



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR STEPHEN WOODS

NEWINGTON TOWN COUNCIL

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

**AGENDA
December 9, 2014
7:00 P.M.**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. AWARDS/PROCLAMATIONS
 - A. Retirement: Chief Richard Mulhall
- IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- V. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
 - A. Town Hall Renovation Project Focus Group Report
 - B. CRCOG Municipal Planning Organization: Accept New Member Towns
 - C. Consideration of Canceling the December 23, 2014 Town Council Meeting
- VI. CONSIDERATION OF NEW BUSINESS (**Action May be Taken by Waiving the Rules**)
 - A. Mill and Piper Brook Maintenance Project
 - B. Discussion: Newington EMS (Volunteer Ambulance)
 - C. CCM Prescription Card Program for Residents
 - D. Update: Police Chief Selection Process
 - E. Discussion: Street Naming – “Myra Cohen Way”
 - F. Town Council 2015 Regular Meeting Schedule
- VII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Economic Development Commission
 1. Accept Resignation of Ken St. Onge (Alternate)
 2. Appoint Replacement
 - B. Appointments to Boards and Commissions
 1. Affordable Housing Monitoring Agency
 2. Commission on Aging and Disabled
 3. Balf-Town Committee
 4. Board of Education Roof Replacement Project Building Committee
 5. Capitol Region Council of Governments

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6. Central Connecticut Health District Board of Directors
7. Committee on Community Safety
8. Conservation Commission
9. Development Commission
10. Downtown Revitalization Committee
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. Newington School Career Technical Program Renovation Project Building Committee
18. Open Space Committee
- 19. Board of Parks and Recreation**
20. School Improvements Project Building Committee
21. STEM Academy PBC
22. Senior & Disabled Center Roof Replacement Project Building Committee
23. Standing Insurance Committee
24. Town Hall Renovations Project Building Committee
25. Town Plan & Zoning Commission
26. Tri-Town Community Cable Access
27. Vehicle Appeals Board
28. West Meadow Cemetery Expansion Project Building Committee
29. Zoning Board of Appeals

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

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

- A. Special Meeting, 11/18/14

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: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XIII. REMARKS BY COUNCILORS

XIV. ADJOURNMENT

AGENDA ITEM: III.

DATE: 12-9-14

RESOLUTION NO. _____

WHEREAS, Richard Mulhall has served as Chief of Police for the Town of Newington since April 10, 2002; and

WHEREAS, Chief Mulhall earned his Bachelor's and Master's degrees from the University of Hartford in 1977 and 1984 and attended the FBI National Academy in 1984; and

WHEREAS, Chief Mulhall has served in law enforcement for 43 years; first hired by the Farmington Police Department as a Police Dispatcher and Police Cadet in 1971, then hired by the Avon Police Department as a Police Officer in 1972 and promoted to Sergeant in 1977; and

WHEREAS, Chief Mulhall was appointed Captain of the Bloomfield Police Department in 1986 and promoted to Chief in 1995 where he was active in the creation of regional police services teams and commanded the SWAT, SCUBA, and Accident Reconstruction teams for North Central Municipalities; and

WHEREAS, during his employment with the Town of Newington, Chief Mulhall served as Chief Administrative Officer for various regional projects including the Narcotics Task Force and Emergency Services Teams; and

WHEREAS, Chief Mulhall was the project manager for the Regional Access Frequency System (RAFS) project from 2005-2012 and coordinated the 3 million dollar upgrade of the nine regional SWAT units using Homeland Security and UASI grants through CRCOG; and

WHEREAS, Chief Mulhall was appointed by the Governor as a Commissioner of the Emergency 9-1-1 Commission from 2008-2011 and as a Commissioner of the Public Safety Data Network Commission from 2011-2014 and in 2011 developed and wrote the "Blue Plan" for the current Capitol Region Police mutual aid system; and

WHEREAS, Chief Mulhall served as an Adjunct Faculty Member of Computer Science at the University of Hartford and the Police Officers Standards & Training Council (formerly Connecticut Municipal Police Academy); and

WHEREAS, Chief Mulhall is the former Chair of the Capitol Regional Trainers' Association, Vice President of and Chairman of the Connecticut Police Chiefs' Association, President of the Capital Region Chiefs of Police Association and is a Life Member of the International Association of Chiefs of Police; and

WHEREAS, Chief Mulhall has announced his retirement from the Newington Police Department on December 26, 2014; and

WHEREAS, the Newington Town Council wishes to recognize Chief Mulhall for his professionalism, leadership and exemplary service to the residents of the Town of Newington for the past 12 years;

NOW THEREFORE BE IT RESOLVED, that the Newington Town Council hereby extends its sincere appreciation to Chief Mulhall and wishes him good health, rest and relaxation in his retirement.

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: December 04, 2014
Re: Town Hall Renovations Project Focus Groups

As you are aware, citizen focus groups were held in November to gather opinions and ideas for the Town Hall renovation project moving forward. The groups were facilitated by Paul Decelles and Phyllis Rzy of Decision Point, LLC. The facilitators will attend the December 9 Town Council meeting to discuss the results of the focus group sessions.

Attached, please see the focus group results. An executive summary will be sent to the Council when it becomes available.

Attach.



November 21, 2014

John Salamone
Town Manager
Town of Newington
131 Cedar Street
Newington, CT 06111

John,

Thank you for the opportunity to serve the Town of Newington by facilitating the Focus Groups related to the Town Hall & Community Center projects.

We enjoyed meeting with the groups. There was definitely some lively discussion. As a result, the work product of the groups was informative, thoughtful and formidable.

The group participants were pleased to get the opportunity to influence the conversation on this very important issue, since it will have a direct impact on their Town.

We hope the enclosed information will serve a meaningful purpose as the Building Committee and the Town leaders deliberate potential options for discussion.

Respectfully submitted,

Paul Decelles
Partner
Decision Point LLC

Phyllis Rizy
Partner
Decision Point LLC



Town of Newington Focus Groups Report

Background:

Three separate Focus Groups met to discuss their views on the Newington Town Hall/Community Center project. The groups met on November 12, 13 and 15, 2014. The first group had 16 participants, the second group had 15 participants, and the third group had 6 participants.

The groups were all told:

- That their mission was to have an interactive discussion on their thoughts regarding the Town Hall/ Community Center Project.
- That the goal was to hear individual member's ideas, feelings and concerns. The forum would allow the group to generate group conversation on the topic, gain clarity on the real concerns, and potentially uncover some new ideas for the Town and the newly formed Building Committee to consider going forward.
- That their ideas could be fully researched thoughts and ideas; or could also be creative, purely speculative, or even just a kernel of an idea that was not necessarily completely supported by a thorough knowledge of the facts or issues involved.
- That the member's role was not to convince others members of the Focus Group of the merits of the views they presented. Divergent views were welcome and would be documented. The goal was not to gain consensus positions on any ideas presented.
- That they all needed to show respect to each other and keep an open mind so that new ideas could surface.
- That the collective opinions from all three Focus Groups would be shared with the Town Council and specifically used by the Building Committee as they begin their work in a few weeks.

At the beginning of each Focus Group, the members were asked to:

1. Introduce themselves and give the reason they volunteered for the Focus Group or provide compelling idea that they wanted to be shared with the group and documented for the Town.
2. Decide on the specific areas of interest that the group wanted to address.

