



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

**March 10, 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**)  
(4 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. Budget Transfer Request
    - C. Board of Education – Education Specs for Anna Reynolds School
    - D. Bid Waiver – Audio-Visual & Security – Town Hall Renovation Project
    - E. Discussion – Affordable Housing Moratorium Application
  - VII. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
    - A. Board of Education-Public School CIP Funds Transfer
    - B. Discussion-Anna Reynolds Elementary School Roof Replacement
    - C. Overview of Budget and Budget Procedures
    - D. Department Budget Review:
      1. Parks & Recreation
      2. Board of Education
  - VIII. RESIGNATIONS/APPOINTMENTS (Action May Be Taken)
    - A. Revised Town Council Liaison Appointments
      1. Commission on Aging & Disabled
      2. Town Hall Renovation PBC
  - IX. TAX REFUNDS (**Action Requested**)
    - A. Approval of March 10, 2020 Refund for an Overpayment of Taxes
  - X. MINUTES OF PREVIOUS MEETINGS
    - A. February 25, 2020 Regular Meeting Minutes

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

- XI. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC**
- XII. COUNCIL LIAISON/COMMITTEE REPORTS**
- XIII. PUBLIC PARTICIPATION – IN GENERAL (In Person/Via Telephone: 860-665-8736)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)**
- XIV. REMARKS BY COUNCILORS**
- XV. ADJOURNMENT**



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: March 5, 2020  
Re: Town Hall Project Update

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Keith Chapman, Town Manager, will review 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: March 5, 2020  
Re: Appropriation Transfers for FY 2019-2020

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The Newington Town Charter, § C-808 allows appropriation transfers from one department to another only during the last six months of the fiscal year. During the February 28, 2020 meeting, the Town Council was presented with a memorandum from Janet Murphy, Finance Director, outlining the requested transfers and their reasons.

The first Resolution lists the departments/accounts that need appropriation transfers within the General Fund to prevent overdrafts. The second Resolution covers the fund transfer within the CIP account for the Public Facilities Study adopted by the Town Council on February 11, 2020.

The Resolutions to approve the requested transfers are included for your adoption.

Attachment:

- Appropriation Transfers for FY 2019-2020 Memorandum from Janet Murphy, Finance Director, dated February 25, 2020
- Resolutions to Approve Transfers FY 2019-2020



Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Finance Department

Janet Murphy  
Director of Finance

### Memorandum

**To:** Newington Town Council  
**From:** Janet Murphy, Director of Finance  
**Date:** February 25, 2020  
**Re:** Appropriation Transfers for FY 2019-2020

Section C-808 of the Town Charter allows appropriation transfers from one department to another only in the last six months of the fiscal year. The attached report shows the status of expenditures. These items should be introduced for discussion at the February 25th Town Council meeting with the adopting transfer resolution to be scheduled for the May 10th meeting. The following is a list of the departments that need appropriation transfers within the General Fund to prevent overdrafts.

The major items requiring transfer are in the area of wages, legal, and Metropolitan District assessments as outlined below:

- Wage increase for Administrators (\$211,531) and part-time (\$7,374) for the FY 2018-2019 and FY 2019-20 were budgeted in the Town's Special Contingency and not included in the department operating budgets. With the recent proposed pay increases for these groups, funds need to be moved from Special Contingency to the respective departments where payroll actually are charged.

| <u>Account</u> | <u>Department</u>  | <u>\$ Increase</u> | <u>\$ Decrease</u> |
|----------------|--------------------|--------------------|--------------------|
| 10120-8101     | Town Manager       | \$94,201.00        |                    |
| 10151-8101     | Finance            | 16,760.00          |                    |
| 10152-8101     | Assessor           | 12,479.00          |                    |
| 10154-8101     | Revenue Collection | 5,258.00           |                    |
| 10170-8101     | Town Clerk         | 6,333.00           |                    |
| 10211-8101     | Police Admin       | 3,936.00           |                    |
| 10310-8101     | Engineering        | 3,963.00           |                    |
| 10321-8101     | Highway Admin      | 9,499.00           |                    |
| 10420-8101     | Town Planner       | 9,320.00           |                    |
| 10450-8101     | Building           | 7,229.00           |                    |
| 10610-8101     | Human Services     | 3,820.00           |                    |
| 10644-8101     | Senior Center      | 20,619.00          |                    |
| 10711-8101     | Library Admin      | 8,331.00           |                    |
| 10810-8101     | Parks & Rec Admin  | 7,383.00           |                    |
| 10831-8101     | Parks & Ground     | 2,400.00           |                    |

