



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  
May 27, 2014  
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. CONSIDERATION OF OLD BUSINESS (**Action May Be Taken**)
  - A. Discussion: Town Hall/Community Center Renovations Project
  - B. Town Center Streetscape Improvements Phase VI: Constance Leigh Drive and Lowrey Place
  - C. Job Description & Classification Update: Executive Assistant to the Town Manager
  - D. Job Description Updates: Various Board of Education Positions
- V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
  - A. Automatic External Defibrillator (AED) Presentation: Newington Volunteer Ambulance
  - B. Suspense List
- 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. Board of Education Roof Replacement Project Building Committee
    5. Capitol Region Council of Governments
    6. Committee on Community Safety
    7. Conservation Commission
    - 8. Development Commission**
    9. Downtown Revitalization Committee
    10. Employee Insurance & Pension Benefits Committee
    11. Environmental Quality Commission
    12. Board of Ethics
    13. Fair Rent Commission
    14. Newington Housing Authority
    - 15. Newington Housing Needs Study Committee**

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

16. Open Space Committee
17. Human Rights Commission
18. Newington School Career Technical Program Renovation Project Building Committee
19. Open Space Committee
20. Board of Parks and Recreation
21. School Improvements Project Building Committee
22. STEM Academy PBC
23. Senior & Disabled Center Roof Replacement Project Building Committee
24. Standing Insurance Committee
- 25. Town Plan & Zoning Commission**
26. Tri-Town Community Cable Access
27. Vehicle Appeals Board
28. West Meadow Cemetery Expansion Project Building Committee
29. Zoning Board of Appeals

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

- A. May 13, 2014 (tabled 5-13-14)
- B. May 27, 2014

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

- A. Regular Meeting, April 8, 2014 (Tabled 4-22-14)
- B. Regular Meeting, April 22, 2014 (Tabled 5-13-14)

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. EXECUTIVE SESSION RE: RE: TOWN POLICY/PROCEDURE REVIEW

XIV. ADJOURNMENT



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: Newington Town Council  
From: John Salomone, Town Manager  
Date: May 23, 2014  
Re: Presentation: Town Hall and Mortensen Community Center

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At the meeting of May 13, 2014 we presented a detailed synopsis of the recommendations contained in the resolution adopted by the Town Hall Project Building Committee. At the Council meeting of May 27, 2014, we will be presenting a detailed analysis of the proposed budget for the projects. The construction manager will make this presentation which will include opportunities for questions and answers.

The second segment of the meeting will be a presentation by the Town's architect on a specific description and explanation of the use study that was utilized to determine location, size and function of each office and public space. The presentation will also include in more detail the considerations in the decision-making process that recommended a separate Mortensen center facility.

We will also discuss the construction timeline and how both phases of the construction project will be approached. Adhering to a reasonable phase-in of the construction will allow for the most cost-effective situation.

Besides the architect and construction manager other members of the Town staff will be available for the discussion as well as available Committee members.



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: May 23, 2014  
Re: Main Street Investment Fund Grant (Town Center Phase VI)

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One of the application requirements for the Main Street Investment Fund Grant (Town Center Phase VI) is that the project be part of a redevelopment plan approved by the Town governing body. When we were preparing this grant, we incorporated the 2003 Newington Center: A Conceptual Development study. This study has been utilized by the town as it was the basis of a series of town center improvement projects (phases I-V) including Constitution square, the sidewalks, street lights, pavers and landscaping on Market Square and Main Street.

The Main Street Investment Fund application guidelines state that a redevelopment plan, which is "still a living document" may be affirmed by the Town Council and the resolution – submitted authorizing the application for the Main Street Investment Fund grant. Since the report is 11 years old, we thought it was pragmatic to reiterate our commitment to the report.

The attached resolution authorizes the Town Manager to enter into an agreement with the Department of Community Development and Housing and also reaffirms the report, titled Newington Center: A Conceptual Development Study.

Attach.

## **Main Street Incentive Fund**

### **Newington Town Center Phase VI: Improved Pedestrian Access to Lowrey Place**

As the next phase in Newington's multi-year Town Center Development program, this project will continue to pursue the objectives of improved pedestrian safety, enhanced aesthetics, commercial viability, and small business promotion, while capitalizing on the Town Center's proximity to CTfastrak.

The project will advance those objectives by improving pedestrian connectivity between the businesses on (a) Lowrey Street, (b) the municipal parking lot, (c) the shops on Market Square, and (d) the Connecticut Transit bus stop on Constance Leigh Drive (each described in more detail below).

The shops, restaurants, and service providers located in Newington Town Center lend a considerable amount of economic vitality to the Town of Newington through the dollars spent by shoppers coming to Town Center, but also by employees working (and spending) in Town Center. Pedestrian connectivity between the above-listed components of Town Center is currently hampered by cracked and broken sidewalks, poor street lighting, and a dangerous intersection at Lowrey Street and Constance Leigh Drive. The commercial viability of these and future businesses will be significantly enhance by improved pedestrian access within Town Center.

Specifically, the project will contain the following elements:

- a. New curbs and sidewalks on the west side of Constance Leigh Drive from East Cedar Street to and including the south side of Lowrey Street from Constance Leigh Drive to Main Street (funding permitting), which will match the style of the new sidewalks on Market Square;
- b. Street lighting on the west side of Constance Leigh Drive from East Cedar Street to the intersection with Lowrey Street, and along the south side of Lowrey Street from Constance Leigh Drive to Main Street (funding permitting);
- c. A redesign of the intersection of Market Square and Constance Leigh Drive and Lowrey Street and Constance Leigh Drive, which are currently unsafe for pedestrians; and the
- d. Designated on-street parking on the east side of Constance Leigh Drive;
- e. Paver crosswalks at the CT Transit bus shelter, and at the Constance Leigh Drive intersections with Market Square and Lowrey Street; and
- f. Street trees along Constance Leigh Drive and Lowrey Street.

The project will be administered by town staff, as were the previous phases of the project. Construction drawings will be prepared by an engineering consultant, and the construction itself will be conducted by a contractor, both of whom will be selected via the standard open and competitive selection process.

Detailed Description of the Town Center Elements:

a. Lowrey Street is the site of the recently-opened Best Yet Market (the only grocery store in Newington Town Center) after being idle for nearly a decade. It also contains a plaza of mostly-vacant storefronts and the Newington Post Office.

b. The Town of Newington recently completed a \$1,000,000 expansion and renovation of the mid-block public parking lot now known as Constitution Square. It is ringed by several dozen retail shops, restaurants, and service providers.

c. Market Square is the street on the south side of Constitution Square and is the home to several dozen retail shops, restaurants, and service providers. It was the beneficiary of the recent investment by the Town of \$350,000 in new curbs, decorative lighting, traffic calming techniques, and widened sidewalks.

d. There is currently a CT Transit bus shelter on the west side of Constance Leigh Drive, roughly mid-way between Market Square and East Cedar Street. It has been identified by the Connecticut DOT as a future stop on the planned CTfastrak feeder bus route, which will run continuously from Newington Town Center to the two CTfastrak stations in Newington.

