



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR STEPHEN WOODS

NEWINGTON TOWN COUNCIL

**Helen Nelson Room (Main Level) – Town Hall
131 Cedar Street**

October 23, 2012

7:00 p.m.

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. AWARDS AND PROCLAMATIONS
 - A. Friends of the Library – 50th Anniversary
 - B. Appalachian Service Project
 - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - V. CONSIDERATION OF OLD BUSINESS (**Action May be Taken**)
 - A. Veterans' Tax Exemption
 - B. Expansion of the Town Hall Project Building Committee
 - VI. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
 - A. MDC Presentation – Clean Water Project Bond Issue
 - B. Discussion: Elderly Tax Exemption
 - C. Refunding of the 2003, 2004 & 2005 Bonds
 1. Discussion
 2. Set Public Hearing Date (**Action Requested**)
 - D. Town Hall Renovations (**Action Requested**)
 1. Bid Waiver
 2. Accept Proposal – Project Management Services
 - VII. RESIGNATIONS/APPOINTMENTS (Action May Be Taken)
 - A. Appointments to Boards and Commissions
 1. Balf-Town Committee
 2. Newington Commercial Façade Easement Rehabilitation Loan Program Committee
 3. Committee on Community Safety
 4. Conservation Commission
 5. Development Commission
 6. Downtown Revitalization Committee
 7. Education Facilities Project Building Committee

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

8. EMS Committee
9. Employee Insurance and Pension Benefits Committee
10. Environmental Quality Commission
11. Board of Ethics
12. Fair Rent Commission
13. Firehouse Expansion Project Building Committee
14. Human Rights Commission
15. NHS Track Renovation Project Building Committee
16. Open Space Committee
17. School Code Compliance Committee
18. Standing Insurance Committee
19. Vehicle Appeals Board

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

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

- A. 10-9-12, Regular Meeting

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

XI. COUNCIL LIAISON/COMMITTEE REPORTS

XII. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XIII. REMARKS BY COUNCILORS

XIV. ADJOURNMENT

AGENDA ITEM: III

DATE: 10-23-12

RESOLUTION NO.: _____

WHEREAS, October 21 – 27 is National Friends of Libraries Week; and

WHEREAS, The Friends of the Lucy Robbins Welles Library are being recognized for their 50th Anniversary, celebrating 50 years of service to the library and the community with a commitment that sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; and

WHEREAS, The Friends received the 2012 Special Achievement Award for their 50th Anniversary activities from the Friends of Connecticut Libraries for their achievements and services, recruitment of new members, developing good working relationships with other community groups and sparking awareness of the library and the Friends; and

WHEREAS, The Friends play a major fundraising role in enhancing the library's programs and services for the community above and beyond the library's municipal operating budget, therefore providing opportunities for all to engage in the joy of life-long learning; and

WHEREAS, The Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, expert assistance in research, readers' advisory, much needed equipment and children's services; and

WHEREAS, The Friends have served the Library and the Town of Newington for 50 years, continues to be an active organization; and

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby recognizes the value of The Friends of the Lucy Robbins Welles Library for all their support for the Library and activities to benefit the entire community through their spirit of volunteerism, and urges everyone to join the Friends of the Library and thank them for all they do to for both the Lucy Robbins Welles Library and the Town in general.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 19, 2012
Re: Appalachia Service Project

A proclamation regarding the Appalachia Service Project is pending information and will be available for consideration at the October 23 Town Council meeting.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 18, 2012
Re: Reconsider Resolution – Veterans' Tax Exempt

On October 9, 2012, Council resolution 2012-117, Veterans' Tax Exemption, failed by a vote of three yes, two no and three abstentions. Per the Council Rules of Procedure, no motion (except to adjourn or fix the date/time of a meeting) may pass with fewer than five affirmative votes. Therefore, resolution 2012-117 failed.

At the conclusion of the vote, there was discussion about bringing the item forward at the October 23 meeting for potential reconsideration of the motion. Per Robert's Rules of Order, only a member who made a vote on the prevailing side of a motion can request to reconsider a motion. Since resolution 2012-117 failed by receiving fewer than 5 affirmative votes, only Councilors who voted against the motion are able to request reconsideration.

On October 19, 2012 Mayor Woods, who voted against the original motion, emailed a written request to the Town Manager's Office to bring resolution 2012-117 to the table for reconsideration. In order to reconsider the exact same resolution, the Council must first pass a motion to rescind resolution 2012-117. This will bring the process back to the point prior to the vote on October 9, 2012 and the Council may reconsider the exact same motion as 2012-117. In addition, the Council may consider a substantively changed motion either in addition to, or in place of the rescinded motion. A substantively changed motion may be considered even if the original resolution 2012-117 is not rescinded.

Assessor Steve Juda will be in attendance at the October 23 meeting to review the topic and answer any Council questions on Veterans' Tax Exemption. Attached, please find additional information from Mr. Juda as well as a series of resolutions for consideration:

- 1) A resolution rescinding resolution 2012-117.
- 2) An exact copy of resolution 2012-117, which may be reconsidered upon rescinding the original motion.
- 3) An alternate resolution, which may be considered for any changes made to 2012-117, if needed.

Attach.

