



Tanya D. Lane  
Acting 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

**May 24, 2016**

**7:00 p.m. or Immediately Following Public Hearing**

**Note: Public Hearing re: Ordinance Amendment (EMS Committee)**  
**To be Held at 6:50 p.m.**

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- I. PLEDGE OF ALLEGIANCE
  - II. ROLL CALL
  - III. APPROVAL OF AGENDA
  - IV. AWARDS/PROCLAMATIONS
    - A. Police Recognition: Officers Brendon LaChance & Mark Benham
  - V. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
  - VI. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
  - VII. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
    - A. Discussion: Town Hall Renovations
    - B. Ordinance Amendment: Chapter 8, Article XI, Emergency Medical Services Committee
    - C. Appointment of Auditor
    - D. Facilities Naming: NCTV
    - E. John Wallace Middle School Wing Reconfiguration Grant Funding
    - F. Update on 8-24 Report re: Streetscape Phase VI Project, Constance Leigh Drive
  - VIII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
    - A. Discussion with Consultant Regarding Results of Meetings with Public re: Town Manager Position
    - B. Fee Updates: Planning/Zoning & Zoning Board of Appeals
    - C. Year End Transfers
    - D. Suspense List

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

IX. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)

- A. Appointments to Boards and Commissions
1. Affordable Housing Monitoring Agency
  2. Commission on Aging and Disabled
  3. Balf-Town Committee
  4. Building Code Board of Appeals
  5. Capitol Region Council of Governments (CRCOG)
  6. Central Connecticut Health District Board of Directors (CCHD)
  7. Capital Improvements Committee
  8. Committee on Community Safety
  9. Conservation/Inland Wetlands Commission
  10. Development Commission
  11. Employee Insurance & Pension Benefits Committee
  12. Environmental Quality Commission
  13. Board of Ethics
  14. Fair Rent Commission
  15. Newington Housing Authority
  16. Human Rights Commission
  17. Library Board of Directors
  18. Newington CATV Advisory Council
  19. Newington School Career Technical Program Renovation Project Building Committee
  20. Open Space Committee
  21. Standing Insurance Committee
  22. STEM Academy PBC
  23. Town Hall Renovations Project Building Committee
  24. Town Plan & Zoning Commission
  25. Tri-Town Community Cable Access
  26. Vehicle Appeals Board
  27. Zoning Board of Appeals

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

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

- A. Regular Meeting, May 10, 2016

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

XIII. COUNCIL LIAISON/COMMITTEE REPORTS

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

XV. REMARKS BY COUNCILORS

XVI. EXECUTIVE SESSION RE: REAL ESTATE/CONTRACTS/PERSONNEL

XVII. ADJOURNMENT



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

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

Date: May 18, 2016

Re: Discussion: Town Hall Renovations Project

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There will be an item on the May 24 Town Council agenda for continuing discussion of the Town Hall renovations project.



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: May 19, 2016  
Re: Ordinance Amendment: EMS Committee

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Recently, the Town Council discussed proposed amendments to the Newington Code of Ordinances Chapter 8, Article XI: Emergency Medical Services (EMS) Committee. If approved, the changes entail the following:

- The makeup of the Committee will be changed from five to seven members.
- The requirement for a certain number of members consisting of active members of the Town's Fire, Police and Volunteer Ambulance Service will be removed and language indicating that "members with a background in public safety or a medical discipline preferred" will be added.
- The ordinance language will be updated to include current terminology and to be in accordance with CT Public Act 14-217, §19 (C.G.S. § 19a-181b)

The attached amended ordinance has been reviewed and approved by the Town Attorney. The Town Council introduced the ordinance on May 10, 2016 and pursuant to §C-405 of the Newington Charter a Public Hearing will be held regarding the ordinance at 6:50 p.m. on May 24, 2016. A legal notice regarding the Public Hearing was published on May 18, 2016. The Council may consider and take action on the amendments during the May 24 regular Council meeting.

Please note that if approved, the amended ordinance will go into effect 15 days after publication.

Attach.

AGENDA ITEM: VI.B.

DATE: 5-24-16

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

RESOLVED:

That the Newington Town Council hereby adopts amendments to the Newington Code of Ordinances Chapter 8, Article XI: "Emergency Medical Services Committee", a copy of said amendments is attached to the resolution.

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

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

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

Updated as of April 28, 2016

Newington Code of Ordinances Chapter 8, Article XI: Emergency Medical Services  
(EMS) Committee

**Town of Newington EMS Committee**

Pursuant to Article VI, § C-642-~~610~~, of the Charter of the Town of Newington, the Town Council hereby establishes an Emergency Medical Service (EMS) Committee consisting of ~~five~~ **seven** members.