# Grant Application Project Area

Newington, Ct

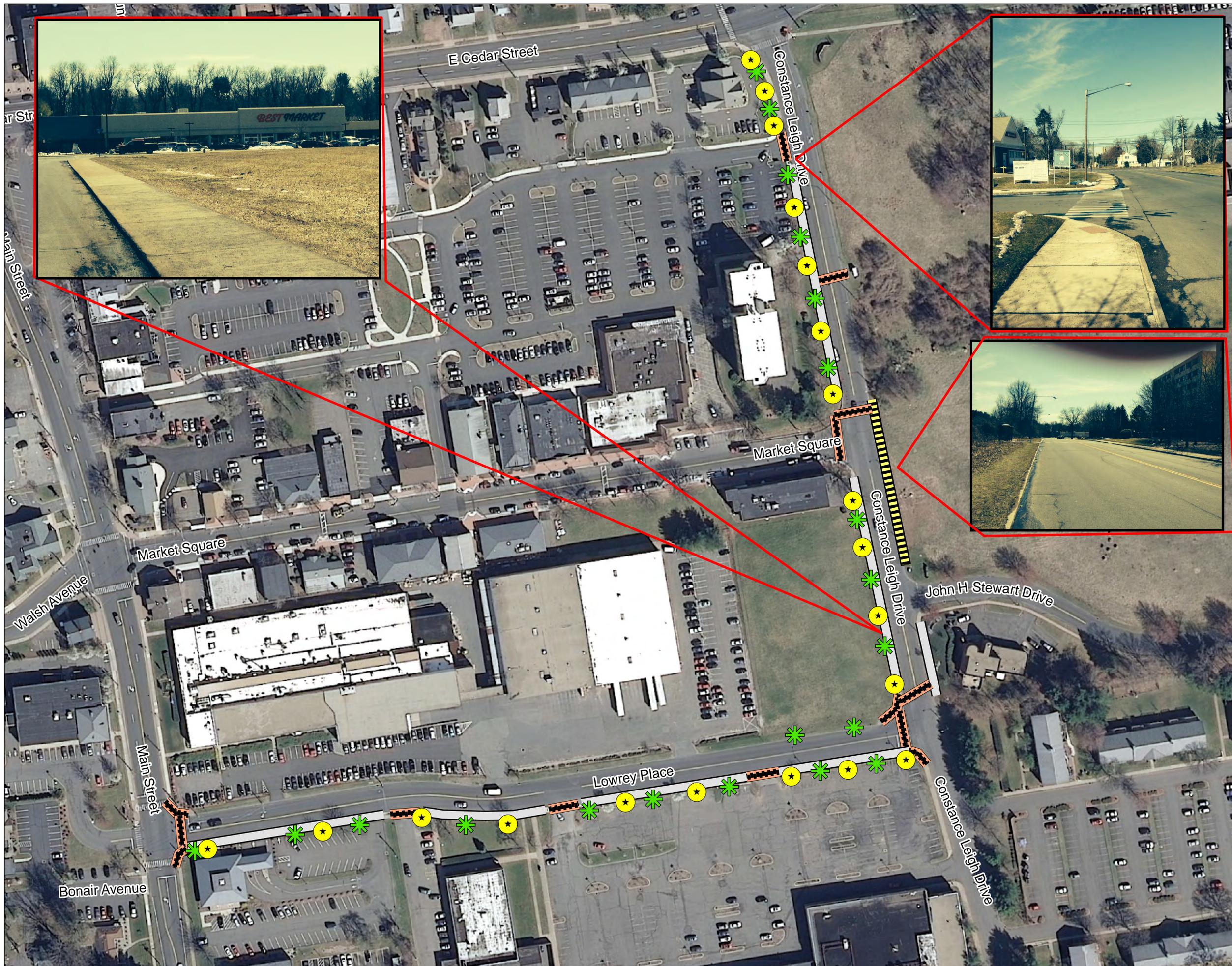
Constitution Square  
Constance Leigh Drive  
&  
Lowrey Place

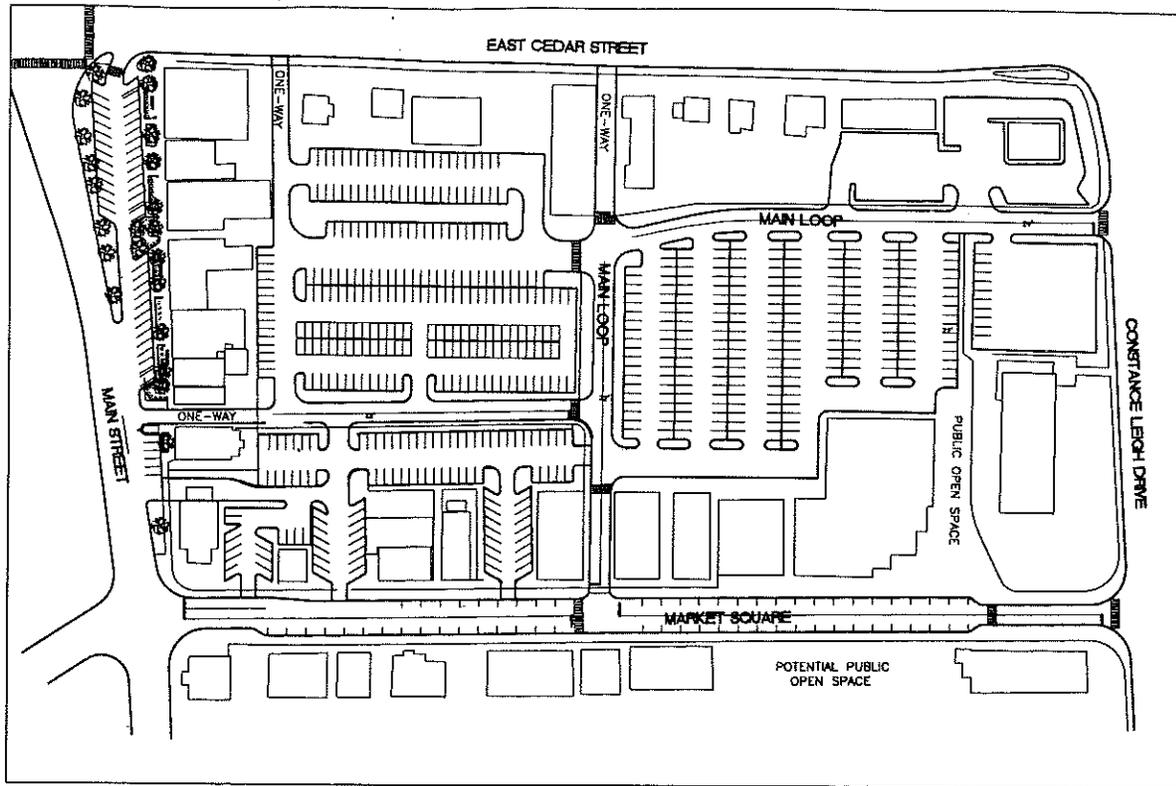
## Legend

-  Tree
-  Sternberg Light
-  Concrete Walk
-  Parking
-  Paver Walk



Printed:  
04/01/2014





# NEWINGTON CENTER A CONCEPTUAL DEVELOPMENT STUDY NEWINGTON, CONNECTICUT

## FINAL REPORT

October 2003



Maguire Group Inc.  
Engineers • Planners

One Court Street

New Britain, Connecticut 06051

## Table of Contents

**Introduction:** Background, objectives, reference materials

### Project Description

As a part of the continuing community interest in the improvement of the Newington Town Center, Maguire Group, Inc. as On-Call Town Consultant, was retained to provide planning and design services. More specifically, these services are in connection with the Town's pursuit of state grant monies that target public urban improvements. The study focuses on the town central area that is locally recognized as the Newington Center. The Center is bounded on the south by Market Square, on the west by Main Street, on the north by East Cedar Street (Route 75) and on the east by Constance Leigh Drive. Included also, in this study, are Lowry Place and adjacent land uses as well as the street approaches that function as "gateways" to the Center.

### Study Objective

The focus of this study is the Town Center and streetscapes that define the area; East Cedar Street, Main Street, Market Square and Constance Leigh Drive. The large, mid-block central parking area is critical to community access to the various businesses and in need of improvement both from the practical aspect of circulation as well as aesthetics. The mail drop at the Lowry Place Post Office is a hazardous situation in its current location and should be relocated. As part of the Newington Center identification, the town would like to investigate the development of "gateways" on selected approach streets.

The town has local and state monies in-place to accomplish a Phase I project. The primary focus of this study is to identify a Phase I project scope that is one that will be a suitable introduction to subsequent Center improvements and one that can be completed within the financial parameters of the available funds.

### Background

The Town of Newington has been working with consultants on planning in the Center for over 25 years. Planning and design work by the firm of Brown, Donald and Donald, Farmington, CT, resulted in the 1978 construction of the existing streetscape along Main Street between Cedar Street and Market Square. Concurrent with that effort was a more comprehensive planning study covering the entire Newington Center by Raymond, Parish and Pine, Inc., Hamden, CT. Later planning efforts include the May 1999 "Newington Town Center Market Study" by The Chesapeake Group, Inc., Baltimore, MD, and most recently, the December 2000 "Newington Town Center Design Guidelines" prepared by O'Riordan Migani Architects, Derby, CT.

Maguire reviewed these documents to understand the professional work that had been completed to date and local input over the years as a means of developing a project context, or reference base from which to launch this planning and design assignment. Much of the previous work has been integrated in this study and advanced where modification was warranted to meet existing needs and expectations.

