



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR ROY ZARTARIAN

NEWINGTON TOWN COUNCIL

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

**AGENDA
April 25, 2017
7:00 p.m.**

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. APPROVAL OF AGENDA
 - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
 - VI. EXECUTIVE SESSION RE: REAL ESTATE
 - VII. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
 - A. Mid-Year/Capital Transfers
 - B. Memorandum of Understanding: Digital Signs on Town Property
 - C. Historic Document Preservation Grant
 - D. Amend Resolution: Lease Purchase – Fire Department Apparatus
 - E. Discussion: Real Estate
 - VIII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Appointment of Auditor
 - IX. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Appointments to Boards and Commissions
 1. Affordable Housing Monitoring Agency
 2. Board of Assessment Appeals
 3. Commission on Aging and Disabled
 4. Balf-Town Committee
 5. Building Code Board of Appeals
 6. Capitol Region Council of Governments (CRCOG)
 7. Central Connecticut Health District Board of Directors (CCHD)
 8. Conservation/Inland Wetlands Commission

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

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

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

 - XII. COUNCIL LIAISON/COMMITTEE REPORTS

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

 - XIV. REMARKS BY COUNCILORS

 - XV. ADJOURNMENT



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Ann J. Harter
Director of Finance

Memorandum

To: Tanya D. Lane, Town Manager
From: Ann J. Harter, Director of Finance *AJH*
Date: April 21, 2017
Re: Appropriation Transfers for FY 2016-2017

In addition to the transfers that were discussed at the March 28th meeting, I am requesting that we include an additional transfer from the Town Council Contingency in the amount of \$278,000 for emergency repairs at the Highway Garage. An e-mail describing the necessary repairs is attached.

Harter, Ann

From: Langdon, David
Sent: Thursday, April 20, 2017 1:50 PM
To: Harter, Ann
Subject: Highway Garage

Good afternoon Ann,

On April 19th the highway garage foreman Hermas Lavoie noticed that the Garage bay hydraulic lift was low on hydraulic fluid. On further inspection they found that the front cylinder wasn't holding pressure. At that point I was called to the garage and had them pull the cylinder out of the ground to determine if it was leaking into the soil. The cylinder is set 8 ft. into the ground and on further inspection after it was removed from the ground we found numerous leaks. This lift is approximately 38 years old and well past its useful life. Knowing that this cylinder has been leaking hydraulic fluid into the ground, I called our environmental company (Enviro-Med) and they set up a site visit with an environmental cleanup company (MERO that handles chemical spills into the ground and they informed us that the contaminated site has to be remediated soon due to the close proximity to the wetlands surrounding the property and that CT DEEP was going to have to be informed of the leak and who was doing the emergency cleanup. Tom Malloy took care of the phone call to DEEP and we set up April 25th for the start of the cleanup which would take a week to complete and after the soil has been removed, Enviro-Med would have to test the area to make sure that all of the contaminants have been removed to satisfy CT DEEP and give the ok to install a new lift. The project cleanup budget proposal cost by MER Co. is \$23,450.00 and they are under the State DAS Contract (14PSX0314). This was totally unforeseen due to the lift being underground and thankfully Hermas found it now before we would have had a major cleanup.

Due to the age of the lift and the condition that the front cylinder was in, and not knowing what condition the rear cylinder was in and most importantly safety for the mechanics we had a lift mechanic from Ray Jurgen Co. come in to further inspect the entire lift system and it was determined that that whole lift would need to be replaced. The cost for the complete installation and concrete work by Ray Jurgen who are also under the State DAS contract (12PSX0068) would be \$168,000.00 with a 10 week lead time. During this time, Ray Jurgen would loan the highway garage portable lifts as to not interrupt service and add extra expenses to the highway garage in having to sub out the work to all town vehicles. With this being said, the facilities department does not have any monies in their CIP accounts to cover the emergency expense of a project of this magnitude and would be looking for any contingency account where as to transfer to have this work done. Please let me know if you need any more information from me on the scope of this project.