Survey Results of Other Towns with Additional Veteran's Exemption

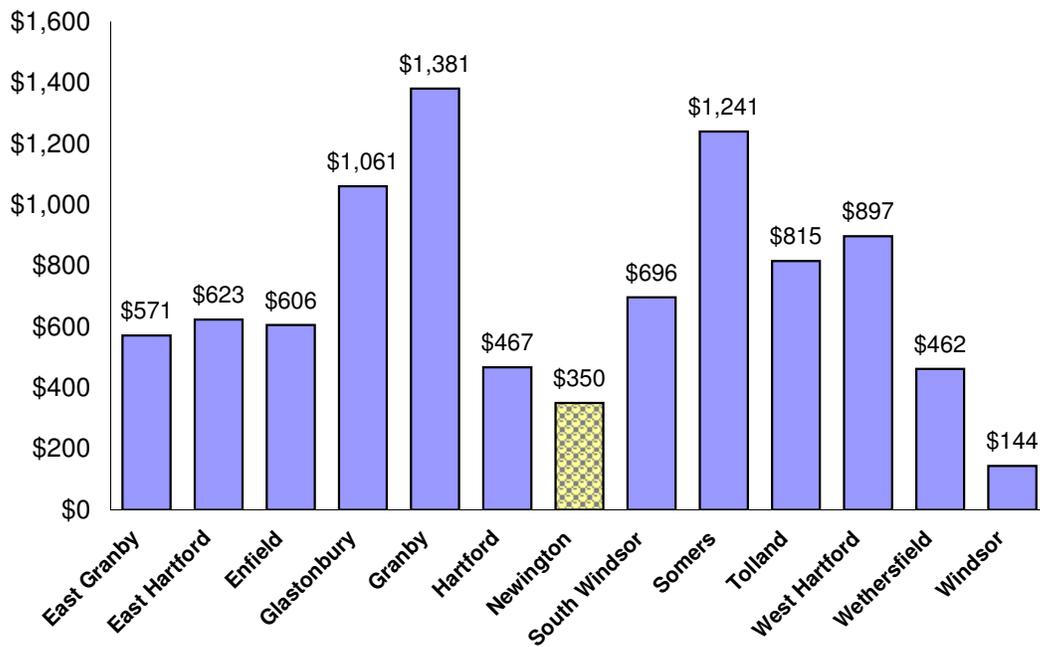
Town	Exemption	Income Single	Income Married	
Goshen	\$20,000	\$57,300	\$64,500	
Groton	\$10,000	\$57,300	\$64,500	
Guilford	\$10,000	\$57,300	\$64,500	
Litchfield	\$10,000	\$57,300	\$64,500	
Newington	\$10,000	\$57,300	\$64,500	<i>Hypothetical if Town Council goes to maximum</i>
Norfolk	\$10,000	\$57,300	\$64,500	
North Haven	\$7,000	\$57,300	\$64,500	
Simsbury	\$10,000	\$57,300	\$64,500	
Stafford	\$10,000	\$57,300	\$64,500	
Stratford	\$10,000	\$57,300	\$64,500	
Torrington	\$10,000	\$57,300	\$64,500	
Waterford	\$10,000	\$57,300	\$64,500	
West Hartford	\$10,000	\$57,300	\$64,500	
Bookfield	\$10,000	\$52,700	\$58,900	
Middlefield	\$10,000	\$50,300	\$57,500	
East Hartford	\$10,000	\$43,300	\$50,500	
Newington	\$10,000	\$50,000	\$50,000	<i>Hypothetical being considered by Town Council</i>
Ridgefield	\$10,000	\$45,000	\$50,000	
Southbury	\$10,000	\$42,300	\$49,500	
Avon	\$10,000	\$45,000	\$45,000	
Newtown	\$10,000	\$41,200	\$45,000	
Cromwell	\$5,000	\$44,500	\$44,500	
Canton	\$10,000	\$40,500	\$40,500	
Manchester	\$10,000	\$32,300	\$39,500	
Newington	\$10,000	\$32,300	\$39,500	<i>Actual Passed by Town Council April 2012</i>
Preston	\$10,000	\$32,300	\$39,500	
Woodbury	\$10,000	\$32,300	\$39,500	

Original Town Survey of Local Option Elderly Benefits

Elderly Local Option Comparison with Area Towns 2010GL			
	Number of Participants	Town Costs	Average Benefit
East Granby	70	\$40,000	\$571
East Hartford	910	\$567,298	\$623
Enfield	684	\$414,439	\$606
Glastonbury	457	\$484,950	\$1,061
Granby	176	\$243,000	\$1,381
Hartford	716	\$334,422	\$467
Newington	500	\$175,000	\$350
South Windsor	296	\$ 206,100	\$696
Somers	140	\$173,692	\$1,241
Tolland	205	\$167,121	\$815
West Hartford	213	\$191,086	\$897
Wethersfield	500	\$230,990	\$462
Windsor	450	\$65,000	\$144
	5,317	\$3,293,098	\$619
Low End of Range	70	\$40,000	\$144
Mean	409	\$253,315	\$619
High End of Range	910	\$567,298	\$1,381
Area Towns without comparable programs			
Manchester	deferral	deferral	deferral
Rocky Hill	na	na	na

Town of Newington Costs At Various Benefit Levels		
Number of Participants		500
\$ Amount Of Benefit	Annual Cost	
\$100	\$50,000	
\$200	\$100,000	
\$300	\$150,000	
\$350	\$175,000	← Newington
\$400	\$200,000	
\$500	\$250,000	
\$600	\$300,000	
\$619	\$309,676	← Survey Average
\$700	\$350,000	
\$800	\$400,000	
\$900	\$450,000	
\$1,000	\$500,000	
\$1,100	\$550,000	
\$1,200	\$600,000	
\$1,300	\$650,000	
\$1,400	\$700,000	

