



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 26, 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. Mid-Year Transfers
    - B. Discussion: Town Hall Renovations Project
    - C. Update: Deming Young Farm
    - D. 8-24 Report Referral: MDC Water and Sewer Improvement Project – Cedar Street/Willard Avenue Area
    - E. Appointment of Deputy Agent for Countersigning Checks
  - V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
    - A. FY 2015 Emergency Management Grant (EMPG) (**Action Requested**)
    - B. Discussion: FY 2016-17 Special Budget Meeting Schedule
    - C. Discussion: Blight Ordinance Amendment Subcommittee
    - D. Discussion: Disband Project Building Committees
      - 1. Town Hall Renovations Project Building Committee
      - 2. Library Renovations/Addition Project Building Committee
    - E. Discussion: Town Center Streetscape Project Phase VI
    - F. Discussion: Town Manager Search Process & Subcommittee
  - VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
    - A. Development Commission
      - 1. Accept the Resignation of Pamela Raynock
      - 2. Appoint Replacement (TBD)
    - B. Appointments to Boards and Commissions
      - 1. Affordable Housing Monitoring Agency
      - 2. Commission on Aging and Disabled

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

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. Special Meeting: January 7, 2016
- B. Regular Meeting: January 12, 2016

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

AGENDA ITEM: IV.A.

DATE: 1/26/16

RESOLUTION NO. \_\_\_\_\_

CERTIFICATION:

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

| <u>Account Number</u> | <u>Title</u>             | <u>Amount</u>    |
|-----------------------|--------------------------|------------------|
| 350                   | Sanitation               | \$29,475         |
| 962                   | Town Council Contingency | <u>\$126,729</u> |
|                       | Total                    | \$156,204        |

\_\_\_\_\_  
*Ann J. Harter, Director of Finance*

RESOLVED:

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

| <u>Account Number</u> | <u>Title</u>                      | <u>Amount</u>  |
|-----------------------|-----------------------------------|----------------|
| 110                   | Town Council                      | \$55           |
| 120                   | Town Manager                      | \$43,700       |
| 130                   | Courts                            | \$519          |
| 140                   | Elections                         | \$1,100        |
| 150                   | Finance                           | \$15,355       |
| 170                   | Town Clerk                        | \$2,800        |
| 190                   | General Services                  | \$10,665       |
| 210                   | Police                            | \$3,050        |
| 230                   | Fire Department                   | \$2,130        |
| 310                   | Engineering                       | \$2,635        |
| 320                   | Highway Department                | \$3,580        |
| 420                   | Town Planning                     | \$4,050        |
| 430                   | Town Planning & Zoning            | \$150          |
| 440                   | Zoning Board of Appeals           | \$50           |
| 450                   | Building Department               | \$3,750        |
| 460                   | Conservation Commission           | \$515          |
| 470                   | Economic Development              | \$18,025       |
| 510                   | Health Services                   | \$900          |
| 610                   | Human Services                    | \$6,500        |
| 640                   | Senior & Disabled Center          | \$7,530        |
| 710                   | Library Operations                | \$23,545       |
| 810                   | Parks & Recreation Administration | <u>\$5,600</u> |
|                       | Total                             | \$156,204      |

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

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

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

AGENDA ITEM: IV.A.

DATE: 1/26/16

RESOLUTION NO. \_\_\_\_\_

CERTIFICATION:

In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the following appropriations in the Capital and Non-Recurring Expenditure Fund, the amounts listed below:

| <u>Account Number</u> | <u>Title</u>                         | <u>Amount</u> |
|-----------------------|--------------------------------------|---------------|
| 88624                 | General Property School Improvements | \$300,000     |
| 88617                 | Library Boiler Replacement           | \$20,519      |

\_\_\_\_\_  
*Ann J. Harter, Director of Finance*

RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds in Capital and Non-Recurring Expenditure Fund to the following accounts in Capital and Non-Recurring Expenditure Fund:

| <u>Account Number</u> | <u>Title</u>                      | <u>Amount</u> |
|-----------------------|-----------------------------------|---------------|
| 88422                 | Town Buildings Mechanical Reserve | \$20,519      |

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds in Capital and Non-Recurring Expenditure Fund to the following account in Public Building Fund:

| <u>Account Number</u> | <u>Title</u>                           | <u>Amount</u> |
|-----------------------|--|---------------|
| 88307                 | Newington High School Career Technical | \$300,000     |

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

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

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



Tanya 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 Tanya Lane,  
Acting Town Manager)

Date: January 22, 2016

Re: Town Hall/Community Center Project Discussion

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



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 Acting Town Manager Tanya Lane)  
Date: January 22, 2016  
Re: Deming Young Farm Soil Study Results

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Attached, please see the soil sample study results for the Deming Young farm, as submitted by Rema Ecological Services, LLC. There is an item on the January 26 Town Council agenda for review and discussion of the attached documents. A representative from Rema Ecological Services will be present at the meeting to answer Council questions.

Attach.



- Ecology
- Soil & Wetland Studies
- Water Quality Monitoring • GPS
- Environmental Planning & Management
- Ecological Restoration & Habitat Mitigation
- Aquatic, Wildlife and Listed Species Surveys
- Application Reviews • Permitting & Compliance

January 21, 2016

Town of Newington  
Engineering Department  
131 Cedar Street  
Newington, CT 06111

**ATTN:** Christopher Greenlaw, P.E.  
Town Engineer

**RE:** *Soils Investigations a MDC Staging Area*  
Deming-Young Farm, Church Street, Newington, CT  
*REMA Job No.: 15-1886-NEW36*

Dear Mr. Greenlaw:

As requested by the Town Manager's office, per direction of the Town Council, on December 15<sup>th</sup>, and 17<sup>th</sup>, 2015, Rema Ecological Services, LLC (REMA) conducted subsurface soil investigations, and soil sampling, on a roughly 0.8-acre area, within a portion of the above-referenced town-owned property (see Figure A, attached).

The subject area ("the site"), which encompasses roughly 0.8 acres, had been used as a staging area for a MDC sewer project in Newington, in 2013. Subsequently, sometime in 2014, the site was restored to a grassy field (see Figures 1, 2, and 3).

The primary purpose of the soil investigations and soil sampling was to conduct an evaluation of the restoration efforts at the site, and based on this, to make recommendations to improve, if necessary, upon the conditions encountered. Specifically, the objectives of the commissioned investigation included, but are not limited to, addressing the following:



1. Is there an abundance of foreign or alien (i.e. non-native) material within the topsoil layer or the subsoil of the staging area (e.g. metal, tile, plastic, asphalt, etc.)?
2. Is the topsoil used to restore the site native to the area or imported from a different source?
3. Are there significant differences between the topsoil in a “reference” non-disturbed area nearby with that of the topsoil used to restore the site?
4. Are there any deficiencies in the topsoil used to restore the site (e.g. depth, pH, macronutrients, organic matter, etc.)?

## 1.0 SUMMARY OF FINDINGS

- Foreign or alien materials, that is, non-native materials *are* present within the topsoil layer as well as below it within the subsoil. These materials include asphalt, fabric, sand, and stone. With the exception of the processed stone, which is estimated to be present within the subsoil in a little less than half of the subject site, other materials within the topsoil were scarce in abundance. Where observed, the layer of processed stone below the topsoil layer varied from 1 inch to 11 inches in thickness.
- Comparison of the topsoil used to restore the site with that of a reference site nearby, revealed it to be of native origin. The topsoil originally stripped and stockpiled within the northeastern section of staging area, is the same topsoil used to restore the site. This conclusion is based on both field observations and the laboratory results of the soil samples.
- The differences between the reference topsoil and that used to restore the site are not significant. For instance, organic content is similar, texture is very similar, and both macro- and micronutrient levels are similar.
- Based on a full soil nutrient<sup>1</sup> and textural analysis conducted by the University of Connecticut Soils Laboratory, the only deficiency observed at present for a robust hay/grass cover at the site is pH. Therefore, liming of the site is recommended in advance of the next growing season. Also, maintenance fertilization is recommended.

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<sup>1</sup> Nitrogen analysis is typically not conducted in the non-growing season by the UCONN soils laboratory.



- We (REMA) would recommend that an additional 3 to 4 inch layer of topsoil be put down in the area (i.e. +/- 0.3 acres) where topsoil depths are less than 12 inches (see Figure A). This topsoil should be amended for pH and macro-nutrients, and have a minimum organic content (measured by loss on ignition) of 4.5%. Also a top-dressing (+/- 0.5 to 1 inches) of compost (2-year, minimum), should be harrowed into the topsoil, over the entire 0.8-acre site. Finally, the entire site should be re-seeded with a diverse cool season grass seed mix (e.g. orchard grass, red top, timothy, red fescue, purple top, red clover, etc.).

## 2.0 METHODS & RESULTS

On December 15<sup>th</sup>, 2015, REMA advanced 15 test holes at the subject site, using hand-tools (i.e. spade and auger). Thirteen of the test holes were spread across the site (i.e. TH-1 through TH-13), while two (i.e. TH-A and TH-B) were dug within an undisturbed area immediately to the east of the site (see Figure A, attached). The test holes were advanced through the topsoil to the subsoil at least to 24 inches, or until refusal. Measured parameters included thickness of topsoil and subsoil, soil texture, and percent coarse fragments (see Table 1, attached).

During this soil exploration it was noted that within the site there were test holes where topsoil thickness was at least 12 inches (6 test holes), while the balance had less topsoil (7 test holes). As a result of this, we obtained three separate composite samples, two for the site (i.e. Samples 'B' and 'C'), and one for the reference area (i.e. Sample 'A') (see Table 1). These samples were brought to the University of Connecticut Soils Laboratory (Storrs, CT) on December 17<sup>th</sup>, 2015 for full analysis (i.e. nutrient, organic matter, soil textural classification).

At the site, several test holes (i.e. 1, 2, 3, 4, and 12) not only had at least 12 inches of topsoil, but they also did not contain any foreign or alien materials. However, at the balance of the test holes, such materials were observed, specifically a layer of processed stone immediately below the topsoil. In many cases we could not advance our hand tools into this layer.



The UCONN soils laboratory results were forwarded to us on December 30<sup>th</sup>, 2015 (see attached). Comparing the two site samples (i.e. 'B' and 'C') with the reference site sample (i.e. 'A'), the following can be gleaned:

1. Percent organic matter is very similar for the reference and two site samples (i.e., 3.7, 4.0, and 3.6, respectively).
2. The textural analysis showed all the samples to be *silt loams*.
3. Macro-nutrient and micro-nutrient levels were similar for all samples.

These results, coupled with field observations (e.g. soil color) lead us to conclude that the topsoil stripped from the site before using it for an MDC staging area, is the same topsoil that was spread over the site to restore it.

On December 17<sup>th</sup>, 2015, REMA observed and recorded soil conditions at five (5) soil test pits at the site, and one at the reference area (see Figure A, attached, for locations). The soil pits were developed with the aid of a backhoe provided and operated by the Town of Newington Public Works Department. The pits were all advanced into the subsoil at least 3 feet<sup>2</sup> below the soil surface except where bedrock was encountered. Soil Resource Inventory Forms, per USDA-NRCS and Soil Taxonomy guidelines, were filled in the field for each of the soil test pit (see attached).

This testing produced similar results as the test holes, but also was instrumental in verifying the thickness of the underlying processed stone layers, and also allowed for the observation of native (i.e. original) subsoil conditions below such layers, including the dense (massive/ platy, very firm) Cd horizon, typical of the well drained Wethersfield loam (87) soil series mapped for the area by the USDA-NRCS<sup>3</sup> (see attached Soil Survey and Soil Series Description). Based on the soil test pits, with the exception of the processed stone layers, very little foreign material was encountered. For example, in a couple of test pits (i.e. TP-1 and TP-5) a few small chunks of asphalt were observed. Their presence does not compromise, in our opinion, the overall restoration effort of the staging area.

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<sup>2</sup> Test Pit #6, was an additional pit per request of Town citizens and was only advanced to 28 inches.

<sup>3</sup> US Department of Agriculture, Natural Resources Conservation Service.



### 3.0 RECOMMENDATIONS

Based on aerial photography taken prior to the MDC Staging Area (e.g. CROG GIS 2009 and 2012 aerials), the site was given to grasses and periodically mowed. Thus, the intended use is to provide for a dense and sustainable cool season grass cover, very similar to many portions of this Town-owned property. REMA finds that the grass cover at the site has not “taken” in part due to the mild drought experienced in the region in 2015.

In order to provide for the intended use (i.e. mowed grassy field), but to also allow for other potential future uses, such as community gardens, a moist meadow habitat, or the development of other types of native habitats, similar to those seen in other portions of the overall property, REMA is of the opinion that some minimal improvements are necessary.

First, a little less than half of the site (i.e. 0.3 acres) has less than 12 inches of topsoil<sup>4</sup>, and also less than the topsoil thickness at the reference site (i.e. 16 to 17 inches). Therefore, we recommend that an additional 3-4 inch layer of good quality topsoil be placed in this area (see Figure A)<sup>5</sup>. This topsoil should have minimum organic matter content of 4.0% (loss on ignition), and be free of invasive plants, especially mugwort (*Artemisia vulgaris*). Second, the entire site should be limed per the UCONN soil lab recommendations (attached), and an organics based fertilizer be applied, as recommended by a soil fertility test. Third, a roughly 0.5 to 1 inch topdressing of 2-year old, high quality compost<sup>6</sup>, should be spread over the entire site and harrowed in (i.e. into the top +/- 4 inches). Fourth, a high quality cool season grass seed mix should be used for the entire site. This mix should be diverse and at a minimum include orchard grass, timothy, red top, red fescue, purple top, red clover, and showy ticktrefoil<sup>7</sup>. It can be special-ordered at a specialty provider such as the Hart Seed Company of Wethersfield, CT.

Finally, we would recommend that these site improvements be accomplished between May 1<sup>st</sup> and June 15<sup>th</sup> of the upcoming 2016 growing season, and that supervision and monitoring be conducted by a soil scientist, who would report back to the Town that the stated recommendations were carried out as outlined. The supervising soil scientist should obtain a

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<sup>4</sup> Average topsoil thickness over the entire site based on 18 sampling locations is 10.3 inches.

<sup>5</sup> This is estimated at about 140 cubic yards over 0.3 acres.

<sup>6</sup> This is estimated at about 75 cubic yards over 0.8 acres.

<sup>7</sup> The last two species are legumes which will fertilize the soil fixing atmospheric nitrogen.



soil test from the actual source/vendor of the topsoil to be used, prior to transport to the site, verifying organic matter content and soil fertility.

We should note that ideally the restored cool season grass meadow should only be mowed once a year, in September, as a hayfield, to promote vigor, and allow it to be used as habitat for wildlife, particularly avians.

#### **4.0 DISCUSSION & CONCLUSION**

The MDC Staging Area restoration conducted by the contractor is typical of what is done throughout Connecticut, in our experience. A minimum six inches of topsoil is returned to the site, fertilized, and seeded to the typical “contractor’s seed mix” which is heavy on annual and perennial ryegrasses and Kentucky bluegrass. These areas are most often to be kept as mowed grass, and are fragmented habitats with marginal or no recreational uses. They are not often associated with large Town-owned properties, with a high potential for passive recreation, such as the subject property, with its expansive rolling meadows, and walking/running trails.

It is because of the landscape setting and the prior and ongoing landuses of the site, as part of a large open space area, that we have recommended the additional improvements. Should these improvements be carried out, we believe that the site will recapture its pre-existing quality and potential to provide passive recreational opportunities into the future.

Respectfully submitted,

**REMA ECOLOGICAL SERVICES, LLC**

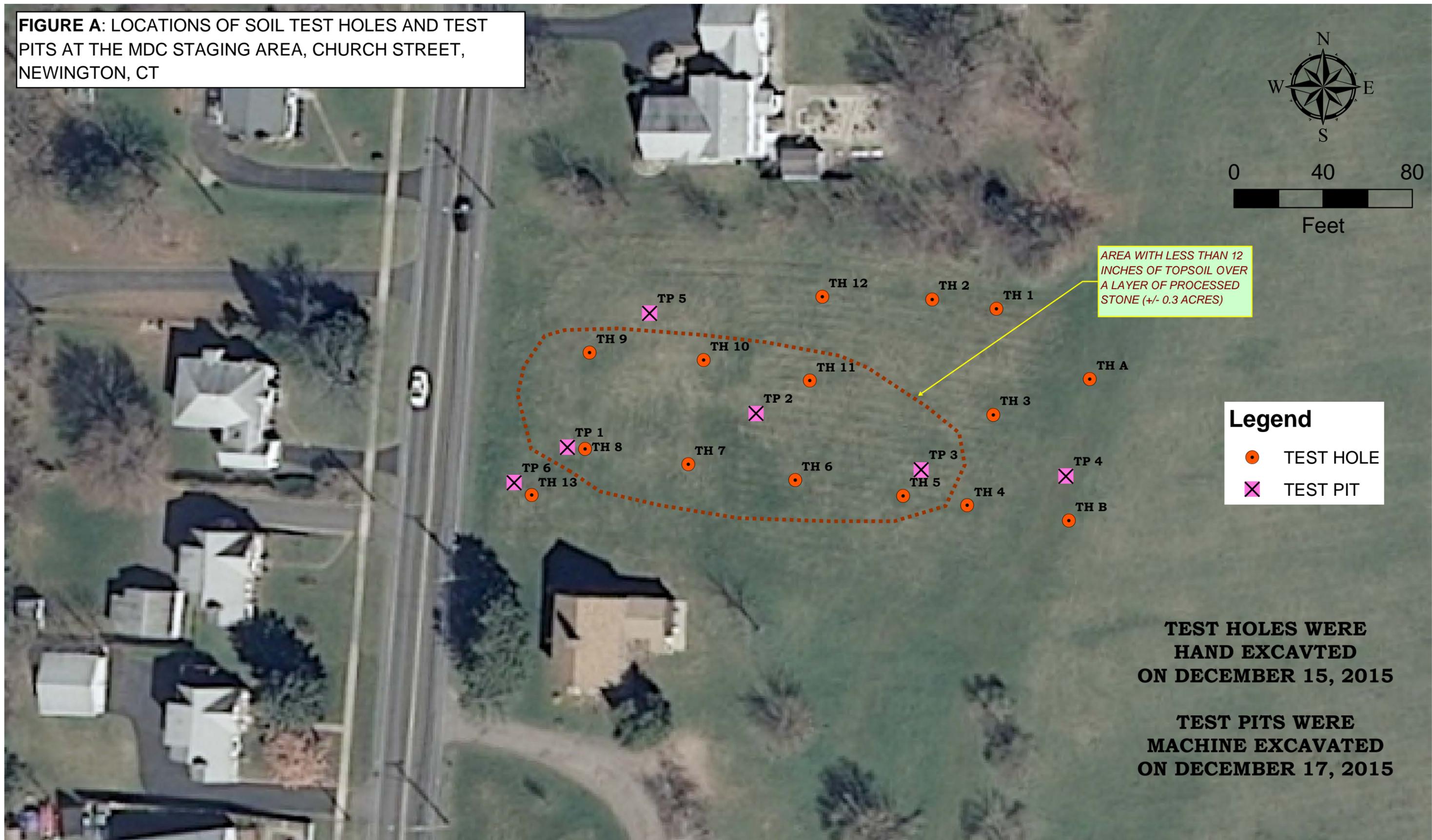
A handwritten signature in black ink, appearing to read "George T. Logan".

