



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**

**December 11, 2012
7:00 P.M.**

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - IV. REMARKS BY COUNCILORS
 - V. CONSIDERATION OF OLD BUSINESS (**Action May be Taken**)
 - A. Administrative Group Salaries
 - VI. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
 - A. Low Impact Development Project – Local Land Use Committee
 - B. Discussion: Capital Improvement Program Budget
 - C. Town Council 2013 Regular Meeting Schedule
 - D. Consideration of Canceling the December 18, 2012 Town Council Meeting
 - VII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Town Hall Renovations Project Building Committee
 - B. Commission on Aging and Disabled
 1. Accept Resignation of Eunice Scharr
 2. Appoint a Replacement (TBD)
 - C. Appointments to Boards and Commissions
 1. Commission on Aging and Disabled
 2. Balf-Town Committee
 3. Newington Commercial Façade Easement Rehabilitation Loan Program Committee
 4. Clem Lemire Artificial Turf PBC
 5. Committee on Community Safety
 6. Conservation Commission
 7. Development Commission
 8. Downtown Revitalization Committee
 9. Education Facilities Project Building Committee

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townmanager@newingtonct.gov
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10. EMS Committee
11. Employee Insurance and Pension Benefits Committee
12. Environmental Quality Commission
13. Board of Ethics
14. Fair Rent Commission
15. Firehouse Expansion Project Building Committee
16. Human Rights Commission
17. NHS Track Renovation Project Building Committee
18. Open Space Committee
19. School Code Compliance Committee
20. Standing Insurance Committee
21. Town Plan and Zoning Commission
22. Vehicle Appeals Board

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

IX. MINUTES OF PREVIOUS MEETINGS

- A. Regular Meeting, November 27, 2012

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. EXECUTIVE SESSION RE: PERSONNEL

XV. ADJOURNMENT



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: December 6, 2012
Re: Increase for Administrative Employees

Each year, the Town Council considers salary increases for the Town's Administrative (non-union) Group employees. In general, salary increases for the Administrative Group of employees follow those of the AFSCME employees, however, the AFSCME group and the Town are currently undergoing negotiations for the contract which expired on June 30, 2012.

The Town Council's approved FY 2012-13 budget includes a line item in the Town Council's Contingency budget to allow for a 2% increase in Administrative Group employees. For FY 2012-13 the actual cost of increases to eligible employees would be less than budgeted, due to several newer staff members who are not yet eligible for an increase.

There are currently 41 Administrative Group employees, of which 34 would be eligible for an increase effective July 1, 2012. Administrative Group employees range from entry-level to department head level and are employed in nearly every Town department. Administrative Group employees include Social Workers, Town Clerk's staff, Town Manager's staff, Senior Center and Parks and Recreation program staff and IT staff, among many others. The Town Manager is not part of the Administrative Group and therefore any salary increase for the Town Manager is considered separately from the Administrative Group staff.

I am recommending a cost of living increase of 2% for administrative employees who have completed their initial evaluation period. A resolution for Council consideration is attached.

Attach.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: John Salomone, Town Manager
From: Craig Minor, Town Planner
Date: November 21, 2012
Re: **Low Impact Development (LID) Project “Local Land Use Committee”**

The Town of Newington has received a \$100,000 grant from DEEP to incorporate Low Impact Development (LID) practices into its municipal land use regulations and procedures.

LID practices are techniques that reduce site disturbance during construction and minimize stormwater runoff into rivers and streams. The grant consists of \$50,000 to retain a planning consultant to assist us with developing the new regulations, and \$50,000 to construct a small municipal demonstration project that utilizes LID practices. See attached information from the DEEP website.

The first step in this project is the creation of a “Local Land Use Committee” steering committee consisting of town staff and citizen volunteers. I recommend the committee consist of the following persons:

1. The Town Planner;
2. The Town Engineer;
3. Cathleen Hall (representing the Town Plan and Zoning Commission);
4. Phillip Block (representing the Conservation Commission);
5. One of more “at large” member representing the business community.

