



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR ROY ZARTARIAN

NEWINGTON TOWN COUNCIL

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

**AGENDA
May 10, 2016
7:00 p.m.**

-
- I. PLEDGE OF ALLEGIANCE
 - II. ROLL CALL
 - III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
 - IV. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
 - A. Town Hall Renovation Project
 - 1. Discussion: Engineering Study
 - 2. Dismiss Architect and Construction Manager
 - 3. Disband Current Project Building Committee
 - 4. Create and Charge New Project Building Committee
 - B. Ordinance Amendment: EMS Committee
 - 1. Introduce Ordinance
 - 2. Set Public Hearing Date
 - C. Town Council Rules of Procedure
 - D. Open Space Committee
 - V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
 - A. John Wallace Middle School Wing Reconfiguration Grant Funding
 - B. Appointment of Auditor
 - VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Appointments to Boards and Commissions
 - 1. Affordable Housing Monitoring Agency
 - 2. Commission on Aging and Disabled
 - 3. Balf-Town Committee
 - 4. Building Code Board of Appeals
 - 5. Capitol Region Council of Governments (CRCOG)
 - 6. Central Connecticut Health District Board of Directors (CCHD)
 - 7. Capital Improvements Committee

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

8. Committee on Community Safety
9. Conservation/Inland Wetlands Commission
10. Development Commission
11. Employee Insurance & Pension Benefits Committee
12. Environmental Quality Commission
13. Board of Ethics
14. Fair Rent Commission
15. Newington Housing Authority
16. Human Rights Commission
17. Library Board of Directors
18. Newington CATV Advisory Council
19. Newington School Career Technical Program Renovation Project Building Committee
20. Open Space Committee
21. School Code Compliance Project Building Committee
22. Standing Insurance Committee
23. STEM Academy PBC
24. Town Hall Renovations Project Building Committee
25. Town Plan & Zoning Commission
26. Tri-Town Community Cable Access
27. Vehicle Appeals Board
28. Zoning Board of Appeals

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

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

IX. COUNCIL LIAISON/COMMITTEE REPORTS

X. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XI. REMARKS BY COUNCILORS

XII. EXECUTIVE SESSION RE: REAL ESTATE

XIII. ADJOURNMENT



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Ann Harter,
Temporary Acting Town Manager)

Date: May 6, 2016

Re: Town Hall Renovations

There will be an item on the May 10, 2016 Town Council agenda to continue discussion of the DTC Town Hall Renovation Feasibility Study, dated April 20, 2016. Facilities Director Dave Langdon will be in attendance to discuss the study and the various options moving forward. The presentation made at the April 26 Council meeting is attached and the full study may be found in the April 26 agenda packet.

There are several items for Council consideration and potential action on the May 10 agenda. The first is a resolution to consider dismissing the current project architect, Kaestle Boos and the current construction manager, Downes Construction. The second is to consider disbanding the current Town Hall Renovations Project Building Committee and the third is to consider forming a new Committee. Please note that the attached resolution to form a new Committee is a sample resolution only and if the Council wishes to take action it may customize the verbiage accordingly.

Attach.

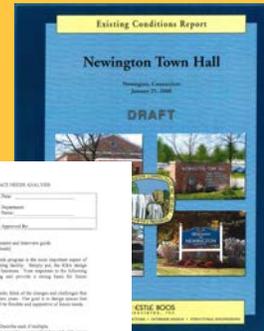


Town of Newington Town Hall Renovation Study

APRIL 26, 2016
PRESENTED BY DTC:
GRAHAM CURTIS, PE, LEED AP
STEVE GENDREAU, PE

Project History

- 2008 Existing Conditions Report (Kaestle Boos)
- 2012 Feasibility Study (Olsen)
- 2014 Building Committee Decision on New Concept
- September 2014 Referendum Failed
- 2015 Additional Concepts of New & In Place
- 2016 Project on Hold
- Current - DTC Study

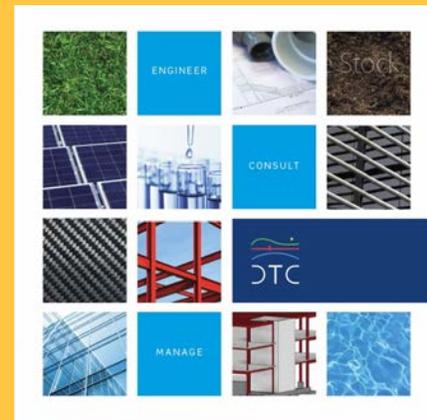


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DTC's Approach

- Review Previous Reports & Documentation
- Review Concerns Voiced by Residents & Staff
- Detailed Investigation of Current Conditions
- Discussions With Maintenance Personnel & Staff
- Identify Major Issues to be Resolved
- Provide Renovation Concept
 - Stripped Down / No "Frills"
 - Make Building Last 20+ More Years
 - Increase Energy Efficiency
 - Salvage as Much as Possible
- Provide Associated Costs for Renovation



History of Building

- Built ~1950 as a High School
- 1955 Additions (East Wing & Auditorium Areas)
- 1972 Addition to Convert to Town Hall
- 2012 Renovations to Lower Level & Transition Academy



EXISTING ISSUES

Building Envelope

- Roof Replacement Needed (Many Leaks)
- Old Inefficient Windows
- Lack of Insulation



EXISTING ISSUES

Moisture & Water Infiltration

- Poor Storm Drainage
- Lack of Vapor Barrier
- Roof Leaks
- Uninsulated Steam Piping
- Efflorescence Due to Water Infiltration



EXISTING ISSUES

Façade & Structural Issues

- Spalling Brick in 1955 Areas
- Crumbling Concrete
- Exposed Rebar
- Cracks



EXISTING ISSUES

Building Systems

- Aged Electrical Service & Panels
- Aged HVAC Units
- Steam Heat
- IT & Security Systems



EXISTING ISSUES

Interior Finishes & Programmatic Issues

- Aged Flooring, Ceilings, Paint, Hardware
- Lack of Privacy in Town Clerk, Human Services & Assessors Areas
- Space Sizes & Configurations Not Ideal
- General Lack of Storage



EXISTING ISSUES

Energy Efficiency

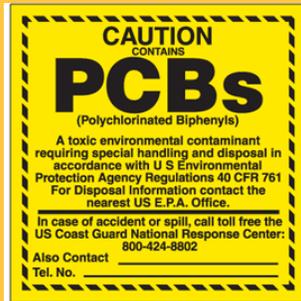
- Inefficient Lighting & HVAC Systems
- Lack of Insulation
- Poor Thermal Envelope (Roof & Windows)
- Lack of Renewable Energy Systems



EXISTING ISSUES

Hazardous Materials

- PCB's
- Asbestos
- Lead



EXISTING ISSUES

Site / Entry Plazas

- Lack of Parking
- Condition of Main (East) Entry
- Services to Building
- East Parking Lot Condition



EXISTING ISSUES

Fire Safety

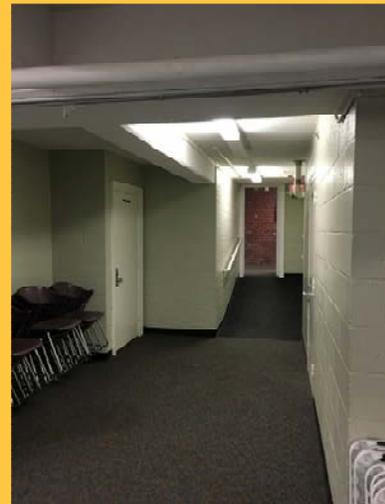
- Lack of Sprinklers
- Lack of Fire Alarm Devices
- Fire Separation Issues
- Risk to Stored Documents, Records & IT Systems



