



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
June 28, 2016
7:00 p.m.**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. AWARDS/PROCLAMATIONS
 - A. Retirement: Senior Public Safety Dispatcher Kimberly King
- 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. Fee Updates: Planning/Zoning & Zoning Board of Appeals
 - B. Discussion: Cemetery Operations
 - C. Job Description: Civilian Evidence Officer
- VIII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Capital Improvement Plan (CIP) Document (**Action Requested**)
 - B. Discussion: NHS School Career Technical Program Renovations Plans & Specifications
- IX. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Central CT Health District Board of Directors
 1. Accept the Resignation of Kristine Nasinnyk
 2. Appoint a Replacement
 - B. Library Board of Trustees
 1. Accept the Resignation of Kristine Nasinnyk
 2. Appoint a Replacement
 - C. Environmental Quality Commission
 1. Accept the Resignation of Stein Ramstad
 2. Appoint a Replacement

D. 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. John Wallace Middle School Wing Reconstruction 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 - 2016**
25. Town Plan & Zoning Commission
26. Tri-Town Community Cable Access
27. Vehicle Appeals Board
28. Zoning Board of Appeals

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

- A. Special Meeting, June 13, 2016
- B. Special Meeting, June 14, 2016
- C. Regular Meeting, June 14, 2016

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. EXECUTIVE SESSION RE: PERSONNEL

XVI. ADJOURNMENT

AGENDA ITEM: IV.A.

DATE: 6-28-16

RESOLUTION NO.: _____

WHEREAS, Kimberly King was hired as a Public Safety Dispatcher for the Town of Newington on November 26, 1990; and

WHEREAS, Ms. King was promoted to Senior Public Safety Dispatcher on September 2, 2001; and

WHEREAS, for 25 years, Ms. King has provided exemplary, caring and professional service to Newington residents and staff and has received numerous letters from other police departments, Town residents and local businesses acknowledging her skills and professionalism; and

WHEREAS, Ms. King was the Computer Aided Dispatch and Records Management Systems Administrator and handled the vital task of training all new dispatchers in the system;

WHEREAS, Ms. King served as the Communication Liaison to the Fire Department and Volunteer Ambulance Corps; and

WHEREAS, Ms. King offered her expertise and advise by participating in focus groups for the Chief of Police hiring process; and

WHEREAS, Ms. King served as an interview panelist for oral boards in surrounding towns including Wethersfield, Farmington, and CCSU; and

WHEREAS, Ms. King retired from the Newington Police Department on March 31, 2016 after twenty-five years of service;

NOW, THEREFORE, BE IT RESOLVED, That the Newington Town Council hereby recognizes and extends its sincere appreciation to Ms. Kimberly King for her many years of service to the Town of Newington and sends its warmest regards and best wishes for her retirement.

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: June 24, 2016
Re: Fee Updates: Planning and Zoning

The Town Council tabled the above referenced item at the June 14 meeting. Attached, please see two memorandums from Assistant Town Planner Mike D'Amato regarding the determination of the proposed fees for the Zoning Board of Appeals.

As discussed at the May 24 Council meeting, it has been determined that the current Zoning Board of Appeals application fee of \$75.00 is not sufficient to cover the costs involved with hearing such applications. In addition, many of the Town's fees have not been updated since 2007. Therefore, the Town Manager requested various departments review their fees not specified by ordinance or State statute. In addition to the ZBA application fee updates recommended by Mr. D'Amato, 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.

If the Council concurs, there will be a resolution on the June 28 agenda to consider adopting the attached fees.

Attach.

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



Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Zoning Board of Appeals

Craig Minor, AICP
Town Planner

To: Tanya Lane, Town Manager
From: Michael D'Amato, CZEO
Cc: Craig Minor, Jaime Trevethan
Date: June 15, 2016
Subject: **Application Fees to Zoning Board of Appeals**

This memo is to serve as a follow up to the memo sent to you on April 11 regarding the proposed ZBA fee increase. At the 6/14 Town Council meeting, this item was tabled because Councilors felt more information was necessary.

The ZBA currently advertises with the New Britain Herald and has been doing so for that past few years after the Hartford Courants Legal Notice rates became too costly. I have since reviewed the circulation rates and publishing schedules of the 3 papers available to the Town (Courant, Herald and Town Crier) and have come to the conclusion that a change to another Newspaper would not be in the best interest of the Town. Based on the Hartford Courants pricing and the lack of a daily schedule for the Town Crier, the New Britain Herald is not only the most economically practical option but also the one that meets our publishing requirements as set by the Connecticut General Statutes. Therefore, in an effort to make the Zoning Board of Appeals budget more responsible, I ask (on behalf of the ZBA) that the Council approve the increased fees so we may begin to cover the costs of each application.

Cc:
File

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



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Zoning Board of Appeals

Craig Minor, AICP
Town Planner

To: Tanya Lane, Acting Town Manager
From: Michael D'Amato, CZEO
Cc: Craig Minor, Jaime Trevethan
Date: April 11, 2016
Subject: Application Fees to Zoning Board of Appeals



Over the last year and a half I have been monitoring the fees received and expended by the Zoning Board of Appeals for applications. Using last year as an example, it does not appear that the application fees being received are covering the costs associated with publishing meeting notices in the newspaper as required by Section 8-3 of the Connecticut General Statutes. The current application fee is \$75.00. The average application cost to the ZBA was \$255.25. This number comes from the obligation to publish two meeting notices prior to the meeting and one decision notice following the meeting. These costs do not include the required \$60.00 State of CT DEEP fee that we are obligated to send to the State for every application we receive. This would take the average application cost to \$315.25.

Given the information above, after discussing this issue with the members of the Zoning Board of Appeals we would like to request that the Town Council approve a fee increase from the current \$75.00 to \$350.00.

Cc:
File

Phone: (860) 666-8575 Fax: (860) 665-8577
mdamato@newingtonct.gov
www.newingtonct.gov

AGENDA ITEM: VII.A.

DATE: 6-28-16

RESOLUTION NO.: _____

RESOLVED:

That the Newington Town Council hereby approves changes to various fees on the Town of Newington's "Schedule of Fees and Charges" as indicated in the attached document.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

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
Minimum Print Fee - Engineering	\$4.00	\$4.50					

* \$60 DEEP Fee Not Included * \$60 DEEP Fee Included



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: June 10, 2016
Re: West Meadow Cemetery

At the request of the Town Council, an item has been added to the June 28 agenda for continued discussion of operations at the West Meadow Cemetery.

Attached, please see Code of Ordinances §194: Cemeteries.

Attach.