Please put this matter on the agenda of the next regular meeting of the Town Council for their consideration.

cc:
file

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



DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION ENVIRONMENTAL PROTECTION

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Daniel C. Esty
Commissioner

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Watershed Municipal Outreach and Low Impact Development

Low impact development is an alternative way of developing land and managing stormwater that is aimed at minimizing the impacts of urbanization on natural habitats and hydrology. The creation of hardened surfaces such as roads, parking lots and rooftops in combination with culverts and other structures that alter the natural movement of water all contribute to degraded rivers and streams. The overall goal of LID is to design with nature in mind; work with the natural landscape, hydrology and unique features of a site to avoid unnecessary water pollution, environmental degradation, and flooding. LID accomplishes this by controlling runoff close to the point of generation and retaining more water on the site where it falls, rather than funneling it into pipes that drain into local waterways

DEEP has undertaken a pilot project in the Farmington River Watershed to better assess and quantify municipal barriers and how they can be best overcome.

Farmington River Municipal Land Use Evaluation Review Project

In October 2008 DEEP invited towns in the Farmington River Watershed to apply for funding to undergo a Municipal Land Use Evaluation to identify barriers, or potential incentives to incorporating low impact development into municipal land use regulations.

Watershed Management / Low Impact Development (LID) Project Examples in Connecticut: The following are examples of LID Implementation in Connecticut

[Green Roofs](#) (PDF, 3.5 MB)

[Pervious Pavement](#) (PDF, 4.8 MB)

[Rain Gardens](#) (PDF, 4.5 MB)

[Rainwater Harvesting](#) (PDF, 1.1 MB)

Green Capitols Project

[Project Brochure](#) (PDF)

[Project Description](#) (PDF)

DEEP Rainfall as a Resource, Low Impact Development Brochure Series

DEEP has developed a series of Brochures for Municipalities and homeowners who wish to learn more about implementing innovative stormwater controls. These brochures can be printed on legal size paper, double sided in color, and quad-folded.

2008 [Resident's Guide to Low Impact Development](#) (PDF)

2009 [Resident's Guide to Rain Gardens](#) (PDF)

2009 [Resident's Guide to Rain Barrels](#) (PDF)

2009 [Resident's Guide to Pervious Pavement](#) (PDF)

2010 [Resident's Guide to Green Roofs](#) (PDF)

2011 [Resident's Guide to Vegetated Riparian Areas](#) (PDF)

CT DEEP Program Information

[Tools for Towns and Cities](#) including a link to the DEEP Municipal Primer

[Stormwater Management](#) including links to 2004 CT Stormwater Manual and 2002 CT Erosion and Sedimentation Guidelines



Stormwater General Permits and Incorporation of Low Impact Development DEEP's study evaluating possible incorporation of Low Impact Development principles into our Stormwater General Permits includes: a detailed

- [Final Report](#) as well as:
- [Low Impact Development Appendix to the Connecticut Stormwater Quality Manual](#) and
- [Low Impact Development Appendix to Connecticut Guidelines for Soil Erosion and Sediment Control](#)

[Connecticut Clean Water Fund](#)

[DEEP Newsletters](#): "Your Local Environment" and "Your Business and the Environment"

LID Tools

[DEEP Low Impact Development Resources Factsheet \(PDF\)](#)

Links to additional resources useful to municipalities (revised August 2010)

LID techniques like:

- green roofs
- porous pavements
- grass swales
- bio-retention cells

can result in greater efficiency in costly stormwater management systems, such as storm sewers, curbs and gutters, and even some flood control projects. LID is a practice that can be used by municipalities, homeowners and developers alike. In the past few years, LID has been applied to government, residential, and commercial development and redevelopment throughout the country, and, in many cases incorporation of LID practices has resulted in significant cost savings with both construction and maintenance costs as well as efficiently managing runoff and protecting the environment.