### Reference Materials

The following materials were referenced and/or utilized in the preparation of the report narrative and graphics:

- Newington Center Preliminary Planning Study, Raymond, Parish & Pine, Inc., April 1976
- Town Center Development (Main Street Improvement) Plans, Bid No. 20, 1977-78, EDA Project No. 01-51-20191.
- Central Parking Study, Robert Donald, 1980s





- Newington Town Center Market Study – Implementation Strategy, The Chesapeake Group, Inc., May 1999.
- Newington Town Center Design Guidelines, O-Riordan Mignani Architects, December 7, 2000.
- Recommendations for Town Center Streetscape Improvements, Newington Development Commission, June 6, 2001
- Town Center Village Overlay District (preliminary Zoning Amendment), Section 3.12A; Hearing Date October, 23, 2002.
- Town Plan of Conservation and Development, 1995-2005.
- Town of Newington Town Plan & Zoning Commission Zoning Regulations, December 1, 2002 (revised through 12-4-02).
- Aerial Photogrammetry (prepared by Town GIS services, circa 2000)
- Digital photo survey (Maguire Group Inc., 2003).

### The Existing Condition

#### Newington Center Streetscape

Main and East Cedar Streets, Constance Leigh Drive and Market Square are the four (4) travelways that describe the Center which is essentially one large urban, rectangular shaped block (600 feet x 1000 feet). A variety of businesses extend around the block perimeter with on-street parking permitted along two (2) of the four (4) travelways (Market Square and Main Street). On-street parking is supplemented by a large mid-block parking area that is accessed at several points around the Center. The function and traffic carrying capacity of the 4 streets varies greatly, providing each with a distinctive character. The street function, then, is critical to determining streetscape design parameters and use potential. The following observations from this study were integrated with the planning and design process that produced the final design concept:

- East Cedar Street: High volume, fast moving traffic combined with mixed land use (residential/business with some open space separating the buildings) create a non-urban character. The walk along the south-side of street runs at the curb (no grass strip). Both vehicular and pedestrian experience is basically transient (no invitation to window shop, etc.). Vegetation (street trees / shrubs) is minimal. Buildings are 1 and 2-story. There are two (2) points of access (one-way in) to the mid-block parking area.
- Constance Leigh Drive: Unlike East Cedar Street, this travelway carries a much lighter traffic volume. However, like East Cedar Street, this drive is also non-urban in character having much more open space (essentially all open along easterly boundary which is the hospital grounds). The built environment is restricted to two mid-rise apartment buildings along the western street boundary. Vegetation is concentrated around the apartment building that delineates the eastern edge of the mid-block parking area. One of the two major vehicular access / egress drives to the mid-block parking area occurs at this drive.
- Market Square: Given the concentration and relatively high-density of the businesses along both sides of this street, Market Square is very urban in character and clearly the central shopping focus in the Newington Center area. The large number of street trees (predominantly Seedless Honeylocust) and generous planting areas behind the sidewalks combine to create a comfortable, intimate experience for both vehicles and pedestrians. In addition to several minor drive accesses to small business off-street parking lots, the 2<sup>nd</sup> of the two major access / egress drives to the mid-block parking area occurs about mid-way along Market Square.

- Main Street: As East Cedar Street is the major east-west arterial, so Main Street is a major north-south arterial. However, unlike the former, the land uses along the east side of Main Street are high-density business establishments similar to those found on Market Square. The anomaly of on-street, head-in parking and a small full-bay parking lot located along the east side of Main Street has created a "safe haven" for pedestrians. Generously wide sidewalks with planters and numerous street trees (Seedless Honeylocust) and shrubs add to the intimacy and perception of separation from the busy Main Street vehicular traffic. Main Street, then, may be considered a partially urban environment and integral to the concept of a Newington Center.



#### Mid-Block Parking

This space provides needed large-capacity public parking that supplements the on-street parking and small business-owned off-street lots accessible directly from the streets. Parking lot layout varies in efficiency with respect to bay widths, bay juxtaposition and interior drive orientation. This parking area probably works much better for the local community (familiarity) than it does for out-of-town visitors. Directional signage is essentially non-existent both for vehicular and pedestrian movement. The street sidewalks are accessed via a variety of alley ways and some businesses that have rear door entries. Vegetation is scattered. Parking capacity seems adequate and there is some undeveloped space that could yield additional space. Despite functional inefficiencies and aesthetic issues, the mid-block parking area is integral to the economic health of the Center.

#### Lowry Place

This street is only a block south of Market Square, but given the nature of the land use separation (large footprint industrial space) it might as well be several blocks distant from the Center. The significant public uses are the post office and a market. Lowry Place is a part of this study more by virtue of its close proximity to the Center and issues concerning a hazardous mail drop located curb-side on the south-side of the street in front of the post office. This street is not pedestrian friendly, nor can it be considered urban in character. Public traffic movements are destination driven by the post office and the market. This is mixed with the peak worker traffic and industrial truck traffic related the industrial use that encumbers the entire north side of the street.

#### Gateway Approach

There is no signage indicating that you are approaching Newington Center. The town would like to place some identification at selected locations to alert (mainly) vehicular travelers that they are about to enter the center of the town. This signage is euphemistically referred to as a "gateway" and should be a designed element of some substance that may also include some foundation planting.

### **Proposed Improvements**

#### Newington Center Streetscape

The proposals for treatment of the streetscapes that bound the Newington Center are based on the observations described under the Existing Condition narrative. The improvements should be consistent and in context with the function of the individual streets. While each street should retain an identity, it is also important to select an elemental thread of continuity that provides the Newington Center as a whole with a sense of design unity. This may be accomplished with something as basic as a consistent pavement pattern or intermittent repetition of a pavement pattern. Both color and texture are ground statements that the mind's eye can recall as one moves throughout the various streets and spaces that make up the Center. Street furniture (benches, waste receptacles) and street lighting are also streetscape elements that create unity through repetition.

The following is a street by street discussion of potential improvements that can be implemented over time to create a theme that is Newington Center:

- East Cedar Street: Functioning as a major arterial, this street will continue to be a transient experience for vehicular and pedestrian traffic. The two one-way access drives to the mid-block parking should remain so, but do need to be better defined. Standard signage would be helpful; however, given the plethora of signs (traffic and identification) another standard ground-mounted sign may not be the answer. Consideration should be given to the installation of a custom special sign element that could be part of a repeat thematic addition. This could take the form of a metal decorative sign that arches over the drive entry. This treatment does have a traditional New England design history and can be reminiscent of arbors and other type formal vertical entry elements. The addition of street trees and shrub planting will create some unity with planting on the other streets and create the perception of protected front yard space for those structures fronting East Cedar Street. Shrub beds offer an opportunity to introduce seasonal color interest. All planting will have to occur outside the street right-of-way (on private property). The planting on Market Square provides the precedence for this approach.
- Constance Leigh Drive: This street is also considered transient in nature at this time. However, future development potential (chiefly on the hospital side of the street) could significantly change the character and experience; e.g., the addition of a professional office group or expansion of public health facilities would add a structural edge where there is none today. While this street is unlikely to ever have the urban character of a Market Square, it is conceivable that a mix of professional building uses could be placed and designed such that an urban scale and variety of urban open spaces would serve to enhance the Newington Center area by creating that strong architectural edge. Significantly, this influx of workers to the Center would add more life to the streets and promote economic growth.
- Market Square: As the street that offers the best all around pedestrian experience, Market Square is the major focus of the Center. Given some modifications to the street / sidewalk geometry, Market Square could become what might be characterized as a "pedestrian street". This is understood to mean that while two-way vehicular traffic and on-street parking is still available, minimal travelway widths and expanded walk widths plus the addition of street furniture and special pedestrian crosswalk treatments would create a special environment. The narrower overall street width, wider walks (with special pavement), additional street trees, benches and decorative lighting would combine to create a more intimate pedestrian scale and induce traffic calming. Vehicular traffic would be subordinated to pedestrian use of Market Square. You would, in a sense, introduce the feeling of a "marketplace".

The collateral "open spaces" that are represented by the empty grassed space on the south side of the street (private industry-owned) and the now abandoned drive that runs north to the mid-block parking area from the east end of Market Square both offer special public space opportunities. Seasonal uses include space for special events and al fresco dining.

