



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR ROY ZARTARIAN

NEWINGTON TOWN COUNCIL

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

AGENDA

January 12, 2016

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. STEAP Grant Application for Clem Lemire Proposed Lighting Plan
 - B. Discussion: Town Hall Renovations Project
 - C. Town Council 2016 Regular Meeting Schedule
 - D. Extension of the Town's Insurance Program
 - E. Update: Town Council Goal Setting Sessions
 - F. Update: Deming Young Farm
 - V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. Central Connecticut Health District Update
 - B. Discussion: MDC Water and Sewer Improvement Project – Cedar Street/Willard Avenue Area
 - C. Mid-Year Transfers
 - D. Appointment of Deputy Agent for Countersigning Checks
 - VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Development Commission
 - 1. Accept the Resignation of Karen Faust (Alternate)
 - 2. Accept the Resignation of Charlene Garcia
 - 3. Accept the Resignation of Greg Polk
 - 4. Accept the Resignation of Linda Woods
 - 5. Appoint Replacement(s) (TBD)
 - B. Open Space Committee
 - 1. Accept the Resignation of Gail Budrejko (as a public member)
 - 2. Appoint a Replacement (TBD)
 - C. Youth/Adult Council

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

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

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

- A. Regular Meeting: December 8, 2015
- B. Special Meeting: December 12, 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

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: John Salomone, Town Manager
From: Craig Minor, Town Planner
Date: December 1, 2015
Re: **STEAP Grant Application for Lighting at Clem Lemire Ballfield**

The attached grant application is hereby submitted for your and/or Town Council approval. I want to thank Parks and Recreation Superintendent William DeMaio and Recreation Supervisor Karen Gallicchio for their invaluable assistance with preparing it.

If approved, this grant will fund the purchase and installation of a ballfield lighting system that consists of six galvanized steel poles, pre-cast concrete foundations, and “green” lights. It will also fund the renovation of the existing ballfield.

The deadline to submit STEAP grant applications for the upcoming fiscal year is January 15, 2016.

Thank you.

cc:
Parks and Recreation
file

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

AGENDA ITEM: IV.A . _____

DATE: 1-12-16 _____

RESOLUTION NO. _____

RESOLVED:

That the Town Council hereby authorizes the Acting Town Manager to submit an application for grant funding with the State Department of Economic Development (DECD) in the amount of \$275,000 from the Small Town Economic Assistance Program (STEAP) grant to be utilized for improvements to the Clem Lemire Baseball Complex .

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

APPLICATION FOR FY 2015 STEAP GRANT FUNDING

Please complete one application for each proposed project and also indicate the priority order of all projects submitted. If applications for more than one project are submitted at different times, please reprioritize previously submitted projects with each new application. Complete submittal instructions are outlined on the last page of this application.

Applicant Town: Newington **Tax ID (FEIN) No.:**

Authorized Signatory Full Legal Name: John L. Salomone

Authorized Signatory Title: Town Manager

Authorized Signatory Email: jsalomone@newingtonct.gov

Authorized Signatory Phone Number: **Extension:**

Town Office Street Address / PO Box: 131 Cedar Street **Town Office Zip Code:** 06111

Proposed Project Street Address: 165 Willard Avenue **Zip Code:** 06111

If available, GIS coordinates: Longitude: **Latitude:**

If no project address is available, please provide street intersection detail.

Requested amount of STEAP Funding (\$500,000 max): \$275,000

Project Name: Clem Lemire Baseball Complex Lighting

Name, phone and email address of person preparing this application:

Craig Minor

Town Planner

860-665-8575

cminor@newingtonct.gov

Identify town officials and professionals that may be contacted with questions regarding this application:

Name, phone and email address

William DeMaio

Parks and Recreation Superintendent

860-665-8669

wdemaio@newingtonct.gov

Name, phone and email address

Name, phone and email address

- 1.) Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition and/or construction. **Please be as comprehensive as possible in the description of this project.** If necessary, attach response in a separate document. (*Note: only capital projects will be considered: new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project. For a description of expenditures that cannot be funded with STEAP funds, see pg. 1).

Project consists of: (a) the complete renovation of the existing Legends Field (90 ft. diamond) ballfield at the Clem Lemire Recreation Complex (laser grade, cut lips, add clay and rebuild the pitcher's mound and home plate area; aeration, slit seed and top dressing of the entire field) to extend its functional life, and (b) the purchase and installation of Musco ballfield lighting at Legends Field.

- 2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

Newington's baseball needs are currently underserved. The Town has a population of 30,562. The proposed lights will make it possible for this ballfield to be used more by enabling night games.

**Newington has a very active baseball program, playing throughout much of the year:
Spring: 7 teams (110 players) ages ranging from 13 to 17 which includes Newington High School freshmen, junior varsity and varsity baseball players with approximately 50 games and 180 practices; 2 senior teams (35 players) with approximately 50 home games and 20 practices.
Summer: 7 teams (114 players) ages ranging from 13 to 19 with approximately 70 games and 140 practices; 2 senior teams (30 players) with approximately 10 home games and 20 practices.
Fall: 4 teams (62 players) ages ranging from 13 to 17 with approximately 40 games and 80 practices; 2 senior teams (30 players) with approximately 10 home games and 20 practices.**

Additionally, there are 3 Youth AAU teams (45 players) ages 13-15 that play approximately 21 games, and 10 teams from Nutmeg State Games (150 players) ages 12-17 that play approximately 30 games in a 2-week period.

Newington also has a competitive American Legion league, and hosts the annual tournament on a regular basis.

The addition of lighting to this ballfield will greatly increase the ability for many other youths to have the opportunity to play. Lighted fields allow for additional youth tournaments and events to be held, and this equates to increased opportunities for more children to play one of America's favorite pastimes.

3.) What, if any, planning or design work has begun or been completed on this project?

See attached schematic prepared by Town staff.

4.) Is the proposed project consistent with the State Plan of Conservation and Development? (Plan detail is available at: www.ct.gov/opm/cdplan.) YES or NO **Yes**

5.) Is the proposed project consistent with your local Conservation & Development (C&D) Plan? YES or NO
Yes

6.) Last date local C&D Plan Adopted: **06/09/2010** (mm/dd/yyyy)

7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use?
YES or NO **No**

8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?
YES or NO **No**

9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

No

- 10.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document.)*

This project will enhance an existing baseball field, so there will be no environmental or social impacts.

- 11.) Is this project a phase of a larger plan? YES or NO **No**

If YES, please complete a through e below.

If NO, skip to #12.

a.) What phase are you applying for?

b.) How many phases are there in total?

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name: or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name: or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable

Attached: YES or NO

12.) **Project Funding – Please indicate whether funds are secured or prospective**

Please complete the following table detailing project funding sources. Examples of the other sources include: other state grants (please specify which), federal grants (please specify which), past STEAP awards used for previous phases of the project (please specify fiscal year), etc. Under uses please indicate estimated costs including, but not limited to, professional services, acquisition, construction, renovation, contingency, etc.

Funding Sources	TOTAL	Secured Amount	Prospective Amount	Anticipated date funds will be secured
STEAP funds from this application if awarded:	275000			
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Previous STEAP funds from year: 20				
Local/Town funds:	0			
Private funds (specify):				
Federal funds(specify):				
Other State funds: (Specify)				
Other funds (Describe):				
Other funds (Describe):				
Other funds (Describe):				
Total Project Cost:	275000			
<u>STEAP Fund Use (Project Budget)</u>	<u>TOTAL</u>	<u>Expended to date</u>		
Professional Services:				
Acquisition:				
Construction:				
Renovation:	25,000			
Other (Describe): Musco lighting	250000			
Other (Describe):				
Other (Describe):				
Total Project Cost	275000			

13.) Please detail amounts and types of funds, if any that have been expended to date for this project.
\$0

14.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.
No.

15.) If this is a multi-phase project, please provide a brief summary of the work completed to date.

N/A

16.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin?

30 days / 60 days / 90 days/ 90+ days. Indicate answer here → **60 days**

17.) Is there any other relevant information you feel may be helpful, please include it below:

18.) Will this project move forward if the requested STEAP funds are not awarded or are awarded only in part? Please explain.
No.

19.) Was this project not selected in a previous round of STEAP grants? **No.**

20.) If other applications, for different projects, for **this round** of STEAP grants have already been submitted, please list below, in priority order, each of your projects (1 being top priority, 4 being last priority):

1.) 3.)

2.) 4.)

Attach the following material:

1. Site location map
2. Property boundary map
3. Two separate real estate appraisals, if land acquisition is proposed. ***Note: STEAP funds cannot exceed the appraised value established in the appraisals**
4. Project plans / concept plans
5. Proposed project schedule and duration of project (or project phase) to be funded by these STEAP funds should they be awarded
6. Project cost estimates supporting the request for funding (if available)
7. List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
8. Environmental site assessments (if applicable)
9. If applicable, any town resolution(s) in support of application for this grant

This page must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.

My signature below, as Authorized Signatory of the Town of **Newington**, indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes; and
8. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded.
9. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date (as set forth in the fully executed contract), without advance written approval by the administering state agency.
10. I have read, in full, page 1 of this application package, entitled Small Town Economic Assistance Program (STEAP) Guidelines and Application.

John Salomone

Authorized Signatory's Name (Please Print)

Town Manager

Title

Signature

Date

Please submit your completed STEAP application and required documents electronically to:

SITE LOCATION MAP



Clem Lemire Proposed Lighting Plan



DISCLAIMER: Every reasonable effort has been made to assure the information provided on the GIS maps and data is current, accurate and complete. However, the GIS database and the maps themselves are subject to constant change and the accuracy and completeness cannot be and is not guaranteed. Independent verification of all data contained herein should be obtained. The data presented on this map is not legally binding on the Town of Newington or any of its departments. This map and the associated data are REPRESENTATIONS ONLY and may contain errors in the databases. Therefore, the information presented on this map is for informational purposes only and should not be construed to be legally binding. The Town of Newington shall not be liable for any loss, damages or claims that arise out of the user's access to, or use of the map, documents and data provided. The GIS Data is not a survey, and is subject to any changes

Legend

-  Proposed Light Location
-  Lighting Illumination Grid
-  Parcel Lines



Map by
Dept. of
Information Tech.
GIS Section



PROPOSED PROJECT SCHEDULE

1. Renovate the existing Legends Field (90 ft. diamond) ballfield at the Clem Lemire Recreation Complex (laser grade, cut lips, add clay and rebuild the pitcher's mound and home plate area; aeration, slit seed and top dressing of the entire field):

March – May 2016

2. Install Musco ballfield lighting at Legends Field:

June 2016

Musco Sports Lighting: Budget Estimate

June 15, 2015

Jay Bottalico
Newington Little League
Newington, CT

Dear Jay:

Thank you for the opportunity to discuss Musco's Green Generation Lighting® system, and the benefits it will bring to your baseball field at Clem Lemire Recreation Complex. We are excited to offer this innovative system, and are confident you will see the value for many years to come.

This estimate includes Musco's Light-Structure Green™ System, along with estimated installation costs. This system includes galvanized steel poles, pre-cast concrete foundation, green generation light fixtures, pole length wire harnesses, and electrical components enclosures. This system also comes with a 25 year warranty, including all maintenance and relamping.

Benefits of Light-Structure Green™

- Reduction of energy and maintenance costs by 50%.
- Reduction of spill light and glare by 50%.
- Increased lamp life from 3,000 to 5,000 hours. .
- Guaranteed constant light levels of 50 foot-candles in the infield and 30 foot-candles in the outfield.
- An unmatched warranty for up to 25 years
- A re-lamp of your facility after 5000 hrs of operation.
- Includes our Control-Link® System for flexible control and performance monitoring.

Estimated Project Cost:

Baseball Field (325'/375'/325')..... \$210,000- \$225,000

Pricing is based on June 2015 pricing and is subject to change.

This **estimate** includes anticipated equipment and installation costs. It does not include the cost of a new electrical transformer. Thank you for the trust you've placed in Musco Lighting. Please feel free to contact me with any questions you may have.

Mike Mahoney
Sales Representative
Musco Sports Lighting, LLC
Phone: 860/453-4325
E-mail: mike.mahoney@musco.com

LIST OF LOCAL, STATE AND FEDERAL PERMITS REQUIRED

1. Building Permit from the Town of Newington Building Department (not yet applied for).
2. Electrical Permit from the Town of Newington Building Department (not yet applied for).



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of the Acting Town Manager)
Date: January 8, 2016
Re: Town Hall/Community Center Project Discussion

This item has been placed on the Town Council agenda to continue the discussion on the Town Hall/Community Center Project.

Facilities Director Dave Langdon will be present at the meeting. A proposal for a potential engineering study of Town Hall will be discussed. A representative of the consulting firm DTC of Hamden, CT will also be present to discuss the study and the proposal. The proposal will be available for Council review at the meeting.



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

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

Date: January 8, 2016

Re: Town Council Meeting Schedule - 2016

Attached is a proposed schedule of Town Council meeting dates for 2016. This proposed calendar is presented for Council consideration and can be adjusted however the Council determines. The Council may also cancel, reschedule or add special meetings within Freedom of Information regulations as it sees fit.

A proposed schedule for special meetings pertaining to the Council's review of the Town Manager's budget will be presented when available.

A resolution approving the 2016 schedule is attached.

Attach.

AGENDA ITEM: IV.C. _____

DATE: 1-12-16 _____

RESOLUTION NO. _____

RESOLVED:

The Newington Town Council, in compliance with the Freedom of Information act, hereby approves the 2016 Town Council regular meeting schedule as indicated on the attached document.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

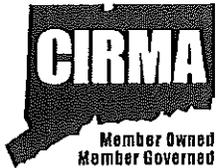
In compliance with the Freedom of Information Act, the following is a list of meeting dates of the Town Council for 2016.

All meeting times are 7:00 PM

<u>Date</u>	<u>Date</u>
January 12, 2016	August 9, 2016
January 26, 2016	August 23, 2016
February 9, 2016	September 13, 2016
February 23, 2016	September 27, 2016
March 8, 2016	October 18, 2016*
March 22, 2016	October 25, 2016
April 12, 2016	November 8, 2016
April 26, 2016	November 22, 2016
May 10, 2016	December 13, 2016
May 24, 2016	December 27, 2016
June 14, 2016	January 10, 2017
June 28, 2016	January 24, 2017
July 12, 2016	
July 26, 2016	

* Note: October 11 is Yom Kippur

cc: Facilities Department
IT Department
Superintendent's Office, Board of Education



**CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY**

900 Chapel Street, 9th Floor
New Haven, Connecticut 06510-2807
Telephone: 203-946-3700 | Fax: 203-773-6971
www.cirma.org

Date: September 9, 2015

To: Jeff Baron, Director of Administrative Services, Town of Newington
Lou Jachimowicz, Chief Finance & Operations Officer, Newington Public Schools
William Guerrero, USI Insurance Services

From: Terry Perry, Senior Underwriter, CIRMA

Re: Newington/CIRMA Rate Stabilization Extension offer, 2016-2018

CIRMA is offering the Newington Town and Board of Education the following two year extension to the current 3 Year Rate Stabilization agreement (7/1/2013-7/1/2016):

Policy Year 2016-2017 Workers Compensation- to the current 2015-2016 retrospectively rated program of \$731,094 maximum and paid-in premium of \$652,437, we will increase both by a total of 1.5% each for a maximum of \$742,060 and paid-in of \$662,224. Subject to minimum expense and Loss Development factor changes. We also agree to hold up to a 3% payroll increase within this program.