*Town of Newington, CT
Friday, June 10, 2016*

Chapter 194. CEMETERIES

[HISTORY: Adopted by the Town Council of the Town of Newington 1-25-1977 (Ch. 4 1/2 of the 1974 Code). Amendments noted where applicable.]

§ 194-1. Purpose.

The purpose of this chapter shall be to regulate activities and conduct within Town cemeteries, to provide for basic procedures under which said cemeteries should be operated, to delegate the responsibility for the proper operation and maintenance of Town cemeteries so that the good order and efficient operation of Town cemeteries may be assured.

§ 194-2. Applicability.

Unless otherwise specifically provided herein, the provisions of this chapter shall apply to the so-called Center Cemetery located on Cedar Street; to the so-called Church Street Cemetery located at the intersection of Church Street and Kelsey Street; and to the so-called West Meadow Cemetery located to the west of Willard Avenue in the vicinity of Cedar Street; and such other public cemeteries as the Town may establish in the future.

§ 194-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

SEXTON

The duly appointed Sexton of Cemeteries, or his/her designated agent.

§ 194-4. Administration and maintenance.

[Amended 9-12-1989]

The administration of all Town cemeteries shall be the responsibility of the Town Manager who shall appoint the Sexton of Cemeteries for the Town. The Sexton shall be responsible to the Town Manager for the proper administration of this chapter, the management of Town cemeteries generally and the proper operation and maintenance of the cemeteries.

§ 194-5. Fees and charges.

It is the intent of the Town Council that Town-owned cemeteries shall, to the extent possible, be financially self-sustaining with respect to operation and self-amortizing with respect to land cost investment. To this end, the Town Manager shall establish, and from time to time amend, a list of fees and charges pertaining to the sale of gravesites and the performance of services by the Town pertaining to the cemeteries, provided that notification of the establishment of or amendment to said list of fees and charges shall be filed with the Town Clerk and with each member of the Town Council at least 60 days prior to its effective date. If the list of fees and charges or amendments thereto which the Town Manager intends to make effective are unacceptable to the Town Council, the Town Council may, by resolution, direct that they be changed. If the Council does not take action within the sixty-day period provided for herein, said list of fees and charges or amendment to said list of fees and charges, as the case may be, will automatically become effective at the expiration of the sixty-day period.

§ 194-6. Cemetery Fund.

- A. There is hereby created a Cemetery Fund. There shall be paid into the Cemetery Fund all proceeds from the sale of gravesites and service fees and charges resulting from cemetery operations. There shall also be paid into such fund amounts which the Town Council may, from time to time, authorize to be transferred thereto from the general fund.
- B. The Town Council may cause transfers to be made from the Cemetery Fund to the general fund of the Town to defray the cost of cemetery operations and/or debt reduction costs attributable to cemetery development, provided that such transfers to the general fund shall be authorized only by means of annual budget appropriations of the Cemetery Fund or consistent with special appropriations authorized in accordance with § C-807 of the Town Charter.
[Amended 6-10-2008 by Ord. No. 0709-1]
- C. An annual budget for the Cemetery Fund shall be prepared and approved in the same manner as that provided by the Charter for the general fund of the Town. Appropriations shall be made and expenditures executed in the same manner and with the same restrictions prescribed by the Charter for the general fund. Any unappropriated, unexpended, or unencumbered funds which may remain shall lapse to the balance of said fund at the close of each fiscal year and shall not, therefore, be lapsed to the balance of the general fund. The Town Treasurer and the Director of Finance shall exercise control and administration of the Cemetery Fund in accordance with their duties under the Town Charter.

§ 194-7. Hours of operation.

[Amended 9-12-1989]

The cemeteries shall be open each day from sunrise until sunset. All persons shall leave the grounds of the cemeteries at or before closing time. No person shall be in the cemeteries between sunset and sunrise, unless expressly authorized by the Sexton. The right of admittance to cemeteries is reserved. The Sexton may temporarily close a cemetery or alter the open hours in case of an emergency or to protect the public health and safety or preserve the privacy of burial.

§ 194-8. Rules of conduct.

[Amended 9-12-1989]

The Sexton may cause any person violating the restrictions below to be ejected from a cemetery or to be arrested for being in violation of this chapter. No person shall:

- A. Disrespect the solemnity of a cemetery by boisterous or unruly behavior.
- B. Willfully disfigure, mark, deface, injure or tamper with or displace or remove any building, memorial monument, tablet, turf, fence, paving, waterline or other utility or parts and appurtenances thereof, signs, notices, placards, whether temporary or permanent, property boundary markers, stakes, posts, equipment or other facilities, either real or personal, within a cemetery.
- C. Dig for the purpose of removal from such a cemetery any sand, soil, rocks, stones, trees, shrubs, or plants by any means or method without the express consent of the Sexton.
- D. Willfully damage, cut, carve, transplant or remove any tree or plant or injure the bark of any tree, nor shall any person pick the flowers or seeds of a plant or dig in or otherwise disturb lawn areas or walk upon planted areas which are designated as being prohibited to foot travel.
- E. Hold picnics or parties in a cemetery.
- F. Enter the grounds of a cemetery except through the established and designated entrances, loiter near or intrude upon any funeral services, or stand about an open grave unless a member of a funeral party.
- G. Bear firearms within a cemetery except as may be expressly permitted by the Sexton and except law enforcement officers.
- H. Allow a dog to be in a cemetery except while enclosed in a vehicle.
- I. Be in a cemetery if he/she is under 12 years of age and is not attended by a supervising adult.
- J. Enter an area posted as "closed to the public," nor shall any person use or abet the use of any area in violation of posted notices.
- K. Solicit alms or contributions for any purpose, whether public or private.
- L. Be under the influence of intoxicating liquor or drugs while in the cemetery.
- M. Ride, lead or allow a horse within a cemetery except as may be expressly permitted by the Sexton.
- N. Expose or offer for sale any article or thing, nor shall he/she station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing on Town-owned grounds adjacent to a cemetery.
- O. Announce, advertise, or call the public's attention in any way to any article or service for sale or hire.
- P. Paste, glue, tack, or otherwise post any sign, placard, or advertisement or inscription whatever, nor shall any person erect or cause to be erected any sign whatever in a cemetery or on any public lands or highways adjacent to a cemetery.

- Q. Ride a bicycle except on established roads. Bicyclists shall at all times operate their machines with reasonable regard for the safety of others and shall observe the accepted rules of the road for motorized vehicles.
- R. Willfully litter a cemetery or allow materials to be scattered or blown about a cemetery so as to cause litter.
- S. Photograph or record a committal service except with the permission of and under the direction of the Sexton.

§ 194-9. Traffic and parking within cemeteries.