George T. Logan, MS, PWS, CSE  
Registered Soil Scientist/Professional Wetland Scientist  
Certified Senior Ecologist

VIA E-MAIL

Attachments: Figures A, and 1 to 3; Soil Survey Map; Table 1 (Soil Test Holes); Soil Resource Inventory Forms (Soil Test Pits), Soil Series Description (Wethersfield); UCON Soil Lab results

**FIGURE A:** LOCATIONS OF SOIL TEST HOLES AND TEST PITS AT THE MDC STAGING AREA, CHURCH STREET, NEWINGTON, CT





N

SUBJECT  
SITE

FIGURE 1: MDC Staging Area (pre-use), as seen on a 3-29-12 Aerial photograph (Google Earth)

PRODUCED BY: REMA ECOLOGICAL SERVICES, LLC  
DATE: 1-21-16  
SCALE: NTS



SUBJECT  
SITE

FIGURE 2: MDC Staging Area (during-use), as seen on a 9-19-13 Aerial photograph (Google Earth) Aerial Photograph)



SUBJECT  
SITE

FIGURE 3: MDC Staging Area (post-use), as seen on a 10-24-14 Aerial photograph (Google Earth) Aerial Photograph)

PRODUCED BY: REMA ECOLOGICAL SERVICES, LLC  
DATE: 1-21-16 SCALE: NTS

**TABLE 1: Test Holes at 282 Church Street, Newington, CT**

| Test Hole ID | Topsoil (inches) | Topsoil Texture | % Coarse Fragments | Subsoil (inches) | Subsoil Texture     | Total Depth (inches) | Notes   |
|--------------|------------------|-----------------|--------------------|------------------|---------------------|----------------------|---|
| 1            | 12               | fsl/l           | <5                 | 27               | vfls                | 39                   | <i>topsoil stockpile area</i>                                       |
| 2            | 18               | vfls            | <5                 | 7                | vfls                | 25                   | <i>topsoil stockpile area</i>                                       |
| 3            | 16               | vfls            | 12                 | 5                | glfs                | 21                   | Water @ 17"; from recent rain                                       |
| 4            | 16               | vfls            | 15                 | 3                | glfs                | 19                   | refusal at very firm layer; till                                    |
| 5            | 14               | fsl/l           | 10                 | 4                | glfs                | 18                   | processed stone @ 17"; refusal                                      |
| 6            | 7                | fsl/l           | <5                 | 1                | glfs                | 8                    | processed stone @ 8"; refusal                                       |
| 7            | 8                | vfls            | <5                 | 10               | lfs                 | 18+                  | 1-inch layer processed stone @ 17"; original parent material @ 18"+ |
| 8            | 8                | vfls            | <5                 | 6                | lfs/processed stone | 14+                  | processed stone @ 10" mixed with original subsoil                   |
| 9            | 6                | fsl/l           | <5                 | 1                | processed stone     | 7                    | processed stone @ 6"; refusal                                       |
| 10           | 8                | glfs            | 15                 | 1                | processed stone     | 9                    | processed stone @ 8" mixed with original subsoil; refusal           |
| 11           | 7                | vfls            | 15                 | 2                | processed stone     | 9                    | processed stone @ 7"; refusal                                       |
| 12           | 12               | vfls            | 5                  | 14               | lvfs                | 26                   | <i>topsoil stockpile area</i> ; subsoil is original B/C horizon     |
| 13           | 12               | fsl/l           | <2                 | 3                | fs                  | 15                   | sandy layer @ 12" (not original subsoil)                            |
| A            | 16               | fsl/l           | <5                 | 10               | lvfs                | 26                   | <i>undisturbed soils</i>  |
| B            | 17               | fsl/l           | <5                 | 11               | lvfs                | 27                   | <i>undisturbed soils</i>  |

**Soil Textures:** vfls = very fine sandy loam; l = loam; fsl = fine sandy loam; glfs = gravelly loamy fine sand; fs = fine sand; lfs = loamy fine sand

 composite topsoil sample 'A'  composite topsoil sample 'B'  composite topsoil sample 'C'



## SOIL RESOURCE INVENTORY FORM

Sampling Point No: **TP-1**  
 Project Name & Location: **MDC Const./Staging Yard, Deming-Young Farm, Church St., Newington, CT**  
 Prepared By: **George T. Logan**  
 Prepared For: **Town of Newington, Town Manager's Office**  
 REMA Job No.: **15-1886-NEW36**  
 Field Conditions: **Overcast, 40s**  
 Date: **12/17/2015**

Physical Location: **1/4-10' NW OF TH-B WHICH IS 1/4-62' N OF NW CORNER OF HOUSE ON PROPERTY**  
 Land Features: **NONE**

Vegetation: **mowed grasses**  
 Microtopography: **none**  
 Drainage Class: **Well drained**  
 Saturation Depth: **N/A**  
 Soil Series: **Wethersfield (original)**

| DRAWING OF PROFILE (not to scale) | DEPTH              | HORIZON   | MATRIX COLOR (Munsell, Moist) | COLOR OF MOTTLES | ABUNDANCE AND CONTRAST | TEXTURE (USDA) | STRUCTURE AND CONSISTENCE | % COARSE FRAGMENTS | ROOTS & ORGANIC MATTER |
|-----------------------------------|--------------------|-----------|-------------------------------|------------------|------------------------|----------------|---------------------------|--------------------|------------------------|
|                                   | 0-7                | $\hat{A}$ | 5YR 3/3                       | -                | -                      | L              | GRANULAR FRIABLE          | > 5                | M-M                    |
|                                   | 7-13               | $\hat{C}$ | 7.5YR 4/3                     | -                | -                      | GRLS           | GRANULAR FRIABLE          | > 60               | F-L                    |
|                                   | 13-42 <sup>+</sup> | B/C       | 2.5YR 4/4                     | -                | -                      | FSL            | SUBANGULAR BLOCKY; FIRM   | < 10               | -                      |
|                                   |                    |           |                               |                  |                        |                |                           |                    |                        |
|                                   |                    |           |                               |                  |                        |                |                           |                    |                        |
|                                   |                    |           |                               |                  |                        |                |                           |                    |                        |
|                                   |                    |           |                               |                  |                        |                |                           |                    |                        |
|                                   |                    |           |                               |                  |                        |                |                           |                    |                        |
|                                   |                    |           |                               |                  |                        |                |                           |                    |                        |

Remarks:  $\hat{C}$  LAYER IS PROCESSED GRADE & VARIES FROM 5-9"; SOME ASPHALT LESS THAN 2% OF LAYER TEST PIT EXTENDED DE BY 1/4-10' FOR A TOTAL TRENCH LENGTH OF 21'  
 A OVER A HORIZON DESIGNATION INDICATES MATERIALS TRANSPORTED, NOT ORIGINAL



## SOIL RESOURCE INVENTORY FORM

Sampling Point No: **TP-2**      Project Name & Location: **MDC Const./Staging Yard, Deming-Young Farm, Church St., Newington, CT**  
 Prepared By: **George T. Logan**      Prepared For: **Town of Newington, Town Manager's Office**  
 REMA Job No.: **15-1886-NEW36**      Field Conditions: **Overcast, 40s**      Date: **12/17/2015**

Physical Location: **INTERSECTION OF "X" OF TEST HOLES 6, 7, 10 & 11**

Land Features: **mowed grasses**  
 Vegetation: **none**  
 Microtopography: **Well drained**  
 Drainage Class: **N/A**  
 Saturation Depth: **N/A**  
 Soil Series: **Wethersfield (original)**

| DRAWING OF PROFILE<br>(not to scale) | DEPTH              | HORIZON   | MATRIX COLOR<br>(Munsell, Moist) | COLOR OF MOTTLES | ABUNDANCE AND CONTRAST | TEXTURE (USDA) | STRUCTURE AND CONSISTENCE     | % COARSE FRAGMENTS | ROOTS & ORGANIC MATTER |
|--------------------------------------|--------------------|-----------|----------------------------------|------------------|------------------------|----------------|-------------------------------|--------------------|------------------------|
|                                      |                    |           |                                  |                  |                        |                |                               |                    |                        |
|                                      | 0-10               | $\hat{A}$ | 5YR 3/3                          | -                | -                      | FSL            | GRAVULAR<br>FRABLE            | 5-8                | H-M                    |
|                                      | 10-15              | $\hat{C}$ | 7.5YR 5/2<br>5YR 3/2             | -                | -                      | GRLS           | LOOSE to<br>S. FIRM           | 50-60              | -                      |
|                                      | 16-36 <sup>+</sup> | B/C       | 2.5YR 4/4                        |                  |                        | FSL            | SUBANGULAR<br>BLOCKY; S. FIRM | ≤ 15               | -                      |
|                                      |                    |           |                                  |                  |                        |                |                               |                    |                        |
|                                      |                    |           |                                  |                  |                        |                |                               |                    |                        |
|                                      |                    |           |                                  |                  |                        |                |                               |                    |                        |
|                                      |                    |           |                                  |                  |                        |                |                               |                    |                        |
|                                      |                    |           |                                  |                  |                        |                |                               |                    |                        |
|                                      |                    |           |                                  |                  |                        |                |                               |                    |                        |

Remarks:  $\hat{C}$  LAYER OF PROCESSED STOVE RAKES FROM 2-8"  
 $\hat{A}$  OVER A HORIZON DESIGNATION INDICATES MATERIALS TRANSPORTED, NOT ORIGINAL











# University of Connecticut Department of Plant Science

Soil Nutrient Analysis Laboratory, 6 Sherman Place, Box U-102, Storrs, CT 06269-5102,  
Phone : 860-486-4274, Fax : 860-486-4562.

|   |                 |                 |                  |  |  |
|---|-----------------|-----------------|------------------|--|--|
| <b>GROWER'S ADDRESS</b>   |                 |                 | <b>SAMPLE ID</b> |  |  |
| GEORGE LOGAN<br>REMA ECOLOGICAL SERVICES<br>164 EAST CENTER ST #8<br>MANCHESTER, CT 06040 |                 |                 | A                |  |  |
| <b>LAB ID</b>   | <b>RECEIVED</b> | <b>REPORTED</b> |                  |  |  |
| 8052  | 12/17/15        | 12/23/15        |                  |  |  |
| <b>SALES AGENT</b>  |                 |                 |                  |  |  |

### NUTRIENTS EXTRACTED FROM YOUR SOIL (MODIFIED MORGAN EXTRACTABLE)

|            |               | BELOW OPTIMUM | OPTIMUM | ABOVE OPTIMUM |
|------------|---------------|---------------|---------|---------------|
| pH         | 5.6           |               |         |               |
| Calcium    | 1651 lbs/acre | *****         |         |               |
| Magnesium  | 337 lbs/acre  | *****         | *****   | *****         |
| Phosphorus | 8 lbs/acre    | *****         |         |               |
| Potassium  | 100 lbs/acre  | *****         |         |               |

| Element        | ppm  | Soil Range |
|----------------|------|------------|
| Boron (B)      | 0.10 | 0.1-2.0    |
| Copper (Cu)    | 0.30 | 0.3-8.0    |
| Iron (Fe)      | 4.40 | 1.0-40.0   |
| Manganese (Mn) | 5.80 | 3.0-20.0   |
| Zinc (Zn)      | 1.00 | 0.1-70.0   |
| Aluminum (Al)  | 87   | 10-300     |

Estimated Total Lead: Low, typical background levels

### LIME AND FERTILIZER RECOMMENDATIONS

#### GROVE OR PLANT ESTABLISHED LAWN

#### LIMESTONE (GROUND, GRANULAR, PULVERIZED OR PELLETTED):

Apply 100 lbs. per 1000 sq. ft. to raise the pH level. Have your soil re-tested in 3-4 years.

#### FERTILIZER:

Phosphorus and Potassium levels are adequate. Therefore, follow the recommendations for maintenance fertilizers shown on the enclosed sheet. Use a lawn fertilizer, such as 10-6-4, 19-4-4, 28-3-8 or 30-4-4.

#### COMMENTS:

Soil texture classification: Silt loam

Organic content classification: Low

If you have questions about this report or about any other plant or soil problem, contact the University of Connecticut Home & Garden Education Center, Department of Plant Science, U-115, Storrs, CT 06269-4115. Phone: (877) 486 6271 (toll-free).



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|   |                 |                  |  |  |
|---|-----------------|------------------|--|--|
| <b>GROWER'S ADDRESS</b>   |                 | <b>SAMPLE ID</b> |  |  |
| GEORGE LOGAN<br>REMA ECOLOGICAL SERVICES<br>164 EAST CENTER ST #8<br>MANCHESTER, CT 06040 |                 | B                |  |  |
| <b>LAB ID</b>   | <b>RECEIVED</b> | <b>REPORTED</b>  |  |  |
| 8053  | 12/17/15        | 12/23/15         |  |  |
| <b>SALES AGENT</b>  |                 |                  |  |  |
|   |                 |                  |  |  |

## NUTRIENTS EXTRACTED FROM YOUR SOIL (MODIFIED MORGAN EXTRACTABLE)

|            |               | BELOW OPTIMUM | OPTIMUM | ABOVE OPTIMUM |
|------------|---------------|---------------|---------|---------------|
| pH         | 6.0           |               |         |               |
| Calcium    | 2371 lbs/acre | *****         | *****   |               |
| Magnesium  | 494 lbs/acre  | *****         | *****   | *****         |
| Phosphorus | 11 lbs/acre   | *****         | *****   |               |
| Potassium  | 170 lbs/acre  | *****         | *****   |               |

| Element        | ppm  | Soil Range |
|----------------|------|------------|
| Boron (B)      | 0.20 | 0.1-2.0    |
| Copper (Cu)    | 0.30 | 0.3-8.0    |
| Iron (Fe)      | 8.20 | 1.0-40.0   |
| Manganese (Mn) | 8.10 | 3.0-20.0   |
| Zinc (Zn)      | 0.90 | 0.1-70.0   |
| Aluminum (Al)  | 69   | 10-300     |

Estimated Total Lead: Low, typical background levels

## LIME AND FERTILIZER RECOMMENDATIONS

**CROP OR PLANT: ESTABLISHED LAWN**

### LIMESTONE (GROUND, GRANULAR, PULVERIZED OR PELLETTED):

Apply 50 lbs. per 1000 sq. ft. to raise the pH level. Have your soil re-tested in 3-4 years.

### FERTILIZER:

Phosphorus and Potassium levels are adequate. Therefore, follow the recommendations for maintenance fertilizers shown on the enclosed sheet. Use a lawn fertilizer, such as 10-6-4, 19-4-4, 28-3-8 or 30-4-4.

### COMMENTS:

Soil texture classification: Silt loam

Organic content classification: Medium

If you have questions about this report or about any other plant or soil problem, contact the University of Connecticut Home & Garden Education Center, Department of Plant Science, U-115, Storrs, CT 06269-4115. Phone: (877) 486 6271 (toll-free).



# University of Connecticut Department of Plant Science

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Phone : 860-486-4274, Fax : 860-486-4562.

| GROWER'S ADDRESS  |
|---|
| GEORGE LOGAN<br>REMA ECOLOGICAL SERVICES<br>164 EAST CENTER ST #8<br>MANCHESTER, CT 06040 |

| SAMPLE ID   |          |          |
|-------------|----------|----------|
| C           |          |          |
| LAB ID      | RECEIVED | REPORTED |
| 8054        | 12/17/15 | 01/21/16 |
| SALES AGENT |          |          |
|             |          |          |

## NUTRIENTS EXTRACTED FROM YOUR SOIL (MODIFIED MORGAN EXTRACTABLE)

|            |               | BELOW OPTIMUM | OPTIMUM | ABOVE OPTIMUM |
|------------|---------------|---------------|---------|---------------|
| pH         | 6.1           |               |         |               |
| Calcium    | 2248 lbs/acre | *****         |         |               |
| Magnesium  | 427 lbs/acre  | *****         | *****   | *****         |
| Phosphorus | 11 lbs/acre   | *****         |         |               |
| Potassium  | 173 lbs/acre  | *****         |         |               |

| Element        | ppm  | Soil Range |
|----------------|------|------------|
| Boron (B)      | 0.20 | 0.1-2.0    |
| Copper (Cu)    | 0.40 | 0.3-8.0    |
| Iron (Fe)      | 5.30 | 1.0-40.0   |
| Manganese (Mn) | 7.10 | 3.0-20.0   |
| Zinc (Zn)      | 1.00 | 0.1-70.0   |
| Aluminum (Al)  | 56   | 10-300     |

Estimated Total Lead: Low, typical background levels

## LIME AND FERTILIZER RECOMMENDATIONS

### ~~CROP OR PLANT~~ ESTABLISHED LAWN

#### LIMESTONE (GROUND, GRANULAR, PULVERIZED OR PELLETED):

Apply 50 lbs. per 1000 sq. ft. to raise the pH level. Have your soil re-tested in 3-4 years.

