



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**

February 12, 2013
7:00 P.M.

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. AWARDS/PROCLAMATIONS
 - A. Volunteer of the Year
 - IV. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
 - V. REMARKS BY COUNCILORS
 - VI. CONSIDERATION OF OLD BUSINESS (**Action May be Taken**)
 - A. 8-24 Report Referral: Drainage Easement, Mill Street Ext.
 - B. Public Hearing and Special Meeting Schedule – FY 2013-14 Budget
 - VII. CONSIDERATION OF NEW BUSINESS (Action May Be Taken Only by Waiving the Rules.)
 - A. Elections Contingency Plan
 - B. Discussion: Town of Rocky Hill Request for Legislative Support
 - VIII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Human Rights Commission
 1. Accept Resignation of Louise Rikard
 2. Appoint a Replacement
 - B. Conservation Commission Rescind and Reappoint
 - 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

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9. Education Facilities Project Building Committee
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

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

X. MINUTES OF PREVIOUS MEETINGS

- A. Regular Meeting, January 8, 2013

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

XII. COUNCIL LIAISON/COMMITTEE REPORTS

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

XIV. REMARKS BY COUNCILORS

XV. ADJOURNMENT

AGENDA ITEM: III

DATE: 2-12-13

RESOLUTION NO.: _____

WHEREAS, each year the Town Council recognizes someone who has voluntarily dedicated time and/or resources for the benefit of others and the community at large; and

WHEREAS, Mrs. Judy Igielski is being recognized for her active and continuing involvement with so many volunteer organizations; and

WHEREAS, Mrs. Igielski has been a member of the Lucy Robbins Welles Library Board of Trustees since 1999, and has provided insight and innovative ideas and solutions to many of the Library Board's endeavors; and has served on or chaired numerous committees from Planning and Policy, Budget and House to Site and Facility and Fund Development; and

WHEREAS, Mrs. Igielski was an elected member of the Newington Board of Education, served as Secretary to the Newington Board of Education, and worked with PTO's, PTA's, and PAC's (each of seven Newington schools) on various projects; and

WHEREAS, Mrs. Igielski assisted with the start of "Block Watch" in Newington, coordinated with the Newington Police Department; and

WHEREAS, Mrs. Igielski worked with the National Bone Registry, helped to bring the Bone Marrow drive and special speaker to Newington to help a Newington resident; and

WHEREAS, Mrs. Igielski was involved with Project Rainbow which provided support packages for Desert Storm Troops; and

WHEREAS, Mrs. Igielski has been a valuable asset to the many organizations in which she has participated and continues to offer her time, talent and gifted direction, while graciously and rightfully considering the opinions of others;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby designates Judy Igielski as its 2012 Volunteer of the Year in recognition of her volunteer activities for the welfare of the community and for serving as a positive role model & an example of all that can be accomplished through the spirit of volunteerism.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VI.A.

DATE: 2-12-13

RESOLUTION NO. _____

RESOLVED:

That the Town Manager is hereby directed and authorized to submit to the Town Plan and Zoning Commission for its report in accordance with Section 8-24 of the Connecticut General Statutes, a stormwater drainage easement in favor of the Town of Newington from the Newington Housing Authority for the New Meadow Housing location.

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: January 16, 2013
Re: Budget Public Hearing Dates/Reschedule March 26 Meeting

Pursuant to Section 805 of the Newington Town Charter, two Public Hearings must be held on the proposed budget for fiscal year 2013-14. The Public Hearings are tentatively scheduled for the following:

Tuesday, March 12, 2013 – 7:00 p.m. (Town Manager's Proposed Budget)
Thursday, April 4, 2013 – 7:00 p.m. (Town Council's Proposed Budget)

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

Attached, please find a resolution setting the Public Hearing dates as indicated above.

In addition, it has been brought to the Council's attention that the regular meeting on March 26 falls during Passover. If the Council concurs, the March 26 meeting can be cancelled and a special meeting can be called on Thursday, March 28 for regular Council business in addition to the previously scheduled budget items. This item would be placed on the February 26 Council agenda for consideration.

Attach.

**NEWINGTON TOWN COUNCIL
BUDGET REVIEW SCHEDULE
2013-2014 BUDGET – Revised 2/5/13**

Date	Time	Place	Meeting	Schedule
Friday, March 1				Council Receives Budget
Monday, March 4	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Overview of budget and budget procedures • Town Manager Budget Presentation • General Government (Town Council, Town Manager, Finance, Courts, Elections, Town Attorney, Personnel, Town Clerk, General Services, Facilities Management, Information Technology)
Tuesday, March 5	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Public Works (Engineering, Highway, Sanitation) • Community Development and Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission) • Health
Tuesday, March 12	7:00 p.m. 8:00 p.m.	L-101 (or Council Chambers if needed for PH)	Public Hearing Regular Meeting	<u>Town Manager's Proposed Budget</u> <ul style="list-style-type: none"> • Any Regular Council Business <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Board of Education
Thursday, March 14	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS) • Human Services • Senior and Disabled Center • Insurance/Misc. • Employee Leave Liability • Special Reserve Funds/Other Funds • Revenues • MDC • Miscellaneous programs not previously discussed
Monday, March 18	7:00 p.m.	L-101	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> • CIP • Debt Service • Equipment Reserve
Thursday, March 28	7:00 p.m.	L-101 (or Council Chambers)	Special Meeting (replaces March 26 regular meeting)	<ul style="list-style-type: none"> • Regular Council Business • Library • Parks and Recreation/Grounds • Set Tentative Budget
Thursday, April 4	7:00 p.m. 8:00 p.m.	L-101 (or Council Chambers)	Public Hearing Special Meeting	Town Council's Proposed Budget Changes to proposed budget, if needed
Tuesday, April 9	7:00 p.m.	L-101 (or Council Chambers)	Regular Meeting	Adopt Budget and Set Mill Rate Regular Agenda
April 15-19				HOLIDAY/SCHOOL VACATION
Tuesday, April 23	7:00 p.m.	L-101	Regular Meeting	Regular Agenda

AGENDA ITEM: VI.A.