No person while in a cemetery shall:

- A. Fail to comply with all applicable provisions of the state motor vehicle traffic laws in regard to equipment and operation of vehicles.
- B. Fail to obey all police officers and cemetery employees when such persons are duly authorized to direct traffic in a cemetery and on the highway, streets or roads immediately adjacent thereto.
- C. Fail to obey all traffic signs indicating speed, direction, caution, stopping or parking.
- D. Drive or ride a vehicle at a rate of speed exceeding 15 miles per hour, or exceeding a lower speed limit as posted by the authority of the Sexton.
- E. Drive any vehicle on any area except established roads and parking areas.
- F. Park a vehicle in other than an established or designated parking area, and such use shall be in accordance with the posted directions thereat and/or with the instructions of any authorized attendant who may be present.
- G. Leave a vehicle standing or parked anywhere in a cemetery after the official closing time.
- H. Double-park any vehicle on any roadway or driveway unless directed to do so by a cemetery attendant, nor shall any person otherwise park any vehicle so as to block any roadway or driveway.
- I. Operate a vehicle which causes excessive noise due to a defective or deficient muffler, tailpipe or other equipment.
- J. Operate snowmobiles, minibikes, trail bikes, or other all-terrain-type, off-the-road, recreational vehicles.
- K. Willfully drive his/her vehicle or the wheels thereof on any lawns or gardens or borders thereof. Any damage inadvertently caused by the operation of vehicles shall be the responsibility of the vehicle operator to repair or be responsible for the cost of repair.
- L. Drive a vehicle so as to impede a funeral procession. The driver of any vehicle, upon meeting a funeral procession, shall clear the vehicle from the path of said procession and come to a standstill until said procession passes.

§ 194-10. Gravesites.

[Amended 9-12-1989]

- A. For the purpose of this chapter, the word "gravesite" shall also mean "lot" or "plot."
- B. The Sexton shall have authority to sell gravesites. Gravesites shall only be sold to persons having residence within the Town of Newington for a period of six months or more, or to persons who formerly had residence within the Town of Newington of at least six months' duration. Gravesites containing two or more plots shall not be broken up into smaller gravesites if smaller gravesites are available. No burial shall be permitted unless the grave to be used is paid in full prior to or at the time of interment. Full payment for the purchase of gravesites shall be rendered within 30 days of the time of sale. No credit or installments shall be allowed. All lots must be paid in full before any monument or markers are placed on the lot. Lots will be reserved for a prospective purchaser for a period no longer than 10 days. Upon payment in full of the purchase price, a deed will be executed and delivered to the purchaser for each gravesite sold. Each such deed shall be subject to the terms of this chapter and such other rules and regulations as may be adopted for the management of the cemetery. Any deed shall grant to the purchaser only the right to use the lot for burial purposes for himself/herself, his/her family, his/her heirs and devisees and such friends (provided such friends have been Newington residents) as may be buried therein without profit, gain, emolument, or advantage to the purchaser or owner of the lot.
- C. All gravesites which are sold shall be furnished perpetual care by the Town of Newington, which shall include the regular mowing of grass, trimming of grass, and the raising and grading of sunken graves. Prices charged for gravesites shall reflect the assumption of perpetual care expenses by the Town. Perpetual care shall not include maintenance, repair or replacement of monuments or markers.
- D. In the event of any transfer or sale of a burial lot by the purchaser or owner, the Town of Newington shall have the first right to purchase the lot at the same price at which the Town originally sold the lot to the owner. Any sale or transfer of any lot which has not been first offered to the Town in accordance with the above shall be void. Furthermore, no sale or transfer of a lot by any purchaser or owner or heir will be allowed or be valid except upon the prior written notice to and consent of the Sexton and upon receipt of the original deed. The Sexton shall impose a reasonable charge for effecting any proper transfer of a lot.
- E. When a deed is issued for a gravesite, it shall convey only the right of burial therein, and it shall be the duty of the Sexton to enter thereon and prohibit, remove, or modify an object or adornment or work done in violation of this chapter or rules and regulations established pursuant thereto which may be judged objectionable or injurious to the cemetery. The Town of Newington shall reserve the right to develop and improve the cemetery from time to time in accordance with the judgment of the Sexton.
- F. No fence, hedge, railing or coping not existing on the effective date of this amendment shall be allowed to enclose a lot. All boundaries between lots shall be uniform and shall be as provided by the Sexton.

§ 194-11. Interments.

[Amended 9-12-1989]

- A. No body except that of a human being may be interred in any cemetery. All graves shall be opened and closed under the supervision of the Sexton. No interment or disinterment

shall be allowed without the consent of the Sexton. Interments or disinterments shall be made only by Town personnel unless the Sexton shall authorize otherwise. All funeral processions shall be entirely under the control of the Sexton upon entering any cemetery. Notice of at least 24 hours shall be given to the Sexton in advance of any desired grave opening, except for circumstances dictated by religious tenets or by extraordinary circumstances. No grave shall be opened or interment or disinterment made on a legal holiday unless required for public health reasons and ordered by the Sexton. Funerals and/or graveside/chapel service shall be concluded no later than 3:30 p.m., unless the Sexton expressly permits otherwise in consideration of special hardship.

- B. All interment charges and any arrears for purchase or work done on the lot shall be paid on or before the day of burial.
- C. When an interment is to be made, the location of such interment shall be designated by the lot owner, legal representative or funeral director. Locations given over the telephone should be confirmed in writing prior to interment, otherwise location will be made at lot owner's risk. The Town will assume no responsibility for errors in locations. When instructions regarding the location of an interment space in a lot cannot be obtained or are indefinite, or when for any reason the interment space cannot be opened where specified, the Sexton may, at his discretion, open it in such location in the lot as he deems best and proper, so as not to delay the funeral, and the Town shall not be liable in damages for any change so made.
- D. Assignment of grave spaces by any purchaser, owner or heir will only be valid when recorded in the Town cemetery records.
- E. The Town reserves and shall have the right to correct any errors that may be made by it either in making interments, disinterments or removals. In the event such error shall involve the interment of the remains of any person, the Town reserves and shall have the right to remove or transfer such remains so interred to such other property of equal value and similar location. In the event of an error in the description, transfer or conveyance of any interment property, the Town reserves and shall have the right to cancel such conveyance or substitute and convey in lieu thereof other interment property of equal value and similar location so far as practicable or as may be selected by the Town. Nothing will be allowed to be taped, adhered to, or in any way placed on the gravestone. All such items shall be removed by the Town of Newington cemetery personnel and the expense for removal shall be charged to the owner of the gravesite.
[Amended 2-23-2010^[1]
[1]: Editor's Note: This ordinance also provided for an effective date of 3-17-2010.
- F. Agreement to make a disinterment must be signed by the owner of the lot from which the removal is to be made and by the next of kin of the decedent. When such agreement is filed with the Town, and the cost of removal is paid, a permit must then be presented to the Sexton, at which time arrangements may be completed for the removal. Disinterment fees include opening of the grave only.
- G. The Town will exercise care in making a disinterment, but the Town assumes no liability for damage to any casket or vault in making the removal unless the disinterment was necessitated by an error in placement made by the Town.
- H. For all double-depth burials, any funeral or related service in the cemetery shall be held with the casket on firm ground in the vicinity of the grave, the specific location to be determined by the Sexton. The casket shall be lowered into the grave only after the ceremony is over.