November 12 Group decided on:

- Getting clarification on some issues surfaced in the phone survey.
- Getting ideas on how to improve communication with the electorate.
- Getting ideas on potential solutions for the Building Committee to consider
 - Scope of the project
 - Building new or other options
 - Location
 - Budget
 - Cost of delay

November 13 Group decided on:

- Getting ideas on potential options for the Building Committee to consider
 - Needs versus wants assessment
 - Getting clarity on Town vision impact – not taking a “band aid” approach
- Getting ideas on how to improve communication with the electorate.
 - Attitude of Town leadership
 - Qualifications of the members of the Building Committee

November 15 Group decided on:

- Getting ideas on potential solutions for the Building Committee to consider – our opportunity to influence the discussion
- Getting ideas on how to improve communication with the electorate.
 - Gain some clarification on issues surfaced in the phone survey



The following information represents the actual verbatim discussion points of each Focus Group:

Newington Focus Group 11/12/14

Reason I volunteered - idea I want to ensure is communicated – open forum

- Believes Town needs a separate Community Center
- Project did not include passive solar
- Believes Town needs 2 gyms
- Library and library expansion not included
- Wanted a Town Center complex
- Preserve the scenic view
- Renovate – fix, not go overboard
- Wanted to know if land was available from school bus garages
- Communication lack of information – specifically not told about the garage and where the money was really coming from – too many secrets.
- Wanted closure of communication and misinformation on Facebook answered/corrected
- Wanted a level of respect and accurate information from Town officials
- Wanted open minds to options regarding cooling and heating replacement options – also many zones for better efficiency
- Wanted to know why Town Hall roof can't be fixed
- Wanted to know how come money wasn't spent to maintain Town Hall building
- Wanted to know why Town Hall building out of code.
- Wanted to know if it really cost more to renovate
- Need to get support of people who do not attend Town meetings
- Something needs to be done
- No waiting – need to take action
- Need open areas – need easy access for all
- Concern for cost of project
- Reconstruct space– utilize space better.
- See what we can do with this building – enhance and expand – beautify
- Add Library to project
- Against Mill Pond Park
- Get taxes lower
- Why isn't Board of Education in one of the school buildings
- Consider moving departments out of Town Hall to other locations
- Look at entire Town for solutions
- Select new architect or at least put project out to bid again for new architect
- If don't see a need for a new architect – just a better direction for the architect

Phone Survey Clarification:

- If location was primary reason for no vote , why do you think location change would not change vote:
 - Parks & Rec should stay in current location – move not acceptable
 - 30 million reasons
 - Misinformation
 - Question on survey not clear – not sure where else was being considered. A second location could have been as unpopular as the proposed location.
 - Tax implication would still be a factor
 - Still a combination deal that might not have universal appeal. For some, it was “Town Hall was the hostage \Community Center was the ransom...or... Community Center was the hostage \ Town Hall was the ransom”
- Why do you think a large percentage of voters would still vote no even if the overall cost was reduced:
 - Information has to make sense and have to be completely communicated.
 - Will taxes go up? Loaded question. Show costs. How will it go up year to year? Clearly communicate numbers. People voted negatively because they didn't know all the facts.
 - Needed to clearly identify location of buildings – people did not know the exact location, so they were easily confused about the site location.
 - Referendum date made people think that they were trying to affect voter turnout & the vote.

What should we do with Communication:

- Offer tours of Town Hall so residents can see the needs to build new Town Hall
- Important to communicate why renovation not a good option. Background study about the ability to renovate.
- Communication with electorate:
 - Be clear about options
 - Terminology – use plain English
 - Explain bond process – use layman’s terms
 - Taxes – show real total cost
- No tax increase - Paid by CIP –assumes no other things would adversely impact CIP in the future
- Make Building Committee members phone numbers/contact information available
- Building Committee Facebook page
- Need to encourage electorate to come to meetings and be informed early
- Meetings – need two way dialogue.
- Mail or email list of dates for important meetings to electorate
 - Town Crier website – dates of meetings, summary meeting notes, pertinent information from credible sources
- Town Hall meetings with Building Committee members present – so trust in both groups is built
- Prominent display of minutes in Town Hall and Library
- Identify a “Go To Person” assigned to the Building Committee for electorate to contact about questions/concerns
- Need creative means of communication with electorate
- Have focus group meetings with committee members during process to ensure they are on “the right track” and communicating effectively
- Address population with findings – explain/educate in layman’s terms – report to the people

What should we do with project from a process standpoint:

- Process – did we as a Town investigate renovation? If so, where are the reports to support reasons renovation not selected – cost estimates, etc. People need to know if there is a report about the Town Hall condition. Public need to see reports about cost of renovation vs building new.
- Hire independent Structural Engineer before architect to ensure renovate option is considered before building new
- Communicate “grand plan” – “big picture” for this project effect on 5 year, 10 year, 20 year plan for Town
- Start with a total needs assessment- not a wants assessment.
 - Have department heads justify needs.
 - Have Department Heads make presentations
 - Have them provide date-by-date comparisons of needs then, now and into future.
 - Have them provide options to extra space
- Architect should start from ground zero – not adjust or change current Plan A, consider and offer Plans B & C
- Really investigate renovation - re-evaluate building by building, space by space...specific attention should be given to renovating Town Hall Auditorium
- Look at other Towns for ideas – how did Rocky Hill and Cromwell address this aging infrastructure

What should we do with current Buildings:

- Town Hall – address these basic needs:
 - Working HVAC
 - Atrium – not good option – high cost of heating/AC
 - OSHA compliant
 - Handicap ADA compliant
 - Adequate parking
- Town Hall – address these additional needs:
 - Should consider Solar power
 - Real privacy for people using Human Services
 - Must consider property owned by Library Board – not possible to use for additional parking lot without their approval. Library might give up if library expansion considered.
- Town Hall – consider these changes – may affect needs analysis:
 - Town Hall and Community Center together - move Human Services and Parks & Rec
 - Board of ED - put elsewhere. Have them renovate/build their own building/space
 - Some other offices can be elsewhere - IT for one
 - Easy access for people who need to get services - One stop shopping

What should we do if we build new buildings/structures:

- Suggestions for new building...
 - More floors – build up
 - Connect Library
 - Maintain outdoor space
 - Spend today to save tomorrow
 - Demolish current building, build on same footprint, start with an lowest level underground parking area
 - Save Parks
- Community Center needs:
 - 2 gyms
 - Real theatre
 - Space for rehearsals – Auditorium
 - Meeting space for groups
 - Multi-purpose rooms
 - Teen center
 - Combine with library
 - Pre-school
 - Perhaps could Incorporate retail space
- Suggestions for new building location...
 - Consider asking Golf course to donate land for Community Center
 - Use bus depot Land across from skate park
 - Factory near Best market
 - Kenney Building next to High School
 - Hartford Hospital Land.
 - Fafnir building
 - Churchill park
 - Crest auto\cedar street
 - Alumni Road
 - Milk Lane – ropes course
 - Young farm
 - Cedar Crest Hospital
 - Day Street

Newington Focus Group 11/13/14

Reason I volunteered - idea I want to ensure is communicated – open forum

- We need bigger picture – need to consider entire Town. Everything a bandaid
- Wanted to get clear information
- Heard about disrepair of town Hall...wanted to know how it got that way...why can't we maintain that building
- Wanted to keep taxes in line...don't over-spend
- Wanted to introduce the concept of "sharing"
- Have productive expectations of Focus Group
- Frustrated with what happened - wanted to give input
- Questions about needs - is there a real need for this tax increase
- Wanted to share in process and contribute
- Wanted control
- Wanted to point out that no one connecting the dots – this used to be a farm community. Now changed so much waste in town. Aware of building deficits, but we need to recycle old buildings.
- Wanted to hear other folks
- Don't believe our leaders representing our town...need better vision
- Suspicious of architect
- Wanted leaders to look at all options...there has to be another way. Is disenchanted with town leaders.
- Don't put in park. Town wasted \$42K on a referendum for a building in the wrong place
- Want to save money ...renovate
- Focus \$ on what we need... anything else, not needed.
- Wanted leaders to remain skeptical – look for reasonable cost effective options
- Parks & Rec – need to find another way to meet their needs
- Disenchanted by Park & Rec support by Town Leaders
- Wasted space in current building
- Wrong approach in new building
- Renovation saves land and money
- Character of Town needs to be maintained
- Discover needs – build and renovate to that
- Wanted to be part of solving problems
- Wants leaders to ask for community help and ask for community advice
- Believes building condition not really known, e.g. gyms
- Believes Town gave no information...did things behind our backs
- Human services needs extra space – food stored all over the building – not safe
- Believes extra space not needed.
- Wanted to know how move forward
- Wanted a clear assessment of needs vs wants
- Wanted to know why put a roof over courtyard
- Wanted to know the qualifications of committee members
- Wanted to know why just sports related issues addressed – not music and arts...e.g. lack of piano in atrium
- Wanted to know why Community theatre not up to code...why not get up to code.