#### FERTILIZER:

Phosphorus and Potassium levels are adequate. Therefore, follow the recommendations for maintenance fertilizers shown on the enclosed sheet. Use a lawn fertilizer, such as 10-6-4, 19-4-4, 28-3-8 or 30-4-4.

#### COMMENTS:

Soil texture classification: Silt loam  
Organic content classification: Low

If you have questions about this report or about any other plant or soil problem, contact the University of Connecticut Home & Garden Education Center, Department of Plant Science, U-115, Storrs, CT 06269-4115. Phone: (877) 486 6271 (toll-free).

**RESULTS REPORT**

December 24, 2015

**Company Name:** GEORGE LOGAN  
REMA ECOLOGICAL SERVICES  
164 EAST CENTER ST #8  
MANCHESTER, CT 06040

**Lab Number:** MA15-469

**Sample Name:** A

**Textural Analysis**

Percentages are Based on the Fine Earth Fraction (Less than 2mm)

|              |        |
|--------------|--------|
| <b>Sand:</b> | 34.4 % |
| <b>Silt:</b> | 51.4 % |
| <b>Clay:</b> | 14.2 % |

According to USDA criteria, this sample classifies as a **SILT LOAM**. Classification is based on particles that are sand size or finer (i.e. Less than 2 millimeters in diameter.)

**Organic Matter**

The organic matter as determined by loss on ignition is 3.7 %

*University of Connecticut Soil Nutrient Analysis Laboratory*

*6 Sherman Place Unit 5102 Storrs, CT 06269-5102*

*Tel: (860) 486-4274 Fax: (860) 486-4562 Web: [www.soiltest.uconn.edu](http://www.soiltest.uconn.edu)*

**RESULTS REPORT**

December 24, 2015

**Company Name:** GEORGE LOGAN  
REMA ECOLOGICAL SERVICES  
164 EAST CENTER ST #8  
MANCHESTER, CT 06040

**Lab Number:** MA15-470

**Sample Name:** B

**Textural Analysis**

Percentages are Based on the Fine Earth Fraction (Less than 2mm)

|              |        |
|--------------|--------|
| <b>Sand:</b> | 34.4 % |
| <b>Silt:</b> | 51.4 % |
| <b>Clay:</b> | 14.2 % |

According to USDA criteria, this sample classifies as a **SILT LOAM**. Classification is based on particles that are sand size or finer (i.e. Less than 2 millimeters in diameter.)

**Organic Matter**

The organic matter as determined by loss on ignition is 4.0 %

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**RESULTS REPORT**

December 24, 2015

**Company Name:** GEORGE LOGAN  
REMA ECOLOGICAL SERVICES  
164 EAST CENTER ST #8  
MANCHESTER, CT 06040

**Lab Number:** MA15-471

**Sample Name:** C

**Textural Analysis**

Percentages are Based on the Fine Earth Fraction (Less than 2mm)

|              |        |
|--------------|--------|
| <b>Sand:</b> | 39.4 % |
| <b>Silt:</b> | 44.4 % |
| <b>Clay:</b> | 16.2 % |

According to USDA criteria, this sample classifies as a **SILT LOAM**. Classification is based on particles that are sand size or finer (i.e. Less than 2 millimeters in diameter.)

**Organic Matter**

The organic matter as determined by loss on ignition is 3.6 %

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Soil Map—State of Connecticut  
(Deming-Young Farm Property, 282 Church Street, Newington, CT)



Map Scale: 1:3,960 if printed on A landscape (11" x 8.5") sheet.



## MAP LEGEND

### Area of Interest (AOI)

 Area of Interest (AOI)

### Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

### Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

### Water Features



Streams and Canals

### Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

### Background



Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: State of Connecticut  
 Survey Area Data: Version 14, Sep 22, 2015

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Mar 28, 2011—Apr 18, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

| State of Connecticut (CT600)       |   |              |                |
|------------------------------------|---|--------------|----------------|
| Map Unit Symbol                    | Map Unit Name   | Acres in AOI | Percent of AOI |
| 5                                  | Wilbraham silt loam                                     | 0.2          | 0.2%           |
| 9                                  | Scitico, Shaker, and Maybid soils                       | 1.2          | 1.8%           |
| 30A                                | Branford silt loam, 0 to 3 percent slopes               | 5.5          | 7.8%           |
| 30B                                | Branford silt loam, 3 to 8 percent slopes               | 2.3          | 3.2%           |
| 37C                                | Manchester gravelly sandy loam, 3 to 15 percent slopes  | 17.3         | 24.6%          |
| 37E                                | Manchester gravelly sandy loam, 15 to 45 percent slopes | 0.5          | 0.8%           |
| 40A                                | Ludlow silt loam, 0 to 3 percent slopes                 | 8.9          | 12.7%          |
| 40B                                | Ludlow silt loam, 3 to 8 percent slopes                 | 7.0          | 9.9%           |
| 87B                                | Wethersfield loam, 3 to 8 percent slopes                | 20.0         | 28.4%          |
| 108                                | Saco silt loam  | 1.4          | 2.0%           |
| 306                                | Udorthents-Urban land complex                           | 6.2          | 8.8%           |
| <b>Totals for Area of Interest</b> |   | <b>70.4</b>  | <b>100.0%</b>  |

LOCATION WETHERSFIELD CT+MA NJ NY

Established Series  
Rev. MFF-SMF  
12/2012

## WETHERSFIELD SERIES

The Wethersfield series consists of very deep, well drained loamy soils formed in dense glacial till on uplands. The soils are moderately deep to dense basal till. They are nearly level to steep soils on till plains, low ridges, and drumlins. Saturated hydraulic conductivity is moderately low to high in the solum and low to moderately high in the substratum. Slope ranges from 0 to 35 percent. Mean annual temperature is about 11 degrees C and mean annual precipitation is about 1270 mm.

**TAXONOMIC CLASS:** Coarse-loamy, mixed, active, mesic Oxyaquic Dystrudepts

**TYPICAL PEDON:** Wethersfield loam - forested, very stony. (Colors are for moist soil.)

**Oe**--0 to 3 cm; black (10YR 2/1) moderately decomposed plant material. (0 to 10 cm thick)

**A**--3 to 8 cm; dark brown (7.5YR 3/2) loam; moderate medium granular structure; friable; many fine and medium roots; 10 percent gravel; strongly acid; clear wavy boundary. (5 to 10 cm thick)

**Bw1**--8 to 22 cm; reddish brown (5YR 4/4) loam; weak medium subangular blocky structure; friable; common fine and medium roots; 10 percent gravel; strongly acid; clear wavy boundary.

**Bw2**--22 to 69 cm; dark reddish brown (5YR 3/3) gravelly loam; weak medium subangular blocky structure; friable; few medium roots; 15 percent gravel and cobbles; strongly acid; clear wavy boundary. (Combined thickness of the Bw horizons is 46 to 94 cm.)

**Cd**--69 to 165 cm; reddish brown (2.5YR 4/4) gravelly loam; weak thick platy structure; very firm, brittle; few silt films and black coatings on some plates; 20 percent gravel and cobbles; strongly acid.

**TYPE LOCATION:** Middlesex County, Connecticut; town of Middlefield, about 50 feet south of Route 66 at the south end of Mt. Higbee Reservoir; USGS Middletown topographic quadrangle; latitude 41 degrees 32 minutes 17 seconds N., longitude 72 degrees 43 minutes 32 seconds W., NAD 27.

**RANGE IN CHARACTERISTICS:** Thickness of the solum commonly is 51 to 102 cm and typically corresponds to the depth to the dense substratum. Depth to bedrock is commonly more than 183 cm. Rock fragments range from 5 to 25 percent by volume in the solum and from 5 to 35 percent in the substratum. Except where the surface is stony, the fragments are mostly subrounded gravel and typically make up 60 percent or more of the total rock fragments. Unless limed, reaction ranges from extremely acid through moderately acid to a depth of 152 cm, and from strongly acid through mildly alkaline below 152 cm.

The O horizon, where present, commonly has hue of 7.5YR or 10YR, value of 2, and chroma of 1 or 2. In lieu texture is slightly to highly decomposed plant material.

The A horizon has hue of 5YR through 10YR, value of 2 to 4, and chroma of 1 to 3. Disturbed pedons have an Ap horizon with value of 3 or 4 and chroma of 2 to 4. The A or Ap horizon is loam, silt loam, very fine sandy loam, or fine sandy loam.

The Bw horizon has hue of 2.5YR or 5YR, value of 3 to 5, and chroma of 3 to 6. Some pedons have a few faint redoximorphic features just above the Cd horizon. The Bw horizon is commonly loam, silt loam, or fine sandy loam but the range includes sandy loam. It has weak or moderate, granular or subangular blocky structure.

Some pedons have a BC horizon.

The Cd horizon has hue of 10R to 5YR, value of 3 to 5, and chroma of 2 through 6. It is loam, silt loam, or fine sandy loam. The horizon has weak or moderate, medium to very thick platy structure or it is massive. Consistence is firm or very firm. The base saturation increases in some pedons below a depth of 40 inches.

**COMPETING SERIES:** These are the [Amostown](#), [Bernardston](#), [Broadbrook](#), [Horseneck](#) (tentative), [Nantucket](#), [Paxton](#), and [Scituate](#) soils. Amostown soils are underlain by stratified very fine sand or silt within a depth of 40 inches. Bernardston and Broadbrook soils have 7.5YR or yellower hue in the B horizon. Horseneck soils lack a densic contact. Scituate soils have sandy substrata. Nantucket soils have a lithologic discontinuity and do not have hue redder than 10YR in the substratum. Paxton soils do not have hue redder than 7.5YR in the subsoil and substratum.

**GEOGRAPHIC SETTING:** Wethersfield soils are nearly level to steep and are on till plains, low ridges, and drumlins. Slope ranges from 0 to 35 percent. The soils formed in acid glacial till derived mostly from reddish sandstone, shale, and conglomerate with some basalt. Mean annual temperature ranges from 7 to 11 degrees C, mean annual precipitation ranges from 1016 to 1270 mm and the growing season ranges from 130 to 185 days.

**GEOGRAPHICALLY ASSOCIATED SOILS:** These are the competing [Broadbrook](#) soils and the [Cheshire](#), [Berlin](#), [Birchwood](#), [Branford](#), [Ellington](#), [Hartford](#), [Holyoke](#), [Ludlow](#), [Manchester](#), [Menlo](#), [Newport](#), [Poquonock](#), [Watchaug](#), [Wilbraham](#), and [Yalesville](#) soils. The moderately well drained Ludlow, poorly drained Wilbraham, and the very poorly drained Menlo soils are associated in a drainage sequence. Berlin soils are on lacustrine terraces. Branford, Ellington, Hartford, and Manchester soils are on nearby outwash terraces and are underlain by stratified sand and gravel. Cheshire soils do not have a dense substratum. Holyoke and Yalesville soils have bedrock within 40 inches. Newport soils have hue of 2.5Y or 5Y in the upper part of the B horizon. The Poquonock soils and moderately well drained Birchwood soils have a sandy over loamy particle-size control section. Watchaug soils are moderately well drained and lack a dense substratum.

**DRAINAGE AND SATURATED HYDRAULIC CONDUCTIVITY:** Well drained. Surface runoff is negligible to high. Saturated hydraulic conductivity is moderately low to high in the solum and low to moderately high in the substratum.

**USE AND VEGETATION:** Many areas are cleared and used for cultivated crops, hay, or pasture. Some areas are used for vegetables, orchards, and nursery stock. Scattered areas are used for community development. Some areas are wooded. Common trees are red, white, and black oak, hickory, ash, sugar maple,

red maple, beech, gray birch, white pine, and hemlock.

**DISTRIBUTION AND EXTENT:** MLRAs 144A and 145 in the Connecticut Valley of Connecticut and Massachusetts and northeastern New Jersey and southeastern New York. The series is of moderate extent.

**MLRA SOIL SURVEY REGIONAL OFFICE (MO) RESPONSIBLE:** Amherst, Massachusetts.

**SERIES ESTABLISHED:** Somerset County, New Jersey, 1919.

**REMARKS:** Wethersfield soils were previously classified as Typic Dystrochrepts, and before that as Typic Fragiochrepts.

Diagnostic horizons and other features recognized in this pedon include:

1. Ochric epipedon - the zone from 3 to 8 cm (A horizon).
2. Cambic horizon - the zone from 8 to 69 cm (Bw horizon).
3. Densic material - the zone from 69 to 165 cm (Cd horizon).
4. Oxyaquic feature - based on saturation in one or more layers within 100 cm of the mineral surface, for one month or more per year in 6 out of 10 years. A perched water table is at a depth of 18 to 30 inches February through April.

**ADDITIONAL DATA:** Characterization data are available for pedons 8500052, 8500056, and 9300718 from Middlesex County, Connecticut, 1983 and 1993. Pedon data are also published in the Soil Survey of Hartford County, Connecticut - 1962.

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National Cooperative Soil Survey  
U.S.A.



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 Tanya Lane,  
Acting Town Manager)  
Date: January 22, 2016  
Re: 8-24 Report Referral: MDC Project

---

At the January 12 meeting, the Council discussed the upcoming MDC water and sewer project scheduled to take place in the Willard Avenue/Cedar Street area this summer.

The project will require property easements to the MDC. As such, the next step in the process will be to refer the project to the Town Plan and Zoning Commission for a report under section 8-24 of the Connecticut General Statutes.

In addition, MDC officials will hold a public information meeting regarding the project on February 2, 2016 in the Town Hall Auditorium (details attached). MDC staff has already notified approximately 400 area households of the meeting and will publish a meeting notice in the Town Crier. In addition, meeting information will be posted on the Town website.

Please see the attached memorandum from Town Engineer Chris Greenlaw for additional information. Also, please see the attached 8-24 referral resolution for Council consideration.

Attach.



# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Tanya D. Lane  
Acting Town Manager

## Office of Town Engineer

Christopher Greenlaw P.E.  
Town Engineer

### Memorandum

**To:** Tanya Lane, Acting Town Manager  
**From:** Christopher Greenlaw, Town Engineer   
**Date:** January 20, 2016  
**Re:** MDC – Project 2011-73, Willard\Cedar Water & Sewer Improvements

---

May this memo serve as a progress report as to the continued efforts to assist MDC advance this large and complex public utility project (referenced above). As indicated at the Council meeting, the Town Engineer and Police Chief attended a meeting at the D.O.T. (District I office) with MDC on 01/14/2015. Although the meeting (agenda attached) covered many items instrumental to facilitate the project, a concerted effort was made to “explore” construction methods and techniques to diminish the project timeline. The State of Ct. Traffic Engineer (Mr. Kevin Campbell) was receptive to having the MDC revisit and modifying the project specifications to include provisions that would allow for expediting the timeline of construction. Pursuant to the review and modifications of these provisions, the MDC will unveil any and all changes at the Public Information Meeting (P.I.M.) scheduled for February 2<sup>nd</sup>, 2016.

Pursuant to the meeting, the D.O.T. Traffic Engineer reported that the Office of O.S.T.A. would allow the District I office to issue a permit for the project to include the detour with gate opening. This negates the need for a letter (via the Town Manager) for modification to traffic certificate #1424. Additionally, Mr. Campbell reported that his research for concurrent state projects within the timeframe and geographic location resulted in no conflicts; i.e. no other major projects scheduled.

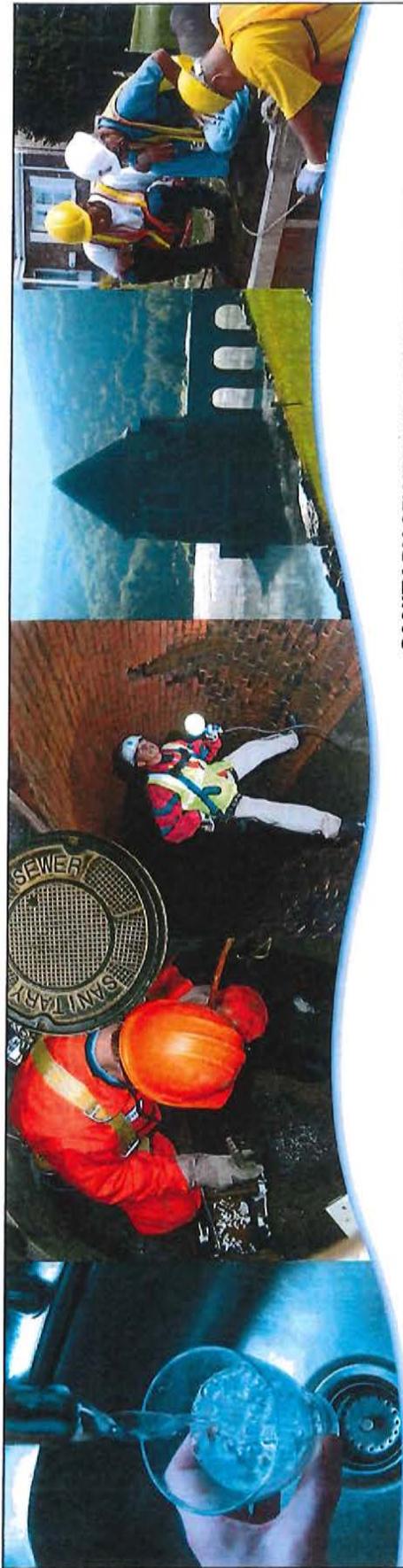
Looking forward, may I recommend that your office request the Town Attorney to report as to the verification of documents with regard to the MDC easement; i.e. conveyance documents. The council should have a resolution prepared for 8-24 referral to TPZ at the next meeting. Additionally, the Town Attorney has a copy of the “Hold Harmless” agreement (letter), ultimately requiring the Manager’s signature to allow the migration of traffic from a DOT roadway to Town of Newington and back, in accordance with the traffic plan. As these items fall into place, the last remaining document for the manager’s consideration is the Noise Ordinance waiver. This document (also previously submitted) can be reproduced to facilitate the MDC request accordingly.