Average Area Town Local Option Elderly Benefit



Increased by Town Council by \$50K- Impact on Town Survey

Elderly Local Option Comparison with Area Towns 2010GL

	Number of Participants	Town Costs	Average Benefit
East Granby	70	\$40,000	\$571
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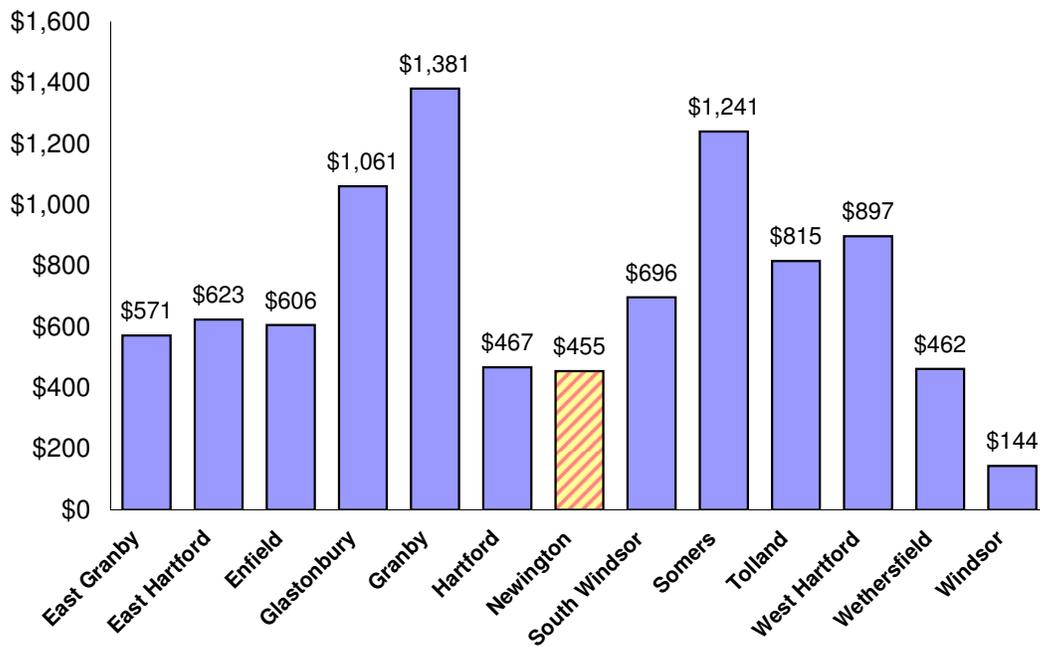
Town of Newington Costs At Various Benefit Levels

Number of Participants		517
\$ Amount Of Benefit	Annual Cost	
\$100	\$50,000	
\$200	\$100,000	
\$300	\$150,000	
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\$455	\$235,000	← Newington
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Area Towns without comparable programs

Manchester	deferral	deferral	deferral
Rocky Hill	na	na	na

Average Area Town Local Option Elderly Benefit



ALTERNATE RESOLUTION

AGENDA ITEM: V.A.2

DATE: 10-23-12

RESOLUTION NO. _____

WHEREAS, the Newington Town Council wishes to provide additional exemption for those veterans who meet the requirements of subdivision (19) of section 12-81; and

WHEREAS, section 12-81f of the General Statutes of Connecticut, as may be amended from time to time, grants municipalities the authority to provide veterans eligible to an exemption under subdivision (19) of section 12-81 an additional exemption up to ten thousand dollars ; and

WHEREAS, section 12-81f of the General Statutes of Connecticut additionally grants municipalities the authority to provide this additional exemption to veterans at an income level that does not exceed the maximum amount under said section 12-81 by more than twenty-five thousand dollars;

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby enacts an additional veteran exemption up to \$10,000 to veterans whose combined family income is less than \$_____ which would have an annual approximate tax loss of \$_____; and

BE IT FURTHER RESOLVED:

That this additional veteran exemption shall become effective commencing with the Grand **List of October 1, 2012** and shall be applied to each assessment year thereafter until changed by future resolution. This exemption will commence to eligible veterans effective with the billing date of **July 1, 2013**.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 18, 2012
Re: Town Hall Renovations PBC Expansion

As a result of a request by the Board of Parks and Recreation to the Town Hall Renovations Project Building Committee to increase the Committee by an additional two members from the Board. This request was made because the scope of the project will include either a new facility to replace the Mortensen Center or to substantially renovate the existing one.

The Town Council can choose a number of different ways to accommodate the request from the Parks and Recreation commission.

1. The Council may add members as ex officio members with full rights of participation but no vote.
2. The Council may add members as full members with all rights of participation and votes.
3. The Council may add members with full rights of participation but with a sunset clause to conclude their participation after the Mortensen Center facility planning is completed.

It is not necessary for a building committee to contain only elected officials. In past building committees appointed members have included non-elected officials in addition to elected officials. Any of the above scenarios can be considered, depending on what the Town Council deems necessary for the additional members. Attached please find three resolutions for consideration which would address the three options the Council may consider.

Attach.

OPTION TWO

AGENDA ITEM: V.B

DATE: 10-23-12

RESOLUTION NO.: _____

WHEREAS, the Town Hall Renovations Project Building Committee will consider an expansion and/or separate building for the Mortensen Community Center; and

WHEREAS, two members from the Parks and Recreation commission can assist the Committee in their deliberations;

NOW, THEREFORE BE IT RESOLVED, that the Town Council expands the Town Hall Renovations Project Building Committee by adding two members of the Parks and Recreation Commission to serve as full members of said Committee; and

BE IT FURTHER RESOLVED, that the Town Council hereby appoints the following:

Town Hall Renovations Project Building Committee

Name	Address	Party	Term	Replaces
Board of P&R Member:			Board of P&R Term	None
Board of P&R Member:			Board of P&R Term	None

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 19, 2012
Re: MDC Presentation – Clean Water Project Bond Issue

Metropolitan District (MDC) representatives will be in attendance at the October 23 Council meeting to present and discuss the Clean Water Project bond issue.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 19, 2012
Re: Elderly Tax Exemption