Thank you,

Dave Langdon
Director of Facilities Management
Town of Newington
131 Cedar St.
Newington CT. 06111
Cell:860-250-0568
Office:860-665-8579
Fax:860-665-8507
Email: Dlangdon@newingtonct.gov

Harter, Ann

From: Langdon, David
Sent: Friday, April 21, 2017 10:30 AM
To: Harter, Ann
Subject: Highway Garage

Good morning Ann,

Every May we are mandated by the State of CT to perform Cathodic Protection Testing and Tank Tightness testing to all Town owned below ground fuel tanks. The Diesel underground 10,000 gallon fuel tank at our Highway Garage was just on the verge of not passing last May 2016. This tank has a copper sulfate reference electrode that is the sacrificial material that tells us that the tank could be subject to leaks due to the outer walls of the tank being compromised due to its age. This tank has a life span of 30 years and is now in its 28th year and with initial readings before the tank is retested again this May the electrodes are below the allowable EPA and NACE readings meaning that the outer walls are now starting to rot away and could have a catastrophic environmental cost impact to the Town of Newington especially with the wetlands being very close to the tank. The cost to remove these tanks and install a new 10,000 tank would be subject to going out to bid and with estimating figures we are looking at around \$94,000.00 plus environmental testing after the tank is removed from the ground. As long as the tank tighten test is normal as I am expecting it to be, there will be no environmental extra cost to the project.

Dave Langdon

Director of Facilities Management

Town of Newington

131 Cedar St.

Newington CT. 06111

Cell:860-250-0568

Office:860-665-8579

Fax:860-665-8507

Email: Dlangdon@newingtonct.gov

AGENDA ITEM: VI.A.

DATE: 4-25-17

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 General Fund, the amounts listed below:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
962	Contingency	\$521,500


Ann J. Harter, Director of Finance

RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds in the General Fund to the following accounts in the General Fund:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
120	Town Manager	\$10,364
150	Finance	31,469
160	Town Attorney	72,420
180	Personnel	32,202
190	General Services	14,520
210	Police	9,134
230	Fire	3,211
310	Engineering	3,947
320	Highway	15,784
420	Town Planner	4,366
440	Zoning Board of Appeals	550
450	Building Department	4,269
610	Human Services	8,975

640	Senior and Disabled Center	9,223
710	Library	14,517
830	Park & Grounds	8,549
1100	Transfer to Capital Non-Recurring	<u>278,000</u>
	Total	\$521,500

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby transfers the sum of \$278,000 in the General Fund to the following accounts in the Capital Non-Recurring Fund:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88735	Highway Garage Emergency Repair	\$278,000

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VI.A.2

DATE: 4-25-17

RESOLUTION NO.

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 and the Public Building Fund, the amounts listed below:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88611	HVAC Replacement	\$215
88723	SDC Asbestos & Lead Abatement	89,183
88423	Police Records Management/CAD Replacement	5,754
88523	NVA Sidewalk/Drainage/Site Improvements	970
88525	Snow Thrower Attachment for Loader	96
88039	Lease Payments on Recycling Containers	1,885
88115	Market Square Development	103,643
88522	Fire Co 1 Heating System Replacement	262
88619	Fire Co 1 Breathing Air System Replacement	12,300
88620	Fire Co 2 Breathing Air System Replacement	11,370
88621	Fire Co 2 & 3 Emergency Generators	90
88031	Computer Assisted Dispatch	455
88622	Fire Co 2 & 3 Heating System Replacements	782
88427	Mill Pond Park Renovation Study	32,552
88326	Clem Lemire Drainage & Paving	30
88328	High School Tennis Courts	10,734
88305	Parks Storage Barn Roof Replacement	6,642
88705	Fire Co 3 Shingled Roof Replacement	11,850
88706	Fire Co 2 & 3 Chimney Removal	<u>12,600</u>
	Total	\$301,413