What should we do with project from a process standpoint:

- Start with a needs analysis
 - Perform gap analysis for all issues/needs presented before building plan is discussed
 - Need to change mentality to “fix” rather than “buy new” as a starting point
 - Look at demographics of town – age of current population. Establish realistic needs of current and future population – consider that first in the needs analysis
 - Community Center needs decreasing
 - No need for fitness center
 - Don't build for demographic we are not and needs we don't have
 - Build for required needs that are the responsibility of a Town to provide
 - Use space and monies we have without adding additional debt
 - Really identify needs – reallocate uses to other buildings
 - Remain skeptical – look for reasonable cost-effective options
 - Do an environmental study of the Town Hall building – avoid last minute issues/cost
 - Perhaps don't need more space – find ways to free up space:
 - Some employees could work from home - only those who directly serve the public need to be at Town Hall. Identify which is which...then, consider all public needs and services that are used – consider all buildings/options available to satisfy needs
 - Consider asking other organizations (e.g. non-profit organizations) to offer some services, with or without Town staff or support – will reduce needs for space
- One Community thinking – share our capacity/facilities/gyms and all assets with each other and with other communities and Towns
 - Regional solutions need to be considered
 - Allocation of what we have – move departments around according to current assets
- 20/20 Conservation and Development plan needs to be required reading and needs to be adhered to going forward
 - Open space needs to be maintained
 - Building Committee needs to look at 5/10/20 year building plan...and then ensure that building plans are addressed in this initial plan
 - If new complex is built, plan for use of current complex
- Keep in mind – this is an office building – build/renovate to the needs of an office building
- Consider Solar energy – get Federal Grants for every building with solar power
- Use existing expertise of Town residents – ask them to volunteer and use their expertise for the Town
- Town Council needs to act with leadership
- Be aware of costs that the Town is assuming before adding new debt. – e.g. Board of Ed already has \$40 million request, plus salary increases.
 - Be aware that our total debt ceiling as a Town is \$30 million
 - Outsource services to reduce asset needs - save space & money
 - Building Committee needs to be informed of the other decisions made by the Town that could impact decisions made in their plan, e.g. Town is considering adding Two-Tier buses so need a bus garage that can fit two-tier buses
 - Portable buildings will be needed during construction
 - 8 school gyms already available for use.
- Ensure the budget includes a budget for maintenance of building and all mechanicals. Do not depend on product warranties to cover the costs of long term maintenance of new products (e.g. HVAC equipment)
- Change or add people on building committee – ensure credentials and expertise are appropriate – at least publish credentials to build trust.
- Understand legal/union constraints of any actions

What should we do with current Buildings:

- Renovate current Town Hall
 - Renovate within current footprint
- Get more space by:
 - Moving transitional academy to schools
 - Moving Police Dept.
 - Moving Park and Rec
 - Moving buses to Milk Way. This will expand parking space
 - Moving food pantry and Human Services to Senior Center
 - Could food be handled better by non-profit agency
 - Consider outsourcing school buses or other departments
 - Human Services – needs to be relocated/consolidated
- Consider “Build up”:
 - Add more floors to Senior Center for Community Center needs – move CT Health District and Human Services to this space. This addresses the confidentiality, access and space issues needed by Human Services
 - Add more floors to Town Hall
 - Add more floors to present Town Clerks office – add second story
 - Add second floor at Senior Center – move CT Health District and Human Services to this space. This addresses the confidentiality, access and space issues needed by Human Services
 - Add additional floor to Town Hall – for Board of Education
- Keep “all under one roof” – in existing foot prints - saves on maintenance
- This building needs to include Library/Senior center
- Include Board of Ed, Fire Dept., Library, etc. in plan
- ADA accessibility needed – entrances & exits need to comply
- Address the 7 year requirement - all public buildings need to meet code standards and all applicable laws for “publicly accessible space” within 7 years
 - Maintenance needs to bring entire building up to code
- Create logical layout of town offices – Clerks & Assessors
 - Current entrances/exits don’t serve public needs for privacy and public access
- Reduce the size of hallways – expensive but not useful
 - Current locker space used for storage
- Need more parking – library area could be one big parking lot
- Need to replace the heating system
- Need dedicated safe food storage area
- Consider different entrance and use for present gym space – perhaps potential office space
- Put solar farm on roof of bus garage

What should we do if we build new buildings/structures:

- Suggestions for new building...
 - If additional space is needed, build an addition on the front of the building...a 3 story addition starting at the top step of the front staircase to the front of the building actually matches exactly or slightly exceeds the floor plan and square feet of the original proposed plan
 - Add a parking garage for the public
 - Avoid Atrium - waste of space
 - Avoid flat roof on additions
- Community Center needs:
 - Don't only consider needs of just sports...include Art and Music in plan
- Suggestions for new building location...
 - Mill Pond location was a swamp – not good site location since it would need costly pile-on support system
 - Pick a place other than Mill Pond to put one of the current occupants
 - Consider other locations for future renovation/building – e.g. Hartford Hospital site
 - Additional Gyms and Stage could be added onto current schools – rather than building a new Community Center with these features
 - Build on school properties – 40-60% State funding
 - Other locations/buildings to consider (potentially free or low cost):
 - VA Hospital
 - Cedar Crest
 - Lottery headquarters
 - Lawrence Tech
 - Crest Pontiac
 - Golf Course
 - Land near Newington arena - Alumni Road
 - Add buildings on Fenn Road
 - Busway land
 - vacant buildings
 - build onto the High School

What should we do with Communication:

- 5 pm difficult time for meetings...need to be convenient for the public
- Publication of minutes
 - On website
 - In the paper
 - email
 - Texts & phone calls
 - Post minutes in lobby of Town Hall
 - Social media – Town should have a Facebook Page
 - TV
 - Digital tape available
 - Post information prominently in library
 - Liaison person on committee
- Include all costs before going to referendum
- Encourage public to attend meetings
- Demand due diligence from Building Committee
- At certain intervals, have public meetings – “milestone meetings” or “Toll gate meetings” – gives feedback to Building Committee on how they are doing, before they move forward in a direction that would not be acceptable to the electorate
 - Building Committee needs to provide interim reporting of ideas/ suggestions, rather than waiting for their final report
- Impose a reasonable deadline for Building Committee to complete its work – publish and communicate deadline
- Use Focus Groups throughout the process – before decisions are made final
- Forum for 2 way conversation
 - Public statements need to be listened to
 - Public statements need to be publicly evaluated
 - Public statements need to be addressed and/or responded to
 - Allow public to send Email questions to committee prior to meetings
- Hartford Courant, Rare Reminder & Town Crier – Building Committee should use these resources to share progress and share calendar of events – e.g. next meeting dates, etc.
- Create Town website Page on Town website dedicated to this issue - publish every pertinent handout, etc.
- Sometimes it seems that the Board of Ed has too much influence and becomes Board of Ed vs Town of Newington
- Wants respectful two-way communication