Liability-Auto-Property- a rate cap of +3% over the year end 2015-2016 premium.

Policy Year 2017-2018 Workers Compensation- to the 2016-2017 retrospectively rated program of \$742,060 maximum and paid-in premium of \$662,224, we will increase both by a total of 1.5% each for maximum of \$753,191 and paid-in of \$672,157. Subject to minimum expense and Loss Development factor changes. We also agree to hold up to a 3% payroll increase within this program.

Liability-Auto-Property- a rate cap of +3% over the year end 2016-2017 premium.

If either the Workers' Compensation or LAP policy is marketed or moved during the 2016-2018 extension period, this agreement will no longer apply.

In addition to this program, CIRMA agrees to provide, at no charge, an annual Deloitte Workers' Compensation Reserve Fund Analysis.

cc: Steve Bixler, Vice-President of Underwriting, CIRMA





John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: John L. Salomone, Town Manager
From: Jeff Baron, Director of Administrative Services *JB*
Date: November 18, 2015
Re: Insurance

The Standing Insurance Committee met on October 21st when they considered and took action to recommend acceptance of a two year rate stabilization offer from the Town's insurance carrier, CIRMA, that would extend the Town's (including the Board of Education's) property/casualty/liability insurance program an additional two years. Both the Town's Agent of Record and the CIRMA underwriter were present to answer the Standing Insurance Committee's questions.

The proposal would extend the Town's current program through June 30, 2018, with modest 3% annual increases for liability-auto-property premiums and 1.5% annual increases for workers compensation premiums. The Committee voted to recommend that the Town Council accept CIRMA's extension proposal, in accordance with §8-27(4)(a) of the Code of Ordinances. The minutes of the Standing Insurance Committee's meeting are attached.

This is to request that this matter be placed on the Town Council's agenda for their consideration and action once their initial board and commission appointments and other pressing initial matters have been addressed.

TOWN OF NEWINGTON
STANDING INSURANCE COMMITTEE
SPECIAL MEETING MINUTES

October 21, 2015

Town Hall Lower Level Conference Room L100

- I. Call to order – Chairperson Castelle called the meeting to order at 6:08 PM.
- II. Roll call – members present: Clarke Castelle, Chairperson; Dave Nagel; Sharon Braverman; Cheryl Constantine; and John Slusarski. Others present: Terry Perry, CIRMA; Bill Guerrero and Rachel Merritt, USI Insurance Services; Lou Jachimowicz, Chief Finance and Operations Officer; and Jeff Baron, Director of Administrative Services.
- III. Public participation – None.
- IV. CIRMA extension offer – CIRMA put together a two year extension offer for the Town's current program. It includes a 3% increase each year for liability-auto-property (LAP) coverage, a 1.5% increase each year in workers compensation paid-in premiums, while staying in a retro program, and a 1.5% increase each year in the potential maximum premium amount for workers compensation. CIRMA agrees to absorb up to 3% in wage increases each year as part of this offer. The Committee had considered this at their October 8th meeting, and had some questions, which Mr. Perry was invited to respond to. He provided a two page handout, which included the four questions from the Committee and data pertinent to his responses, and the 2013-14 CIRMA annual report, which also included pertinent data. On the questions about recent trends in the insurance industry and also CIRMA's rate needs for the pool, CIRMA's overall pool of clients have seen a 4.0% cumulative increase in workers compensation premiums and 3.5% cumulative increase in Liability-Auto-Property (LAP) premiums since 2010-11, while Newington has been in a retro program with no rate increases during that time and has seen only a 3% increase in LAP premiums during that time. CIRMA strives to provide rate stability. They do not manage by line of business. They heavily re-insure on property losses. There is no built in load for profit, or any bonuses. Their expenses are claims, risk management and underwriting. They have a 35 year data base for claims. They provide a retrospective rating program for workers compensation which includes two important features; namely, cash flow for premiums and loss reserve analysis. Increases are based on the individual results of each client. The majority of CIRMA's book of business is guaranteed cost, Newington is their only retro program today. The LAP shows three and five year losses and is being increased. CIRMA has also provided member equity checks four of the past five

years. Mr. Slusarski asked about re-insurance costs. CIRMA uses Safety National, their rates have been flat. There is a potential for severe exposure based on what is covered by CIRMA (police, schools, coastal exposures, etc.). Mr. Guerrero noted that the costs that drive municipal exposures are different from the commercial market. There was also some discussion on specific topics such as prescription painkillers, loss history at the skateboard park, and downstream exposure for dams. Mr. Perry pointed out that the workers compensation retro program was capped at 18 months after expiration, with only two adjustments. Mr. Slusarski asked what happened if the Town exceeded the 3% of payroll increases that CIRMA was offering to absorb. CIRMA rates the policy by payroll classification. Audits rate payroll accordingly. If a payroll classification increases by more than 3%, that amount is added to the 1-1/2% premium increase. Ms. Constantine made a motion that the Committee accept CIRMA's extension proposal of the Town's current program, as presented, and recommend its' acceptance to the Town Council. A second to the motion was made by Mr. Nagel. There was no discussion on the motion. It passed unanimously by a vote of 5 YES to 0 NO.

- V. Any other business pertinent to the Committee – None.
- VI. Public participation – None.
- VII. Response to public participation – None.
- VIII. Adjournment – The meeting adjourned at 7:07 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services

AGENDA ITEM: IV.D. _____

DATE: 1-12-16 _____

RESOLUTION NO. _____

RESOLVED:

That in accordance with section 8-27(4)(a) of the Code of Ordinances, the Newington Town Council hereby accepts the proposed two-year extension of the agreement between the Town of Newington and the Connecticut Interlocal Risk Management Agency (CIRMA) for workers compensation, liability, property and casualty insurance, effective July 1, 2016 through June 30, 2018.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

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

Date: January 8, 2016

Re: Setting Dates for the Town Council's Goal Sessions

As discussed at the December 8 meeting, the Town Council will hold two goal setting sessions on January 16 and 20, 2016.

The January 16 meeting will be held from 8:15 a.m. to approximately 1:00 p.m. in conference room L-101. This meeting will feature brief presentations from various Town departments heads and is intended to orient new Councilors with the mission, duties and services provided by each department as well as highlights of each department's operations over the past year and any major upcoming projects.

The January 20 meeting will be held at 5:30 p.m. in conference room L-101. The purpose of this meeting is for the Council to discuss and formulate short and long term goals. This meeting will be facilitated by Decision Point, LLC of Rocky Hill. Both meetings are open to the public.

Agendas for both meetings will be posted as soon as possible following the discussion of this item at the January 12 regular meeting.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of Town Engineer

Christopher Greenlaw P.E.
Town Engineer

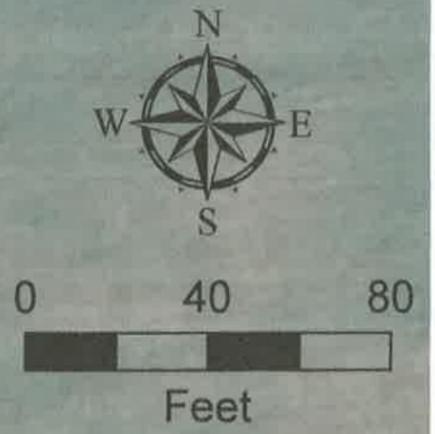
Memorandum

To: John Salomone, Town Manager
From: Christopher Greenlaw, Town Engineer *CMG*
Date: January 07, 2016
Re: Deming\Young Farm - MDC Staging Area – Soil Analysis

Per your request (recent Council Agenda setting meeting) may I offer an update as to the status of the above referenced item. On 12/12/2015, the Council held a “Special” meeting on site at the Deming\Young Farm. Councilors orientated and observed the spatial location of the former MDC staging area and subsequent terrain as compared to the adjacent farm area. At the direction of Council, Engineering prepared a task order for REMA Ecological Services to perform soil observations, comparative analysis and report.

Field operations commenced on the following Tuesday, December 15th, 2015 involving soil “auguring” (by hand) for approximately 14 test holes. Operations resumed Thursday December 17th, 2015 whereby “Test Pits” were machine excavated for soil horizon observation, comparative textural analysis, sampling, etc. Approximately six (6) test pits were observed and soil samples were retrieved for laboratory analysis. Please refer to the attached plan for illustration of augured holes and test pits.

On 01/05/2016, REMA Ecological Services indicated that laboratory results were received and comparative analysis currently being conducted. The anticipated reporting date for Council is currently targeted for the meeting of 01/26/2016.

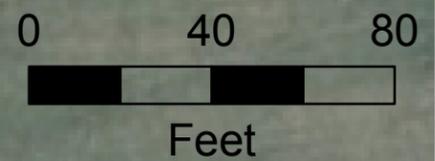


Legend

- TEST HOLE
- ✕ TEST PIT

**TEST HOLES WERE
HAND EXCAVATED
ON DECEMBER 15, 2015**

**TEST PITS WERE
MACHINE EXCAVATED
ON DECEMBER 17, 2015**



Legend

- TEST HOLE
- ✕ TEST PIT

**TEST HOLES WERE
HAND EXCAVATED
ON DECEMBER 15, 2015**

**TEST PITS WERE
MACHINE EXCAVATED
ON DECEMBER 17, 2015**



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

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

Date: January 8, 2016

Re: Central Connecticut Health District

The Director of the Central Connecticut Health District, Mr. Charles Brown, will be in attendance to give the annual update of the Central CT Health District. Members of the CCHD Board of Health will also be present for the discussion.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of Town Engineer

Christopher Greenlaw P.E.
Town Engineer

Memorandum

To: John Salomone, Town Manager
From: Christopher Greenlaw, Town Engineer *CG*
Date: December 30, 2015
Re: MDC – Project 2011-73, Water & Sewer Improvements at Cedar Street and Willard Avenue.

The MDC has finalized plans for utility improvements with regard to the above referenced project. The project proposes the installation of both a new 20" water main and an 18" sewer main to enhance water service and reduce sewer back-ups, therefore providing benefits to the health, safety and environment for the residents of Newington. The sewer main will extend from the "Trunk Line" (at Mill Brook) west on Cedar to the Old Farm Drive subdivision and the water main will be installed from Veterans Drive south and west to complete a loop in the vicinity of the Old Farm Drive as well. The project is estimated at ten (10) million dollars (5 million each).

Understanding the (geographic) enormity of this type of construction project, coupled with the complexity of traffic - volume (30K & 17K ADT) on Cedar Str. and Willard Ave. respectively, the D.O.T. has recommended the MDC utilize an alternative construction schedule. Therefore, to accomplish the required improvements (specifically at the Cedar\Willard intersection), the MDC proposed a night time detour for an anticipated period of 3-4 weeks. Included for your review (attached) is the proposed "Maintenance & Protection Plan" (MPT plan) and a request for a waiver with regard to the noise ordinance. This plan will require the review of both the DOT and Town of Newington - Legal Traffic Authority (L.T.A.) and Chief of Police.

In order to establish the connection of a new 18" sanitary sewer line to the trunk line, the MDC has proposed a utility corridor requiring easements from private homeowners. Additionally, the MDC is requesting a conveyance of easement(s), both "Temporary Construction" and "Permanent" from the Town of Newington. This proposed easement area resides as 90 Wells Drive (adjacent to Cedar Street at Mill Brook) specifically illustrated with supporting documentation in the attachment. In advance of this request, the MDC has acquired the appropriate Inland Wetlands Permit to facilitate the activities as proposed. Per our recent discussion, may I offer these documents for Council review and 8-24 referral to TPZ. The MDC is prepared to attend the next regularly scheduled Council meeting to offer insight to: Project Orientation, operations, timeline, "Clean Water Initiative", benefits to stakeholders and questions.



Memorandum

DATE: December 29, 2015
TO: Christopher Greenlaw, P.E., and John Salomone
FROM: Adam J. Thompson, P.E. *A.T.*
CC: Adam Feldman, P.E.
RE: *Town of Newington Easement Conveyance Information*

John and Chris:

The purpose of this memorandum is to explain the Newington requirements of an easement required to install a section of relief sewer on town property near Mill Brook.

In order to relieve sewer backup conditions along Cedar Street, the MDC will need to install a relief sewer that ties into the Mill Brook Trunk Sewer. The properties along the north side of Cedar Street will be directly tied into the new relief sewer from Mill Brook to Old Farms Road. This will provide more storage for those residences, as they are on the low side of the road, and reduce the instances of backups dramatically.

From Willard Road to the downstream tie in location at the Mill Brook trunk sewer, there are significant utility conflicts and elevation issues that require us to acquire minimal easements from 5 private property homeowners, the Catholic Church Diocese and the Town of Newington. All parties have agreed in principal and most are in the process of receiving payment for said easements. The easement awards were calculated using a real estate appraisal and were overwhelmingly well received by all the participants.

We plan to advertise the project in the winter of 2016, so anything we can do to assist or help in getting this easement conveyed would help greatly.

We need from the Town of Newington: (all are attached in this package)

- The Real Estate Tax Conveyance Form (executed).
- The Sewer Easement Form (executed).
- The Temporary Construction Easement Form (executed).

The Sewer Easement Form (Permanent Easement) and the Easement Map and Legal Description will be filed on the land records while the Temporary Construction Easement will be discarded at project completion.

Please let me know should you have any further questions.

Adam J Thompson

Record and Return to:

The Metropolitan District
555 Main Street, P.O. Box 800
Hartford, CT 06103
Attn: District Clerk

TEMPORARY
CONSTRUCTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS, That, **TOWN OF NEWINGTON**, a municipal corporation organized and existing under the laws of the State of Connecticut and having its territorial limits within the County of Hartford and State of Connecticut (hereinafter referred to as "**GRANTOR**"), for the consideration of One Dollar (\$1.00) and other good and valuable consideration received to its full satisfaction of **THE METROPOLITAN DISTRICT**, a municipal corporation specially chartered by the General Assembly of the State of Connecticut and having its territorial limits within said State and having a place of business located at 555 Main Street, Hartford, Connecticut (hereinafter referred to as "**GRANTEE**"), does give, grant, bargain, sell and confirm unto said **GRANTEE**, its agents, successors and assigns forever, a temporary construction easement for the purpose of constructing one or more sewer lines and appurtenances thereto, located in, under, through, on and over a certain piece or parcel of land situated in the Town of Newington, County of Hartford and State of Connecticut, as depicted on a map entitled "MAP SHOWING EASEMENT AREA TO BE GRANTED TO THE METROPOLITAN DISTRICT COMMISSION ACROSS PROPERTY OF TOWN OF NEWINGTON, 90 WELLS DRIVE NORTH , NEWINGTON, CONNECTICUT, SCALE 1"=20', DATED 8-03-12, BY MARTINEZ COUCH & ASSOCIATES LLC", which map is on file in the Town Clerk's Office in said Town of Newington, said easement consists of an area approximately 1,238 square feet, more or less (the "Easement Area"), and is more particularly bounded and described on the attached SCHEDULE A and made a part hereof as if fully set forth herein.