[Added 2-23-2010^[2]]

[2]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*

§ 194-12. Memorials.

[Amended 6-28-1977; 9-12-1989]

- A. No monument or other memorial may be brought into a cemetery until a sketch or a blueprint showing the design, material, finish, size and inscription thereon is first submitted to the Sexton for approval.
- B. Workpersons engaged in the erection of memorials, monuments, markers and vaults of any description shall be subject to the control of the Sexton. Any workperson failing to conform to the directions of the Sexton shall not be allowed to continue his/her work.
- C. Notice of the intent to set a monument shall be given at least one day in advance of the work.
- D. The building of monument foundations shall only be in accordance with the specifications for same as promulgated by the Sexton.
- E. The erection or installation of monuments or memorial markers shall not take place on Saturdays, Sundays or holidays.
- F. The lower base of all monuments must be dressed to a true level on the bottom so as to bear evenly at all points upon the foundation without the use of chips, sprawls, or underpinnings. A bed of cement must be spread evenly over the top of a foundation and the base lowered into it.
- G. Upright monuments shall only be allowed in those areas of a cemetery designated therefor by the Sexton. No chains or ropes may be attached to trees or other objects for the installation of monuments.
- H. All monument foundations shall be installed clear of graves and shall be constructed to a depth equaling that of a single-depth grave, except where a concrete vault is used and a marker foundation may be constructed at the end of same. Bridging or constructing any foundation for a monument over a grave is prohibited. The provision and installation of all markers and monuments and the bases and foundations therefor shall be at the cost and expense of the gravesite owner.
- I. The following provisions shall apply to the West Meadow Cemetery only:
 - (1) Upright monuments in Section D may be of variable heights not to exceed four feet in height. No monument shall be wider than 36 inches at its widest point when placed on a gravesite containing less than three contiguous plots.
[Amended 6-10-2008 by Ord. No. 0709-1]
 - (2) No memorial, whether upright monument or flush marker, shall be less than four inches in thickness at its narrowest dimension, nor more than a maximum of 14 inches. Upright monuments in the nonveterans' section added in 2009, known as Section F, may be of variable heights, not to exceed 48 inches in height, including the base. No monument shall be wider than 36 inches at its widest point, when placed on a single-grave monument lot. No monument shall be wider than 54 inches at its widest point when placed on a double-grave monument lot.
[Amended 2-23-2010^[1]]

[1]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*

- (3) Upright monuments shall be made only of granite. Memorial flush markers shall be made only of granite or bronze. No monumental work, once installed, shall be removed from a grave unless approved by the Sexton.
- (4) Only one upright monument shall be allowed for each monument lot and only one flush marker per grave will be permitted. On a flush marker lot, two flush markers will be permitted per grave.

[Amended 2-23-2010^[2]]

[2]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*

- (5) Each grave shall have a concrete vault of a type approved by the Sexton and installed in accordance with his/her direction. The provision and installation of vaults shall be at the cost of the gravesite owner.

§ 194-13. Planting.

[Amended 9-12-1989]

- A. Flowers, shrubs, plants and trees shall only be planted in accordance with the rules and regulations established for planting by the Sexton. No planting shall be done without the permission of the Sexton. The cutting of turf on any lot shall be prohibited. The placing of potted plants on lots may be permitted if done in accordance with the rules established therefor by the Sexton. Any plant materials may be removed at the discretion of the Sexton at any time.
- B. No person shall create any mound, depression, hole, or otherwise change the grade of any lot or gravesite without the consent of the Sexton. No person shall spread fertilizer, ashes, chemicals or other material on lots to stimulate the growth of grass or to discourage weeds.
- C. Artificial decorations shall not be permitted during the growing season between April 1 and November 1. All artificial decorations placed in nonconformance with this chapter or with rules established by the Sexton pursuant thereto shall be subject to confiscation. All winter decorations shall be removed prior to March 15 of each year, or they shall be confiscated by the Sexton.
- D. Articles such as glass jars, watering cans, votive lights, palms, and bric-a-brac of any description are forbidden and may be removed without notice. Potted plants shall be contained only in clay pots not exceeding 10 inches in diameter and six inches in height, and in rustic baskets not to exceed 12 inches in diameter. Only one pot or rustic basket will be allowed to be placed on any one grave. The cemetery shall not be responsible for items left on the grounds or at graves.

§ 194-14. Cremated remains columbaria.

[Added 2-23-2010^[1]]

- A. Unless specifically provided herein, the provisions of § **194-11**, Interments, shall also apply to this section. For this section, "graves" shall be replaced with "niches," "interment" with "inurnment," and "disinterment" with "removal of urns."