Newington Focus Group 11/15/14

Reason I volunteered - idea I want to ensure is communicated – open forum

- Wanted to state my belief that Parks & Rec should not be part of Town Hall
 - Major communication error of last referendum
 - Some who didn't approve of site were unaware – eventually pool & pool house are in poor condition and would have been moved to accommodate anyway - nothing would be lost
 - Serious questions were not answered at meetings – understand not answered due to Robert's Rules constraints of meetings...but should have found a way
 - Impact on Park too strong a consideration
 - Need to have two separate buildings
- Wanted to be part of the communication plan and process plan
- Wanted to ensure that the Building Committee remembers that Town has a Master Plan – Open Space 2020
 - Lack of trust - Look at all the things that need fixing rather than just going ahead with one
 - No buy-in on Master Plan or referendum because not “socialized” or communicated well – poor Interaction between committee and public.
 - Those in favor of maintaining and upgrading buildings communicated their message well
- Wanted to remind Building Committee that this \$30 million price tag – largest single project ever in Town history
 - Price doesn't include site improvements
 - Aging population – we will have other increases in needed services
 - If this bond passed, future bonding not available for Master Plan
 - No funding for Library expansion
 - Need to address consequences
- Wanted to voice disappointment with interaction between Committee/Town Council meetings and public
 - Wanted responses to questions asked
 - Wanted answers to questions on impact on Mill Pond & wetlands
 - Thought there was a complete breakdown on communication
- Wanted to ensure technology was considered:
 - Renewable resources – e.g. Energy for heating and cooling
 - Geothermal heat pumps
 - Ice chilling systems
 - Solar
 - Might cost more at first, but lower in the long run
 - Look for Gov't grants to offset initial cost
- Wanted to note that failure of referendum was a trust issue
 - Told this is what we are doing
 - Didn't look at options – started with a solution
 - Needed to consider all areas – and the impact of other services
 - Needed to prioritize and communicate priorities better
- Wanted to remind committee that the Library expansion and Library parking lot needed to be considered
- Wanted to express frustration –No response to public at Town Council meetings
 - Questions and suggestions not answered or addressed – at meeting time or any later date or method. Council not listening. Felt ignored.

What should we do with project from a process standpoint:

- Town needs two separate facilities for Town Hall and Community Center
 - Despite cost of project
 - Costs do need to be addressed
 - This needs to be done even if some residents ask themselves “Can I still afford to live in this Town?”
 - Proper site needs to be chosen
 - Can’t use Town-owned open space
 - Establish criteria for proper site
- Should be pleasing to the eye – shouldn’t look “cheap”
- Building needs to be attractive to potential new residents – need to attract potential new home-buyers
 - Some new residents and/or potential residents will find a new Community Center attractive
- Stop looking at artificial boundaries between groups/departments in Town (Parks & Rec, Board of Ed, Senior Center, Human Services, Library)
 - All these groups say they need “their space” - should be “One Newington”
 - Library could consider using library property for project, if approached with the right plan
- Think outside the box get creative
 - Other locations
 - Shared facilities
 - Build onto schools
 - Etc.
- Start with Master Plan
- Consider other locations, e.g. Cedar Street, Hartford Hospital
- Utilization would continue no matter where the buildings are located, but would prefer if we could be a “one campus/one complex” environment – must consider ultimate cost
- Aim a returning to “One Community”
 - Ensure all constituencies are reflected in final solution/option
 - Make it a balanced approach
- Look at “whole picture” – if we have to “fix” things like ADA compliance in other buildings – need to look at cost of all of those costs before deciding how much is really available for this project
- Need to know What is included and what is not covered in costs
 - Be inclusive
 - Transparency on all costs
 - Include on-going costs in proposal – e.g. cost for heat/AC, janitorial services, etc.
- Town has to give Building Committee the license to make hard decisions
 - Empowered to make wise decisions
 - Listen to the electorate – but do their work

What should we do with current Buildings:

- Start with Needs assessment
 - What is it being used for now?
 - What % is it being used?
 - When is it used?
 - What other facilities could be used to accomplish the same goals?
- Repair the buildings
- ADA compliant – all buildings
- Move school bus garages
 - Needs approval of Board of Ed
- Don't feel I can make an informed decision since don't really know needs and cost of options
 - Or what other options we should consider or were considered
 - What other land/buildings/other facilities could be used to fill needs
 - Why can't we use places where people congregate now for some of these needs
- Senior Center – build more floors to accommodate extra needs
- Community Center /Gym should be torn down

What should we do if we build new buildings/structures:

- Tear down Gym/Community Center
 - Start from scratch
 - Deal with the inconvenience of construction and lack of facility during construction
 - Build on same footprint
- Community Center
 - space must be used and available for ALL to gather
 - must contain multiple-use community spaces
 - gyms could be used as common space if protected floors and had moveable dividers
 - should have rooms that can be arranged in various multi-configuration plans
- Build one new building if we need gyms
- Build 2 gyms on school sites or 1 gym at Senior Center
- Add renewable resources into plan – e.g. Energy for heating and cooling
 - Geothermal heat pumps
 - Ice chilling systems
 - Solar
- No Atrium – too big and a waste of space

What should we do with Communication:

- Get the word out in a forum that would also allow public to ask questions and get answers
 - Create a “communication loop”
 - See if we can get a special area - an “Our Corner” - in any of the print media
 - Newington Life
 - Newington Town Crier
- Publish meeting dates
- Publish minutes
- Publish and update FAQ’s
- Post in library – special bulletin board
 - All relevant information available
 - Tear sheets
- People need to pay attention – it is their responsibility
- Town Hall and Community Center became a “two in one” referendum – needs of each need to be identified and each needed to have their own unique messages communicated
- Explain completely the budget plan – also explain how other future Boards or Councils might impact the budget assumptions
- Current Building Committee needs to create a sub-committee specifically responsible for communication
 - Needs to be Bi-Partisan, transparent, and able to respond to questions from the electorate
 - The sub-committee will create a communication plan that decides what, when, how and where to communicate
 - Consider using churches, town groups (e.g. PTA/PTO, Kiwanis, Scout troops, Senior groups, etc)
- Look at other Towns for ideas:
 - How they communicate with the public
 - How they get interest to get involved
- Critical information was given at the end and with little time to process
- At the Extravaganza, Town had a booth – but no one there to man the booth and explain options. Anti-referendum forces had a manned booth
- Town communicated exclusively through familiar means (public hearings, Town Council meetings, Town website, newspapers) – Town should have gone to Social Media as well due to many benefits:
 - Could have posted Internet links to pertinent data, e.g. minutes, etc.
 - Viewed by public as easy/efficient means to get information
 - Can be used by Communication Sub-Committee of Building Committee
- Town needed more time to process information
- Referendum should never have been in the Summer when so many people were away
- A lot of people in Town don’t use Town Hall or the Community Center, so they don’t know or understand why we need to do anything
 - We need to communicate “why we need this” to that group in ways that make sense to them
 - We need to communicate to new residents and potential residents on the benefits of services provided by the Town

Phone Survey Clarification:

- Open space and cost main concerns – noted problem on survey.
- Informational mailer sent out too late. Problems needed to be addressed prior to sending. Created confusion.
- Trust diminished by referendum date
 - Went to referendum before going to other commissions
 - Date felt “rushed” to “ram thru”
 - Time too short – Too much information to learn in 2 months
 - No time to explain all aspects
 - Money explanation didn’t make sense
 - Referendum should have been in November – would have given public 5 months to learn
 - Use community groups to communicate
- Facebook brought out emotions. Some sports groups not listened to – so raised mistrust
- Some groups “fired up” over Cedar Mountain got caught up in “save the Park”
 - Lead to miscommunication
 - Very emotional arguments



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 4, 2014
Re: CRCOG MPO – Accept New Towns

As discussed at the November 18 Town Council meeting, the Towns/Cities of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington have applied to join the Capitol Region Council of Governments Metropolitan Planning Organization (CRCOG MPO). The MPO is the organization through which federal transportation projects and programs are funded. In order to be accepted into the MPO, a majority of CRCOG Towns, including the largest municipality, must pass a resolution to accept the new municipalities. Although the towns have been accepted into CRCOG they will only officially become part of the CRCOG MPO once these member town resolutions are passed and the Governor approves the change.