Ann J. Harter, Director of Finance

RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds to the following accounts in Capital and Non-Recurring Expenditure Fund, the amounts listed below:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88732	Town Buildings Sidewalk Replacement/Repairs	\$25,000
88112	Senior & Disabled Center HVAC Replacement	71,750
88411	Information Technology Reserve	5,754
88819	Road Resurfacing/Reconstruction	31,664
88515	Sidewalk Repair	75,000
88733	Fire Co 3 Interior and Exterior Painting	23,670
88734	Fire Co 5 Emergency Generator	25,259
88811	Park, Pool & Playground Improvements	32,582
88625	School Bus Replacement Program	<u>10,734</u>
	Total	\$301,413

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

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

Date: April 20, 2017

Re: Memorandum of Understanding (MOU): Digital Signs

Please see the attached memorandum from Town Planner Craig Minor and a proposed MOU between the Town Council and Town Plan and Zoning Commission which indicates that the Town Council agrees to obtain consent from the TPZ prior to authorizing any additional digital signage to be placed on Town property.

The MOU has been approved by the TPZ and was signed by its Chairperson, Frank Aieta, on March 8, 2017. The MOU was discussed by the Town Council at the March 28 meeting, and again by the TPZ at its April 13 meeting as indicated in the attached memo. There will be an item on the April 25 Town Council agenda for discussion. If the Council concurs, action may be taken to authorize the Mayor to execute the MOU.

Attach.



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: Tanya D. Lane, Town Manager
From: Craig Minor, Town Planner
Date: April 20, 2017
Subject: **“Memorandum of Understanding” between the Town Plan and Zoning Commission and the Town Council Regarding Digital Signs**

I informed the TPZ at their meeting on April 13, 2017 that the Town Council was receptive to the concept of an MOU regarding future digital signs, but with two changes:

1. The MOU should expire every two years, in December of odd years;
2. The Board of Education should be a co-signatory to this MOU.

The TPZ did not agree with having the MOU expire every two years. Town Council liaisons Gail Budrejko and Carol Anest were present, so TPZ Chairman Aieta asked them to convey this to the rest of the Town Council.

The TPZ was receptive to including the Board of Education in the MOU. I subsequently contact Superintendent Collins, but he informed me that the BOE would not be participating.

cc:
file

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



Tanya D. Lane
Town Manager

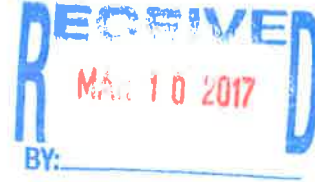
TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum



To: Tanya D. Lane, Town Manager
From: Craig Minor, Town Planner *CM*
Date: March 10, 2017
Subject: **“Memorandum of Understanding” between the Town Plan and Zoning Commission and the Town Council Regarding Digital Signs**

At the TPZ meeting on February 22, 2017 the TPZ voted to send the attached “Memorandum of Understanding” to the Town Council.

This MOU is in response to the proposal last fall to put a digital sign in front of the library. Such a sign would have been a violation of the zoning regulations but for the fact that the Town is exempt from zoning.

cc:
TPZ chairman
file

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



TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Tanya D. Lane
Town Manager

Memorandum of Understanding

WHEREAS, the Newington Town Plan and Zoning Commission ("TPZ") is the zoning authority for the Town of Newington, and

WHEREAS, digital signage is prohibited in Newington per Sec. 6.2.1.E of the Zoning Regulations adopted by the TPZ on June 8, 2011, and

WHEREAS, the Newington Town Council ("Town Council") is the legislative body of the Town of Newington, and


WHEREAS, all municipal property is exempt from the Zoning Regulations per a Resolution adopted by the Town Council on May 25, 1970, and

WHEREAS, in 2009 the Town Council authorized the placement of a digital sign on the Newington High School property over the objections of the TPZ, and

WHEREAS, it is the desire of the TPZ and the Town Council to act in a manner that respects each other's authority and aspirations,

NOW, THEREFORE, it is hereby agreed by and between the TPZ and the Town Council that the Town Council shall not authorize the placement of any additional digital signage on any Town-owned property without the prior consent of TPZ.

WE THE UNDERSIGNED have read and agree with this MOU.



Chairman *FRANK L. COSTA*
Town Plan and Zoning Commission

Mayor
Town of Newington

3/8/17

date

date

AGENDA ITEM: VI.B.