- Main Street: This is a single-sided block in terms of the urban collection of businesses and pedestrian concentration. While the size and position of the raised stone planters create a feeling of confinement to the walkway, they also provide a certain comfortable sense of enclosure. The planters, trees and shrubs work together to create an intimate scale for the pedestrian and heighten the perception of distance and protection from the high traffic volumes along Main Street. This block provides a unique experience for the visitor that is different from the walk through Market Square. The recommendation is that any modifications to this block must be developed with a care and sensitivity to identify and retain the successful qualities of





this environment. The development concept prepared for this study has retained some of the planters as is, truncated others and selectively removed a few. Because there is a up to a 2-foot difference in elevation between the storefronts and the street curb, the existing planters function as retaining walls making it possible to have a level walking surface along the storefronts. The proposed concept seeks to maintain this function by introducing walls (veneered with same stone as planters) in place of the removed planters. The end-result is a significant increase in available walk space that will allow for the placement of benches and outdoor table seating for al-fresco dining. While some existing street trees must be removed to accommodate the design concept proposal, there are opportunities for planting new trees. New curb-high planters have been added to soften the effect of the proposed retaining walls. It is further recommended that all of the existing pavement (it is a mix of 3-4 types) be removed and replaced with a consistent material (concrete paver). This will simplify the "floor" pattern so that the vertical elements of the streetscape and storefronts receive the pedestrian's full-attention. The addition of waste receptacles and new decorative light poles will complete the streetscape.

#### Pavements

For purposes of unity (and replacement of the many damaged and mixed pavements throughout the Center), it is strongly recommended that the town consider the replacement of existing walk pavements with a decorative pavement of their choice. This could take the form of a concrete paver (which this study recommends). This product is manufactured by many different groups and is a pavement type that has been in this country now for many years (it was initiated in Europe). There are, of course, many other special pavement options such as fired clay based brick, blue stone, granites and a host of specially treated poured-in-place concrete treatments (exposed aggregate, bomanite, etc.). However, it is worth considering the concrete paver as a non-slip, high-strength product that is available in an endless array of shapes and colors. It is set on a sand-gravel base which makes it very flexible with respect to replacing damaged areas and temporary or permanent removal to accommodate the introduction of new construction. Decorative pavements may be used as a total replacement of existing walks or as an accent. The introduction of decorative pavement will help to make the Newington Center experience one that is special and a one that stands apart from other in-town areas.

#### Mid-Block Parking

The mid-block parking area accommodates parking for surrounding business employees as well as the visiting public. As evidenced by the parking layout, this space has evolved over time. This has resulted in a patchwork of large and small parking areas that vary in parking bay dimension. While there is a recognizable central access drive, the alignment of this drive is at times awkward and its efficiency is diminished by the many secondary intersections with adjacent parking areas. Once parked, the driver (now as pedestrian) must find his/her way to a destination. For the familiar visitor, seeking the most convenient parking stall is a known objective. For the out of town visitor it is a best guess effort. This study suggests several improvements to the mid-block area that incorporate much of the existing layout, but suggests some reorganization of the smaller areas in an attempt to make the lot more "readable" and safe. Stormwater drainage is a problem today and it is something that must be addressed an integral aspect of any future improvements to this large parking area. We offer the following objectives for any future preliminary design work within the mid-block parking area:

- Minor realignment of the central drive to improve circulation and safety.
- Reorganization of the smaller parking areas to create a better defined and larger parking area (this will help to eliminate some of the secondary intersections with the central drive).



- Define pedestrian walkways within the lot providing pedestrians with safe movement to their destinations. New lighting should be coordinated with this walk system.
- Develop mid-block interior access points to all peripheral parking areas in an attempt to reduce some of the drive accesses from Market Square. Where practicable, minor drives accessing parking that must remain (from all four (4) surrounding streets) should be designated one-way in only. This study suggests that the only two (2) main points of access/egress be associated with central or Loop Drive; one from Constance Leigh and the 2<sup>nd</sup> from Market Square. All other access to the mid-block parking would be one-way into the lot.
- The drive-thru for the bank at the corner of Market Square and Main Street (from Market Square) causes traffic congestion because of its close proximity to the intersection. While there is no clear, simple solution, this study recommends that a re-routing of bank traffic via one of the private off-street parking lots may be one approach.
- In addition to street signage directing travelers to the various mid-block accesses, there should also be signage within the lot that identifies where you are parked and some directional assistance that indicates where to go (via mid-block walkway) to reach a particular destination.
- Additional tree planting will provide some much needed seasonal shade and serve to structure the overall parking area by providing vertical visual cues.
- Large paved areas (and especially this area given its mid-block location) are prime locations for special events. Fortunately, there is enough parking to accommodate the events and the parking for event visitors. Consideration may be given to the provision of strategically placed electrical outlets that would power a variety of needs during festival type events.

#### Gateways

Gateways are generally understood to be points of arrival or entry to a special area; in this case, Newington Center. As there are basically four (4) major directions from which to converge on the Center, there should be at least 4 distinct "Gateways." This study suggests an elaborate sign or marker that tells the traveler (vehicular and pedestrian) that one is about to enter the Newington Center. In addition to identifying the Newington Center, the sign can include supplemental information such as date of town incorporation or settlement and visitor friendly prefixes such as "Welcome To" or the like. The gateway should have some substance beyond that of a pragmatic business sign; e.g., it should be constructed of materials that will have a significant life cycle and be designed to stand apart visually from other identifying elements in the streetscape. Because the Center desires to nurture the sense of being a "New England Village" environment, the sign should be appropriately appointed. This study has looked at entry or gateway signs for other New England towns as well as some local examples that identify public institutions (the Newington Public Library). Included in this report are two (2) proposals that illustrate gateway treatments that may be found in other communities and possible locations within close proximity to the Newington Center.

#### **Phase I Project**

##### General Description

The initial project has been defined as the Main Street block (west side) from East Cedar Street to Market Square. The scope of work includes improvements to the area between curb and storefront and some modifications to the curb projections that separate the head-in angle parking and island configuration that describes the full-bay parking on the north end of the block. More specifically, the existing planters will be modified (some removed / some truncated), new retaining walls added,

new walk pavement installed and the installation of new light poles / fixtures, street furniture and landscape planting.

This area was chosen as a Phase I project because it is; 1) a well-defined area that can be completed as a single contract within the budget parameters; 2) a highly visible improvement to a well-used portion of the Newington Center; and 3) an improvement for public welfare and safety with respect to existing tripping hazards and vehicular movements.



#### Pavements

The deteriorating condition and differential settlement of the different existing pavements is creating some tripping hazards as well as seasonal problems (surfaces of varying porosity that have different traction characteristics due to freezing conditions). Moreover, there are some aesthetic issues regarding the variety and juxtaposition of materials used (brick, exposed aggregate concrete, blue stone and plain concrete).

The concept proposal is to entirely replace the existing pavements with a new material. This study recommends a concrete (modular) paver founded on a sand setting bed and compacted gravel base. Pavers come in a wide variety of shapes and colors. Color is integral so that chipped pavers will retain their original color. The concrete mix for the pavers produces a high-strength, high-density product that can withstand vehicle wheel loads and one that is slip resistant (during cold and wet weather). Many pavers are cast with a round to the top edges which helps to prevent chipping by snow removal equipment. Pavers are laid with butt joints and swept with sand or stone dust after installation. After an initial rain, the sand / stone dust hardens creating a surface that is essentially impervious to water. Pavers are easily removed and replaced to accommodate future modifications to the walkway or underground services. Specialty elements are easily integrated in a modular paver walk such as, stone plaques, logos, or other decorative motifs. The modular paver approach is consistent with the traditional brick walk that is a signature for many New England towns.

#### Planters

It is recommended that the planters remain in some form in the final design because they are now part of the Main Street identity. The proposed concept has retained some planters due to existing conditions that must be maintained, and has truncated others to create needed open space for pedestrians. The retaining walls shown are necessary to provide a wider walk with an acceptable cross-slope. The walls will likely be poured concrete with stone veneer (reuse existing stone) to match the stone planters. Existing light poles and fixtures will be removed and new poles / fixtures of different design placed in context with the new walk / planter arrangement. Existing utilities (valve boxes) will be reset where required. Most of the existing trees will remain and many of the shrubs. New trees and shrubs will be introduced in the new planter areas. All shrubs will be low (less than 2ft high) and be a hardy variety that can withstand seasonal and urban conditions. Hose bibs will be strategically located to allow for maintenance operations (walk wash-down and plant irrigation).