A resolution to confirm Newington's approval of the new towns is attached for consideration.

Attach.

Date: November 12, 2014
To: CRCOG Policy Board
From: Lyle Wray, Executive Director
Subject: **Metropolitan Planning Organization (MPO) Update**

Updating the boundaries and functions of the new Metropolitan Planning Organization is a multi-faceted, multi-step process. CRCOG's goal is to smoothly transition all CRCOG members into the CRCOG MPO.

The steps are:

1. Towns and cities currently in an MPO (Plainville, New Britain, Southington and Berlin) must have their MPO vote and indicate what MPOs the towns would join. This was accomplished at the CCRPA meeting on October 14th.
2. Towns and cities joining the CRCOG MPO who were previously not in an MPO (Stafford, Willington, Coventry, Mansfield and Columbia) must pass a resolution to join the MPO. Currently, CRCOG has received resolutions from Mansfield, Coventry and Columbia.
3. A majority of CRCOG Towns, including the largest municipality and a representation of 75% of the total population must pass a resolution to accept the new towns into the CRCOG MPO.
4. Once the CRCOG MPO acceptance resolutions have been passed, the Governor must approve the change in the MPO and this completes the redesignation process.

CRCOG staff recommends that CRCOG towns begin the process to pass the acceptance resolutions in each of the towns. A model resolution has been provided and CRCOG staff recommends using the current wording in the resolution where possible, as this resolution has been approved by the Connecticut Department of Transportation and the Federal Highway Administration.

Please contact Pauline Yoder at (860) 522-2217, x245 or pyoder@crcog.org with any questions you might have regarding the process.

AGENDA ITEM: V.B.

DATE: 12-9-14

RESOLUTION NO. _____

WHEREAS, the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, have voted to join the Capitol Region Council of Governments (CRCOG) Metropolitan Planning Organization (MPO); and

WHEREAS, the MPO for the Capitol Region will govern the allocation of federal transportation funding within the Region; and

WHEREAS, the Federal 23 CFR 450.310, Metropolitan Planning Organization (MPO) Designation and Redesignation Process requires that units of general purpose local government vote in favor of MPO Redesignation in order for such redesignation to take effect; and

NOW THEREFORE, BE IT RESOLVED, that the Town of Newington hereby votes to accept the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, in part or in whole, into the CRCOG MPO.

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: December 4, 2014
Re: Consideration of Canceling the December 23 Meeting

The subject of canceling the Council's December 23, 2014 Council meeting was discussed at the November 18 meeting. A resolution to cancel the meeting will appear on the December 9 Council agenda for consideration. As always, a special meeting may be called in the event of an emergency or other pressing issue.

Attach.

AGENDA ITEM: VI.C.

DATE: 12-9-14

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby alters its meeting schedule by canceling its regular meeting scheduled for December 23, 2014.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Office of Town Engineer

Christopher Greenlaw P.E.
Town Engineer

Memorandum

To: John Salomone, Town Manager
From: Christopher Greenlaw, Town Engineer
Date: December 5, 2014
Re: Mill & Piper Brook Maintenance
DEEP – Flood Control Project - # 15536

The DEEP is developing plans for the maintenance of Trout Brook, Piper Brook, Mill Brook and the south branch of the Park River. Maintenance activities will include the removal of sediment, animal borrows, woody vegetation within the Flood Control Project embankments and floodway. The flood control project limits in Newington are located on Piper Brook from the West Hartford town line west to Main Street (approx. 500' west of Main). Maintenance on Mill Brook will extend from the confluence Piper Brook south to the bridge at Dowd & Main Street (approx. 500' south of the bridge). The maintenance activities will be conducted within the areas of the project limits as determined by the DEEP. The project is expected to be bid in early spring with construction activities commencing in the summer months. The DEEP has discussed transitioning the yearly maintenance activities (vegetation removal) to the Town of Newington. Proper documentation including mapping, maintenance and operation agreements is currently being generated by the DEEP.



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 04, 2014
Re: Newington Volunteer Ambulance/Newington Emergency Management Services Reorganization

Board members of the NVA/NEMS will be attending the Town Council meeting to brief the Council on a proposal to provide all of the ambulance services for the Town of Newington commencing July 1, 2015. As you recall, presently they provide services after 6 PM during the week and 24 hours per day on the weekend. The other time periods are covered by American Medical Response (AMR).

The board will be making a presentation on their plan. If the Council concurs, the present contract with NVA/NEMS would need to be amended and would be presented to the Town Council at the meeting in January.



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 05, 2014
Re: CCM Prescription Discount Card Program for Residents

There will be an item on the December 9, 2014 Town Council agenda to discuss the Connecticut Conference of Municipalities (CCM) prescription discount card for residents.

Currently, 119 municipalities are enrolled in the program at no cost to the municipality.

CCM representative Kevin Malone will be in attendance at the Council meeting to discuss and answer questions regarding the program. Town Attorney Boorman has reviewed the program and does not see any legal issue with proceeding.

Please see the attached information as provided by CCM. A resolution for will be included for consideration at a future Council meeting.

Attach.

CT Conference of Municipalities
Prescription Discount Card Program Information

The FREE prescription discount card program now has 119 municipalities enrolled since the launch of the program in September 2012. To date, we have saved CT residents over \$4,500,000 in prescription claims. Please click <http://programs.ccm-ct.org/Plugs/discount-prescription-cards-munis.aspx> to see all participating towns/cities.

As a member of CCM, your town can offer residents a FREE prescription discount card that provides average savings of 45% off the retail price of prescription medication, at no cost to your municipality.

Attached as the first pdf is the enrollment agreement for your signature. I advise all of the municipalities to pass it by their city/town attorney. I will be happy to answer any questions you, or they, may have. Other materials, including a mock-up of one of the other municipality's cards, are also attached as .pdfs.

Here are some key highlights of the program:

It's FREE

- No cost to the town, no cost to taxpayers. The discounts are negotiated directly with participating pharmacies.

Valuable discounts for all family members and no limits on use

- Average savings of 45% and even some pet prescriptions are covered for medications that also treat a human condition.

Easy access

- Residents obtain their card, either electronically or printed, and can use it immediately at any participating pharmacy. The discount cards are widely accepted at all national chain pharmacies and most local independent pharmacies.

It's simple

- Program start-up is easy and administration is simple.
- Program marketing materials are provided at no cost to the city offices.

There are also 3 other programs that are offered:

Vision Discounts

Participants can receive the following discounts on eye exams, frames, and contact lenses.

- Eye Exams Up to 20% off the usual and customary fee
- Frames Up to 50% off the retail price
- Lenses Up to 50% off the retail price
- Online Lenses Everyday low pricing and free standard shipping

For participating providers, visit www.EyeBenefits.com.