DATE: 4-25-17

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby authorizes Mayor Roy Zartarian to execute the attached Memorandum of Understanding regarding digital signage on Town-owned property with the Town Plan and Zoning Commission.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Town Manager


TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

James E. Krupiensi CCTC
Town Clerk

Memorandum

To: Tanya D. Lane, Town Manager
From: James E. Krupiensi, Town Clerk 
Date: March 31, 2017
Re: Authorizing Resolution – FY 2018 Historic Documents Preservation Program – Targeted Grant

Prior to submission of the Historic Documents Preservation Program, Targeted Grant, the Town of Newington is required to authorize the Chief Municipal Executive Officer (MCEO) to sign the contract through a Resolution of the Town Council.

Once the MCEO is authorized and the Grant Contract has been received from the State Library, the contract can be signed and returned quickly once it has been received.

A new Resolution is required to be authorized by the Legislative Body each year and must contain the exact wording as it appears in the attached resolution template.

I have also included a copy of the Application, narrative and job estimate to clarify work to be completed under this Grant.

Thank You.

AGENDA ITEM: VI.C.

DATE: 4-25-17

RESOLUTION NO. _____

RESOLVED: That Tanya D. Lane, 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: _____

APPLICATION
TARGETED GRANT FY 2018
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2017)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at ctstatelibrary.org/publicrecords/hdpp

Name of Municipality: **Town of Newington**

Name of Municipal CEO: **Tanya D. Lane** **Title:** **Town Manager**

Phone with Area Code: 860-665-8510

Email: tlane@newingtonct.gov

Name of Town Clerk: **James E. Krupienski** **Title:** **Town Clerk**

Phone with Area Code: 860665-8545

Email: jkrupienski@newingtonct.gov **Check if Designated Applicant:**

TC Mailing Address: 131 Cedar Street, Newington, CT 06111

MCEO Address if Different:

Grant Application Deadline: Cycle 1: April 30, 2017 Cycle 2: September 30, 2017

Grant Contract Period: The contract period begins after July 1, 2017 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2018.

Maximum Grant Allowed:

\$4,000	Small Municipality	Population less than 25,000
\$5,000	Medium Municipality	Population between 25,000 and 99,999
\$7,500	Large Municipality	Population of 100,000 or greater

Amount Requested: \$ 5,000.00

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input checked="" type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 3,000.00	\$ 17.50	\$ 5,017.50
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 2,000.00	\$	\$ 2,000.00
4. Town Personnel Costs (Total cost for all town personnel)	1\$	2\$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 5,000.00	\$ 17.50	\$ 5,017.50

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
- If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 1a and 1b, 2a and 2b, 3a and 3b.
- Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

- 1. Describe the project.** State what will be done and why. For records projects, identify the specific records involved, including volume numbers and date range.
- 2. Identify the vendors or town personnel; and project timeframe.** For consultants/vendors, identify the company and the timeframe for completing the work. For town personnel to be paid with grant funds, follow the instructions provided on Page 12 of the Grant Guidelines.
- 3. State what the municipality hopes to accomplish.** Explain how the project will impact the records, the office and/or the municipality.
- 4. Provide a detailed budget.** Show the project expenses included under each line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs); and show the split between grant and local funds where applicable. If applying for only one project with one vendor, you may **omit** this question.
- 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.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2018 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

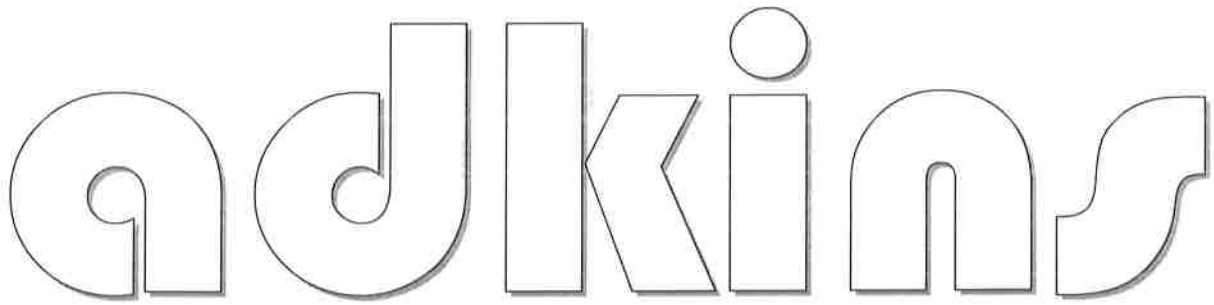
Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