DATE: 2-12-13

RESOLUTION NO.

RESOLVED:

That the Newington Town Council, pursuant to Section 805 of the Newington Town Charter, will hold two Public Hearings on the proposed budget for fiscal year 2013-2014. These Public Hearings will be held at 7:00 p.m. in the Town Hall (unless otherwise indicated) as follows:

Tuesday, March 12, 2013

Town Manager's Proposed Budget

Thursday, April 4, 2013

Town Council's Proposed Budget

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

ELECTION DEPARTMENT

Marie M. Fox
Linda B. Cultrera

Memorandum

To: Town Manager and Councilors
From: Election Administrators/Registrar of Voters
Date: February 4, 2012
Re: Emergency Contingency Plan for Elections, Adoption

Per State law, the Registrar of Voters must come before the legislative body to adopt their Emergency Contingency Plan for the elections process in accordance with Connecticut General Statutes 9-174, Emergency Contingency Plan for Elections.

The Town of Newington's proposed emergency plan (attached) has been created by the Registrars and reviewed by the Town Clerk. It outlines plans to handle various emergency situations during elections. Per State law, the emergency plan must be adopted by March 28, 2013. If the Council concurs, a resolution will be placed on an upcoming Council agenda for consideration.

Attach.

Marie M. Fox

Elections Administrator-Registrar of Voters

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EMERGENCY CONTINGENCY PLAN FOR ELECTIONS

This is in preparation for a town wide disaster plan for a prolonged power outage or emergency.

Prolonged Power Outage:

- All polling place locations will be held in the Newington Police Department in an interview room with public access and easily accessible from the NPD ground-level lobby.
- Department heads and staff from the Facilities and IT departments will be contacted to set up tables, chairs, computers, network capabilities, voting equipment, phone lines to be in compliance with the Help America Vote Act.
- Signs directing residents to the alternate polling place will be prepared in the NPD administrative office and a press release will be distributed to the media and posted on the Town website and reverse 911 reverse messaging system.
- Throughout the election process, the Registrars will be able to access all voting files if necessary.

Severe Weather or Natural disaster:

- Severe weather alert the ROV shall determine a plan of action and oversee the implementation
- Follow the town's most recent Emergency Plan of Operations
- Consolidate voting process at NPD

Solutions for Ballot Shortage:

- Moderators will immediately notify the Registrar of Voters Office (ROV)
- ROV will photocopy additional ballots and deliver to the polling place. If power is out the ROV will photocopy additional ballots at the NPD.

A Shortage or Absence of Poll Workers:

- Moderators will immediately notify the ROV
- Additional poll workers are hired for back up at all elections
- Poll workers are reorganized within the districts if necessary

Loss of Power (Does not inhibit voting):

- Moderator will alert everyone present to the situation
- Moderator will contact the ROV to alert the Registrars of the situation
- Moderator will try and contact the facilities management at the polling place
- Flashlights are provided, find natural light if available and alternate light sources (i.e. spotlights from emergency vehicles) will be available.
- Voting process never stops because of voting machines back up power supply unit and auxiliary bin usage.

Fire Safety:

- Each polling place is in compliance with local fire safety ordinances and are equipped with working order safety equipment.
- Moderators will follow evacuation plan if necessary.

Emergency Evacuations:

- Moderator's alert individuals of emergency and direct to the predetermined assembly point.
- Head count at assembly point to ensure all poll workers are present
- Identify any individuals with disabilities and ensure they receive assistance.
- Secure voting materials.
- Contact the ROV office to alert Registrars of situation

Voting Machine Malfunctions:

- Moderators will contact ROV
- Spare machines are available for back-up use
- Auxiliary bin can be utilized during any malfunction

Need to Remove or Replace Poll Worker or Moderator:

- Additional help hired for back-up

Disorder In or Around Polling Place:

- The Moderator with assistance from the Registrars of Voters and NPD if necessary, will devise a course of action that should be implemented (i.e. Such as move to another room or outside of the building).

DRAFT

From: Bromley, Ted

Sent: Thursday, December 20, 2012 3:14 PM

To: Spallone, James; Merrill, Denise; Wegele, Shannon; Harris, Av; Champagne, Arthur; Augeri, Heather; Banda, Manjula; Liu, Bernard; Diaz, Denise; Gibson, Joan; Button, Lewis; Magora, Lori; Williams, Pearl; Reeves, Peggy; Pena, Santasha; Womack, Taffy; Wilson, Sharntae; Santiago, Yolanda

Subject: To all Registrars and Town Clerks - Emergency Regulations

To: Registrars of Voters & Town Clerks

From: Legislation and Elections Administration Division

Date: December 19, 2012

Re: **Emergency Plan Regulations**

In accordance with Connecticut General Statutes § 9-174a, "Emergency contingency plan for elections. Model plan," the Secretary of the State has promulgated regulations for a model emergency plan to cover emergencies that could occur during an election. This plan was passed by the Regulation Review Committee on September 28, 2012 which is also the effective date of the regulation.