- B. The Sexton shall have authority to sell inurnment rights and inscription rights for cremated remains. Rights shall only be sold to persons having residence within the Town of Newington for a period of six months or more, or to persons who formerly had residence within the Town of Newington of at least six months' duration. There shall be no more than two sets of cremated remains in any niche. All cremated remains shall be contained in urns that will fit within the purchased niche. No inurnment shall be permitted unless the niche to be used is paid in full prior to or at the time of inurnment. Niches may be reserved for a period of no longer than 30 days, upon which time full payment must be made. No credit or installments shall be allowed. All niches must be paid in full before any inscriptions are made on the columbarium. Upon payment in full of the purchase price, a deed will be executed and delivered to the purchaser for each niche sold. Each such deed shall be subject to the terms of this chapter and such other rules and regulations as may be adopted for the management of the cemetery. Any deed shall grant to the purchaser only the right to use the niche for the inurnment of the ashes of himself/herself, his/her family, his/her heirs and devisees and such friends (provided such friends have been Newington residents) as may be placed therein without profit, gain, emolument, or advantage to the purchaser or owner of the niche.
- C. In the event of any transfer or sale of a niche by the purchaser or owner, the Town of Newington shall have the first right to purchase the niche at the same price at which the Town originally sold the niche to the owner. Any sale or transfer of any niche which has not been first offered to the Town in accordance with the above shall be void. Furthermore, no sale or transfer of a niche by any purchaser or owner or heir will be allowed or be valid except upon the prior written notice to and consent of the Sexton and upon receipt of the original deed. The Sexton shall impose a reasonable charge for effecting any proper transfer of a niche. The Sexton shall also charge for a new faceplate cover whenever the Town purchases back a niche whose faceplate cover is no longer blank.
- D. When a deed is issued for a niche, it shall convey only the right of inurnment therein and the inscription of the faceplate, and it shall be the duty of the Sexton to enter thereon and prohibit, remove, or modify an object or adornment or work done in violation of this chapter or rules and regulations established pursuant thereto which may be judged objectionable or injurious to the cemetery. The Town of Newington shall reserve the right to develop and improve the cemetery and the columbarium from time to time in accordance with the judgment of the Sexton.
- E. All inurnments and removals of urns shall be made by Town of Newington cemetery personnel. All inscriptions shall be cut by a method of sandblasting into faceplates affixed to the granite fronts of the niches. The style and size of lettering and numerals shall be determined by the Sexton and a standard set for all lettering on the niche fronts. After completion of the official inscription form by an authorized agent of the deed holder, all inscription work will be done by the Town of Newington or a contractor selected by and working under the direction of the Sexton. In the event that information for inscription provided to the Sexton is inaccurate or incorrect, all costs to correct the inscription or to make a new inscription shall be paid for by the niche owner. Inscriptions shall be limited to the name, on one or two lines, the year of birth, and the year of death only. There shall not be more than 16 characters and spaces per line. For veterans who have received an honorable discharge from United States military service, inscriptions shall include the person's name, year of birth, year of death, the branch of service, and the war(s) in which the veteran served.
- F. There shall be a veterans' section, with graves and a columbarium, in the West Meadow Cemetery, reserved specifically for those who have received an honorable discharge

from United States military service and their spouses only. Inscriptions for the niches in this columbarium shall be limited to the person's name, on one or two lines, the year of birth, the year of death, the branch of service and the war(s) in which the veteran served. There shall not be more than 16 characters and spaces per line. Graves in this veterans' section shall have flush markers only.

- G. All plantings shall be done and maintained by Town of Newington cemetery personnel.
- H. Nothing will be allowed to be taped, adhered to, or in any way placed on the niche fronts or the columbarium. Pictures, flowers, flower holders, decorations, etc., shall not be allowed on the niche fronts or the columbarium. All such items shall be removed by Town of Newington cemetery personnel and the expense for the removal and cleaning of the granite shall be charged to the niche owner. Inurnment rights may be revoked if continued violation of these rules and regulations occur.

[1]: *Editor's Note: This ordinance also provided for an effective date of 3-17-2010.*



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: June 24, 2016
Re: Job Description - Civilian Evidence and Property Officer

The attached job description for the Civilian Evidence and Property Officer position was discussed at the June 14 Council meeting. The job was approved as a new civilian position in the Police Department for the FY 2016-17 budget.

A resolution is included in the June 28 Town Council agenda for consideration to approve the job description and incorporate it into the Town Classification and Pay Plan.

Attach.

TOWN OF NEWINGTON

TITLE: Civilian Evidence and Property Officer **GRADE:** A-4

DEPARTMENT: Police **COUNCIL ADOPTED:** DRAFT 4-2016

POSITION DESCRIPTION

Reports to Detective Division Supervisor and under Supervisor's direction is responsible for receiving, cataloging, and maintaining property and evidence seized by the police department; complies with all court orders regarding the disposition of evidence and property. Works cooperatively with representatives from the Connecticut Forensic Science Laboratory, the Office of the Chief Medical Examiner, the Judicial System, and other Law Enforcement agencies. Responsible for completing daily court transmittals, fingerprinting permit applicants, and assists processing temporary pistol permits. Responsible for downloading and copying recording media.

ESSENTIAL JOB FUNCTIONS

- Receives oral or written instructions from a department supervisor and plans work according to established department standards.
- Receives information on arrests, accidents, and investigations.
- Receives property reports related to investigations, accidents or when abandoned.
- Classifies, codes, and processes, evidence, property, and recording media.
- Observes strict confidentiality in maintaining restricted information, files, and records.
- Operates computerized report writing and record management systems.
- Records legible fingerprints.
- Reports work accomplished to supervisor.
- Maintains liaison with superior courts and other Criminal Justice agencies.

ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.
- Provides assistance to patrol officers when necessary.
- May testify in court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of law enforcement practices relating to property and evidence.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to record legible fingerprints on standard fingerprint cards or live-scan devices.
- Ability to follow instructions furnished in written, oral or diagrammatic form.
- Ability to acquire a working knowledge of laws, regulations and police procedures.
- Ability to type accurately and to learn to operate computer systems and software.
- Ability to maintain accurate files and records.
- Ability to deal cooperatively with others.
- Ability to process confidential information with responsibility.
- Ability to work on electronic devices such as computers, scanners, printers, copy machines, fax, and other miscellaneous office equipment.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- This is medium work requiring the exertion of 200 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.

- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.
- The worker may be exposed to bloodborne and airborne pathogens and may be required to wear specialized personal protective equipment.
- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- A High School diploma
- A minimum of at least five (5) years of service as a certified Police Officer preferably with some evidence/property room experience.

LICENSE OR CERTIFICATE

Must possess:

- A valid State of Connecticut Driver’s License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date



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: June 24, 2016

Re: Capital Improvement Plan (CIP) Document

Recently, the Capital Improvement Plan (CIP) Committee met to discuss concern regarding the FY 2016-17 CIP book. Per the attached CIP meeting minutes it was discussed that the past CIP documents listed the projects for bonding by name. Table 3 (formerly Table 7) of the current CIP document does not list the Town Hall/Community Center Improvements, Mill Pond Aquatics Facility and Churchill Pool, NHS Career Tech and Anna Reynolds Renovate as New items as projected bonding projects. The concern was that some of the projects could be forgotten. The Committee discussed placing an addendum to the adopted Long Range Capital Improvement Plan 2016-17 through 2020-21 document to incorporate the list of proposed projects from the prior year. Please see the attached minutes for a summary of the Committee/staff discussion.

The Committee passed a resolution to forward the following bonding projects to the Town Council for approval to be added to the Capital Improvement Plan document:

- Town Hall/Community Center/Library Improvements
- Anna Reynolds Renovate as New Park Improvements
- Fire Houses 3 & 4

A resolution is attached for Council consideration of the above recommendation. Because the new fiscal year will begin prior to the next Council meeting, Councilors are requested to consider waiving the rules at the June 28 meeting to take action on the item.