LASIK Discounts

Program Features:

- Save 40-50% off the National Average
- Over 600 locations nationwide
- Credentialed physicians

Hearing Products & Services

Program Features:

- Savings of 35-65%
- National network of local ear physicians and audiologists
- Brand name hearing aids and products

The program is administered by ProAct, Inc (dba ProAct Pharmacy Services, Inc in CT), an experienced discount card provider. This program is facilitated and endorsed by the Connecticut Conference of Municipalities, the Statewide association of towns and cities.

The Discount Card is branded for your city. Once the agreement is signed, please send 2 copies to my attention at 900 Chapel Street, New Haven, CT 06510. I will then send a contact sheet (who will be responsible for working on the postcard design, etc). The mailing goes out to ALL city residents in about 6-7 weeks. In that time, CCM will also supply Newington with posters and display materials and a press release. Pharmacies will also be contacted in that time period.

Introducing the Town of West Hartford Prescription Discount Card



FREE
to Town Residents

Americans are paying more for prescription drugs than ever before. Without prescription coverage, staying healthy can come at a high price. With the free Town of West Hartford Prescription Discount Card, you can save money on many of your prescription purchases!

Any town resident without prescription coverage can use this program. Even if you have insurance for prescription drugs, you may still benefit from the discount card, since it may save you money on prescription drugs your existing plan does not cover.

Everyone is eligible!

- No income requirements
- No age requirements
- Unlimited use for the whole family



The Town of West Hartford Prescription Discount Card is:

Valuable. Save an average of 45% off the pharmacy's regular price on all common prescriptions.

Simple. No claim forms or annual fees are needed.

Convenient. More than 55,000 participating retail pharmacies nationwide including all national pharmacies: CVS, Rite-Aid, Stop and Shop, Big Y, Wal-Mart, and Walgreens. Local pharmacies can also participate.

*This plan is not insurance.
Savings are only available at participating retail pharmacies.*





As the Mayor of West Hartford I am very happy to share with you a free prescription discount card program. It's a pleasure that local government can bring our residents a benefit without a cost connected to it.

The Town of West Hartford can do this by partnering with the Connecticut Conference of Municipalities (CCM) and ProAct, Inc. By using the ProAct Discount Prescription Card it is estimated that you can save about 20% on brand name drugs and up to 70% on your generic prescription purchases when using this discount card. If you already have prescription drug coverage, you can use this card for discounts on prescriptions not covered by your insurance plan.

Your card can be used as often as needed. Even pet medications are covered, if the prescription can be filled at a regular pharmacy. I encourage you to use your card and save money whenever you have to pay the full cost of a prescription.

Sincerely,
R. Scott Slifka
Mayor

Plus 3 Additional Benefits



Vision Discounts

Participants will now receive the following discounts on eye exams, frames, and contact lenses.

Eye Exams Up to 20% off the usual and customary fee

Frames Up to 50% off the retail price

Lenses Up to 50% off the retail price

Online Lenses Everyday low pricing and free standard shipping

For participating providers, visit www.EyeBenefits.com.

LASIK Discounts

Program Features:

Save 40-50% off the National Average

Over 600 locations nationwide

Credentialed physicians

To find a provider and schedule an appointment, call 877-201-3852. Be sure to tell the representative that you are eligible for discounts through the ProAct Discount Card Program and tell them which town you are from.

Hearing Products & Services

Program Features:

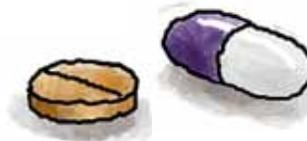
Savings of 35-65%

National network of local ear physicians and audiologists

Brand name hearing aids and products

To find a provider and schedule an appointment, call 866-956-5400. Be sure to tell the representative that you are eligible for discounts through ProAct's Discount Card Program and tell them which town you are from.

Should you need more information, please call the toll free number at 877-776-2285 or visit our website at www.CTRxdiscountcard.com



endorsed by





Town of West Hartford



Prescription Discount Card

DO NOT DISCARD

**This card can save you money on
prescription drugs... and it's free**



The Town of West Hartford is proud to partner with the Connecticut Conference of Municipalities (CCM) to offer an exciting program that helps you maintain a healthy lifestyle, and saves you money in the process. Town of West Hartford Prescription Discount Card is a FREE program that offers discount savings on the purchase of prescription drugs. There are no fees for using the card and it costs the Town of West Hartford taxpayers nothing. The savings are based on discounts provided by local pharmacies. The next time you are filling a prescription, present this card and let the savings begin!

—Ronald Van Winkle, Town Manager

Town of West Hartford Prescription Discount Card

- For use by uninsured residents and anyone whose current plan does not cover a particular medication.
- No cost to Town of West Hartford residents or taxpayers.
- No sign up or registration required.
- All prescription medications are covered, even some human based pet medications.
- This card can be used at any participating pharmacy, including Walgreens, Rite Aid, Stop & Shop, Big Y, and Wal-Mart but not in conjunction with any type of insurance.
- One card covers an entire family.

Questions?

Call ProAct toll free at 1-877-776-2285
Or visit CTRxDiscountCard.com



Pharmacy Billing Information

Member

(All family members to be processed under cardholder's ID 01 person code.)

RESTAT Bin # 600471 | Rx Grp # TWH (PCN 7777)

PROACT HELPDESK 1-877-776-2285

RESTAT HELPDESK 1-800-248-1062 (After hours and weekends)

Vision and Hearing: www.CTRxDiscountCard.com

Hearing only: 1-866-956-5400 | LASIK only: 1-877-201-3852

(This card has been pre-activated and is ready for immediate use.)

Pharmacy Processing Requirements

- Enter Bin# 600471
- Enter Group Number (TWH)
- Match PCN (7777)
- Enter Person Code 01
- Enter Member #

Present this card at the pharmacy to start enjoying savings on your new or current prescriptions.

Program facilitated by the Connecticut
Conference of Municipalities

PROACT, INC. SERVICE AGREEMENT

THIS SERVICE AGREEMENT, hereinafter referred to as the “Agreement,” is entered into this ____ day of _____, 2014, and shall be effective on _____ (the “Effective Date”), between ProAct Inc., (ProAct, Inc dba ProAct Pharmacy Services, Inc. in the State of CT) with offices located at 6333 Route 298 – Suite 210, East Syracuse, NY 13057, hereinafter referred to as “ProAct,” and City/Town of _____, hereinafter referred to as “Client,” with offices located at _____.

WHEREAS, Client is a municipality organized under the laws of the State of Connecticut and desires to offer a pharmacy prescription drug discount card program providing for the dispensing of prescription drugs to Covered Persons at discount prices, and Client desires to engage ProAct to perform services relating to such a prescription Discount Card Program; and

WHEREAS, CLIENT is a current member in good standing, of the Connecticut Conference of Municipalities (CCM), the Marketing Agent for this program; and

WHEREAS, Covered Persons may obtain discount services through the ProAct Pharmacy Network at negotiated prescription drug prices; and

WHEREAS, ProAct will also provide additional discount price programs, including, but not limited to, Vision, LASIK, and Hearing.

NOW THEREFORE, in consideration of the mutual promises and agreement herein contained, Client and ProAct hereby agree as follows:

ARTICLE I DEFINITIONS

- 1.1 Covered Person.
“Covered Person” shall refer to those individuals and their dependents who participate in the prescription discount card services through the Discount Card Program.
- 1.2 Discount Card Program.
The term “Discount Card Program” shall mean a discount program administered by ProAct where a Covered Person is entitled to pay for cash prescriptions at a discounted rate at pharmacies participating in the ProAct Pharmacy Network.
- 1.3 Implementation Date.
The Implementation Date shall be the date on which the Discount Card Program becomes effective.
- 1.4 ProAct Pharmacy Network.
The “ProAct Pharmacy Network” consists of a pharmacy network established by ProAct to provide covered prescription drugs and other products under the Discount Card Program.