Low Impact Development (LID) includes techniques for controlling stormwater runoff by minimizing the effective imperviousness of a site in order to create a functional and appealing landscape. There are many ways to incorporate LID into both new and old construction. The LID approach considers stormwater runoff as a resource rather than a waste product and is accomplished by incorporating features that infiltrate, filter, store and detain runoff thereby imitating the natural hydrologic conditions of a site.

By incorporating LID practices into our lives we can:

- limit runoff and improve water quality
- recharge groundwater, rivers and streams
- decrease the need for expensive stormwater systems
- create attractive developments in character with the charm of our state.

Forging the Link

University of New Hampshire Stormwater Center has published a study that discusses benefits of integrating LID and traditional stormwater management for towns and commercial developers

Content last updated on October 26, 2011

[Printable Version](#)

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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: December 06, 2012
Re: Capital Improvement Program

Town Councilor Klett has requested that a discussion of the Capital Improvement Program (CIP) be placed on the Town Council agenda for the meeting of December 11, 2012.

The CIP is an important financial planning tool for the town of Newington. Councilor Klett is the Chairperson of the CIP Committee. This Committee is composed of three Council members and two Board of Education members. Their responsibility is to make recommendations to the full Town Council on levels of spending for the 2013 – 2014 CIP.

The schedule for the CIP process is as follows:

1. Departments receive instructions from Finance Department in October 2012.
2. Requesting departments submit CIP to Finance Dept. in late November 2012.
3. Finance Dept. and Town Manager meet with requesting departments on CIP proposals
4. CIP Committee meets with requesting departments, Town Manager and finance Dept. on December 18, 2012. (This meeting was rescheduled due to conflicts with Committee members to January 10, 2013).
5. CIP committee finalizes recommended CIP to Town Council in February 2013.
6. Town Council considers and approves proposed CIP 2013 2014 in April of 2013 during the budget process.

Since the CIP Committee was scheduled to meet on December 18, 2012 staff will still have the preliminary document completed well prior to the January 10, 2013 rescheduled meeting. We plan on distributing this document the week of December 24.

Thank you for giving me this opportunity to update the Town Council on the CIP process.



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: December 6, 2012
Re: Town Council Meeting Schedule - 2013

Attached is a proposed schedule of Town Council meeting dates for 2013. This proposed calendar is presented for Council consideration and can be adjusted however the Council determines. The Council may also cancel, reschedule or add special meetings within Freedom of Information regulations as it sees fit.

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

A resolution approving the 2013 schedule will appear on an upcoming Council agenda. It should be noted that the meetings of January 8 and 22, 2013 were included in the approval of the current year's (2012) schedule.

Attach.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
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OFFICE OF THE TOWN MANAGER

In compliance with the Freedom of Information Act, the following is a list of meeting dates of the Town Council for 2013.

All meeting times are 7:00 pm.

<u>Date</u>	<u>Date</u>
January 8, 2013	August 13, 2013
January 22, 2013	August 27, 2013
February 12, 2013	September 10, 2013
February 26, 2013	September 24, 2013
March 12, 2013	October 8, 2013
March 26, 2013	October 22, 2013
April 9, 2013	November 12, 2013
April 23, 2013	November 26, 2013
May 14, 2013	December 10, 2013
May 28, 2013	December 17, 2013 (December 24 is Christmas Eve)
June 11, 2013	January 14, 2014
June 25, 2013	January 28, 2014
July 9, 2013	
July 23, 2013	

Cc Facilities Department
IT Department
Superintendent's Office, Board of Education



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: December 6, 2012
Re: Cancellation of the December 18, 2012 Council meeting

The subject of cancelling the Council's December 18, 2012 Council meeting is on Tuesday evening's agenda for discussion. At this time, there do not appear to be any pressing matters for consideration.

If the Council concurs with the cancellation, it would need to waive the rules to vote on the attached resolution.

Attach.

AGENDA ITEM: V.D.

DATE: 12-11-12

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby alters its meeting schedule by canceling its regular meeting scheduled for December 18, 2012.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VIA.1.

