



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**  
**April 9, 2013**  
**7:00 P.M.**

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- 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. Adoption of Operating Budget for Fiscal Year 2013-14
    - B. Adoption of Long-Range Capital Improvement Plan 2013-14 through 2016-17
    - C. Set Mill Rate
    - D. Senior Center Roof Project Building Committee
      - 1. Establish Committee
      - 2. Appoint Members
    - E. 2014 Historic Documents Preservation Grant
  - VI. **CONSIDERATION OF NEW BUSINESS (Action May Be Taken Only by Waiving the Rules.)**
    - A. Central CT Health District Annual Update
    - B. Fair Housing Policy
    - C. Job Description Update: Information Technology Director
  - 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

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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

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

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

X. COUNCIL LIAISON/COMMITTEE REPORTS

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

XII. REMARKS BY COUNCILORS

XIII. ADJOURNMENT

AGENDA ITEM: V.A.

DATE: 4-9-13

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

That the following General Fund appropriations of the Town of Newington are hereby adopted for the fiscal year beginning July 1, 2013 and ending June 30, 2014, in accordance with Section 805 of the Charter of the Town of Newington:

APPROPRIATIONS:

Town Government Operations:		
General Government	\$4,516,605	
Public Safety	7,685,402	
Public Works	4,809,501	
Community Planning & Development	458,079	
Public Health	144,355	
Community Services	992,719	
Public Library	1,688,808	
Parks & Recreation	1,556,474	
Insurance - Miscellaneous	8,938,574	30,790,517
Debt Service		1,475,756
Metropolitan District		3,102,250
Capital Improvements		4,198,455
Equipment Reserve		301,948
Employee Leave Liability Reserve Fund		92,900
Board of Education		66,096,870
<b>TOTAL APPROPRIATIONS</b>		<b>\$106,058,696</b>

AGENDA ITEM: \_\_\_\_\_ (cont.)

DATE: 4-9-13

BE IT FURTHER RESOLVED:

That, in accordance with Section 805 of the Charter of the Town of Newington, the following General Fund estimated revenues be raised to meet these appropriations:

ESTIMATED REVENUES:

Current Taxes	\$83,480,818	
Prorated Taxes	730,000	
Prior Years Taxes	440,000	
Interest & Liens	320,000	
Payments in Lieu of Taxes	2,050,747	
Licenses & Permits	265,225	
Rentals	144,854	
Investment Income	30,000	
Fines	40,000	
Charges for Services	549,950	
Refunds & Reimbursements	87,825	
Sale of Town Property	200	
State Aid	15,092,066	
Federal Aid	124,000	
Miscellaneous	18,500	
Donations	1,333	
Transfers from Other Funds	433,178	<b>\$103,808,696</b>
General Fund Balance Applied		<u>2,250,000</u>
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>		<b>\$106,058,696</b>

BE IT FURTHER RESOLVED:

That the Clerk is hereby instructed to place the accompanying General Fund Budget Summary on the record of this meeting to illustrate the above appropriations and revenue estimates.

AGENDA ITEM: \_\_\_\_\_ (cont.)

DATE: 4-9-13

BE IT FURTHER RESOLVED:

That the following budget is hereby adopted for the Public School Capital Improvement Projects Reserve Fund for the fiscal year beginning July 1, 2013 to June 30, 2014:

APPROPRIATIONS:

Painting	\$25,000
Carpeting	25,000
District-wide Security and Safety	25,000
STEM Academy JW/MK & NHS Career/Technical	50,000
NHS Music Wing Expansion	<u>200,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$325,000</b>

ESTIMATED REVENUES:

General Fund Appropriations	\$125,000
Interest Earnings	600
Tuition Receipts	75,000
School Rental Receipts	50,000
Fund Balance	<u>74,400</u>
<b>TOTAL ESTIMATED REVENUES AND APPLIED FUND BALANCE</b>	<b>\$ 325,000</b>

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM: V.B.

DATE: 4-9-13

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

The Newington Town Council hereby adopts the "Town of Newington Long-Range Capital Improvement Plan 2013-2014 through 2017-2018," a final copy of which will be on file in the Town Clerk's Office.