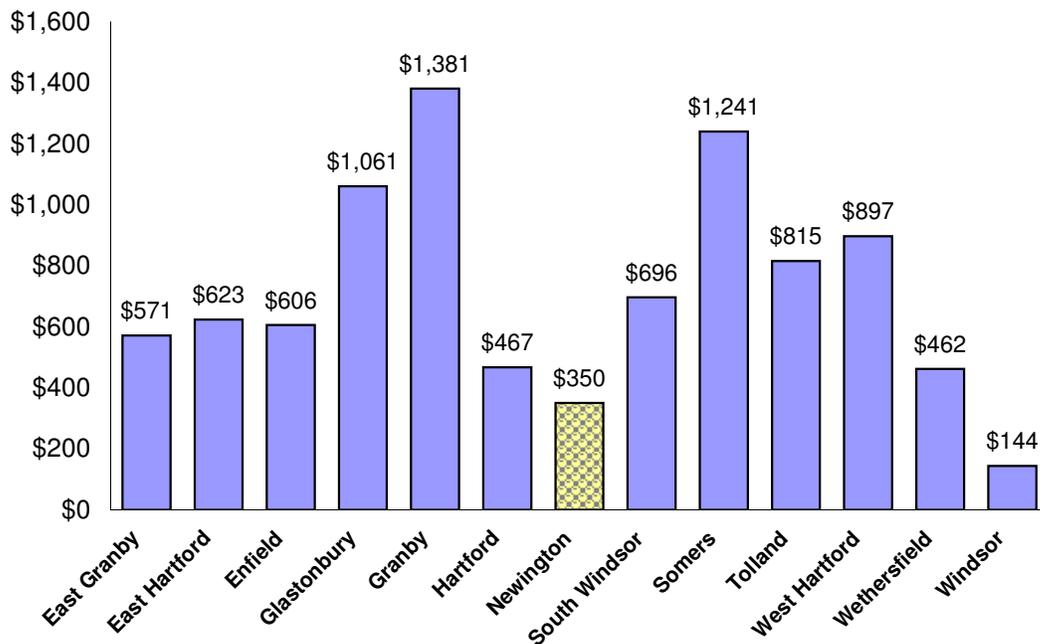
At the last Council Agenda meeting, Councilor Borjeson requested that the Council revisit the Elderly Tax Exemption item. Attached, please see a survey of Newington's elderly tax exemption benefits as compared to other area towns' benefits.

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Average Area Town Local Option Elderly Benefit



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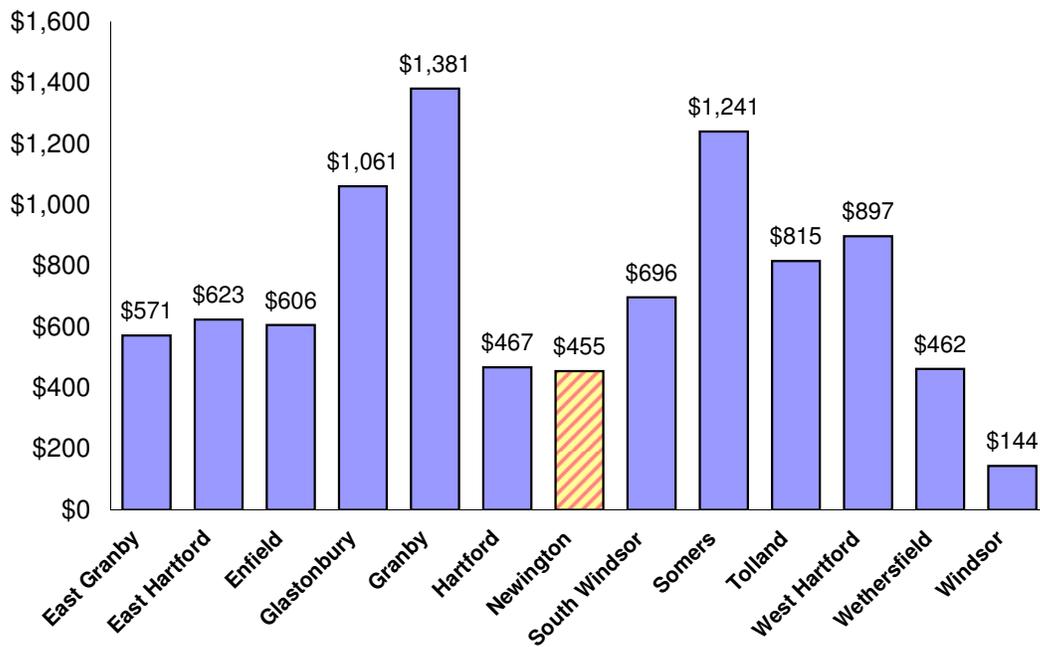
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Area Towns without comparable programs

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Average Area Town Local Option Elderly Benefit





John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Ann J. Harter
Director of Finance

Memorandum

To: John Salomone, Town Manager
From: Ann Harter, Director of Finance *AH*
Date: October 15, 2012
Re: Refunding of Bonds

The Town has a potential savings in our debt service payments if the Town were to “refinance” the 2003, 2004 and 2005 bond issues. Attached is an analysis prepared by the Town’s Financial Advisor, Matt Spoerndle, of Phoenix Advisors regarding a refunding opportunity. Currently, municipalities are taking advantage of the improved market conditions to sell a refunding at lower interest rates than those on its outstanding bonds allowing them to achieve debt service savings. Typically, in low interest rate environments, governments examine the outstanding obligations to the cost effectiveness of a refinancing. When the difference between the interest rates on outstanding bonds and the current rates reaches 2.0 to 3.0%, a government should explore the viability of a refunding. The analysis shows an estimated total net savings of \$600,000 with approximately \$500,000 available for the upcoming fiscal year.

For the exact dollar amount of the savings to be known for the 2013-14 fiscal year budget, we are proposing to have the negotiated sale in the coming months. Accordingly, the Town Council will be required to take action over the next few weeks. Unlike a new bond issue which requires a referendum, Connecticut General Statute 7-370(c) requires only approval by the legislative body of the Town for the authorization for a refunding. Attached is a draft resolution refunding the bonds to be *introduced* and a resolution to set the public hearing date. Below is a timeline for the Town to authorize the issuance of refunding bonds.