ARTICLE II

DUTIES TO BE PERFORMED BY CLIENT

- 2.1 Covered Persons. ProAct will provide Discount Cards to all persons within the City/Town of _____ that are eligible to participate in the Discount Card Program. Client understands that the Discount Card Program will be exclusively offered through the ProAct Pharmacy Network.
- 2.2 Transaction Charges. The ProAct Pharmacy Network is responsible for any applicable transaction charges associated with the submission of claims. Such charges are to be deducted from the claim reimbursements to the ProAct Pharmacy Network.
- 2.3 Pharmacy Network Administration. The ProAct Pharmacy Network and contracting pharmacies are responsible for all Pharmacy Network Administration fees. Such charges are to be deducted by ProAct from the claim reimbursements due to the ProAct Pharmacy Network as determined by ProAct.

ARTICLE III

DUTIES TO BE PERFORMED BY PROACT

- 3.1 Hours of Service. ProAct shall provide an 800 Help Line which shall be available to Client and the ProAct Pharmacy Network during ProAct's regular hours of business. These hours shall be Monday through Friday, 7:00 am to 7:00 pm and Saturday, 8am to 4:30pm Eastern Standard Time (EST) and Eastern Daylight Time (EDT). These hours do not include national holidays, and may be altered at any time. It is agreed, however, that Client and the ProAct Pharmacy Network shall be notified of any changes to schedule of business hours.
- 3.2 Confidential Covered Persons Information. All Covered Persons information relating to covered drugs prescribed by a physician, and other records identifying Covered Persons, shall be treated as confidential except to the extent that disclosure may be required pursuant to state or federal laws or regulations.
- 3.3 HIPAA Compliance. For the purposes of this Agreement, ProAct agrees that ProAct is deemed to be Client's "Business Associate/Clearinghouse" as the terms are defined in the Privacy Standard of the Federal Register, published on December 28, 2000. ProAct agrees to comply with all applicable regulations published pursuant to the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, (referred to in this Agreement as "HIPAA"), prior to the effective enforcement date of each standard. In addition, without limiting any other provision of this Agreement:
 - a. all services provided by ProAct under this Agreement will be provided in such a manner as to enable Client to remain at all times in compliance with all HIPAA regulations applicable to Client, to the extent that Client's compliance depends upon the manner in which such services are performed by ProAct; and
 - b. In the event any amendment to this Agreement is necessary for Client to comply with the HIPAA regulations as they relate to this Agreement or its subject matter,

including, but not limited to, requirements pertaining to Business Associate agreements, Client and ProAct will negotiate in good faith to amend, and will amend, this Agreement accordingly, such amendment to be effective prior to the date compliance is required under each standard of the HIPAA regulations.

- 3.4 Vision, Hearing, and LASIK. Above and beyond the Discount Card Program, ProAct, Inc. will provide access to discounted vision, hearing and LASIK services. These services and any future discount services will be provided at no cost to the Client.

ARTICLE IV RECORDS

- 4.1 Maintenance of Claim Records. ProAct shall maintain, in the original form or other media, information received from the ProAct Pharmacy Network.
- 4.2 Ownership of Claim Records. All information obtained by ProAct shall be the property of ProAct.

ARTICLE V ASSIGNMENT

- 5.1 Assignment by Client. Client may not assign this Agreement or any portion thereof to any service or organization without first having obtained prior written consent of ProAct, which consent shall not be unreasonably withheld.
- 5.2 Assignment by ProAct. ProAct may not assign this Agreement or any portion thereof to any service or organization without first having obtained prior written consent of Client, which consent shall not be unreasonably withheld.

ARTICLE VI HOLD HARMLESS

- 6.1 Indemnity by ProAct. ProAct shall indemnify and hold harmless Client, and its employees and other agents, from and against any claims, liabilities, damages, judgments or other losses (including attorneys' fees) imposed upon or incurred by them arising out of or as a result of any acts or omissions of ProAct, or its officers, directors, employees or other agents, in connection with the performance of any of their respective obligations under this Agreement.

ARTICLE VII REBATE ADMINISTRATION

- 7.1 Rebate Disclosure. As constituted, the Discount Card Program will not qualify for rebates from drug manufacturers.

ARTICLE VIII GENERAL PROVISIONS

Agreement. Nothing in this Agreement is intended to be construed, or be deemed to create, any rights or remedies in any third party, including but not limited to an Eligible Member.

- 8.9 Consent to Amend. This Agreement or any part or section of it may be amended at any time during the term of the Agreement by mutual written consent of duly authorized representatives of ProAct and Client.
- 8.10 Headings. The headings of articles and sections contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.
- 8.11 Compliance with Laws and Regulations. This Agreement will be in compliance with all pertinent federal and state statutes and regulations. If this Agreement or any part hereof, is found not to be in compliance with any pertinent federal or state statute or regulation, then the parties shall renegotiate the Agreement for the sole purpose of correcting the non-compliance.
- 8.12 Use of Software. Client acknowledges that ProAct asserts ownership of the entire software system used by ProAct in processing Claims and preparing reports including computer programs, system and program documentation, and in other documentation relating thereto, and that such software system is the exclusive and sole property of ProAct. Unless otherwise provided by law, Client disclaims any rights to the system, reports, procedures or forms developed by ProAct.
- 8.13 Protection of Confidentiality and Programs. ProAct agrees to ensure the confidentiality of all information obtained from Client including, but not limited to: financial, utilization, or any other information related to the delivery of health care.

ARTICLE IX EXCLUSIVITY

- 9.1 Client agrees that, during the term hereof, ProAct shall be the sole and exclusive agent for the purpose of administration of Client's discount pharmacy services program to its Covered Persons, as described herein.

ARTICLE X TERM AND TERMINATION

- 10.1 Term. This Agreement shall become effective on the Implementation Date for a term of one (1) year and thereafter shall continue in effect for additional one (1) year terms unless terminated on its anniversary date by either party by certified or registered mail at least sixty (60) days prior to such date. Termination shall have no effect upon the rights and obligations of the parties arising out of any transactions occurring prior to the effective date of such termination.
- 10.2 Termination. This Agreement may be terminated at any time by either party for failure to comply with any terms or conditions herein stated or for any other just and sufficient

cause provided, however, that sixty (60) days' written notice of such failure shall be given to the offending party and such party shall have the opportunity to cure such noncompliance during such sixty (60) day notice period.

10.3 Immediate Termination. This Agreement may be terminated by either party upon written notice to the other party in the event: the other party makes an assignment for the benefit of creditors, files a petition of bankruptcy, is adjudicated insolvent or bankrupt, has a receiver or trustee appointed for a substantial part of its property, change of ownership, membership in CCM is terminated, or has a proceeding commenced against it which will substantially impair its ability to perform hereunder.

The provisions of this Agreement shall bind and inure to the benefit of the parties hereto and their heirs, legal representatives, successors and assignees. This Agreement constitutes the entire understanding between the parties hereto.

PROACT, INC.

MUNICIPALITY:

TITLE

SIGNATURE

TITLE

DATE

DATE



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 04, 2014
Re: Update: Police Chief Selection Process

Chief Mulhall will be retiring from the Town on December 26, 2014. When Department Heads change I find it an appropriate time to review the organization of the department. I am in the process of reviewing the organization of the Police Department and in conjunction with a new Police Chief will be making recommendations to the Town Council in the coming months.

I also am reviewing the replacement of this important town position and will be discussing the process at the Town Council meeting on December 9.

Title: Chief of Police

Position Summary: Plans, organizes, and directs the activities of the police department in accordance with authority delegated by state statute, charter and ordinances; administers the department through subordinates in the functional areas of support services, patrol, investigation and traffic enforcement.