#### Amenities

In addition to the bench seating and tables shown on the concept plan, the town may also want to consider the addition of some uprights in the planters. The new light poles could include receptacles that would allow placement of Christmas lights as well as providing for an exterior power source for other purposes. The built-in planters can be augmented by moveable planters made of light-weight concrete (there are some existing movable planters along store fronts). This would add variety to the streetscape and color (planters could be seasonally planted with annuals). The built-in planted areas can also be peppered with perennials (tulips, daffodils, etc.)

Vehicular Circulation and Parking

It is recommended that island and curb projection modifications be employed to better define the parking areas and channel traffic movements of those vehicles leaving the Main Street travelway as they maneuver for a parking stall. This will create a safer environment for drivers as well as an improvements streetscape aesthetic. The concept as proposed actually increases the existing parking capacity by 3-4 spaces.



Construction Strategy and Schedule

The Phase I project area should be bid as a single contract. However, to help insure minimal disruption of business activity during the Fall / Winter holiday season, it is recommended that Phase I completion be accomplished in 2 sub-phases (as indicated in the related graphic Figures). A sub-phase construction substantial completion in 2003 will require a construction start by September 2003. Final work on sub-phase 1 would occur in Spring 2004 and completion of sub-phase 2 could occur by June 2004. (Refer to Schedule Bar Chart)

**Construction Costs**

<u>Construction Item</u>	<u>Estimated Lump Sum Amount</u>
Construction Startup	\$ 10,000
General Demolition	\$ 50,000
New Curb	\$ 10,000
Planter Modification	\$ 40,000
New Walls	\$ 50,000
New (low) Planters	\$ 20,000
Topsoil / Planting	\$ 25,000
Utility Work (reset /light relocate)	\$ 40,000
Street Furniture	\$ 20,000
New Pavers (modular concrete)	<u>\$100,000</u>
	Subtotal
	\$365,000
15% Construction Contingency	<u>55,000</u>
<b>Concept Total</b>	<b>\$420,000</b>

**PROPOSED PROJECT SCHEDULE**

PROJECT ACTIVITIES

TASK	ENG. SURVEY	ENG. DESIGN	REVIEWS	ADVERTISE	BID AWARD	CONSTRUCTION PERIOD
COMPLETION TIME (WEEKS)	3	4	2	2-3	1-2	Part A: 2.5 mos Part B: 3.0 mos



**PROJECT CALENDAR SCHEDULE**

2003 / 2004

ACTIVITY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Survey	■											
Design		■										
Reviews		X X	X									
Advertise			■									
Award			■									
Construction				■	■	■	■	■	■	■	■	■

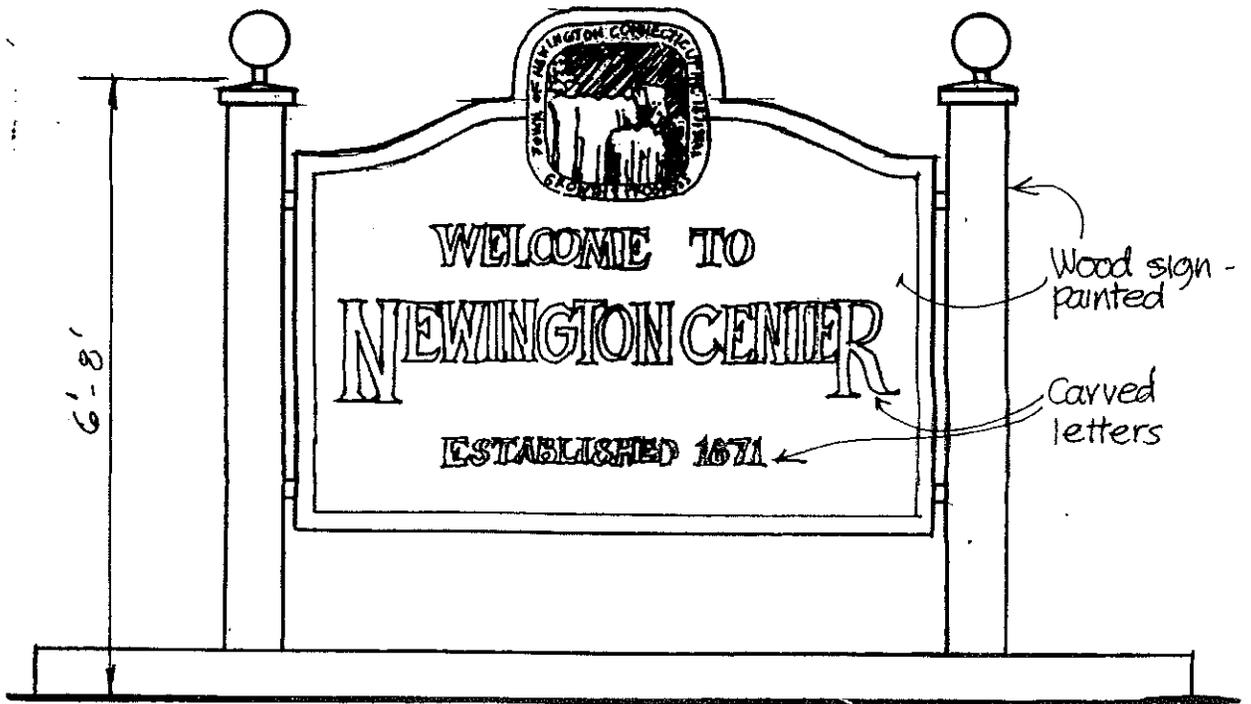
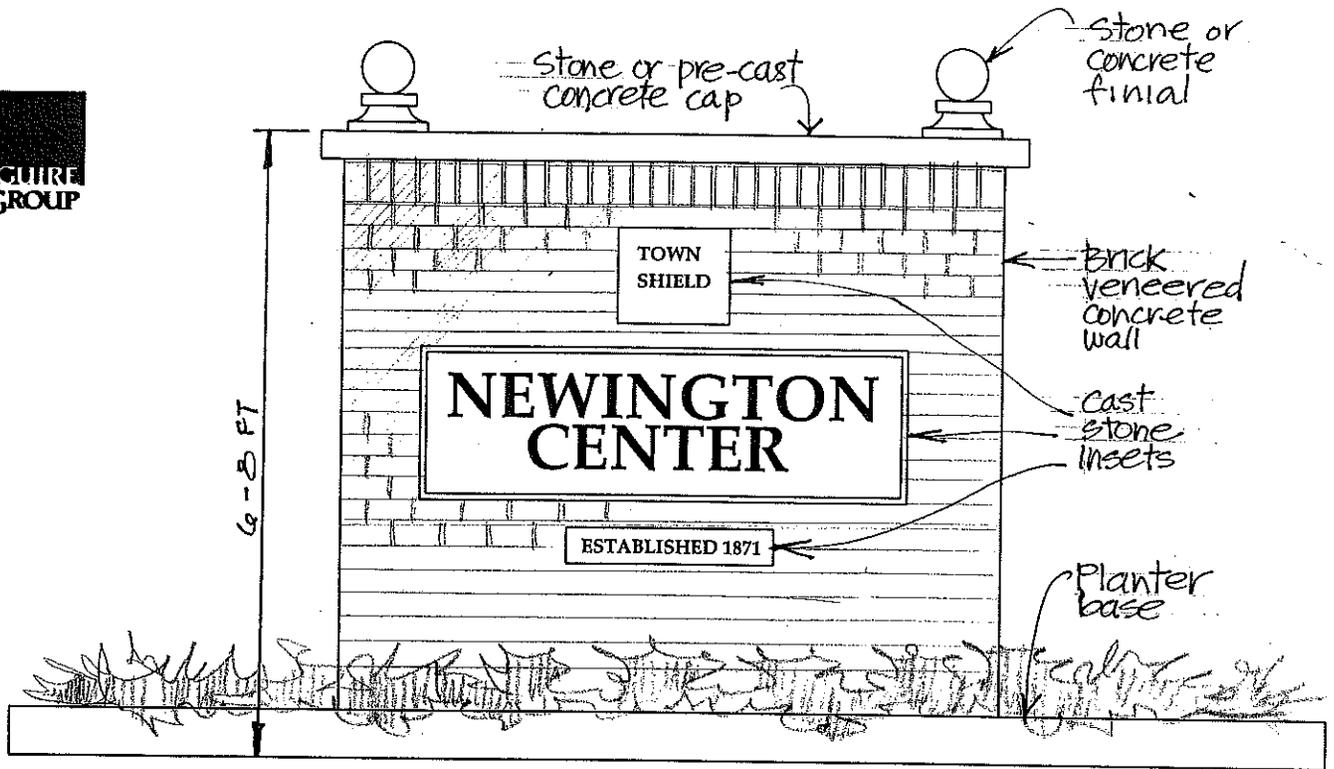
**Note:** This schedule is very aggressive and assumes that several project components be accomplished in a timely manner:

1. Site survey is complete by 4th week in July.
2. Local and state reviews are short and drawing revisions/modifications are minor.
3. Advertisement is 2-3 weeks.
4. Bid evaluation and award is a 1-2-week process.