The Emergency Medical Service Committee shall consist of ~~five~~ **seven** members. **Members with a background in a public safety or a medical discipline would be preferred.** ~~of which no less than three shall be active members of the Town's three public safety organizations (one each from fire, police and volunteer ambulance), but no more than two from each, and no less than one member shall be from the public, but no more than two. The~~ appointments shall be made so as to have a staggered membership. ~~Two~~ **Three** appointments shall expire in an odd-numbered year, and ~~three~~ **four** appointments shall expire in an even-numbered year. Each member is to serve a full two-year term which shall expire on December 31. Each member shall serve without compensation. A quorum can only be achieved if at least ~~three~~ **four** members are present.

A.

The Committee shall as its first order of business:

- (1) Elect a Chairperson, Vice Chairperson, Secretary and Treasurer;
- (2) Establish bylaws and adopt Robert's Rules of Procedure;
- (3) Establish a meeting schedule; and
- (4) Establish a budget.

B.

The Committee shall have the following duties:

- (1) Recommend to the Town Council any changes in the ~~commercial ambulance/paramedic firm to serve the Town.~~ **Local Emergency Medical Service Plan for the Town pursuant to PA 14-217 Sec. 19 (C.G.S. Section 19a-181b) to improve EMS services to the community. This includes all level of EMS services from time of 911 call to arrival at hospital.**

- 
- a. **Emergency Medical Dispatch (EMD)**
  - b. **Emergency Medical Responder (EMR) including Automatic External Defibrillators (AED)**
  - c. **Basic Level Ambulance Service (BLS)**
  - d. **Advanced Level Paramedic Service (ALS)**
-

**e. EMS system objectives for 1 year, 3 years and 5 years;  
reviewed on a regular basis.**

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(2)

Monitor contractual service levels and make appropriate recommendations to the Town's ~~volunteer ambulance association~~ **provider (s)** and the Town Council.

(3)

Oversee the ~~commercial~~ ambulance firm providing service to the Town.

(4)

Recommend to the Town Manager any penalties due to poor performance as defined in the contract with the ~~commercial~~ ambulance/paramedic firm serving the Town.

(5)

Adjudicate disputes related to EMS services.

(6)

~~Maintain liaison with the volunteer ambulance association.~~

(7) ~~Assist the volunteer ambulance association in the training of members, if requested by the volunteer association.~~

~~(8~~ **6)**

Prepare budgetary requests to the Town Council.

~~(9~~ **7)**

Conduct public relations and public education programs on EMS service.

~~(10~~ **8)**

Make annual reports to the Town Council.

~~(11~~ **9)**

Have full discretion to expend funds within appropriations made to it by and within the accounting and purchasing procedures of the Town. The Committee may also accept donations which it shall be free to use as it deems necessary. It shall maintain records of its income and expenses and include this information as part of its annual report.

~~(12~~ **10** )

Adhere to all applicable regulations as may from time to time be established by the federal and state governments

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The members of the Committee shall be indemnified and be covered by the Town's insurance in the performance of their duties.

ATTORNEY REVIEW DATE: 5-6-16

INTRODUCTION DATE: 5-10-16

PUBLICATION DATE: 5-18-16

PUBLIC HEARING: 5-24-16

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Finance Department

Ann J. Harter  
Director of Finance

### Memorandum

**To:** Newington Town Council

**From:** Ann Harter, Director of Finance *AH*

**Date:** May 6, 2016

**Re:** Auditor Appointment Recommendation

The Town's Audit Committee convened a meeting on Thursday May 5th for the purpose of interviewing audit firms for appointment as the Town Auditor in accordance with Article VI Section 609 of the Town Charter. In attendance were members Dave Nagel, Gail Budrejko, and Dina Serra along with myself and Lisa Rydecki, Deputy Finance Director. The interviews were conducted in response to a request for proposals issued in April. Two respondents submitted proposals and were invited for interviews: Blum Shapiro and RSM.

Committee members reviewed and discussed the qualifications of each firm as well as the competitiveness of the fee proposals. Following the interviews, it was the committee's unanimous decision to recommend to the Town Council to appoint Blum Shapiro, Inc for a three year term. This was based on the firm's extensive governmental experience, client base of 49 clients, the strength of its governmental audit staff of 64 and fee proposal.

Firm	Government Clients	Government Clients >30,000 pop.	Government Staff	Fees (3 years)
Blum Shapiro	49	29	64	46,500/ 47,200/ 48,000
RSM	25	10	45	58,000/ 62,000/ 66,000

Finance staff spoke to the quality of services provided by Blum Shapiro and concurred with the committee's recommendation. Their fee is within the first year budget of \$46,500.





Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: May 20, 2016  
Re: Facilities Naming, NCTV

---

Recently, a member of the Town Council received a request from Newington Community Television (NCTV) to name two rooms within their facility in honor the group's founding members. NCTV requests to name the Control Room in honor of Ev Weaver and the Studio in honor of Ed Pizella. The Town Council has a procedure to consider facility naming requests as follows:

1. The request is referred to the Town Council Naming Subcommittee (completed – April 5, 2016)
2. The Subcommittee meets to consider the request pursuant to the attached naming guidelines. (completed – May 17, 2016)
3. The Subcommittee reports to the Council with its recommendation.
4. The Council takes action to accept or reject the Subcommittee's recommendation.

The request was referred to the Facilities Naming Subcommittee of the Town Council for consideration. The Subcommittee met on May 17 and will report its recommendation to the Council at the May 24 meeting. Resolutions are attached for Council consideration.

Attach.

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AGENDA ITEM: VII.D.1.

DATE: 5-24-16

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

WHEREAS, Mr. Edward Pizzella is a long-time Newington resident and has been a volunteer for the Town in various capacities for over 40 years, including as a Town Councilor, member of the Town Plan and Zoning Commission, Chair of the Zoning Board of Appeals and also served as counsel for the State Legislature; and

WHEREAS, Mr. Pizzella has also been active in community theater since the late 1960's having appeared in and/or directed in more than 100 community theater productions; and

WHEREAS, Mr. Pizzella has served on several cable advisory committees and was a founding member of Newington Community Television (NCTV) in 1986, also serving as the NCTV Secretary and currently serves as the NCTV Legal Advisor; and

WHEREAS, NCTV is a non-political organization composed of volunteers and provides a valuable service by keeping Town resident informed about local events and producing and airing programming that cannot be viewed on commercial channels; and

WHEREAS, the Newington Town Council Facilities Naming Subcommittee recommends recognizing Mr. Pizzella's dedication and volunteerism by naming the NCTV Studio in his honor;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby dedicates the NCTV Studio in honor of Edward Pizzella in recognition of his many years of valuable service to NCTV and to the Town of Newington.

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

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

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

AGENDA ITEM: VII.D.2.

DATE: 5-24-16

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

WHEREAS, Mr. Everett Weaver is a long-time Newington resident and has been active in the community for many years, having served as the Treasurer for Grace Episcopal Church and as a member of the Newington Republican Town Committee; and

WHEREAS, Mr. Weaver, along with his wife Betsy, has also been an active volunteer for Theater Newington for many years, having also served as its President and Treasurer;

WHEREAS, Mr. Weaver and was a founding member of Newington Community Television (NCTV) in 1986 and has been an active member of NCTV for over 30 years, later joining the Cox Cable Advisory Council in order to advocate for funding to purchase equipment for local community access television stations; and

WHEREAS, NCTV is a non-political organization composed of volunteers and provides a valuable service by keeping Town resident informed about local events and producing and airing programming that cannot be viewed on commercial channels; and

WHEREAS, the Newington Town Council Facilities Naming Subcommittee recommends recognizing Mr. Weaver's dedication and volunteerism by naming the NCTV Control Room in his honor;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby dedicates the NCTV Control Room in honor of Everett Weaver in recognition of his many years of valuable service to NCTV and to the Town of Newington.

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

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

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: May 20, 2016  
Re: John Wallace Middle School Wing Configuration Grant Funding

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As discussed at the May 10 Town Council meeting, the State of Connecticut Office of School Facilities has provided Newington a favorable preliminary assessment of the school construction grant eligibility for the proposed renovation work of the classroom wings at John Wallace Middle School. This project would renovate each classroom in the academic wings at John Wallace using traditional concrete block wall spaces that can be appropriately secured and will provide significant noise reduction. The intent of this project is to significantly improve both the learning environment and student safety/security.

In order to ensure this project gets on the state priority list for grant funding in May 2017, it is necessary for the Board of Education to adopt Education Specifications and the Town Council to pass three specific motions authorizing the project to move forward. The Town Council is requested to consider taking action on the following items:

1. Authorize the Superintendent of Schools to submit a grant application
2. Establish a building committee for the project
3. Authorize the preparation of preliminary plans and specifications

The final grant application package must be on file at the Office of School Facilities by June 30 in order to be considered for next year's priority list.

If the Council concurs, the attached resolutions should be considered in order to allow for the grant application by June 30.

Attach.

----- DRAFT -----

**Education Specifications**  
**Comprehensive Renovation of Classroom Wings – Grades 6/7/8**  
**John Wallace Middle School, Newington CT**

The goal of this project is to completely renovate three classroom wings (Grades 6, 7, and 8) at the John Wallace Middle School in Newington with three primary objectives:

1. Transform the layout of each wing to have a center corridor with full block wall construction and lockable, secure doors for each classroom in the wing. Additional contemporary student security and safety features would also be included in the design.
2. Elimination of the perimeter, exterior corridors on each side of the wing and expand the square footage of each classroom as a result of the reduction in square footage in the corridors.
3. Reduce the number of classrooms in each wing from either 9 or 10, to 8. Coupled with the square footage savings by moving to a central corridor, each classroom would be approximately 800 square feet (after construction) instead of the current 625 square feet.