ACTION

Town Council
(October 23, 2012)

Town Council introduces refunding bond authorization and approves by at least five (5) votes the date, place and purpose for the public hearing. (Charter §§ C-405, C-406 and C-407)

Notice of Public Hearing
(Publish no later than November 8, 2012)

Notice of time, place and purpose of the public hearing and text of bond resolution is published in daily newspaper having circulation within Town at least five (5) days prior to public hearing. (Charter § C-406)

Public Hearing and Town Council Authorization (November 13, 2012)

Town Council holds public hearing and at least five (5) members of Town Council vote to authorize issuance of refunding bonds. (Charter § C-406, C.G.S. §9-370c)

Publication and Effectiveness of Bond Authorization
(Published November 14, 2012 and November 29, 2012)

Bond resolution to be published after passage by Town Council in newspaper having circulation in Town and shall become effective fifteen (15) days after publication. (Charter § C 406)

Matt Spoerndle and I will be in attendance at the October 23rd meeting to review the analysis and answer any questions.

**TOWN OF NEWINGTON, CONNECTICUT
SUMMARY OF REFUNDING RESULTS
AA UNENHANCED; BQ; CALLABLE**

REFUNDING 6/15/2003 CALLABLE BONDS (6/15/2013 - 18)
REFUNDING 5/15/2004 CALLABLE BONDS (5/15/2015 - 24)
REFUNDING 6/15/2005 CALLABLE BONDS (6/15/2016 - 25)

<u>Dated/Delivery:</u>	11/15/2012
Refunding Par Amount	9,735,000
Bond Arbitrage Yield	1.557205%
Escrow Yield	0.242252%
Refunded Bonds Par Amount	9,605,000
Average Coupon of Refunded Bonds	4.234335%

Net PV Savings	579,138.23
Percentage of PV Savings	6.029550%

Aggregate Budgetary Savings	600,565.10
Annual Budgetary Savings (June 30)	

Fiscal Year 2013	5,173.76
Fiscal Year 2014	535,071.26
Fiscal Year 2015	8,928.76
Fiscal Year 2016	9,181.26
Fiscal Year 2017	7,678.76
Fiscal Year 2018	5,491.26
Fiscal Year 2019	2,836.26
Fiscal Year 2020	1,246.26
Fiscal Year 2021	4,288.76
Fiscal Year 2022	6,813.76
Fiscal Year 2023	8,590.00
Fiscal Year 2024	4,802.50
Fiscal Year 2025	462.50

AGENDA ITEM: VI.B.

DATE: 10-23-12

RESOLUTION NO.: _____

INTRODUCTION: REFUNDING BOND RESOLUTION

Resolution with respect to the authorization, issuance and sale of up to \$11,000,000 aggregate principal amount of town of Newington general obligation refunding bonds. A copy of the full text is recorded with these minutes.

INTRODUCED BY: _____

RESOLVED, that the Town Council of the Town of Newington hold a public hearing at the Town Hall, Helen Nelson Room, 131 Cedar Street in Newington, Connecticut, on Tuesday, November 13, 2012 at 6:55 p.m. to hear comments on the foregoing resolution.

BE IT FURTHER RESOLVED, that the Town Clerk post and publish notice of the time, place and purpose of said public hearing in accordance with the provisions of Section 406 of the Town Charter.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TOWN OF NEWINGTON

TOWN COUNCIL

**RESOLUTION WITH RESPECT TO THE
AUTHORIZATION, ISSUANCE AND SALE OF UP TO
\$11,000,000 AGGREGATE PRINCIPAL AMOUNT OF TOWN OF
NEWINGTON GENERAL OBLIGATION REFUNDING BONDS**

WHEREAS, Section 7-370c of the Connecticut General Statutes provides authority for any municipality to issue refunding bonds for the payment, funding or refunding of bonds, notes or other obligations previously issued; and

WHEREAS, Section 7-370c provides that such refunding bonds shall be authorized and issued by resolution of the legislative body of the municipality; and

WHEREAS, the Town of Newington, Connecticut (the "Town"), desires to refund all or any portion of any one or more series of the Town's outstanding general obligation bonds (the "Prior Bonds").

NOW THEREFORE, BE IT RESOLVED,

(1) That the Town issue its general obligation bonds in the aggregate principal amount of up to \$11,000,000 (the "Bonds") to refund certain of the Prior Bonds and to finance such additional amounts as are needed to pay all fees, costs, expenses and redemption premium, if any, in connection with the refunding of the Prior Bonds and the authorization, issuance and sale of the Bonds, including, but not limited to, legal, advisory, printing and administrative expenses, underwriter's discount, and expenses in connection with credit enhancement, if necessary, and the proceeds of the Bonds be appropriated for the foregoing purposes; provided, however, that the refunding of the Prior Bonds provides a net debt service savings to the Town and that the amount of the Bonds issued does not exceed the amount needed to refund the Prior Bonds and to pay the costs authorized herein.

(2) That the Town Manager and the Director of Finance of the Town (the "Officials") are hereby authorized to determine the date, rates of interest, principal payment amounts, maturities, dates of principal and interest payments, the form of such Bonds, the provisions for protecting and enforcing the rights and remedies of the holders of such Bonds and such other terms, conditions and particular matters regarding the Bonds and the issuance and securing thereof, all in accordance with the Connecticut General Statutes and the Charter of the Town, and to take such actions and execute such documents including, but not limited to, a contract of purchase, to provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, U.S. Securities and Exchange Commission Rule 15c2-12, and any other applicable provision of law thereto enabling. The Bonds authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(3) That the Bonds shall be signed by the Officials either by their genuine signatures or by facsimiles of such signatures printed on the Bonds and that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as bond counsel to render an opinion approving the legality of the issuance of the Bonds.