Given the nature of the project and mid-Fall construction period, it is unlikely that any landscape planting can be accomplished this year. Planters will likely be left with a bark mulch cover and planting would occur in April 2004. A phased approach to the construction of the Main Street walkway seems preferable as completion in 2003 is a much more assured objective. Even under the phased scenario, landscape planting is probably going to occur in Spring 2004.

Part A, then, would be substantially complete in 2003. Part B would not commence until Spring 2004, with 100% completion of Parts A and B by June-July 2004.

GATEWAY IDENTITY CONCEPT



AGENDA ITEM: IV.B

DATE: 5-27-14

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

WHEREAS, a plan entitled "Newington Center A Conceptual Development Study" was prepared for the Town by Maguire Group, Inc. and submitted to the Town in October 2003; and

WHEREAS, pursuant to Public Act 11-1 (AN ACT PROMOTING ECONOMIC GROWTH AND JOB CREATION IN THE STATE), the Commissioner of the Department of Housing is authorized "to make advancements to...sidewalk improvements or construction; street lighting;...landscaping and development of recreational areas and greenspace; bicycle paths; and other improvements or renovations deemed by the Commissioner to contribute to the economic success of the municipality"; and

WHEREAS, such improvements or renovations must be part of a plan previously approved by the governing body of the municipality to develop or improve town commercial centers to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access; and

WHEREAS, it is desirable and in the public interest that the Town of Newington make an application to the State for funding under the Main Street Investment Fund Program referenced in Section 78 and 79 of PA 11-1;

NOW, THEREFORE BE IT RESOLVED by the Newington Town Council that the plan entitled Newington Center Conceptual Development Study is hereby approved and the Town Manager is authorized to submit said application for the Main Street Investment Fund Program in the amount of \$500,000.

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: May 09, 2014  
Re: Job Description/Classification Update – Executive Assistant to the Town Manager

---

The job description for the Executive Assistant to the Town Manager (A-5) position was last updated in March 2009. Since the last update, the position has evolved significantly to include several essential job functions that are not listed or are incomplete in the current job description. These duties include various personnel functions, duties related to the preparation of Town Council materials, attendance at Council meetings, various project-related duties, blight administration, supervisory duties and emergency operations duties. Jaime Trevethan has been performing these functions for several years in her capacity as Executive Assistant. As such, I feel that it is appropriate to revise the job description to reflect the actual functions performed and to also reclassify the position from an A-5 to an A-6 to reflect the level of responsibility required of the position.

Attached, please see a proposed revised job description and classification update for the position. The Town Council is requested to consider approving the updates to bring the job description and classification in line with the actual work performed. In addition, the Council is requested to consider a salary increase to \$64,000, or \$2,750 over the current salary (4.5% increase) effective July 1, 2014 for the position. This will place the salary in the same relative position in the A-6 range as it was in the A-5 range. The salary range for an A-6 classification is \$48,282 - \$91,237. If approved, the reclassification will be subject to a one-year evaluation period effective July 1, 2014.

A resolution is attached for consideration.

Attach.

# TOWN OF NEWINGTON

**TITLE:** ~~Executive Assistant to the Town Manager~~/**Assistant to the Town Manager for Administration**

**GRADE:** ~~A-6~~

**DEPARTMENT:** ~~Town Manager's Office~~

**DATE :** ~~Draft 1/2014~~

## POSITION DESCRIPTION

Under the supervision and direction of the Town Manager, performs office administrative, management and secretarial work of a complex, confidential, and responsible nature in the Town Manager's office.

## ESSENTIAL JOB FUNCTIONS

- Assists Town Manager with a variety of projects, directives and initiatives.
- Composes and compiles detailed agenda materials for Town Council and other meetings, including collecting and/or composing all necessary information and informing members on matters to be presented.
- Attends Town Council meetings, notes Council action and directives for staff action and follow-up.
- Responsible for personnel functions, including providing information on town employment opportunities, advertising, assisting with recruitment procedures through the interview process, maintaining applicant and personnel files, coordinating employee evaluations, maintaining job descriptions and the Classification and Pay Plan and distributing forms and information to new employees.
- Supervises and delegates tasks to the Town Manager's Office Administrative Secretary and the Clerk of the Council
- Acts as Temporary Clerk of the Council and performs all duties of the position in the Clerk's absence
- Organizes, prepares and updates materials for publication such as union contracts, monthly and annual reports, administrative policies and regulations, program guides, informational booklets and activity schedules.
- Assists in the preparation of town operating budgets by compiling information, proofreading and collating materials for inclusion in budget document.
- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or town services and acts as a point of contact for complaints. Refers correspondence to the appropriate department as needed, follows-up on requests to ensure satisfactory resolution.
- Administers the Town's Blighted Property Code, in accordance with the Town Code of Ordinances. Performs intake and initial screening of blight complaints and assigns complaints to Blighted Enforcement Officer(s). Composes correspondence regarding blighted properties to complainants and blighted property owners. Works in conjunction with the Enforcement Officer, Town Manager, Town Attorney and appropriate Town staff for code enforcement, and makes regular blighted property reports to the Town Council.
- Composes and types routine correspondence and reports independently.
- Types and transcribes letters, reports, and meeting minutes.
- Develops and maintains confidential and complex records and files.
- Relieves Town Manager of administrative detail work.

## ADDITIONAL JOB FUNCTIONS:

- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks.
- Allocates work to others when appropriate.
- Compiles and coordinates data for action by Town Manager.
- Prepares statistical and narrative reports of some complexity.
- Transmits and explains Town Manager's directions to proper persons and follows up to assure compliance, completeness and conformance with deadlines.
- Provides secretarial services to Mayor and members of the Council on a need basis.
- Performs special assignments, studies, and routine administrative functions as directed.
- May be assigned to work in the Town's Emergency Operations Center in the event of an emergency.
- Witnesses and notarizes surety bond agreements and other documents.
- May perform additional tasks and duties as requested.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with a minimum of supervision and to supervise clerical staff and operations.
- Ability to establish and maintain complex files and record systems.
- Ability to use computer equipment and related software programs and to type with speed and accuracy.

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- Ability to take minutes of meetings, correspondence, and reports, etc. from draft, shorthand notes or transcription equipment.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to process paperwork accurately and efficiently.
- Ability to compile data as requested.
- Ability to acquire a thorough knowledge of the functions and responsibilities of the department.
- Ability to perform basic bookkeeping skills and work accurately with figures.
- Ability to maintain strict confidentiality of information as necessary.
- Ability to work effectively with other employees, elected officials and the general public in person and via the telephone.
- Ability to perform Notary Public duties for Town business.

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**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 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- 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:

- Associate's degree and five years of progressively responsible secretarial or office/administrative work; or
- any equivalent combination of training and experience.

**LICENSE OR CERTIFICATE:**

Not applicable

**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 position 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 Town 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

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\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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# TOWN OF NEWINGTON

**TITLE:** Executive Assistant to the Town Manager **GRADE:** A-5

**DEPARTMENT:** Town Manager's Office **DATE :** NTC Adopted  
3-24-09

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## POSITION DESCRIPTION

Under the supervision and direction of the Town Manager, performs office administrative and secretarial work of a complex, confidential, and responsible nature in the Town Manager's office.