It is expected only one wing of the school would be renovated at a time. As a result, each wing of the building should be considered its own phase. Phase I would be completed before phase II is allowed to start. There are not a sufficient number of classrooms available at JW to take more than one wing of the building out of service at a time for construction activities. This should be considered a three phase project and will be funded on that basis.

The architectural design for the three classroom wings at John Wallace was modeled after the "California" concept of open classrooms. Each wing is approximately 10,000 square feet in size and currently has either 9 or 10 classrooms in each wing with two perimeter corridors. Each classroom is approximately 625 square feet each (25' x 25'), with three soft walls and an open 4<sup>th</sup> side to the common corridor. Besides the limited square footage in each classroom, the noise level that crosses over from classroom to classroom provides a disruptive and distracting backdrop to the teaching environment.

The "Open" classroom style is inadequate both due to square footage limitations coupled with the inherently insecure classroom condition because of the 3 wall design. None of the classrooms have permanent walls or any level of security and "lock down" capabilities.

The goal of the classroom wing renovations at John Wallace Middle School is to create a traditional classroom environment with permanent concrete walls, lockable doors, and other student safety security measures included in the design.

The scope of this project at the John Wallace Middle School is as follows:

- Demolish interior space and rebuild in a different classroom configuration. The scope of work would include general carpentry/construction, HVAC, electrical, roofing, plumbing, acoustical materials, sheet rock, flooring, and all other trades needed to restore a classroom environment.
- Student lockers.
- Correct/remediate any building code or HAZMAT code violations that are found.
- Reconstruction of permanent walls with locking doors.
- Installation of security cameras, along with other security measures appropriate for a middle school.
- Installation of contemporary classroom fixtures and casework.
- Installation of appropriate technology and infrastructure resources to support contemporary classrooms.
- Purchase and installation of appropriate student and teacher furniture, fixtures, and equipment.

AGENDA ITEM: VII.E.1.

DATE: 5-24-16

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

RESOLVED:

That the Newington Town Council hereby authorizes the Board of Education and Superintendent of Schools to file applications to the State of Connecticut Commissioner of Education for school construction grant funding for the John Wallace Wing Reconfiguration Project.

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

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

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

AGENDA ITEM: VII.E.2

DATE: 5-24-16

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

RESOLVED:

In accordance with Article X, Section 8-39 et seq., Project Building Committees, of the Newington Code of Ordinances, the Newington Town Council hereby establishes a John Wallace Wing Reconfiguration Project Building Committee.

Said committee is charged to work with the Town Manager (and/or his/her designee), Superintendent of Schools, and any other appropriate Town staff in the classroom wing reconfiguration renovations at John Wallace Middle School. Such improvements shall comply with the appropriate sections of the Fire Code, Health Code, Building Code and OSHA regulations, regulations of the Americans with Disabilities Act, and any other health and/or safety code regulations currently in force.

BE IT FURTHER RESOLVED:

That the John Wallace Wing Reconfiguration Project Building Committee shall be comprised of \_\_\_\_\_ (\_\_) members, of which \_\_\_\_\_ (\_\_) shall be representatives of the Town Council and \_\_\_\_\_ (\_\_) shall be from the Board of Education.

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby appoints the following members to the John Wallace Wing Reconfiguration Project Building Committee:

Name	Address	Party	Term

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

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

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

AGENDA ITEM: VII.C.3.

DATE: 5-24-16

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

RESOLVED:

That the Newington Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the following John Wallace Wing Reconfiguration Project.

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

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

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: May 20, 2016  
Re: 8-24 Report: Streetscape Phase VI

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At its May 11 meeting the TPZ voted to approve the 8-24 report regarding the Streetscape Phase VI Project on Constance Leigh Drive. There will be an item on the May 24 Town Council agenda to discuss the approval.

Attach.



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Town Plan and Zoning Commission

Craig Minor, AICP  
Town Planner

May 12, 2016

### CERTIFICATE OF ACTION

Acting Town Manager Tanya D. Lane, MMC  
Newington Town Hall  
131 Cedar Street  
Newington, CT 06111

Dear Ms. Lane:

**Re: Petition #16-16: Sec. 8-24 Referral of Streetscape Phase VI Project  
on Constance Leigh Drive. Newington Town Council, applicant.**

This is to inform you that the Town Plan and Zoning Commission voted to approve the above-referenced project on May 11, 2016. A legal notice to that effect will be published in the New Britain Herald on or about May 13, 2016.