(4) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, escrow agent, transfer agent and paying agent for such Bonds; to provide for the keeping of a record of the Bonds; to designate a financial advisor to the Town in connection with the sale of the Bonds; and to designate an underwriter in connection with any negotiated sale and purchase of the Bonds.

(5) That the Officials are authorized to sell the Bonds at a public or negotiated sale; to deliver the Bonds and to perform all other acts which are necessary or appropriate to issue the Bonds; to make representations and covenants on behalf of the Town for the benefit of the holders of the Bonds to provide secondary market disclosure information in accordance with U.S. Securities and Exchange Commission Rule 15c2-12, as it may be amended from time to time, including, but not limited to, executing and delivering a continuing disclosure agreement; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(6) That the Officials are authorized to refund the Prior Bonds from the proceeds of the Bonds and other moneys as they may determine to make available for this purpose, and to defease the Prior Bonds by executing and delivering an escrow agreement in such form and upon such terms as they shall approve, such approval to be conclusively evidenced by their execution thereof.

(7) That the Officials are hereby authorized on behalf of the Town to make such representations and covenants for the benefit of the holders of the Bonds which are necessary or appropriate to ensure the exemption of interest on the Bonds from taxation under the Internal Revenue Code of 1986, as amended, including, but not limited to, covenants to pay rebates of investment earnings to the United States in future years; their respective approvals to be conclusively evidenced by their signature on any such agreements relating thereto.

(8) That the Officials be authorized to designate other officials or employees of the Town to take such actions and execute such documents, as are determined to be necessary or advisable and in the best interests of the Town in order to refund the Prior Bonds and to issue, sell and deliver the Bonds, and that the execution and delivery of such documents shall be conclusive evidence of such determination.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: October 19, 2012
Re: Town Hall Renovation Project Manager

At the October 15, 2012 Town Hall Renovation Project Building Committee meeting, the committee voted unanimously to recommend retaining Olsen Design Group to perform project management services for the Town Hall.

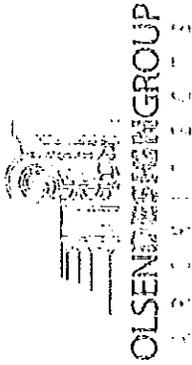
Mr. Olsen's firm would be responsible for managing the architect selection process for the design of the renovated Town Hall and Mortensen Center. Mr. Olson's firm would not be retained to do the final design of the Town Hall and Mortensen Center. The Committee is seeking innovative and cost-effective solutions for designing the renovated Town Hall. Rather than having an RFP only; the Committee wishes to engage architects in a competition which would not only include the cost of services but the efficiency of the design, creativity and impact on present operations.

Olsen Design Group will manage this process. There are funds in place within the capital budget to fund this phase of the project. If the Town utilizes all the services in Mr. Olson's proposal, the costs would be approximately \$73,000. The Town has the option to reduce this cost by performing some of the processes in-house.

Attached please find the proposal from Olsen Design Group. Also, attached is a draft resolution authorizing the Town to retain Olsen design group and to waive the RFP process for said engagement. This resolution will be on the Council agenda for consideration at the November 13 meeting.

Committee members, Facilities Director Bob Korpak and I will be available at the October 23 meeting to answer any questions.

Attach.



October 1, 2012

Mr. Robert H. Korpak
Director of Facilities Management
TOWN OF NEWINGTON
131 Cedar Street
Newington, CT 06111

RE: PROPOSAL FOR PROJECT MANAGEMENT SERVICES
TOWN HALL RENOVATIONS | NEW MORTENSEN CENTER FACILITY PROJECT
TOWN OF NEWINGTON, CT.

Lee C. Olsen, AIA

Larry W. Smith

Scott W. Weber

Dear Bob:

On behalf of my colleagues here at Olsen Design Group Architects, Inc. (ODG), It is my pleasure to submit this proposal for professional project management services to the Town of Newington, CT (ToN) for the design of the renovation to the current Town Hall and the construction of a new Mortensen Center for the community.

2345 Bernville Road

Reading, PA 19605

610.371.9606

Fax 610.371.9607

Since ODG first became involved with you and the leadership of Newington earlier this year, this project has taken on a dynamic of significant importance in your community. I applaud the Building Committee for its measured deliberations in processing the data concerning the project and I really want to commend the whole Newington "Team" for supporting the competition concept to retain the best design team for the project. Also, due to the complexity and scheduling of this project, bringing a Construction Manager to the process will be extremely beneficial, both in schedule management and also financial/budget accountability.

www.odgarchitects.com

This proposal for services associated with the project is predicated on the TIMELINE Chart developed with your input. This Chart, labeled EXHIBIT "A", is attached to, and integral with this proposal.

The first 3 Tasks of the TIMELINE are primarily the responsibility of the ToN and ODG will assume that the dates are acceptable to the ToN. If the schedule "slides", ODG will adjust the durations and issue a revised TIMELINE to reflect any changes.

The following Matrix identifies the Tasks by Number, Task Description, ODG's NOT-TO-EXCEED Fee to manage the Task and the ODG Staff Person(s) assigned to the Task.