The registrars of voters in consultation with the town clerk are to create a similar plan for their respective municipality. This plan must cover at least the following contingencies:

- (1) Solutions for ballot shortages;
- (2) Strategies to implement in the event of
 - (A) A shortage or absence of poll workers,
 - (B) A loss of power,
 - (C) A fire or the sounding of an alarm within a polling place,
 - (D) Voting machine malfunctions,
 - (E) A weather or other natural disaster,
 - (F) The need to remove a poll worker or moderator and to replace such worker or moderator, and
 - (G) Disorder in and around the polling place.

The plan created shall be submitted to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting or representative town meeting, the board of selectmen, for approval six months after the effective date of the Secretary of the State's model plan. Upon approval by the legislative body, such plan shall remain on file with the municipal clerk until such plan is amended and approved by the legislative body of the municipality. Please be sure to file a copy of your emergency plan together with evidence of legislative body approval with the Secretary of the State.

As stated previously, the effective date of the Secretary of the State's model plan is September 28, 2012. **Therefore, March 28, 2013 is the deadline for submission of each town's plan to their respective legislative bodies.**

If a municipality fails to create and approve an emergency contingency plan on or before March 28, 2013, the municipality shall be deemed to have adopted the Secretary of the State's model plan.

For those municipalities that have already adopted an emergency plan prior to September 28, 2012, *and their legislative body has officially adopted such a plan*, they should remember to maintain a copy of the plan with the town clerk and should forward a copy of the plan together with evidence of legislative body approval to the Secretary of the State.

Lastly, if any emergency plan is ever utilized, a written report must be filed with Secretary of the State within 30 days explaining why the plan was implemented.

Attached is a copy of Secretary of the State's emergency plan and printed below is a copy of the enabling statute.

Sec. 9-174a. Emergency contingency plan for elections. Model plan. (a) For each municipality, the registrars of voters, in consultation with the municipal clerk, shall create an emergency contingency plan for elections, primaries and referenda to be held within such municipality. Such plan shall include, but not be limited to, (1) solutions for ballot shortages, and (2) strategies to implement in the event of (A) a shortage or absence of poll workers, (B) a loss of power, (C) a fire or the sounding of an alarm within a polling place, (D) voting machine malfunctions, (E) a weather or other natural disaster, (F) the need to remove a poll worker or moderator and to replace such worker or moderator, and (G) disorder in and around the polling place.

(b) Not later than six months after the adoption of a model plan by the Secretary of the State provided for in regulations adopted pursuant to subsection (d) of this section, the registrars of voters shall submit the plan created under subsection (a) of this section to the legislative body of such municipality or, in a municipality where the legislative body is a town meeting or representative town meeting, the board of selectmen, for approval. Upon approval, such plan shall remain on file with the municipal clerk until such plan is amended by the registrars of voters, in consultation with the municipal clerk, and approved by the legislative body of the municipality or, in a municipality where the legislative body is a town meeting or representative town meeting, the board of selectmen. If, not later than six months after the adoption of a model plan by the Secretary, a municipality fails to create and approve an emergency contingency plan, the municipality shall be deemed to have adopted the model plan adopted by the Secretary.

(c) Any municipality that activates the emergency contingency plan established pursuant to this section shall provide a written report concerning the activation of such plan to the Secretary of the State not later than thirty days after such activation. Such report shall include the reason for such activation as well as the procedures in the emergency contingency plan that were activated and the outcome of the activation of such plan.

(d) The Secretary of the State shall adopt regulations, in accordance with the provisions

of chapter 54, as the Secretary deems necessary to implement the provisions of this section. Such regulations shall include a model plan that municipalities may adopt.

IMPORTANT: Read instructions on back of last page (Certification Page) before completing this form. Failure to comply with instructions may cause disapproval of proposed Regulations

State of Connecticut
REGULATION
of

NAME OF AGENCY
Secretary of the State

Concerning

SUBJECT MATTER OF REGULATION
Emergency Contingency Model Plan for Elections

The Regulations of Connecticut State Agencies are amended by adding sections 9-XXX-1 to 9-XXX-33, inclusive, as follows:

(NEW) Sec. 9-XXX-1. Emergency Contingency Model Plan for Elections

Sections 9-XXX-1 to 9-XXX-34, inclusive, of the Regulations of Connecticut State Agencies constitute the Emergency Contingency Model Plan for Elections. This model plan contains the suggested contingency plan of the Office of the Secretary of the State that the registrars of voters for each municipality may adopt.

(NEW) Sec. 9-XXX-2. Preparation of voting tabulator machines

The registrars of voters shall ensure that the voting tabulator machines are prepared for each election, primary, or referenda day pursuant to section 9-242a-1 to 9-242a-28, inclusive, of the Regulations of Connecticut State Agencies.

(NEW) Sec. 9-XXX-3. Replacement pool of poll workers

The registrars of voters shall identify a replacement pool of poll workers who can be deployed to any polling location in the municipality in order to replace poll workers who are unable to work on election, primary, or referenda day or to alleviate overburdened polling locations. Replacement poll workers shall be identified for each different position at the polling locations within a municipality. On the day of the election, primary or referenda held the registrars of voters shall contact each replacement worker no later than one hour prior to the opening of polls to confirm availability.

(NEW) Sec. 9-XXX-4. Communication with registrars of voters

The registrars of voters shall develop a written procedure for moderators and other poll workers to contact the registrars of voters in the event any poll worker is unable to work on election, primary, or referenda day or additional poll workers are needed and shall communicate this process to each poll worker in the municipality.

(NEW) Sec. 9-XXX-5. Alternate polling locations

The registrars of voters shall identify alternate polling locations that can be utilized in the event that a polling location becomes unavailable on election, primary, or referenda day. The registrars of voters shall contact the facility management staff for each of these alternate polling locations and ensure that the location is reserved for the registrars of voters' use on election, primary, or referenda day.