EXISTING ISSUES

Accessibility

- Ramps
- Handrails
- Door Hardware
- Bathrooms



EXISTING ISSUES

Mortensen Community Center

- Need for More Activity Space
- Gym & Lockers in Poor Condition



RENOVATION CONCEPT

- Address Existing Issues
- Salvage 2012 Renovations
- No Major Reconfiguration of Spaces
- Make Building Last 20+ More Years
- Reduce Maintenance & Increase Efficiency
- Refresh Main Entry
- Utilize Cost Effective Solutions
- Create Swing Space for Phased Construction
 - No Off-Site Relocation Needed
- No impact to Mill Pond Park



RENOVATION SCOPE

Building Envelope

- Replace Roof (Under CIP Budget)
- Replace Old Windows
- Add Roof Insulation



RENOVATION SCOPE

Moisture & Water Infiltration

- Fix Storm Drainage
- Add Vapor Barrier
- New Roof
- Eliminate Steam Piping
- Remove Efflorescence



RENOVATION SCOPE

Façade & Structural Issues

- Re-point Brick in 1955 Areas
- Replace Crumbling Cast in Place Concrete
- Encapsulate Exposed Rebar
- Repair Cracks



RENOVATION SCOPE

Building Systems

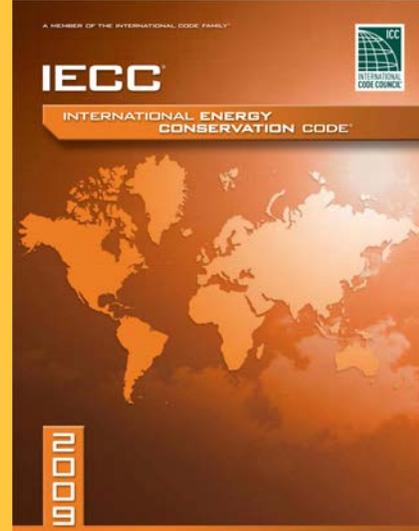
- New Electrical Service & Panels
- New HVAC System (Eliminate Steam)
- Updated Technology & Added Security Systems



RENOVATION SCOPE

Energy Efficiency

- New LED Lighting
- High Efficiency HVAC Systems
- Added Insulation
- Improved Thermal Envelope (Roof & Windows)
- Roof Mounted Solar



RENOVATION SCOPE

Hazardous Materials

- Remove all PCB's, Asbestos & Lead
- Extent of PCB's in Masonry & Soil is Uncertain



Department of
ENERGY & ENVIRONMENTAL PROTECTION



RENOVATION SCOPE

Site

- Addition of Parking Spaces (Minimal)
- Refreshed Main Entry
- New Services to Building
- Reconstruction of East Parking Lot
- Potential Future Additional Parking at Bus Garage Area or Library



RENOVATION SCOPE

Interior Finishes & Programmatic Issues

- Replace Aged Flooring, Ceilings, Paint, Hardware, Depending on Condition
- Level of Finishes Similar to Recent Renovations
- Reconfiguration of Select Areas
- Creation of Additional Storage
 - Suggest Transition to Digital Storage



RENOVATION SCOPE

Addition of Multi-Purpose Room

- In Location of Existing Council Chambers
- Level Floor to Create Swing Space
- Eliminates Need for Accessibility Upgrades
- Space Remains for Public Meetings
- Addresses Lack of Rec Space



RENOVATION SCOPE

Fire Safety

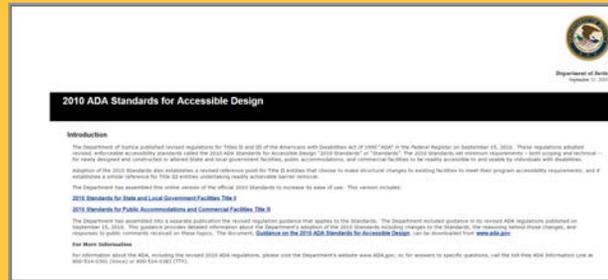
- Full Coverage Sprinkler System
- Update Fire Alarm Coverage
- Address Fire Separation Issues



RENOVATION SCOPE

Accessibility

- Addition of ADA Compliant Ramps, Handrails & Door Hardware
- Reconfigure Bathrooms & Add Call-for-Aid Systems



Energy Efficiency / Renewables

- LED Lighting w/ Daylight Harvesting
- High Efficiency Heating & Cooling Systems
- Low Water Usage Plumbing Fixtures
- Additional Insulation
- Upgraded Thermal Envelope
- Roof Mounted Solar
- Investigate Viability of Other Technologies



Cost Estimate

- Total Project Costs, Including:
 - Construction Trades
 - Temporary Offices
 - Moving Expenses
 - Design Fees
 - Escalation
 - Contingencies
 - FF&E
 - Hazmat
 - Referendum Costs
 - Construction Management Fees
 - General Conditions / Insurance / Bonds

SOFT COSTS	
Environmental Remediation and Abatement Consultant	300,000
Construction Testing Lab and Special Inspections	20,000
Printing	25,000
Referendum informational brochures and mailing	10,000
Bond Counsel, financial advisor, rating agencies	140,000
Pool workers, ballots, and legal notice, for referendum	30,000
Disposal of contaminated soils	20,000
Telephone and Data Wiring	350,000
Builder's Risk Insurance	30,000
TOTAL	945,000



Cost Estimates

- DTC Renovation Concept
 ~\$24,325,000 Total Project Cost
- Difference Compared to New Building*
 ~\$12,000,000

SUMMARY OF ESTIMATE		4/5/2016	
ITEM	DESCRIPTION	AMOUNT	COMMENTS
1	SITE	409,680	
2	ARCHITECTURAL	2,330,912	
3	EXTERIOR	927,641	
4	ELEVATOR	-	NO WORK
5	FIRE PROTECTION	409,300	
6	PLUMBING	738,300	
7	MECHANICAL	3,398,567	
8	ELECTRICAL	1,560,690	
9	FF&E	528,000	
10	TEMP OFFICES	372,057	
11	ABATEMENT	1,898,676	
12	PHASING PENALTY	1,277,382	10%
13			
14	SUB TOTAL	14,051,205	
15	GENERAL CONDITIONS	1,405,121	10%
16	SUB TOTAL	15,456,326	
17	CM FEE	772,816	5%
18	SUB TOTAL	16,229,142	
19	BONDS	324,583	2%
20	SUB TOTAL	16,553,725	
21	CONTINGENCY	3,310,745	20%
22	SUB TOTAL	19,864,470	
23	ESCALATION	1,986,447	10%
24	SUB TOTAL	21,850,917	
25	DESIGN	1,529,564	7%
26	SUB TOTAL	23,380,481	
27	SOFT COSTS	945,000	
28	SUB TOTAL	24,325,481	

*Downes' 9/1/2015 estimate for New Building. Includes escalation from time of estimate, plus relocation costs. Does not include "Value Engineering"



