



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR STEPHEN WOODS

NEWINGTON TOWN COUNCIL

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

**AGENDA
July 14, 2015
7:00 p.m.**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- IV. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
 - A. Fire Department Bid Waiver – Rescue Truck
 - B. Job Description: Digital Content Specialist (A-4, Board of Education)
- V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Discussion: Town Hall Renovations (Town Hall Renovations Project Building Committee)
- VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Board of Ethics
 1. Accept the Resignation of Rose Sarubbi-Lyons (Alternate)
 2. Appoint a Replacement
 - B. Appointments to Boards and Commissions
 1. Affordable Housing Monitoring Agency
 2. Commission on Aging and Disabled
 3. Balf-Town Committee
 4. Board of Education Roof Replacement Project Building Committee
 5. Board of Ethics
 6. Capitol Region Council of Governments
 7. **Central Connecticut Health District Board of Directors**
 8. Committee on Community Safety
 9. Conservation Commission
 10. Development Commission
 11. Downtown Revitalization Committee
 12. Employee Insurance & Pension Benefits Committee
 13. Environmental Quality Commission

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

14. Board of Ethics
15. Fair Rent Commission
16. Newington Housing Authority
17. Human Rights Commission
18. Library Renovations/Addition Project Building Committee
19. Newington School Career Technical Program Renovation Project Building Committee
20. Open Space Committee
21. Board of Parks and Recreation
22. School Improvements Project Building Committee
23. STEM Academy PBC
24. Senior & Disabled Center Roof Replacement Project Building Committee
25. Standing Insurance Committee
26. Town Hall Renovations Project Building Committee
27. Town Plan & Zoning Commission
28. Tri-Town Community Cable Access
29. Vehicle Appeals Board
30. West Meadow Cemetery Expansion Project Building Committee
31. Zoning Board of Appeals

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

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

A. Regular Meeting, June 23, 2015

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

X. COUNCIL LIAISON/COMMITTEE REPORTS

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

XII. REMARKS BY COUNCILORS

XIII. EXECUTIVE SESSION RE: REAL ESTATE

XIV. ADJOURNMENT



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 10, 2015
Re: Bid Waiver Request – Fire Apparatus

The attached request from the Board of Fire Commissioners requesting a bid waiver to purchase a replacement fire rescue truck from Pierce Manufacturing was discussed at the June 23 Town Council meeting. An item will appear on the July 15 Town Council agenda for consideration of said bid waiver.

Attach.



John Salomone
Town Manager

TOWN OF NEWINGTON

1485 Main Street Newington, Connecticut 06111

Board of Fire Commissioners



Chet Bogacz
Kent E. Stoddard, Jr.
Brian M. Gallagher
Fire Commissioners

July 10, 2015

Town Manager Salomone,

As you know we are in the process of replacing the Rescue Truck and the Pierce Company has been our sole supplier of fire apparatus for over twenty years. The Board of Fire Commissioners and Command Staff are very happy with the services Pierce has provided and our mechanics are trained and certified by Pierce to conduct repairs. In addition, factory warranty service and parts are available locally. For these reasons we are requesting a bid waiver from the Newington Town Council in order to purchase the new Rescue Truck directly from Pierce.

Thank you,

Board of Fire Commissioners

AGENDA ITEM: IV.A.

DATE: 7-14-15

RESOLUTION NO.: _____

WHEREAS, the Town Council has the power under Section 814 of the Newington Charter to waive the process of procuring sealed bids; and

WHEREAS, Town personnel have determined that Pierce Manufacturing makes fire apparatus that best suits the needs of the Town in price, quality of materials and standardization with other fire apparatus within the Town's fleet,

NOW THEREFORE BE IT RESOLVED, that the Town Council grants a waiver, as requested by the Board of Fire Commissioners, for the requirement of sealed bids for a fire apparatus to replace the existing fire rescue truck; and

BE IT FURTHER RESOLVED, the bid waiver to Pierce Manufacturing, is granted subject to a final negotiated price between Pierce Manufacturing and the Town.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 10, 2015
Re: Job Description – Digital Content Specialist (A-4, Board of Education)

Attached, please see a resolution to approve the job description for the Digital Content Specialist position (A-4, Board of Education), as discussed at the June 23 Town Council meeting.

Attach.

AGENDA ITEM: IV.B.

