



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

**MAYOR BETH DELBUONO**

## NEWINGTON TOWN COUNCIL

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

### AGENDA

**January 14, 2020, 7:00 P.M.**

- 
- I. PLEDGE OF ALLEGIANCE
  - II. ROLL CALL
  - III. APPROVAL OF AGENDA
  - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
  - V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
  - VI. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)
    - A. Town Hall Project Update
    - B. 2020-2021 Budget Meeting Schedule
  - VII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
    - A. Annual CCHD Presentation
    - B. Annual Visit from State Legislators
    - C. Update to Chapter 85, Personnel, Section 1, Classified & Exempt Service
      1. Introduce Ordinance & Set Public Hearing Date
    - D. Update to Town Council Rules & Procedures
  - VIII. RESIGNATIONS/APPOINTMENTS (Action May Be Taken)
    - A. Commission Appointments
    - B. Appointments - CRCOG Regional Planning Commission
    - C. Resignation – Environmental Quality Commission
  - IX. TAX REFUNDS (**Action Requested**)
    - A. Approval of January 14, 2020 Refund for an Overpayment of Taxes
  - X. MINUTES OF PREVIOUS MEETINGS
    - A. December 10, 2019 Regular Meeting Minutes
    - B. December 17, 2019 Special Meeting Minutes
  - XI. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC

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

[www.newingtonct.gov](http://www.newingtonct.gov)

- XII. COUNCIL LIAISON/COMMITTEE REPORTS**
- XIII. PUBLIC PARTICIPATION – IN GENERAL (In Person/Via Telephone: 860-665-8736)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)**
- XIV. REMARKS BY COUNCILORS**
- XV. ADJOURNMENT**



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, (On behalf of Keith Chapman, Town Manager)  
Date: January 10, 2020  
Re: Town Hall Renovation Project Update

---

Mr. Marc Schweitzer, from the firm of Collier's International, will be present to discuss the current status of the Town Hall Renovation Project and answer any questions that the Council may have regarding the project.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: January 10, 2020  
Re: 2020-2021 Town Council Budget Meeting Schedule

---

Attached, please find the tentative Town Council special meeting schedule to consider the FY 2020-21 budget. The Council does not need to take action to schedule the special meetings but must vote to approve the dates of the two public hearings to be held during the budget session.

Pursuant to Section 805 of the Newington Town Charter, two public hearings must be held on the proposed budget for fiscal year 2020-21. The public hearings are tentatively scheduled for the following dates:

Tuesday, March 17, 2020 – 6:00 p.m. (Town Manager's Proposed Budget)  
Tuesday, April 9, 2020 – 6:00 p.m. (Town Council's Proposed Budget)

The meetings and public hearings will take place in the Town Hall, unless otherwise indicated.

A Resolution to approve the 2020 Public Hearing Budget schedule is as attached for your consideration.

Attach.

- Proposed Budget/Public Hearing Dates Resolution

AGENDA ITEM: VI.B  
DATE: 1/14/2020  
RESOLUTION NO. 2020-

RESOLVED:

That the Newington Town Council, pursuant to Section 805 of the Newington Town Charter, will hold two Public Hearings on the proposed Budget for Fiscal Year 2020-2021. These Public Hearings will be held at 6:00 p.m. in the Town Hall (unless otherwise indicated) as follows:

