@ct.gov). Questions may be directed by e-mail to [EVConnecticut@ct.gov](mailto:EVConnecticut@ct.gov).

### Program Description

This opportunity offers assistance to help promote electric vehicle (EV) use by expanding the geographical diversity of publicly-accessible EV charging stations in Connecticut. The stations will bear the "EVConnecticut" logo and will be on property available for public use, at major traffic generators such as downtown areas or other central destinations that are underserved by existing charging stations (see attached map).

### Available Funding

Funding for this program is variable and will depend on the degree to which a proposal satisfies the preferential criteria for the program. The minimum amount offered for successful proposals will be half the cost of the project, up to \$2,000 per unit or \$4,000 per location (i.e., up to two chargers installed on one property). However, some projects will be eligible to receive up to 100% of the cost of the project, with a maximum of \$10,000.

### Evaluation Criteria

Proposed projects will be evaluated based on cost effectiveness and economic benefits to Connecticut. Project ideas will be ranked for funding according to the criteria outlined in the [program criteria document](#). To be eligible for 100% funding, the EV charging stations must be available to the public at no cost, 24 hours a day, seven days a week and be located at a major traffic generator that is presently underserved by EV charging stations.

### Part I: Ranking Criteria: Please check those that apply

Commitment of applicant to make the EV charging station readily available to the public at no fee for, at least, the next three years <sup>1</sup>	<input checked="" type="checkbox"/>
Commitment of applicant to have a publicly-accessible EV charging station operational as soon as possible, but no later than August 1, 2015	<input type="checkbox"/>
Operational and available 24 hours a day, seven days a week	<input checked="" type="checkbox"/>
Location at a major traffic generator, which is defined as an important regional attraction, event, or facility that attract persons or groups from beyond a local community, city, or metropolitan area; it can include downtowns, town halls, libraries or recreation centers	<input checked="" type="checkbox"/>
Location in areas underserved by EV charging stations	<input checked="" type="checkbox"/>
Within walking distance of restaurant, retail, and/or entertainment opportunities	<input checked="" type="checkbox"/>
Location along major thoroughfares and high traffic areas	<input checked="" type="checkbox"/>
Location along major state and local transportation corridors	<input checked="" type="checkbox"/>
Location will provide:	
• Lighting	<input checked="" type="checkbox"/>
• Shelter from inclement weather for drivers to wait while their EV is charging	<input type="checkbox"/>
Situate each EV charging station so it can accommodate at least two vehicles	<input checked="" type="checkbox"/>

Recipients must agree to operate the EV charging station only as a not-for-profit venture. Any fees collected should only be sufficient to cover operating expenses, including payment system services.

<sup>1</sup> In lieu of a commitment to provide no cost charging for three years, applicants must submit a business model for an open access payment system with a maximum cost of \$1.00 per hour; major credit cards must be accepted for immediate access to the EV charging station with no phone call or other contact required. If you plan to have motorists pay for the charging, submit a business model that meets these requirements with the application. **The business model option is not eligible for 100% funding.**

## Part II: Applicant Information

<b>Name &amp; Title of Town or State Official having Site Control:<sup>2</sup></b>		John L. Salomone, Town Manager		
<b>Town/Agency Name:</b>		Newington		
<b>Address:</b>	131 Cedar Street			
<b>City:</b>	Newington	<b>State:</b>	CT	<b>Zip Code:</b> 06111
<b>Telephone:</b>	860-665-8510			
<b>E-Mail:</b>	jsalomone@newingtonct.gov			

## Part III: Project Information

<b>How many EV charging stations would you plan to install?</b> A single unit with two charging heads is counted as one unit; two units mounted on a single pedestal are counted as two units.	1
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<b>Project Details:</b> <i>(Please use additional forms for multiple installations)</i>	
<b>Address of Proposed Installation:</b> Provide name of facility, street address, street intersection and/or latitude/longitude and city.	Town Center Municipal Parking Lot
<b>Will the EV charging station(s) be located at a parking facility indoors or outdoors?</b>	<input type="checkbox"/> Indoors <input checked="" type="checkbox"/> Outdoors
<b>Do you want pedestal, wall-mounted or overhead EV charging unit(s)?</b>	<input checked="" type="checkbox"/> Pedestal <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Overhead
<b>Is there electricity at the proposed installation site?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the site lighted at night?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is there shelter at the proposed installation site?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>During what hours is the proposed installation site open to the public?</b>	24 hours, every day
<b>Please list any restaurant, retail, entertainment or tourist destinations within walking distance</b>	

