



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 26, 2013
7:00 P.M.

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
 - IV. REMARKS BY COUNCILORS
 - V. CONSIDERATION OF OLD BUSINESS (**Action May be Taken**)
 - A. Drainage Easement, Mill Street Ext.
 - B. Elections Emergency Contingency Plan
 - C. Town Council Meeting Schedule
 1. Cancel the March 26, 2013 Regular Meeting
 2. Schedule a Special Meeting – March 28, 2013
 - VI. CONSIDERATION OF NEW BUSINESS (Action May Be Taken Only by Waiving the Rules.)
 - A. Board of Education CIP Ordinance Revision Proposal
 - VII. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Appointments to Boards and Commissions
 1. Commission on Aging and Disabled
 2. Balf-Town Committee
 3. Newington Commercial Façade Easement Rehabilitation Loan Program Committee
 4. Clem Lemire Artificial Turf PBC
 5. Committee on Community Safety
 6. Conservation Commission
 7. Development Commission
 8. Downtown Revitalization Committee
 9. Education Facilities Project Building Committee
 10. EMS Committee
 11. Employee Insurance and Pension Benefits Committee
 12. Environmental Quality Commission
 13. Board of Ethics

Phone: (860) 665-8510 Fax: (860) 665-8507
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14. Fair Rent Commission
15. Firehouse Expansion Project Building Committee
16. Human Rights Commission
17. NHS Track Renovation Project Building Committee
18. Open Space Committee
19. School Code Compliance Committee
20. Standing Insurance Committee
21. Town Plan and Zoning Commission
22. Vehicle Appeals Board

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

IX. MINUTES OF PREVIOUS MEETINGS

- A. Regular Meeting, February 12, 2013

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

XI. COUNCIL LIAISON/COMMITTEE REPORTS

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

XIII. REMARKS BY COUNCILORS

XIV. EXECUTIVE SESSION RE: REAL ESTATE

XV. ADJOURNMENT



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: February 22, 2013
Re: 8-24 Report, Drainage Easement at 26 Mill St. Ext.

At its January 9, 2013 meeting the Town Plan and Zoning Commission unanimously approved a favorable 8-24 report to allow a drainage easement from the Newington Housing Authority (New Meadow housing site) to the Town of Newington for construction of a redesigned storm water drainage system.

With the favorable 8-24 report from the TPZ the Council may now consider accepting the easement. A resolution is attached for Council consideration.

Attach.

Craig Minor: There will be, if you see the map, part of the length remains, part will be dissolved, and there will be legal language on file dissolving the old part that is no longer needed.

Chairman Pruet: Okay, I recommend that we move this over to Old Business for discussion and vote.

Commissioner Sobieski: So move.

Chairman Pruet: We will move to put that into Old Business.

VIII. OLD BUSINESS

- A. Petition 31-12: Special Exception (Section 6.6.2: Sale of Alcoholic Beverages) at 137 Kelsey Street, Adorna Carroll, owner, Tasneem Fatima, applicant; Shelkh Ali, 137 Kelsey Street, Newington, CT contact person.**

Withdrawn from Agenda

Petition 01-13
26 Mill Street Extension
Section 8-24 Referral (Drainage Easement)

Commissioner Camerota moved that the Town Plan and Zoning Commission report to the Town Council its recommendation that the Town accept a Drainage Easement at 26 Mill Street Extension on property owned by the Newington Housing Authority.

This easement is identified on the map entitled "Storm Drainage Easement Re-alignment across land of Town of Newington & Newington Housing Authority, 50 Mill Street Extension, Newington, CT dated 5-4-12 by The Bongiovanni Group Inc."

FINDINGS:

This re-alignment is at the request of the developers of the "New Meadow" elderly housing project at 50 Mill Street Extension, to comply with a HUD requirement.

CONDITIONS:

None

The motion was seconded by Commissioner Sobieski. The vote was unanimously in favor of the motion, with six voting YES.

Commissioner Hall: Question, now this goes back to the Town Council to approve it and then it becomes official.

Chairman Pruet: Yes, with the changes recorded with the Town Clerk.