**THE METROPOLITAN DISTRICT -- HARTFORD, CONNECTICUT**  
**CEDAR STREET/WILLARD AVENUE WATER AND SEWER**  
**MEETING WITH CONNECTICUT DEPARTMENT OF TRANSPORTATION and TOWN OF**  
**NEWINGTON**

**January 14, 2016**

**Agenda**

1. Introductions
2. Project Update – Status
3. Project Schedule (Advertisement, Bidding, Awarding)
4. MDC/CTDOT/Town of Newington Coordination Items
  - a. Work Hours (day and night)
  - b. Duration of detour (southbound Willard) and night work
  - c. Hold Harmless Letter
  - d. Disposition of gate on Alumni Road – Office of State Traffic Administration (OSTA Approval)
  - e. Trenchless Technology – Permanent work zones
  - f. Noise Ordinance Waiver
  - g. MDC outreach efforts
  - h. Future meetings – preconstruction meeting with Contractor, MDC and CDM Smith



## SANITARY SEWER IMPROVEMENTS AND WATER MAIN INSTALLATION

### Cedar Street Area

The MDC is planning to construct a sanitary sewer and water main in the area of Cedar Street (Rt 175) and Willard Ave. (Rt 173) in Newington. The project will extend from Veterans Drive to Cedar Street on Willard Avenue and from Mill Brook to Old Farm Drive on Cedar Street.

Please join us for a public information presentation on the project schedule. The meeting format will allow for property owners to meet with the project team members to discuss and address issues or concerns.

We encourage you to attend on **February 2nd** and look forward to seeing you there.

### Project Outreach Meeting

**Date:** February 2, 2016

**Time:** 6:30 PM

**Location:** Newington Town Hall (Auditorium)  
131 Cedar Street, Newington

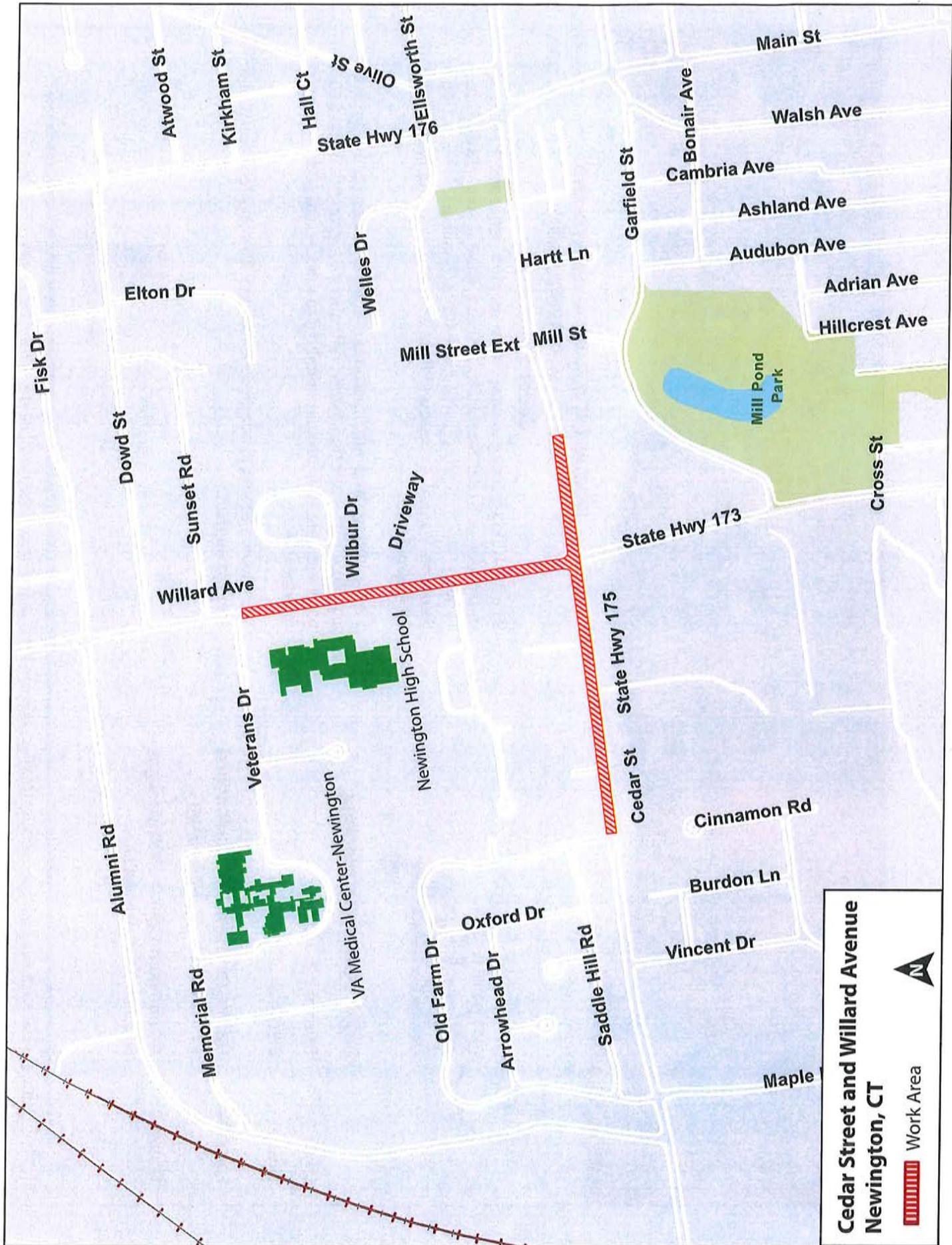
**Contact:** Adam Thompson, Project Manager  
860.278.7850 ext. 3457



[www.themdc.com](http://www.themdc.com)

---

MDC is a non-profit municipal corporation supplying water and sewer services to its eight member towns: Bloomfield, East Hartford, Hartford, Newington, Rocky Hill, West Hartford, Wethersfield, Windsor, and portions of other towns in the region.



**Cedar Street and Willard Avenue  
Newington, CT**



Work Area



AGENDA ITEM: IV.D.

DATE: 1/26/16

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

That the Town Manager is hereby directed and authorized to submit to the Town Plan and Zoning Commission for its report in accordance with Section 8-24 of the Connecticut General Statutes, the proposed easement(s) to be granted to the Metropolitan District (MDC) in regards to the MDC Water and Sewer Improvement Project.

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 22, 2016  
Re: Appointment of Deputy Agent for Countersigning Checks

---

As discussed at the January 12 Council meeting, per the Charter, the Council will need to consider the appointment of a deputy agent for countersigning checks. Below is information regarding the Treasurer and Deputy Agent positions, as requested at the January 12 meeting:

Prior to 2010, the position of Treasurer was a paid position held by a Town resident and the Deputy Treasurer position was held by the Town Manager. In March, 2010 the resident Treasurer resigned and the Council appointed former Town Manager John Salomone as the Treasurer, making it an unpaid position. However, the amended Town Charter, adopted in December 2012, indicates that the Treasurer position is to be held by the Director of Finance.

Section C-712.A. of the Town Charter indicates the following:

***Director of Finance.*** *The Director of Finance shall have direct supervision over the Department of Finance. The Director of Finance shall have such powers and duties as conferred by the Connecticut General Statutes and shall have such additional powers and duties that are prescribed by the Council or by the Manager. The Director of Finance shall also serve as the Town Treasurer as prescribed by the Connecticut General Statutes.*

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.

Deputy Finance Director Lisa Rydecki acts as the deputy agent for signing checks in the absence of Treasurer/Director of Finance Ann Harter. Per the Charter, the Town Manager countersigns checks. Therefore, the Council will need to consider the appointment of a deputy agent for countersigning checks in the absence of the Town Manager. A resolution is attached for Council consideration to appoint Director of Administrative Services Jeff Baron to that position.

Attach.

AGENDA ITEM: IV.E.

DATE: 1/26/16

RESOLUTION NO.: \_\_\_\_\_

RESOLVED:

Pursuant to Section C-815 of the Newington Town Charter, the Newington Town Council hereby appoints Director of Administrative Services Jeffery Baron as the Deputy Agent for countersigning checks.

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 Tanya D. Lane,  
Acting Town Manager)  
Date: January 22, 2016  
Re: FY 2015 EMPG Grant

---

The Town of Newington has been the recipient of Emergency Management Grant (EMPG) funding since 2000. Under its guidelines, partial reimbursement for the salary of the Town's Emergency Management Director, Chris Schroeder, as well as funding for other emergency management activities. This grant funding comes to us from the State Department of Emergency Management and Homeland Security.

A resolution is required to authorize Acting Town Manager Tanya Lane to enter into a Memorandum of Understanding with the State to receive the funding. Since the deadline to submit such documents is February 1, 2016, the Council is requested to consider waiving the rules to adopt the attached resolution at the January 26, 2016 Town Council meeting.

Attach.



# **E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT**

**FFY 2015 APPLICATION  
Due: February 1, 2016**



## **State of Connecticut**

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**

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## COMPLETION AID FOR GRANTEE

**The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. A detailed checklist is available in the 2015 EMPG Manual.**

- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

## DEMHS REGIONAL CONTACT INFO

**For assistance filling out this application please contact your DEMHS Regional Coordinator.**

|          |   |  |                   |
|----------|---|--|-------------------|
| Region 1 | Robert Kenny<br>Regional Coordinator    | 149 Prospect Street, Bridgeport, CT 06601<br>Phone: 203.696.2640<br>Email: <a href="mailto:Robert.Kenny@ct.gov">Robert.Kenny@ct.gov</a>                    | Fax: 203.334.1560 |
| Region 2 | John Field<br>Regional Coordinator      | 1111 Country Club Road, Middletown, CT 06457<br>Phone: 860.685.8105<br>Email: <a href="mailto:John.Field@ct.gov">John.Field@ct.gov</a>                     | Fax: 860.685.8366 |
| Region 3 | Thomas Gavaghan<br>Regional Coordinator | 360 Broad Street, Hartford CT, 06105<br>Phone: 860.529.6893<br>Email: <a href="mailto:Thomas.Gavaghan@ct.gov">Thomas.Gavaghan@ct.gov</a>                   | Fax: 860.257.4621 |
| Region 4 | Michael Caplet<br>Regional Coordinator  | 15-B Old Hartford Road, Colchester, CT 06451<br>Phone: 860.465.5460<br>Email: <a href="mailto:Mike.Caplet@ct.gov">Mike.Caplet@ct.gov</a>                   | Fax: 860.465.5464 |
| Region 5 | Thomas Vannini<br>Regional Coordinator  | 55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702<br>Phone: 203.591.3500<br>Email: <a href="mailto:Thomas.Vannini@ct.gov">Thomas.Vannini@ct.gov</a> | Fax: 203.591.3529 |

## SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. Please be reminded that all signatures are required to be original on this document. Please **sign** or **initial** where you see the following tabs:



1. **Manual:** Please print and review the 2015 EMPG Manual (<http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the 2015 EMPG Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/15-9/30/16 in the 2015 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2015 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** Complete the Master Staffing Form and provide training certificates or transcripts if available. If you are unsure of your training completion level please contact your DEMHS Regional Coordinator.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692> to determine if any of these forms will be needed for your application:

**Emergency Management Director Job Description** – Use this form if you have hired a new Emergency Management Director.

**Emergency Management Deputy Director Job Description** – Use this form if you have hired a new Emergency Management Deputy Director.

**Emergency Management Support Staff Job Description** – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).

**Request for Transcripts from EMI** – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

## SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

Additional copies of this kit are available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>.

**Mail Completed Applications To:**  
DEMHS Regional Coordinator (See Section A of this application for contact information)

**SPCP Unit Use Only**

|   |  |
|---|--|
| <b>1. Name of Municipality or Agency Applying for Subgrant:</b> | <b>2. Period of Award for this Subgrant: 10/1/15 – 9/30/16</b> |
|---|--|

**3. Emergency Management Director Name & Address**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**4. Official Authorized to Sign for the Applicant:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**5. Municipal/Agency Financial Officer**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**6. Fiscal Point of Contact: (If Different than Financial Officer)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**7. Applicant FEIN:**

**8. Applicant DUNS #:**

**9. Applicant Fiscal Year End:**

**10. Date of Last Audit:**

**11. Dates Covered by Last Audit: \_\_\_\_\_ to \_\_\_\_\_**

**12. Date of Next Audit:**

**13. Dates to be Covered by Next Audit: \_\_\_\_\_ to \_\_\_\_\_**

**Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.**

### FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

**14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

**Initial to indicate that this requirement has been read and understood:** \_\_\_\_\_

INITIAL

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

SIGN & DATE

**Authorized Signatory:** X \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION C. AUTHORIZING RESOLUTION**

**AUTHORIZING RESOLUTION OF THE**

\_\_\_\_\_  
*(Insert name of governing body--for example, town council)*

**CERTIFICATION:**

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_,  
*(keeper of the records—for ex. town clerk or secretary of council)*

do hereby certify that the following is a true and correct copy of a resolution adopted by  
\_\_\_\_\_ at its duly called and held meeting on \_\_\_\_\_, 20\_\_\_\_,  
*(name of governing body)* *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the \_\_\_\_\_ may enter into with and deliver  
*(name of governing body)*

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that \_\_\_\_\_, as \_\_\_\_\_ of  
*(name and title of officer)*

\_\_\_\_\_  
*(Name of governing body)*

is authorized and directed to execute and deliver any and all documents on behalf of the

\_\_\_\_\_  
*(name of governing body)*

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that \_\_\_\_\_  
*(name of officer)*

now holds the office of \_\_\_\_\_ and that he/she has held that office since \_\_\_\_\_.

IN WITNESS WHEREOF: The undersigned has executed this certificate this \_\_\_\_\_ day of

\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
*(Name and title of record keeper)*



The Chief Executive Officer has not changed since the previous resolution was authorized on \_\_\_\_\_  
*(Date)*

**SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET**

**Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.**

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

**1. Award Amounts:**

**Per Capita Award:** This amount is based on your town’s population as listed in the State Register and Manual.

**Sub grant Allocation:** This totals as you fill in the categories below.

**2. Enter Categories:**

- **Personnel**- Enter the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff.
- **Organization**- Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment**-Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind**-Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other**- Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated** – This is the remaining balance of funding that you have not yet allocated to a particular category.

| <b>EMPG Subgrant Budget (Fill In Green Cells Only)</b>  |              |
|---|--------------|
| <b>PER CAPITA AWARD</b>   |              |
| Total:  | \$147,216.00 |
| Federal Per Capita Share <sup>2</sup> :   | \$73,608.00  |
| Local Match <sup>2</sup> :  | \$73,608.00  |
| <b>SUBGRANT ALLOCATION</b>  |              |
| Total:  | \$0.00       |
| Federal Per Capita Share <sup>2</sup> :   | \$0.00       |
| Local Match (Includes In-Kind) <sup>2</sup> :   | \$0.00       |
| Personnel:  | \$0.00       |
| <i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>   |              |
| Organization:   | \$0.00       |
| <i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>  |              |
| Equipment:  | \$0.00       |
| <i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>  |              |
| In-Kind:  | \$0.00       |
| <i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at <a href="http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692">http://www.ct.gov/demhs/cwp/view.asp?a=1910&amp;q=411692</a></i> |              |
| All Other:  | \$0.00       |
| <i>Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.</i>  |              |
| Unallocated:  | \$73,608.00  |



## SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2016, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to congress.

1. What is your total emergency management budget: \$\_\_\_\_\_.  
*Please provide your total budget even if these costs exceed your EMPG allocation.*
  
2. Is your Emergency Management Director?:  
(Check One)  
 Full-Time  
 Part-Time  
 Volunteer
  
3. Which official (if any) has the authority to issue a mandatory evacuation order?:  
(Check One)  
 Mayor  
 First Selectman  
 Town Manager  
 Other
  
4. Are there penalties for citizens that disobey mandatory evacuation orders?:  
(Check all that apply)  
 Removal by force  
 Ticketing  
 Fines  
 Arrest  
 Removal of children under the age of consent  
 No penalties
  
5. For those penalties identified in question #4, are these penalties misdemeanors or felonies? (Check all that apply)  
 Misdemeanor  
 Felony  
 Both  
 Not specified  
 Other (Please specify) \_\_\_\_\_  
 Not Applicable – No Penalties
  
6. Has your municipality cut your emergency management program (regardless of whether you use EMPG funding) because of economic conditions?  
(Check One)  
 Yes  
 No



## FFY 2015 STATE HOMELAND SECURITY GRANT PROGRAM REGION 3 MEMORANDUM OF AGREEMENT



### Data Sheet

Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

Step 2-After populating the document, print out entire MOA and obtain the correct signatures as outlined by the completion checklist on the following page.

| <b>Town Information:</b>  |  |
|--|--|
| Person Completing Document:  |  |
| Municipality Name (ie. Town of):   |  |
| Municipality Short Name:   |  |
| Town CEO Name:   |  |
| Town CEO Title (ie. Mayor):  |  |

| <b>Point of Contact Information:</b>  |  |
|---|--|
| POC Name & Title:   |  |
| Address:  |  |
| Email:  |  |
| Phone:  |  |
| Fax:  |  |



**FFY 2015 STATE HOMELAND SECURITY GRANT  
PROGRAM REGION 3 MEMORANDUM OF AGREEMENT  
CHECKLIST**



Please use this checklist to insure completion and accuracy of the following agreement. All items should be checked off once completed

## 1. Instructions for the

**Received by:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**For the MOA:**

- A municipal point of contact been identified in Part III, Section L.
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

**Authorizing Resolution Attached**

The Blanket Resolution Template includes the recommended language for the resolution. If you do not use this template, the resolution must reference the FFY 2015 Homeland Security Grant Program. No other resolutions will be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2015 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

Once complete, mail the complete MOA package to: **Ms. Cheryl Assis, Public Safety Director-Capitol Region Council of Governments. 241 Main Street, Hartford, CT 06106.**

## 2. Instructions for the Capitol Region Council of Governments

**Received by:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Review and Signature**

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- The Region 3 REPT Chair has signed and dated the agreement.
- The Region 3 REPT Chair's name has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Once complete please contact your Program Manager to schedule a MOA review meeting.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2015 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

**DUE DATE: November 30, 2015**

# MEMORANDUM OF AGREEMENT

## REGARDING USE OF FEDERAL FISCAL YEAR 2015 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS REGION 3

### I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

#### A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DESPP/DEMHS), the Municipality of \_\_\_\_\_, the Capitol Region Council of Governments (CRCOG) and the Region 3 Regional Emergency Planning Team (Region 3 REPT). DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2015 State Homeland Security Grant Program (SHSGP), Award No. EMW-2015-SS-00074-S01, including the following programs: Metropolitan Medical Response System (MMRS); Citizen Corps Program (CCP). DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DESPP/DEMHS Advisory Council, and the DESPP/DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DESPP/DEMHS Coordinating Council, now known as the DESPP/DEMHS Advisory Council, has approved the allocation formula for grant funds available under such programs as the SHSGP, MMRS, CCP;
4. DESPP/DESPP/DEMHS is retaining pass-through funds from 2015 SHSGP in the total amount of \$1,676,081 on behalf of local units of government, for the following seven regional set-aside projects designed to benefit the state's municipalities:
  - a. Expand Regional Collaboration;
  - b. Connecticut Intelligence Center/Fusion Center/Critical Infrastructure;
  - c. CBRNE Detection;
  - d. NIMS/ICS Training and Exercise;
  - e. Metropolitan Medical Response System;
  - f. Citizen Corps. Program; and
  - g. Medical Preparation and Response
5. DESPP/DEMHS – in coordination and cooperation with the municipalities located within DESPP/DEMHS Region 3, including \_\_\_\_\_ – has created, and established bylaws for, the Region 3 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DESPP/DEMHS Region 3.
6. \_\_\_\_\_ is eligible to participate in those Federal Fiscal Year 2015 SHSGP regional allocations made through the Region 3 REPT and not included in the set-aside projects, in the amount of \$317,698 (and an additional \$40,720.40 for the regional bomb squad) for Region 3, which will be made available to the jurisdictions in Region 3 in the manner recommended by the Region 3 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

#### B. Purpose of Agreement

The SAA and \_\_\_\_\_ enter into Part I of this MOA authorizing the SAA to act as the agent of \_\_\_\_\_ and allowing the SAA to retain and administer grant funds provided under 2015 SHSGP the seven regional set-aside projects listed above, and also for CRCOG to provide the financial and programmatic oversight described below.