Tuesday, March 17, 2020

Town Manager's Proposed Budget

Tuesday, April 9, 2020

Town Council's Proposed Budget

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

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

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

**NEWINGTON TOWN COUNCIL  
BUDGET REVIEW SCHEDULE  
2020-2021 BUDGET**

<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Meeting</b>	<b>Schedule</b>
Monday, March 2nd				Council Receives Budget
Tuesday, March 10th	7:00 p.m.	L-101	Regular Meeting	<ul style="list-style-type: none"> <li>• Any Regular Council Business</li> <li><u>Departmental Budget Reviews</u></li> <li>• Overview of budget and budget procedures</li> <li>• Parks and Recreation</li> <li>• Board of Education</li> </ul>
Tuesday, March 17th	6:00 p.m. 7:00 p.m.	L-101 (or Council Chambers if needed for PH)	<b>Public Hearing</b>  Special Meeting	<u><b>Town Manager's Proposed Budget</b></u>  <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Library</li> <li>• Public Works (Engineering, Highway, Solid Waste)</li> <li>• Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS, Hydrants)</li> <li>• Human Services</li> <li>• Senior and Disabled Center</li> </ul>
Tuesday, March 24th	7:00 p.m.	L-101	Regular Meeting	<ul style="list-style-type: none"> <li>• Any Regular Council Business</li> </ul>
Saturday, March 28 <sup>th</sup>	9:00 a.m.	L-101	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> <li>• General Government (Town Council, Town Manager, Courts, Elections, Finance, Town Attorney, Town Clerk/Records Administration, Personnel, General Services, Facilities Management, Information Technology)</li> <li>• CIP</li> <li>• Debt Service</li> <li>• Equipment Reserve</li> <li>• Community Development and Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission)</li> <li>• Health</li> <li>• Revenues</li> <li>• Insurance/Misc.</li> <li>• MDC</li> <li>• Employee Leave Liability</li> <li>• Special Revenue Funds/Other Funds</li> <li>• Miscellaneous programs not previously discussed</li> <li>• <b>Set Tentative Budget</b></li> </ul>
Thursday, April 9 <sup>th</sup>	6:00 p.m. 7:00 p.m.	L-101 (or Council Chambers if needed for PH)	<b>Public Hearing</b>  Special Meeting	<u><b>Town Council's Proposed Budget</b></u> <ul style="list-style-type: none"> <li>• Changes to proposed budget, if needed</li> <li>• Regular Council Business</li> </ul>
April 13- 17	.			School Vacation
April 20 - 24				
Tuesday, April 28th	7:00 p.m.	L-101 (or Council Chambers)	Regular Meeting	<ul style="list-style-type: none"> <li>• Adopt Budget and Set Mill Rate</li> <li>• Regular Council Business</li> </ul>

\*Per Charter §C-805: Within 20 days after holding the second public hearing, the Council shall complete its consideration of the budget and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## OFFICE OF THE TOWN MANAGER

### Memorandum

**To:** Newington Town Council  
**From:** James E. Krupinski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
**Date:** January 10, 2020  
**Re:** Central Connecticut Health District (CCHD) 2019 Annual Report

---

Charles Brown, Director of Health for the Central CT Health District (CCHD), has asked to come before the Town Council on Tuesday evening to provide a brief presentation outlining the CCHD's activities over the past year.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupinski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: January 10, 2020  
Re: Visit with State Legislators

---

Newington's State Legislators have been invited to meet with the Town Council on Tuesday, January 14, 2020 to discuss issues of concern to the Town Council, staff and residents for the upcoming 2020 Legislative Session.

This item is under New Business on the Council Agenda, however, as a courtesy the Council typically votes to move this to the first item of Old Business on the agenda.





Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Office of the Town Manager

### Memorandum

**To:** Newington Town Council  
**From:** James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
**Date:** January 10, 2020  
**Re:** Ordinance Amendment-Introduction & Public Hearing: Chapter 85, Personnel

---

The Newington Board of Education is requesting an amendment to Chapter 85 to ensure compliance with a recently approved contract and Board of Education positions that were removed from the existing Classification Plan. While this proposed change will address the short-term issue, eventually the Charter, §C-901 & C-902, should be revised to address ambiguity between both sections.

The process to amend a Town Ordinance is dictated by the Newington Town Charter §C-405 & §C-406.

Upon introduction the Council member moving the ordinance may only speak about the ordinance. A Public Hearing is proposed prior to the January 28, 2020 Regular Meeting at 6:50 PM. The Council may consider action at the January 28, 2020 Regular Meeting, and may make any amendments, after the conclusion of the Public Hearing. If approved, the adopted ordinance would go into effect 15 days after publication.