Attach.

**Town of Newington CIP Committee
Conference Room L101, Town Hall
Minutes of Tuesday, June 7, 2016 Meeting**

1. Maureen Klett called the meeting to order at 5:19 p.m.
2. Roll Call - Members Present:
 - M. Klett, Chairperson
 - B. DelBuono, Town Council
 - J. Shulman, Board of Education
 - N. Petronio, Board of EducationMembers Absent:
 - J. Marocchini, Town CouncilOthers Present:
 - T. Lane, Acting Town Manager
 - A. Harter, Director of Finance
 - L. Rydecki, Deputy Finance Director
 - W. Collins, Superintendent of Schools
 - L. Jachimowicz, School Chief Finance & Operations Officer
3. Public Participation – None
4. Minutes Of Previous Meeting – N. Petronio made a motion to accept the minutes of the February 8, 2016 meeting as submitted. Motion seconded by B. DelBuono. Motion passed 4 in favor.
5. New Business

– Proposed Bonding Projects

Councilor Klett explained throughout the process the past Capital Improvement Plan document listed the projects for bonding by name and somehow the listing for Town Hall/Community Center Improvements, Mill Pond Aquatics Facility and Churchill Pool, NHS Career Tech and Anna Reynolds Renovate as New did not occur in the FY2016-17 on Table 3 (formerly Table 7). She was concerned that without the listing, projects like the Anna Reynolds would be forgotten and felt an addendum to the adopted FY2016-17 CIP document be prepared to incorporate the list of proposed projects from the prior year. T. Lane explained how the transition from a total of \$6.3 million for CIP to 5.8% of the budget for CIP was part of her vision for how to address the multiple infrastructure and building issues. With this in mind, Table 3 was prepared to reflect \$50 million in possible bonding without designating specific projects. She explained it is the Town Council's decision to decide what the Town bonds for. Incorporating the chart from the prior year was a concern as the Library project was not included. M. Klett stated the CIP committee addresses the needs of both the Town and the Board of Education. Councilor DelBuono commented that the Library project isn't on the list from the previous year as the dollar figure for it is unknown. J. Shulman felt the committee should update the prior year list with more current information. A. Harter explained that the CIP Committee only voted on the PAYG projects and the Town Council voted on the entire CIP document. A discussion of the merits of past and current possible bonding projects and the best way to present them in the CIP document commenced.

J. Shulman made a motion to recommend the following bonding projects to the Town Council for approval to be added to the Capital Improvement Plan document:

- Town Hall/Community Center/Library Improvements
- Anna Reynolds Renovate as New
- Park Improvements
- Fire Houses 3 & 4

Motion was seconded by N. Petronio and passed 4-0.

– Impact of State Aid Reductions

A. Harter explained the municipal aid from the State was reduced for FY 2016-17 by \$1.3 million from the Governor's proposed budget but the cap for motor vehicle mill rate was increased. Therefore, the total reduction in state aid is offset with approximately \$780,000 in additional revenue leaving a net projected loss of \$520,000. After she talked to department heads, D. Langdon suggested holding off on transferring the \$733,000 approved for the Town Hall roof project. She felt the CIP Committee should be aware of this but an action was not warranted. She further explained if additional revenue came in, the transfer of funds could take place. J. Shulman asked if this would create a budget gap for next year and A. Harter agreed that it will.

6. Public Participation – Clark Castelle, 167 Connecticut Avenue: wanted the members to be aware that in FY 2014-15 Table 7 showed a list of bonding projects adding up to \$32.5 million, which matched the amount of proposed bonding chart, and in FY 2015-16 there's a list of projects adding up to \$41.3 million that matches the proposed bonding chart. He doesn't understand how in FY 2016-17 the same table (now called Table 3) says "Undesignated Bonding Projects". He thinks there should be a list of projects that add up to the \$50 million of proposed bonding.

T. Lane responded that this is a plan – a transition from the 5.8% to the 6.3%. Councilor Klett said she wanted to find a compromise that recognized the projects and this motion was just that.

Rose Lyons, 46 Elton Drive: She finally understands the PAYG portion, but the bonding is throwing her off. She doesn't remember bonding ever being discussed at the CIP Committee level, only at the Town Council level. Patty Foley was looking for the Library project to be included for years, yet there's still no dollar amount from the committee. Parks talked about their \$19 million Churchill project at the CIP meeting when they should have discussed their PAYG projects. Fire also talked about bonding projects at the CIP meeting, but the Library still wasn't discussed. She feels that all the bonding projects should be packaged together for a referendum.

7. Next Meeting – None needed.

8. Motion to adjourn – B. DelBuono; Second – N. Petronio. Motion passed to adjourn the meeting at 6:30 p.m.

Respectfully submitted:

Ann Harter, Director of Finance

TABLE 3

NEWINGTON'S PROPOSED LONG-TERM DEBT SCHEDULE
ANNUAL DEBT SERVICE PAYMENTS ON EXISTING & PROPOSED SERIAL BONDS

Fiscal Year Ending June 30,	Existing Long-Term Debt	<u>Undesignated Building Projects</u>			A Total Debt Service	Total Outstanding Debt	B Funding for Pay As You Go Projects*	A + B Combined Debt Service & PAYG
		\$20,000,000 Issued 5/2017 3.00%	\$20,000,000 Issued 5/2018 3.25%	\$10,000,000 Issued 5/2019 3.50%				
2017	1,191,631				1,191,631	25,220,000	5,108,369	6,300,000
2018	1,150,581	1,600,000			2,750,581	43,195,000	3,549,419	6,300,000
2019	786,081	1,570,000	1,650,000		4,006,081	50,500,000	3,193,327	7,199,408
2020	760,231	1,540,000	1,617,500	850,000	4,767,731	47,310,000	2,647,659	7,415,390
2021	731,431	1,510,000	1,585,000	832,500	4,658,931	44,135,000	2,978,921	7,637,852
2022	707,931	1,480,000	1,552,500	815,000	4,555,431	40,970,000	3,311,556	7,866,988
2023	679,631	1,450,000	1,520,000	797,500	4,447,131	37,820,000	3,655,866	8,102,997
2024	651,631	1,420,000	1,487,500	780,000	4,339,131	34,685,000	4,006,956	8,346,087
2025	188,931	1,390,000	1,455,000	762,500	3,796,431	32,000,000	4,800,039	8,596,470
2026		1,360,000	1,422,500	745,000	3,527,500	29,500,000	5,000,000	8,527,500
2027		1,330,000	1,390,000	727,500	3,447,500	27,000,000	5,000,000	8,447,500
2028		1,300,000	1,357,500	710,000	3,367,500	24,500,000	5,000,000	8,367,500
2029		1,270,000	1,325,000	692,500	3,287,500	22,000,000	5,000,000	8,287,500
2030		1,240,000	1,292,500	675,000	3,207,500	19,500,000	5,000,000	8,207,500
2031		1,210,000	1,260,000	657,500	3,127,500	17,000,000	5,000,000	8,127,500
2032		1,180,000	1,227,500	640,000	3,047,500	14,500,000	5,000,000	8,047,500
2033		1,150,000	1,195,000	622,500	2,967,500	12,000,000	5,000,000	7,967,500
2034		1,120,000	1,162,500	605,000	2,887,500	9,500,000	5,000,000	7,887,500
2035		1,090,000	1,130,000	587,500	2,807,500	7,000,000	5,000,000	7,807,500
2036		1,060,000	1,097,500	570,000	2,727,500	4,500,000	5,000,000	7,727,500
2037		1,030,000	1,065,000	552,500	2,647,500	2,000,000	5,000,000	7,647,500
2038			1,032,500	535,000	1,567,500	500,000	5,000,000	6,567,500
2039				517,500	517,500	-	5,000,000	5,517,500
TOTALS	6,848,081	26,300,000	26,825,000	13,675,000	73,648,081			