DATE: 12-11-12

RESOLUTION NO. _____

RESOLVED:

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

Town Hall Renovation Project Building Committee

7 Members (3 NTC, 2 BOE, 2 P&R)
Party max.: 5

Name	Address	Party	Appointing Party	Term	Replaces
NTC REP:				IMMED – Conclusion of NTC Term	J. Bottalico (resigned 11- 2012)
BOARD OF PARKS & REC REP: Jennifer Win-Johnson	23 Welles Dr. N	R	R	IMMED – TBD	J. Perillo (resigned 11- 2012)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of the Town Clerk

Tanya D. Lane MMC
Town Clerk

Memorandum

To: John Salomone, Town Manager
From: Tanya Lane, Town Clerk 
Date: December 04, 2012
Re: Resignation—Eunice Scharr: Commission on Aging & Disabled

I am attaching a copy of the email communication received in the Town Clerk's office today from Eunice Scharr who is resigning from the Commission on Aging & Disabled—effective immediately. Mrs. Scharr was serving a term from 12/13/11 – 11/30/14.

Pursuant to §608 of the Newington Charter and §8-16 of the Newington Code of Ordinances, Town Council is the appoint authority.

Lane, Tanya D.

From: Ms Paige Scharr [scharr60@yahoo.com]
Sent: Monday, December 03, 2012 2:03 PM
To: Stone, Dianne
Cc: Lane, Tanya D.
Subject: Eunice Scharr - Resignation from Commision

Dear Diane,

Due to recent health issues, it is with great regret that I resign from my position with the Commision on Aging and Disabled effective immediately.

I am working very hard with my rehab and fully expect that I will be able to continue as the Volunteer Coordinator and help in way possible. Having been involved in the Center for over 20 years, it has become my home away from home and the staff and members have become family and friends. I am anxious to return.

Please pass along my holiday wishes to all and I will see you in the new year.

Eunice

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2012 DEC -4 A 9: 09

BY *Tanya D Lane*
TOWN CLERK

12/04/2012

AGENDA ITEM: VI.B.1

DATE: 12-11-12

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Eunice Scharr from the Commission on Aging and Disabled in accordance with a communication dated December 3, 2012.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VI.B.2

DATE: 12-11-12

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby makes the following appointment:

Commission on Aging and Disabled

9 members, 3 year term
Party Max.: 6

Name	Address	Party	Term	Replaces
			IMMED.- 11/30/14	E. Scharr (resigned 12/2012)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII

DATE: 12-11-2012

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$3,275.85 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 – December 11, 2012

EAN Holdings Enterprise 8 Ella Grasso Turnpike Windsor Locks, CT 06096	\$596.76
Ann Cameron 8365 W Bajada Road Peoria, AZ 85383-3883	\$372.32
VW Credit Leasing Ltd. 1401 Franklin Boulevard Libertyville, IL 60048	\$168.23
Toyota Motor Credit Corp. Attn: Product Operations WF 21 19001 S. Western Ave. Torrance, CA 90509	\$459.73
Nissan Infiniti – LT Tax Operations P.O. Box 650214 Dallas, TX 85264-0214	\$460.95
Lease Plan USA Inc. 1165 Sanctuary Parkway Alpharetta, GA 30009	\$185.72
Richard or Joanne Gowdy 117 Emmen Road New Bern, NC 28562	\$126.42
Nissan Infiniti – LT Tax Operations P.O. Box 650214 Dallas, TX 75264-0214	\$492.51
TD Auto Finance Attn: Mark Smith 2050 Roanoke Road Westlake, TX 76262	\$175.89
Toyota Motor Credit Corp. Attn: Product Operations WF 21 19001 S. Western Ave. Torrance, CA 90509	\$28.52
EAN Holdings Enterprise Rent A Car 8 Ella Grasso Turnpike Windsor Locks, CT 06096	\$208.80
TOTAL	\$3,275.85