Within said Easement Area above described, **GRANTEE** shall have the right to lay, construct, maintain, inspect, use, alter, monitor, operate, repair and replace one or more sanitary sewer lines, together with any and all water and/or sewer line(s), monitoring devices, enclosures, manholes, electrical control panels, fencing, valves, sewage/water tanks and like appurtenances connected to and/or servicing the same (collectively, the "Sewer"), and to enter in and upon said easement and to and to pass and repass with men and equipment, to operate equipment and install material incidental to the construction of said Sewer and to excavate and fill and, if necessary, to form embankments over said Sewer. **GRANTEE** shall have the right, within the easement, to cut trees and bushes and to alter any existing watercourse or perform other work necessary or convenient for the construction, maintenance, inspection, use, monitoring, operation, repair, replacement or protection of the Sewer.

The duration of **GRANTEE**'s Sewer construction project is five hundred (580) days, exclusive of any periods of inactivity due to inclement weather and/or the temporary suspension of **GRANTEE**'s construction activities (winter shut-down). The duration of this temporary easement shall match the duration of the Sewer construction project. **GRANTEE** shall provide **GRANTOR** with advanced notice of the commencement and termination dates of **GRANTEE**'s Sewer construction work and provide **GRANTOR** with notice of any periods of inactivity due to inclement weather and/or a winter shut-down, if any. Notwithstanding the foregoing, this temporary easement shall automatically terminate on the thirtieth (30th) day following the completion of work allowed hereunder.

Subsequent to the initial construction of the Sewer, GRANTEE shall restore any disturbed areas to substantially the same condition as existed prior to the commencement of its work allowed hereunder, all at no cost to GRANTOR.

The GRANTOR herein reserves the right to itself, its successors and assigns, to continue to use the land within which the aforesaid easement has been granted for any uses and purposes which shall not in any way interfere with the use thereof by the GRANTEE, its successors and assigns, in fulfilling the purposes for which this temporary easement is granted.

TO HAVE AND TO HOLD the above-granted right(s), privilege(s) and authority unto the said GRANTEE and its successors and assigns forever, to its and their own proper use and behoof.

IN WITNESS WHEREOF, the undersigned GRANTOR has hereunto set its hand and seal as of this ____ day of _____, 2015.

Signed, Sealed, and Delivered
in the presence of:

GRANTOR:
TOWN OF NEWINGTON

Name:

By:

Name:

Title:

Duly Authorized:

Name:

STATE OF CONNECTICUT)

)

ss. _____, 2015

COUNTY OF HARTFORD)

)

On this ____ day of _____, 2015, personally appeared,
_____ as _____ of
TOWN OF NEWINGTON, signer and sealer of the foregoing instrument, and acknowledged the same to be his/her free act and deed and the free act and deed of said municipal corporation, before me.

Name:

Commissioner of the Superior Court

Notary Public

My Commission Expires:

Record and Return to:

The Metropolitan District
555 Main Street, PO Box 800
Hartford, CT 06142-0800
Attn: District Clerk

SEWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS That, **TOWN OF NEWINGTON**, a municipal corporation organized and existing under the laws of the State of Connecticut and having its territorial limits within the County of Hartford and State of Connecticut (hereinafter referred to as "**GRANTOR**"), for the consideration of One Dollar (\$1.00) and other valuable considerations received to its full satisfaction of **THE METROPOLITAN DISTRICT**, a municipal corporation specially chartered by the General Assembly of the State of Connecticut and having its territorial limits within said State and having a place of business located at 555 Main Street, Hartford, Connecticut 06152-0800 (hereinafter referred to as "**GRANTEE**"), does give, grant, bargain, sell and confirm unto said GRANTEE, its successors and assigns forever a permanent easement located in, under, through, on and over a certain piece or parcel of land situated in the Town of Newington, County of Hartford and State of Connecticut, as depicted on a map entitled "MAP SHOWING EASEMENT AREA TO BE GRANTED TO THE METROPOLITAN DISTRICT COMMISSION ACROSS PROPERTY OF TOWN OF NEWINGTON, 90 WELLS DRIVE NORTH, NEWINGTON, CONNECTICUT, SCALE 1"=20", DATED 8-03-12, BY MARTINEZ COUCH & ASSOCIATES LLC" which map is on file in the Town Clerk's Office in the Town of Newington. Said easement is more particularly bounded and described on the attached SCHEDULE A and made a part hereof as if fully set forth herein.

Within said easement above described, GRANTEE shall have the right to lay, construct, maintain, inspect, use, alter, monitor, operate, repair and replace one or more sewer lines, monitoring devices, enclosures, manholes, fencing, valves, water tanks, embankments and like appurtenances connected to, servicing or related to the same (collectively, the "Sewer"), and to enter in and upon said easement and to and to pass and repass with men and equipment, to operate equipment and install material incidental to the construction of said Sewer and to excavate and fill and, if necessary, to form embankments over said Sewer. GRANTEE shall have the right, within the easement, to cut trees and bushes and to alter any existing watercourse or perform other work necessary or convenient for the construction, maintenance, inspection, use, monitoring, operation, repair, replacement or protection of the Sewer.

The GRANTOR shall not make any changes in grade in said easement greater than twelve (12") inches up or down from the present surface, unless GRANTOR reimburses GRANTEE for the entire cost of adjusting the grade of said Sewer.

The GRANTOR shall not erect or allow to be erected any building or other structure or use or carry on any operations on the surface or subsurface of the easement, which may endanger the safety of said Sewer or interfere with the operation or maintenance of said Sewer.

Subsequent to the initial construction of the Sewer, GRANTEE shall restore any disturbed areas to substantially the same condition as existed prior to the commencement of its work allowed hereunder, all at no cost to GRANTOR.

The GRANTOR herein reserves the right to itself, its successors and assigns, to continue to use the land within which the aforesaid easement has been granted for any use and purposes which shall not in any way interfere with the use thereof by GRANTEE, its successors and assigns, in fulfilling the purposes for which this easement is granted.

TO HAVE AND TO HOLD the above-granted right(s), privilege(s) and authority unto the said GRANTEE and its successors and assigns forever, to its and their own proper use and behoof.

IN WITNESS WHEREOF, the undersigned GRANTOR has hereunto set its hand and seal as of this ____ day of _____, 2015.

Signed, Sealed, and Delivered
in the presence of:

GRANTOR:
TOWN OF NEWINGTON

Name:

By: _____
Name:
Title:
Duly Authorized:

Name:

STATE OF CONNECTICUT)
) ss. _____, 2015
COUNTY OF HARTFORD)

On this ____ day of _____, 2015, personally appeared,
_____ as _____ of
TOWN OF NEWINGTON, signer and sealer of the foregoing instrument, and acknowledged
the same to be his/her free act and deed and the free act and deed of said municipal
corporation, before me.

Name:
Commissioner of the Superior Court
Notary Public
My Commission Expires:

EASEMENT DESCRIPTION

A PORTION OF PROPERTY OF TOWN OF NEWINGTON AS DEPICTED ON A MAP ENTITLED "MAP SHOWING EASEMENT AREA TO BE GRANTED TO THE METROPOLITAN DISTRICT COMMISSION ACROSS PROPERTY OF TOWN OF NEWINGTON, 90 WELLS DRIVE NORTH, NEWINGTON, CONNECTICUT, SCALE 1"=20', DATED 8-03-12, BY MARTINEZ COUCH & ASSOCIATES LLC, AND MORE PARTICULARLY DESCRIBED AS:

PERMANENT EASEMENT AREA DESCRIPTION

BEGINNING AT A POINT ON THE EASTERLY LINE OF PROPERTY NOW OR FORMERLY OF RAFAEL RAMIREZ & JUDITH DAVILA. SAID POINT BEING N6°45'43"W A DISTANCE OF 53.03' FROM THE NORTHERLY LINE OF CEDAR STREET. THENCE RUNNING ALONG PROPERTY OF RAFAEL RAMIREZ & JUDITH DAVILA N6°45'43"W A DISTANCE OF 22.81' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON N54°31'21"E A DISTANCE OF 56.40' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON S35°28'39"E A DISTANCE OF 20.00' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON S54°31'21"W A DISTANCE OF 67.36' TO THE POINT AND PLACE OF BEGINNING.

EASEMENT AREA=1,238 SQ. F.T, 0.028 ACRES.

TEMPORARY EASEMENT AREA

BEGINNING AT A POINT ON THE EASTERLY LINE OF PROPERTY NOW OR FORMERLY OF RAFAEL RAMIREZ & JUDITH DAVILA. SAID POINT BEING N6°45'43"W A DISTANCE OF 41.63' FROM THE NORTHERLY LINE OF CEDAR STREET. THENCE RUNNING ALONG PROPERTY OF RAFAEL RAMIREZ & JUDITH DAVILA N6°45'43"W A DISTANCE OF 11.40' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON N54°31'21"E A DISTANCE OF 67.36' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON S35°28'39"E A DISTANCE OF 10.00' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON S54°31'21"W A DISTANCE OF 72.84' TO THE POINT AND PLACE OF BEGINNING.

TEMPORARY EASEMENT AREA = 701 SQ. FT., 0.016 ACRES.

TEMPORARY EASEMENT AREA

BEGINNING AT A POINT ON THE EASTERLY LINE OF PROPERTY NOW OR FORMERLY OF RAFAEL RAMIREZ & JUDITH DAVILA. SAID POINT BEING N6°45'43"W A DISTANCE OF 75.84' FROM THE NORTHERLY LINE OF CEDAR STREET. THENCE RUNNING ALONG PROPERTY OF RAFAEL RAMIREZ & JUDITH DAVILA N6°45'43"W A DISTANCE OF 11.40' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON N54°31'21"E A DISTANCE OF 50.93' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON S35°28'39"E A DISTANCE OF 10.00' TO A POINT. THENCE RUNNING THROUGH LAND OF TOWN OF NEWINGTON S54°31'21"W A DISTANCE OF 56.40' TO THE POINT AND PLACE OF BEGINNING.

TEMPORARY EASEMENT AREA = 537 SQ. FT., 0.012 ACRES.

Compensation Calculation
90 Wells Dr N – Town of Newington

\$124.00 divided by 14 months = \$8.86/month (\$9.00 rounded)

580 divided by 30 = 19.33

5.33 times \$9.00 = \$47.97 (\$48.00 rounded)

\$124.00 plus \$48.00 = \$172.00

Temporary: \$172.00

Permanent: \$353.00

TOTAL: \$525.00



MDC-SAP Vendor Master Data Form

Please fill out this form as well as the W-9 (Request for Taxpayer Identification Number and Certification) document. Submit the completed forms to the MDC Procurement department for processing. In addition, register your company on our e-procurement web-site at www.ebidexchange.com/ndo.

Buyer Information	Seller Information
*Company Name	
*Type of Entity	
*Address	
*City	
*State	
*Zip Code	
*Seller Name	
*Title	
Duns Number	
*Tax ID Number	
*Phone Number	
Fax Number	
Cell Number	
*Email Address	

*Represents required fields

Manager approval is required before new vendors can be added to the MDC database: Jay Sheldon Wesley, Manager of Procurement _____ Date _____
--

1099 Review: This section will be completed by the MDC Financial Control department. 1099 form required Yes <input type="checkbox"/> No <input type="checkbox"/> Carol Fitzgerald, Manager of Financial Control _____ Date _____
--

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

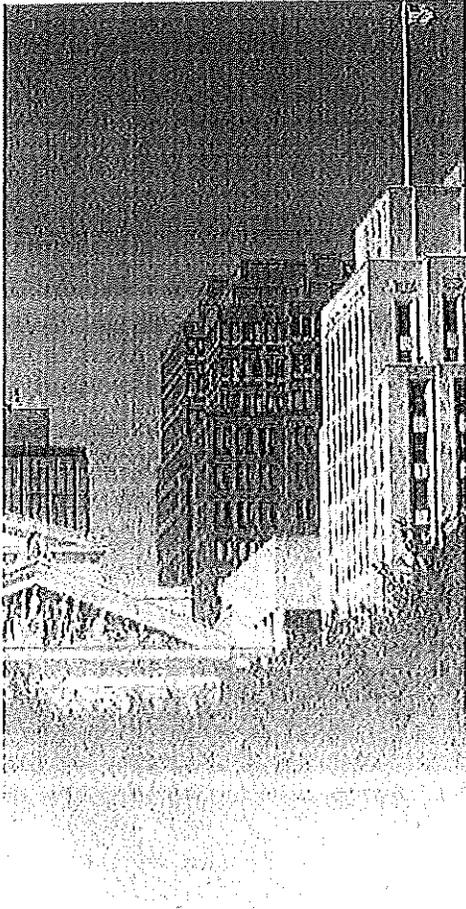
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Appraisal of:
TEMPORARY CONSTRUCTION EASEMENT
& PERMANENT EASEMENT
90 WELLS DRIVE NORTH
NEWINGTON, CONNECTICUT

Property Type:
PORTION OF TOWN OWNED LAND
TEMP. EASEMENT AREA = 1,238 SQUARE FEET
PERM. EASEMENT AREA = 1,238 SQUARE FEET

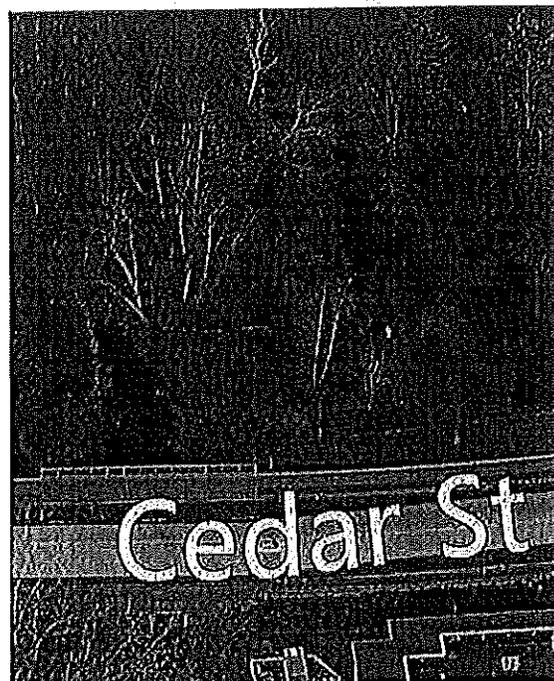
Prepared for:
THE METROPOLITAN DISTRICT
555 MAIN STREET
HARTFORD, CONNECTICUT 06142

Date of Value:
JUNE 9, 2014

**MICHAUD
COMPANY**

REAL ESTATE APPRAISERS + CONSULTANTS

431 ORANGE STREET, NEW HAVEN, CT 06511
203-789-1355 | 203-789-1558 FAX
WWW.MICHAUDCOMPANY.COM



90 WELLS DRIVE NORTH, NEWINGTON

MICHAUD COMPANY

Real Estate Appraisers | Consultants

431 Orange Street
New Haven, Connecticut 06511
203-789-1355
203-789-1558 Fax

Mystic 860-572-2724
Stamford 203-327-9700
www.michaudcompany.com

Attorney Carl Nasto
The Metropolitan District
555 Main Street
Hartford, Connecticut 06142

June 11, 2014

Regarding: Appraisal of Temporary & Permanent Construction Easements:
A portion of 90 Wells Drive North,
Newington, Connecticut

Dear Attorney Nasto:

At your request the Michaud Company estimated the value of temporary and permanent construction easements to be acquired by The Metropolitan District Commission at 90 Wells Drive North, Newington, Connecticut. This document is a *Restricted Appraisal Report* for the client containing all applicable approaches to value. Information relating to this appraisal is retained in our files. This report was prepared in conformity with the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation.