Total Principal Payments	\$ 56,255,000
Total Interest Payments	\$ 17,393,081
Total Principal and Interest Payments	<u>\$ 73,648,081</u>

* Fiscal Years Ending 6/30/17 and 6/30/18 assume a \$6.3 million cap on Debt Service and Pay-As-You-Go. Subsequent years assume Debt Service & PAYG at a total of 5.8% of budget with PAYG capped at \$5 million

TABLE 7

**NEWINGTON'S PROPOSED LONG-TERM DEBT SCHEDULE
ANNUAL DEBT SERVICE PAYMENTS ON EXISTING & PROPOSED SERIAL BONDS**

Fiscal Year Ending June 30,	Existing Long-Term Debt	Town Hall/Community Center Renovations			Pools/Career Tech	Anna Reynolds	Total Debt Service	Net Change In Debt Service	Funding for Pay As You Go Projects Net of \$6,300,000	Total Outstanding Debt
		\$20,000,000 Issued 5/2016 3.50%	\$5,500,000 Issued 5/2017 4.00%	\$4,000,000 Issued 8/2018 4.00%	\$4,803,059 Issued 8/2020 4.00%	\$7,000,000 Issued 5/2024 4.00%				
2015	1,676,931								4,623,069	7,295,000
2016	1,227,831								5,072,169	26,255,000
2017	1,191,631	1,700,000							3,408,369	29,720,000
2018	1,150,581	1,665,000	495,000						2,989,419	27,420,000
2019	786,081	1,630,000	484,000	80,000					3,319,919	29,450,000
2020	760,231	1,595,000	473,000	356,000					3,115,769	27,285,000
2021	731,431	1,560,000	462,000	348,000	96,061				3,102,508	29,938,059
2022	707,931	1,525,000	451,000	340,000	427,472				2,848,596	27,557,906
2023	679,631	1,490,000	440,000	332,000	417,866				2,940,503	25,192,753
2024	651,631	1,455,000	429,000	324,000	408,260				3,032,109	29,842,600
2025	188,931	1,420,000	418,000	316,000	398,654	630,000			2,928,415	27,592,447
2026		1,385,000	407,000	308,000	389,048	616,000			3,194,952	25,527,294
2027		1,350,000	396,000	300,000	379,442	602,000			3,272,558	23,462,141
2028		1,315,000	385,000	292,000	369,836	588,000			3,350,164	21,396,988
2029		1,280,000	374,000	284,000	360,229	574,000			3,427,771	19,331,835
2030		1,245,000	363,000	276,000	350,623	560,000			3,505,377	17,266,682
2031		1,210,000	352,000	268,000	341,017	546,000			3,582,983	15,201,530
2032		1,175,000	341,000	260,000	331,411	532,000			3,660,589	13,136,377
2033		1,140,000	330,000	252,000	321,805	518,000			3,738,195	11,071,224
2034		1,105,000	319,000	244,000	312,199	504,000			3,815,801	9,006,071
2035		1,070,000	308,000	236,000	302,593	490,000			3,893,407	6,940,918
2036		1,035,000	297,000	228,000	292,987	476,000			3,971,013	4,875,765
2037			286,000	220,000	283,380	462,000			5,048,620	3,810,612
2038				212,000	273,774	448,000			5,366,226	3,020,459
2039				204,000	264,168	434,000			5,397,832	2,230,306
2040					254,562	420,000			5,625,438	1,640,153
2041					244,956	406,000			5,649,044	1,050,000
2042						392,000			5,908,000	700,000
2043						378,000			5,922,000	350,000
2044						364,000			5,936,000	-
TOTALS	9,752,844	27,350,000	7,810,000	5,680,000	6,820,344	9,940,000		67,353,188	(1,676,931)	

Town's total outstanding debt reaches the \$30 million recommended level.

Total Principal Payments

\$ 50,043,059

Total Interest Payments

\$ 17,310,129

Total Principal and Interest Payments

\$ 67,353,188

Projected Bonding Projects:

Town Hall/Community Center Improvements \$ 29,500,000

Mill Pond Aquatics Facility and Churchill Pool 2,803,059

NHS Career Tech 2,000,000

Anna Reynolds Renovate as New 7,000,000

\$ 41,303,059

AGENDA ITEM: IV.B.

DATE: 4-5-16

RESOLUTION NO. 2016-50

RESOLVED:

The Newington Town Council hereby adopts the “Town of Newington Long-Range Capital Improvement Plan 2016-2017 through 2020-2021,” 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 2016-2017; the proposed funding for 2017-2018 through 2020-2021 is for planning purposes only and is subject to change through future budget deliberations.