Yours truly,

Craig Minor, AICP  
Town Planner

cc:  
file

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



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council

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

Date: May 20, 2016

Re: Discussion with Consultant Regarding Results of Meetings with Public re:  
Town Manager Position

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The Town Manager Search Subcommittee, consisting of Councilors Klett, Anest and Nagel, held public meetings on May 3 and May 18, 2016 for residents to share their thoughts on the important issues facing Newington and to gather input on what residents are looking for in the next Town Manager. Residents were asked the following questions:

- What personal characteristics, administrative & management skills should the new Town Manager have to be successful in the Town of Newington?
- What types of experience or expertise's should the new Town Manager have to be successful in the Town of Newington?
- What are the most important issues or concerns or projects that the new Town Manager be facing (in the first year vs. the next couple of years) once they are hired?
- Are there specific service issues the new Town Manager should know about that may be different than other Towns in Connecticut?
- What are the great selling points about the Town of Newington (services offered, lifestyle, quality of life, etc.) that should be advertised to attract the right candidates to apply for the new Town Manager position?

Ms. Randi Frank has been appointed as the consultant for the Subcommittee. She will be in attendance at the May 24 Town Council meeting to discuss the results of these meetings.



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane, Acting Town Manager)  
Date: May 19, 2016  
Re: Fee Updates: Planning and Zoning

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Recently, the Assistant Town Planner/ZEO Mike D'Amato brought to the Acting Town Manager's attention that the current Zoning Board of Appeals application fee of \$75.00 is not sufficient to cover the costs involved with hearing such applications. These costs include meeting notice publications as required by Section 8-3 of the Connecticut General Statutes as well as an obligatory fee of \$60.00 that the Town must pay to the CT DEEP per application. The average total cost to the Town per application is \$315.25. Therefore, after discussing the issue with the Zoning Board of Appeals, Mr. D'Amato is requesting a fee increase to \$350.00 per application.

Many of the Town's fees have not been updated since 2007. Therefore, the Acting Town Manager requested various departments review their fees not specified by ordinance or State statute. Building Official Doug Jourdan has indicated that the current building permit-related fees are acceptable in comparison to costs and other towns' fees and he does not recommend any changes. Town Planner Craig Minor has submitted various fee updates of approximately 10% as related to planning and zoning as attached. These fee updates were approved by the Town Plan and Zoning Commission on May 11, 2016. Town Engineer Chris Greenlaw recommends increasing the minimum print costs from \$4.00 to \$4.50.

Attached, please see the requested fee changes for both the Zoning Board of Appeals applications and the various planning and zoning fees. Per Council request, comparable towns' fees (where published/applicable) are also included. It should be noted that the request for fee increases is intended to cover the Town's costs related to said fees.

Mr. D'Amato will be in attendance at the May 24 Council meeting for discussion. If the Council concurs, a resolution will appear on an upcoming agenda for consideration.

Attach.

cc. Craig Minor, Town Planner  
Mike D'Amato, Asst. Town Planner/ZEO  
Chris Greenlaw, Town Engineer

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

Planning and Zoning Fees

	Comparable Towns (Where Published)						
	Newington (Current)	Newington (Proposed)	Wethersfield	West Hartford	Berlin	Rocky Hill	Southington
Subdivision Approval	\$100 per lot/ \$300 minimum	\$110 per lot/ \$330 minimum	\$200 plus \$50 per lot	\$600 or \$100 per lot	\$350 and up	\$150 plus \$50 per lot	\$280 plus \$50 per lot
Change of Zone or Zoning Amendment	\$500	\$550	\$250	\$550		\$250	\$260
Site Plan Approval	\$250	\$275	\$200 plus \$25/1000s.f. GFA	\$150 plus \$50/1000 s.f.GFA	\$350 and up	\$250	\$75 - \$350
Site Plan Modifications	\$175	\$200	\$100			\$100	\$230 and up
Special Permit Applications (except #1-4 for as follows)	\$200	\$220	\$200 plus \$25/100s.f. GFA	\$200 plus \$25/100s.f. GFA	\$220	\$250	\$280 - \$560
1. Multi-family Projects in B-TC or PD zones	\$250 plus \$25 per lot	\$275 plus \$30 per lot					
2. Hospitals, et al	\$200 plus \$25 per bed	\$220 plus \$30 per bed					
3. Special Flood Hazard Area	\$150	\$165					\$280
4. Free-standing Signs	\$100	\$110					
R-D, R-7 and R-12 Zone Multi-family Projects	\$450 plus \$25 per unit	\$500 plus \$30 per unit					
Zoning Review	\$15	\$15		\$75			\$80 - \$160
Certificate of Zoning Compliance - Commercial Buildings, Condos and Apartment complexes	\$35	\$75	\$75				
Certificate of Zoning Compliance - Residential	\$35	\$35	\$25	\$30			
Zoning Regulations	\$15/copy	\$30/copy				\$15/copy	\$25/copy
Subdivision Regulations	\$10/copy	\$15/copy				\$6/copy	\$10/copy
Large Color Zoning Map	\$15/copy	\$15/copy				\$7.50/copy	\$25/copy
Zoning Board of Appeals Application:	\$75	\$350	\$185	\$260	\$210	\$150	\$260 - \$280



# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Finance Department

Ann J. Harter  
Director of Finance

### Memorandum

**To:** Tanya D. Lane, Acting Town Manager  
**From:** Ann J. Harter, Director of Finance *AJH*  
**Date:** May 18, 2016  
**Re:** Appropriation Transfers for FY 2015-2016

As you are aware, the Town Charter allows appropriation transfers from one department to another only in the last six months of the fiscal year. As the 2015-2016 fiscal year end approaches, listed below are items that require appropriation transfer approval by the Town Council which is necessary to finance overdrafts. The attached report shows the status of expenditures as well as estimated balances. This item should be introduced for discussion at the May 24<sup>th</sup> Town Council meeting with the adopting transfer resolution to be scheduled for the June 7<sup>th</sup> meeting. In all cases, estimated savings in other departments will cover these amounts.

- 120 Town Manager: This department will be requesting funds to the changes in the Town Manager's position.  
Amount requested \$80,115
- 160 Town Attorney: Additional funds are needed for outside attorney fees for legal cases that are still ongoing.  
Amount requested \$59,500
- 170 Town Clerk: This department has available funds due to the Town Clerk being appointed Acting Town Manager and changes in other personnel.  
Amount available \$31,750
- 180 Personnel: Due to several vacancies, costs for recruitment of replacements is greater than anticipated. Additional funds are needed for legal fees related to contract negotiations.  
Amount requested \$24,000
- 190 General Services: This department has available funds due to lower than expected heating costs.  
Amount available \$61,715

- 280 Hydrants: The shortage in this department is due to a revised and updated list of hydrants from the MDC.  
Amount requested     \$800
- 320 Highway: This department has available funds due to less overtime for snow and ice removal than anticipated.  
Amount available     \$75,000
- 430 Town Planning & Zoning: The shortage in this department is due to additional legal notices.  
Amount requested     \$2,800
- 440 Zoning Board of Appeals: The shortage in this department is due to additional legal notices.  
Amount requested     \$750
- 460 Conservation Commission: The shortage in this department is due to additional legal notices.  
Amount requested     \$500

In addition to the above transfer, I would also request to address the financial impact of the high claims activity the Health Benefits account is experiencing. As of April 30th, the estimated claims will be approximately \$300,000 over the budgeted amount. Therefore, if any unspent appropriations exist above the amount required to maintain the General Fund Balance at an adequate reserve level they may be transferred to the Health Benefits Fund. While an exact number is unknown at this time, the amount will be reported at a later date when the 2015-16 fiscal year has closed.

### **Capital Projects**

In addition to the above transfers, I have received a request to transfer funds within the Capital and Non-Recurring Expenditures Fund.

- Fire Co 2 & 3 Replacement Emergency Generators and General Property Improvements: The Facilities Department requests that the balance of \$26,044 be transferred from the completed Town Hall Emergency Generator project (30195-88521) as follows: \$13,000 to the Fire Co 2 & 3 Replacement Emergency Generators account (30235-88621) to complete this project which came in over the original quote and \$13,044 to the General Property Improvements account (30195-88111) to be used for emergency property repairs to all town owned buildings for the remaining fiscal year.

I will be in attendance at the Town Council meeting on May 24th to answer any questions the council may have.

TOWN OF NEWINGTON  
 Status of Expenditures, by Activity (Department)  
 As of May 5, 2016