The property at 90 Wells Drive North consists of a ±19.56-acre parcel of vacant land with frontage on Cedar Street and Wells Drive North. The property is owned by the Town of Newington who acquired the parcel around 1957. The parcel is zoned R-12 Residential. The proposed easements will occupy a portion of the site interior, near Cedar Street, next to an existing drainage easement. The parcel is located across Cedar Street from the Town Hall and near the Mill Brook.

The Metropolitan District Commission will install underground piping and related structures at 90 Wells Drive North. The permanent easement area will consist of a subsurface path near Cedar Street. A temporary construction easement (TCE) will consist of a 10-foot wide linear path along the north and south sides of the permanent easement area. The TCE will allow the MDC to operate at the surface of the property during the twelve to fourteen-month construction period. Any improvements that are disturbed by the construction will be restored as they existed prior to the construction.

The permanent easement area will consist of 1,238 square feet or 0.028 acres. The temporary easement area is also 1,238 square feet or 0.028 acres. From time to time during the construction period, the property owner may not have use of portions of the easement areas (as shown in the map). The primary use of the property as open space will not be disturbed. The property will retain access during the construction period, and upon completion, there is no loss to the primary use of the property. The highest and best use of the easement areas appears to be continued use as a portion of the larger ±19.56-acre parcel as open space.

Easement Analysis Summary

<u>Component</u>	<u>Conclusion</u>
<i>Interest Taken</i>	
<i>Temporary Easement</i>	<i>12-14 month temporary construction easement</i>
<i>Permanent Easement</i>	<i>Permanent subsurface easement</i>
<i>Use of Easement Area</i>	
<i>Temporary Easement</i>	<i>Surface use only</i>
<i>Permanent Easement</i>	<i>Underground piping</i>
<i>Easement Area</i>	
<i>Temporary Easement</i>	<i>1,238 square feet</i>
<i>Permanent Easement</i>	<i>1,238 square feet</i>
<i>Present Use</i>	<i>Open space</i>
<i>Highest and Best Use of 90 Wells Drive North</i>	<i>Continued use</i>
<i>Highest and Best Use of Easement Area</i>	<i>Continued use for open space</i>
<i>Access</i>	<i>Property will continue to have access during the TCE</i>
<i>Land Improvements</i>	<i>Any improvements disturbed by the construction activity will be restored to the status that existed prior to the activity.</i>

Market Value is the most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.¹ *Market Rent* is the rental income a property would probably command in the open market. It is indicated by the current rents that are either paid or asked for comparable space with the same division of expenses as of the date of appraisal.² Comparable sales and rentals of similar easements were not evaluated within this analysis because utility easements are usually forced transactions. Thus, they are not supported by the definition of market value.

To evaluate compensation for both easements, the appraisal first analyzed the value of the underlying ±19.56-acre parcel. Second, the overall land value was allocated to the easement areas. For the TCE valuation, the analysis focused on a market rent to the land area occupied by the TCE during the construction period. In the absence of comparable rental data, the appropriate rate of return on the land for losing the beneficial interest in the property was estimated. Thirdly, a market based rate of return was applied to the land value of the TCE area

¹ *The Appraisal of Real Estate, Appraisal Institute, thirteenth edition, page 23.*

² *The Appraisal of Real Estate, thirteenth edition, page 452.*

to project market rent. The total value of the MDC activities consists of the sum of the permanent and temporary easement areas.

Comparable Sales

PROPERTY	SLDATE	PRICE	VOLPAGE	ACRE	SELLER	BUYER
Single Family Building Lots						
1 1 Packards Way	For Sale	\$160,000		0.33		
2 129 Carr Ave	For Sale	\$112,000		0.61		
3 24 Broadview St.	5/14/14	\$98,000	2147/727	0.35	Gagnon, Daniel	Jayeshkumar & Parisha Patel
4 25 Packards Way	1/9/14	\$140,000	2140/693	0.32	Rose Colored Glasses LLC	Zlewacz, Theodore & Mary Ann
5 21 Packards Way	1/9/14	\$125,000	2140/704	0.29	Rose Colored Glasses LLC	Camarco, Ray & Susan
6 29 Packards Way	12/23/13	\$140,000	2139/599	0.86	Rose Colored Glasses LLC	Petruzzi, Steven & Carla
7 16 Birch St	9/18/13	\$130,280	2135/119	0.34	C Maratta Builders LLC	Lenares, David
8 15 Clifford Drive	3/7/13	\$90,000	2115/533	0.28	Rainville, Norman	Condon, Richard & Nicole
9 163 Reservoir Rd	7/16/12	\$62,000	2093/419	0.33	Mednick, trustee	Isabel & Antonio Abrantes
10 44 Trotter La	3/13/12	\$150,000	2082/707	0.28	J.H Scelza Inc	Vincent Brescia LLC
11 Maple Hill Ave	9/26/11	\$100,000	2070/41	1.23	Kobayashi, Hollis & Hisaaki	Rose Colored Glasses LLC
12 24 Broadview St.	4/11/11	\$60,000	2059/192	0.35	Kuslis, Jeanne Tr	Gagnon, Daniel
13 Main St, so Harding	1/31/11	\$54,427	2053/428	0.19	Vincent Brescia LLC	Sullo Investments LLC
14 45 Waverly Dr	10/22/10	\$155,000	2044/675	0.61	Christie, Sharon	Michalak, S & K
Open Space Land						
15 129 Main St	11/20/13	\$50,000	2137/475	2.4	Adrienne Der Sarkissian Trust	CT Real Estate Properties LLC

From an analysis of comparable land sales shown above, the underlying value for this portion of the ±19.56 acres, which consists of wetlands area next to the Mill Brook, was estimated at \$25,000 per acre, or \$0.57 per square foot. The permanent easement occupies 1,238 square feet, and the allocation of overall land value to the easement area is \$706. Once construction is completed, the owner will retain surface use of the property, and the area will again function as a driveway. Thus, the allocated value is discounted by 50% to reflect the continued ownership and use of the area, or to \$353.

The TCE will also occupy 1,238 square feet, and the allocated value at \$0.57 per square foot is \$706. Since the TCE will be located within unused open space, a market rate of return was selected at 15%, for an annual return of \$106. The construction period will extend up to 14 months, which equates to a pro rated return of \$124. The calculations are as follows:

Easement Valuation Summary

<i>Component</i>	<i>Conclusion</i>
<i>Permanent Easement (1,238 x \$0.57 x 50%)</i>	<i>\$353</i>
<i>Temporary Easement (1,238 x \$0.57 x 15% x 1.167)</i>	<i>\$124</i>
<i>Total</i>	<i>\$477</i>
<i>Rounded</i>	<i>\$500</i>

MICHAUD COMPANY

Attorney Carl Nasto
The Metropolitan District

June 11, 2014
Page 4

As a result of our analysis, it is our opinion that the market value of the permanent and temporary construction easements, at 90 Wells Drive North, Newington, Connecticut, contingent upon the assumptions and limiting conditions, as of June 9, 2014, was:

FIVE HUNDRED DOLLARS (\$500)

The appraisal report must be attached for the value opinion to be considered valid. We appreciate this opportunity to be of service.

Sincerely,

MICHAUD COMPANY, Inc.

A handwritten signature in black ink, appearing to be 'R. Michaud', written over a faint horizontal line.

Richard A. Michaud, MAI
President
CT Certified R.E. Appraiser #RCG.0000423

ASSUMPTIONS AND LIMITING CONDITIONS

1. The appraiser, by reason of this appraisal report, is not required to give further consultation, testimony or to be in attendance in court or at any governmental or other hearing with reference to the property without prior arrangements having been made relative to such additional employment.
2. Use and disclosure of the contents of this report are governed by the Bylaws and Regulations of the Appraisal Institute.
3. Neither all nor any part of the contents of this report (especially conclusions of value, the identity of the appraiser of Michaud Company, Inc., or any reference to the Appraisal Institute) shall be disseminated to the public through advertising media, public relations media, news media, or other public means of communication without prior written consent and approval of Michaud Company, Inc.
4. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, or Michaud Company, and in any event only with proper written qualifications and only in its entirety. The party for whom this appraisal report was prepared may distribute copies of this appraisal report in its entirety, to such third parties as may be selected by the party for whom this appraisal report was prepared; however, portions of this appraisal report shall not be given to third parties without the prior written consent of the signatories of this appraisal report.
5. Title is assumed to be good and marketable unless otherwise stated. No responsibility is assumed for the legal descriptions or any legal matter.
6. The property is considered to be under responsible ownership and management, and free of all liens and encumbrances except as specifically discussed herein.
7. The information, estimates and opinions furnished to the appraisers by others and contained in this report are considered to be from reliable sources and where feasible have been verified. However, no responsibility was assumed for the accuracy of the information. We reserve the right to modify the value estimates should more reliable or accurate information become available subsequent to delivery of this report.
8. It is assumed that there are no hidden or other conditions in sub-soil, or structures that would render them more or less valuable. No responsibility is assumed for such conditions or for engineering that would be required to discover them.
9. All building materials used in the improvements on the appraised properties are assumed to be free of potential health risks unless otherwise stated. Reasonable good structural and mechanical conditions are assumed to exist, and no opinion as to these matters is to

be inferred or construed from the attached report. All engineering is assumed to be correct.

10. It is assumed that there is full compliance with all applicable federal, state and local environmental regulations and laws unless non-compliance is stated, defined and considered in the report.
11. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a non-conformity has been stated, defined and considered in this report. It is assumed that all required licenses, certificates of occupancy, legislative or administrative consents from any local, state or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the value estimates contained in this report are based.
12. It is assumed that the utilization of the land and/or improvements is within the boundaries or property lines of the property described herein and that there is no encroachment or trespass unless noted within the report.

CERTIFICATION

I certify that, to the best of our knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and we have no personal interest or bias with respect to the parties involved
- I have no bias with respect to the property that is the subject of this report or to the parties involved with the assignment.
- My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result or the occurrence of a subsequent event directly related to the intended use of the appraisal.
- My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have made an inspection of the property that is the subject of this report.
- No one, other than the client, who supplied a map and general information, provided significant professional assistance to the signatory of this report.
- This appraisal was not based on a requested minimum value, a specific valuation or the approval of a loan.
- Richard Michaud has completed the continuing education requirements of the Appraisal Institute.

MICHAUD COMPANY, Inc.

June 11, 2014



Richard A. Michaud, MAI
President
Connecticut Certification RCG:0000423

QUALIFICATIONS

Richard A. Michaud has appraised investment grade commercial real estate throughout the United States. His assignments included downtown and suburban office buildings, neighborhood, community and specialty shopping centers, regional malls, light assembly, distribution and manufacturing industrials, condominium projects, residential and commercial subdivisions, rental housing, golf courses, marinas, land and special purpose properties. The projects appraised were both mixed-use and free-standing concepts.

Employment

Michaud Company, Inc.
431 Orange Street,
New Haven, Connecticut

Landauer Associates, Inc.
335 Madison Avenue,
New York, New York

R. A. Stuart Miller & Associates, Inc.
1275 15th Street,
Fort Lee, New Jersey

Education

The University of Connecticut
Storrs, Connecticut
Bachelor of Science, Finance
School of Business Administration

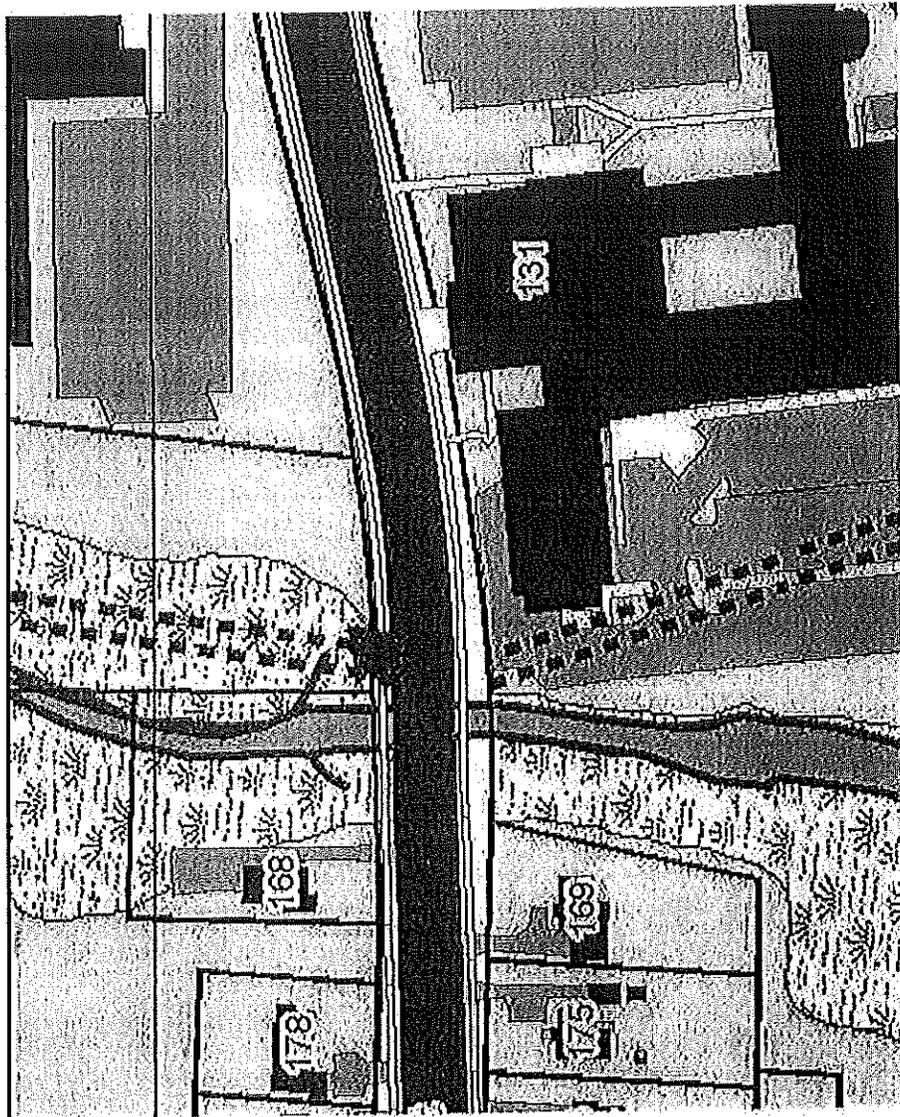
Professional Affiliations

Member, MAI, Appraisal Institute
General Certified Real Estate Appraiser, Connecticut
Connecticut Real Estate Broker