Escalation

- ~4-5% Per Year

Ways to Combat Escalation

- Fast Track Design
- Decide on Project Concept ASAP
- November Referendum



Contingency Explained

- Currently Carrying **20%** Contingency
- 10% Design / 10% Construction
- Design Contingency is For Yet Unknown Scope Due to Preliminary Stage of Project
- Construction Contingency is for Undiscovered Issues That May/Will Come Up
- *Not a "Slush Fund"*
- Remaining Money Would Go Back to Town



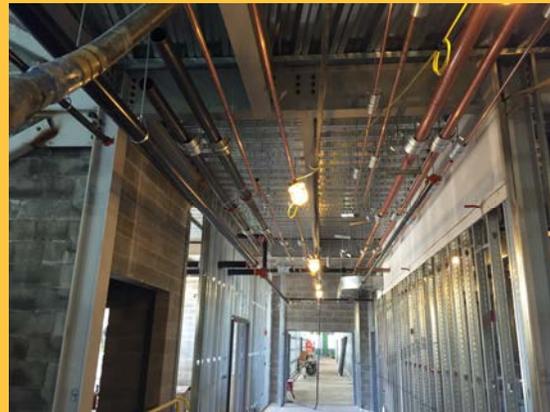
Benefits / Features of Renovation

- Increased Energy Efficiency & Addition of Solar
- Modernization of Aged Building Systems
- Repair of Façade and Structural Issues
- Removal of Hazardous Materials
- New East Parking Lot & Main Entry
- New Large Multi-Purpose Room
- Fully Accessible Building
- More Storage Space
- Addresses Moisture & Water Infiltration Issues
- Salvages Money Spent on 2012 Renovations



Limitations of Renovation

- Room Size/Configuration Not Ideal
- Non-adjacent Multi-Purpose Rooms
- Disruptions to Occupants & Visitors
- Minimal Additional Parking
- Not as Efficient as New Building
- Minor Changes to Appearance



Other Options to Consider

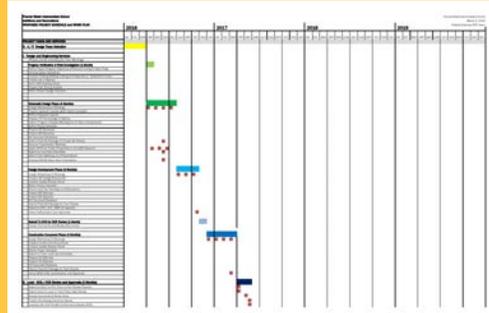
- New Building in Same Location
 - ~\$12M Additional Cost
- Hybrid Addition/Renovation/Demolition
 - Cost Likely in Between Reno & New
- New Building Offsite
 - Land Purchase & New Utilities
 - Not Centralized w/ PD, Library & Park

- All Options Would Address Most, If Not All Limitations of Renovation
- Offsite & Hybrid Have Less Impact to Occupants



Suggested Schedule

- Now Until November - Public Info Sessions
- Nov 2016 - Referendum
- Dec 2016 - Select Architect/Engineer Team
- Jan 2018 - Complete Design (~12 months)
- April 2018 - Begin Construction



AGENDA ITEM: IVA.2.

DATE: 5-10-16

RESOLUTION NO. _____

RESOLVED,

That the Newington Town Council hereby dismisses the services of Kaestle Boos Associates as the architect for the Town Hall Renovations Project and Downes Construction, LLC as the construction manager for the Town Hall Renovations Project.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IVA.3

DATE: 5-10-16

RESOLUTION NO. _____

WHEREAS, in order to appoint a new Town Hall Renovations Project Building Committee, the current Town Hall Renovations Project Building Committee must be disbanded;

NOW, THEREFORE BE IT RESOLVED, that in accordance with Section 8-42 of the Newington Code of Ordinances, the Newington Town Council hereby disbands the Town Hall Renovations Project Building Committee.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

SAMPLE RESOLUTION

AGENDA ITEM: IV.A

DATE: 5-10-16

RESOLUTION NO. _____

WHEREAS, the Newington Town Council disbanded the existing Town Hall Renovations Project Building Committee on May 10, 2016;

NOW THEREFORE BE IT RESOLVED; that in accordance with Section 8-40 of the Newington Code of Ordinances, the Newington Town Council hereby establishes a new Town Hall Renovations Project Building Committee, comprised of (#) members; of which (#) shall be representatives of the Town Council and (#) shall be members of the public; and

BE IT FURTHER RESOLVED; that said Committee is charged to work with the Town Manager (or his/her designee) and other appropriate Town staff in the oversight of renovations to the Town Hall, including the Mortensen Community Center and shall do such work in accordance with Chapter 8, Article X (Project Building Committees) of the Code of Ordinances; and

BE IT FURTHER RESOLVED; that the Newington Town Council hereby appoints the following members to the Town Hall Renovations Project Building Committee:

(TBD)

Note: Public members of the Committee will serve terms of 5/10/16 – indefinite; Town Council members of the Committee will serve terms concurrent with the Town Council term.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Jaime Trevethan, Asst. to the Town Manager (On behalf of Ann Harter,
Temporary Acting Town Manager)
Date: May 05, 2016
Re: Ordinance Amendment: EMS Committee

At the April 28 Special Meeting, the Town Council discussed proposed amendments to the Newington Code of Ordinances Chapter 8, Article XI: Emergency Medical Services (EMS) Committee.

The process for amending Town Ordinances is dictated by §C-405 and §C-406 of the Town Charter. The process generally spans over at least three Council meetings. A resolution will appear on the May 10 Town Council meeting agenda for the second step of the process as follows:

- 1) To introduce the amended ordinance, and
- 2) To set a Public Hearing date (typically scheduled for immediately prior to the next Council meeting)

Please be advised that this is the only action to be taken on this item at the May 10 meeting. Furthermore, The Council may discuss and consider whether to approve the amendments at the regular Council meeting immediately following the Public Hearing. If approved, the changes will go into effect 15 days after publication.

Attached, please see the following documents related to the proposed amendments:

- 1) Newington Charter §C-405 and §C-406 (Ordinance amendment process)
- 2) A memorandum from Scott Woods, EMS Committee Chairperson, explaining the proposed amendments, with Public Act 14-217 Sec. 19 attached.
- 3) Newington Code of Ordinances Chapter 8, Article XI: Emergency Medical Services (EMS) Committee, with proposed amendments
- 4) A resolution to introduce the ordinance amendments and set a public hearing date.

Attach.

May 2, 2016

To: Newington Town Council

From: Scott A. Woods, EMS Committee Chairperson

RE: Requested Ordinance Change

The Newington EMS Committee (EMS-C) is seeking to update their charge and make-up under Town Ordinance Article VI, § C-610. This is the article referenced originally in the ordinances that I found in Chapter 8 Article XI §8-46 in the current search of Town Ordinances.

The ordinance was first adopted in May 1995 at a time when the Town of Newington (TON) was changing from a Bi-Town Paramedic Agreement jointly with the Town of Wethersfield utilizing the services of Aetna Ambulance Service, Inc. During this time, the TON was changing providers after a bid process to contract with Professional Ambulance Service that would ultimately be purchased and known as American Medical Response (AMR).

The Newington Emergency Medical Services (NEMS) Agreement (formerly Newington Volunteer Ambulance Corps) is a separate agreement with TON that has a renewal/expiration date of 12/31/2016. NEMS oversight is done internally by a Board of Directors. The chief officers work with the TON to provide EMS services under the scope of their agreement.