TASK # 4 | DEVELOP CONSTRUCTION MANAGER RFP :

ODG : \$ 3,500.00 | Lee C. Olsen AIA, NCARB, SEED (LCO) | Clerical Support



Lee C. Olsen, AIA
Larry W. Smith
Scott W. Weber

2345 Bernville Road
Reading, PA 19605
610.371.9606
Fax 610.371.9607

www.odgarchitects.com

TASK # 5 | ADVERTISE FOR CONSTRUCTION MANAGER | RFP ISSUED

ToN : Responsible for advertisement and RFP issue

ODG : \$600.00 | LCO, final edit, review and coordination

TASK # 6 | SELECT SITE LOCATION FOR NEW MORTENSEN CENTER

ToN : Primary responsibility

ODG : \$ 1,200.00 | LCO , provide consultation and advice to ToN selection process

TASK # 7 | DEVELOP COMMUNITY CENTER COMPETITION GUIDELINES

TASK # 8 | DEVELOP PROJECT SCOPE FOR MORTENSEN CENTER

TASK # 9 | DEVELOP PROJECT SCOPE FOR TOWN HALL

ODG: \$ 6,000.00 | LCO , work w/Bulding Committee to develop components of Tasks # 7, # 8 & # 9

TASK # 10 | REVIEW CONSTRUCTION MANAGER PROPOSALS

ODG : \$ 1,700.00 | LCO + Larry W. Smith Assoc. AIA (LWS)

TASK # 11 | INTERVIEW CONSTRUCTION MANAGERS

ODG : \$ 4,500.00 | LCO + LWS, meet w/Bulding Committee to interview "shortlist " of candldates

TASK # 12 | CONSTRUCTION MANAGER RECOMMENDATION TO COUNCIL

ToN: Primary responsibility of Building Committee. ODG has provided input

TASK # 13 | DEVELOP PROJECT BUDGET w / "INTERNAL DESIGN TEAM "

ODG : \$ 4,500.00 | LCO + LWS, meet with Bob Korpak + Construction Manager to develop project pro forma

TASK # 14 | DEVELOP COMPETITION CRITERIA

ODG : \$ 7,600.00 | LCO + CADD Staff | ODG will consult with resources at the National AIA (American Institute of Architects) to ascertain current Best Management Practices associated with architectural design competitions. Also contact the Connecticut component of the AIA for their input and potential aid & assistance in the process.



TASK # 15 | SELECT & RETAIN COMPETITION JUDGES

ODG : \$ 5,600.00 | LCO + Hailey Weber, Staff Architect (HW) | In addition to selecting members of the Newington community to serve as judges of the design competition, it is imperative that the competition be judged by members of the design profession, both in practice and from academia. As a result of this premise, it will be incumbent upon ODG to reach out to the design profession in the region and seek prominent active architects currently in practice. This will be accomplished with assistance from the Connecticut component of the AIA.

Also, with the close proximity of Newington to a plethora of prestigious institutions, the following schools of Architecture, Landscape Architecture and Urban Planning will be contacted to provide candidates to be judges for the competition:

- Harvard Graduate School of Design
- Yale University
- Columbia University
- Roger Williams University
- Pratt Institute
- Cooper Union
- Rhode Island School of Design

Lee C. Olsen, AIA

Larry W. Smith

Scott W. Weber

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TASK # 16 | ADVERTISE MORTENSEN CENTER/TOWN HALL DESIGN COMPETITION

ToN : Primary Responsibility

ODG : \$ 1,400.00 | LCO + Clerical Staff , Formatting and technical assistance in the writing of the Competition Rules & Regulations

TASK # 17 | RESPOND TO COMPETITION PARTICIPANT'S QUESTIONS DURING COMPETITION

TASK # 18 | CONDUCT ON-SITE WALK-THRU OF PROJECT WITH COMPETITION PARTICIPANTS IN NEWINGTON

ODG : \$ 4,200.00 | LCO + HW

TASK # 19 | COMPETITION DESIGN TEAMS BEGIN THEIR PROCESS

ODG : Estimated Involvement during the 90 day design period = \$ 2,000.00

TASK # 20 | RECEIVE DESIGN COMPETITION SUBMISSIONS, EVALUATE SUBMISSIONS, "SHORT LIST" SUBMISSIONS, INTERVIEW AND SELECT APPARENT WINNER



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ODG : \$ 8,400.00 | LCO + HW , moderate the review process, develop the matrix of evaluation, organize and chair the interviews and organize the final decision making process as well as orchestrate the "public input " to the process.

TASK # 21 | NEGOTIATE DESIGN CONTRACT WITH THE APPARENT DESIGN COMPETITION WINNER, AND ANNOUNCE TO THE PUBLIC

ODG : \$ 2,700.00 | LCO

TASK # 22 | COMPETITION WINNER COMPLETES DESIGN DOCUMENTS

ODG : \$ 16,800.00 | LCO + LWS , meet 4 times during the development of Construction Documents with the Design Team, Construction Manager and Bob Korpak over the 4 month period to insure compliance with design intent and predetermined budget.

TASK # 23 | CONSTRUCTION MANAGER PUTS PROJECT OUT TO COMPETITIVE BIDS

ODG : Estimated involvement during the 45 day bidding period = \$ 3,000.00

TASK # 24 | CONSTRUCTION CONTRACTS AWARDED

ToN : Has primary responsibility to award construction contracts to the multiple sub-contractors as recommended by both the Construction Manager and ODG and Bob Korpak.

TASK # 25 | GROUNDBREAKING

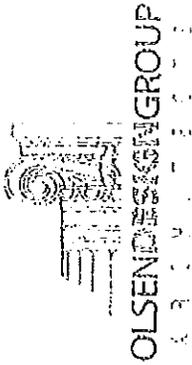
ODG : We will supply the brass plated shovels | | LCO,LWS & HW

Attached to this proposal are the résumés of our 4 Staff Persons assigned to your project.

Also attached is our Rate Sheet which we are "locking in" for the duration of our engagement with the ToN. Our Terms & Conditions are also attached. It would be our request that ODG and the ToN enter into a formal AIA Contract to memorialize the financial relationship as well as the definition of services to be provided as delineated by this Proposal.

Bob, we here look forward to continuing to serve you and the Town of Newington in the capacity of your Project Manager for this very critical and important project for the Town. We welcome the opportunity to serve you. Our workload here allows us to meet your schedule as delineated by the TIMELINE.