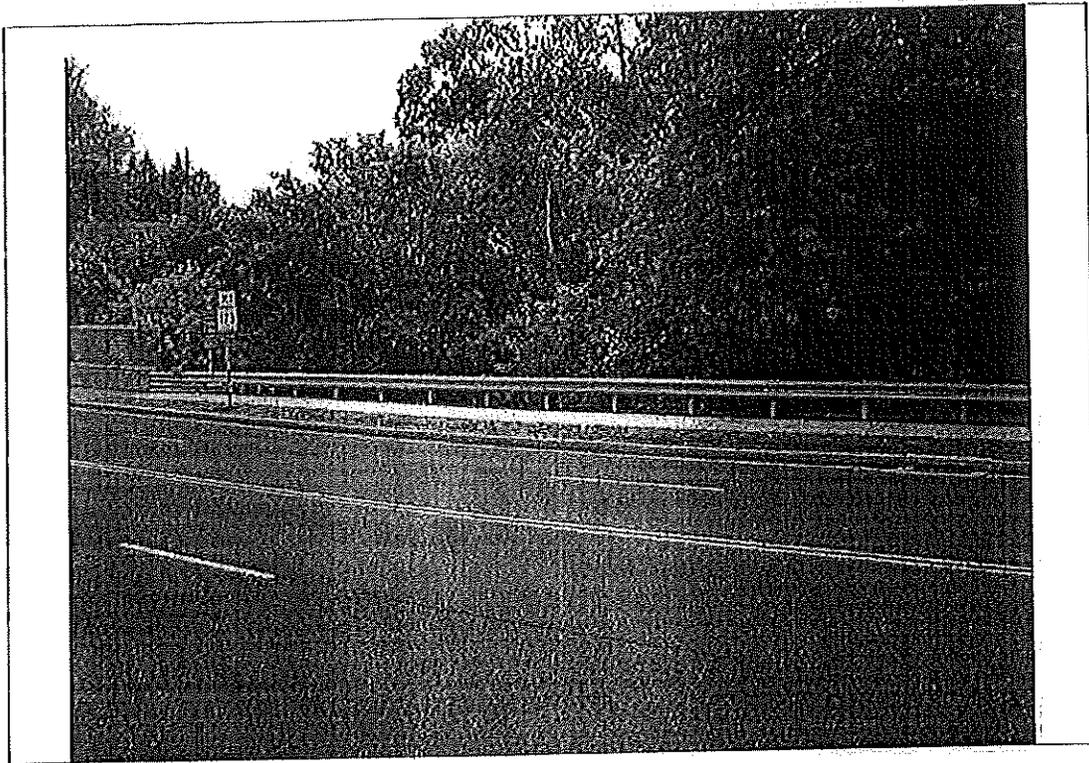
Clients served by Richard Michaud include insurance companies, commercial banks, investment banks, savings and loans, pension funds, asset managers, real estate advisors, corporations, property owners and developers, attorneys, governments and other professional service firms. Appraisals performed by Richard Michaud have been used for traditional financing, workouts, foreclosure, sale and acquisition, investment planning, estate planning, assessment appeal, arbitration and litigation support.

Since 1992, Richard Michaud has been the owner and president of the Michaud Company. The Michaud Company performs appraisal and valuation counseling for retail, office, residential, industrial, land and special purpose real estate throughout the United States.

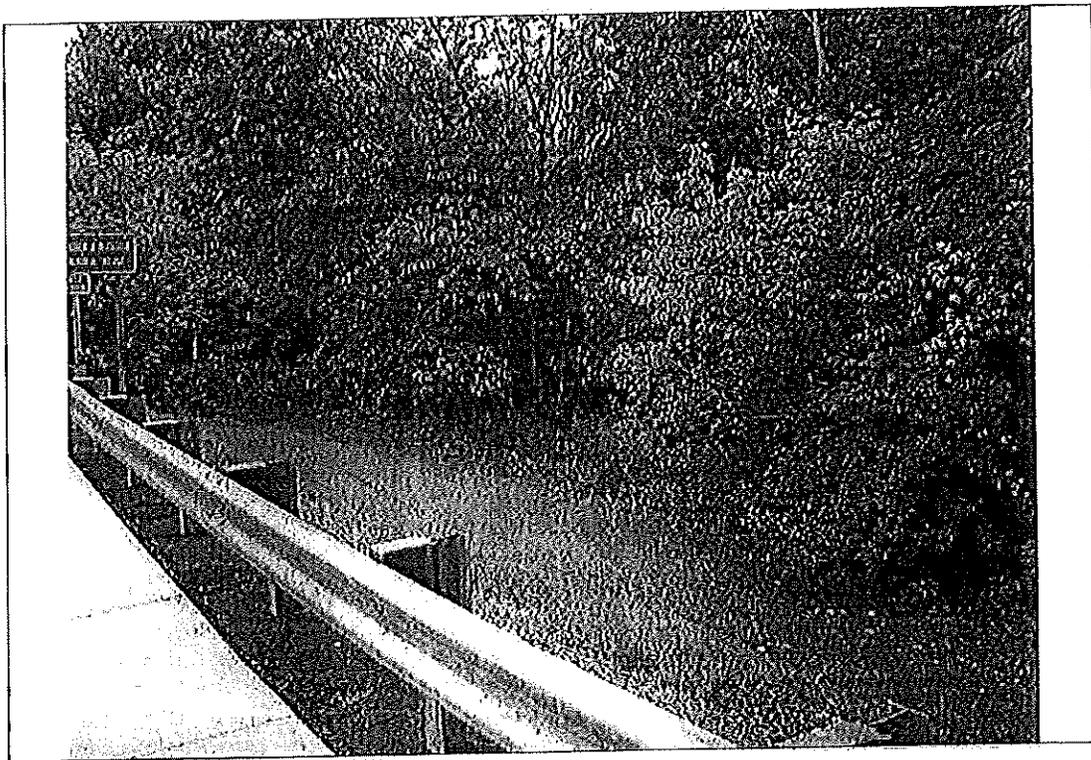
ASSESSOR'S MAP



SITE PHOTOGRAPHS

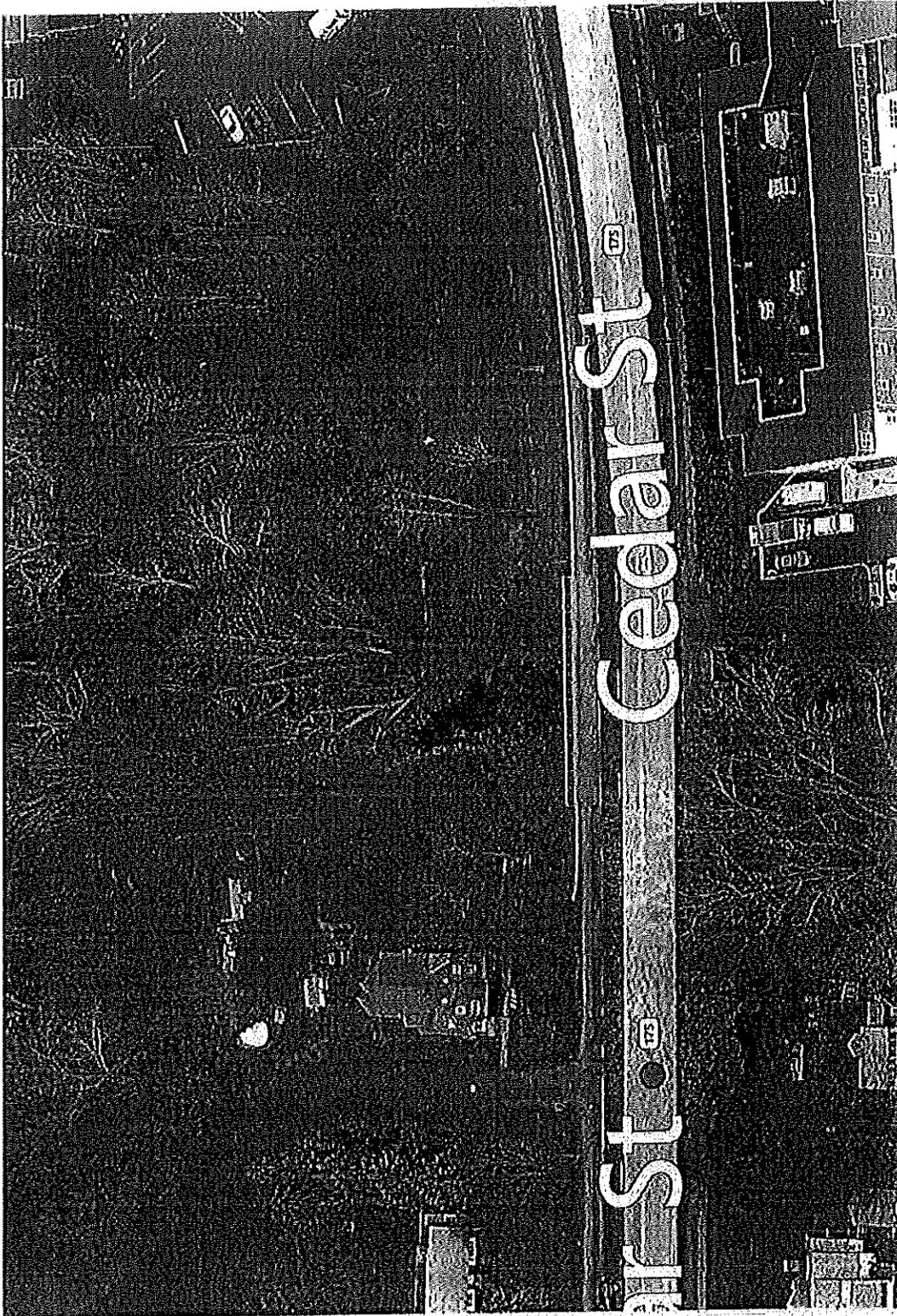


90 Wells Drive North.



Easement area.

AERIAL VIEW



OP-236 Real Estate Conveyance Tax Return

For Town Clerk Use Only			
Town Code		Land Record	
▶		▶ Vol.	Page

Complete Form OP-236 in blue or black ink only.

Check here if this is an amended return.

1. Town ▶ <u>Newington</u>	2. Location of property conveyed (number and street) ▶ <u>90 Wells Drive North</u>	3. If more than two grantors/sellers, check here. ▶ <input type="checkbox"/> Attach OP-236 Schedule A to provide required information.
4. Grantor/seller #1 (last name, first name, middle initial) ▶ <u>Town of Newington</u>		5. Taxpayer identification number ▶ <input type="checkbox"/> SSN <input checked="" type="checkbox"/> FEIN
6. Grantor/seller address after conveyance ▶ <u>131 Cedar Street</u>	7. City or town ▶ <u>Newington</u>	State <u>CT</u> ZIP code <u>06111</u>
8. Grantor/seller #2 (last name, first name, middle initial) ▶		9. Taxpayer identification number ▶ <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
10. Grantor/seller address after conveyance ▶	11. City or town ▶	State ZIP code
12. Is grantor a partnership, S corporation, LLC, estate, or trust? See instructions. ▶ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Is this conveyance between spouses? ▶ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. If this conveyance is for no consideration or less than adequate consideration, will federal and state gift tax returns be filed? ▶ <input type="checkbox"/> Federal only <input type="checkbox"/> State only <input type="checkbox"/> Both <input checked="" type="checkbox"/> Not applicable
15. Grantee/buyer (last name, first name, middle initial) If more than one grantee/buyer, see instructions. ▶ <u>The Metropolitan District</u>		16. Taxpayer identification number ▶ <u>06-6000532</u> <input type="checkbox"/> SSN <input checked="" type="checkbox"/> FEIN
17. Grantee/buyer address after conveyance ▶ <u>555 Main Street, PO Box 800</u>	18. City or town ▶ <u>Hartford</u>	State <u>CT</u> ZIP code <u>06142</u>
19. Date conveyed ▶	20. Date recorded ▶	21. Type of instrument ▶ <input type="checkbox"/> Warranty <input type="checkbox"/> Quitclaim <input checked="" type="checkbox"/> Easement <input type="checkbox"/> Other
22. The grantor claims no tax is due because: (If applicable, check one.) See instructions.		
▶ 22a. <input type="checkbox"/> Conveyance was for no consideration or consideration was less than \$2,000.		
▶ 22b. <input checked="" type="checkbox"/> Conveyance is exempt under Conn. Gen. Stat. §12-498. See list of all exemption codes on reverse and enter exemption code here. <u>03</u>		
▶ 22c. If 22b exemption code is 01 or 09, enter citation or docket number. _____		

Computation of Tax Enter consideration for conveyance on the appropriate line.