AGENDA ITEM: V.A

DATE: 2-26-13

RESOLUTION NO. _____

WHEREAS, the Newington Town Council referred a proposed storm water drainage easement to be granted to the Town of Newington for placement of a redesigned storm water drainage system at Newington Housing Authority property located at 26 Mill Street Extension to the Town Plan and Zoning Commission for an 8-24 report;

WHEREAS, the Newington Town Plan and Zoning Commission's 8-24 Referral report to the Town Council, dated January 9, 2013, expressed unanimous approval to report to the Town Council favorable support for the easement;

NOW THEREFORE BE IT RESOLVED, that the Town Manager is authorized to enter into an agreement to accept said easement to the Town of Newington as identified on a map entitled "Storm Drainage Easement Re-alignment across land of Town of Newington & Newington Housing Authority, 50 Mill Street Extension, Newington CT dated 5-4-12 by The Bongiovanni Group Inc."

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

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NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: February 21, 2013
Re: Elections Emergency Contingency Plan

The Town of Newington's proposed emergency plan for elections (attached) has been created by the Registrars and reviewed by the Town Clerk. Pursuant to Connecticut General Statutes 9-174, Emergency Contingency Plan for Elections, the plan outlines procedures to follow in the event of various emergency situations during elections. Per State law, the emergency plan must be adopted by March 28, 2013. A resolution is attached for Council consideration to adopt said plan.

Attach.

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

AGENDA ITEM: V.B.

DATE: 2-26-13

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby adopts an Elections Emergency Contingency Plan, a copy of which is attached to this resolution, pursuant to Connecticut General Statutes § 9-174, Emergency Contingency Plan for Elections.

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: February 21, 2013
Re: March 26, 2013 Town Council Regular Meeting

At recent meetings the Town Council has discussed canceling the March 26, 2013 regular meeting due to the Passover holiday. Per the budget meeting schedule, various budgetary items were to be discussed at the March 26 meeting in addition to the Council's regular business.

It has been recommended that the Council reschedule the meeting as follows:

- Cancel the March 26 regular meeting
- Hold a special meeting on Thursday, March 21 to discuss the budgetary items previously scheduled for March 26
- Discuss regular business during the special meeting previously scheduled for Thursday, March 28. The Town Council will also set its tentative budget during that meeting.

A complete proposed schedule is attached as well as a resolution for Council consideration. The Council will need to take action to cancel the March 26 meeting and to schedule regular Council business during the March 28 special meeting.

Attach.

**NEWINGTON TOWN COUNCIL
BUDGET REVIEW SCHEDULE
2013-2014 BUDGET – Revised 2/19/13**

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
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 21	7:00 p.m.	L-101	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> • Library • Parks and Recreation/Grounds • Miscellaneous programs not previously discussed
Thursday, March 28	7:00 p.m.	L-101 (or Council Chambers)	Special Meeting (replaces March 26 regular mtg.)	<ul style="list-style-type: none"> • Regular Council Business • 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

*Per Charter §C-805: Within 20 days after holding the second public hearing, the Council shall complete its consideration of the budget and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members.

AGENDA ITEM: V.C._____

DATE: 2-26-13_____

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby alters its meeting schedule by canceling its regular meeting scheduled for March 26, 2013.

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby schedules a special meeting for March 28, 2013 to address regular Council business in addition to previously scheduled budgetary items.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



John Salomone
Town Manager

TOWN OF NEWINGTON

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NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: February 22, 2013
Re: Proposed Ordinance Amendment – Board of Education CIP

Please see the attached memorandum from Dr. Collins, Superintendent of Schools regarding the Board of Education's request to revise the Town's code of ordinances as they pertain to the Board's CIP fund.

If the Council concurs, an item will appear on the next Council agenda to formally introduce the ordinance amendment and set a public hearing date, pursuant to §C-405 of the Charter.

Attach.

DATE: February 5, 2013
TO: Mr. John Salomone, Town Manager
FROM: Dr. William C. Collins, Superintendent of Schools
SUBJECT: **BOE CIP ORDINANCE REVISION PROPOSAL**

Please accept this memo as the Board of Education's request to revise the Town ordinance with respect to the cap on the Board of Education CIP fund.