<b>Project Timeline:</b>	<b>Project Start Date:</b>	June 1, 2015	<b>Project End Date:</b>	July 1, 2015
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<b>Proposed Budget:</b>	
Please provide a list of the expenses for the specific EV charging station brand and installation. You may add line items as needed. Identify each line item being proposed, i.e. "BrandZ pedestal EV charging station," "Site Preparation," and/or "Installation of EV charging station." Note that DEEP's reimbursement for chargers will not exceed values specified in <u>state procurement contracts</u> .	
<b>Line Item:</b>	<b>Cost</b>
EVlink Charging Station, pedestal mount, 2 connectors	\$4,000
Pull power from existing power source	\$2,000
EVSE installation	\$4,000
<b>Total Project Cost:</b>	<b>\$10,000</b>

<sup>2</sup> Site Control means (1) ownership of, a leasehold interest in, or a right to develop a site for the purpose of constructing the EV charging station; (2) an option to purchase or acquire a leasehold site for such purpose; or (3) an exclusivity or other business relationship between the Applicant and the entity having the right to sell, lease or grant the Applicant the right to possess or occupy a site for such purpose. Documentation for verification may be requested.

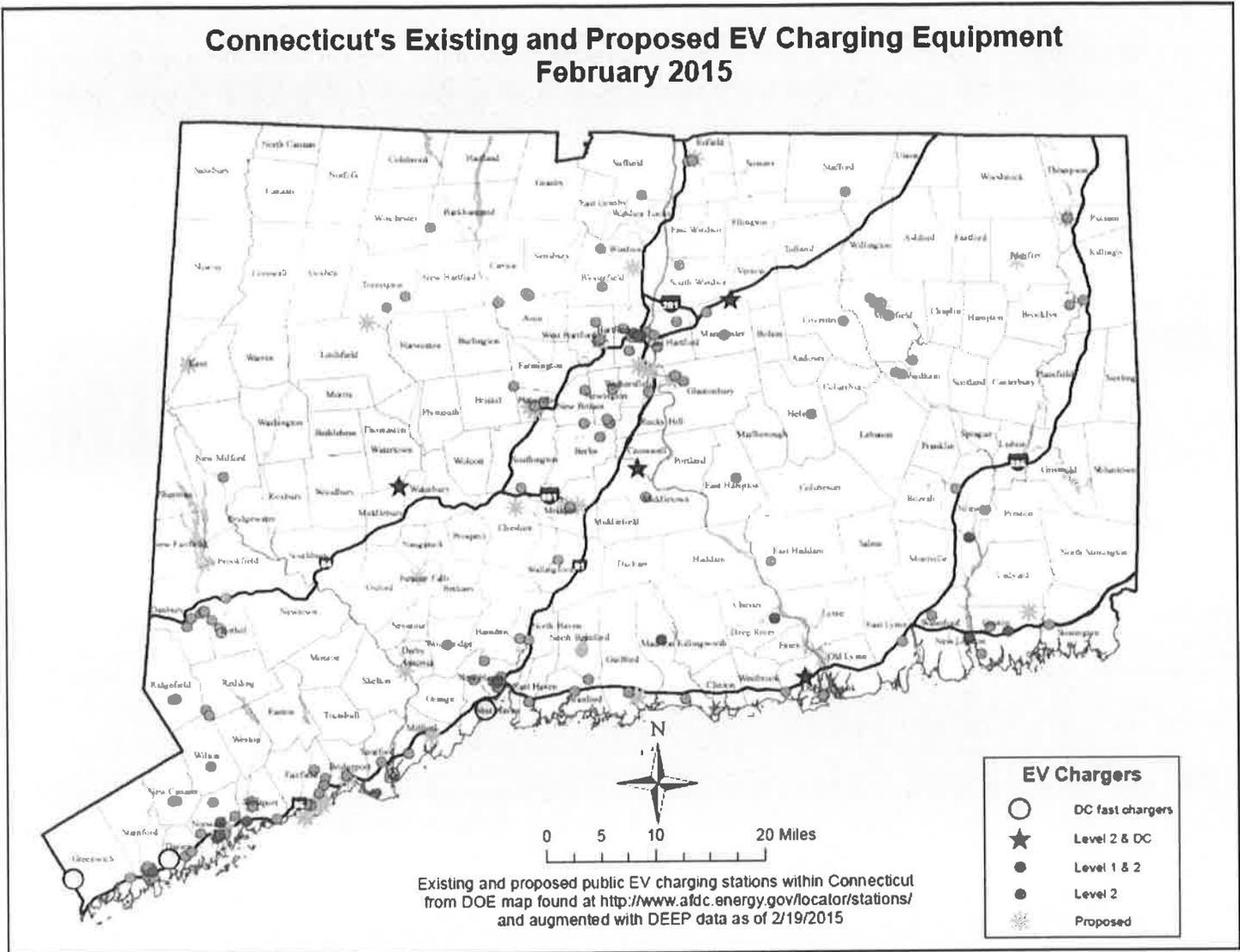
<b>Balance of Funds:</b>	
<b>Applicant attests they can secure the funds for operation and maintenance.</b>	<input checked="" type="checkbox"/>
<b>What is the source of these funds?</b> If this is a partnership effort, name the partner providing funding and the amount.	Town General Fund
<b>What is the timeline for securing these funds?</b> <i>(Budget approval process dates)</i>	n/a