1. **Describe the project.** State what will be done and why. For records projects, identify the specific records involved, including volume numbers and date range.
 - a. The goal of the project to convert existing Aperture Cards containing Historical Military Discharge Records from volumes 1 through 33 with dates records received beginning June 26, 1924 through September 30, 1981. The digitizing of the Aperture Cards will allow for permanent offsite microfilm to be created and stored with our current vendor, ADKINS, Inc. of New Britain, CT. Once the existing cards have been converted, a digital file will also be created which will allow us to minimize the use of the historic document and allow for faster access to records for the public. The supplied digital file will also allow for the re-creation of new historical volumes for the discharges while ensuring the preservation of the records for future generations. The proposed new volumes would contain two (2) complete volumes each requiring a maximum of twenty (20) archival binders. Current volumes 34-40 ranging from December 24, 1981 to current day, for which Aperture Card/Microfilm does not exist, will have existing scans supplied to the vendors for conversion to microfilm and new archival volumes created.
1. **Describe the project.** State what will be done and why. For records projects, identify the specific records involved, including volume numbers and date range.
 - b. To minimize impact to the earliest Land Record Volumes I am proposing to have images exported from the existing microfilm for re-creation of Volumes 1-3 covering the 1871-1896 time period. The current volumes are showing signs of distress and need to be removed from use to allow for restoration procedures. The re-creation is only being completed under this grant, additional Preservation funds will be utilized for the restoration of the volumes.
2. **Identify the vendors or town personnel; and project timeframe.** For consultants/vendors, identify the company and the timeframe for completing the work. For town personnel to be paid with grant funds, follow the instructions provided on Page 12 of the Grant Guidelines.
 - a. The vendor for the entire project will be ADKINS, Inc. of New Britain. They have completed a similar conversion project for the City of New Haven. The existing Aperture Cards will be supplied directly to them for the project as well as the existing scans for volumes 34 through 40.
3. **State what the municipality hopes to accomplish.** Explain how the project will impact the records, the office and/or the municipality.
 - a. The Town of Newington is continuing its goal to preserve the most important Historical records for the Town. The addition of access to digital versions of the Town records allow for continuous operation and access to records should a disaster occur limiting access to the Town Hall.
4. **Provide a detailed budget.** Show the project expenses included under each line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs); and show the split between grant and local funds where applicable. If applying for only one project with one vendor, you may **omit** this question.
 - a. 33 volumes of Aperture Cards converted to Microfilm and Digital Images – Qty 3,436 cards @ .75/card = \$2,577.00;
 - b. Conversion of Approximately 4,025 Discharge Image scans to Microfilm at a cost of \$0.06/per image=\$241.50.

- c. Twenty (20) Archival Legal size binders to reformat existing original or copied discharges to Archival paper with each binder encompassing two (2) volumes of records.
 - d. Retrieval of Microfilm Roll #714 encompassing Land Record Volumes 1 (660 pgs), 2 (606 pgs) and 3 (476 pgs), dating from 1871-1896 at a cost to extract images of \$0.10/per image and a total of 1,742 images =\$174.20 and a \$25 retrieval charge.
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.
- a. Military Aperture Card Quote – ADKINS, Inc. dated March 30, 2017;
 - b. Archival Binders Quote – ADKINS, Inc. dated March 30, 2017;