NOTE: This vote is binding only for the funds committed for fiscal year 2013-2014; the proposed funding for 2014-2015 through 2017-2018 is for planning purposes only and is subject to change through future budget deliberations.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM: V.C.\_\_\_\_\_

DATE: 4-9-13\_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

In accordance with Section 805 of the Town Charter of the Town of Newington, the Town Council hereby fixes a tax rate of \_\_\_\_\_ mills for the fiscal year beginning July 1, 2013 and ending June 30, 2014, which shall be levied on taxable property in the Town of Newington listed on the October 1, 2012 Grand List, and said tax shall become due and payable in accordance with Section 43-1 of the Newington Code of Ordinances. The Town Manager is hereby authorized to make out and sign the rate bill in accordance with this motion.

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: April 5, 2013  
Re: Senior & Disabled Center Roof Project Building Committee

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As discussed at the March 28 Council meeting, any capital construction project in excess of \$250,000 (with the exception of public roads) must utilize a building committee. It is estimated that the Senior and Disabled Center roof reconstruction project will cost in excess of \$750,000. It is therefore necessary to appoint a new project building committee to oversee the project and appoint an engineer/architect. The building committee may be appointed prior to an actual appropriation of said project. The condition of the Senior Center roof is such that replacement is recommended during this year's construction season.

The Council's consensus appears to be to establish a five-member committee with members representing the Town Council and Commission on Aging and Disabled. A resolution to establish the Senior and Disabled Center Roof Replacement Project Building Committee and appoint members to said committee is attached for Council consideration.

Attach.

AGENDA ITEM: V.D.

DATE: 4-9-13

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

In accordance with Article X, Section 8-39 et seq., Project Building Committees, of the Newington Code of Ordinances, the Newington Town Council hereby establishes a Senior and Disabled Center Roof Replacement Project Building Committee.

Said committee is charged to work with the Town Manager (and/or his/her designee) and any other appropriate Town staff in the oversight of the Senior and Disabled Center roof project and related activity. Such improvements shall comply with the appropriate sections of the Fire Code, Health Code, Building Code and OSHA regulations, regulations of the Americans with Disabilities Act, and any other health and/or safety code regulations currently in force.

BE IT FURTHER RESOLVED:

The Senior and Disabled Center Roof Replacement Project Building Committee shall be comprised of five (5) members, of which three (3) shall be representatives of the Town Council and two (2) shall be from the Commission on Aging and Disabled.

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby appoints the following members to the Senior and Disabled Center Roof Replacement Project Building Committee:

Name	Address	Party	Term
NTC Rep:			NTC Term
NTC Rep:			NTC Term
NTC Rep:			NTC Term
Commission on Aging Rep:			Commission on Aging Term
Commission on Aging Rep:			Commission on Aging Term

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_

AGENDA ITEM: V.E.

DATE: 4-9-13

RESOLUTION NO. \_\_\_\_\_

RESOLVED: That John L. Salomone, Town Manager, is authorized to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for the Historic Documents Preservation grant.

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

VOTE: \_\_\_\_\_



John Salomone  
Town Manager

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## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: April 5, 2013  
Re: Annual Update – Central Connecticut Health District

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Paul Hutcheon, Director of Health for the Central Connecticut Health District (CCHD), has asked to come before the Town Council on Tuesday evening to provide a brief presentation outlining the recent activity of the CCHD. There will be an opportunity to ask any questions you may have.



John Salomone  
Town Manager

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## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: April 5, 2013  
Re: Fair Housing Policy

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Since 1993, the Town of Newington has been the recipient of grant funding through the Small Cities grant program. The program assists in funding the Town's housing rehabilitation loan program as well as infrastructure and other improvements to Newington's housing stock.

April is designated as Fair Housing Month. Each April, as a recipient of such grant funding and potential future applicant, the Town of Newington documents its commitment to the principles and practices of Fair Housing by the adoption of a Fair Housing Resolution.

A copy of the draft resolution is attached for your information and consideration. If the Council concurs, a resolution will also appear on the next Council agenda for consideration. Following adoption, the resolution will be included in the Town's Small Cities Fair Housing Plan Component. In addition, the Town Planner will be forwarding letters to local lenders and real estate professionals encouraging their continued commitment to Fair Housing.