## ESSENTIAL JOB FUNCTIONS

- Compiles detailed agenda materials for Town Council and other meetings, including collecting all necessary information and informing members on matters to be presented.
- Responsible for personnel functions, including providing information on town employment opportunities, advertising, assisting with recruitment procedures through the interview process, maintaining applicant and personnel files, and distributing appropriate forms and information to new employees.
- Organizes and prepares materials for publication such as union contracts, monthly and annual reports, administrative policies and regulations, program guides, and activity schedules.
- Develops and maintains confidential and complex records and files.
- Assists in the preparation of town operating budgets by compiling information, proofreading and collating materials for inclusion in budget document.
- Composes and types routine correspondence and reports independently.
- Types and transcribes letters, reports, and meeting minutes from draft, shorthand notes, or transcription equipment.
- Screens telephone calls, correspondence and other inquiries, greets visitors, ascertains nature of business and refers to appropriate office/person when possible.
- Relieves Town Manager of administrative detail work.

## ADDITIONAL JOB FUNCTIONS:

- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks.
- Allocates work to others when appropriate.
- Compiles and coordinates data for action by Town Manager.
- Prepares statistical and narrative reports of some complexity.
- Transmits and explains Town Manager's directions to proper persons and follows up to assure compliance, completeness and conformance with deadlines.
- Provides secretarial services to Mayor and members of the Council on a need basis.
- Performs special assignments, studies, and routine administrative functions as directed.
- Meets the public and provides information on subjects such as department or town services.
- Witnesses and notarizes surety bond agreements. Receives cash bonds and administers bond accounts in banks.
- May perform additional tasks and duties as requested.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with a minimum of supervision and to supervise clerical staff and operations.
- Ability to establish and maintain complex files and record systems.
- Ability to use computer equipment and related software programs and to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence, and reports, etc. from draft, shorthand notes or transcription equipment.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to process paperwork accurately and efficiently.
- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.

- Ability to perform basic bookkeeping skills and work accurately with figures.
- Ability to maintain strict confidentiality of information as necessary.
- Ability to work effectively with other employees, elected officials and the general public in person and via the telephone.
- Ability to perform Notary Public duties for Town business.

**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 25 pounds.
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- 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:

- Associate's degree and five years of progressively responsible secretarial or office/administrative work; or
- any equivalent combination of training and experience.

**LICENSE OR CERTIFICATE:**

Not applicable

**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 position 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 Town 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

AGENDA ITEM: IV.C

DATE: 5-27-14

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

RESOLVED:

The Newington Town Council hereby approves of amendments to the "Classification and Pay Plan" by approving a revised job/position description for the Executive Assistant to the Town Manager (A-5) position, to be renamed Assistant to the Town Manager for Administration and reclassified to A-6 as recommended by the Town Manager in his capacity as Personnel Director.

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: May 23, 2014  
Re: Board of Education Job Description Updates

---

Please see attached memorandum from Dr. Christine Carver regarding job description updates for various Board of Education positions. The revised documents include updated language, required ADA verbiage and updated formats. No classification changes are requested. Please refer to the May 13 Council agenda packet for the original and proposed revised job descriptions.

As discussed at the May 13 meeting, the Town Council is requested to take action to approve the job descriptions. A resolution is attached for Council consideration.

Attach.

DATE: April 15, 2014

TO: Town Council Members

FROM: Dr. Christine Carver, Associate Superintendent

SUBJECT: **JOB DESCRIPTION REVISIONS**

The Office of Human Capital has been working on the development of a competency based human resource system. Research supports the notion that the development of competency based systems has been found to be predictors of successful job performance based on past performance. Competency models of human resources include behavioral based interviewing, job descriptions which include core competencies of the job role, and evaluation plans linked to the same core competencies.

Competency based measures include associated behaviors (i.e., what does it look like in practice?). Behaviors are a reflection of skills, knowledge, values, self-image, traits and motives. The models are a combination of technical skills and knowledge. It provides specific feedback on job performance and a mechanism for identification of professional learning. Competencies should be embedded in job description, the interview process (questions), evaluations, professional development and succession planning.

Our long term vision in the Office of Human Capital Development would be to define the competencies for non-certified and certified staff to make our organization more efficient and effective. As a result, we have worked this past year on beginning the process by reviewing and revising non-certified job descriptions. There is urgency to this process as many of our job descriptions are close to 30 years old. They do not reflect the duties, skills or knowledge within the roles, nor were they compliant with the Americans with Disabilities Act (ADA).

The revision process involved review with department managers and their employees. I oversaw all revisions of clerical job descriptions. I then did an analysis within each classification to determine the increased responsibilities within the grades and to ensure consistency in formatting. For the revisions in the AFSCME group, the job descriptions were then provided to Mr. Joe Cirigliano, President for input. Lastly, the job descriptions were reviewed by the Town Manager and Superintendent of Schools prior to recommendation for Town Council Approval.

The following table provides you a summary of all job descriptions that were revised:

	Classification	Job Title	Last Revision/Notes
Clerical	C-6	Administrative Clerk	July, 1988
	C-8	Administrative Secretary	July, 1988
	C-9	School Secretary	July, 1988
	C-10	Administrative Secretary	July, 1988
	C-10	Account Clerk	July, 1988
	C-11	High School Secretary	July, 1988

Labor and Trades	LT-1	General Kitchen Worker	Unknown
	LT-3	Production Kitchen Cook	Unknown
	LT-4	School Bus Driver	Unknown
	LT-6	Custodian	Unknown
	LT-8	Production Kitchen Manager	Unknown
	LT-11	Maintainer III	Unknown
	LT-12	Lead Custodial Elementary Schools	Unknown
	LT-15	Heating and Ventilation Mechanic	Unknown
	LT-16	Lead Custodian Middle Schools	Unknown
	LT-17	Lead Custodian High School	Unknown
	LT-17	HVAC Technician/Mechanic/Maintenance Dept.	Unknown
	LT-18	Electrician	Unknown
Part-Time/Seasonal*	Seasonal	Seasonal Custodian/Landscaper	Unknown
	Part-Time	IT Equipment Readiness Assistant	Part time position to support the implementation of standardized on-line testing. Ensures equipment readiness.
	Part-Time	School Security Officer	May, 2002
Administrative Technical	A-4	School Nurse (10 month)	Previously AFSCME & Position use to require State Department of Education (SDE) Certification.
	A-5	Administrative Aide II	Unknown
	A-5	Executive Asst. to Superintendent	February, 2009
	A-6	Assistant Athletic Director (12 month)	Substantial increase in the number of students participating in athletic events (618) over the 3 seasons. Provide supervision in both home and away events, support coaches, and assistance in administration of program.
	A-8	Senior Nurse Administrator (10 month)	Position use to require SDE Certification.
Unclassified*		Special Education Tutor	Unknown
		Job Coach	Unknown

\*Positions do not carry any benefits.

We have already begun to revise the testing for AFSCME employees based on the new core competencies within the descriptions. Like the descriptions, some of the testing protocols date back a minimum of 30 years and does not reflect the core competencies expected to successfully perform their jobs. We will be working collaboratively with the Town to support the testing for AFSCME employees.

We have begun the revisions to AFSCME employees with the clerical employees. It is our ultimate goal to align the evaluation process to the identified competencies with the descriptions. We have also begun to align the interview protocols with competencies outlined in the job descriptions. In some cases, we have also implemented performance assessments (prospective employees are asked to respond to a scenario or present information) as a way to not only measure knowledge and skills but also to gauge critical thinking/problem solving skills.

It is our hope within the next year to also revise the evaluation protocols for non-certified staff. We are also exploring options to collaboratively work with the Town Manager to offer professional learning opportunities to better support success in the job. A primary focus will be on enhancing technology skills including but not limited to: website, Microsoft suite, data base management, PowerSchool (student information system), etc.

We have not had the opportunity to revise our other Administrative Technical positions in the area of technology. That work is due to be completed this summer and hopefully will be submitted to the council for discussion/approval in the late summer or early Fall. We will also begin next school year focusing on revisions to certified staff job descriptions.

Please note red line versions of the revised job descriptions are not available since most of the job descriptions have not been revised in a number of years.