(NEW) Sec. 9-XXX-6. Fire safety compliance

The registrars of voters shall ensure that each polling location is in compliance with local fire safety ordinances, and all fire safety equipment within each polling location has been inspected and is in

working order as per local fire safety ordinances, including, but not limited to, fire extinguishers, sprinklers or fire alarms.

(NEW) Sec. 9-XXX-7. Emergency Contingency Plan

The registrars of voters shall develop, in consultation with the municipal clerk, a written Emergency Contingency Plan for each polling location that shall include:

- (1) Contact information for the moderator and all other poll workers.
- (2) Specific evacuation and other emergency procedures in accordance and consistent with sections 9-XXX-2 to 9-XXX-34 of the Regulations of Connecticut State Agencies.
- (3) A process for notifying the registrars of voters of a poll worker absence, shortage or need for additional poll workers to alleviate overburdened polling locations.
- (4) Pursuant to 9-XXX-5 of the Regulations of Connecticut State Agencies, a list of alternate locations that can be utilized in the event that a polling location becomes unavailable on election, primary, or referenda day and the respective facility management staff's contact information.
- (5) The location of fire extinguishers or fire alarms at the polling location and how they are operated.
- (6) The location of emergency escape routes and exits.
- (7) A list of emergency resources such as generators and temporary lighting available in the facility or municipality in the event of a power outage and contact names and numbers for providing those resources.
- (8) A list of emergency contact numbers for the police, fire department or other public safety officials, emergency management, the phone company, the power supplier and other applicable utilities that service the polling location.
- (9) A list of emergency contacts and phone numbers for facility managers or their designees in the event the polling location is locked or otherwise inaccessible or there are facility hazards that need to be addressed on election, primary, or referenda day.
- (10) The location of an onsite copy machine and determine what is needed to access the machine. The copy machine must be able to accommodate the appropriate size paper to print legible ballots. Additionally, even if an onsite copier is available, determine the location of an offsite document printing facility that will be available on election, primary, or referenda day in the event the onsite machine is inaccessible.
- (11) The availability of spare Help America Vote Act compliant machines that can be deployed to any polling location in the event there is an equipment malfunction.

(NEW) Sec. 9-XXX-8. Information provided to public officials

The registrars of voters shall provide a complete list of polling locations, including potential alternate polling locations, to the local police and fire departments or other officials responsible for public safety in the municipality. This list shall include the name and address of each location, the name of the moderator responsible for the each polling location, a contact number for each moderator, the name of the facility manager or designee for each polling location, and the contact number for each facility manager or designee.

(NEW) Sec. 9-XXX-9. Final review of plan with moderator

The registrars of voters shall provide a final copy of the plan created by 9-xxx-7 of the Regulations of Connecticut State Agencies to the moderator for each polling location and review the final plan with the moderator. The moderator shall bring this copy to the polling location on the day of the election, primary, or referenda. The registrars of voters also shall maintain one copy of each of the plans for the municipality.

(NEW) Sec. 9-XXX-10. Spare ballots

The registrars of voters shall withhold and keep in the registrars of voters' office a number of spare paper ballots for each unique voting district. These reserved ballots shall be used to make additional copies or shall be provided to any polling location that requires additional paper ballots.

(NEW) Sec. 9-XXX-11. Emergency provisions

The registrars of voters shall supply emergency provisions for each polling location and provide these to each moderator. These emergency provisions shall include, but are not limited to, at least two flashlights, a first aid kit and manual, a battery operated radio, extra batteries and hand sanitizer. Prior to the opening of polls, each moderator shall retrieve these provisions and any other materials or supplies needed pursuant to the plan established in accordance with Sections 9-XXX-1 to 9-XXX-34 of the Regulations of Connecticut State Agencies.

(NEW) Sec. 9-XXX-12. Communication with facility management staff

One day prior to each election, primary, or referenda held in the municipality, each moderator shall contact the facility management staff responsible for the polling location and review the status of the polling location and ensure that the appropriate person is available to open the polling location or the moderator has obtained the key to the polling location from the registrars of voters.

(NEW) Sec. 9-XXX-13. Severe weather alert

One day prior to each election, primary, or referenda held in the municipality, the registrars of voters and moderators shall review the national weather service reports and if severe weather is likely to be present in the municipality on election, primary, or referenda day, a plan of action must be determined to ensure poll workers are able to arrive at and access their assigned polling locations. The registrars of voters shall be responsible for overseeing the implementation of the plan.

(NEW) Sec. 9-XXX-14. Moderator duties prior to opening

No later than an hour before the polls open on election, primary, or referenda day, the moderator shall:

- (1) Review the plan established pursuant to Sections 9-XXX-1 to 9-XXX-34 of the Regulations of Connecticut State Agencies with the poll workers.
- (2) Designate another poll worker to oversee the execution of any emergency procedure, in the event the moderator is unavailable or otherwise incapacitated.
- (3) Assign accountability for securing voting materials during an emergency. The poll worker shall be instructed that voting materials shall be secured only in the event of an emergency if time and conditions permit.
- (4) Assign accountability to a poll worker who shall, upon notification of an emergency situation, note which voters have been checked through but have not yet voted. The poll worker shall be instructed that this task shall be completed only in the event of an emergency if time and conditions permit.
- (5) Inform poll workers of the location of the plan established pursuant to Sections 9-XXX-1 to 9-XXX-34 of the Regulations of Connecticut State Agencies at the polling location.
- (6) Point out the location of fire extinguishers, fire alarms, emergency exits, the place of shelter and the predetermined assembly point outside of the polling location.
- (7) Ensure that all emergency exits are free of obstructions.
- (8) Reserve ten ballots to be used in the event that there are ballot shortages and additional copies must be made for a hand count. The ballots shall be appropriate for the voting district.
- (9) If available, identify two fully charged cell phones that shall be used in case of an emergency.
- (10) If a copy machine is available onsite, ensure that it can be accessed, that it is working, and that there is an adequate supply of the appropriate size paper available. The moderator shall ensure that a few test copies are made to check that the ballots are printing properly.