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

JOB ESTIMATE

March 30, 2017

Client: Newington Town Clerk

Title of Job: Military Discharges and Land Record Recreation

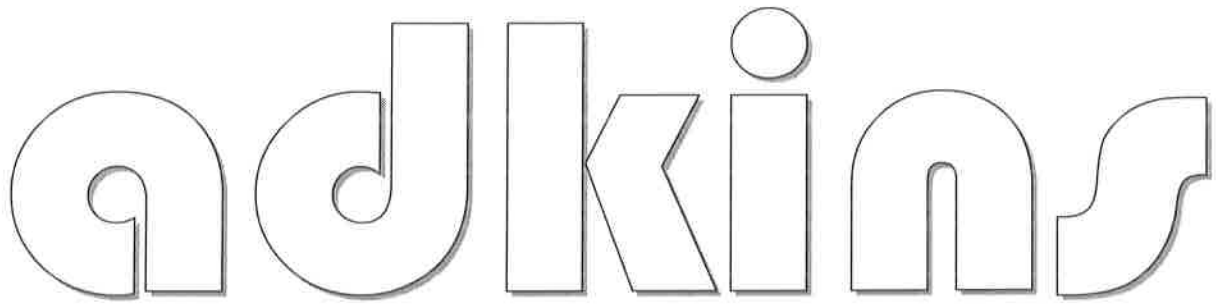
The Town of Newington needs to have the following done to the Military Discharge Records currently stored in the Town Clerk's Vault:

1. Convert approximately 3,436 *discharge* images from aperture cards to TIFF images and archival microfilm @ \$0.75/page.....**\$2,577.00/lot**
2. Convert 4,025 scanned discharge images to microfilm @ \$0.06/pg.....**\$241.50/lot**
3. Convert 1,740 images from microfilm to TIFF image @ \$0.10/ea.....**\$174.00/lot**
4. Retrieval of Land Record Volumes 1 , 2, 3, Microfilm from storage.....**\$25.00/lot**

TOTAL COST - \$3,017.50

This project will take approximately 45 – 60 days to complete.

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

JOB ESTIMATE

March 30, 2017

Client: Newington Town Clerk

Title of Job: Archival Binders

20 Legal Size Archival Binders @ \$100/ea.....\$2,000

TOTAL COST - \$2,000


Irene Sulewski, Municipal Account Specialist



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

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

Date: April 21, 2017

Re: Amended Resolution – Lease Purchase of Fire Apparatus

On April 4, 2017 the Town Council passed resolution 2017-19 to authorize the Town Manager to enter into a lease purchase agreement with TD Equipment Finance for the acquisition of a new fire pumper truck. We have been notified by bond counsel that the interest rate of 1.84% listed in the resolution was incorrect and should be amended to the correct interest rate of 1.87%. In addition, counsel recommended adding a clarifying paragraph to the end of the resolution as indicated in the attached amended document.

The Council is requested to consider the attached amended resolution, as provided by the bond counsel, at its April 25 meeting. The original resolution of April 4 is also attached for your reference.

Attach.

AGENDA ITEM: VI.D.

DATE: 4-25-17

RESOLUTION NO. _____

**RESOLUTION
AMENDING THE RESOLUTION
ADOPTED BY THE TOWN COUNCIL
ON APRIL 4, 2017**

WHEREAS, on April 4, 2017, the Town Council (the "Council") of the Town of Newington (the "Town") adopted a resolution ("Resolution") authorizing the execution of a lease purchase agreement (the "Lease") to acquire a 2017 Velocity Custom Pumping Fire Engine;

WHEREAS, the Council wishes to amend the Resolution to, among other things, confirm the terms and interest rate in respect of the Lease;

NOW THEREFORE, BE IT RESOLVED, that the Council hereby amends the Resolution as follows:

1. The following sentence contained in the first paragraph of the Resolution:

The amount of the Lease shall be no greater than \$715,000 payable in installments at an interest rate of 1.84%.

is hereby replaced in its entirety with the following sentence:

The amount to be financed under the Lease shall be no greater than \$715,000 payable in semi-annual installments of principal and interest at an interest rate of approximately 1.87%.

2. The following paragraph is added at the end of the Resolution:

BE IT FURTHER RESOLVED: that the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the project for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of such Expenditures with the proceeds of the obligation described above. The maximum principal amount of such obligation is not expected to exceed \$715,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150.