DATE: 7-14-15

RESOLUTION NO. _____

RESOLVED:

The Newington Town Council hereby approves of amendments to the "Classification and Pay Plan" by approving the Digital Content Specialist A-4 (Board of Education) job description.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TOWN OF NEWINGTON

TITLE: Digital Content Specialist

GRADE: A-4

DEPARTMENT: Board of Education

DATE:

POSITION DESCRIPTION

The Digital Content Specialist is responsible for writing, editing, and publishing digital content, including but not limited to: electronic textbooks and handbooks, web and social media content including editorial content and graphic design elements, podcasting and other publications. The Digital Content Specialist works closely with content creators, administrators, and other staff members to identify opportunities and develop engaging, current, interactive digital content.

ESSENTIAL JOB FUNCTIONS

- Writes, proofreads, and edits text for digital publications.
- Develops a comprehensive social media strategy to define social media options and techniques that will increase visibility and communication abilities for the Newington Board of Education, within the framework of district and Board policies and procedures.
- Monitors trends in social media tools and applications and present recommendations to the administrative team for incorporating relevant social media into the district culture.
- Experiments with new and emerging social media to leverage abilities to manage a consistent message.
- Develops outreach communications from the NBOE to the community via social networking.
- Develops protocols for more extensive utilization of the district's rapid notification system.
- Provides training and guidance for web content authors.
- Ensures that all documents and images meet established content standards
- Works with developers to assess and meet any technical challenges in displaying content.
- Designs and maintains site information architecture, navigational structure, user interface, visual design and graphics.
- Develops written content for various newsletters, publications, and mass electronic communications.
- Supports curriculum writing projects by developing and publishing digital content resources.
- Develops guides and other support materials as necessary.
- Creates learning resources for teachers, staff and students. These may include websites, tutorials, interactive programs, electronic publications, databases or other multi-media resources.
- Manages assigned projects and prepares reports and presentations relating to implementation and progress.

ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use multiple software, web, and mobile applications, including MS Office Suite, Web 2.0 tools, iBooks Author, I University, Adobe Creative Suite®, HTML5, CSS3, XHTML, JQuery, AJAX and JavaScript, and Content Management Systems.
- Ability to communicate effectively both orally and written.
- Effective interpersonal and communication skills.
- Ability to organize work and meet service objectives efficiently, with attention to detail.
- Knowledge and ability to analyze problems develop and implement programs, as well as activities to address **these problems**.
- Ability to collect and analyze data from a variety of sources, evaluate, problem solve and/or make recommendations.
- Excellent verbal and written communication skills

- Ability to work cooperatively in a high-performance team environment under deadline pressure.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Exposure to video display terminals on a daily basis.
- Ability to hear normal sounds with some background noise and communicate effectively.
- Ability to concentrate on detailed and complex matters with constant interruption within a school setting.
- Ability to attend to tasks/functions for more than 60 minutes at a time.
- Ability to remember multiple tasks/assignments given to self and others, over a long period of time.
- Ability to work independently with minimum supervision.

REQUIRED MINIMUM QUALIFICATIONS

Experience:

- Experience using a variety of technology hardware and software.
- Experience with multiple operating systems including MS Windows 7/8, Apple OSx, iOS6, Android, and Windows Mobile.
- Experience with professional-level digital media publishing and editing software applications and content management systems.
- Experience writing/editing web content or equivalent; experience with graphic or web design; proficiency with web development and authoring tools and technology.

Specific Training/Skills:

MINIMUM EDUCATIONAL REQUIREMENTS: Minimum of Bachelor’s degree with a specific emphasis in journalism or a related area of study and ability to use digital media tools and applications.

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 accommodations or other reasons.

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

Employee

Date

Supervisor

Date



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 10, 2015
Re: Town Hall Renovations Project Discussion

On July 14, 2015, members of the Town Hall Renovations Project Building Committee will attend the Town Council meeting to discuss the status of planning for the renovation of the Town Hall. Also in attendance will be the project architect and construction manager. These professionals will make a presentation to the Town Council to discuss the various building scenarios and the construction manager will discuss the construction budget and other pertinent costs.

I will give a brief history of costs related to previous renovations to the Town Hall at the Council meeting. I also will discuss the budgeted number of the prior referendum and the impact on the Town's budget for various levels of borrowing to pay for the project. I have attached a copy of table 7 from the Town's long-range Capital Improvement Plan 2015 through 2020. I will discuss the flexibility of this document in meeting the various future capital projects.

I look forward to a comprehensive discussion by both the Committee and the Town Council with staff and consultants.

Attach.

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			Pool/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



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Ann J. Harter
Director of Finance

Memorandum

To: John Salomone, Town Manager
From: Ann Harter, Director of Finance
Date: July 8, 2015
Re: Town Hall Renovations

As requested, the following is a summary of the costs related to renovations to the lower level of Town Hall and the Transition Academy.