Attached please find the following documents related to the proposed ordinance:

1. Resolution to introduce the Ordinance and to set the Public Hearing date;
2. Draft Proposed Amended Ordinance;
3. Current Ordinance Language

AGENDA ITEM: VII.C

DATE: 1/14/2020

RESOLUTION NO. 2020-

INTRODUCTION,

I hereby introduce for the Town Council's consideration the proposed ordinance amendment to Chapter 85, Personnel, Section 1, Classified and Exempt Service, a copy of which has been filed with the Clerk of the Council.

Introduced by: \_\_\_\_\_

RESOLVED,

That the Newington Town Council hereby schedules a Public Hearing on January 28, 2020 at 6:50 PM to consider the proposed ordinance amendment to Chapter 85, Personnel, Section 1, Classified and Exempt Service, a copy of which is attached to this resolution.

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

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

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

Be it ordained by the Town Council of the Town of Newington that: Chapter 85, Personnel, Section 1, Classified and Exempt Service of the Newington Town Code is hereby repealed and the following language is hereby substituted as follows:

**Chapter 85**  
**PERSONNEL**  
**SECTION 1, CLASSIFIED AND EXEMPT SERVICE**

§ 85-1 Classified and Exempt Service

The administrative service of the Town is hereby divided into the classified and exempt service as follows:

- A. The classified service shall be comprised of all positions now existing or hereafter created in the Town service not specifically excepted from the classified service by the Town Charter. All officers and employees in the classified service shall be appointed, promoted and removed solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.
  
- B. The exempt service shall be comprised of elective officers and persons appointed to fill vacancies in elective offices; members of boards and commissions and other officers appointed by the Council; professional employees of the Board of Education *including, but not limited to, all certified employees and the following employees, regardless of whether such employees are required to hold any certification issued by the State Department of Education: directors; managers; assistant managers; school nurses; and non-affiliated employees whose primary responsibility is to perform duties on behalf of the Board of Education* and Library Board; persons employed in a professional capacity to make or conduct a temporary or special inquiry, study or investigation; and persons employed for a temporary period not exceeding three months.

Introduction Date: January 14, 2020

Publication Date:

Public Hearing:

Town Council Action:

Publication Date:

Effective Date:

**Current Language of Chapter 85-1**

**§ 85-1 Classified and exempt service.**

The administrative service of the Town is hereby divided into the classified and exempt service as follows:

- A. The classified service shall be comprised of all positions now existing or hereafter created in the Town service not specifically excepted from the classified service by the Town Charter. All officers and employees in the classified service shall be appointed, promoted and removed solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.
  
- B. The exempt service shall be comprised of elective officers and persons appointed to fill vacancies in elective offices; members of boards and commissions and other officers appointed by the Council; professional employees of the Board of Education and Library Board; persons employed in a professional capacity to make or conduct a temporary or special inquiry, study or investigation; and persons employed for a temporary period not exceeding three months.



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (on behalf of Keith Chapman, Town Manager)  
Date: January 10, 2020  
Re: Town Council Rules Subcommittee Recommendations

---

The Town Council Rules Subcommittee met to review the current Council Rules of Procedure, which were last revised and approved on May 10, 2016.

The Subcommittee's recommended revisions and a comparison of the changes are attached for Council discussion and may be acted upon at a future Council meeting.

Attachment:

- Draft – Town Council Rules of Procedure
- Comparison of Current and Draft Town Council Rules of Procedure



**TOWN COUNCIL  
RULES OF PROCEDURE**

***ADOPTED***  
***January , 2020***

## **§1. Adoption of standards.**

The Town Council adopts Roberts Rules of Order as a general guide for the conduct of all ~~regular, special and work session~~ regular and special meetings.

## **§2. General**

The following sections of the Town Charter are hereby incorporated into these rules:

§ C-403. Organization.

§ C-404. Procedures.

§ C-405. Introduction of ordinances.

§ C-406. Public hearings and passage of ordinance.

§ C-805. Duties of the council on the budget

§ C-906. Conflict of Interest.