|            |                       |          |           |
|------------|-----------------------|----------|-----------|
| 10140-8103 | Elections             | 595.00   |           |
| 10214-8103 | Traffic               | 1,025.00 |           |
| 10231-8103 | Fire Department       | 340.00   |           |
| 10238-8103 | Fire Marshall         | 345.00   |           |
| 10352-8103 | Landfill              | 71.00    |           |
| 10430-8103 | TPZ                   | 85.00    |           |
| 10460-8103 | Conservation          | 75.00    |           |
| 10472-8103 | Development           | 21.00    |           |
| 10644-8103 | Senior Center         | 205.00   |           |
| 10645-8103 | Dial A Ride           | 95.00    |           |
| 10610-8103 | Human Services        | 410.00   |           |
| 10712-8103 | Library – Children    | 590.00   |           |
| 10713-8103 | Library – Reference   | 1,850.00 |           |
| 10714-8103 | Library – Building    | 225.00   |           |
| 10715-8103 | Library – Collection  | 462.00   |           |
| 10716-8103 | Library – Circulation | 980.00   |           |
| 10962-8220 | Contingency           |          | \$218,905 |

The following is a list of additional budget transfers that will need to be made to various expense lines from contingency:

- Legal Notices: Account 10110-8201 the shortage in this department is due to the need to advertise the changes to ATV policies and Don't Block the Box.  
Amount requested \$3,275
- Legal Consult: Account 10160-8217 the shortage in this department is due to unbudgeted legal expenses over the amount held for legal retainers (Town Hall lawsuit/settlement and Dakota litigation case).  
Amount requested \$74,000
- Auditor Fees: Additional funds needed to cover the contract increase for this service which was not put in the 2019-20 budget.  
Amount requested \$2,000
- Hydrants: Additional funds needed for increase in hydrant maintenance fees from MDC that was not included in the 2019-20 budget.  
Amount requested \$18,682
- Contingency: Reduce to cover all of the amounts listed above.  
Amount requested (\$97,957)

After all of the above referenced transfers, the Contingency account will have a balance of \$62,138.00

Lastly, I am requesting a transfer between the following accounts in the CIP Fund to cover the expense for the Facilities Review:

- Decrease NHS Music Wing \$108,068 (31190-88402)
- Increase CIP account \$108,068 – (30195-88111)

AGENDA ITEM: VI.B1

DATE: 3/10/2020

RESOLUTION NO. 2020-

CERTIFICATION:

In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the following appropriation in the General Fund, the amount listed below.

| <u>Account Number</u> | <u>Title</u> | <u>Amount</u> |
|-----------------------|--------------|---------------|
| 10962-8220            | Contingency  | \$316,862     |

\_\_\_\_\_  
Janet Murphy, Director of Finance

RESOLVED:

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

| <u>Account Number</u> | <u>Title</u>       | <u>Amount</u> |
|-----------------------|--------------------|---------------|
| 10120-8101            | Town Manager       | \$94,201      |
| 10151-8101            | Finance            | 16,760        |
| 10152-8101            | Assessor           | 12,479        |
| 10154-8101            | Revenue Collection | 5,258         |
| 10170-8101            | Town Clerk         | 6,333         |
| 10211-8101            | Police Admin       | 3,936         |
| 10231-8103            | Fire Department    | 340           |
| 10238-8103            | Fire Marshall      | 345           |
| 10280-8219            | Hydrants           | 18,682        |
| 10310-8101            | Engineering        | 3,963         |
| 10321-8101            | Highway Admin      | 9,499         |
| 10352-8103            | Landfill           | 71            |
| 10420-8101            | Town Planner       | 9,320         |
| 10430-8103            | Planning & Zoning  | 85            |