- (11) Check the facility for any potential hazards and if necessary, alert the facility management staff responsible for addressing any such hazards.
- (12) Ensure that emergency provisions are readily accessible.
- (13) Ensure that any facility-specific backup equipment such as a generator or temporary lighting is accessible.

(NEW) Sec. 9-XXX-15. Report of any execution of the Emergency Contingency Plan

Following the execution of any portion of the Emergency Contingency Plan at a polling location, the moderator for that polling location shall forthwith submit a written report to the registrars of voters which includes, but is not limited to, the nature of the emergency, the actual process invoked to address the emergency, and an assessment of the efficacy of the process.

(NEW) Sec. 9-XXX-16. Unavailable polling location

In the event a polling location becomes unavailable, the registrars of voters shall:

- (1) Establish an alternative polling location pursuant to 9-xxx-5 of the Regulations of Connecticut State Agencies and notify the moderator and poll workers.
- (2) Contact the facility management staff for the alternate polling location in order to open the building.
- (3) In consultation with the moderator, ensure that the polling location is properly set up to conduct the election. Ensure that voting equipment is tested and functions properly or that sufficient paper ballots are available.
- (4) Notify voters of the new polling location.

(NEW) Sec. 9-XXX-17. Accounting of remaining ballots

Throughout election, primary, or referenda day, on an hourly basis, the moderator shall keep an accounting of the number of ballots used and the number remaining that are available to be used. If more ballots have been used than were originally anticipated or a shortage seems likely, immediately follow the ballot shortage procedure pursuant to 9-XXX-18 of the Regulations of Connecticut State Agencies.

(NEW) Sec. 9-XXX-18. Ballot shortage

The registrars of voters shall develop a written procedure to implement in the event of a ballot shortage. In such an event, the moderator shall be instructed to:

- (1) Immediately alert the poll workers to the situation.
- (2) Immediately notify the registrars of voters.
- (3) If available, use the onsite copier to print additional ballots to be used for a hand count or,
- (4) Have additional ballots printed at an offsite document printing facility, and,
- (5) Request additional paper ballots from the registrars of voters.

(NEW) Sec. 9-XXX-19. Voting tabulator machine malfunction

The registrars of voters shall develop a written procedure to implement in the event a voting tabulator machine malfunctions. In such an event, the moderator shall be instructed pursuant to section 9-242a-12 and section 9-242a-16 of the Regulations of Connecticut State Agencies

(NEW) Sec. 9-XXX-20. Help America Vote Act compliant voting machine malfunction

The registrars of voters shall develop a written procedure to implement in the event of a malfunction of the Help America Vote Act compliant voting machine. In such an event, the moderator shall be instructed to:

- (1) Consult any literature provided by the manufacturer of the Help America Vote Act compliant voting machine or the Office of the Secretary of the State on which malfunctions can be repaired

- by poll workers and which require service. If appropriate, attempt to resolve the problem based on the instructions provided.
- (2) If unable to resume vote by the Help America Vote Act complaint voting machine, consult with the registrars of voters to determine the availability of any spare machines or the steps for voting using paper ballots.
 - (3) Alert the poll workers to the situation.

(NEW) Sec. 9-XXX-21. Shortage or absence of poll workers

The registrars of voters shall develop a written procedure to implement in the event of a shortage or absence of poll workers at the polling location on the morning of an election, primary, or referenda. In such an event, the moderator shall be instructed to:

- (1) Immediately notify the registrars of voters using the procedure pursuant to section 9-XXX-4 of the Regulations of Connecticut State Agencies.
- (2) Upon the arrival of any replacement poll worker, familiarize the replacement poll worker to the polling location.
- (3) Notify the registrars of voters when the replacement poll worker has arrived or in the event the replacement poll worker has not arrived in a reasonable amount of time.

(NEW) Sec. 9-XXX-22. Absence of moderator

The registrars of voters shall develop a written procedure to implement in the event a moderator fails to report to the polling location on the morning of an election, primary, or referenda. In such an event, the registrars of voters shall:

- (1) Instruct the present poll workers to immediately notify the registrars of voters using the procedure pursuant to section 9-XXX-4 of the Regulations of Connecticut State Agencies.
- (2) Upon the arrival of the replacement moderator, familiarize the replacement moderator to the polling location and the Emergency Contingency Plan.

(NEW) Sec. 9-XXX-23. Replacement of moderator

The registrars of voters shall develop a written procedure to implement in the event that a moderator needs to be replaced for any reason. In such an event, the registrars of voters shall:

- (1) Evaluate the moderator's ability to perform the designated responsibilities.
- (2) In the event the existing moderator is unable to perform the designated duties, tell the moderator that the moderator is being relieved of the moderator's duties and ask the moderator to leave the premises.
- (3) Once the existing moderator has left the premises, immediately designate a replacement moderator from the pool of replacement poll workers and notify the replacement moderator where to report.
- (4) Upon the arrival of the replacement moderator, familiarize the replacement moderator to the polling location.