FUNCTION & ACTIVITY	Revised Budget FY 2015-16	Spent / Encumbered As of 5/5/16	Estimated To Be Spent/Enc. As of 6/30/16	Estimated Unencumbered Balance (Deficit) As of 6/30/16
<b>100 General Government</b>				
110 Town Council	51,113	48,348	51,113	-
120 Town Manager	452,058	451,593	532,173	(80,115)
130 Courts	39,991	39,991	39,991	-
140 Elections	149,924	100,772	149,924	-
150 Finance	1,227,089	1,036,681	1,227,089	-
160 Town Attorney	130,200	119,350	189,700	(59,500)
170 Town Clerk	180,303	120,842	148,553	31,750
180 Personnel	44,808	36,893	68,808	(24,000)
190 General Services	2,569,898	1,793,289	2,508,183	61,715
<b>Total</b>	<b>4,845,384</b>	<b>3,747,760</b>	<b>4,915,534</b>	<b>(70,150)</b>
<b>200 Public Safety</b>				
210 Police Department	6,900,358	5,635,323	6,900,358	-
230 Fire Department	920,406	786,051	920,406	-
250 Street Lighting	315,000	260,369	315,000	-
260 Emergency Management	4,050	1,782	4,050	-
270 Emergency Medical Service	31,000	31,000	31,000	-
280 Hydrants	76,750	77,550	77,550	(800)
<b>Total</b>	<b>8,247,564</b>	<b>6,792,076</b>	<b>8,248,364</b>	<b>(800)</b>
<b>300 Public Works</b>				
310 Engineering	299,518	240,131	299,518	-
320 Highway Department	2,645,482	2,027,763	2,570,482	75,000
350 Solid Waste Services	1,994,127	1,970,579	1,994,127	-
<b>Total</b>	<b>4,939,127</b>	<b>4,238,474</b>	<b>4,864,127</b>	<b>75,000</b>
<b>400 Community Planning &amp; Development</b>				
420 Town Planner	215,310	175,069	215,310	-
430 Town Plan & Zoning	15,487	14,029	18,287	(2,800)
440 Zoning Board Of Appeals	2,388	3,025	3,138	(750)
450 Building Department	212,880	170,629	212,880	-
460 Conservation Commission	5,453	4,716	5,953	(500)
470 Economic Development	97,291	73,462	97,291	-
<b>Total</b>	<b>548,809</b>	<b>440,931</b>	<b>552,859</b>	<b>(4,050)</b>
<b>500 Public Health</b>				
510 Health Services	158,575	157,163	158,575	-
<b>Total</b>	<b>158,575</b>	<b>157,163</b>	<b>158,575</b>	<b>-</b>
<b>600 Community Services</b>				
610 Human Services	474,061	368,822	474,061	-
640 Senior & Disabled Center	558,725	449,514	558,725	-
670 Boards And Commissions	8,860	5,026	8,860	-
<b>Total</b>	<b>1,041,646</b>	<b>823,363</b>	<b>1,041,646</b>	<b>-</b>

TOWN OF NEWINGTON  
 Status of Expenditures, by Activity (Department)  
 As of May 5, 2016

FUNCTION & ACTIVITY	Revised Budget FY 2015-16	Spent / Encumbered As of 5/5/16	Estimated To Be Spent/Enc. As of 6/30/16	Estimated Unencumbered Balance (Deficit) As of 6/30/16
<b>700 Public Library</b>				
710 Library Operations	1,758,628	1,411,345	1,758,628	-
730 Hubbard Book Fund	30	-	30	-
Total	<u>1,758,658</u>	<u>1,411,345</u>	<u>1,758,658</u>	<u>-</u>
<b>800 Parks &amp; Recreation</b>				
810 Administration	315,388	249,170	315,388	-
830 Grounds Maintenance	1,333,090	984,988	1,333,090	-
Total	<u>1,648,478</u>	<u>1,234,158</u>	<u>1,648,478</u>	<u>-</u>
<b>900 Insurance-Miscellaneous</b>				
910 Municipal Insurance	991,910	991,903	991,910	-
930 Greater Htfd Transit Dist	2,930	2,930	2,930	-
940 Employee Benefits	8,945,654	8,204,287	8,945,654	-
950 Donations & Contributions	25,000	10,000	25,000	-
960 Contingency	242,491	47,405	242,491	-
Total	<u>10,207,985</u>	<u>9,256,526</u>	<u>10,207,985</u>	<u>-</u>
<b>1000 Debt Service</b>				
1010 Interest Expense	187,831	93,916	187,831	-
1020 Principal Payments	1,040,000	-	1,040,000	-
Total	<u>1,227,831</u>	<u>93,916</u>	<u>1,227,831</u>	<u>-</u>
<b>1050 Metropolitan District</b>				
1051 Assessment	3,404,400	3,390,071	3,404,400	-
Total	<u>3,404,400</u>	<u>3,390,071</u>	<u>3,404,400</u>	<u>-</u>
<b>1100 Capital Improvements</b>				
1110 Capital Improvements	5,078,928	5,078,928	5,078,928	-
Total	<u>5,078,928</u>	<u>5,078,928</u>	<u>5,078,928</u>	<u>-</u>
<b>2000 Equipment Reserve</b>				
2500 Equipment Reserve	553,241	553,241	553,241	-
Total	<u>553,241</u>	<u>553,241</u>	<u>553,241</u>	<u>-</u>
<b>3000 Emp Leave Liab Res Fund</b>				
3100 ELLF - Board Of Education	23,200	23,200	23,200	-
3200 ELLF - Town Operations	69,700	69,700	69,700	-
Total	<u>92,900</u>	<u>92,900</u>	<u>92,900</u>	<u>-</u>
<b>Total Town Government Operations</b>	<u>43,753,526</u>	<u>37,310,852</u>	<u>43,753,526</u>	<u>-</u>