These rules may be amended or suspended by a majority vote of the full Council.

## **§3. Town Manager**

The Town Manager shall attend all meetings of the Council unless his/her absence is excused in advance by the Mayor or his/her designee.

## **§4. Regular Meeting.**

Regular meetings of the Town Council shall be held in the Town Hall at 7:00 p.m. on each second and fourth Tuesday of each month unless otherwise determined by majority vote of the full Council.

## **§5. Quorum.**

The presence of five members shall constitute a quorum, and no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by less than five affirmative votes

(Charter, Section §-404).

## **§6. Placement of items on agenda.**

A member of the Town Council will have an item placed on the next agenda or future agenda by contacting the Town Manager, Majority or Minority Leader of the Town Council or one of their designees prior to the agenda setting meeting.

## **§7. Inclusion of items on agenda.**

When possible, the agenda along with relevant resource material will be distributed to the Town Council members three (3) business days prior to the meeting. Items not specifically included on the agenda may be included by a 2/3 vote of those present and voting. Except in emergency or unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than 9:00 p.m., or two hours after the beginning of the meeting, whichever is earlier. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

## **§8. Special Meeting.**

Special Meetings may be called by three (3) or more Council members upon written request, or by the Mayor, or the Town Manager. The agenda of any special meeting must state all business to be considered and must be posted and made available not less than twenty-four (24) hours before the time of the meeting. No matter shall be considered at a special meeting that is not included on the agenda. Public Participation shall be limited to those subjects listed on the agenda.

## **~~§9. Work Session Meetings.~~**

~~The Town Council may call at its discretion "work session" meetings to discuss and review pending legislation and may consider other items of concern to the town or its citizenry. The Council's rules and procedure will determine the conduct of these meetings. No votes may be taken at a work session meeting except to adjourn (Charter, Section § C-404).~~

## **§9. Order of Meeting Agenda.**

Where possible, the order of the agenda at all Meetings shall be as follows:

- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Awards/Proclamations
- Public Participation
- Remarks by Councilors on Public Participation
- Consideration of Old Business
- Consideration of New Business
- Resignations/Appointments
- Tax Refunds
- Minutes of Previous Meetings
- Written/Oral Communications from the Town Manager, other Town Agencies and Officials, other Governmental Agencies and Officials, and the Public
- Council Liaison/Committee Reports
- Public Participation
- Remarks by Councilors
- Adjournment

When a board, commission, organization or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible. Where possible, all other items of a routine nature, such as communications, committee reports, etc., shall be placed in the final portion of the agenda.

## **§10. Public participation.**

The public shall be provided two (2) opportunities to participate in each Town Council meeting. One opportunity shall appear on the agenda immediately prior to Consideration of Old Business, and one opportunity shall appear on the agenda following the Council Liaison / Committee Reports. A telephone line shall be provided for members of the public to utilize during each public participation opportunity, subject to the same rules indicated below.

Public Participation may pertain to an agenda item or any subject of interest, welfare or concern to the Town (except at Special Meetings). Each speaker shall limit his or her remarks to four (4) minutes at the first public participation and three (3) minutes during the second, and shall be heard only once during each Public Participation. This time restriction may be enforced by use of a timing device. If a speaker exceeds the time limitation, the chair shall notify the speaker and allow 30 seconds for summation. The chair, at his/her discretion, may grant the speaker additional time.

Any citizen so speaking shall identify himself/herself by name and address, and if he/she is representing a group or organization, he/she may so state. The Chair, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion.

Written communications, either by letter or by email, (**TOWNCOUNCIL@NEWINGTONCT.GOV**) must adhere to the same requirements as other public participation. The letter or email shall identify the author by name and address, and if he/she is representing a group or organization. To ensure inclusion in the council's public participation section of the meeting minutes, written communication must be received no later than 3:00 pm on the day of the meeting.

Should an individual Councilor receive an email directly they should forward it to the email address listed above by 3:00 pm on the date of the meeting. If a Councilor receives an email before 3:00 pm on the day of the meeting, but was unable to forward before the deadline, they should do so as soon as possible. Such emails should also be forwarded to each individual Councilor.