Why change the ordinance? In October 2014, Public Act 14-217 Sec. 19 was passed (attached). It made changes to C.G.S. Sec. 19a-181b, the EMS Regulations for CT. The change in statute strengthens the requirement of updating the Local EMS Plan as well as specifying revisions in the statute that gives municipalities the ability to change vendors when they update their EMS Plan or present an alternative EMS Plan. There are specific requirements to be met to do so. The original EMS Plan was a requirement in P.A. 00-151 effective July 1, 2000. The EMS Plan (attached) was submitted as required in 2002. It was written by NEMS as directed by the town manager. There was language about the EMS Plan being reviewed in statute, but was never requested by the state. The EMS Plan has not been updated since 2002.

P.A. 14-217 puts more responsibility on municipalities to be involved in EMS for their community than previously enforced by the statute. To fulfill the requirement of updating the TON EMS Plan, the Town could assign the responsibility to one of the vendors providing service (NEMS/AMR) or the Primary Service Area (PSA) holder acknowledged by the Department of Public Health (DPH) Office of Emergency Medical Services (OEMS). The PSA holders include NPD, NEMS, and recently informed that AMR co-holds the Basic Level assignment. However, because the TON does have a community EMS-C, it would be appropriate for the committee to take on the oversight of the EMS Plan.

The EMS Plan includes all levels of EMS service from 911 call received until arrival at the hospital. This includes the following:

- a. Emergency Medical Dispatch (EMD) - is the dispatcher or call taker asking questions specific to the medical or trauma information that can be gathered to initiate the appropriate level of response. In cases of bleeding or the need to give CPR, this person will provide the caller with detailed pre-arrival instructions until help arrives. Essentially providing care at time of 911 call. This level of care has been required of Public Safety Answering Points (PSAPs) since PA 00-151 was passed, effective July 1, 2004.

This service is currently provided by AMR at no cost to the community.

- b. Emergency Medical Responder (EMR) including Automatic External Defibrillators (AED) – In 2002, Newington did not have recognized first responders by DPH. Since then the NPD has become certified to the EMR level (approximately 36 hours with recertification) and utilizing AED's that have played a significant role in the community.
- c. Basic Level Ambulance Service (BLS) – Provided by a certified Emergency Medical Technician (EMT) who completes the required training. (approximately 180 hours with recertification)

This service is currently provided by NEMS and AMR.

- d. Advanced Level Paramedic Service (ALS) – Provided by an Emergency Medical Technician – Paramedic who completes the required training (approximately 1500 hours) and passes a licensing exam.

This service is currently provided by AMR.

- e. EMS system objectives - This is an update to the requirements with the passage of the act. The good part is it will provide the EMS system benchmarks to make the system better and review all aspects of it regularly.

The current scope of the EMS-C charge is rather narrow; providing for oversight of the commercial ambulance/paramedic firm serving the town. There are changes to remove the wording 'commercial' ambulance to reflect oversight of all EMS service provided to the TON.

To accomplish the additional responsibilities the EMS-C discussed adding two new positions to cut down on work load and involve more persons. The committee would also like to see the wording of specifying Newington public safety agencies being on the committee removed and replace it with 'a background in a public safety or a medical discipline would be preferred'. This would remove direct accountability to organizations that are overseen by the committee and involve other residents.

The updated changes are a good step in bringing the EMS-C in line with all aspects of an EMS system and not just one component of that system. The hope is to improve all aspects of EMS services from 911 call to arrival at the hospital as well as improving community training to help each other in the chain of survival.

I will be available should you have any questions for myself or the EMS-C.

Attach.

Public Act 14-217 Sec. 19

Sec. 19. Section 19a-181b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014*):

(a) Not later than July 1, 2002, each municipality shall establish a local emergency medical services plan. Such plan shall include the written agreements or contracts developed between the municipality, its emergency medical services providers and the public safety answering point, as defined in section 28-25, that covers the municipality. The plan shall also include, but not be limited to, the following:

(1) The identification of levels of emergency medical services, including, but not limited to: (A) The public safety answering point responsible for receiving emergency calls and notifying and assigning the appropriate provider to a call for emergency medical services; (B) the emergency medical services provider that is notified for initial response; (C) basic ambulance service; (D) advanced life support level; and (E) mutual aid call arrangements;

(2) The name of the person or entity responsible for carrying out each level of emergency medical services that the plan identifies;

(3) The establishment of performance standards for each segment of the municipality's emergency medical services system; and

(4) Any subcontracts, written agreements or mutual aid call agreements that emergency medical services providers may have with other entities to provide services identified in the plan.

(b) In developing the plan required by subsection (a) of this section, each municipality:

(1) May consult with and obtain the assistance of its regional emergency medical services council established pursuant to section 19a-183, its regional emergency medical services coordinator appointed pursuant to section 19a-186a, its regional emergency medical services medical advisory committees and any sponsor hospital, as defined in regulations adopted pursuant to section 19a-179, located in the area identified in the plan; and (2) shall submit the plan to its regional emergency medical services council for the council's review and comment.

(c) Each municipality shall update the plan required by subsection (a) of this section as the municipality determines is necessary. The municipality shall consult with the municipality's primary service area responder concerning any updates to the plan. The Department of Public Health shall, upon request, assist each municipality in the process of updating the plan by providing technical assistance and helping to resolve any disagreements concerning the provisions of the plan.

(d) Not less than once every five years, said department shall review a municipality's plan and the primary service area responder's provision of services under the plan. Such review shall include an evaluation of such responder's compliance with applicable laws and regulations. Upon the conclusion of such evaluation, the department shall assign a rating of "meets performance standards", "exceeds performance standards" or "fails to comply with performance standards" for the primary service area responder. The Commissioner of Public Health may require any primary service area responder that is assigned a rating of "fails to comply with performance standards" to meet the requirements of a performance improvement plan developed by the department. Such primary service area responder may be subject to subsequent performance reviews or removal as the municipality's primary service area responder for a failure to improve performance in accordance with section 19a-181c, as amended by this act.

Sec. 20. Section 19a-181c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014*):

(a) As used in this section ["responder"] and section 22 of this act:

(1) "Responder" means any primary service area responder that [(1)] (A) is notified for initial response, [(2)] (B) is responsible for the provision of basic life support service, or [(3)] (C) is responsible for the provision of service above basic life support that is intensive and complex prehospital care consistent with acceptable emergency medical practices under the control of physician and hospital protocols.

(2) "Performance crisis" means (A) the responder has failed to respond to at least fifty per cent or more first call responses in any rolling three-month period and has failed to comply with the requirements of any corrective action plan agreement between the municipality and the responder, or (B) the sponsor hospital refuses to endorse or provide a recommendation for the responder due to unresolved issues relating to the quality of patient care provided by the responder.

(3) "Unsatisfactory performance" means the responder has failed to (A) respond to at least eighty per cent or more first call responses, excluding those responses excused by the municipality in any rolling twelve-month review period, or (B) meet defined response time standards agreed to between the municipality and responder, excluding those responses excused by the municipality, and comply with the requirements of a mutually agreed-upon corrective action plan, or (C) investigate and adequately respond to complaints related to the quality of emergency care or response times, on a repeated basis, or (D) report adverse events as required by the Commissioner of Public Health or as required under the local emergency medical services plan, on a repeated basis, or (E) communicate changes to the level of service or coverage patterns that materially affect the delivery of service as required under the local emergency medical services plan or communicate an intent to change such service that is inconsistent with such plan, or (F)

communicate changes in its organizational structure that are likely to negatively affect the responder's delivery of service, and (G) deliver services in accordance with the local emergency medical services plan.