TOWN OF NEWINGTON  
 Status of Expenditures, by Activity (Department)  
 As of May 5, 2016

FUNCTION & ACTIVITY	Revised Budget FY 2015-16	Spent / Encumbered As of 5/5/16	Estimated To Be Spent/Enc. As of 6/30/16	Estimated Unencumbered Balance (Deficit) As of 6/30/16
General Government	4,845,384	3,747,760	4,915,534	(70,150)
Public Safety	8,247,564	6,792,076	8,248,364	(800)
Public Works	4,939,127	4,238,474	4,864,127	75,000
Community Planning & Development	548,809	440,931	552,859	(4,050)
Public Health	158,575	157,163	158,575	-
Community Services	1,041,646	823,363	1,041,646	-
Public Library	1,758,658	1,411,345	1,758,658	-
Parks & Recreation	1,648,478	1,234,158	1,648,478	-
Insurance-Miscellaneous	10,207,985	9,256,526	10,207,985	- *
Debt Service	1,227,831	93,916	1,227,831	-
Metropolitan District	3,404,400	3,390,071	3,404,400	-
Capital Improvements	5,078,928	5,078,928	5,078,928	-
Equipment Reserve	553,241	553,241	553,241	-
Emp Leave Liab Res Fund	92,900	92,900	92,900	-
Total General Government	43,753,526	37,310,851	43,753,526	-
Board of Education (as of 03/31/16)	69,840,928	66,223,945	69,840,928	-
Total Town Budget	113,594,454	103,534,796	113,594,454	-

\*The Special Contingency appropriation balance will not be effected and will remain at \$193,991.



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Tanya D. Lane,  
Acting Town Manager)  
Date: May 20, 2016  
Re: Suspense List

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In accordance with Connecticut General Statutes §12-165, each municipality has a suspense tax book regarding which at least once per year the Revenue Collector shall provide the municipality's governing body a statement that includes:

- The amount of each uncollectible personal property;
- The amount of each uncollectible balance of each real estate tax after crediting such tax with proceeds obtained from a tax sale or lien sale of the real estate and which balance cannot be collected by any other means;
- The name and address of the person against whom the tax was levied; and
- The reason why the Revenue Collector believes each such tax is uncollectible.

Upon receipt and review of the list, the Town Council may act to designate the taxes as uncollectible and transferred by the Revenue Collector to the Suspense Tax Book. Such action in no way constitutes an abatement of any tax so transferred but, as with any such tax, remains subject to interest, penalty, fees and charges and may be collected by the Revenue Collector.

The Town's Revenue Collector, Corinne Aldinger, has compiled the tax list for submission to the Town Council for review and for action at the June 14, 2016 Council Meeting. A copy of the list is being provided to the Council under separate cover.

This matter has been placed on the May 24, 2016 Council agenda for introduction purposes only. An action to remove the outstanding balance from the 2000 Grand List from the Town's receivable assets will also be requested at that time.

Any questions regarding this matter may be directed to the Office of the Town Manager or the Revenue Collector.

Cc: Ann Harter, Finance Director  
Corinne Aldinger, Revenue Collector

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

AGENDA ITEM: IX.

DATE: 5-24-16

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

**RESOLVED:**

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

**Town Hall Renovations Project Building Committee - 2016**

Name	Address	Party	Term	Replaces
Public Rep: Joseph Harpie	(TBD)	R	Immediate – Indefinite	N/A
Public Rep: Chris Miner	119 Revere Drive	R	Immediate – Indefinite	N/A
Public Rep: Anthony Claffey	217 Ashland Avenue	R	Immediate – Indefinite	N/A
Public Rep: Ed Murtha	(TBD)	R	Immediate – Indefinite	N/A
Public Rep:				N/A
NTC Rep: David Nagel	1175 Willard Avenue	R	NTC TERM	N/A
NTC Rep:			NTC TERM	N/A

**Employee Insurance and Pension Benefits Committee**

Name	Address	Party	Term	Replaces
Specialist: Terrance W. Sullivan	188 Forrest Drive	D	Immed. – 11/30/17	Self

**Committee Name:** \_\_\_\_\_

Name	Address	Party	Term	Replaces

**Committee Name:** \_\_\_\_\_

Name	Address	Party	Term	Replaces

**Committee Name:** \_\_\_\_\_

Name	Address	Party	Term	Replaces

**Committee Name:** \_\_\_\_\_

Name	Address	Party	Term	Replaces

**Committee Name:** \_\_\_\_\_

Name	Address	Party	Term	Replaces

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

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

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

AGENDA ITEM: X

DATE: 5-24-16

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

RESOLVED:

That property tax refunds in the amount of \$ 322.20 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 – MAY 24, 2016**

Jessica Masztal 23 Sixth Street Newington, CT 06111	\$322.20
<b>Total</b>	<b>\$322.20</b>