(NEW) Sec. 9-XXX-24. Poll worker replacement

The registrars of voters shall develop a written procedure to implement in the event that a poll worker other than a moderator needs to be replaced for any reason. In such an event, the moderator shall be instructed to:

- (1) Evaluate the poll worker's ability to perform the poll worker's designated responsibilities.
- (2) In the event an existing poll worker is unable to perform the designated duties, tell the poll worker that the poll worker is being relieved of the poll worker's duties and tell the poll worker to leave the premises.
- (3) Once the existing poll worker has left the premises, immediately designate a replacement from the pool of replacement poll workers and notify the replacement poll worker where to report.

- (4) Upon the arrival of the replacement poll worker, familiarize the replacement poll worker to the polling location.

(NEW) Sec. 9-XXX-25. Long lines at polling location

The registrars of voters shall develop a written procedure to implement in the event of long lines at the polling location. In such an event, the moderator shall be instructed to:

- (1) Contact the registrars of voters to determine if additional lines should be created to alleviate the waiting time.
- (2) If it has been determined that additional lines are appropriate, consult with the registrars of voters to determine if additional poll workers from the replacement pool of poll workers should be deployed to the polling location.

(NEW) Sec. 9-XXX-26. Evacuation procedure

The registrars of voters shall develop a written procedure to implement in the event that an evacuation is required. In such an event, the moderator shall be instructed to:

- (1) Alert all individuals present of the emergency situation and direct them to the predetermined assembly point.
- (2) Get a headcount and use this headcount to make certain everyone present is evacuated from the polling location.
- (3) Identify any individuals with disabilities and ensure that they receive assistance, if needed, to evacuate the polling location.
- (4) Secure voting equipment and materials pursuant to Sections 9-XXX-14 of the Regulations of Connecticut State Agencies.
- (5) If the emergency situation has been resolved, consult with the emergency personnel and the registrars of voters to determine if the polling location can be re-entered.
- (6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
- (7) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-XXX-16 of the Regulations of Connecticut State Agencies.

(NEW) Sec. 9-XXX-27. Loss of power at the polling location

The registrars of voters shall develop a written procedure to implement in the event of a power loss at the polling location. In such an event, the moderator shall be instructed to:

- (1) Alert everyone present to the situation.
- (2) Contact the power supply company to determine the source of the outage and what action needs to be taken to resume power.
- (3) Contact the facility management staff for the polling location to determine whether they can assist with addressing the outage.
- (4) Find an alternate source of light, such as the flashlights provided with the emergency provisions that can be used to continue voting until power is restored.
- (5) If it is feasible, consider using an area of the building where natural light is available or temporary lighting can be directed.
- (6) If the backup power supply for the voting machine has been depleted, connect a generator.
- (7) If the generator is unavailable or runs out of power, continue voting using paper ballots.

(NEW) Sec. 9-XXX-28. Medical emergency procedure

The registrars of voters shall develop a written procedure to implement in the event of a medical emergency at the polling location. In such an event the moderator shall be instructed to:

- (1) Contact emergency services and follow the instructions given by emergency personnel.

- (2) Stop voting operations until an assessment of the situation can be made.
- (3) Determine if there is a doctor, nurse, emergency medical technician or other certified first aid provider in the polling location that may be able to assist the ill or injured person.
- (4) Keep the ill or injured person as comfortable as possible while waiting for emergency personnel to respond. Do not attempt to move the ill or injured person unless instructed to do so by a certified first aid provider or emergency personnel.
- (5) Provide the responding officer or medical personnel with the details of what happened to the ill or injured person.

(NEW) Sec. 9-XXX-29. Smoke, fire or active alarm procedure

The registrars of voters shall develop a written procedure to implement in the event of smoke, a fire, an activated fire alarm or other activated alarm at the polling location. In such an event the moderator shall be instructed to:

- (1) Activate the fire alarm if it is not already activated.
- (2) Alert everyone present to the nature of the situation.
- (3) Evacuate the polling location pursuant to Section 9-XXX-26 of the Regulations of Connecticut State Agencies.
- (4) Contact emergency personnel.
- (5) Consult with the emergency personnel and registrars of voters to determine if original polling location can be utilized.
- (6) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
- (7) If it is determined that an alternate polling location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-XXX-16 of the Regulations of Connecticut State Agencies.

(NEW) Sec. 9-XXX-30. Gas leak procedure

The registrars of voters shall develop a written procedure to implement in the event of gas leak at the polling location. In such an event the moderator shall be instructed to:

- (1) Immediately evacuate the polling location in accordance with section 9-XXX-26 of the Regulations of Connecticut State Agencies. To limit the possibility of an explosion, warn poll workers and voters not to use telephones, fire alarms, light switches and appliances when gas is detected.
- (2) Once safely outside of the building, alert emergency services and the gas company.
- (3) Wait for the gas company representative and emergency personnel to arrive in order to assess the situation and determine the viability of continuing voting operations.
- (4) Consult with the responding gas company representative, emergency personnel and registrars of voters to determine if original polling location can be utilized.
- (5) If the polling location can be re-entered, first notify the poll workers to return. Then, notify the voters that they can enter the polling location.
- (6) If it is determined that an alternate location should be utilized, provide poll workers and any voters who have not yet voted with the address of the alternate location. Follow the alternate polling location procedures found in section 9-XXX-16 of the Regulations of Connecticut State Agencies.

(NEW) Sec. 9-XXX-31. Disorder at the polling location procedure

The registrars of voters shall develop a written procedure to implement in the event of disorder in or around the polling location, including, but not limited to, unlawful protesting, threats of violence or rioting. This plan shall instruct the moderator to contact emergency services immediately and then to follow any instructions provided by emergency personnel. The moderator shall be instructed to

follow the evacuation procedure pursuant to Section 9-XXX-26 of the Regulations of Connecticut State Agencies if evacuation is required.