|            |                                |              |
|------------|--------------------------------|--------------|
| 10450-8101 | Building Department            | 7,229        |
| 10460-8103 | Conservation Commission        | 75           |
| 10472-8103 | Economic Development           | 21           |
| 10610-8101 | Human Services                 | 3,820        |
| 10610-8103 | Human Services – PT            | 410          |
| 10644-8101 | Senior & Disabled Service      | 20,619       |
| 10644-8103 | Senior & Disabled Service – PT | 205          |
| 10645-8103 | Dial A Ride                    | 95           |
| 10711-8101 | Library Admin                  | 8,331        |
| 10712-8103 | Library Children               | 590          |
| 10712-8103 | Library Reference              | 1,850        |
| 10712-8103 | Library Building               | 225          |
| 10715-8103 | Library Collection             | 462          |
| 10716-8103 | Library Circulation            | 980          |
| 10810-8101 | Parks & Recreation             | 7,383        |
| 10831-8101 | Parks & Grounds                | 2,400        |
| 10140-8103 | Elections                      | 595          |
| 10214-8103 | Traffic                        | 1,025        |
| 10110-8201 | Legal Notices                  | 3,275        |
| 10160-8217 | Legal Consult                  | 74,000       |
| 10155-8217 | Auditing                       | <u>2,000</u> |
|            | Total                          | \$316,862    |

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

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

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



AGENDA ITEM: VI.B2

DATE: 3/10/2020

RESOLUTION NO. 2020-

CERTIFICATION:

In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the following appropriation in the CIP Fund, the amount listed below.

| <u>Account Number</u> | <u>Title</u>   | <u>Amount</u> |
|-----------------------|----------------|---------------|
| 31190-88402           | NHS Music Wing | \$108,068     |

\_\_\_\_\_  
Janet Murphy, Director of Finance

RESOLVED:

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

| <u>Account Number</u> | <u>Title</u>                  | <u>Amount</u> |
|-----------------------|-------------------------------|---------------|
| 30195-88111           | General Property Improvements | \$108,068     |

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

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

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



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: March 5, 2020  
Re: Board of Education -Anna Reynolds Elementary School Renovate as New Grant Application Authorization

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At the February 25, 2020 meeting, the Town Council reviewed Education Specifications for the Anna Reynolds Elementary School Renovate as New Project, which were approved by the Board of Education during their January 15, 2020 meeting.

The Town Council has already taken the first action and created the Anna Reynolds PBC, on May 28, 2019, to handle the oversight of the project.

The next action of the Town Council is to approve two (2) additional Resolutions to: (1) authorize the Board of Education to apply for a construction grant; and (2) authorize the preparation of schematic drawings and outline specification for the project. Formal adoption of each Resolution is required to allow the Board of Education to pursue the construction grant through the State of Connecticut.

Included as part of this item are the two (2) Resolutions for your adoption.

Attachment:

Resolutions – Anna Reynolds Elementary School Grant Authorizations

DATE: January 23, 2020

TO: Mayor Beth DelBuono and Members of the Town Council

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

**SUBJECT: ANNA REYNOLDS – RENOVATE TO NEW**

On Wednesday, January 15, 2020 the Board of Education adopted the attached Education Specifications for the proposed Anna Reynolds Elementary School Renovate as New Building Project. The board discussed and approved the identified needs at the Anna Reynolds Elementary School.

In order to secure grant commitments from the State Department of Education for the Anna Reynolds School Project, it is necessary that both the Board of Education and Town Council pass specific motions to support this initiative. The Board of Education must approve the educational specifications for the proposed project, which was accomplished on January 15, 2020. These specifications are the foundation of the grant application with the State Department of Education. The Town Council already passed a motion to establish the building committee on May 28, 2019 which has been meeting regularly since October 3, 2019. I am most grateful to the Town Council members who attended the tour of Anna Reynolds held on January 8, 2020 in which we discussed the scope of this work and significant needs of the school facility.