**C. SAA and \_\_\_\_\_ Responsibilities.**

The SAA agrees to administer the SHSGP grant funds of \$1,676,081 for in furtherance of the seven regional set-aside projects listed above.

\_\_\_\_\_ agrees to allow the SAA to provide financial and programmatic oversight of the \$1,676,081 for the purpose of supporting the allocations and uses of funds under 2015 SHSGP consistent with the 2015 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) approved by the Emergency Management & Homeland Security Coordinating Council, now known as the DESPP/DEMHS Advisory Council. \_\_\_\_\_ agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the seven regional set-aside projects listed above.

**D. Capitol Region Council of Governments and \_\_\_\_\_ Responsibilities.**

\_\_\_\_\_ also agrees to allow Capitol Region Council of Governments to provide financial and programmatic oversight of the Federal Fiscal Year 2015 regional allocation not included in the seven regional set-aside projects in the amount of \$317,698 (and an additional \$40,720.40 for the regional bomb squad) targeted to member municipalities in DESPP/DEMHS Region 3 and recommended through the Region 3 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 3 REPT and DESPP/DEMHS.

**II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS****A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DESPP/DEMHS), the Municipality of \_\_\_\_\_, the Capitol Region Council of Governments (CRCOG), and the DESPP/DEMHS Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DESPP/DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DESPP/DEMHS Advisory Council, and the DESPP/DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. \_\_\_\_\_ has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of \_\_\_\_\_, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A, the Appendix will be added to this MOA).
4. The parties also agree that \_\_\_\_\_ may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2015 grant funds, as approved by the Region 3 REPT, and DESPP/DEMHS, which assets will be added to Appendix A by attached amendment within thirty (30) days of approval by the Region 3 REPT.
5. The Region 3 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. CRCOG has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DESPP/DEMHS Region 3 for Federal Fiscal Year 2015 ;

**B. Purpose.**

DESPP/DESPP/DEMHS, the Region 3 REPT, Capitol Region Council of Governments, and \_\_\_\_\_, enter into Part II of this MOA regarding asset(s) for which \_\_\_\_\_ agrees to be the custodial owner, and which are described in the approved 2015 Subgrant Application and will be added to this MOA as Appendix A.

## C. Agreements and Responsibilities of the Parties.

### 1. Definitions.

As used in this MOA:

- The term “authorized training” means training that is authorized by DESPP/DEMHS.
- The term “custodial owner” means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

### 2. Responsibilities of DESPP/DEMHS and CRCOG.

In its role as SAA, DESPP/DEMHS will subgrant funds to CRCOG, which, as the Region 3 Fiscal Agent, will procure the asset(s) listed in Appendix A.

### 3. Appendix A.

The parties agree that decisions regarding the placement of regional assets in \_\_\_\_\_ may be made after the execution of this agreement and that Appendix A shall be completed accordingly. \_\_\_\_\_ agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that any amendment to Appendix A must be signed by the DEMHS Deputy Commissioner, the Chair of the Region 3 REPT, and the Chief Executive Officer, or his/her designee, of \_\_\_\_\_.

### 4. Responsibilities of Custodial Owner

\_\_\_\_\_ understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, \_\_\_\_\_ agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of \_\_\_\_\_’s municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner’s other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by \_\_\_\_\_ shall conform to the manufacturer’s recommendations. If appropriate, \_\_\_\_\_ shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of \_\_\_\_\_ performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

### 5. Responsibilities of the REPT.

The Region 3 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), \_\_\_\_\_ is furthering regional collaboration and mutual aid on behalf of all of the members of Region 3.

**6. Assignment of Asset(s).**

If \_\_\_\_\_ does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

**III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT**

**A. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

**B. Authority to Enter Agreement.**

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of \_\_\_\_\_ is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

**C. Duration of Agreement.**

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving \_\_\_\_\_ written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

**D. Amendment of the Agreement.**

This agreement may be modified upon the mutual written consent of the parties.

**E. Litigation.**

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DESPP/DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

**F. State Liability.**

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until \_\_\_\_\_, through the Region 3 REPT, is notified by the SAA that this MOA has been approved and executed by DESPP/DEMHS and by any other applicable state agency.

**G. Audit Compliance.**

If \_\_\_\_\_ through the Region 3 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then \_\_\_\_\_ must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder. \_\_\_\_\_ agrees that all fiscal records, if any, pertaining to the projects shall be

maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

#### **H. Lobbying, Debarment, and Suspension.**

\_\_\_\_\_ commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

#### **I. Executive Orders.**

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. \_\_\_\_\_ agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order.

The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

#### **J. Non-Discrimination Clause.**

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities.

For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

**K. Non-discrimination on the Grounds of Sexual Orientation.**

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**L. Points of Contact.**

| 1. The Point of Contact for the SAA   |                            |
|---|----------------------------|
| <b>Name &amp; Title:</b> Deputy Commissioner William P. Shea  |                            |
| <b>Address:</b> 25 Sigourney Street, 6 <sup>th</sup> Floor, Hartford, CT 06106  |                            |
| <b>Emails:</b><br><a href="mailto:William.shea@ct.gov">William.shea@ct.gov</a> and <a href="mailto:Rita.Stewart@ct.gov">Rita.Stewart@ct.gov</a> | <b>Phone:</b> 860-256-0800 |
|   | <b>Fax:</b> 860-256-0815   |
| 2. The Point of Contact for _____ (Please fill in the following fields)   |                            |
| <b>Name &amp; Title:</b>  |                            |
| <b>Address:</b>   |                            |
| <b>Email Address:</b>   | <b>Phone:</b>              |
|   | <b>Fax:</b>                |

**M. Other provisions.**

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or \_\_\_\_\_. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the dates written below:

**THE** \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name &  
 Title: \_\_\_\_\_

**THE CAPITOL REGION COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its Executive Director  
Duly Authorized  
Typed Name \_\_\_\_\_

**THE REGION 3 REGIONAL EMERGENCY PLANNING TEAM**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Its Chair  
Duly Authorized  
Typed Name: \_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
William P. Shea  
Duly Authorized

AGENDA ITEM: V.A.

DATE: 1/26/16

RESOLUTION NO.: \_\_\_\_\_

RESOLVED:

That Acting Town Manager Tanya D. Lane is hereby authorized to act on behalf of the Newington Town Council and the Town of Newington in executing a Memorandum of Understanding with the State of Connecticut, Department of Emergency Management and Homeland Security, for participation in the Emergency Management Performance Grant program.

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, Assistant to the Town Manager (on behalf of Tanya D. Lane, Acting Town Manager)

Date: January 21, 2016

Re: Budget Meeting Schedule

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Attached, please see the tentative Town Council special meeting schedule to consider the FY 2016-17 budget. The Council does not need to take action to schedule the special meetings but must vote to approve the dates of the two public hearings to be held during the budget session.

Pursuant to Section 805 of the Newington Town Charter, two public hearings must be held on the proposed budget for fiscal year 2016-17. The public hearings are tentatively scheduled for the following:

Tuesday, March 8, 2016 – 7:00 p.m. (Town Manager's Proposed Budget)  
Thursday, March 31 2016 – 7:00 p.m. (Town Council's Proposed Budget)

The Public Hearings will take place in the Town Hall, unless otherwise indicated.

If the Council concurs, a resolution will appear on the next Council agenda to schedule the public hearings.

Attach.

**NEWINGTON TOWN COUNCIL  
BUDGET REVIEW SCHEDULE  
2016-17 BUDGET – TENTATIVE (1/21/16)**

| <b>Date</b>         | <b>Time</b>            | <b>Place</b>                                    | <b>Meeting</b>                                  | <b>Schedule</b>   |
|---------------------|------------------------|---|---|---|
| Friday, Feb. 26     |                        |   |   | Council Receives Budget   |
| Monday, February 29 | 7:00 p.m.              | L-101   | Special Meeting                                 | <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Overview of budget and budget procedures</li> <li>• Revenues</li> <li>• General Government (Town Council, Town Manager, Courts, Elections, Finance, Town Attorney, Town Clerk/Records Administration, Personnel, General Services, Facilities Management, Information Technology)</li> <li>• Insurance/Misc.</li> <li>• MDC</li> <li>• Employee Leave Liability</li> <li>• Special Reserve Funds/Other Funds</li> </ul> |
| Tuesday, March 1    | 7:00 p.m.              | L-101   | Special Meeting                                 | <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Public Works (Engineering, Highway, Solid Waste)</li> <li>• Community Development and Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission)</li> <li>• Health</li> </ul>   |
| Tuesday, March 8    | 7:00 p.m.<br>8:00 p.m. | L-101<br>(or Council Chambers if needed for PH) | <b>Public Hearing</b><br>Regular Meeting        | <b><u>Town Manager's Proposed Budget</u></b> <ul style="list-style-type: none"> <li>• Any Regular Council Business</li> </ul> <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Board of Education</li> </ul>   |
| Thursday, March 10  | 7:00 p.m.              | L-101   | Special Meeting                                 | <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> <li>• Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS, Hydrants)</li> <li>• Human Services</li> <li>• Senior and Disabled Center</li> </ul>   |
| Tuesday, March 15   | 7:00 p.m.              | L-101   | Special Meeting                                 | <u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> <li>• CIP</li> <li>• Debt Service</li> <li>• Equipment Reserve</li> </ul>   |
| Wednesday, March 16 | 7:00 p.m.              | L-101   | Special Meeting                                 | <u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> <li>• Library</li> <li>• Parks and Recreation/Grounds</li> <li>• Miscellaneous programs not previously discussed</li> </ul>   |
| Tuesday, March 22   | 7:00 p.m.              | L-101<br>(or Council Chambers)                  | Regular Meeting                                 | <ul style="list-style-type: none"> <li>• <b>Set Tentative Budget</b></li> <li>• Regular Council Business</li> </ul>   |
| Thursday, March 31  | 7:00 p.m.<br>8:00 p.m. | L-101<br>(or Council Chambers)                  | <b>Public Hearing</b><br><b>Special Meeting</b> | <b>Town Council's Proposed Budget</b><br><br><b>Changes to proposed budget, if needed</b>   |
| Tuesday, April 12   |                        |   |   | Regular Agenda (Note: this meeting is held during school vacation)  |
| Tuesday, April 19   | 7:00 p.m.              | L-101 (or Council Chambers)                     | Special Meeting                                 | Adopt Budget and Set Mill Rate  |
| Tuesday, April 26   | 7:00 p.m.              | L-101   | Regular Meeting                                 | Regular Agenda  |



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: Tanya D. Lane, Acting Town Manager  
Date: January 22, 2016  
Re: Blight Ordinance Subcommittee

---

There is an item on the January 26 Town Council agenda to discuss the creation and/or appointment of a Town Council subcommittee to consider amendments to the Town Code of Ordinances Chapter 182: Blighted Premises (attached).

The existing ordinance was adopted on July 24, 2012. A subcommittee consisting of Councilors Klett and Nagel and former Councilor Scott McBride worked with the Town Attorney and TPZ to draft the ordinance. Recently, members of the Town Council have requested to reconvene a subcommittee to consider changes to the ordinance. Once the subcommittee makes its recommendation to the Council, the process for passing an ordinance amendment may commence.

Attach.

## **FINAL VERSION ADOPTED ON 7/24/12 BY THE COUNCIL**

The Newington Town Council repealed Chapter 182 of the Code and adopted the Blighted Premises Code on 7/24/12.

### **TOWN OF NEWINGTON BLIGHTED PREMISES CODE**

#### **§ 1. Title**

This chapter shall be known as the “Blighted Premises Code of the Town of Newington” (“the code”) and the standards established by this code shall be referred to as and constitute the minimum property standards of the Town of Newington (“Town”).

#### **§ 2. Intent and Authority**

A. This code is intended to protect, preserve and promote public health, safety and welfare; to prevent and control the incidence of communicable disease; and to reduce environmental hazards to health, safety and welfare, insofar as they are affected by the maintenance of residential and non-residential structures, equipment and premises as provided by this code. This code is further intended to provide minimum standards governing the condition, occupancy and maintenance of occupied and unoccupied premises and establish reasonable safeguards for the health, safety and welfare of the occupants and users of said premises, the community and the general public. This code is intended to maintain and preserve the beauty of the neighborhoods and to allow for control of blighted premises.

B. This code shall establish minimum standards and responsibilities for the maintenance of all premises and delegates administrative responsibility and enforcement powers and creates enforcement procedures.

C. This code is adopted in accordance with the provisions of Connecticut General Statutes §7-148 (c)(7)(H)(XV), § 7-148aa, 7-148ff and 7-152c and further incorporates all authority and power that currently or in the future is conferred under Connecticut General Statutes.

#### **§ 3. Scope of Provisions**

A. Applicability.

1. This code shall apply uniformly to the maintenance, use and occupancy of all premises now in existence or hereafter constructed, maintained or modified and shall include:
  - a. Dwellings or dwelling units, including one-family and two-family dwellings and buildings with multiple-unit dwellings;
  - b. Lots, plots or parcels of land whether vacant or occupied;

- c. Buildings of non-dwelling use, including commercial properties and mixed use properties that may include one or more dwelling units;
  - d. Accessory structures to any building;
  - e. All apartments, boarding houses, group homes, lodging houses, rooming houses, tenement houses and unrelated family units.
2. This code shall not apply to public property.

#### § 4. Definitions

The following definitions apply to this chapter.

**Accessory structure** shall mean a structure, the use of which is customarily incidental and subordinate to that of principal building, structure or use on the same lot.

**Blighted premises** shall mean:

- A. Any building or structure, or any part of a structure that is a separate unit, or a parcel of land, or any necessary structure, or fence, where at least one of the following conditions exists:
  - 1. The Blighted Premises Enforcement Officer determines that existing conditions pose a serious threat to the health, safety and welfare of town citizenry;
  - 2. It is not being maintained, as evidenced by the existence, to a significant degree, of one or more of the following conditions:
    - a. Missing, broken or boarded windows or doors;
    - b. Collapsing or deteriorating exterior walls, shutters, roofs, stairs, porches, handrails, railings, basement hatchways, chimneys, flues, or floors;
    - c. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
    - d. Foundation walls which contain open cracks and breaks;
    - e. Overhang extensions, including but not limited to canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts which contain rust or other decay;
    - f. Chimneys and similar appurtenances which are in a state of disrepair;
    - g. Insect screens which contain tears or ragged edges;
    - h. Garbage or trash improperly stored or accumulated on the premises, or abandoned vehicles on the premises (unless the premises is a junkyard licensed by the State of Connecticut);
    - i. Overgrown grass or weeds at least one foot in height;
    - j. Vermin infestations;
    - k. In the case of a fence, broken or rotted boards or in an otherwise dilapidated condition; or
    - l. Any other exterior condition reflecting a level of maintenance which is not in keeping with community standards or which constitutes a blighting factor for adjacent property owners or occupiers or which is an element leading to the progressive deterioration of the neighborhood.

3. It is attracting illegal activity as documented in Police Department records;
  4. It is a fire hazard as determined by the Fire Marshal or as documented in the Fire Department records; and/or
  5. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports, the cancellation of insurance on proximate properties; or similar circumstances.
- B. Blighted premises shall not include any such building, structure or parcel of land located on any active farm or public property.

**Blighted Premises Enforcement Officer** shall mean an individual or individuals appointed by the Town Manager to inspect and re-inspect blighted premises, issue notice of violation warning letters in accordance with § 10 of this Code, and issue citations for violations of this Code in accordance with § 11 of this Code. Said individual shall not be the Town Manager or a Citation Hearing Officer

**Citation Hearing Officer** shall mean an individual or individuals appointed by the Town Manager to conduct hearings authorized by this chapter.

**Community standard** shall mean a judgment by a reasonable member of the community.

**Connecticut General Statutes** shall include any applicable amendments.

**Legal occupancy** shall mean occupancy in accordance with state building and fire codes, local zoning regulations, local housing ordinances and all other pertinent codes.