▶ 23. Consideration for unimproved land: See Line Instructions.	\$ _____	x0.0075 =	\$ _____
▶ 24. Total consideration for residential dwelling: See Line Instructions.	\$ _____		
▶ 24a. Portion of Line 24 that is \$800,000 or less: See Line Instructions.	\$ _____	x0.0075 =	\$ _____
▶ 24b. Portion of Line 24 that exceeds \$800,000: See Line Instructions.	\$ _____	x0.0125 =	\$ _____
▶ 25. Residential property other than residential dwelling	\$ _____	x0.0075 =	\$ _____
▶ 26. Nonresidential property other than unimproved land	\$ _____	x0.0125 =	\$ _____
▶ 27. Property conveyed by a delinquent mortgagor: See Instructions.	\$ _____	x0.0075 =	\$ _____
▶ 28. Total State of Connecticut tax due: Add Lines 23, 24a through 27.			= \$ _____

Declaration: I declare under penalty of law that I have examined this return (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return to the Department of Revenue Services (DRS) is a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Indicate by checking a box who is signing this return: Grantor Grantor's attorney Grantor's authorized agent

Name of person signing the return (type or print)

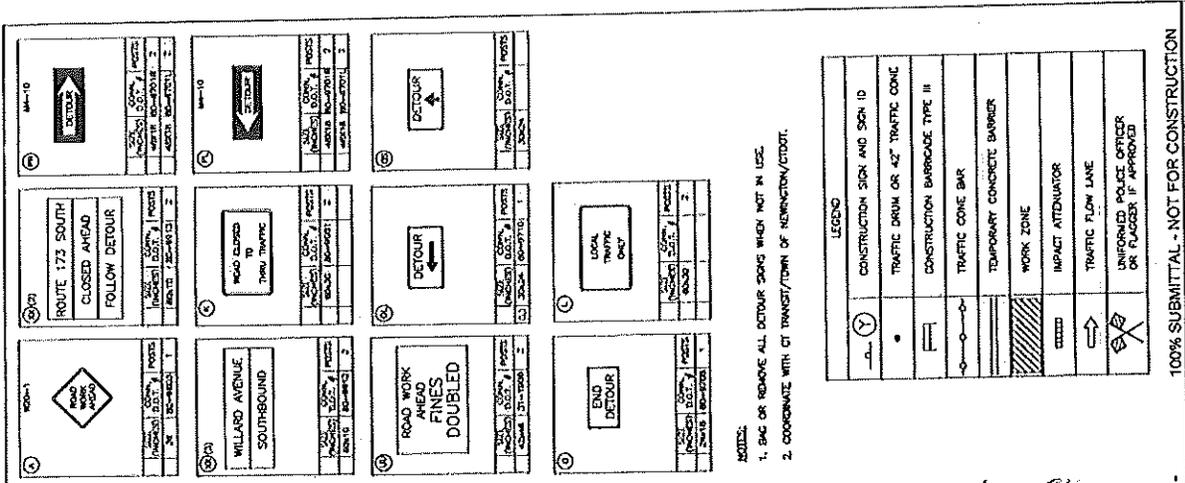
Signature

Date

Name of grantor's representative (type or print)

▶ Provide Connecticut juris number if applicable

Telephone number



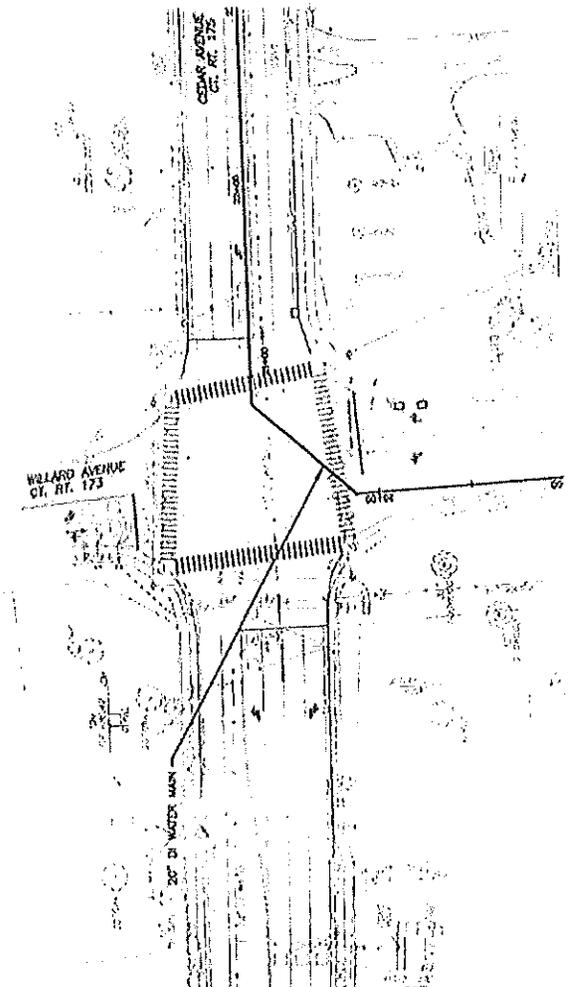
 ROAD WORK AHEAD <small>POST: 15-1000-101 PLATE: 15-1000-101 MOUNT: 15-1000-101</small>	 ROUTE 173 SOUTH CLOSED AHEAD FOLLOW DETOUR <small>POST: 15-1000-102 PLATE: 15-1000-102 MOUNT: 15-1000-102</small>	 WILLARD AVENUE SOUTHBOUND <small>POST: 15-1000-103 PLATE: 15-1000-103 MOUNT: 15-1000-103</small>	 ROAD WORK AHEAD FINES DOUBLED <small>POST: 15-1000-104 PLATE: 15-1000-104 MOUNT: 15-1000-104</small>
 DETOUR <small>POST: 15-1000-105 PLATE: 15-1000-105 MOUNT: 15-1000-105</small>	 ROAD CLOSED TO THROUGH TRAFFIC <small>POST: 15-1000-106 PLATE: 15-1000-106 MOUNT: 15-1000-106</small>	 DETOUR <small>POST: 15-1000-107 PLATE: 15-1000-107 MOUNT: 15-1000-107</small>	 END DETOUR <small>POST: 15-1000-108 PLATE: 15-1000-108 MOUNT: 15-1000-108</small>
 LOCAL TRAFFIC ONLY <small>POST: 15-1000-109 PLATE: 15-1000-109 MOUNT: 15-1000-109</small>	<p>NOTES:</p> <ol style="list-style-type: none"> SAC OR REMOVE ALL DETOUR SIGNS WHEN NOT IN USE. COORDINATE WITH CT TRANSPORTATION DEPARTMENT. 		

LEGEND	
	CONSTRUCTION SIGN AND SIGN ID
	TRAFFIC DRUM OR 42" TRAFFIC CONE
	CONSTRUCTION BARRICADE TYPE III
	TRAFFIC CONE BAR
	TEMPORARY CONCRETE BARRIER
	WORK ZONE
	IMPACT ATTENUATOR
	TRAFFIC FLOW LANE
	UNIFORMED POLICE OFFICER OR FLAGGER IF APPROVED

MDC The Metropolitan District
 555 Main Street
 Hartford, Connecticut

CDM Smith
 CONTRACT No. 2011-73
 SANITARY SEWER IMPROVEMENTS AND
 WATER MAIN INSTALLATION CEDAR STREET AREA

100% SUBMITTAL - NOT FOR CONSTRUCTION



NOTES:
 1. CONTRACTOR SHALL EXERCISE APPROX. 5' CLEARANCE FROM EXISTING WATER MAINS TO AVOID COLLISIONS DURING THE INSTALLATION OF CLEAR WATER MAIN.



100% SUBMITTAL - NOT FOR CONSTRUCTION

PLAN NUMBER

SHEET NO.

WATER MAIN PLAN

CONTRACT No. 2011-73
 SANITARY SEWER IMPROVEMENTS AND
 WATER MAIN INSTALLATION CEDAR STREET AREA

DATE: 11/11/11
 DRAWN BY: J. J. O'NEILL
 CHECKED BY: J. J. O'NEILL
 APPROVED BY: J. J. O'NEILL

NO.	DATE	BY	REVISION

MDC
The Metropolitan District
 555 Main Street
 Hartford, Connecticut

TRAFFIC SIGNALS TO BE PLACED ON RED FLASHING TOWARDS WILLARD AVENUE (RT. 173) AND YELLOW FLASHING TOWARDS CEDAR STREET (RT. 75)

WORK DETAIL ON WILLARD AVENUE AT CEDAR STREET - SOUTHSOUND ROAD CLOSURE FOR WATER WORK APPROX. WATER STA. 19+75 TO 20+45

TRAFFIC SIGNALS TO BE PLACED ON RED FLASHING TOWARDS WILLARD AVENUE (RT. 173) AND YELLOW FLASHING TOWARDS CEDAR STREET (RT. 75)

WORK DETAIL ON WILLARD AVENUE AT CEDAR ST. SOUTHSOUND ROAD CLOSURE FOR WATER WORK APPROX. WATER STA. 20+49 TO 20+69

- NOTES:
1. WORK TO BE PERFORMED DURING OVERNIGHT HOURS (10 PM - 5 AM)
 2. SEE SHEET T-76 FOR DETOUR PLAN
 3. RESTORE TRAFFIC SIGNAL LOOP, DETROURS IF NEEDED. TEMPORARY LOOP DETROURS TO BE INSTALLED PLAN 902.004.105 IN APPROACH C.

MDC
The Metropolitan District
 555 Main Street
 Hartford, Connecticut

NO.	DATE	BY	CHKD	REVISION

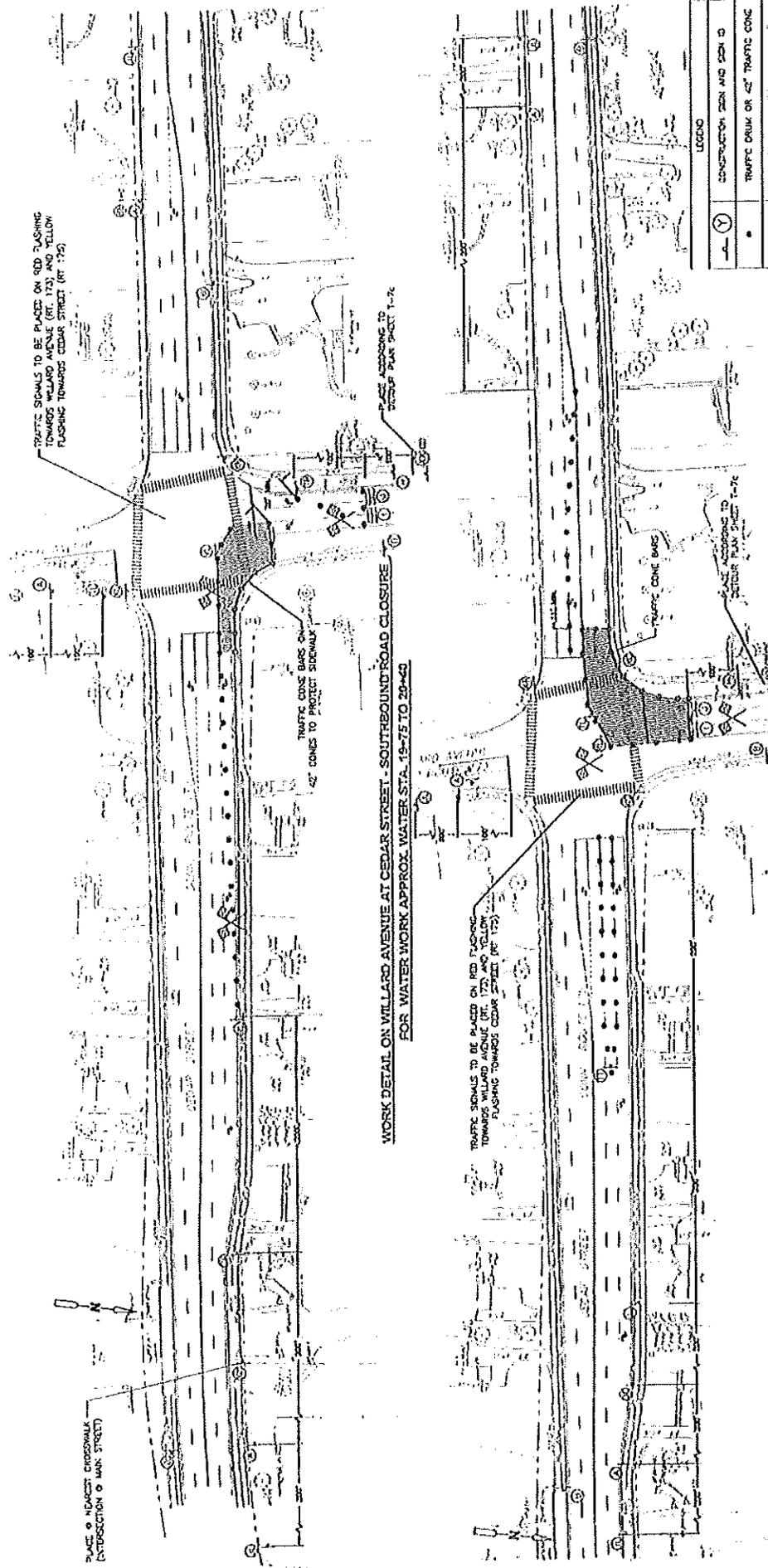
COM Street
 CONTRACT No. 2011-73
 SANITARY SEWER IMPROVEMENTS AND WATER MAIN INSTALLATION CEDAR STREET AREA

TRAFFIC MANAGEMENT PLAN VIII
 T-7b

100% SUBMITTAL - NOT FOR CONSTRUCTION
 PLAN NUMBER

SYMBOL	DESCRIPTION
(Symbol)	CONSTRUCTION SIGN AND SIGN ID
(Symbol)	TRAFFIC DRUM OR 42" TRAFFIC CONE
(Symbol)	CONSTRUCTION BARRIAGE TYPE II
(Symbol)	TRAFFIC CONE BAR
(Symbol)	TEMPORARY CONCRETE BARRIER
(Symbol)	WORK ZONE
(Symbol)	IMPACT ATTENUATOR
(Symbol)	TRAFFIC FLOW LANE
(Symbol)	UNDIRTIED POLICE OFFICER OR FLAGGER IF APPROVED

NO.	DATE	BY	CHKD	REVISION





TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Ann J. Harter
Director of Finance

Memorandum

To: Tanya D. Lane, Acting Town Manager
From: Ann J. Harter, Director of Finance *AJH*
Date: January 8, 2016
Re: Mid-Year Appropriation Transfers for FY 2015-2016

Attached is an interim financial report for the Town's General Fund as of December 31, 2015 for the fiscal year ending June 30, 2016. Estimates of revenues and expenditures projected through June 30, 2016 are included in this report.

Revenues

General Fund revenues are estimated to be up approximately \$320 thousand from the 2015-16 adopted level.

Taxes: The rate of tax collection on the current levy through December 31st is equal to the same period as last year. However, due to adjustments as the result of tax appeals, a tax collection rate of 99% by year end will not generate a significant surplus of revenue. The amount to be collected on pro-rated motor vehicles is better than expected by \$78 thousand. Collections on prior year tax levies are trending better than anticipated due to the tax sale of December 8th. We will monitor tax collection activity closely through the remainder of the year.

Payment-in-lieu of taxes (PILOTS) and State/Federal Aid: Currently, we are projecting these categories to have a net increase of \$17 thousand. Most of the Town Council adopted revenue estimates in this category are based on the Governor's proposed budget. Since that time the State increased the Education Cost Sharing Grant (ECS) by \$194,934 but reduced Mashantucket Pequot Grant by \$26,356. As indicated from the Governor's mid-year budget deficit mitigation plan, towns across the entire State were faced with reductions to municipal aid. For Newington, the State-Owned Property PILOT, Public School Pupil Transportation and ECS were reduced by \$26,356, \$24,016, and \$1,871 respectively.

Other Revenues: Building Permits and Town Clerk fees are trending better than budgeted creating a projected surplus of \$40 thousand.

Expenditures

Analysis through the first seven months of the fiscal year projects total expenditures to be on target with the Town's approved 2015-16 General Fund budget, which totals \$113.6 million.

Most of the budgetary variances exist due to recently approved wage increases for the administrative employees which were budgeted in the Town's Special Contingency account and not included in the departments' operating budgets. The actual increases were unknown until after the budget was adopted.

Appropriation Transfers

The Town Charter allows appropriation transfers only in the last six months of the fiscal year. The following is a list of departments that require additional funds to prevent overdrafts. In all cases, the Town's Special Contingency and some estimated savings in other departments will cover these amounts.