Additionally, the Town Council needs to pass two additional motions that are outlined below to create the framework for project activities to commence. To successfully pursue a school construction grant, it is necessary that both the Board of Education and Town Council pass their respective motions to initiate the process.

The education specifications for the proposed project to renovate Anna Reynolds Elementary School are attached for review and action by the Town Council. The remaining action required by the Town Council is as follows:

**1. Pass a resolution authorizing the preparation of schematic drawings and outline specifications for the proposed project.**

This resolution does not require the appointment of a specific architect to do the work. This can be done at a later date. The scope of all project activities should be identified within the motion.

**2. Pass a resolution authorizing the Superintendent of Schools to file a grant application with the State Department of Education for the proposed project.**

This motion should identify the entire list of grant applications to be filed. Initial cost estimates need to be agreed upon (but not identified in the motion) for inclusion in the grant application.

All motions by both the Town Council and Board of Education should be passed prior to June 15<sup>th</sup> in order for the funding request to be considered and approved by the General Assembly during the next legislative session. Beginning the process now will allow adequate time for grant application paperwork to be completed and filed with the State Department of Education School Facilities Unit by the deadline of June 30, 2020.

On Wednesday, January 15, 2020, the Board of Education approved the Education Specifications. We are asking the Town Council to authorize the preparation of schematic drawings/outline specifications and authorize the submission of a grant application for expansion and renovations to the Anna Reynolds Elementary School.

We are asking that this item be placed on the Town Council's agenda as soon as is practicable given the state timelines, first as a discussion item and then on a subsequent agenda to pass the two motions to move the project forward. Mr. Jachimowicz and I will attend both meetings to provide greater detail to the Town Council members regarding this renovation project and to answer any questions.

Please feel free to contact my office, or the building committee chair, Stephen Woods, directly with any requests for additional information or clarification.

MLB:

cc: Members of the Board of Education  
Mr. Keith Chapman, Town Manager  
Stephen Woods, Anna Reynolds Building Committee Chair

## **Newington Board of Education**

### **Education Specifications Background**

#### **Historical Elementary School Expansion & Renovation Anna Reynolds Elementary School**

Several years ago, the Town of Newington supported a school construction referendum that provided new construction for additional classrooms, a media center and computer lab, art and music rooms, and special education learning centers at two of the four elementary schools in the community. In addition, this referendum project addressed code compliance requirements, air quality improvements, technology infrastructure, technology equipment, furniture and fixtures, school security, site improvements for student/school bus drop off and pick up, and the renovation/conversion of selected areas within the school buildings to other uses. The schools that received these improvements were Ruth Chaffee and Elizabeth Green. This work was completed in 2005.

It is determined that the same type of renovations and improvements are necessary at the Anna Reynolds Elementary School to address the long term needs at this facility. Significant needs are identified in the areas of heating/plumbing/electrical infrastructure, traffic flow management/parking/site work, hazardous material abatement, ventilation, and the interior/exterior conditions of the building. In addition, these improvements will provide Anna Reynolds School with comparable facilities and resources to Ruth Chaffee and Elizabeth Green.

Incentives available to Newington through the State Department of Education school construction reimbursement formula were considered during the development of these Education Specifications.

The attached scope of these Education Specifications contemplates that the grant applications for this work will be filed as “Renovate As New” project.

**Anna Reynolds Elementary School Education Specifications ( approved by the Newington Board of Education on January 15, 2020)**

- Attain full handicap accessibility throughout facility
- Site improvements for improved Parent/Student/Bus Drop Off and Pick Up, and Parking
- Replace core building infrastructure elements; power plant, heat distribution system, electrical service, lighting, plumbing fixtures, clock & paging system
- New exterior lighting
- Gymnasium improvements: floor, ceiling, office space
- Air handling & exchange system (entire building)
- Develop Outdoor Gathering Area/Classroom Activity Area with Courtyard
- Building security system improvements
- Conference rooms
- A new stage and lighting system
- Lavatories (new and renovated)
- Code compliance including hazardous material abatement
- Utilization of Construction Management company/clerk of the works
  - Air conditioning throughout the school
  - Renovation of administrative offices
  - Furniture and fixtures to outfit new and renovated spaces
  - All necessary related renovations/code compliance activities to achieve “Renovate as New” status to maximize state grant reimbursements
  - Technology infrastructure improvements (as needed)
- Energy Management System
- Renovations to building envelope; window systems, insulated panels, brick repair/replacement, concrete balconies/stairs/walkways; railing systems, roofing, canopy systems, exterior doors
- Interior facelift to the facility; new flooring, carpeting, painting, lockers, storage cabinetry, blackboards, whiteboards, bulletin boards, ceilings, acoustic treatments
  