<b>Terms and Conditions:</b>	
<p>Recipients will be responsible for the procurement of the EV charging station, all installation, maintenance, operations and other associated expenses and responsibilities.</p> <p>All recipients must be willing to <b>either:</b></p> <ol style="list-style-type: none"> <li>a. Provide charging at no cost to the public for the first three years of operation; <b>or</b></li> <li>b. Provide a business model<sup>3</sup> for an open access payment system with a maximum cost of \$1.00 per hour; major credit cards must be accepted for immediate access to the EV charging station with no phone call or other contact required. <b>Attach business model if applicable.</b></li> </ol> <p>Recipients will commit to maintain and operate the EV charging station(s) as publicly-accessible units.</p> <p>Recipients will agree to the posting of location &amp; availability information on U.S. Department of Energy website.</p> <p>Recipients will have a publicly-accessible EV charging station operational as soon after as possible, but no later than August 1, 2015.</p> <p>Recipients will meet commitments made in the application to provide</p> <ul style="list-style-type: none"> <li>• Lighting,</li> <li>• Installation of approved signage,</li> <li>• Shelter from inclement weather for drivers to wait while their EV is charging (if checked on proposal form), and</li> <li>• Operation 24 hours/day, 7 days/week, or limited hours as specified in proposal.</li> </ul> <p>Recipients must agree to operate the EV charging station(s) as a not-for-profit venture for the lifetime of the unit(s).</p> <p>Before being reimbursed, Recipients must submit the completed reimbursement checklist (see attachment), demonstrate full operation of the publicly-accessible EV charging station(s) and use of approved signage by</p> <ul style="list-style-type: none"> <li>• Providing a photograph of the completed installation, with posted signs, and</li> <li>• Providing a copy of the actual budget with invoices and cancelled checks as documentation of payment for the equipment and installation.</li> </ul> <p>Recipients must also provide a signed payment request, on letterhead, for the amount of the grant. A transfer invoice will also be required for state agencies.</p>	
<p><b>By checking this box, applicant attests to have read and understood the terms and conditions listed above, and agrees to comply with these terms and conditions if awarded funding.</b></p>	
<input checked="" type="checkbox"/>	

<sup>3</sup> The business model option is not eligible for 100% funding.

Existing and Proposed, Publicly-Accessible EV Charging Stations  
February 2015

Connecticut's Existing and Proposed EV Charging Equipment  
February 2015



AGENDA ITEM: V.B.

DATE: 4-21-15

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

RESOLVED:

That the Newington Town Council hereby authorizes the application for the State of Connecticut Electric Vehicle Supply Equipment grant funding for the creation of an electric vehicle charging station in the Town of Newington;

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby identifies John L. Salomone, Town Manager, as an individual authorized to sign the grant application and administer the grant. Such application is attached to and made a part of this record.

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

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

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