(NEW) Sec. 9-XXX-32. Disaster procedure

The registrars of voters shall develop a written procedure to implement in the event of any disaster, natural or otherwise, including, but not limited to, chemical emergencies, dam failures, earthquakes, exposure to hazardous materials, floods, extreme heat, hurricanes, tornados, or severe winter weather. This procedure shall be based upon the most recent local Emergency Plan of Operations that each town or city has developed pursuant to section 28-7(a) of the Connecticut General Statutes, or subsequent state law. Any changes made to the local Emergency Plan of Operations in order to comply with Sections 9-XXX-1 to 9-XXX-34, inclusive, of the Regulations of Connecticut State Agencies shall be included in the annual submission as required by section 28-7(a) of the Connecticut General Statutes, or subsequent state law. The registrars of voters shall update this disaster procedure to reflect any changes made in the local Emergency Plan of Operations prior to each election, primary, or referenda day.

(NEW) Sec. 9-XXX-33. Security threat procedure

The registrars of voters shall develop a written procedure to implement in the event of any security threats near the polling location, including, but not limited to, the discovery of a suspicious object, a bomb threat, an explosion, a biological threat, a chemical threat, or a nuclear blast. This procedure shall be based upon the most recent local Emergency Plan of Operations that each town or city has developed pursuant to section 28-7(a) of the Connecticut General Statutes, or subsequent state law. Any changes made to the local Emergency Plan of Operations in order to comply with Sections 9-XXX-1 to 9-XXX-34, inclusive, of the Regulations of Connecticut State Agencies shall be included in the annual submission as required by section 28-7(a) of the Connecticut General Statutes, or subsequent state law. The registrars of voters shall update this security threat procedure to reflect any changes made in the local Emergency Plan of Operations prior to each election, primary, or referenda day.

(NEW) Sec. 9-XXX-34. Nuclear disaster procedure

The registrars of voters for any city or town designated as an emergency planning zone community or host community by the Department of Emergency Maintenance and Homeland Security, or subsequent state agency, shall develop a written procedure to implement in the event of any threat of the release of radioactive material or any nuclear power plant emergency. This procedure shall be based on the most recent plans and guidelines set by the Radiological Emergency Preparedness Unit, or any subsequent division that handles radiological preparedness. The registrars of voters shall update this nuclear disaster procedure to reflect any changes made in the plans and guidelines provided by the Radiological Emergency Preparedness Unit, or subsequent division, prior to each election, primary, or referenda day.

Statement of Purpose

Pursuant to CGS Section 4-170(b)(3), "Each proposed regulation shall have a statement of its purpose following the final section of the regulation." Enter the statement here.

The purpose of this regulation is to conform to the requirements of Public Act 11-46, "An Act Concerning the Integrity of Elections."

Section 2. (d) reads

"The Secretary of the State shall adopt regulations, in accordance with the provisions of chapter 54 of the general statutes, as the Secretary deems necessary to implement the provisions of this section. Such regulations shall include a model plan that municipalities may adopt. "

The plan will detail the contingencies that need to be put in place by each municipalities such that the orderly process of voting can occur even during an emergency.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Town Council
From: John Salomone, Town Manager
Date: February 07, 2013
Re: Town of Rocky Hill Request for Legislative Support

Councilor Bottalico has requested to place the attached communication from Rocky Hill Mayor Anthony LaRosa regarding House Bill 767 on the February 12 Town Council agenda for discussion.

Attach.

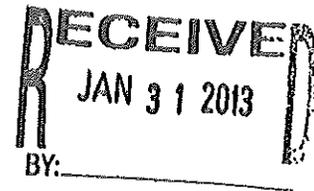


copy -

Town of Rocky Hill

761 OLD MAIN STREET, ROCKY HILL, CONNECTICUT 06067 • (860) 258-2700 • FAX (860) 258-7638

Town Council



January 30, 2013

Dear Chief Elected Official:

As the Mayor of the Town of Rocky Hill, I am writing to ask you to support the passage of House Bill 767. This Bill will provide your community with the protection Rocky Hill was not fortunate enough to have when the State of Connecticut, by contracting with a closed private nursing facility, announced it was creating a nursing home for prisoners that are currently incarcerated in State prisons. These so called patients can include prisoners serving life terms, sex offenders with dementia, individuals who have committed heinous crimes and those currently housed at Connecticut Valley Hospital in Middletown. These prisoners can be paroled for the sole purpose of being transferred to these types of nursing homes with no regard to the crimes they have committed. The nursing home in Rocky Hill is less than 125 feet, building to building, from a private residence in an area that is zoned residential R20.

In Rocky Hill, Town officials were not notified of the State's plans until one day before State officials held a press conference to announce the opening of the facility. This Bill preserves the right of your community to be heard and have input into this type of decision and it requires that the proposed facility go before the local legislative body for approval prior to locating the facility in your city or town. Protect the rights of your citizens and the quality of life in your community by contacting your State Representatives and Senators and urge them to support this bill.

I have enclosed a copy of House Bill 767 for you to review.

Very truly yours,

Anthony P. LaRosa
Mayor, Town of Rocky Hill

Enclosure - House Bill 767





General Assembly

January Session, 2013

Proposed Bill No.

LCO No. 767

Referred to Committee on

Introduced by:

SEN. DOYLE, 9th Dist.

REP. GUERRERA, 29th Dist.