**Neighborhood** shall mean an area of the Town comprising all premises or parcels of land, any part of which is within a radius of 1,000 feet of any part of another parcel or lot within the Town.

**Owner/occupier** shall mean any person, institution, foundation, entity or authority which owns, leases, rents, possesses, or is responsible for property within the Town.

**Proximate property** shall mean any premises or parcel of land within one thousand (1,000) feet of the boundary of a blighted premise.

**Public property** shall mean any building, structure or parcel of land owned by the United States, State of Connecticut or Town of Newington.

**Vacant** shall mean a period of 60 days or longer during which a building or structure or part thereof is not legally occupied by human beings.

**Vacant parcel** shall mean a parcel of land with no structure(s) thereon.

## **§ 5. Signs, Awnings and Marquees**

- A. Signs. All permanent signs and billboards exposed to public view permitted by reason of other ordinances or laws shall be maintained in good repair. Any signs which have excessively weathered or faded or those upon which the paint has excessively peeled or cracked or whose supporting members have deteriorated shall be removed forthwith or put into a good state of repair by the owner/occupier.
- B. Awnings and marquees. Any awning or marquee and its accompanying structural member which extends over any street, sidewalk or other portion of the premises shall be maintained in good repair and shall not constitute a nuisance or a safety hazard. In the event that such awnings or marquees are not properly maintained in accordance with the foregoing, they shall, together with their supporting members, be removed forthwith. In the event that said awnings or marquees are made of cloth, plastic or of similar materials, said cloth or plastic where exposed to public view shall be maintained in good condition and shall not show evidence of excessive weathering, ripping, tearing or other holes. Nothing herein shall be construed to authorize any encroachment on streets, sidewalks or other parts of the public domain.

## **§ 6. Removal of Weeds and Similar Vegetation**

- A. Every owner/occupier of properties upon which a building exists, or who is in possession of a vacant lot in an approved subdivision which fronts on a paved public road and to which a public water and/or public sewer lateral has been provided, shall cut, to a height of not more than one foot, all grass, weeds and similar vegetation not planted as a crop to be harvested or for ornamental purposes
- B. Every owner/occupier of property shall keep his property free from vegetation of any type which, based on the reasonable opinion of the Blighted Premises Enforcement Officer, is injurious to public health.
- C. Any violation of § 6A or 6B shall constitute a nuisance which may be abated by the town at the expense of the owner/occupier or any one or more of them to whom the Blighted Premises Enforcement Officer has given not less than 10 days written notice of intention to abate such nuisance. Such expense may be collected by the Town in a civil action against any one or more of the above-named persons responsible therefore.

## **§ 7. Solid Waste, Storage and Littering**

- A. Accumulation restricted. It shall be unlawful for an owner/occupier to allow solid waste to accumulate on premises in the town in such a manner as to create an offensive, unsightly or unsanitary condition.
- B. Storage requirements. In the event that property usage would result in the stacking or piling of materials, including equipment and appliances, even if wanted and useful, they must be so arranged as to prohibit the creation of a blighting factor to their neighbors. Furthermore, all useful, wanted material, including equipment and appliances, stored out of doors shall be stored in an orderly fashion and, to the extent reasonably feasible, shall be located in the rear yard and not visible from the adjacent public street.

## **§ 8. Blighted Premises List**

- A. No owner/occupier of real property within the Town shall cause or allow blighted premises to be created nor shall any owner/occupier allow the continued existence of blighted premises.
- B. Blighted Premises List
  - 1. Upon enactment of this ordinance, the Town Manager shall request that all Town department heads report any property of which they are aware which appears to be blighted, as defined by this ordinance. Such reports shall be submitted within thirty (30) days of the Town Manager's request.
  - 2. The Town Manager shall use all available relevant information to complete a list of blighted properties to be known as the Blighted Premises List.
  - 3. The Town Manager shall maintain and update the Blighted Premises List.
  - 4. At least ten days prior to placing a property on the Blighted Premises List, the Town Manager shall provide written notice to the owner/occupier of the subject property of the intended placement. Said written notice shall indicate the conditions on said property that shall cause placement on the Blighted Premises List, unless corrected, and the steps necessary for removal from said List.
- C. For the purpose of documenting continuous blighted conditions, the Blighted Premises Enforcement Officer shall undertake regular inspections of all properties that are:
  - 1 on the Blighted Premises List, or
  - 2 actively under a Notice of Violation of Warning Letter in accordance with § 10 of this Code, or
  - 3 actively under a Citation in accordance with § 11 of this Code.

The Blighted Premises Enforcement Officer shall have all power and authority prescribed by Connecticut General Statutes to enter a suspected Blighted Premises or a designated Blighted Premises for purposes of performing his duties hereunder.

## **§ 9. Removal from Blighted Premises List**

- A. If the owner/occupier of a property that is included on the Blighted Premises List has remedied the conditions that caused the property to be placed on the Blighted Premises List, and no other blighted condition exists on the property, the owner/occupier may make written request to the Blighted Premises Enforcement Officer requesting inspection of the property. The Blighted Premises Enforcement Officer shall inspect the property within five days of receipt of the written request for the purpose of determining whether the blighted conditions on the property no longer exist. Within ten (10) days of the inspection, the Blighted Premises Enforcement Officer shall provide a copy of the written report of his/her inspection of the property to the owner/occupier.
- B. If after inspection of a property that is on the Blighted Premises List, the Blighted Premises Enforcement Officer determines that the conditions that caused the premises to be placed on the List have been remedied, and that no other blighted condition exists on the premises, then the Blighted Premises Enforcement Officer shall provide written notice to the Town Manager that the premises is no longer a Blighted premises along with a copy of his/her written report of inspection of the premises. Upon receipt of a determination that a premises is no longer a Blighted premises, the Town Manager shall

remove the premises from the Blighted Premises List, with written confirmation to the owner/occupier.

## **§ 10. Complaints - - Notice of Violation Warning Letter**

- A. Any person or legal entity, including but not limited to a civic organization, municipal agency, or town employee may report a complaint of violation of this ordinance with the Blighted Premises Enforcement Officer.
- B. The Blighted Premises Enforcement Officer, upon his or her determination that there is a violation of this code, shall forward a notice of violation warning letter to the owner/occupier at the time such determination has been made and shall include the property for consideration of inclusion on the Blighted Premises List. Such a notice of violation warning letter from the Blighted Premises Enforcement Officer shall be issued prior to issuing a citation. Such notice of violation warning letter shall include:
  - 1. A description of the real estate sufficient for identification, specifying the violation which is alleged to exist and the remedial action required;
  - 2. A due date, within a reasonable time, for the performance of any act required to remedy the violation; and
  - 3. The amount of the civil penalties/fines, liens, special assessments, costs or fees that may be imposed for noncompliance.
  - 4. Contact information for the Town Director of Human Services for the purpose of encouraging social work assistance to those in need.
- C. The owner/occupier may not contest a notice of violation warning letter before a Citation Hearing Officer.
- D. Delivery of a notice of violation warning letter or citation to the owner/occupier shall be by one or more of the following methods:
  - 1. By personal delivery to the owner/occupier or by leaving the notice of violation warning letter or citation at the usual place of abode of the owner/occupier with a person of suitable age and discretion;
  - 2. By certified, register or regular mail addressed to the owner/occupier at his last known address, with postage prepared thereon; or
  - 3. By posting and keeping posted for 24 hours a copy of the notice of violation warning letter or citation in placard form in a conspicuous place on the premises.

## **§ 11. Enforcement by Citation**

- A. If the corrective actions specified in the notice of violation warning letter are not taken the Blighted Premises Enforcement Officer or his/her designee shall issue a written citation to the owner/occupier.
- B. A citation shall be in writing and include:
  - 1. A description of the real estate sufficient for identification, specifying the violation which is alleged to exist and the remedial action required;
  - 2. Detailed information regarding the contents of the notice of violation warning letter (which may be a copy of such notice of violation warning letter) and the failure of the owner/occupier to take the corrective actions specified therein;

3. Notice of potential liens that may be asserted by the Town pursuant to § 14 of this Code.
  4. The amount of the civil penalties/fines, special assessments, costs or fees due for noncompliance; and
  5. Contact information for the Town Director of Human Services for the purpose of encouraging social work assistance to those in need.
  6. A statement that the owner/occupier may contest his liability and request a hearing before the Citation Hearing Officer by delivering in person or by mail written notice of objection within ten (10) days of the date of receipt of the citation.
- C. Delivery of the citation shall be by the manner provided in § 10 D.

## **§ 12. Hearing**

- A. An owner/occupier may request a hearing after receiving a citation. Said owner/occupier must make his/her request for a hearing within ten (10) days of his/her receipt of the citation.
- B. The Citation Hearing Officer is designated to conduct hearings in accordance with Conn. Gen. Stat. Sec. 7-152c when requested by an owner/occupier who has been cited under this chapter.
- C. If the owner/occupier who was sent a written citation pursuant to § 11 of this Code wishes to admit liability for any alleged violation, he/she may, without requesting a hearing, pay the full amount of the assessed civil penalties/fines, special assessments, costs or fees in person or by mail to the Town Manager. Such payment shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of such person or other person making the payment. Any owner/occupier who does not deliver or mail written demand for a hearing within ten days of the date of receipt of the citation shall be deemed to have admitted liability, and the Town Manager shall certify such person's failure to respond to the Citation Hearing Officer. The Citation Hearing Officer shall thereupon enter and affirm the civil penalties/fines, special assessments, costs or fees provided for by the code and shall follow the procedures set forth in Conn. Gen. Stat. Sec. 7-152c (f).
- D. Any owner/occupier who requests a hearing shall be given written notice of the date, time and place for the hearing. Such hearing shall be held not less than fifteen days nor more than thirty days from the date of the mailing of notice, provided the Citation Hearing Officer shall grant upon good cause shown any reasonable request by any interested party for postponement or continuance. An original or certified copy of the initial notice of violation issued by the Blighted Premises Enforcement Officer shall be filed and retained by the Town, and shall be deemed to be a business record within the scope of Conn. Gen. Stat. Sec. 52-180 and evidence of the facts contained therein. The presence of the Blighted Premises Enforcement Officer shall be required at the hearing if such person so requests. A person wishing to contest his/her liability shall appear at the hearing and shall present evidence. A designated Town official, other than the Citation Hearing Officer, shall present evidence on behalf of the Town. If the owner/occupier who requested the hearing fails to appear, the Citation Hearing Officer may enter a default against him/her upon a finding of proper notice and liability under this ordinance. At the hearing the Citation Hearing Officer shall accept relevant evidence that may include copies of police reports, investigatory and citation reports, and other documents. The Citation Hearing Officer shall conduct the

hearing in the order and form and with such methods of proof as is fair, reasonable and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation. The Citation Hearing Officer shall provide a decision upon completion of the hearing. If the Citation Hearing Officer determines that the person is not liable under the citation, the Citation Hearing Officer shall dismiss the matter and enter his/her determination in writing accordingly. If the Citation Hearing Officer determines that the person is liable under the violation, the Citation Hearing Officer shall enter his/her determination in writing accordingly and include any assessment of civil penalties/fines, special assessments, costs or fees against such person as apply, and shall further provide a copy of his written decision to the Town Manager for his review under Section 8B of this Code.

### **§ 13. Appointment of Citation Hearing Officers**

The Town Manager shall appoint three residents to serve as the Citation Hearing Officers pursuant to § 182-5 of Newington Code of Ordinances. Said residents shall not be the Town Manager, a police officer or employee or person who issues citations, zoning enforcement officer, or blighted premises enforcement officer or other code compliance authority.

### **§ 14. Penalties for Offenses - - Prejudgment Lien**

- A. The owner/occupier of premises where a violation of any of the provisions of this code shall exist or who shall maintain any building or premises in which such violation exist may:
  1. Be assessed a civil penalty/fine of not more than \$100 for each violation. Each day that a violation exists after a citation as described in § 11 is given to the owner/occupier shall constitute a new violation and a civil penalty may be imposed for such violation; and/or
  2. Be required to abate the violation at the owner/occupier's expense.
  3. Be subject to the town's remediation of the blighted condition and assessing the costs of said remediation against the subject property by levying a lien on the subject real estate.
  4. Be subject to special assessment pursuant to Conn. Gen. Stat. Sec. 7-148ff.
- B. Once a finding by the Citation Hearing Officer is made that a person is in violation as provided by Section 12 above, a prejudgment lien on the real property that is the subject of the violation may be imposed by the Town for any unpaid civil penalty imposed by the Town pursuant to the provisions of this code which is adopted pursuant to Conn. Gen. Stat. Sec. 7-148 (c)(7)(H)(xv) and shall constitute a lien upon the real estate against which the civil penalty was imposed from the date of such civil penalty. Each such lien shall be continued, recorded and released in the manner provided by the general statutes for continuing, recording and releasing property tax liens. Each such lien may be enforced in the same manner as property tax liens, including foreclosure of the real property.
- C. Where the Blighted Enforcement Officer has determined that a blighted condition exists as defined by this code, the Town Manager may order the remediation of the blighted condition and assess the costs against the subject real estate in the form of lien which shall be recorded in the land records in the same manner as provided in § 14 B.

- D. In addition to all other remedies and any civil penalties/fine, special assessments or lien imposed herein, the provisions of this code may be enforced by injunctive proceedings in the superior court. The Town may recover from such owner/occupier any and all costs and fees, including reasonable attorney's fees, expended by the Town in enforcing the provisions of this code.

#### **§ 15. Appeals - - Special Consideration**

- A. Any person aggrieved by any order, requirement or decision of the Citation Hearing Officer may take an appeal in accordance with Conn. Gen. Stat. § 7-152c (g).
- B. Notwithstanding anything herein to the contrary, special consideration may be given to individuals who demonstrate that the violation results from an inability to maintain an owner-occupied residence and no person with that ability resides therein. Such special consideration shall be limited to the reduction or elimination of civil penalties/fines, special assessments and/or an agreement that the Town or its agents may perform the necessary work and place a lien against the premises for the cost thereof in accordance with the provisions of this code.

#### **§ 16. Report to Town Council**

The Town Manager shall report, at least annually, to the Council on the Blighted Premises List and the civil penalties/fines, special assessments, liens or any other remedies imposed herein and may revise same.

#### **§ 17. Severability**

In the event that any part or portion of this code is declared invalid for any reason, all the other provisions of this code shall remain in full force and effect.

#### **§ 18. Terms and Provisions**

- A. Where terms are specifically defined or the meaning of such terms are clearly indicated by their context, that meaning is to be used in the interpretation of this code.
- B. Where terms are not specifically defined and such terms are defined in the Charter and Municipal Code of the Town of Newington, such terms shall have the same meaning for the interpretation and enforcement of this chapter.
- C. Where terms are not specifically defined in this chapter, they shall have their ordinarily accepted meaning or such meaning as the context may imply.
- D. The provisions of this code shall not be construed to prevent the enforcement of other codes, ordinances or regulations of the Town of Newington.
- E. In any case where a provision of this code is found to be in conflict with a provision of any zoning, building, fire, safety or health ordinance, regulation or other provision of the Charter and Municipal Code of the Town of Newington or the State of Connecticut, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people of the Town of Newington shall prevail.



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 Tanya D. Lane,  
Acting Town Manager)

Date: January 22, 2016

Re: Disband Project Building Committees

---

There is an item on the January 26, 2016 Town Council agenda to discuss the possibility of disbanding the current Town Hall Renovations Project Building Committee and the Library Renovations/Addition Project Building Committee.

Once the structural analysis of Town Hall is complete, the Council will discuss how to proceed with a comprehensive approach to address the needs of the Town Hall, Library and other Town infrastructure.



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 Tanya Lane,  
Acting Town Manager)

Date: January 22, 2016

Re: **Town Center Streetscape Project Phase VI**

---

Per Council request, an item has been added to the January 26 Town Council agenda to discuss the above referenced project. Attached, please see the project timeline as submitted by Town Planner Craig Minor, as well as email communications between Mr. Minor and former Town Manager John Salomone.

Attach.



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Town Planner

Craig Minor, AICP  
Town Planner

### Memorandum

**To:** Tanya D. Lane, Acting Town Manager  
**From:** Craig Minor, Town Planner  
**Date:** January 19, 2016  
**Re:** **Town Center Streetscape Project: Phase VI**

---

Here is a memo summarizing the history of this project, as requested.

March 19, 2014: Town Manager John Salomone sent Town Planner Craig Minor an email announcing a new grant opportunity, and that Constance Leigh and Lowrey Place should be the focus (attached).

March 24, 2014: CM met with JS to discuss details of streetscape project to be funded by MSIF grant.

April 28, 2014: Project Plan narrative (summary) sent to JS.

May 13, 2014: Grant Application with Project Plan narrative and graphic showing the area of the proposed project reviewed by Town Council (attached).

May 27, 2014: Grant application approved by Town Council.

Sept. 16, 2014: Governor Malloy announced grant awards.

Dec. 30, 2014: CM sent email sent to JS recommending a committee be created to oversee the project (attached).