- The shortages in the following departments are due exclusively to Administrative and part-time personnel wage increases:

110	Town Council	\$55
140	Election	\$1,100
170	Town Clerk	\$2,800
210	Police	\$3,050
230	Fire	\$2,130
310	Engineering	\$2,635
320	Highway	\$3,580
420	Town Planner	\$4,050
430	Town Planning & Zoning	\$150
440	Zoning Board of Appeals	\$50
450	Building Department	\$3,750
610	Human Services	\$6,500
640	Senior and Disabled Center	\$7,530
710	Library	\$23,545
810	Parks Administration	\$5,600

- 120 Town Manager: This department was obligated to assume the full time hours of a clerical position that was formally shared with the Board of Education (\$29,800). In addition, funds are needed for non-bargaining group employees (\$13,900).

Amount requested \$43,700

- 130 Courts: The cost for Probate Court is based upon the Grand Lists of the three member towns. The shortage in this department is due to a higher increase than anticipated for expenses of the Probate Court.

Amount requested \$519

- 150 Finance: In addition to funds required for non-bargaining group employees (\$12,225) there is a shortage due to additional elderly tax relief of \$3,130.
Amount requested \$15,355
- 190 General Services: In addition to funds required for non-bargaining group employees (\$9,165) there is a shortage due to the overtime spent during the sewer line rupture (\$1,500).
Amount requested \$10,665
- 350 Sanitation: This department has available funds due to less tonnage than anticipated for refuse disposal and recycling.
Amount available \$29,475
- 460 Conservation Commission: The shortage in this department is due to additional legal notices.
Amount requested \$515
- 470 Economic Development: At the current rate of pay this department will have a shortage by fiscal year end.
Amount requested \$18,025
- 510 Health Services: The shortage in this department is due to an unanticipated increase in the assessment charged by the Central CT Health District.
Amount requested \$900
- 960 Contingency: This account was budgeted for the raises and other unforeseen expenses.
Amount available \$126,729

Capital Projects

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

- Newington High School Career Technical Program Renovations Project: The School Department is requesting that \$300,000 be transferred from the General Property School Improvements account (30900-88624) to the Newington High School Career Technical Program Renovations Project (31190-88307). Based on a memo received from Dr. Collins, the architect's latest budget estimate is \$2.4 million while the current appropriation for the project is \$2,119,500. Therefore, the Board of Education is requesting that the entire amount in the General Property School Improvements line item be transferred to address the shortfall.
- Town Buildings Mechanical Reserve: The Facilities Department requests that the balance of \$20,519 be transferred from the completed Library Boiler Replacement project (30714-88617) to the Town Buildings Mechanical Reserve account (30195-88422). This relates to the rupture of the Town Hall sewer line. While the Town's insurance paid

\$60,000 for removal of the sewage and odor but \$35,000 had to be charged to the Town Buildings Mechanical Reserve for repair of the line which leaves an insufficient amount for other emergency repairs.

I will be in attendance at the Town Council meeting on January 12th to answer any questions the council may have.

TOWN OF NEWINGTON
STATUS OF REVENUES, BY SOURCE
2015-2016

ACCOUNT DESCRIPTION	Town Council Adopted 2015-16	Received As of 12/31/15	Balance 12/31/15	Estimated 6/30/2016	Balance (Deficit) As of 6/30/16
5001 Current Levy	89,713,037	59,416,481	30,296,556	89,775,861	62,824
5002 Prorated Motor Vehicles	826,350	5,443	820,907	904,873	78,523
5003 Prorated Real Estate	50,000	16,089	33,911	16,089	(33,911)
5004 Prior Year Tax Levies	440,000	416,640	23,360	500,000	60,000
5005 Interest & Liens	320,000	237,515	82,485	345,000	25,000
TOTAL TAXES	91,349,387	60,092,168	31,257,219	91,541,823	192,436
5101 State-Owned Property	718,533	571,476	147,057	571,476	(147,057)
5104 Elderly Freeze Exemption	6,000	4,000	2,000	4,000	(2,000)
5105 Disabled Exemption	5,468	5,415	53	5,415	(53)
5106 Elderly Circuit Breaker	273,014	285,837	(12,823)	285,837	12,823
5107 Add'l Veteran's Exemption	30,385	31,432	(1,047)	31,432	1,047
5109 Tax Exempt Colleges & Hospital	1,893,374	1,893,314	60	1,893,314	(60)
TOTAL PILOTS	2,926,774	2,791,474	135,300	2,791,474	(135,300)
5201 New Meadow Housing	14,729	14,163	566	14,163	(566)
TOTAL ASSESSMENTS	14,729	14,163	566	14,163	(566)
5301 Building Permits	290,000	186,234	103,766	315,000	25,000
5302 Vendor's Permits	1,000	35	965	1,000	-
5305 Gun Permits	10,000	5,600	4,400	10,000	-
5306 Raffle & Bingo Permits	500	141	359	500	-
5308 Work Within Rights of Way	12,000	8,200	3,800	12,000	-
5310 Refuse Handling Licenses	2,000	1,680	320	1,680	(320)
TOTAL LICENSES & PERMITS	315,500	201,890	113,610	340,180	24,680
5402 Town Hall Rental Receipts	3,600	1,642	1,958	3,600	-
5403 Indian Hill Country Club	60,000	24,000	36,000	60,000	-
5404 Other Town Property	44,000	23,984	20,016	44,000	-
TOTAL RENTALS	107,600	49,625	57,975	107,600	-
5501 Interest Earnings	68,500	30,084	38,416	68,500	-
TOTAL INVESTMENT INCOME	68,500	30,084	38,416	68,500	-
5602 Parking Tickets	20,000	8,213	11,788	20,000	-
5603 False Alarms	15,000	8,712	6,288	15,000	-
5604 Ambulance Response Overages		27,000	(27,000)	27,000	27,000
5605 Blighted Premises	1,500	829	671	1,500	-
5606 Snow Removal Fines		506	(506)	506	506
TOTAL FINES	36,500	45,259	(8,759)	64,006	27,506
5702 Conservation Commission	9,000	6,850	2,150	9,000	-
5703 Zoning Board of Appeals	100	300	(200)	200	100
5704 Town Planning & Zoning	9,000	4,406	4,594	9,000	-
5705 Town Clerk Fees	475,000	254,420	220,580	490,000	15,000
5706 Police	8,000	6,844	1,157	8,000	-
5707 Human Services-Counseling Fee	14,500	2,835	11,665	14,500	-
5708 Library - Overdue Fines	19,000	8,697	10,303	19,000	-
5709 Dial-A-Ride Tickets	5,000	2,547	2,453	5,000	-
5711 Engineering Fees	1,275	591	684	1,275	-
5712 Scrap Metal Curbside	25,000	8,616	16,384	25,000	-
5714 Senior & Disabled Center Fees	100	-	100		(100)
5718 Library-out-of state loans	100	-	100		(100)
TOTAL CHARGES FOR SERVICES	566,075	296,106	269,969	580,975	14,900

TOWN OF NEWINGTON
STATUS OF REVENUES, BY SOURCE
2015-2016

ACCOUNT DESCRIPTION		Town Council Adopted 2015-16	Received As of 12/31/15	Balance 12/31/15	Estimated 6/30/2016	Balance (Deficit) As of 6/30/16
5802	Refunds-Town	35,000	7,859	27,141	35,000	-
5803	Refunds-Schools	10,000	1,812	8,188	10,000	-
5822	Recycling Rebates	57,260	52,663	4,597	62,260	5,000
TOTAL REFUNDS & REIMBURS.		102,260	62,334	39,926	107,260	5,000
5902	Other		30,157	(30,157)	30,157	30,157
5904	Library-Sale of Diskettes	200	203	(3)	200	-
TOTAL SALE-TOWN PROPERTY		200	30,360	(30,160)	30,357	30,157
6003	Public Library	1,250	-	1,250	1,250	-
6005	Mashantucket Pequot Fund	283,836	89,289	194,547	257,480	(26,356)
6006	Youth Services Bureau	22,875	15,307	7,568	22,875	-
6007	Alcohol and Drug Abuse	4,500	-	4,500	4,500	-
6013	Telecommunications Tax	80,300		80,300	80,300	-
6015	Emergency Management Grant	4,500		4,500	14,000	9,500
6022	Municipal Grant-in-Aid	917,869		917,869	917,869	-
6052	Transportation-Non-public	5,133		5,133	4,928	(205)
6053	Transportation-Public	233,876		233,876	209,860	(24,016)
6054	Adult Education	34,276	25,235	9,041	37,852	3,576
6056	School Building Grants	932,000		932,000	932,000	-
6058	Health Services	17,515		17,515	15,000	(2,515)
6062	Education Cost Sharing Grant	13,031,837	3,306,693	9,725,144	13,224,900	193,063
TOTAL STATE-AID		15,569,767	3,436,524	12,133,243	15,722,814	153,047
6101	Senior Citizen Trans Aid	9,000		9,000	9,000	-
TOTAL FEDERAL AID		9,000	-	9,000	9,000	-
6201	Other-Miscellaneous	8,500		8,500	8,500	-
6203	Cancelled PY Encumbrances	50,000		50,000	50,000	-
TOTAL MISCELLANEOUS		58,500	-	58,500	58,500	-
6302	United Way (Human Services)	1,750	2,797	(1,047)	5,593	3,843
TOTAL DONATIONS		1,750	2,797	(1,047)	5,593	3,843
7001	Transfer from CNRE Fund	91,200	91,200	-	91,200	-
7002	Transfer from Public Bldg Fund	-	5,247	(5,247)	5,247	5,247
7012	Transfer from Cemetery Fund	126,612	126,612	-	126,612	-
7021	Transfer From Cemetery Trust	70	-	70	70	-
7022	Transfer from Hubbard Fund	30	-	30	30	-
TOTAL TRF FROM OTHER FUNDS		217,912	223,059	(5,147)	223,159	5,247
TOTAL GENERAL FUND		111,344,454	67,275,843	44,068,611	111,665,405	320,951

TOWN OF NEWINGTON
 Status of Expenditures, by Activity (Department)
 As of Dec 31, 2015

FUNCTION & ACTIVITY	Revised Budget FY 2015-16	Spent / Encumbered As of 12/31/15	Estimated To Be Spent/Enc. As of 6/30/16	Estimated Unencumbered Balance (Deficit) As of 6/30/16
General Government	4,771,190	2,378,902	4,845,384	(74,194)
Public Safety	8,242,384	3,988,820	8,247,564	(5,180)
Public Works	4,962,387	3,387,873	4,939,127	23,260
Community Planning & Development	522,269	254,486	548,809	(26,540)
Public Health	157,675	78,582	158,575	(900)
Community Services	1,027,616	480,819	1,041,646	(14,030)
Public Library	1,735,113	829,769	1,758,658	(23,545)
Parks & Recreation	1,642,878	701,179	1,648,478	(5,600)
Insurance-Miscellaneous	10,334,714	7,859,352	10,207,985	126,729 *
Debt Service	1,227,831	93,916	1,227,831	-
Metropolitan District	3,404,400	1,733,303	3,404,400	-
Capital Improvements	5,078,928	5,078,928	5,078,928	-
Equipment Reserve	553,241	553,241	553,241	-
Emp Leave Liab Res Fund	92,900	92,900	92,900	-
Total General Government	43,753,526	27,512,068	43,753,526	-
Board of Education (as of 08/31/15)	69,840,928	31,198,631	69,840,928	-
Total Town Budget	113,594,454	58,710,699	113,594,454	-

*The Special Contingency appropriation balance will be reduced to \$193,991 after pending transfers to other departments are made.

TOWN OF NEWINGTON
 Status of Expenditures, by Activity (Department)
 As of Dec 31, 2015

FUNCTION & ACTIVITY	Revised Budget FY 2015-16	Spent / Encumbered As of 12/31/15	Estimated To Be Spent/Enc. As of 6/30/16	Estimated Unencumbered Balance (Deficit) As of 6/30/16
100 General Government				
110 Town Council	51,058	45,400	51,113	(55)
120 Town Manager	408,358	213,594	452,058	(43,700)
130 Courts	39,472	29,993	39,991	(519)
140 Elections	148,824	72,036	149,924	(1,100)
150 Finance	1,211,734	736,453	1,227,089	(15,355)
160 Town Attorney	130,200	65,725	130,200	-
170 Town Clerk	177,503	79,272	180,303	(2,800)
180 Personnel	44,808	21,741	44,808	-
190 General Services	2,559,233	1,114,688	2,569,898	(10,665)
Total	<u>4,771,190</u>	<u>2,378,902</u>	<u>4,845,384</u>	<u>(74,194)</u>
200 Public Safety				
210 Police Department	6,897,308	3,251,325	6,900,358	(3,050)
230 Fire Department	918,276	558,936	920,406	(2,130)
250 Street Lighting	315,000	139,509	315,000	-
260 Emergency Management	4,050	-	4,050	-
270 Emergency Medical Service	31,000	31,000	31,000	-
280 Hydrants	76,750	8,050	76,750	-
Total	<u>8,242,384</u>	<u>3,988,820</u>	<u>8,247,564</u>	<u>(5,180)</u>
300 Public Works				
310 Engineering	296,883	137,550	299,518	(2,635)
320 Highway Department	2,641,902	1,274,911	2,645,482	(3,580)
350 Solid Waste Services	2,023,602	1,975,412	1,994,127	29,475
Total	<u>4,962,387</u>	<u>3,387,873</u>	<u>4,939,127</u>	<u>23,260</u>
400 Community Planning & Development				
420 Town Planner	211,260	101,327	215,310	(4,050)
430 Town Plan & Zoning	15,337	8,709	15,487	(150)
440 Zoning Board Of Appeals	2,338	1,404	2,388	(50)
450 Building Department	209,130	99,378	212,880	(3,750)
460 Conservation Commission	4,938	2,428	5,453	(515)
470 Economic Development	79,266	41,240	97,291	(18,025)
Total	<u>522,269</u>	<u>254,486</u>	<u>548,809</u>	<u>(26,540)</u>
500 Public Health				
510 Health Services	157,675	78,582	158,575	(900)
Total	<u>157,675</u>	<u>78,582</u>	<u>158,575</u>	<u>(900)</u>
600 Community Services				
610 Human Services	467,561	215,529	474,061	(6,500)
640 Senior & Disabled Center	551,195	264,974	558,725	(7,530)
670 Boards And Commissions	8,860	317	8,860	-
Total	<u>1,027,616</u>	<u>480,819</u>	<u>1,041,646</u>	<u>(14,030)</u>

TOWN OF NEWINGTON
Status of Expenditures, by Activity (Department)
As of Dec 31, 2015