In the event of a high volume of letters (10 or more) the letters will be acknowledged by reading the author's name and address into the record. Councilors will be provided with copies of all letters received and they will



have an opportunity to review the submitted letters. The letters in their entirety will become part of the official record.

If a citizen's letter is read or acknowledged they cannot also participate in the first public participation.

**§11. Voting.**

No vote shall be taken on an agenda item under "Consideration of New Business." In an emergency or unusual circumstance, this Rule may be waived by a 2/3 vote of the Council members present and voting. In this instance, Public Participation shall be added prior to a Council vote on a New Business item.

No ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than five (5) affirmative votes (Charter, Section § C-404).

A voice vote shall be sufficient on all matters unless a roll call vote is required by the Charter or requested by a Council member. The roll call shall be in alphabetical order by Councilor's last name and the Mayor shall be the last name called.

**§12. Time Limitation.**

No consideration of any agenda item, which may include a vote being taken, shall commence after 10:30 p.m. except public participation and adjournment. This Rule may be waived by a 2/3 vote of the Council members present and voting, prior to 10:30 p.m. It is the Town Council's objective to complete meetings by 11:00 p.m. when possible.

**§13. Executive Session.**

The Town Council may enter executive session as permitted by Connecticut General Statutes. The motion must state the reason for the executive session, and all those who will be in attendance.

**§14, Councilor Expectations**

As Town Councilors' are elected to represent Newington they are expected to maintain as senses of decorum while at meetings. They are urged to put their cell phones on mute and not access them while at meetings.

***The rules adopted by the preceding Council shall be the rules of the newly elected Council until the adoption of permanent rules (Charter, Section § C-403).***



**TOWN COUNCIL  
RULES OF PROCEDURE**

***ADOPTED***  
***May 10, 2016***  
***January , 2020***

DRAFT

## **§1. Adoption of standards.**

The Town Council adopts Roberts Rules of Order as a general guide for the conduct of all ~~regular, special and work session~~ regular and special meetings.

## **§2. General**

The following sections of the Town Charter are hereby incorporated into these rules:

§ C-403. Organization.

§ C-404. Procedures.

§ C-405. Introduction of ordinances.

§ C-406. Public hearings and passage of ordinance.

§ C-805. Duties of the council on the budget

§ C-906. Conflict of Interest.

These rules may be amended or suspended by a majority vote of the full Council.

## **§3. Town Manager**

The Town Manager shall attend all meetings of the Council unless his/her absence is excused in advance by the Mayor or his/her designee.

## **§4. Regular Meeting.**

Regular meetings of the Town Council shall be held in the Town Hall at 7:00 p.m. on each second and fourth Tuesday of each month unless otherwise determined by majority vote of the full Council.

## **§5. Quorum.**

The presence of five members shall constitute a quorum, and no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by less than five affirmative votes

(Charter, Section §-404).

## **§6. Placement of items on agenda.**

A member of the Town Council will have an item placed on the next agenda or future agenda by contacting the Town Manager, Majority or Minority Leader of the Town Council or one of their designees prior to the agenda setting meeting.

## **§7. Inclusion of items on agenda.**

When possible, the agenda along with relevant resource material will be distributed to the Town Council members three (3) business days prior to the meeting. Items not specifically included on the agenda may be included by a 2/3 vote of those present and voting. Except in emergency or unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than 9:00 p.m., or two hours after the beginning of the meeting, whichever is earlier. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

## **§8. Special Meeting.**

Special Meetings may be called by three (3) or more Council members upon written request, or by the Mayor, or the Town Manager. The agenda of any special meeting must state all business to be considered and must be posted and made available not less than twenty-four (24) hours before the time of the meeting. No matter shall be considered at a special meeting that is not included on the agenda. Public Participation shall be limited to those subjects listed on the agenda.