Jan. 14, 2015: At a Public Works Committee meeting, JS stated that since this project would not involve any disruption of local merchants and no acquisition of land or easements, there was no need for a Town Council oversight committee. A staff committee consisting of the Town Planner, the Town Engineer, and the Economic Development Director would be sufficient, with regular reports to the Town Manager at the monthly Public Works Committee meetings.

cc:  
file

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

## Minor, Craig

---

**From:** Salomone, John  
**Sent:** Wednesday, March 19, 2014 1:19 PM  
**To:** Minor, Craig; Greenlaw, Chris  
**Subject:** Fwd: GOV. MALLOY: FUNDING AVAILABLE TO HELP MUNICIPALITIES PROMOTE BUSINESS GROWTH IN TOWN COMMERCIAL CENTERS  
**Attachments:** image001.jpg; image007.jpg; image003.png; image004.png; image005.png; image006.png

Chris and Craig ,  
This should be a high priority. Constance Leigh and Lowery.  
John

John Salomone

Begin forwarded message:

**From:** "Capone, April" <[April.Capone@ct.gov](mailto:April.Capone@ct.gov)>  
**Date:** March 19, 2014 at 12:28:58 PM EDT  
**To:** Undisclosed recipients;  
**Subject:** **GOV. MALLOY: FUNDING AVAILABLE TO HELP MUNICIPALITIES PROMOTE BUSINESS GROWTH IN TOWN COMMERCIAL CENTERS**

Mayors, First Selectmen, Town Managers and Administrators and elected and appointed officials;

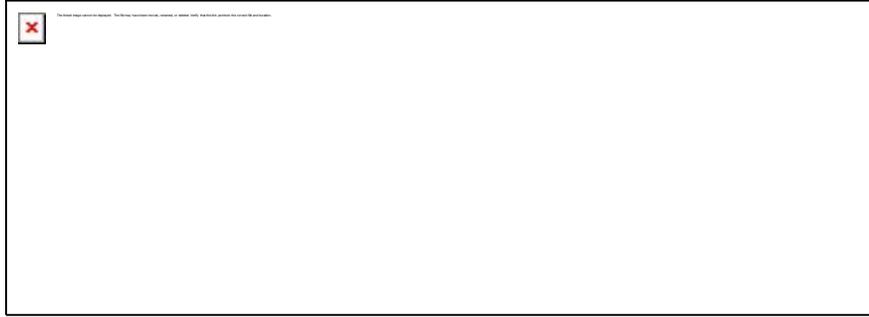
Please take a look at the release below regarding the second round of the Main Street Investment Fund. This is an exciting opportunity for eligible municipalities to apply for this competitive grant. The deadline to submit applications is May 30, 2014 at 4:00 p.m so don't waste a minute!

Municipalities interested in applying for the second round should visit  
<http://www.ct.gov/doh/mainstreet>  
to download the instruction and application form.

If you have questions or concerns please call Dimple Desai, Community Development Director with DOH, at 860-270-8012.

Have a great day.  
Sincerely,  
April

April Capone  
*Manager of Intergovernmental Affairs*  
State of Connecticut  
**Office of Policy and Management**  
Intergovernmental Policy Division  
450 Capitol Avenue  
Hartford, CT 06106  
Phone: 860-418-6213  
<http://www.ct.gov/opm/igp>



## **GOV. MALLOY: FUNDING AVAILABLE TO HELP MUNICIPALITIES PROMOTE BUSINESS GROWTH IN TOWN COMMERCIAL CENTERS**

*Applications Now Being Accepted for Second Round of State's Main Street Investment Fund*

(HARTFORD, CT) – Governor Dannel P. Malloy today announced that the Connecticut Department of Housing is now accepting applications from eligible towns interested in applying for a second round of grants under the state's Main Street Investment Fund (MSIF). The program, which [launched in 2012](#), provides grants to municipalities for infrastructure renovations and improvements to town commercial centers in order to attract small businesses, promote commercial activity, and increase local jobs.

“The Main Street Investment Fund helps state government build a solid and trusted working partnership with smaller communities that are striving to strengthen their commercial centers, and attract additional businesses and jobs,” Governor Malloy said. “While our state experienced one of the best years in decades for job creation last year, we still have more work to do. Improving and upgrading our town centers to ensure they are livable, walkable communities will lay the foundation for sustainable economic activity.”

Towns can use the funding for a variety of projects, such as building renovations, improved street lighting, sidewalk construction, signage, recreational space, or other renovations deemed necessary to contribute to the economic success of a municipality. The program also provides financial incentives to the owners of commercial private properties for eligible expenditures that directly support and enhance a municipality's eligible project.

The program's goal is to strengthen a town's partnership with local businesses by creating vibrant communities with desirable, walkable neighborhoods that in turn will help businesses grow, create jobs, and have a positive impact on that town's local economy.

“This is a vital program in the state's community development toolbox that we use to help fund important local projects with significant economic implications,” Department of Housing Commissioner Klein said. “It is important for local leaders and economic development officials to know the funding exists and there is still time to apply.”

Eligible municipalities include those with less than 30,000 residents or those that are eligible for the state's Small Town Economic Assistance Program (STEAP). Individual grants shall not exceed \$500,000.

In July 2013, Governor Malloy and Commissioner Klein announced the recipients of the program's [first round of grants](#), which totaled \$4.9 million.

Municipalities interested in applying for the second round should visit <http://www.ct.gov/doh/mainstreet> to download the instruction and application form. For additional information, call Dimple Desai, Community Development Director with DOH, at 860-270-8012. The deadline to submit applications is May 30, 2014 at 4:00 p.m.

###

For Immediate Release: March 18, 2014

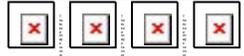
Contact: David Bednarz

[David.Bednarz@ct.gov](mailto:David.Bednarz@ct.gov)

860-524-7315 (office)

860-770-9792 (cell)

[www.ct.gov/governor](http://www.ct.gov/governor)



## Minor, Craig

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**From:** Minor, Craig  
**Sent:** Tuesday, December 30, 2014 3:27 PM  
**To:** Salomone, John  
**Cc:** Greenlaw, Chris; Brecher, Andy  
**Subject:** Town Center Streetscape Phase VI (Constance Leigh and Lowrey Place)

John:

Since the previous five phases of the Town Center Streetscape Program were overseen by the Downtown Revitalization Committee, Phase VI (Constance Leigh and Lowrey Place) probably should be too. The Committee is supposed to be made up of four NTC and three EDC members but according to the Town website the three EDC positions are currently vacant.

We will need to select a consulting engineer and approve the final plans for this project in the next couple of months, so I suggest the Town Council appoint three EDC members to the Committee at the next available NTC meeting.

- Craig Minor, AICP



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 Tanya D. Lane,  
Acting Town Manager)  
Date: January 22, 2016  
Re: Town Manager Search Process/Subcommittee

---

There will be an item on the January 26 Council agenda to discuss the Town Manager search and hiring process. For the prior process in 2006, the Council appointed four Councilors to a subcommittee for the purpose of hiring a Town Manager. The Council also hired consulting firm Bennet Yarger Associates (no longer in business) to facilitate the process.

Please see the attached information from the 2006 search process as follows:

- 1) Minutes of the January 10, 2006 Town Council Meeting in which a subcommittee was established and a consulting firm was hired.
- 2) Minutes of the January 24, 2006 Town Council Meeting in which a consulting firm was hired.
- 3) A job advertisement for the Town Manager position.
- 4) Logistical information regarding lodging, tours, interviews and expenses related to the search.
- 5) A schedule of the various town officials involved in interviewing candidates for the position.
- 6) Minutes of the July 18, 2006 Town Council meeting in which a summary of the hiring process was provided.

Attach.

## MINUTES

### NEWINGTON TOWN COUNCIL MEETING

January 10, 2006

I PLEDGE OF ALLEGIANCE

II ROLL CALL

Councilors Present

Councilor Banach  
Councilor Bowen  
Councilor Clark  
Councilor Cohen  
Councilor Hall  
Councilor Hedberg (arr. 7:11)  
Councilor Nasinnyk  
Councilor Sones  
Mayor Mortensen

Staff Present

Paul Fetherston, Town Manager  
Marian Amodeo, Library Director  
William Hogan, Director of Finance  
Steve Juda, Assessor  
Ed Meehan, Town Planner  
Lori Verreault, Executive Assistant

III PUBLIC PARTICIPATION – IN GENERAL

Charles Francolino, 1781 Main Street: It is good that the Council is looking at elderly tax relief but should also consider veterans. The Board of Education is looking for more money than we have; it is best if most of it can be delayed; townspeople would appreciate it.

John Gubbins, 241 John Street: Spoke of the difference in assessed value of his home since 1958 when he purchased it and the most recent assessment; difficult for those living on Social Security; hopes Town Council will act to help the senior citizens.

IV CONSIDERATION OF OLD BUSINESS

A Affordable Age Restricted Housing

Colleen Kornichuk, 42 Broadview Street, member of the Newington Housing Authority: The land behind the Joseph P. Doyle Center was meant for affordable housing for seniors; there has been no money available; asked the Council to look into it to see if anything could be done to provide senior housing; there are 150 people on the waiting list and they have stopped taking applications so as not to give false hope; there are only about 12 openings a year; the land is available; the Housing Authority has the plans; there is no money; help do something

Mayor Mortensen indicated that this matter had been identified as a Council priority.

Mr. Fetherston indicated that since 1985 the Council has executed a deed to the Newington Housing Authority for the purpose of developing the Town owned New Meadow field for low and moderate income older adult and disabled residents. There has been no federal funding available. In discussion with Ed Meehan (Town Planner) and Dianne Stone (Director of the Senior and Disabled Center), the latest extension was up in December; the recommendation was not to extend it. There are other means that can be explored. The Town can develop a Request for Proposals (RFP) for private, not-for-profit developers to develop housing on the site for senior and disabled age restricted units. He indicated it would probably be an open-ended proposal, new plans. There are a number of developers out there who would be willing to join with the public sector, develop it, manage it for X years under a ground lease, and then turn the land

Town Council Minutes  
1/10/2006

and improvements back to the Town. The Housing Authority could then take over. Looking for consensus of the Council for staff to work between now and May to come up with an RFP.

Town Planner Ed Meehan provided a map of the New Meadow parcel showing the two acre piece that is reserved. The utilities are in place. Staff should look at the plans the NHA has considered and at variations, draft conceptual layouts, work with whoever the Council decides, release a Request for Quotations in late spring, with selection over the summer, and bring back to the Council in the fall. The Council would pick a private developer, with possible construction beginning by the end of the year or early 2007.

Mayor Mortensen questioned how many units were involved. Mr. Meehan answered maybe 35-45 1,000 square foot units. Additional roadways and parking would take 15,000-20,000 square feet for a total of 60,000 sf, or 60-65% coverage. The rest would remain as green space, taking into consideration the neighbors. Perhaps a two story design would be possible if people can physically do it. Mill Street Extension would be the preferred way in and out and would allow emergency apparatus to get in and out.

Councilor Hedberg questioned whether it was zone for two or three floors; Mr. Meehan responded that since it is Town property, it is exempt from zoning regulations. Councilor Hedberg then asked whether elevators could be used. Mr. Meehan responded that the facility would have to relate to single family homes in the area.

Councilor Cohen commented that the Commission on Aging and Disabled is very concerned about additional housing units for the elderly and would be willing to help.

Mayor Mortensen stated there didn't appear to be any negative comments.

Ms. Kornichuk indicated she was very excited about the outcome; she didn't expect action so quickly

## V CONSIDERATION OF NEW BUSINESS

### A Mid-Year Transfers

Finance Director explained the need for various mid-year transfers -- the biggest drivers were energy costs, motor fuel costs, sand and salt and the need to transfer funds budgeted for administrative salary increases from a Contingency account to the respective departmental operating budgets - action to be taken on January 24.

### B Elderly Tax Relief

Assessor Steve Juda reviewed several possibly scenarios for providing tax relief which the Council could consider.

Councilor Bowen questioned whether and how difficult it would be to make the formula progressive. Mr. Juda responded that it would not be difficult -- the State program is segmented progressively. Councilor Cohen indicated the Council needs to study this thoroughly and its impact on the entire budget. Councilor Hedberg stated that he thought elderly tax relief was great, but that there are other groups -- veterans, volunteers, single moms -- that may need relief also. Have to be careful -- help where the Council can but need to look at overall spending.

Councilor Sones asked whether the State money comes back to the Town; Mr. Juda responded affirmatively - in the form of a grant.

Mayor Mortensen indicated that timing was essential -- there would only be a month window of opportunity once the budget is finalized.

### \* C Town Manager Search Subcommittee

Mr. Fetherston indicated that the Charter provides for the Mayor to appoint special subcommittees of the Council as directed by the Council and provided guidelines that should be considered.

Councilor Hall moved the following resolution, seconded by Councilor Cohen:

**RESOLVED:**

*The Newington Town Council hereby establishes a Council Town Manager Search Subcommittee composed of four (4) Council members to provide oversight in the search for a new*

*Town Manager and directs the Mayor to make appointments to said committee. The committee shall work with a consultant selected by the Town Council to propose a scope of professional recruitment services and a selection process for a new Town Manager for approval by the Town Council.*

There was discussion regarding the make-up of the committee and minority representation.

Motion passed 9-0.

Mayor Mortensen indicated that Councilors Hedberg, Sones, Clark and Bowen would serve on the Committee; the Mayor can serve as an *ex officio* member without right of vote.

**D Accept resignation of Paul J. Fetherston as Town Manager**

Councilor Clark moved the following resolution, seconded by Councilor Bowen:

**RESOLVED:**

*That the Newington Town Council hereby accepts the resignation of Paul J. Fetherston as Town Manager of the Town of Newington effective January 16, 2006 in accordance to a letter dated November 18, 2006(5), copy attached. (Scribner's error)*

Councilor Banach thanked Mr. Fetherston for his service; he regretted not having the opportunity to work with him longer.  
Councilor Cohen indicated she didn't want to vote for the resolution; didn't want Paul to leave; he has done a lot for the Town.  
Councilor Nasinnyk indicated that Paul had made her feel very welcome over the past two months and helped her get up to speed; very sorry to see him go.  
Councilor Sones thanked Paul for a job well done; he should be very proud of his accomplishments; he is proud to have known Paul and worked with him.  
Mayor Mortensen stated that being Mayor and having served with three Town Managers, each has strong suits; each has areas to improve. Having been elected Mayor he was looking forward to work with Paul; he has many bright ideas. What he has done in four years is not questioned; he should be proud of what he has accomplished. He is sad to see him go. Newington's loss is going to be Canton's gain. It is a difficult job - hope we find someone with as many qualities as you have.  
Councilor Hall indicated that this was a reaction that was initiated by Mr. Fetherston -- this acceptance of his resignation is at his choice. He is doing it for professional advancement. Had he not asked to be released, it would not have come from the Council to release him. She has a heavy heart that they must accept his resignation and wished him well as he moves on to the next venture.

Motion passed 8 yes, 1 no (Councilor Cohen)

**E Appoint an Acting Town Manager**

Councilor Nasinnyk moved the following resolution, seconded by Councilor Cohen:

**RESOLVED:**

*The Newington Town Council, pursuant to Section 504 of the Newington Town Charter, hereby appoints Marian Amodeo as Acting Town Manager, effective January 16, 2006 and terminating April 15, 2006.*

**BE IT FURTHER RESOLVED:**

*That the Town Council hereby establishes the following in regard to said appointment:*

*1. While serving as Acting Town Manager Marian Amodeo shall receive a salary of \$3,653.85 biweekly with existing benefits to continue, modified as necessary as a result of her change in salary from her position as Library Director.*

*2. While Acting Town Manager, she shall have the unrestricted use of a town automobile. The Town shall be responsible for all costs relating to the operation of said automobile.*

3. Ms. Amodeo shall have the right to return to her position of Library Director upon removal as Acting Town Manager or at the conclusion of the term of the Acting Town Manager.

4. The Town shall furnish and provide her with insurance protection including comprehensive general liability and errors and omissions coverage applicable to all acts or omissions of Ms. Amodeo arising out of her employment as Acting Town Manager.

5. The Town Council reserves the right to remove the Acting Town Manager at any time for cause.

Mayor Mortensen indicated that this is a very difficult time. Marian has done an excellent job; Paul has done a similar job bringing Marian up to speed. We will all get through this. Marian has the full support of the Council.

Motion passed 9-0.

## VI RESIGNATIONS/APPOINTMENTS

Councilor Hall moved the following resolution, seconded by Councilor Hedberg:

RESOLVED:

That the Newington Town Council hereby makes the following appointments:

### Commission on Aging and Disabled

| Name           | Address                | Party | Term            | Replaces                             |
|----------------|------------------------|-------|-----------------|--------------------------------------|
| Mike Casasanta | 110 Steeplechase Drive | R     | IMMED.-11/30/06 | Don Crawford<br>(term exp. 11/30/03) |

### Development Commission

| Name           | Address          | Party | Term           | Replaces  |
|----------------|------------------|-------|----------------|---|
| Manny Paolucci | 67 Augusta Drive | R     | IMMED-11/30/06 | Jeff Hedberg<br>(Elected to Town Council, res 11/22/05) |

### Employee Insurance and Pension Benefits Committee

| Name                             | Address          | Party | Term            | Replaces                                  |
|----------------------------------|------------------|-------|-----------------|---|
| Specialist:<br>Christine Andrews | 4 Berkley Circle | R     | IMMED.-11/30/07 | Christine Andrews<br>(term exp. 11/30/05) |

### Environmental Quality Commission

| Name                        | Address             | Party | Term            | Replaces                                  |
|-----------------------------|---------------------|-------|-----------------|---|
| Public<br>Theresa Gogliucci | 41 Fairfield Avenue | R     | IMMED.-11/30/07 | Theresa Gogliucci<br>(term exp. 11/30/05) |
| Public<br>Mark Pappa        | 105 Back Lane       | R     | IMMED.-11/30/07 | Vacant<br>(Sheldon Sones res. 6/28/04)    |

### Board of Ethics

| Name              | Address            | Party | Term            | Replaces                                  |
|-------------------|--------------------|-------|-----------------|---|
| Dr. Alan Skidgell | 20 Farmstead Drive | R     | IMMED.-11/30/09 | Dr. Alan Skidgell<br>(term exp. 11/30/05) |

AGENDA ITEM: V.C.

DATE: 1-10-06

RESOLUTION NO.: 2006-1

RESOLVED:

The Newington Town Council hereby establishes a Council Town Manager Search Subcommittee composed of four (4) Council members to provide oversight in the search for a new Town Manager and directs the Mayor to make appointments to said committee. The committee shall work with a consultant selected by the Town Council to propose a scope of professional recruitment services and a selection process for a new Town Manager for approval by the Town Council.

MOTION BY: Councilor Hall

SECONDED BY: Councilor Cohen

VOTE: 9-0

we are the ones that input all the data and we are going to use this data all the time.

The Legislators present all agreed that the process is slow and that they would look into the critical law enforcement issues and that immediate action should be taken.