Description of Duties:

Receives administrative direction from the Town Manager. Provides direction to division heads and general supervision to other departmental support personnel. Establishes department priorities. Administers and supervises police activities through subordinates in the functional areas of support services (administration), patrol, criminal investigation, planning and research, and traffic enforcement. Develops through team management process: operating objectives and policies for the department, and near term and long range planning and strategy for police services. Coordinates the analysis of criminal and traffic incidence information, and development of strategies to cope with criminal activity, traffic flow problems, and related activities. Directs the conduct of major investigations. Investigates and resolves all internal affairs charges and citizens complaints. Coordinates police activities with local, state, and federal law enforcement agencies. Administers personnel regulations and collective bargaining agreements for the department. Participates in collective bargaining negotiations. Administers and supervises recruitment, training and development programs for department employees. Coordinates communications activities for department. Oversees establishment and maintenance of police records system and reporting of statistical information to state and federal law enforcement agencies. Serves on regional, state, and police professional organizations to promote and enhance services to the community. Prepares written materials for, and speaks to school groups, civic organizations, and private citizens on matters of law enforcement and public safety. Executes policy of traffic authority by administering traffic control devices and regulations, including placement of traffic signals, traffic signs, and so forth. Prepares departmental budget recommendations. Prepares department capital improvement budget recommendations. Administers approved budget. Prepares narrative and statistical reports for the Town Manager and the Town Council upon request. Reports goals accomplished to the Town Manager.

Supervised By:

Receives general direction from the Town Manager.

Qualifications Profile:

The skills and knowledge required would generally be acquired with a Bachelors degree in Criminal Justice, Police Science or Public Administration, and four years experience at the command level of a major police division or its equivalent; OR an equivalent combination of acceptable education and practical experience including the aforementioned command experience. Thorough knowledge of current municipal police practices and procedures. Working knowledge of Connecticut criminal justice system. Good knowledge of social trends and indicators and their impact on law enforcement policy. Administrative and executive ability to initiate, organize and follow through on municipal programs and projects. Ability to deal effectively with staff, town officials, and members of the public. Working knowledge of labor relations practices and procedures. Ability to supervise. Ability to present ideas and policies to individuals, groups and the media.

License or Certificate:

Connecticut motor vehicle operator's license and Graduation from the F.B.I. National Academy and New England Command Training Institute, or its equivalent, desirable.

Note: The description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.



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 05, 2014
Re: Naming of "Myra Cohen Way"

Recently, Mayor Woods and some members of the Town Council suggested recognizing Councilor Myra Cohen for her many years of service to the Town by naming the busway access road "Myra Cohen Way" in her honor. An item will be included on the December 9 Council agenda for discussion.

Please see the attached memorandum from Town Planner Craig Minor regarding street naming regulations.

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 *CM*
Date: December 5, 2014
Re: Naming of "Myra Cohen Way"

There does not appear to be any charter, ordinance or other written procedure in Newington for the naming of streets that are not part of a TPZ-approved subdivision.

I reviewed the minutes of the Town Council meeting on May 8, 2012 when Mill Street Extension was renamed "Mazzacoli Way", and there is no "in accordance with Section..." type of language.

I have asked the Town Attorney to let me know if there are any state statutes that deal with the naming of streets, and I will advise you as soon as I hear from him.

cc:
file

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



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 4, 2014
Re: Town Council Meeting Schedule - 2015

Attached is a proposed schedule of Town Council meeting dates for 2015. 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.

Please note that Yom Kippur is on Wednesday, September 23, 2015 but traditionally begins at sundown the evening before the holiday.

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 2015 schedule will appear on an upcoming Council agenda. It should be noted that the meetings of January 13 and 27, 2015 were included in the approval of the current year's (2014) schedule.

Attach.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

In compliance with the Freedom of Information Act, the following is a list of meeting dates of the Town Council for 2015.

All meeting times are 7:00 PM unless otherwise indicated

<u>Date</u>	<u>Date</u>
January 13, 2015	August 11, 2015
January 27, 2015	August 25, 2015
February 10, 2015	September 8, 2015
February 24, 2015	September 22, 2015
March 10, 2015	October 13, 2015
March 24, 2015	October 27, 2015
April 14, 2015	November 10, 2015*
April 28, 2015	November 24, 2015
May 12, 2015	December 8, 2015
May 26, 2015	December 22, 2015
June 9, 2015	January 12, 2016
June 23, 2015	January 26, 2016
July 14, 2015	
July 28, 2015	

*Organizational meeting – will be held at 8:00 p.m.

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 05, 2014
Re: Resignation and Appointments – Economic Development Commission (EDC)

On November 18, 2014 the Town Council voted to appoint Economic Development Commission Alternate Ken St. Onge to fill a regular member vacancy on the CEDC. However, Mr. St. Onge's position as an alternate does not expire until November 30, 2016.

Attached, please see a resolution to accept Mr. St. Onge's resignation as an alternate and his appointment as a regular member of the EDC. This will correct the action taken at the November 18 meeting. There is also a resolution to appoint Greg Polk to fill the alternate vacancy on the Commission.

Attach.

AGENDA ITEM: VII.A.1.

DATE: 12-9-14

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Ken St. Onge as an alternate member of the Development Commission, in accordance with a communication dated November 18, 2014.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VII.A.2.

DATE: 12-9-14

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby makes the following appointments:

Development Commission

9 Members, 3 Alternates
3 year term - staggered
Party Max.: 6 members, 2 alternates

Name	Address	Party	Term	Replaces
Kenneth St. Onge	56 Grandview Drive	D	Immed. – 11/30/17	G. Polk (term exp. 11/30/14)
Alternate: Greg Polk	715 Church Street	D	Immed. – 11/30/17	K. St. Onge (full member 12/2014)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

From: Barbara DeMaio [<mailto:barb37sunny@cox.net>]
Sent: Wednesday, November 19, 2014 6:59 AM
To: Trevethan, Jaime
Cc: Carol
Subject: Fwd: Resignation for Ken St. Onge

Hi Jaime,

In case you did not receive Ken St. Onge's email resignation, here is another copy. See below.

Let me know if this is ok.

Thank you!
Barb

Sent from my iPhone

Begin forwarded message:

From: "Ken St. Onge" <kstonge@gmail.com>
Date: November 18, 2014 at 6:25:28 AM EST
To: tlane@newingtonct.gov, JaimeTrevethan
<jtrevethan@newingtonct.gov>, Barbara DeMaio
<barb37sunny@cox.net>
Subject: Resignation for Ken St. Onge

To whom it may concern:

Effective immediately, I hereby resign my position as alternate member of the Town Economic Development Commission.

Sincerely,

Ken St. Onge
56 Grandview Dr.
860 416 8039

The information contained in this electronic message may be confidential and/or privileged.
If you received this in error, please inform the sender and remove any record of this

AGENDA ITEM: VII. B

DATE: 12-9-14

RESOLUTION NO.: _____

RESOLVED:

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

19. Board of Parks and Recreation

11 members
4 year term
Party Max.: 8
Remaining members: 8 Dem., 2 Rep.

Name	Address	Party	Term	Replaces
Beth Manke	5 King Arthur Way	R	Immed. – 11/30/15	Vacant

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VIII

DATE: 12-9-14

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$ 3,383.78 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 9, 2014

Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$801.91
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$1,030.57
VW Credit Leasing LTD 1401 Franklin Boulevard Libertyville, IL 60048	\$547.19
Ean Holdings 8 Ella Grasso Boulevard Windsor Locks, CT 06096	\$606.69
Lucio Scollo 1465 Willard Avenue Newington, CT 06111	\$397.42
Total	\$3,383.78