Except as modified above, the Resolution remains in full force and effect and has not been otherwise amended.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

ORIGINAL RESOLUTION

AGENDA ITEM: VI.B.

DATE: 4-4-17

RESOLUTION NO.: 2017-19

WHEREAS, the Town of Newington issued a request for proposals for a lease purchase financing for one 2017 Velocity Custom Pumping Engine and related equipment (the "Equipment") from Pierce Manufacturing, Inc.; and

WHEREAS, TD Equipment Finance (the "Lessor") submitted the lowest responsible bid to lease the Equipment; and

WHEREAS, the Town desires to acquire the Equipment and enter into a lease purchase agreement to finance the Equipment with the Lessor;

NOW THEREFORE, BE IT RESOLVED: that (i) the acquisition of the Equipment is hereby approved, (ii) the bid of the Lessor to finance the Equipment is hereby accepted, and (iii) the Town Manager is hereby authorized to enter into a lease purchase agreement (the "Lease") with the Lessor, for the lease of the Equipment for a period of no more five (5) years and to determine the principal amount, date, terms and other details of the Lease subject to the following limitations. The amount of the Lease shall be no greater than \$715,000 payable in installments at an interest rate of 1.84%. At the end of the lease term, provided all the payments required under the Lease, including the payment of rent, have been made, the Town may purchase the Equipment for an amount not more than \$1.00. The Lease will include a "nonappropriation of funds" clause allowing for termination in the event that sufficient funds are not appropriated to make the payments of rent each year; and

BE IT FURTHER RESOLVED: that the Town Manager, Director of Finance, and other officers or employees of the Town, or any one of them as appropriate, are hereby authorized to appoint a bank or trust company to act as escrow agent and to take such action, to make such representations and covenants and to execute and deliver such contracts, financing statements, agreements and documents, including but not limited to, an escrow agreement and a tax regulatory agreement as is determined to be necessary or desirable to enter into and secure its obligations pursuant to the Lease, to insure the exemption of interest paid on the Lease is free from taxation under the Internal Revenue Code of 1986, as amended, and to purchase the Equipment and that the execution of such contracts, financing statements, agreements and documents shall be conclusive evidence of such determination.

MOTION BY: Councilor Marocchini

SECONDED BY: Councilor Nagel

VOTE: 7 – 0 (Councilors Budrejko/Klett – absent)



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,
Town Manager)
Date: April 21, 2017
Re: Discussion: Real Estate

At the April 25 meeting, the Town Council will hold an Executive Session regarding real estate. Pending the Executive Session, the Council may wish to hold a discussion of real estate during the regular meeting. Therefore, an item has been placed under Old Business for this discussion.



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

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

Date: April 21, 2017

Re: Appointment of Auditor

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, 2016 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 re-appointed each year; this is the second year of the three-year agreement. This item appears on the April 25, 2017 agenda for discussion, with Council action to be taken at an upcoming meeting.

AGENDA ITEM: VIII.A

DATE: 4-25-17

RESOLUTION NO: _____

RESOLVED:

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

BOARD OF ETHICS

Name	Address	Party	Term	Replaces
Sue Mazzocolli	149 Harris Drive	D	Immed. – 11/30/2020	Self (reappointment)
Mark R. Welch	65 Goodale Drive	D	Immed. – 11/30/2017	Vacant

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: X

DATE: 4-25-17

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$2,765.34 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 – APRIL 25, 2017

Valerie McCarter 2081 Corona Del Sire Drive North Fort Myers, FL 33917	\$162.23
VW Credit Leasing LTD 1401 Franklin Blvd. Libertyville, IL 60048	\$56.67
Joseph & Thomas Majesky 96 Fifth Street Newington, CT 06131-0001	\$143.00
EAN Holdings LLC Enterprise Rent A Car 8 Ella Grasso Tpke. Windsor Locks, CT 06096	\$950.82
EAN Holdings LLC Enterprise Rent A Car 8 Ella Grasso Tpke. Windsor Locks, CT 06096	\$835.57
Subaru Motors Finance P.O. Box 901076 Fort Worth, TX 76101-9810	\$617.05
Total	\$2,765.34