(b) Any municipality may petition the commissioner for the removal of a responder. A petition may be made (1) at any time if based on an allegation that [an emergency] a performance crisis exists and that the safety, health and welfare of the citizens of the affected primary service area are jeopardized by the responder's performance, or (2) not more often than once every three years, if based on the unsatisfactory performance of the responder, [as determined based on the local emergency medical services plan established by the municipality pursuant to section 19a-181b and associated agreements or contracts.] A responder for whom a municipality seeks removal pursuant to a petition under this section shall not transfer its responsibilities to another responder while the petition is pending. A hearing on a petition under this section shall be deemed to be a contested case and held in accordance with the provisions of chapter 54.

(c) If, after a hearing authorized by this section, the commissioner determines that (1) [an emergency] a performance crisis exists and the safety, health and welfare of the citizens of the affected primary service area are jeopardized by the responder's performance, (2) the [performance of the responder is unsatisfactory based on the local emergency medical services plan established by the municipality pursuant to section 19-181b and associated agreements or contracts] responder has demonstrated unsatisfactory performance, or (3) it is in the best interests of patient care, the commissioner may revoke the primary service area responder's primary service area assignment and require the chief administrative official of the municipality in which the primary service area is located to submit a plan acceptable to the commissioner for the alternative provision of primary service area responder responsibilities, or may issue an order for the alternative provision of emergency medical services, or both.

(d) The commissioner, or the commissioner's designee, shall open any petition for the removal of a responder (1) not later than five business days after receipt of a petition where a performance crisis is alleged and shall conclude the investigation on such petition not later than thirty days after receipt of such petition, or (2) not later than fifteen business days after receipt of a petition where unsatisfactory performance is alleged and shall conclude the investigation on such petition not later than ninety days after receipt of such petition. The commissioner may redesignate any petition received pursuant to this section as due to a performance crisis or unsatisfactory performance based on the facts alleged in the petition and shall comply with the time requirements in this subsection that correspond to the redesignated classification.

(e) The commissioner may develop and implement procedures to designate a temporary responder for a municipality when such municipality has alleged a

performance crisis in the petition during the time such petition is under the commissioner's consideration.

(f) The commissioner may hold a hearing and revoke a responder's primary service area assignment in accordance with the provisions of this section, although a petition has not been filed, where the commissioner has assigned a responder a rating of "fails to comply with performance standards" in accordance with section 19a-181b, as amended by this act, and the responder subsequently failed to improve its performance.

Sec. 21. (NEW) (*Effective from passage*) A primary service area responder, as defined in section 19a-175 of the general statutes, shall notify the Department of Public Health and the chief elected official or the chief executive officer of the municipality to which it is assigned not later than sixty days prior to the sale or transfer of more than fifty per cent of its ownership interest or assets. Any person who intends to obtain ownership or control of a primary service area responder in a sale or transfer for which notification is required under this section shall submit an application for approval of such purchase or change in control on a form prescribed by the Commissioner of Public Health. The commissioner shall, in determining whether to grant approval of the sale or transfer, consider: (1) The applicant's performance history in the state or another state; and (2) the applicant's financial ability to perform the responsibilities of the primary service area responder in accordance with the local emergency medical services plan, established in accordance with section 19a-181b of the general statutes, as amended by this act. The commissioner shall approve or reject the application not later than forty-five calendar days after receipt of the application. The commissioner shall consult with any municipality or sponsor hospital in the primary service area, as such terms are defined in section 19a-175 of the general statutes, in making a determination on the application and may hold a hearing on the application.

Sec. 22. (NEW) (*Effective October 1, 2014*) (a) For purposes of this section, "primary service area responder" has the same meaning as in section 19a-175 of the general statutes. A municipality that seeks a change in a primary service area responder shall submit an alternative local emergency medical services plan prepared pursuant to section 19a-181b of the general statutes, as amended by this act, to the Department of Public Health when: (1) The municipality's current primary service area responder has failed to meet the standards outlined in the local emergency medical services plan, established pursuant to section 19a-181b of the general statutes, as amended by this act; (2) the municipality has established a performance crisis or unsatisfactory performance, as defined in section 19a-181c of the general statutes, as amended by this act; (3) the primary service area responder does not meet a performance measure provided in regulations adopted pursuant to section 19a-179 of the general statutes; (4) the municipality has developed a plan for regionalizing service; or (5) the municipality has developed a plan that will improve or maintain patient care and the municipality has the opportunity to align a new primary service area responder that is better suited than

the current primary service area responder to meet the community's current needs. Such plan shall include the name of a recommended primary service area responder for each category of emergency medical response services.

(b) Not later than forty-five days after a municipality submits an alternative local emergency medical services plan pursuant to the provisions of this section, each new recommended primary service area responder who agrees to be considered for the primary service area designation shall submit an application to the commissioner, on a form prescribed by the commissioner.

(c) (1) The Commissioner of Public Health shall conduct a hearing on any alternative local emergency medical services plan submitted pursuant to subsection (a) of this section, including the proposed removal of a primary service area responder and the proposed designation of a new primary service area responder. Not later than thirty days prior to the hearing, the commissioner shall notify the municipality's current primary service area responder, in writing, of the hearing. Such primary service area responder shall be given the opportunity to be heard and may submit information for the commissioner's consideration.

(2) In order to determine whether to approve or disapprove such plan, the commissioner shall consider any relevant factors, including, but not limited to: (A) The impact of the plan on patient care; (B) the impact of the plan on emergency medical services system design, including system sustainability; (C) the impact of the plan on the local, regional and state-wide emergency medical services system; (D) the recommendation from the sponsor hospital's medical oversight staff; and (E) the financial impact to the municipality without compromising the quality of patient care. If the commissioner approves the alternative plan and the application of the recommended primary service area responder, the commissioner shall issue a written decision to reassign the primary service area in accordance with the alternative plan and indicate the effective date for the reassignment. A primary service area responder shall deliver services in accordance with the local emergency medical services plan prepared pursuant to section 19a-181b of the general statutes, as amended by this act, until the effective date of the reassignment stated in the commissioner's written decision approving the alternative plan.

*Town of Newington, CT
Thursday, May 5, 2016*

Chapter C. CHARTER

Article IV. THE COUNCIL

§ C-405. Introduction of Ordinances.

All ordinances, together with a written statement of purpose, shall be introduced at a regular or special meeting of the Council in written form by a member of the Council. It shall be the duty of the Clerk of the Council immediately upon each introduction to file a copy of such proposed ordinance with the Town Clerk. It shall be the duty of the Town Clerk or his/her designee immediately upon receipt of such proposed ordinance to prepare sufficient copies of such ordinance, one copy of which shall be retained in the Town Clerk's office for public inspection, one copy posted on the Town bulletin board and website, and one copy distributed to each member of the Council and to the Manager. No discussion shall be had upon a proposed ordinance at the meeting at which it is introduced, except for an explanation by the Councilor moving such ordinance.

§ C-406. Public Hearings and Passage of Ordinance.