- Expand pre-school facilities
- New kitchen and cafetorium

AGENDA ITEM: VI.C1

DATE: 3/10/2020

RESOLUTION NO. 2020-

RESOLVED,

The Newington Town Council authorizes the Newington Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Anna Reynolds Elementary School Renovate as New Building Project.

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

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

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

AGENDA ITEM: VI.C2

DATE: 3/10/2020

RESOLUTION NO. 2020-

RESOLVED:

The Newington Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Anna Reynolds Elementary School Renovate as New Building Project.

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

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

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



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: March 5, 2020  
Re: Bid Waiver – Audio Visual and Building Security - Town Hall Renovation Project

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The Town Council was presented with the initial request for an RPF Bid Waiver regarding the design of the Audio-Visual Package and the Physical Security Package for the Town Hall/Community Center Renovation Project. Discussion during the meeting indicated that the information should be reviewed by the Public Building Committee, which took place on March 4, 2020.

Before you this evening is a Resolution to waive the RFP bid requirement and award the design work as determined by the Town Manager or his designee. The combined cost of the design work is estimated at \$100,000.

I have included a copy of the prior Memorandum from Jeff Baron, Director of Administrative Services outlining the request.

Attachment:

- Resolution – RPF Bid Waiver – Audio Visual & Building Security for Town Hall Project





Keith Chapman  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

**To:** Keith Chapman, Town Manager  
**From:** Jeff Baron, Director of Administrative Services  
**Date:** February 21, 2020  
**Re:** RFP waiver request

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This is to request that the Town Council waive bids and/or Requests for Proposals for the design of the audio-visual package and the physical security package for the new Town Hall and Community Center. Both packages were removed from the project and will not be included otherwise. The first package will allow for the design of the installation of sound systems for the conference rooms (for instance, there are currently no microphones or sound system for the Town Council meetings), any other projectors and audio-visual systems for the building, and digital messaging displays throughout the facility. The physical security package will include design for a card reader access control system, a panic alarm system, a video camera surveillance system, a lock down system, a public address system, and remote door release. Design of both systems would be done by D'Agostino & Associates of Monroe. The combined cost would be \$100,000. Time is believed to be of the essence for both systems, if they are to be installed when the new Town Hall opens in July or shortly thereafter. Please request that the Town Council place this on their Agenda for action at the February 25<sup>th</sup> meeting.

AGENDA ITEM: VI.D1  
DATE: 3/10/2020  
RESOLUTION NO: 2020-

RESOLVED:

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 the design of the audio-visual package and the physical security package were previously removed from the project, and

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby grants a waiver, for the requirement of sealed bids for the design of the audio-visual package and the physical security package for the Town Hall/Community Center Renovation Project, with an estimated combined design cost of \$100,000; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Newington Town Council hereby grants the Bid Waiver and authorizes the Town Manager, or his designee, to negotiate and select the company(s) for the design of the audio-visual package and the physical security package for the Town Hall/Community Center Renovation Project.

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

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

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



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: March 5, 2020  
Re: Discussion – Affordable Housing Moratorium Application

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This item has been added to discuss the submission of the previously adopted Affordable Housing Moratorium Application.

The Town Council formally approved the Town Planner to make application to the State on September 10, 2019. The Town Planner then presented the proposal to the newly elected Town Council on November 26, 2019.