## **~~§9. Work Session Meetings.~~**

~~The Town Council may call at its discretion "work session" meetings to discuss and review pending legislation and may consider other items of concern to the town or its citizenry. The Council's rules and procedure will determine the conduct of these meetings. No votes may be taken at a work session meeting except to adjourn (Charter, Section § C-404).~~

## ~~§9~~ **§9. Order of Meeting Agenda.**

Where possible, the order of the agenda at all Meetings shall be as follows:

- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Awards/Proclamations
- Public Participation
- Remarks by Councilors on Public Participation
- Consideration of Old Business
- Consideration of New Business
- Resignations/Appointments
- Tax Refunds
- Minutes of Previous Meetings
- Written/Oral Communications from the Town Manager, other Town Agencies and Officials, other Governmental Agencies and Officials, and the Public
- Council Liaison/Committee Reports
- Public Participation
- Remarks by Councilors
- Adjournment

When a board, commission, organization or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible. Where possible, all other items of a routine nature, such as communications, committee reports, etc., shall be placed in the final portion of the agenda.

## ~~§10~~ **§10. Public participation.**

The public shall be provided two (2) opportunities to participate in each Town Council meeting. One opportunity shall appear on the agenda immediately prior to Consideration of Old Business, and one opportunity shall appear on the agenda following the Council Liaison ~~and Town Manager's/~~ Committee Reports. A telephone line shall be provided for members of the public to utilize during each public participation opportunity, subject to the same rules indicated below.

Public Participation may pertain to an agenda item or any subject of interest, welfare or concern to the Town (except at Special Meetings). Each speaker shall limit his or her remarks to four (4) minutes at the first public participation and three (3) minutes during the second. and shall be heard only once during each Public Participation. This time restriction may be enforced by use of a timing device. If a speaker exceeds the time limitation, the chair shall notify the speaker and allow 30 seconds for summation. The chair, at his/her discretion, may grant the speaker additional time.

Any citizen so speaking shall identify himself/herself by name and address, and if he/she is representing a group or organization, he/she may so state. The Chair, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion.

~~Written communications will be read into the record during Public Participation if requested by a Councilor or if received by the Town Manager at a prescribed email address for the public. Written communications, either by letter or by email, (TOWNCOUNCIL@NEWINGTONCT.GOV) must adhere to the same requirements as other public participation. The letter or email shall identify the author by name and address, and if he/she is representing a group or organization, he/she may so state. The 3 minute time restriction shall also be enforced as stated above in this section. Written communications to be included in Public Participation must be received no later than 4 hours prior to the scheduled meeting to ensure inclusion, and must state clearly a request that they be read into the record. To ensure inclusion in the council's public participation section of~~

the meeting minutes, written communication must be received no later than 3:00 pm on the day of the meeting.

§12 Should an individual Councilor receive an email directly they should forward it to the email address listed above by 3:00 pm on the date of the meeting. If a Counselor receives an email before 3:00 pm on the day of the meeting, but was unable to forward before the deadline, they should do so as soon as possible. Such emails should also be forwarded to each individual Councilor.

In the event of a high volume of letters (10 or more) the letters will be acknowledged by reading the author's name and address into the record. Councilors will be provided with copies of all letters received and they will have an opportunity to review the submitted letters. The letters in their entirety will become part of the official record.

If a citizen's letter is read or acknowledged they cannot also participate in the first public participation.

### **§11. Voting.**

No vote shall be taken on an agenda item under "Consideration of New Business." In an emergency or unusual circumstance, this Rule may be waived by a 2/3 vote of the Council members present and voting. In this instance, Public Participation ~~should~~shall be added prior to a Council vote on a New Business item.

No ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than five (5) affirmative votes (Charter, Section § C-404).

A voice vote shall be sufficient on all matters unless a roll call vote is required by the Charter or requested by a Council member. The roll call shall be in alphabetical order by Councilor's last name and the Mayor shall be the last name called.

### **§13§12. Time Limitation.**

No consideration of any agenda item, which may include a vote being taken, shall commence after 10:30 p.m. except public participation and adjournment. This Rule may be waived by a 2/3 vote of the Council members present and voting, prior to 10:30 p.m. It is the Town Council's objective to complete meetings by 11:00 p.m. when possible.