**AN ACT CONCERNING THE APPROVAL PROCESS FOR
RESIDENTIAL NURSING FACILITIES SERVING INMATES AND
MENTAL HEALTH PATIENTS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 That section 18-100i of the general statutes be repealed and chapters
2 319 and 325 be amended to prohibit the commissioners of Correction
3 and Mental Health and Addiction Services from releasing persons in
4 their care to any private residential nursing facility that has not been
5 the subject of a site approval process. The site approval process shall
6 include (1) input from residents of the community where the facility is
7 proposed to be located, (2) an independent analysis of the impact of
8 such facility on the public safety and quality of life of neighboring
9 residents, (3) regulations prohibiting the release of inmates or patients
10 to such facilities convicted of serious felonies, including, but not
11 limited to, murder and sexual assault, (4) consideration of alternate
12 sites, and (5) approval by the local governing body before such facility
13 opens.

Statement of Purpose:

To prevent the establishment of residential nursing facilities serving inmates and mental health patients without a site approval process requiring local input.

AGENDA ITEM: VIII.A.1.

DATE: 2-12-13

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Louise Rikard from the Human Rights Commission in accordance with correspondence to the Town Clerk dated January 23, 2013.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VIII.A.2.

DATE: 2-12-13

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby makes the following appointment:

Human Rights Commission

9 members, 3 year term
Party Max.: 6

Name	Address	Party	Appointing Party	Term	Replaces
				IMMED.- 11/30/14	L. Rickard (resigned 2- 2013)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

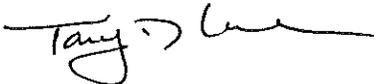
TOWN OF NEWINGTON

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: February 1, 2013
Re: Resignation—Louise Rickard: Human Rights Commission

I am attaching a copy of the letter of resignation received in the Town Clerk's office from Louise Rickard who is resigning from the Human Rights Commission effective 1/31/13. Ms. Rickard was serving a term from 12/13/11 – 11/30/14.

Pursuant to § 8-3 of the Newington Code of Ordinances, the Town Council is the appointing authority.

108 Little Brook Dr.
Newington, CT
January 23, 2013

Tanya D. Lane
Town Clerk
Town of Newington
Town Hall
Newington, CT 06111

RE: Resignation from Human Rights Commission

Dear Ms. Lane,

Due to other commitments, I hereby resign as a member of the Town's Human Rights Commission. I appreciate the opportunity to serve.

Sincerely,

Louise E. Rickard

Louise E. Rickard

RECEIVED & RECORDED IN
NEWINGTON LAND RECORDS

2013 JAN 31 P 3: 54

BY *Tanya D Lane*
TOWN CLERK

AGENDA ITEM: VIII.B

DATE: 2-12-13

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby rescinds the appointment of Neil Forte as a member of the Conservation Commission as indicated in Resolution No. 2013-5, dated January 8, 2013, and appoints in his place Ben Ancona, Main Street (R) for a term ending November 30, 2015.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IX

DATE: 2-12-13

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$4,328.19 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 – February 12, 2013

Lucy Sawrej 82 Churchill Drive Newington, CT 06111	\$41.68
Alaina Sahadi 14 Windmill Lane Newington, CT 06111	\$62.04
Jerry or Deborah Grazier 83 Main St. Apt. 2B Newington, CT 06111	\$19.32
Hanspeter Rolfs 114 Fox Run Court Newington, CT 06111	\$60.87
Nancy or Louis Rossi 303 Candlewyck Drive Newington, CT 06111	\$178.44
Edgar or Mary Belden 170 Dowd Street Newington, CT 06111	\$50.92
Gina Depauloi 534 Willard Avenue Newington, CT 06111	\$543.46
Scott Dauphinee 16 Ledgecrest Drive Newington, CT 06111	\$51.94
John Jacko 80 Moreland Avenue Newington, CT 06111	\$69.16
Dennis or Janet Dubois 50 Spruce Street Newington, CT 06111	\$146.29
Theresa Bury 23 Harding Avenue Newington, CT 06111	\$978.52
Richard Pawlus 25 Highgate Road – A6 Newington, CT 06111	\$30.26
Robert Nashner 73 Dalewood Road Newington, CT 06111	\$77.10
Endrit Kurti 43 Adam Drive Newington, CT 06111	\$35.19
ARI Fleet LT 4001 Leadenhall Road Mt. Laurel, NJ 08054	\$257.98

TAX REFUNDS – February 12, 2013

Arlene Polzun 145 Richard Street Newington, CT 06111	\$191.43
Joseph Gionfriddo 697 Main Street Newington, CT 06111	\$16.35
Jerrold Gold 31 Fox Run CT Newington, CT 06111	\$53.53
Ashley Sahadi 14 Windmill Lane Newington, CT 06111	\$77.16
Robert Turgeon 20 Church Terrace Newington, CT 06111	\$489.34
Judith Orozco 20 Brimfield Way Rocky Hill, CT 06067	\$10.05
Earl Anderson 152 Stoddard Avenue Newington, CT 06111	\$61.36
Elizabeth Sheehan 100 Brentwood Road Newington, CT 06111	\$147.26
Carol Peterson 47 Rosewood Drive Newington, CT 06111	\$44.14
Patti Viarengo 251 Church Street Newington, CT 06111	\$135.85
Craig Ryans 79 Pequot Avenue Mystic, CT 06355	\$113.36
Julie Wolf 144 Hunters Lane Newington, CT 06111	\$36.73
Christopher & Agostineho Lavado 43 Meadowview CT Newington, CT 06111	\$111.69
Marcin Idziak 28 Whiteside St. Newington, CT 06111	\$200.41
John Ricci 35 Patriot Lane Newington, CT 06111	\$36.36
Total	\$4,328.19