FUNCTION & ACTIVITY	Revised Budget FY 2015-16	Spent / Encumbered As of 12/31/15	Estimated To Be Spent/Enc. As of 6/30/16	Estimated Unencumbered Balance (Deficit) As of 6/30/16
700 Public Library				
710 Library Operations	1,735,083	829,769	1,758,628	(23,545)
730 Hubbard Book Fund	30	-	30	
Total	<u>1,735,113</u>	<u>829,769</u>	<u>1,758,658</u>	<u>(23,545)</u>
800 Parks & Recreation				
810 Administration	309,788	132,194	315,388	(5,600)
830 Grounds Maintenance	1,333,090	568,985	1,333,090	-
Total	<u>1,642,878</u>	<u>701,179</u>	<u>1,648,478</u>	<u>(5,600)</u>
900 Insurance-Miscellaneous				
910 Municipal Insurance	991,910	811,437	991,910	-
930 Greater Htfd Transit Dist	2,930	2,930	2,930	-
940 Employee Benefits	8,945,654	7,023,419	8,945,654	-
950 Donations & Contributions	25,000	5,000	25,000	-
960 Contingency	369,220	16,566	242,491	126,729
Total	<u>10,334,714</u>	<u>7,859,352</u>	<u>10,207,985</u>	<u>126,729</u>
1000 Debt Service				
1010 Interest Expense	187,831	93,916	187,831	-
1020 Principal Payments	1,040,000	-	1,040,000	-
Total	<u>1,227,831</u>	<u>93,916</u>	<u>1,227,831</u>	<u>-</u>
1050 Metropolitan District				
1051 Assessment	3,404,400	1,733,303	3,404,400	
Total	<u>3,404,400</u>	<u>1,733,303</u>	<u>3,404,400</u>	<u>-</u>
1100 Capital Improvements				
1110 Capital Improvements	5,078,928	5,078,928	5,078,928	-
Total	<u>5,078,928</u>	<u>5,078,928</u>	<u>5,078,928</u>	<u>-</u>
2000 Equipment Reserve				
2500 Equipment Reserve	553,241	553,241	553,241	-
Total	<u>553,241</u>	<u>553,241</u>	<u>553,241</u>	<u>-</u>
3000 Emp Leave Liab Res Fund				
3100 ELLF - Board Of Education	23,200	23,200	23,200	-
3200 ELLF - Town Operations	69,700	69,700	69,700	-
Total	<u>92,900</u>	<u>92,900</u>	<u>92,900</u>	<u>-</u>
Total Town Government Operations	<u>43,753,526</u>	<u>27,512,068</u>	<u>43,753,526</u>	<u>-</u>



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Jaime Trevethan, Asst. to the Town Manager (on behalf of the Acting Town Manager)
Date: January 08, 2016
Re: Appointment of Deputy Agent for Countersigning Checks

Section C-815 of the Town Charter indicates the following:

Payrolls, bills or other claims against the Town, except those of the Board of Education, shall not be paid until the same have been verified for correctness and legality by the Director of Finance, and all payments shall be made by check drawn on a Town bank account signed by the Town Treasurer and countersigned by the Manager. All payrolls, bills or other claims against the Board of Education shall be verified as such Board may provide, and payment shall be made by check signed by an agent designated by the Board of Education and countersigned by the Town Treasurer who shall only serve in this role to verify the amount of funds to cover such payments. The Manager and the Treasurer, on approval of the Council and the Board of Education shall each designate a deputy or deputy agent covered by the bond of said principal, who may sign or countersign certificates, payrolls, bills, claims and checks.

The position of Deputy Treasurer was formerly held by the Town Manager. Therefore, the Council will need to consider the appointment of a deputy agent for countersigning checks, as required by the Charter. Director of Finance Ann Harter will be in attendance at the January 12 Town Council meeting to discuss this item.



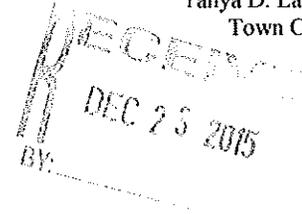
John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk



Memorandum

To: John Salomone, Town Clerk
From: Tanya Lane, Town Clerk *Tanya Lane*
Date: December 22, 2015
Re: Resignation—Karen Faust, Development Commission, Alternate

I am attaching a copy of an email communication from Karen Faust emailed to Cindy Diaz on 5/6/15, and delivered to the Town Clerk's office today. It appears that Ms. Faust is resigning as an alternate on the Development Commission where she was serving a term from 12/1/14 – 11/30/17.

Town Council is the appointing authority.



Andrew Brecher <aabrecher@gmail.com>

Meeting Notice: 5/6/15 Economic Development

Karen Faust <karenfaust65@gmail.com>

Wed, May 6, 2015 at 1:26 PM

To: "Roberts-Diaz, Cindy" <CRoberts-Diaz@newingtonct.gov>

Cc: Andrew Brecher <aabrecher@gmail.com>, Charlene Garcia <chargarcia@ymail.com>, Chip Stamm <chip.stamm@century21.com>, David Marsden <rltordave@aol.com>, Fernando Rosa <fernandor@hedcoinc.com>, Greg Polk <greg@gregpolk.com>, James Marocchini <jmarocchini02@cox.net>, "Kenneth St. Onge" <kstonge@gmail.com>, Linda Woods <Lwoods124@aol.com>, "Michael J. Fox" <michaeljfox1944@gmail.com>, Pamela Raynock <pami78@cox.net>, "Trevethan, Jaime" <JTrevethan@newingtonct.gov>

Good Afternoon Economic Development Commissioners,

I would like to let you know that I will not be at the meeting tonight. I would like to thank everyone for the opportunity to be part of this Commission. It is with a heavy heart that I tell you that I have sent my letter of resignation to Mary Udice. Hope you all have a wonderful summer!

Karen Faust

[Quoted text hidden]

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2015 DEC 22 AM 11:05

Christina D. Cas...
TOWN CLERK



John Salomone
Town Manager

TOWN OF NEWINGTON

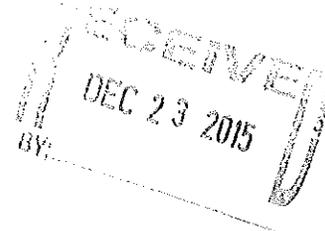
131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk 
Date: December 22, 2015
Re: Resignation—Charlene Garcia: Development Commission



The attached letter of resignation from Charlene Garcia is addressed to Chairman Rosa and dated September 2, 2015. This communication was just delivered to the Town Clerk's office today. Ms. Garcia was a member of the Development Commission serving a term from 12/1/13 – 11/30/16.

Town Council is the appointing authority.

Charlene Christensen Garcia

138 CHERRY HILL DRIVE, NEWINGTON CT 06111

September 2, 2015

Chairman Rosa
Newington Economic Development Commission
131 Cedar Street
Newington CT 06111

Dear Chairman Rosa,

Due to personal reasons, I am resigning as a Commissioner from the EDC.

Charlene Garcia

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2015 DEC 22 AM 11:05

Terje D. Land
TERRITORY

AGENDA ITEM: VI.A.2.

DATE: 1-12-16

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Charlene Garcia as a member of the Development Commission, in accordance with a communication dated September 2, 2015.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

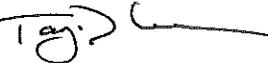
TOWN OF NEWINGTON

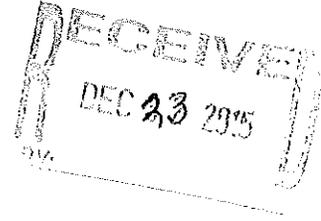
131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Clerk
From: Tanya Lane, Town Clerk 
Date: December 22, 2015
Re: Resignation—Greg Polk, Development Commission, Alternate



The attached resignation letter from Greg Polk was emailed to Cindy Diaz on August 31, 2015 (although there is no mention of a date anywhere in Mr. Polk's communication), and was just delivered to the Town Clerk's office today.

Mr. Polk was an alternate on the Development Commission serving a term from 12/1/14 – 11/30/17.

Town Council is the appointing authority.

Chairman Fernando Rosa,

It's with great sadness that I am announcing that I am stepping down from my possession on the Economic Development Commission. I have recently moved from Newington and purchased a home in Cromwell.

After 12 years of service as a commissioner I leave behind many good memories that will remain with me forever; such as the many commissioners past and present as well as some of the local projects.

I've watched the EDC grow with influence within the town over the past few years and how they have developed respect from many of the local town committees and departments. As a result the group has certainly made a substantial difference in the community.

I truly believe I'm leaving with the best group of commissioners that I've shared a seat with since my appointment.

It's certainly been a great honor to serve with this organization. I wish you all well.

Greg Polk

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2015 DEC 22 AM 11:05

BY *Fernando Rosa*
TOWN CLERK



Andrew Brecher <aabrecher@gmail.com>

FW: Resignation Letter

Roberts-Diaz, Cindy <CRoberts-Diaz@newingtonct.gov>
To: "Andrew A. Brecher" <aabrecher@gmail.com>

Mon, Dec 21, 2015 at 9:42 AM

Yes, I noted the dates when I received both letters. Mr. Polk's was on August 31st.

I don't have an exact date for Karen Faust or a copy of an email, so I'm assuming I was told that she resigned. My notes say that she resigned in April and I updated the roster on May 7th. In the May 6th meeting minutes, it says that Vice-Chairman Fox announced Karen Faust's resignation during the Chairman's Report.

Cindy

From: Andrew A. Brecher [mailto:aabrecher@gmail.com]
Sent: Monday, December 21, 2015 9:20 AM
To: Roberts-Diaz, Cindy <CRoberts-Diaz@NewingtonCT.Gov>
Subject: Re: Resignation Letter

[Quoted text hidden]

[Quoted text hidden]



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk 
Date: December 08, 2015
Re: Resignation—Linda Woods: Development Commission

I am attaching a copy of the letter of resignation received from Linda Woods who is resigning from the Development Commission, effective 12/8/15. Ms. Woods was serving a term from 12/1/14 – 11/30/17.

Town Council is the appointing authority.

December 8, 2015

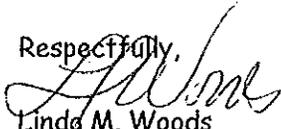
Town of Newington
Town Clerk
131 Cedar Street
Newington, CT 06111

Dear Sir/Madame:

Due to the fact that I am unable to fulfill my present position as a full time commissioner on the Economic Development Committee, please accept my resignation for that position, as of today, December 8, 2015.

I did enjoy working on the committee and would like to remain as an alternate commissioner, on the Economic Development Committee.

Respectfully,


Linda M. Woods
82 Ivy Lane
Newington, CT 06111

RECEIVED & RECORDED IN
NEWINGTON AND RECORDS

2015 DEC -8 AM 11:40

Linda M. Woods
TOWN CLERK



John Salomone
Town Manager

TOWN OF NEWINGTON

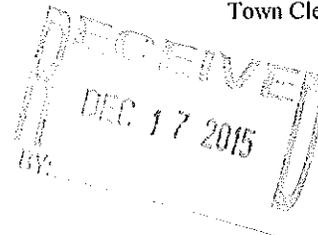
131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk *Tanya Lane*
Date: December 17, 2015
Re: Resignation—Gail Budrejko: Open Space Committee 2015



I am attaching the letter of resignation filed in the Town Clerk's office today from Gail Budrejko who is resigning as a **member** of the Open Space Committee 2015, effective immediately. Ms. Budrejko was serving a term from 10/13/15 – 11/30/19. Ms. Budrejko is currently serving as the Town Council representative to this committee.

Town Council is the appointing authority.

Dec 17, 2015

Town Clerk,

I am resigning as a member of the Open Space Committee effective immediately due only to my election to the Newington Town Council, which requires this resignation. I fully support an active & successfully functioning Open Space Committee and I look forward to following their activities in the future.

Respectfully

Gail Budjko

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2015 DEC 17 AM 8:51

By *Tanya D. Lane*
TOWN CLERK



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk 
Date: December 17, 2015
Re: Resignation—Tim Manke: Youth Adult Council



I am attaching a copy of the email communication received today in the Town Clerk's office from Tim Manke who is resigning as a **member** of the Youth Adult Council, effective immediately. Mr. Manke was serving a term from 6/1/15 – 5/31/17. Mr. Manke is currently serving as the Town Council representative to this committee.

Town Council is the appointing authority.

December 17, 2015

Ms. Karen Futoma
Youth Adduct Council
131 Cedar Street
Newington Ct 06111

RE: Membership Youth Adult Council

Dear Ms. Futoma;

I am writing to tender my resignation from the Youth Adult Council. With my election to the Town Council I am no longer able to serve on the Youth Adult Council as a member.

I have however been appointed as one of the Town Council liaisons to the Youth Adult Council and I look forward to continue working with you and the group in this new role.

With a copy of this letter I will inform the Town Clerk of my resignation as member of the Youth Adult Council.

Sincerely,

Timothy A. Manke
65 Rosewood Drive Newington Ct 06111

Cc Town Clerk

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2015 DEC 17 AM 9: 34

BY *Tanya D. Lenn*
TOWN CLERK



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk 
Date: December 08, 2015
Re: Resignation—Vincent Camilli: Alternate, Town Plan & Zoning Commission

I am attaching a copy of the letter of resignation received from Vincent Camilli who is resigning as an alternate on the Town Plan and Zoning Commission, effective 12/8/15. Mr. Camilli was serving a term from 10/27/15 – 11/30/17.

Town Council is the appointing authority.

12/8/2015

Dear Sir:

I hereby tender my resignation as an alternate from the TPZ as of 12/8/2015.

Sincerely,
Vincent A. Camilli

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2015 DEC -8 AM 11:48

BY Taylor D. Lamb
TOWN CLERK

AGENDA ITEM: VII

DATE: 1-12-16

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$4,570.53 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 12, 2016

Hyundai Lease Titling P.O. Box 198069 Nashville, TN 37219	\$333.65
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$461.90
Thomas or Linda Palazzolo 46 Cobblestone Court Newington, CT 06111	\$114.81
Teresa Gutowski 261 Connecticut Ave. Newington, CT 06111	\$442.49
Nissan Infiniti-LT Tax Operations P.O. Box 650214 Dallas, TX 75265-0214	\$552.78
Nissan Infiniti-LT Tax Operations P.O. Box 650214 Dallas, TX 75265-0214	\$90.82
Ally Financial Louisville PPC P.O. Box 9001951 Louisville, KY 40290-1951	\$115.10
Britton Iaco 53 Winthrop Avenue West Warwick, RI 02893	\$21.21
Nikki Drew 146 Dowd St. Newington, CT 06111	\$108.59
Vicki Lynn Barney JNT Laura Marie Stone 94 Madison Street East Hartford, CT 06118	\$57.28
Hyundai Lease Titling Trust P.O. Box 198069 Nashville, TN 37219	\$1,029.64
Jay Krusell 56 Cresview Drive Newington, CT 06111	\$27.21
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$578.06
Christina Oushan 5214 Town Brooke Middletown, CT 06457	\$67.63

TAX REFUNDS – JANUARY 12, 2016

Bradley Tracy 98 Boylston Street Newington, CT 06111	\$29.46
Kimberly Pizzoferrato 31 Birchlawn Terrace Newington, CT 06111	\$63.22
Dorrie Lefebvre 24 Brace Road Newington, CT 06111	\$53.42
Paul Pronovost 25 Coachmen Lane Newington, CT 06111	\$41.31
Nissan Infiniti-LT Tax Operations P.O. Box 650214 Dallas, TX 75265-0214	\$381.95
Total	\$4,570.53