### **§14§13. Executive Session.**

The Town Council may enter executive session as permitted by Connecticut General Statutes. The motion must state the reason for the executive session, and all those who will be in attendance.

### **§14, Councilor Expectations**

As Town Councilors' are elected to represent Newington they are expected to maintain as senses of decorum while at meetings. They are urged to put their cell phones on mute and not access them while at meetings.

***The rules adopted by the preceding Council shall be the rules of the newly elected Council until the adoption of permanent rules (Charter, Section § C-403).***

AGENDA ITEM: VIII.A1

DATE: 1/14/2020

RESOLUTION NO.: 2020-

RESOLVED:

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

**Development Commission**

9 Members – 3 year staggered term  
3 Alternates – 3 year staggered term  
Member Max: 6; Alternate Max: 2

Name	Address	Party	Term	Replaces
Jay Slater, Member	47 Piper Brook Avenue	R	1/14/2020- 11/30/2022	Replaces S. Dunning DeFacto since 12/1/2019
Jennifer Ancona, Alternate	360 Maple Hill Avenue	R	1/14/2020- 11/30/2022	Vacancy-Resignation of J Slater

**Environmental Quality Commission**

7 Members: 5 public members, 2 Industry  
members residents, 2 NTC Liaisons  
4 year term  
Party Max.: 5

Name	Address	Party	Term	Replaces
Patty Foley, Public Rep	51 Crown Ridge Drive	R	1/14/2020- 11/30/2023	Vacancy
Mark Siems, Industry	131 Knollwood Road	R	1/14/2020- 11/30/2021	Vacancy
Joyce Boncal, Public Rep	18 Kinnear Avenue	R	1/14/2020- 11/30/2023	Replaces D. Pane DeFacto since 12/1/2019

**Library Board**

15 members  
6 year term  
Party max: 4

Name	Address	Party	Term	Replaces
Christine Shooshan Member	60 Clifford Street	R	1/14/2020- 11/30/2021	Vacancy-Resignation of S Sharpe

**Open Space Commission**

7 Members – 4 year term  
Party Max: 5

Name	Address	Party	Term	Replaces
Sandra Goldstein, Member	84 Moreland Avenue	R	1/14/2020- 11/30/2023	Vacancy-C Wojtowicz DeFacto since 12/1/2019

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

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

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

**REVISED RESOLUTION**

AGENDA ITEM: VIII.A2.

DATE: 1/14/2020

RESOLUTION NO.: 2020-

RESOLVED:

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

**Conservation/Inland Wetlands Commission**

7 Members – 4 year staggered term  
3 Alternates – 4 year staggered term  
Member Max: 5  
Alternate Max: 2

Name	Address	Party	Term	Replaces
Bernadette Conway, Alternate	177 Hartford Avenue	D	1/14/2020- 11/30/2023	Vacancy

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

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

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



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Town Planner

Craig Minor, AICP  
Town Planner

### Memorandum

**To:** Tanya D. Lane, Town Manager  
**From:** Craig Minor, Town Planner  
**Date:** December 23, 2019  
**Re:** **TPZ Appointments to CRCOG Regional Planning Commission**

---

At its annual meeting on December 11, 2019 the Town Plan and Zoning Commission, by consensus, recommended the reappointment of Stanley Sobieski as a full member to the CRCOG Regional Planning Commission (RPC), and Stephen Woods as an alternate. The RPC is charged with reviewing proposed zone changes, site plans, and zoning amendments in member towns for potential impact on adjacent towns. It is made up of planning and zoning commissioners of the member towns.

Per a recent change in the CRCOG bylaws, appointments to the RPC are made by the Town Council for two years.

Please put these reappointments on the agenda for action at the next available Newington Town Council meeting.