Before an ordinance, except an emergency ordinance, shall be voted upon, the Council shall hold at least one public hearing, five days notice of which shall be given by publishing the notice and the proposed ordinance in full at least once in a newspaper having circulation in the Town and by posting the notice and the proposed ordinance in full on the Town bulletin board and website with the full proposed ordinance also available in the Town Clerk's office. After such public hearing, the Council may make such changes as it considers advisable before voting upon said ordinance. Notice of the passage of an ordinance, described by title or subject matter and statement of purpose, together with such changes in the proposed ordinance, shall be published at least once in a newspaper having a circulation in the Town, and an ordinance, except an emergency ordinance, shall become effective 15 days after such notice is published, provided that, if a petition for a referendum is filed with the Town Clerk within the time specified in § C-410, the ordinance shall not become effective except in accordance with the provisions of § C-410. All adopted ordinances shall be filed with the Town Clerk and kept as a public record in the form of a suitably indexed volume or volumes of ordinances.

AGENDA ITEM: IV.B.1.,2.

DATE: 5-10-16

RESOLUTION NO. _____

INTRODUCTION:

I hereby introduce for the Town Council's consideration proposed amendments to the Town of Newington Code of Ordinances, Chapter 8, Article XI: "Emergency Medical Services Committee", a copy of which has been filed with the Clerk of the Council.

Introduced by: _____

RESOLVED:

That a Public Hearing be held on May 24, 2016 at 6:50 p.m. in consideration of proposed amendments to the Town of Newington Code of Ordinances, Chapter 8, Article XI: "Emergency Medical Services Committee".

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

Updated as of April 28, 2016

Newington Code of Ordinances Chapter 8, Article XI: Emergency Medical Services
(EMS) Committee

Town of Newington EMS Committee

Pursuant to Article VI, § C-642-~~610~~, of the Charter of the Town of Newington, the Town Council hereby establishes an Emergency Medical Service (EMS) Committee consisting of ~~five~~ **seven** members.

The Emergency Medical Service Committee shall consist of ~~five~~ **seven** members. **Members with a background in a public safety or a medical discipline would be preferred.** ~~of which no less than three shall be active members of the Town's three public safety organizations (one each from fire, police and volunteer ambulance), but no more than two from each, and no less than one member shall be from the public, but no more than two. The~~ appointments shall be made so as to have a staggered membership. ~~Two~~ **Three** appointments shall expire in an odd-numbered year, and ~~three~~ **four** appointments shall expire in an even-numbered year. Each member is to serve a full two-year term which shall expire on December 31. Each member shall serve without compensation. A quorum can only be achieved if at least ~~three~~ **four** members are present.

A.

The Committee shall as its first order of business:

- (1) Elect a Chairperson, Vice Chairperson, Secretary and Treasurer;
- (2) Establish bylaws and adopt Robert's Rules of Procedure;
- (3) Establish a meeting schedule; and
- (4) Establish a budget.

B.

The Committee shall have the following duties:

- (1) Recommend to the Town Council any changes in the ~~commercial ambulance/paramedic firm to serve the Town.~~ **Local Emergency Medical Service Plan for the Town pursuant to PA 14-217 Sec. 19 (C.G.S. Section 19a-181b) to improve EMS services to the community. This includes all level of EMS services from time of 911 call to arrival at hospital.**

-
- a. **Emergency Medical Dispatch (EMD)**
 - b. **Emergency Medical Responder (EMR) including Automatic External Defibrillators (AED)**
 - c. **Basic Level Ambulance Service (BLS)**
 - d. **Advanced Level Paramedic Service (ALS)**
-

**e. EMS system objectives for 1 year, 3 years and 5 years;
reviewed on a regular basis.**

- (2)
Monitor contractual service levels and make appropriate recommendations to the Town's ~~volunteer ambulance association~~ **provider (s)** and the Town Council.
- (3)
~~Oversee the commercial ambulance firm providing service to the Town.~~
- (4)
Recommend to the Town Manager any penalties due to poor performance as defined in the contract with the ~~commercial ambulance/paramedic firm~~ serving the Town.
- (5)
Adjudicate disputes related to EMS services.
- (6)
~~Maintain liaison with the volunteer ambulance association.~~
- (7) ~~Assist the volunteer ambulance association in the training of members, if requested by the volunteer association.~~
- (8) **6)**
Prepare budgetary requests to the Town Council.
- (9) **7)**
Conduct public relations and public education programs on EMS service.
- (10) **8)**
Make annual reports to the Town Council.
- (11) **9)**
Have full discretion to expend funds within appropriations made to it by and within the accounting and purchasing procedures of the Town. The Committee may also accept donations which it shall be free to use as it deems necessary. It shall maintain records of its income and expenses and include this information as part of its annual report.
- (12) **10)**
Adhere to all applicable regulations as may from time to time be established by the federal and state governments
-

The members of the Committee shall be indemnified and be covered by the Town's insurance in the performance of their duties.



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council

From: Jaime Trevethan, Asst. to the Town Manager (on behalf of Ann Harter,
Temporary Acting Town Manager)

Date: March 18, 2016

Re: Town Council Rules Subcommittee Recommendations

The Town Council Rules Subcommittee met on March 15 to review the current Council Rules of Procedure. The Rules were last revised in April, 2014.

The Subcommittee's recommended revisions were discussed at the April 26 Town Council meeting. Subsequent suggestions were made and the document is undergoing Town Attorney review.

A resolution is attached for Council consideration to adopt the amended rules at the May 10 Council meeting.

Attach.

§1. Adoption of standards.

The Town Council adopts Roberts Rules of Order as a general guide for the conduct of all regular, special and work session meetings.

§2. General

The following sections of the Town Charter are hereby incorporated into these rules:

§ C-403. Organization.

§ C-404. Procedures.

§ C-405. Introduction of ordinances.

§ C-406. Public hearings and passage of ordinance.

§ C-805. Duties of the council on the budget

§ C-906. Conflict of Interest.

These rules may be amended or suspended by a majority vote of the full Council.

§3. Town Manager

The Town Manager shall attend all meetings of the Council unless his/her absence is excused in advance by the Mayor or his/her designee.

§4. Regular Meeting.

Regular meetings of the Town Council shall be held in the Town Hall at 7:00 p.m. on each second and fourth Tuesday of each month unless otherwise determined by majority vote of the Council.

§5. Quorum.

The presence of five members shall constitute a quorum, and no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by less than five affirmative votes (Charter, Section §-404).

§6. Placement of items on agenda.

A member of the Town Council will have an item placed on the next agenda or future agenda by contacting the Town Manager, Majority or Minority Leader of the Town Council or one of their designees prior to the agenda setting meeting.

§7. Inclusion of items on agenda.

When possible, the agenda along with relevant resource material will be distributed to the Town Council members three (3) **business** days prior to the meeting. Items not specifically included on the agenda may be included by a 2/3 vote of those present and voting. Except in emergency or unusual circumstances, action will not be taken on any agenda item so placed until the next meeting. Under no circumstances will any item be added to the agenda later than 9:00 p.m., or two hours after the beginning of the meeting, whichever is earlier. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

§8. Special Meeting.

Special Meetings may be called by three (3) or more Council members upon written request, or by the Mayor, or the Town Manager. The agenda of any special meeting must state all business to be considered and must be posted and made available not less than twenty-four (24) hours before the time of the meeting. No matter shall be considered at a special meeting that is not included on the agenda. Public Participation shall be limited to those subjects listed on the agenda.

§9. Work Session Meetings.

The Town Council may call at its discretion “work session” meetings to discuss and review pending legislation and may consider other items of concern to the town or its citizenry. The Council’s rules and procedure will determine the conduct of these meetings. No votes may be taken at a work session meeting except to adjourn (Charter, Section § C-404).

§10. Order of Meeting Agenda.