The Town Planner then completed the Application packet, had it reviewed by the Town Attorney and filed the application in the Town Clerk's Office on December 12, 2019. The intent to apply for the moratorium was advertised in a local newspaper. After which, a Petition was received, requiring that a Public Hearing be held to receive comments on the application. The Town Council held the Public Hearing on March 3, 2020, the comments from that hearing will be made part of the submitted application for review by the State for a decision.

DATE: February 28, 2020

TO: Mr. Keith Chapman, Town Manager  
Town Council Members

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **TRANSFER REQUEST – PUBLIC SCHOOL CAPITAL  
IMPROVEMENT PLAN**

On Wednesday, February 26, 2020, the Newington Board of Education met and passed a motion asking that the Newington Town Council take action to approve a transfer within the Public School CIP Fund to allow for the purchase of necessary FF&E items for the Board of Education offices at Newington Town Hall. The Board of Education requests that the Town Council approve a transfer of \$700,000 from the Undesignated Reserve line item within the PSCIP to the Town Hall FF&E line item (31193-88050) in the fund.

At this time, Board of Education administration has identified that the cost of necessary FF&E items to outfit the new Board of Education offices at Newington Town Hall will be around \$700,000. The move will occur in three phases, 1) general offices on the 3<sup>rd</sup> floor, 2) HCD move from 66 Cedar Street, and 3) Transition Academy at the Senior Center. The 3<sup>rd</sup> floor move will most likely happen in July, the HCD offices will move sometime after the start of the school year once hiring season is over, and the Transition Academy move will be during the summer of 2021 (or possibly sooner) once all site work and paving is completed on the west side of the new Town Hall.

Because the State DEEP Grant was received last year after the Board of Education presentation of their CIP budget request to the Town, this source of funds was not included in the 2019-2020 CIP proposal. As a result, there are financial resources tied up in the “Undesignated Reserve” line within the Fund. Funds can only be moved from the “Undesignated Reserve” line to project accounts based on Town Council action. Actions of this type can be done anytime during the last 6 months of the fiscal year.

Based on the anticipated costs for FF&E for this project, the Board of Education is requesting that the Town Council take formal action transferring \$700,000 from the “Undesignated Reserve” line within the Public School CIP fund to PSCIP project 31193-88050, Town Hall FF&E.

It is requested that this item be placed on the March 10, 2020 Town Council agenda for potential action.

cc: Board of Education 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: Keith Chapman, Town Manager  
Date: March 5, 2020  
Re: Discussion – Anna Reynolds Elementary School Roof Update

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This memorandum is a follow-up to the agenda setting meeting, and a subsequent discussion with Superintendent Brummett and Chief Finance & Operations Manager Jachimowicz concerning the plan to seek bids to replace the roof at Anna Reynolds Elementary School.

A request from the Superintendent has been proposed to delay any action by the Council for two weeks to allow the Air Testing results to be reported and additional water leakage testing to be performed, as both issues may, at this time been remedied for the time being.

I indicated that I would suggest that the Council table this matter until its March 24<sup>th</sup> Council meeting to afford the opportunity over the next two weeks for written confirmation of both issues being resolved.

AGENDA ITEM: VIII.A

DATE: 3/10/2020

RESOLUTION NO.: 2020-

RESOLVED:

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

**Commission on Aging and Disabled**

9 Members – three year terms  
Party Max: 6

| Name                    | Address             | Party | Term                    | Replaces      |
|-------------------------|---------------------|-------|-------------------------|---------------|
| NTC Rep:<br>David Nagel | 1175 Willard Avenue | R     | 3/10/2020-<br>11/9/2021 | Gail Budrejko |

**Town Hall Renovations PBC**

2 NTC  
Party Max: 1

| Name                        | Address            | Party | Term                     | Replaces      |
|-----------------------------|--------------------|-------|--------------------------|---------------|
| NTC Rep:<br>Michael Camillo | 126 Willard Avenue | R     | 30/10/2020-<br>11/9/2021 | Gail Budrejko |

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

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

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

AGENDA ITEM: IX.A

DATE: 3/10/2020

RESOLUTION NO. 2020-

RESOLVED:

That property tax refunds in the amount of \$ 1,258.29 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: \_\_\_\_\_