Thank you.

cc:  
Stanley Sobieski  
Stephen Woods  
file



AGENDA ITEM: VIII.B

DATE: 1/14/2020

RESOLUTION NO: 2020-

RESOLVED:

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

**CRCOG Regional Planning Commission**

Members: Mayor appointment is automatic  
NTC & TPZ Reps appointed by Council

<b>Name</b>	<b>Address</b>	<b>Party</b>	<b>Term</b>	<b>Replaces</b>
TPZ Rep: Stanley Sobieski	26 Deepwood Drive	D	1/14/2020- 11/30/2021	Reappointment of Self TPZ Term 1/9/2018 – 11/30/2021
TPZ Alt. Rep: Stephen Woods	94 New Britain Avenue	D	1/14/2020- 11/30/2021	Reappointment of Self TPZ Term 1/9/2018 – 11/30/2021

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

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

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



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

**Office of the Town Clerk**

James E. Krupienski CCTC  
Town Clerk

## Memorandum

**To:** Keith Chapman, Town Manager  
**From:** James E. Krupienski, Town Clerk  
**Date:** January 10, 2020  
**Re:** Resignation –Deb Krawiec, Environmental Quality Commission

---

I am attaching a copy of the Email Resignation received in the Town Clerk's office on January 10, 2020 from Deb Krawiec, who is resigning as a member of the Environmental Quality Commission, for a term beginning December 12, 2017 and ending November 30, 2021.

NTC Resolution #2016-120  
Newington Town Code §8-21

Attachment:

- Resignation Email

**Krupiensi, James**

---

**From:** Anest, Carol  
**Sent:** Friday, January 10, 2020 6:59 AM  
**To:** Krupiensi, James  
**Cc:** Manke, Tim  
**Subject:** Resignation from eqc

James and Tim,  
Received the following resignation last evening  
Dear Carol, This note is to let you know that I am officially resigning from my position as  
Commissioner on the EQC, due to changes changes with my work.

It has been my pleasure to serve on this Commission, and to work on the various projects with my fellow  
Commissioners.

I wish all the very best and welcome the opportunity to revisit involvement with this Commission at a later date.

Sincerely,

Deb Krawiec

Carol A. Anest  
Minority Leader  
Newington Town Council

Please pardon any typos or the brevity of this message

RECEIVED FOR RECORD  
IN NEWINGTON, CT  
2020 JAN 10 AM 8:47  
*Carol A. Anest*  
Town Clerk

AGENDA ITEM: VIII.C

DATE: 1/14/2020

RESOLUTION NO: 2020-

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Deb Krawiec from the Environmental Quality Commission, in accordance with email correspondence received by the Town Clerk, dated January 10, 2020.

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

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

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

AGENDA ITEM: IX.A

DATE: 1/14/2020

RESOLUTION NO. 2020-

RESOLVED:

That property tax refunds in the amount of \$ 7,055.81 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 – January 14, 2020**

Caleb Hetherington 231 Sunrise Rim Road Nampa, ID 83686	\$84.30
Ryder Truck Rental LT 99 Murphy Road Hartford, CT 06114	\$3,490.62
Regina Hebert 40 Sunrise Circle Wallingford, CT 06492	\$26.16
Acar Leasing LTD PO Box 1990 Attn: Property Tax Fort Worth, TX 76101	\$333.74
VCFS Auto Leasing Co 1 Volvo Drive Rockleigh, NJ 07647	\$585.20
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$1,469.11
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$233.38
CAB East LLC Ford Credit Personal Property Tax PO Box 67000 Dept 231601 Detroit, MI 48267-2316	\$261.72
Paul Morabito 146 Cheney Lane Newington, CT 06111	\$73.77
USB Leasing LT 1850 Osborn Avenue Oshkosh, WI 54902-6197	\$183.91
Alvaro Santamaria 77 Broadview Street Newington, CT 06111	\$97.12
Elizabeth Owen-Mishou 117 Pleasant Street Freedom, ME 04941	\$117.76
John Jaramillo 1439 Willard Avenue, Apt 1 Newington, CT 06111	\$99.02
<b>TOTAL</b>	<b>\$7,055.81</b>