Where possible, the order of the agenda at all Meetings shall be as follows:

- ☐ Pledge of Allegiance
- ☐ Roll Call
- Approval of Agenda
- ☐ Awards/Proclamations
- ☐ Public Participation
- Remarks by Councilors on Public Participation
- ☐ Consideration of Old Business
- ☐ Consideration of New Business
- ☐ Resignations/Appointments
- ☐ Tax Refunds
- ☐ Minutes of Previous Meetings
- ☐ Written/Oral Communications from the Town Manager, other Town Agencies and Officials, other Governmental Agencies and Officials, and the Public
- ☐ Council Liaison/Committee Reports
- ☐ Public Participation
- ☐ Remarks by Councilors
- ☐ Adjournment

When a board, commission, organization or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible. Where possible, all other items of a routine nature, such as communications, committee reports, etc., shall be placed in the final portion of the agenda.

§11. Public participation.

The public shall be provided two (2) opportunities to participate in each Town Council meeting. One opportunity shall appear on the agenda immediately prior to Consideration of Business, and one opportunity shall appear on the agenda following the Council Liaison and Town Manager's Reports. A telephone line shall be provided for members of the public to utilize during each public participation opportunity, subject to the same rules indicated below.

Public Participation may pertain to an agenda item or any subject of interest, welfare or concern to the Town (except at Special Meetings). Each speaker shall limit his or her remarks to three (3) minutes and shall be heard only once during each Public Participation. This time restriction may be enforced by use of a timing device. If a speaker exceeds the time limitation, the chair shall notify the speaker and allow 30 seconds for summation. The chair, at his/her discretion, may grant the speaker additional time.

Any citizen so speaking shall identify himself/herself by name and address, and if he/she is representing a group or organization, he/she may so state. The Chair, upon approval by unanimous consent, may allow additional public participation on an agenda item under discussion.

~~Members of the public who wish to register written support of or opposition to an agenda item at any Council meeting shall be afforded the means to do so. The names of those registering shall be read to the Council members prior to the vote on that particular item. In the event that the list is long, the Clerk shall tally the list and announce the total number of people registering support of or opposition to an agenda item.~~ Written communications will be read into the record during Public Participation if requested by a Councilor or if received by the Town Manager at a prescribed email address for the public. Written communications, either by letter or by email must adhere to the same requirements as other public participation. The letter or email shall identify the author by name and address, and if he/she is representing a group or organization, he/she may so state. The 3 minute time restriction shall also be enforced as stated above in this section. Written communications to be included in Public Participation must be received no later than 4 hours prior to the scheduled meeting to ensure inclusion, and must state clearly a request that they be read into the record.

§12. Voting.

No vote shall be taken on an agenda item under “Consideration of New Business.” In an emergency or unusual circumstance, this Rule may be waived by a 2/3 vote of the Council **members present and voting**. In this instance, Public Participation should be added prior to a Council vote on a new business item.

No ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than five (5) affirmative votes (Charter, Section § C-404).

A voice vote shall be sufficient on all matters unless a roll call vote is required by the Charter or requested by a Council member. The roll call shall be in alphabetical order by Councilor's last name and the Mayor shall be the last name called.

§13. Time Limitation.

No consideration of any agenda item, which may include a vote being taken, shall commence after 10:30 p.m. except public participation and adjournment. This Rule may be waived by a 2/3 vote of the Council **members present and voting**, prior to 10:30 p.m. It is the Town Council's objective to complete meetings by 11:00 p.m. when possible.

§14. Executive session.

The Town Council may enter executive session as permitted by Connecticut General Statutes. The motion must state the reason for the executive session, **and all those who will be in attendance.**

The rules adopted by the preceding Council shall be the rules of the newly elected Council until the adoption of permanent rules (Charter, Section § C-403).

Revised 4/28/16 B. DelBuono

AGENDA ITEM: IV.C.

DATE: 5-10-16

RESOLUTION NO. _____

WHEREAS: the Newington Town Council amends its Rules of Procedure on an as-needed basis; and

WHEREAS: the Rules of Procedure document was last amended in April, 2014;

NOW THEREFORE BE IT RESOLVED: that the Newington Town Council hereby amends its Rules of Procedure as indicated on the attached document.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: Jaime Trevethan (on Behalf of Ann Harter, Temporary Acting Town Manager)
Date: May 05, 2016
Re: Open Space Committee Amendment

As discussed at the April 26 Council meeting, the Council discussed the attached memorandum from Town Planner Craig Minor and the request by the Open Space Committee to amend the resolution establishing the Committee. The proposed amendment will allow the Committee to be proactive on open space issues. The change retains the Committee's responsibility to submit recommends when requested by the Town Council, but gives it the ability to be proactive as necessary.

A resolution is attached for Council consideration at the May 10 meeting to amend resolution 2015-86 to include the following sentence into its charge:

"The Open Space Committee may make recommendations to the Town Council whenever deemed appropriate by the Committee."

Attach.



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: Acting Town Manager Tanya D. Lane, MMC
From: Town Planner Craig Minor, AICP
Date: March 4, 2016
Re: **Town Council Resolution of September 8, 2015 establishing the current Open Space Committee**

The current Open Space Committee was established by the Town Council on September 8, 2015 by Council resolution (attached). One of the provisions of that resolution reads as follows:

“3. Upon request from the Town Council, the Open Space Committee shall make recommendations to the Town Council as to Open Space implications on such issues as the acquisition of real property, the sale of Town property, the protection and utilization of existing Town owned property, the financial impact of property acquisition with or without external funding sources and potential use of the Capital Improvement Fund.”

This provision prevents the Committee from addressing open space issues that were not specifically referred to it by the Town Council, preventing it from being pro-active on open space issues. At its meeting on February 11, 2016 the Committee voted to ask the Town Council to consider adding one sentence at the end of Provision #3:

The Open Space Committee may make recommendations to the Town Council whenever deemed appropriate by the Committee.”

This change retains the Committee’s responsibility to submit recommends when requested by the Town Council, but gives it the ability to be pro-active.

Please place this item on the agenda of the next regular Town Council meeting.

cc:
Open Space Committee members
file

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

AGENDA ITEM: IV.D.

DATE: 5-10-16

RESOLUTION NO. _____

RESOLVED,

That the Newington Town Council hereby amends item #3 of resolution 2015-86 as follows (note: amendment is underlined):

3. Upon request from the Town Council, the Open Space Committee shall make recommendations to the Town Council as to Open Space implications on such issues as the acquisition of real property, the sale of Town property, the protection and utilization of existing Town owned property, the financial impact of property acquisition with or without external funding sources and potential use of the Capital Improvement Fund. The Open Space Committee may make recommendations to the Town Council whenever deemed appropriate by the Committee.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

CURRENT RESOLUTION (SEPTEMBER 8, 2015)

AGENDA ITEM: IV.D.