Currently, the Board of Education CIP fund receives a mandatory Town appropriation of \$125,000 per year. This is supplemented by facility rental, tuition income, and pro-rata investment earnings on the amount of funds in the account. The account has a \$450,000 cap by ordinance. This limits the amount of financial resources that can be pooled in the account to address larger projects.

In addition to the mandatory annual appropriation, the Board of Education generates between \$125,000 and \$200,000 of additional revenue through the other authorized sources. Simply put, total revenues for the Board of Education CIP fund exceed \$250,000 every year. Taking the current cap of \$450,000 into account, projects funded through this account need to move from conceptualization to completion within two years or funding retained in the account is at risk to be forfeited.

Matching the cap to the typical time frame of activities in the Board of Education CIP would be of great benefit to the Board of Education. For any substantial project, it is quite realistic to need a four year working cycle. This would allow the BOE adequate time to fund and design more sophisticated project that could be funded through this account and recognize the practical length of time it takes to get a project from its infancy to completion. Given the dollars that typically flow through the account, coupled with a four year cycle, a revised cap of between \$1,000,000 and \$1,200,000 for the Board of Education CIP account could be considered appropriate. This amount does not take into account any change in the mandatory annual appropriation currently in place.

Please take the necessary steps to bring this issue forward to the Town Council in the near future to consider raising the cap on the Board of Education CIP account.

Thank you in advance for your help and consideration.

WCC:skp

cc: Mr. Lou Jachimowicz, Chief Finance & Operations Officers

AGENDA ITEM: VII. _____

DATE: 2-26-13 _____

RESOLUTION NO.: _____

RESOLVED:

That the Newington Town Council hereby makes the following appointments:

10. EMS Committee

5 members, 2 year term
Party Max: (4)

Name	Address	Party	Appt. Party	Term	Replaces
NPD Rep: Matthew D'Esposito	131 Cedar Street	D	D	Immed. – 12/31/13	Vacant

16. Human Rights Commission

9 members, 3 year term
Party Max.: 6
Remaining members: 0 Rep., 3 Dem

Name	Address	Party	Appt. Party	Term	Replaces
Phyllis DiCara	29 Crown Ridge	D	D	Immed. – 11/30/14	L. Rikard (resigned 2-2013)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: VIII

DATE: 2-26-13

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$1,974.73 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 26, 2013

Colleen Gorman 4 Oxford Drive Newington, CT 06111	\$90.80
John or Maritza Derail 21 Sunset Road Newington, CT 06111	\$62.90
Stephen Khublall or Patricia Desa 44 Birch Lawn Terrace Newington, CT 06111	\$385.54
Michael Prange 597 Maple Hill Avenue Newington, CT 06111	\$68.94
Robert or Karen Pallotti 32 Dalewood Road Newington, CT 06111	\$35.90
Scott or Charlene Garcia 138 Cherry Hill Drive Newington, CT 06111	\$173.98
Conrad Desjardin 37 Ellsworth Street Newington, CT 06111	\$51.90
Marie or Emanuel Klementon 199 Lucille Street Newington, CT 06111	\$86.76
Perry Cornelio 32 Howard Street Newington, CT 06111	\$274.41
Mike Landau 26 Chestnut Road Newington, CT 06111	\$16.32
Gary or Jennifer Rossignol 45 Brentwood Road Newington, CT 06111	\$24.48
Pablo or Sorangel Junquera 322 Lamplighter Lane Newington, CT 06111	\$144.49
Janice Bower 36 Cornish Drive Newington, CT 06111	\$43.05
Ronald or Brenda Hemmann 118 Dowd Street Newington, CT 06111	\$95.48
Joseph Fontana 11 Burdon Lane Newington, CT 06111	\$66.16
Salvatore Visconti Jr. 202 Deming Street Newington, CT 06111	\$9.79

TAX REFUNDS – February 26, 2013

Karen Nelson 10 Fisk Drive Newington, CT 06111	\$169.08
Raymond Gmeindl 86 Chestnut Road Newington, CT 06111	\$64.62
Joseph & Nicolas Rezendes 89 Schoolhouse Road Newington, CT 06111	\$110.13
Total	\$1,974.73