MOTION BY: Councilor Nagel

SECONDED BY: Councilor Manke

VOTE: 6 – 3 Roll call vote

Yes: Councilors Anest, Budrejko, DelBuono, Manke, Nagel, Mayor Zartarian

No: Councilors Klett, Marocchini, Serra



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Tanya Lane, Acting Town Manager
From: Jeff Baron, Dir. of Administrative Services
Date: June 14, 2016
Re: School Career Technical Program Renovations

The School Career Technical Program Renovations Project Building Committee met last evening and reviewed the current status of the plans and specifications for the renovation work at Newington High School that is scheduled to begin later this year. These renovations will turn the former Industrial Arts space (auto shop, woodworking, etc.) at the High School into the improved culinary arts area, the biomedical and aerospace academy areas, and the digital arts and genomic lab areas. The biomedical and aerospace study areas will allow students to continue programs that were begun at Kellogg and Wallace Middle Schools, respectively. Plans, specifications, cost estimates and the project budget were not yet ready for approval by the Committee. Acceptance of the final plans and specifications is anticipated at the Committee's next meeting on June 27th. This is to request that consideration of the Newington High School Career Technical Program Renovations Project be placed on the Town Council's Agenda for their June 28th meeting, in order for the Town Council to take action to accept them and authorize this office to go out to bid, subject to State approval, at the Town Council's meeting on July 12th. Jim Healy of Quisenberry Arcari Architects, the Project Architect, has been asked by the Committee to make a presentation to the Town Council on June 28th. Members of the Committee and Board of Education staff will also be present at the Town Council meeting that evening.

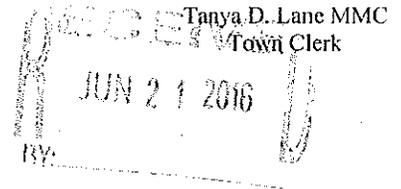


Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk



Tanya D. Lane MMC
Town Clerk

Memorandum

To: Town Council
From: Tanya Lane 
Date: June 21, 2016
Re: Resignation—Kristine Nasinnyk: Central Connecticut Health District (CCHD)
& Lucy Robbins Welles Library Board of Trustees

I am attaching copies of two letters of resignation I received from Kristine Nasinnyk who is resigning from the Central Connecticut Health District Board of Directors and the Lucy Robbins Welles Library Board of Trustees—each resignation is effective June 30, 2016.

Ms. Nasinnyk was serving a de facto term on the Library Board from 12/13/11 – 11/30/15. Her term on the CCHD Board was from 7/1/15 – 6/30/18.

Town Council is the appointing authority.

June 16, 2016

To: Tanya Lane, Town Clerk
131 Cedar Street
Newington, Connecticut 06111

From: Kris Nasinnyk
50 Theodore Street
Newington, Connecticut 06111

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2016 JUN 21 AM 8:44

BY Tanya D Lane
TOWN CLERK

Party affiliation: Democrat

Dear Ms. Lane,

This letter is to inform you and the Newington Town Council that I am resigning my position as a member of the **Central Connecticut Health District Board of Directors** effective June 30, 2016.

These past four-plus years have been challenging and exciting as a member of this group of talented individuals. However, my professional and personal responsibilities have changed and I am no longer able to fulfill the requirements of this position.

Sincerely,



Kris Nasinnyk

June 16, 2016

To: Tanya Lane, Town Clerk
131 Cedar Street
Newington, Connecticut 06111

From: Kris Nasinnyk
50 Theodore Street
Newington, Connecticut 06111

Party affiliation: Democrat

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2016 JUN 21 AM 8:45

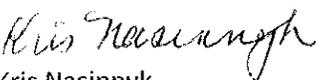
BY Tanya D. Lane
TOWN CLERK

Dear Ms. Lane,

This letter is to inform you and the Newington Town Council that I am resigning my position as a member of the **Lucy Robbins Welles Library Board of Trustees** effective June 30, 2016.

My term expired November 2015 and I have been serving in a *de facto* role ever since. I have enjoyed this Board very much both as a Town Council Liaison and a Trustee. However, the time is right to pass the torch.

Sincerely,


Kris Nasinnyk

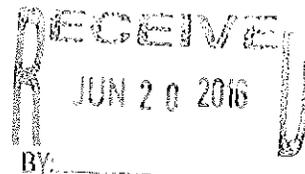


Tanya D. Lane
Town Manager

TOWN OF NEWINGTON

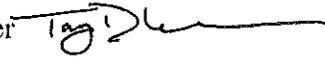
131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk



Tanya D. Lane MMC
Town Clerk

Memorandum

To: Town Council
From: Tanya Lane, Town Manager 
Date: June 20, 2016
Re: Resignation: Stein Ramstad—Environmental Quality Commission, Public Representative

I am attaching a copy of the email sent to me from Stein Ramstad who is resigning as a Public Representative on the Environmental Quality Commission effective June 14, 2016. Mr. Ramstad was serving a term from 2/23/16 – 11/30/17.

Town Council is the appointing authority.

Lane, Tanya D.

From: Stein Ramstad <stein.ramstad@gmail.com>
Sent: Tuesday, June 14, 2016 6:44 PM
To: Lane, Tanya D.
Cc: John Kelly - work; Michael Fox
Subject: Resignation - Environmental Quality Commission

Hi,

Due to pressing work commitments I hereby resign from the Newington Environmental Quality Commission.

It has been a pleasure serving on the Commission and I wish the Commission all the best in it's future endeavors.

Thank you,
Stein Ramstad

=====
Stein Ramstad
555 Main St, Newington, CT 06111
+1-860-519-7676
stein.ramstad@gmail.com
=====

AGENDA ITEM: IX.A.1.

DATE: 6-28-16

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Kristine Nasinnyk as a member of the Central Connecticut Health District Board of Directors and a de facto member of the Lucy Robbins Welles Library Board of Trustees in accordance with a communication dated June 16, 2016.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IX.A.2.

DATE: 6-28-16

RESOLUTION NO. _____

RESOLVED:

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

Central CT Health District Board of Directors

Name	Address	Party	Term	Replaces
		D	IMMED.-6/30/18	K. Nasinnyk Resigned 6-2016

Lucy Robbins Welles Library Board of Trustees

Name	Address	Party	Term	Replaces
		D	IMMED.-11/30/21	K. Nasinnyk Resigned 6-2016

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IX.B.1.

DATE: 6-28-16

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Stein Ramstad as a public member of the Environmental Quality Commission in accordance with a communication dated June 14, 2016.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IX.B.2.

DATE: 6-28-16

RESOLUTION NO. _____

RESOLVED:

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

Environmental Quality Commission

Name	Address	Party	Term	Replaces
Public Member			IMMED.-11/30/17	S. Ramstad Resigned 6-2016

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IX.C.

DATE: 6-28-16

RESOLUTION NO. _____

RESOLVED:

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

17. John Wallace Middle School Wing Reconstruction Project Building Committee

Name	Address	Party	Term	Replaces
NTC Member: Carol Anest	30 Harding Avenue	D	NTC Term	N/A

24. Town Hall Renovations Project Building Committee - 2016

Name	Address	Party	Term	Replaces
Public Member: Walter Przech	24 Forrest Drive	U	Immediate - Indefinite	N/A

MOTION BY: _____

SECONDED BY: _____

VOTE: _____