DATE: 9-08-15

RESOLUTION NO. 2015-86

WHEREAS, the Newington Town Council desires to replace the existing Open Space Committee; and,

WHEREAS, in order to appoint a new Open Space Committee, the current Open Space Committee must be disbanded;

NOW, THEREFORE BE IT RESOLVED, that the Newington Town Council hereby disbands the existing Open Space Committee and creates and replaces it with a new Open Space Committee in accordance with the following provisions:

1. The Open Space Committee shall provide assistance to the Town Council, as determined by the Town Council, in those matters associated with Open Space issues as they come before the Town Council.
2. It is declared that protecting natural resources, protecting aesthetics of the community, establishing greenways and trail systems, preserving passive and active recreation areas, preservation of historical assets and similar issues are desirable for the community; and
3. Upon request from the Town Council, the Open Space Committee shall make recommendations to the Town Council as to Open Space implications on such issues as the acquisition of real property, the sale of Town property, the protection and utilization of existing Town owned property, the financial impact of property acquisition with or without external funding sources and potential use of the Capital Improvement Fund.
4. The Open Space Committee shall consist of seven (7) members. Two (2) members shall be current Town Council members and the remaining five members shall be residents of the Town. All members shall be appointed by the Town Council. All vacancies shall be filled by the Town Council.
5. The terms of the resident members of the Open Space Committee shall be four (4) years or until their successors are qualified and appointed, and shall be staggered. Initial appointments by the Town Council shall be: three (3) residents to be appointed to four (4) year terms; two (2) residents to be appointed to three (3) year terms. The two (2) current Town Council members appointed serve until their successors are qualified and appointed.

MOTION BY: Councilor Castelle

SECONDED BY: Councilor Nagel

VOTE: 8-0 (Councilor McDonald Absent)

Date: May 3, 2016

Memo to: Jamie Trevethan
Town Manager's Office

Memo from: Lou Jachimowicz
Chief Finance and Operations Officer
Newington Board of Education

Subject: State of Connecticut – School Construction Grant Application –
John Wallace Wing Reconstruction

Earlier today, the State of Connecticut Office of School Facilities has provided Newington a favorable preliminary assessment of the school construction grant eligibility for the proposed renovation work of the classroom wings at John Wallace Middle School. This project, when complete, would transform each classroom in the academic wings at John Wallace into traditional hard walled spaces that can be appropriately secured with significant noise reduction. This would be done through the utilization of traditional interior concrete block wall construction. The intent of this project is to significantly improve both the learning environment and student safety/security.

The next step of the Board of Education's work is to bring in the environmental consultants to ensure that HAZMAT considerations are properly addressed and the most cost effective approach is utilized. This assessment will be done during the next two weeks. A final recommendation to the Town Council will be available prior to requesting action on this grant application.

The grant authorization process will go on concurrently with the work of the environmental consultant. In order to ensure this project gets on the state priority list for grant funding in May 2017, it is necessary for the Board of Education to adopt Education Specifications and the Town Council to pass three specific motions within the next month or so authorizing the project to move forward. The Town's action items include:

- Authorize the Superintendent of Schools to submit a grant application
- Establish a building committee for the project
- Authorize the preparation of preliminary plans and specifications

At his time, the Board of Education is scheduled to take action on the Education Specifications at their meeting on May 25th. The Town Council can take action at either their meeting of May 24th or their first meeting in June. Please be aware that the final grant application package must be on file at the Office of School Facilities by June 30th in order to be considered for next year's Priority List. A preliminary copy of the Board of Education's Education Specifications for this project is attached for your review.

Please feel free to call me if you have any questions. I can be reached at (860) 573-4673 anytime.

Thank you.

Attachment – 1

cc: William C. Collins

----- DRAFT -----

Education Specifications
Comprehensive Renovation of Classroom Wings – Grades 6/7/8
John Wallace Middle School, Newington CT

The goal of this project is to completely renovate three classroom wings (Grades 6, 7, and 8) at the John Wallace Middle School in Newington with three primary objectives:

1. Transform the layout of each wing to have a center corridor with full block wall construction and lockable, secure doors for each classroom in the wing. Additional contemporary student security and safety features would also be included in the design.
2. Elimination of the perimeter, exterior corridors on each side of the wing and expand the square footage of each classroom as a result of the reduction in square footage in the corridors.
3. Reduce the number of classrooms in each wing from either 9 or 10, to 8. Coupled with the square footage savings by moving to a central corridor, each classroom would be approximately 800 square feet (after construction) instead of the current 625 square feet.

It is expected only one wing of the school would be renovated at a time. As a result, each wing of the building should be considered its own phase. Phase I would be completed before phase II is allowed to start. There are not a sufficient number of classrooms available at JW to take more than one wing of the building out of service at a time for construction activities. This should be considered a three phase project and will be funded on that basis.

The architectural design for the three classroom wings at John Wallace was modeled after the "California" concept of open classrooms. Each wing is approximately 10,000 square feet in size and currently has either 9 or 10 classrooms in each wing with two perimeter corridors. Each classroom is approximately 625 square feet each (25' x 25'), with three soft walls and an open 4th side to the common corridor. Besides the limited square footage in each classroom, the noise level that crosses over from classroom to classroom provides a disruptive and distracting backdrop to the teaching environment.

The "Open" classroom style is inadequate both due to square footage limitations coupled with the inherently insecure classroom condition because of the 3 wall design. None of the classrooms have permanent walls or any level of security and "lock down" capabilities.

The goal of the classroom wing renovations at John Wallace Middle School is to create a traditional classroom environment with permanent concrete walls, lockable doors, and other student safety security measures included in the design.

The scope of this project at the John Wallace Middle School is as follows:

- Demolish interior space and rebuild in a different classroom configuration. The scope of work would include general carpentry/construction, HVAC, electrical, roofing, plumbing, acoustical materials, sheet rock, flooring, and all other trades needed to restore a classroom environment.
- Student lockers.
- Correct/remediate any building code or HAZMAT code violations that are found.
- Reconstruction of permanent walls with locking doors.
- Installation of security cameras, along with other security measures appropriate for a middle school.
- Installation of contemporary classroom fixtures and casework.
- Installation of appropriate technology and infrastructure resources to support .contemporary classrooms.
- Purchase and installation of appropriate student and teacher furniture, fixtures, and equipment.



Tanya D. Lane
Acting Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Finance Department

Ann J. Harter
Director of Finance

Memorandum

To: Newington Town Council

From: Ann Harter, Director of Finance *AH*

Date: May 6, 2016

Re: Auditor Appointment Recommendation

The Town's Audit Committee convened a meeting on Thursday May 5th for the purpose of interviewing audit firms for appointment as the Town Auditor in accordance with Article VI Section 609 of the Town Charter. In attendance were members Dave Nagel, Gail Budrejko, and Dina Serra along with myself and Lisa Rydecki, Deputy Finance Director. The interviews were conducted in response to a request for proposals issued in April. Two respondents submitted proposals and were invited for interviews: Blum Shapiro and RSM.

Committee members reviewed and discussed the qualifications of each firm as well as the competitiveness of the fee proposals. Following the interviews, it was the committee's unanimous decision to recommend to the Town Council to appoint Blum Shapiro, Inc for a three year term. This was based on the firm's extensive governmental experience, client base of 49 clients, the strength of its governmental audit staff of 64 and fee proposal.

Firm	Government Clients	Government Clients >30,000 pop.	Government Staff	Fees (3 years)
Blum Shapiro	49	29	64	46,500/ 47,200/ 48,000
RSM	25	10	45	58,000/ 62,000/ 66,000

Finance staff spoke to the quality of services provided by Blum Shapiro and concurred with the committee's recommendation. Their fee is within the first year budget of \$46,500.

AGENDA ITEM: VII

DATE: 5-10-16

RESOLUTION NO. _____

RESOLVED:

That property tax refunds in the amount of \$1,097.48 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 – MAY 10, 2016

Ryder Truck Rental Inc. 99 Murphy Road Hartford, CT 06114	\$1,097.48
Total	\$1,097.48