ATTACH.

cc: Craig Minor, Town Planner

AGENDA ITEM: \_\_\_\_\_

DATE: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

WHEREAS, all American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, State and Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, national origin, ancestry, marital status, age, mental or physical disability, lawful source of income, sexual orientation, or familial status, be given equal access to rental and homeownership opportunities and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Newington is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice;

NOW, THEREFORE, BE IT RESOLVED, that the Newington Town Council hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a non-discriminatory basis; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Newington or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of any illegal discriminatory housing practices in the Town of Newington.

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: April 24, 2009  
Re: Revised Job Description: Information Technology Director

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Attached, please see a proposed revised job description for the Information Technology Director position. As you will recall, during the budgetary process I recommended in conjunction with Paul Boutot, Director of Information Technology, a reorganization of the department to better match the needs of the department with the current projects and future workload. Included in this reorganization is an updated job description for the Director position, to be renamed the Chief Information Officer. The amended job description will more accurately represent the duties of the position and will be updated to the current format and ADA-required verbiage. The proposed amendment also moves the position to the A-12 classification from the current A-11 classification.

Attached, please see the proposed revised job description as well as the current job description. Action by the Council would be anticipated at a future meeting.

Attach.

Cc: Paul Boutot, IT Director

# TOWN OF NEWINGTON

**TITLE:** Chief Information Officer

**GRADE:** A-12

**DEPARTMENT:** Information Technology

**DATE :** DRAFT 1-2013

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## POSITION DESCRIPTION

The Chief Information Officer (CIO) will provide technology vision and leadership in the development and implementation of town-wide information technology (IT) program, geographic information systems (GIS) and telecommunications initiatives that improve cost effectiveness, service delivery, and program development in the constant changing public sector. The CIO will lead local government in planning and implementing enterprise information technology to support both distributed and centralized operations in an effort to achieve more efficient and effective enterprise-wide IT operations. The CIO also serves as the Chief Information Security Officer (CISO) and supervises the organization's information technology staff. The position reports to the Town Manager.

## ESSENTIAL JOB FUNCTIONS

- Provide strategic and tactical planning, development, evaluation, and coordination of the information technology systems for the local government. The CIO is responsible for the management of multiple information technology and communications systems and projects, including voice, data, imaging, and office automation.
- Responsible for the coordination, facilitation, and consultation with all local government staff on information services, communications, and management systems initiatives.
- Serves and participates proactively with other members of the senior management team in developing and executing strategic plans to optimize the use of information technology in support of government objectives.
- Participates in policy and decision making at the enterprise level regarding resource allocation and future direction and control of proposed information systems.
- Develops and maintains IT operating budget and town capital improvement program budget consistent with established financial guidelines.
- Develops and maintains an enterprise wide business recovery plan, based in part on available funding, to ensure timely and effective restoration of IT services in the event of a disaster.
- Manages staff of professional and technical employees, integrating them into a well performing team while managing technical and organizational change.
- Makes policy recommendations regarding IT policies and standards to Town Manager and/ or Town Council.
- Enforces town IT policies to ensure the protection of the enterprise IT assets and the integrity, security and privacy entrusted to or maintained by the enterprise.
- Works closely with Town Department Heads to deliver a comprehensive service to assist with the achievement of their goals through the use of technology.
- Triage departmental requests, evaluating resources and the ability of IT staff to meet each request.
- Communicates IT plans, policies and technology trends throughout the organization, including management groups and professional staff.
- Promotes and oversees relationships between the government's IT resources and external entities.
- Participates in professional organizations related to IT.

### **ADDITIONAL JOB FUNCTIONS:**

- The CIO may serve as Acting Town Manager on an as needed basis and perform additional tasks and duties as requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to use computer equipment and related software programs and to type with speed and accuracy.
- Ability to establish and maintain complex files and record systems.
- Ability to work with little or no supervision.
- Municipal budget preparation and administration for both operating and capital improvement programs.
- Develops, coordinates, guides and maintains IT systems, as well as strategic and operational plans in support of the mission and goals of the government.
- Develops and maintains enterprise systems architecture, defining standards and protocols for data exchange, communications, software, and interconnection of information systems.
- Provides direct input on evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in strategic and operational systems.
- Reviews all IT acquisition requests, contracts and soliciting involvement and participation of other management team members as appropriate.

### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 75 pounds.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

### **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with:

- Graduation from a four-year accredited college with a Bachelor's degree in Computer Science, Information Technology or related field and eight (8) years of increasingly responsible experience managing/ supporting information technology and telecommunications and progressive experience in managing information technology and telecommunications projects, teams and consultants or an equivalent combination of education and experience substituted on a year-for-year basis which provides a demonstrated ability to perform the duties of the position.
- Certified Government Chief Information Officer Certification is desirable.
- Must be able to demonstrate considerable and highly technical knowledge of enterprise computer hardware, peripherals, operating systems, and network operating systems, including installation procedures, architecture and trouble-shooting techniques.

- Knowledge of principles of data communications and related equipment.
- Ability to communicate clearly, both verbally and in written form.
- Ability to learn new products and technologies as they become available.

**LICENSE OR CERTIFICATE:**

Valid Connecticut Motor Vehicle Operator's License.

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

I understand that nothing in this job description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

Current

TOWN OF NEWINGTON

A-11  
ADMINISTRATIVE GROUP

**TITLE:** DIRECTOR OF INFORMATION SYSTEMS & TECHNOLOGY

**POSITION SUMMARY:** Responsible for administering and coordinating all activities related to electronic voice and data systems.

**SUPERVISION:** Receives general direction from the Town Manager.

**ESSENTIAL FUNCTIONS:** Oversees acquisition, operation, use and maintenance of electronic voice and data systems. Establishes and manages standards and requirements for hardware and software acquisition for all Town departments. Oversees compliance with legal mandates affecting Town telephone and computer systems. Serves as system administrator for Town computer networks. Oversees equipment maintenance. Oversees hardware and applications software maintenance agreements and equipment purchasing agreements. Assists Town departments in the use of equipment and applications software use. Develops custom applications software. Develops and administers plans for application of technology in the work place. Establishes and administers ongoing training in technologies for Town employees. Investigates and applies emerging technologies as appropriate to the improvement of Town operations. Represents the Town on issues involving telephone and computer systems. Prepares budget requests and, as required, statistical and narrative reports. Performs other duties as directed by the Town Manager. Serves as Chief Information Officer for the Town.

**REQUIRED KNOWLEDGE AND ABILITIES:** Experience in computer system management and in local area networking technology and installation. Experience in standard microcomputer-based applications. Good knowledge of municipal operations. Knowledge of programming languages. Ability to exercise good judgement in evaluating situations, solving problems and making recommendations. Ability to prepare and administer appropriate budgets. Ability to communicate clearly and effectively.

**QUALIFICATIONS:** The skills and knowledge for this position would generally be acquired with a Bachelor's or Master's degree in computer science, public administration, or a related field, plus three years of experience; or an equivalent combination of education and experience which provides a demonstrated ability to perform the duties of the position.

**LICENSES OR CERTIFICATE:** Valid Connecticut Motor Vehicle Operator's License

Note: The above tasks and responsibilities are illustrative. The description does not include every task or responsibility.

AGENDA ITEM: VIII

DATE: 4-9-13

RESOLUTION NO. \_\_\_\_\_

RESOLVED:

That property tax refunds in the amount of \$1,355.78 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 – April 11, 2013

C E or Ivana Chylinski 143 Tremont Street Newington, CT 06111	\$16.32
Boguslawa Maciulewski 184 Camp Avenue Newington, CT 06111	\$89.18
Yuriy Pynylo 20 Oregon Avenue Newington, CT 06111	\$286.26
EAN Holdings 8 Ella Grasso Turnpike Windsor Locks, CT 06096	\$305.34
Corelogic Tax Service 1 Corelogic Dr., DFW 4-3 West Lake, TX 76262	\$624.72
Paula Cornelio Lawless 68 Indian Hill Road Newington, CT 06111	\$33.96
<b>Total</b>	<b>\$1,355.78</b>