If you have any questions, please do not hesitate to contact me or Larry at your convenience.



OLSEN DESIGN GROUP

I have also taken the liberty to include Letters of Reference for you.

Respectfully submitted,

OLSEN DESIGN GROUP ARCHITECTS, INC.

Lee C. Olsen
Lee C. Olsen AIA, NCARB, SEED
President | CEO

Lee C. Olsen, AIA

Larry W. Smith

Scott W. Weber

Attachments

ACCEPTED :

NAME

TITLE

DATE

2345 Bernville Road

Reading, PA 19605

610.371.9606

Fax 610.371.9607

www.odgarchitects.com

TOWN HALL/ MORTENSEN CENTER PROJECT
NEWINGTON, CT

PROJECT
TIMELINE

EXHIBIT "A"
OLSEN DESIGN GROUP ARCHITECTS INC.
OCTOBER 1, 2012

Year	Task Description	Duration	Start	Finish	Predecessors	Resource
2012	1. Acceptance of Architect report to Building Committee	1d	Oct. 1	Oct. 1		Building Comm.
	2. Recommendations to Council/ Professional bid waiver	1d	Oct. 9	Oct. 9		BK/ Building Comm.
	3. Award/ Issue Contract- Olsen Design Group	1d	Oct. 19	Oct. 19		BK/ Building Comm.
	4. Develop Construction Manager RFP	30d	Oct. 22	Nov. 21		BK/ ODG
	5. Advertise for Construction Manager RFP issued	15d	Nov. 22	Dec. 7		Jeff Baron/ BK
	6. Select site location for new Mortensen Center	30d	Oct. 1	Oct. 31		Building Comm.
	7. Develop Committee Center Competition Guidelines	60d	Dec. 7	Feb. 7		ODG/ Building Comm.
	8. Develop Project Scope for Mortensen Center	60d	Dec. 3	Feb. 22		ODG/ Building Comm.
	9. Develop Project Scope for Town Hall	60d	Dec. 3	Feb. 22		ODG/ Building Comm.
	10. Review Construction Manager proposals	15d	Dec. 10	Dec. 25		ODG/ Building Comm.
2013	11. Interview Construction Managers	7d	Jan. 2	Jan. 9		ODG/ Building Comm.
	12. Construction Manager recommendation to Council	1d	Jan. 25	Jan. 25		BK/ Building Comm.
	13. Develop project budget w/ internal design team	60d	Jan. 2	Feb. 27		CM/ ODG/ BK
	14. Develop competition criteria	60d	Jan. 2	Feb. 27		CM/ ODG/ BK
	15. Select/ Retain Competition Judges	45d	Jan. 2	Feb. 15		ODG
	16. Advise Mortensen Center/ Town Hall Design Competition	30d	Mar. 1	Apr. 5		Jeff Baron/ BK
	17. Respond to competition submissions	30d	Mar. 1	Apr. 5		CM/ ODG/ BK
	18. Meet selected design teams/ review rules of competition	1d	Mar. 8	Mar. 8		CM/ ODG/ BK/ Bldg. Comm.
	19. Design teams begin preliminary design	90d	Mar. 8	May. 30		Selected Architects
	20. Receive designs, review and select successful Architect	30d	Jun. 3	Jul. 1		Selection Committee
	21. Negotiate contract with "winner" and announce to public	30d	Jul. 2	Aug. 2		CM/ ODG/ BK/ Bldg. Comm.
	22. Complete building design documents	120d	Aug. 5	Dec. 6		Selected Architects
2014	23. Project sent to bid	45d	Dec. 9, 2013	Jan. 14		CM/ ODG/ BK/ BJ
	24. Project awarded	15d	Jan. 25	Feb. 9		Town Council & Manager
	25. Groundbreaking	1d	Feb. 14			

AGENDA ITEM: _____

DATE: _____

RESOLUTION NO.: _____

WHEREAS, Olsen Design Group Architects Inc.(ODG) has completed a feasibility study for the renovations of the Newington Town Hall and Mortensen Community Center; and

WHEREAS, the Town Hall Renovations Project Building Committee wishes to retain ODG to perform professional project management services for the selection of an architect for the design of the new Town Hall and Mortensen Center; and

WHEREAS, the Town of Newington wishes to waive the RFP process for this phase of the design of the project;

NOW THEREFORE BE IT RESOLVED that the Newington Town Council authorizes the Town Manager to enter into the attached agreement with ODG for said professional services.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII

DATE: 10-23-2012

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$ 5,913.52 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 – October 23, 2012

Sandra Woodmansee 102 Webster Court Newington, CT 06111	\$1,508.96
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$615.92
Luena, Franklin Bulan 683 Cypress Road Newington, CT 06111	\$90.06
EAN Holdings Enterprise 8 Ella Grasso Turnpike Windsor Locks, CT 06096	\$1,724.09
MTP Auto Leasing Svc. Inc. 247-25 Jericho Turnpike Bellerose, NY 11426	\$561.45
MTP Auto Leasing Svc. Inc. 247-25 Jericho Turnpike Bellerose, NY 11426	\$797.69
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$34.37
Sal A Dipaola-Tromba 51 Richard Street Newington, CT 06111	\$124.68
Chase Auto Finance Corporation P.O. Box 9211 NY2-S503 Garden City, NY 11530-9891	\$357.40
Domingos Gomes 92 Thornton Drive Newington, CT 06111	\$19.98
Toyota Motor Credit Corp. Attn: Product Operations WF 21 19001 S. Western Avenue Torrance, CA 90509	\$36.55
George Simmons 90 Harold Drive Newington, CT 06111	\$10.51
Ursula Hunt 76 Frederick Street Newington, CT 06111	\$22.85
Terence Sullivan 188 Forest Drive Newington, CT 06111	\$9.01
TOTAL	\$5,913.52