Others issues of concern discussed with the Legislators were:

- State Aid to the Town of Newington
- Town Road Aid
- ECS Grant--Education Funding
- Property Tax and Property Tax Reform
- Equal Distribution of State Funding
- Revaluation
- Professional Firefighters Contracts / Volunteer Firefighters
- Eminent Domain (Prime subject of 2006 Legislative Session)
- Reimbursement Rate for School Projects
- Projected State Surplus of \$500,000,000 / Deficits
- Proposed Busway and Impact on Towns

Mayor Mortensen mentioned that he read recently that with a supposedly expected state surplus that part of that money would be going toward funding the Teacher's retirement.

#### B Proposed Revisions to Building Permit Schedule -- Discussion

Acting Town Manager Marian Amodeo mentioned that the last schedule of building costs that is the way that building fees are calculated that is still being used by the Town Building Department was developed in 1987. As you know, costs have increased substantially in that period of time and the Town Staff has now been taking a hard look and working on revising the fee schedule to be more in line with current construction costs. Two charts are attached. The presentation is informational only as we are not proposing changes in the fees themselves but simply in the square foot cost to reflect current construction costs. In order to allow for less dramatic changes in the future, the Staff would like to review and adjust these schedules with each town-wide revaluation.

Discussion followed with Chief Building Official Peter Hobbs and Assessor Steven Juda present to explain how the Proposed Revisions to the Building Permit Schedule would be adjusted to reflect current construction costs.

A lengthy discussion followed with dialogue between Council members and Mr. Hobbs and Mr. Juda on the Proposed Revisions to the Building Permit Schedule. Mr. Hobbs explained briefly the need to make the adjustments as other surrounding towns in the area are making adjustments as well. Assessor Steven Juda explained the costs on the two charts attached based on his sources from the Marshall and Swiss Residential Cost Handbook and the Commercial Cost Handbook. The proposed cost would move up from the mid \$40's per square foot to \$85 per square foot. Proposed Building Permit Fees would be moved to a base line cost of \$85. Connecticut codes are written by a group known as the International Code Council and they had broken down construction costs that can be used nationally. Area factors determine costs that would vary from New England to Florida, and it does cost more to build in New England than in Florida. The reason for the proposed increased costs is to bring Newington in alignment with present day costs, as no increases had occurred here for approximately 18 years. These numbers would be driven by economic factors and that increased fees would not stop anyone from building. The fee would be based on the cost of construction and not the value of the house.

Again, Mr. Hobbs and Mr. Juda came to the meeting for informational purposes to discuss the Proposed Revisions to the Building Permit Schedule and, if the fee schedule would be changed, it would require action by the Town Council and possible public hearings. The proposed schedule will be revisited at the next Town Council Meeting.

#### C Recommendation for Town Manager Search Consultant

Councilor Bowen briefly mentioned that the Subcommittee went over three presentations that were submitted to hire a firm to do a search for a new Town Manager and the subcommittee overwhelmingly chose Bennet Yarger Associates. Periodic meetings with the firm will occur to narrow down the applicants for new Town Manager Position.

Motion to Waive the Rules by Councilor Bowen.

Council Comment -- None

Motion seconded by Councilor Sones.

Motion carried 8-0 (Councilor Nasinnyk, absent).

Councilor Bowen moved the following:

**RESOLVED:**

That the Newington Town Council, upon the recommendation of the Town Manager Search Subcommittee, hereby authorizes Mayor Rodney B. Mortensen, to enter into an agreement with Bennet Yarger Associates of Scituate, Massachusetts, as proposed by them on January 13, 2006 and presented to the Town manager Search Subcommittee on January 18, 2006, at a cost not to exceed \$19,000 for the purpose of providing professional executive recruitment services to the Town Council for the purpose of hiring a new Town Manager.

Motion seconded by Councilor Clark.

Council Comment -- None

Motion carried unanimously 8-0 (Councilor Nasinnyk, absent).

**VII TAX REFUNDS (Action Requested)**

Councilor Cohen moved the following:

**RESOLVED:**

That property tax refunds in the amount of \$2,004.85 are hereby approved in the individual amounts and for those named on the "Requests for Abatement of Refund of Property Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

Motion seconded by Councilor Hall.

Council Comment -- None

Motion carried unanimously 8-0 (Councilor Nasinnyk, absent).

**VIII MINUTES OF PREVIOUS MEETINGS**

- A Special Meeting, January 7, 2006
- B Regular Meeting, January 10, 2006

Motion to accept the minutes by Councilor Cohen.

Motion seconded by Councilor Sones.

Council Comment -- None

Motion carried unanimously 8-0 (Councilor Nasinnyk, absent).

**IX WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC -- None**

- A Council Liaison/Committee Reports

- 1) Volunteer of the Year

Councilor Hall mentioned that the Volunteer of the Year was chosen and the person was Bill DeMilia and many testimonial letters that were received nominating Bill.

**Newington, CT. (29,000)**

*Town Manager.* Salary range \$110,000 to \$130,000 commensurate with experience and qualifications, plus benefits. Two Managers since 1990. Approximately \$81 M budget (including schools) with 166 full-time, general government employees. The Town Manager serves as chief administrative officer for the Town Council that includes eight at-large Councilors and a directly elected Mayor all elected to two-year concurrent terms. Requires a bachelor's degree, with preference for an MPA/MBA or a closely related field. A minimum of seven years experience as a city or town manager in a comparable community is preferred. A record of professional development and training is important. Experience in economic development/redevelopment, financial management and customer service is important. Residency is required. Application deadline is April 14, 2006. Reply immediately to Richard T. Bennett, c/o Bennett Yarger Associates, 23 Doctors Hill Drive – Suite 100, Scituate, MA 02066. Voice: 781/545-7616x12. Fax: 781/545-8565. Applications should be made electronically to [www.bennettyarger.com](http://www.bennettyarger.com). Please identify this recruitment on the home page, then complete the application form as directed. A copy of the Profile and Challenge Statement is also available on the Bennett Yarger web page.

## TOWN MANAGER SEARCH

### Lodging:

Rooms reserved at the Courtyard (5 + RB)  
Spouses/partners invited also.  
Arrive by noon Friday, June 23, for tour

### Tour:

Individual tour guide (former Town Council members, chairs of boards/commissions, NOT department heads)  
Guide to pick up at hotel (**TBD**: If not staying at the Courtyard, where to meet; will all tours begin at the same time?)  
2 hours max.  
Show same points of interest  
(See list of possible guides/sites attached)

### Interviews:

June 24-25  
Interviews to be held in Town Hall  
Packet of information to be Fed Ex'd to candidates prior to interviews

#### Saturday, June 24 – Search Committee

8:00 – Orientation  
8:30 – first interview, 1 hour, 15 min. intervals  
6 candidates  
Food and Munchies/drinks available  
Break for lunch (in room – light)  
Debriefing after interviews  
RB will take care of scheduling and advising candidates of outcome

#### Sunday, June 25 – Town Council

9:00 a.m.  
Up to 3 candidates  
Discussion regarding possible offer

### Expenses:

Candidates will pay expenses up front and be reimbursed by the Town  
Motel rooms direct bill to the Town

## TOWN MANAGER SEARCH INTERVIEWS

February 9, 2006

|           |                                       |  |
|-----------|---------------------------------------|--|
| 1:00 p.m. | Dr. Ernest Perlini<br>Brian Giantonio | Superintendent of Schools<br>Chairperson, Bd. of Education |
| 1:30 p.m. | Richard Mulhall                       | Chief of Police  |
| 2:00 p.m. | William Hogan                         | Director of Finance  |
| 2:30 p.m. | Ed Meehan                             | Town Planner   |
| 3:00 p.m. | Chris Schroeder                       | Fire Chief/Fire Marshal                                    |
| 3:30 p.m. | Rodney Mortensen                      | Mayor  |
| 4:00 p.m. | Sheldon Sones / Donna Clark           | Town Councilors (D)  |
| 4:30 p.m. | Kris Nasinnyk                         | Town Councilor (D)   |
| 5:00 p.m. | Jeff Hedberg                          | Town Councilor (R)   |

February 10, 2006

|            |  |  |
|------------|--|--|
| 9:00 a.m.  | Greg Polk  | President, Chamber of Commerce   |
| 9:30 a.m.  | Mike Mancini<br>Frank Sanzo  | Director of Public Works<br>Superintendent of Highways                   |
| 10:00 a.m. | Paul Boutot  | Director of IST  |
| 10:30 a.m. | Dianne Stone   | Director, Senior and Disabled Center                                     |
| 10:45 a.m. | Ken Freidenberg  | Director of Human Services   |
| 11:00 a.m. | Marian Amodeo  | Library Director/Acting Town Manager                                     |
| 11:30 a.m. | Mary Lou Condon  | Senior Representative  |
| 12:00      | Lunch  |  |
| 1:00 p.m.  | Cathy Hall / Myra Cohen  | Town Councilors (R)  |
| 1:30 p.m.  | Andy Mandell   | DataMail (one of Top 10 taxpayers)                                       |
| 2:00 p.m.  | Dave Guthrie<br>Jim Wells  | President, IBPO Local 443<br>President, AFSCME Local 2930                |
| 2:30 p.m.  | Vincent Sabatini   | Attorney, has represented a number<br>of developers in town              |
| 3:00 p.m.  | Marie Dowling  | Chairperson, Development Comm.,<br>Greater Hartford Tourism District Bd. |
| 3:30 p.m.  | Father Lawrence Bock<br>Reverend Kenneth Brookes<br>Rabbi Deborah Cantor | Religious community  |
| 4:00 p.m.  | Tom Bowen  | Town Councilor (D)   |

# MINUTES

## NEWINGTON TOWN COUNCIL SPECIAL MEETING

July 18, 2006

Mayor Mortensen called the Special Meeting of the Newington Town Council to order at 6:32 p.m. in the Helen Nelson Room, Newington Town Hall, 131 Cedar Street.

### I PLEDGE OF ALLEGIANCE

### II ROLL CALL

#### Councilors Present

Councilor Bowen  
Councilor Clark  
Councilor Cohen  
Councilor Hall  
Councilor Nasinnyk  
Councilor Sones  
Mayor Mortensen

#### Councilors Absent

Councilor Banach (vacation)  
Councilor Hedberg (vacation)

#### Staff Present

Lori Verreault, Executive Assistant (7:47 p.m.)

### III PUBLIC PARTICIPATION – ON AGENDA

Gary Bolles, 28 Burdon Lane: Troubled by published newspaper reports regarding the choice of John Salomone for Town Manager that paint a tumultuous tenure with the various towns he has served in. Published reports and comments from Auburn officials would seem to indicate that they are more than anxious to see him leave. Go on Auburn, NY website – surprised that some of our Town officials didn't visit Auburn and talk to some of the people – you can find out a lot. I want a Town Manager like Peter Curry – he got along with everyone. Be very careful because Auburn's loss could be our nemesis.

### IV EXECUTIVE SESSION RE PERSONNEL

Motion to go into executive session was made at 6:42 p.m. by Councilor Cohen, seconded by Councilor Clark. Motion passed 7-0. People present included all Councilors indicated above and Town Attorney Steve Nassau. Topic covered was Personnel.

Motion to adjourn executive session was made at 7:45 p.m. by Councilor Clark, seconded by Councilor Hall. Motion passed 7-0.

The meeting reconvened in regular session at 7:46 p.m.

### V CONSIDERATION OF NEW BUSINESS

#### 1) Appointment of Town Manager

Councilor Bowen moved the following, seconded by Councilor Clark:

**RESOLVED:**

***Pursuant to Section 501 of the Newington Town Charter, the Newington Town Council hereby appoints John Salomone as Town Manager of the Town of Newington effective the date the contract is signed with employment to begin within 60 days of said date. The conditions of employment are as detailed in an agreement between the Town Council and John Salomone, a copy of which is on file in the Town Clerk's office.***

Mayor Mortensen and Town Attorney Nassau left the room to call Mr. Salomone.

Council Comment:

Councilor Bowen indicated it had been a long process, many months ago the Town Council appointed a Committee, the Committee and the Council then hired Bennett Yarger Associates, they detailed a process to us, interviews of approximately 30 residents of Newington were conducted so that Mr. Bennett could get a good sense of what the Town Manager should be, after a long detailed search it was narrowed down to six candidates, five of which were interviewed by the Committee, the Committee recommended two of the candidates who were interviewed by the entire Council who unanimously and enthusiastically chose John Salomone. The Committee was then charged to negotiate a contract with Mr. Salomone with the assistance of Town Attorney Steve Nassau. I have had several contacts with Mr. Salomone, I find him to be a man who seems to have great character, experience, good knowledge and background – what this Town needs to move forward and continue on the right path. I am extremely excited as a Councilor to work with him and as a resident to have Mr. Salomone join us in Newington. He is just as excited – this is where he wants to end his career

Councilor Sones thanked the Committee under Councilor Bowen's stewardship that was able to select a candidate he thinks will be a good fit for Newington. He also thanked Attorney Nassau for helping craft the contract. In something as important as this for the Town, you hope for a successful and long tenure of the candidate. He is personally confident that a very capable Manager has been selected and that he will be a good fit. Mr. Salomone is competent, approachable, and personable – good fit for Newington and good fit for the candidate.

Councilor Clark echoed the comments of fellow Councilors. Encouraged people from the public to approach Mr. Salomone and get to know him. He is very much a community oriented person; he is excited about coming to Newington, living here, working here and bringing his family here. He has a wealth of experience and knowledge professionally and she feels he will do a fantastic job running the Town.

Councilor Nasinnyk spoke as someone who was not on the Committee and thanked the members of the Committee. The candidates brought forward were very capable, had a vast amount of experience, were well schooled, and after meeting the candidates John Salomone rose far above the other candidates and will be a very good fit for Newington.

Councilor Cohen echoed and thanked the Committee for an excellent job in the candidate selection and in the second stage of negotiations as well, along with Attorney Nassau. She is looking forward to working with and getting to know John Salomone. This is an exciting time. She has worked with several Town Managers in the past; each one is new and different. It looks like an exciting future for Newington.

Councilor Hall also said the Committee did a wonderful job; they put in a lot of time and effort. Mr. Salomone's enthusiasm during the interview was almost overwhelming and that is a good sign. He seems to want to be here; he brings a wealth of knowledge to the job. It is with great expectation that we have approved the appointment tonight and that within the next 60 days we will all be able to meet him in person and he can get to work because we all know there is plenty to do in the Town of Newington and, working as a team, hopefully it will be a very fruitful tenure.

Councilor Hall went on to explain that this was a Special Meeting and if anyone was wondering why the Council didn't have a full complement, vacations had been scheduled well in advance and this was not a normal Council night. It is amazing that even seven were still in town and able to be present. The Mayor is calling Mr. Salomone to let him know that the Council has agreed to invite him to be our next Town Manager.

Councilor Cohen commented that the two Councilors who weren't present were notified and are in full agreement with what has been done. They had been at the interviews.

Mayor Mortensen returned indicating he had contacted Mr. Salomone and informed him of the unanimous decision and that Mr. Salomone had accepted and was very excited.

The motion passed 7-0.

VI PUBLIC PARTICIPATION – ON AGENDA

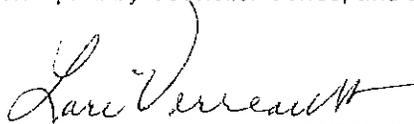
There was none.

VII REMARKS BY COUNCILORS

No further comments.

VIII ADJOURNMENT

Motion to adjourn meeting was made at 8:00 p.m. by Councilor Sones, and seconded by Councilor Bowen. Motion passed 7-0.



\_\_\_\_\_  
Lori Verreault, Executive Assistant to Town Manager

**Audio verbatim transcript of meeting available in Town Clerk's Office.**



Tanya D. Lane  
Acting Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

**Office of the Town Clerk**

Tanya D. Lane MMC  
Town Clerk

## Memorandum

**To:** Town Council

**From:** Tanya Lane, Town Clerk 

**Date:** January 14, 2016

**Re:** Resignation—Pamela Raynock: Economic Development Commission

---

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

Town Council is the appointing authority.

**Lane, Tanya D.**

---

**From:** Pam Raynock <pami78@cox.net>  
**Sent:** Thursday, January 14, 2016 2:37 PM  
**To:** Trevethan, Jaime; Lane, Tanya D.  
**Cc:** John Kelly; Pauline Kruk  
**Subject:** Economic Development Commission

I am writing this letter to respectfully resign from the Newington Economic Development Commission. I enjoyed serving on this board the past couple of years. I am realizing with the new leadership and vast change in its members that I will not be able to devote the time that seems to be necessary going forward. Please accept my resignation and remove me from further communication as of today, January 14th, 2016.

Respectfully,

Pamela Raynock

RECEIVED & RECORDED  
NEWINGTON ECONOMIC DEVELOPMENT COMMISSION

2016 JAN 15 AM 9:52

*Tanya D. Lane*  
Tanya D. Lane  
TO: HAD: PRT

AGENDA ITEM: VI.A.1.

DATE: 1-26-16

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Pamela Raynock as a member of the Development Commission, in accordance with a communication dated January 14, 2016.

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

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

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

AGENDA ITEM: VII

DATE: 1-26-16

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

That property tax refunds in the amount of \$1,151.48 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 26, 2016**

|   |                   |
|---|-------------------|
| Teresa Wenthe<br>510 Sonata Way, Unit A<br>Simi Valley, CA 93065              | \$112.05          |
| Kathy Newton<br>75 Barnard Drive<br>Newington, CT 06111                       | \$141.33          |
| Misty Blue<br>65 Highgate Road, B-5<br>Newington, CT 06111                    | \$165.50          |
| Corey Crane<br>22 Clarendon Terrace<br>Newington, CT 06111                    | \$182.54          |
| Chelsey or Daniel Herget<br>966 Silas Deane Highway<br>Wethersfield, CT 06109 | \$83.23           |
| Marcy Rochette<br>314 Cedar Street<br>Newington, CT 06111                     | \$17.90           |
| Milan Zvonarek<br>15 Kelvin Road<br>Newington, CT 06111                       | \$124.05          |
| Ernest Higson<br>21 Hartford Avenue, A-11<br>Newington, CT 06111              | \$260.98          |
| Robert Helberg<br>9 Theodore Street<br>Newington, CT 06111                    | \$63.90           |
|   |                   |
| <b>Total</b>  | <b>\$1,151.49</b> |