- Phase I – During FY 2009-10 renovations were made to the lower level from the lobby (near police dispatch) to the office of the Director of Facilities Management at a cost of \$1,003,000.
- Phase II – During FY 2011-12 renovations continued to the Town Hall basement to allow for the permanent relocation of the Building, Engineering and Town Planning departments. The vacated wing was renovated by the Board of Education for relocation of the Transition Academy education program. The total cost equaled \$1,326,591. Federal funding through the American Recovery and Reinvestment Act (ARRA) was used towards the project. This federal grant does not have the restrictions of future building renovations as does the School Construction Grants received from the State Department of Education.
- Phase III – During FY 13-14 the Transition Academy roof replacement was completed at a cost of \$116,500.

Estimated Construction Budget

Previous Town Hall/Community Center Renovations Referendum

September 9, 2014

	Town Hall	Comm. Center	Total
Construction	\$13,735,234	\$7,123,144	\$20,858,378
Contingency	1,373,523	569,852	1,943,375
General Conditions	1,222,480	528,000	1,750,480
Insurance	97,987	49,236	147,313
Bonds	147,863	82,703	230,566
CM Fee	278,495	140,331	418,826
Escalation	<u>977,759</u>	<u>339,734</u>	<u>1,317,493</u>
Total	\$17,883,341	\$8,833,090	\$26,666,431
Soft Costs			\$3,707,539
Project Total			\$30,373,970

Source: Downes Construction Company

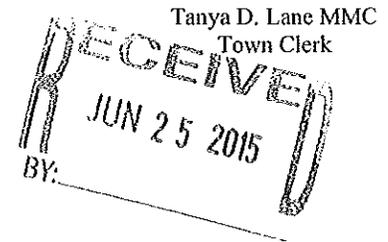


John Salomone
Town Manager

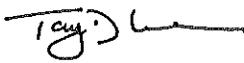
TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk



Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk 
Date: June 25, 2015
Re: Resignation--Rosemarie Sarubbi-Lyons: Board of Ethics, Alternate

I am attaching a copy of the letter of resignation received in the Town Clerk's office today from Rosemarie Sarubbi-Lyons who is resigning as an alternate on the Board of Ethics effective 6/24/15. Ms. Sarubbi-Lyons was serving a term from 12/1/12 -- 11/30/16.

Town Council is the appointing authority.

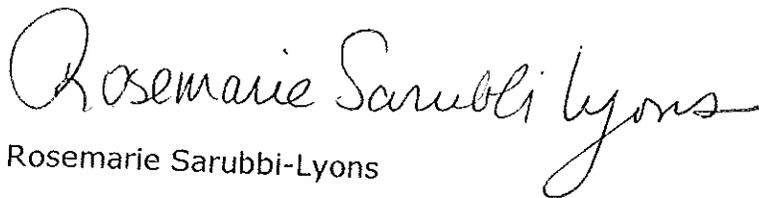
June 24, 2015

Pauline Kruk, Chairwoman, NDTC Nominating Committee
Tanya Lane, Town Clerk, Town of Newington

Re: Resignation from Board of Ethics

I would like to thank the Newington Democratic Town Committee for the opportunity of serving as an alternate on the Board of Ethics. My term does not end until 11-30-2016, however, due to personal reasons; I am asking you to accept my resignation effective immediately.

Sincerely,



Rosemarie Sarubbi-Lyons

46 Elton Drive

Newington, CT 06111

RECEIVED & RECORDED IN
NEWINGTON TOWN RECORDS

2015 JUN 25 PM 12:10

Handwritten note:
Sent to Tanya Lane
6/24/15

AGENDA ITEM: VI.A.1.

DATE: 7-14-15

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Rosemarie Sarubbi-Lyons as an Alternate member of the Board of Ethics, in accordance with a communication dated June 24, 2015.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VI.A.2.

DATE: 7-14-15

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby makes the following appointment:

Board of Ethics

Name	Address	Party	Term	Replaces
Alternate:			IMMED.-11/30/16	R. Lyons – Resigned 7-2015

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VI.B.

DATE: 7-14-15

RESOLUTION NO. _____

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

7. Central Connecticut Health District Board of Directors

4 members, 3 year term
Party Max: 3

Name	Address	Party	Term	Replaces
Jerilyn Nagel	1175 Willard Avenue	U	Immed. – 6/30/18	Self (term expires 6/30/15)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII

DATE: 7-14-15

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$532.04 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 – JULY 14, 2015

Deborah or Thomas Ellegard 46 Wright Road Rocky Hill, CT 06067	\$254.52
Judy Bedraz VP of Advanced Pest Control Inc. 375 Church Street Newington, CT 06111	\$170.84
Henry Neubert 3 Memory Lane Newington, CT 06111	\$106.68
Total	\$532.04