AGENDA ITEM: IV.D

DATE: 5-27-14

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

RESOLVED:

The Newington Town Council hereby approves of amendments to the "Classification and Pay Plan" by approving the following revised job/position descriptions as recommended by the Town Manager in his capacity as Personnel Director:

<b>Classification</b>	<b>Title</b>
C-6	Administrative Clerk
C-8	Administrative Secretary
C-9	School Secretary
C-10	Administrative Secretary
C-10	Account Clerk
C-11	High School Secretary
LT-1	General Kitchen Worker
LT-3	Production Kitchen Cook
LT-4	School Bus Driver
LT-6	Custodian
LT-8	Production Kitchen Manager
LT-11	Maintainer III
LT-12	Lead Custodial Elementary Schools
LT-15	Heating and Ventilation Mechanic
LT-16	Lead Custodian Middle Schools
LT-17	Lead Custodian High School
LT-17	HVAC Technician/Mechanic/Maintenance Dept.
LT-18	Electrician
Seasonal	Seasonal Custodian/Landscaper
Part-Time	IT Equipment Readiness Assistant
Part-Time	School Security Officer
A-4	School Nurse (10 month)
A-5	Administrative Aide II
A-5	Executive Asst. to Superintendent
A-6	Assistant Athletic Director (12 month)
A-8	Senior Nurse Administrator (10 month)
Unclassified	Special Education Tutor
Unclassified	Job Coach

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

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

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



## PROPOSED SQ. FT. FOR THE NEW MORTENSEN COMMUNITY CENTER

DEPARTMENT	REQUIRED SPACE	PROPOSED SPACE	CURRENT SPACE
Administration	1,300 Square Feet	1318 Square Feet	1,158 Square Feet
Arts & Crafts	1000 Square Feet	760 Square Feet	535 Square Feet
Center Pre-School	1,000 Square Feet	1,061 Square Feet	Off-Site
Dance / Aerobic Room / Dance Storage	1,500 Square Feet	1,798 Square Feet	In Gymnasium
Multi-Purpose Room	2,000 Square Feet	2,341 Square Feet	N/A
Gymnasium / Multi-Purpose / Storage	16,000 Square Feet	15,112 Square Feet	8,885 Square Feet
Kitchen Area	500 Square Feet	334 Square Feet	285 Square Feet
Locker Rooms	3,000 Square Feet	1,091 Square Feet	1,397 Square Feet
Main Lobby	300 Square Feet	300 Square Feet	N/A
Support Facilities including Circulation	11,000 Square Feet	5,273 Square Feet	N/A
Teen Center	1000 Square Feet	985 Square Feet	2,817 Square Feet
<b>TOTALS</b>	<b>38,600 Square Feet</b>	<b>30,373 Net Square Feet</b>	<b>15,077 Square Feet</b>
		<b>33,137 Gross Square Feet</b>	



## PROPOSED SQ. FT. FOR THE TOWN HALL

DEPARTMENT	REQUIRED SPACE	PROPOSED SPACE	CURRENT SPACE
Assessor & Town Collector	2,530 Square Feet	3,850 Square Feet	2,199 Square Feet
Board of Education <small>(Excludes Transition Academy) (Includes Helen Nelson Conf. Room)</small>	12,497 Square Feet	12,097 Square Feet	7,148 Square Feet
Building Dept. / Engineering / Town Planner	4,347 Square Feet	4,160 Square Feet	3,653 Square Feet
Facilities	483 Square Feet	236 Square Feet	236 Square Feet
Finance	1,650 Square Feet	2,214 Square Feet	966 Square Feet
Human Services	4,600 Square Feet	7,331 Square Feet	1,971 Square Feet
Health Department	817 Square Feet	336 Square Feet	318 Square Feet
Information and Technology	1,610 Square Feet	1,410 Square Feet	1,123 Square Feet
Registrar	1,725 Square Feet	2,511 Square Feet <small>(Includes Voting Machine Storage)</small>	579 Square Feet
Town Managers Office	3,306 Square Feet	2,889 Square Feet	2,110 Square Feet
Town Council <small>(Excludes Auditorium)</small>	1,150 Square Feet	1,574 Square Feet	996 Square Feet
Town Clerk	1,900 Square Feet	2,574 Square Feet	1,878 Square Feet
<b>TOTALS</b>	<b>15%</b> Added to each space for Intra Department Circulation <b>36,615 Square Feet</b>	<b>41,182 Square Feet</b>	<b>23,177 Square Feet</b>

## MORTENSEN COMMUNITY CENTER USAGE - Participants / Spectators

July 1, 2013 - May 26, 2014

5/26/2014

	Youth Cultural	Preschool Programs	Youth Sports	Teen Events	Adult Cultural	Adult Fitness	Adult Sports	NHS	Special Needs	Rentals	Playgrounds	Special Events	TOTALS
JULY	130		156			218				123	3,454		4,081
AUGUST	196		170			251		70	170	99	990	100	2,046
SEPTEMBER						242		235	147	902		215	1,741
OCTOBER	850	150			18	374	31	118	372	1,006		640	3,559
NOVEMBER	967	140		330		343	215		224	2,990		634	5,843
DECEMBER	342	45	676	135		262	1,084	256	150	1,261		578	4,789
JANUARY	881	168	550	355		359	981	229	289	1,510		973	6,295
FEBRUARY	1,012	218	915	74		324	815	204	241	2,965		119	6,887
MARCH	528	74	710	395	15	319	987	60	359	1,252		162	4,861
APRIL	917	154			10	388	423	25	303	198		213	2,631
MAY	470	183				286	74		101	249		346	1,709
JUNE													
<b>TOTALS</b>	6,293	1,132	3,177	1,289	43	3,366	4,610	1,197	2,356	12,555	4,444	3,980	44,442

**Additional usage of Senior & Disabled Center and Newington Public Schools required for numerous programs/classes due to limited space at the Mortensen Community Center. Space is also rented at the Congregational Church for Preschool during the school year and our Summer Sunshine program for 3 & 4 year olds during the summer.**

# MORTENSEN COMMUNITY CENTER USAGE - Participants / Spectators

July 1, 2013 - May 26, 2014

5/26/2014

## Youth Cultural:

Acting  
Summer Music (held at Public School)  
Art  
Dance  
Music Together  
Play Well programs

## Preschool:

Jumping Gym Days  
Morning Munchkins  
Preschool (rent space at church)  
Summer Sunshine (rent space at church)

## Youth Sports:

Youth Basketball  
Skyhawks  
Clinics

## Teen Events:

Teen Center  
Dances (7th & 8th grade)

## Adult Cultural:

CT Safe Boating

## Adult Fitness:

Cardio Tennis (Tennis Center)  
Power Cardio  
Tai Chi  
Walking  
Yoga

## Adult Sports:

Badminton (Coed)  
Basketball (Men - League)  
Basketball (Men - Freeplay)  
Volleyball (Women) (Public Schools)

## Playgrounds:

Playground Pals (Kindergarten)  
Grades 1 & 2  
Grades 3 through 7 at Public Schools  
Counselor in Training

## Special Events:

Halloween Party  
Santa's Workshop  
School Picnics  
Clinics  
Trainings, Meetings  
Family Fishing Course  
Staff Gatherings

### **Parks & Recreation Programs held at Senior & Disabled Center\***

#### Adult Fitness:

Zumba  
Pilates  
Bar Physique  
Aerobics (Tone)  
Aerobics (Hi/Lo)  
Zumba Toning

#### Adult Cultural:

Art Classes  
Line Dancing

#### Senior Fitness:

Fun & Fitness  
Tai Chi for Older Adults  
Yoga for Older Adults  
Zumba for Older Adults  
Fitness Clinics

#### Senior Cultural:

Line Dancing for Older Adults  
Oil Painting

\*These Parks and Recreation programs are currently held at the Senior and Disabled Center due to limited space at the Mortensen Community Center.



## PROPOSED SQ. FT. FOR THE NEW MORTENSEN COMMUNITY CENTER

DEPARTMENT	REQUIRED SPACE	PROPOSED SPACE	CURRENT SPACE
Administration	1,300 Square Feet	1318 Square Feet	1,158 Square Feet
Arts & Crafts	1000 Square Feet	760 Square Feet	535 Square Feet
Center Pre-School	1,000 Square Feet	1,061 Square Feet	Off-Site
Dance / Aerobic Room / Dance Storage	1,500 Square Feet	1,798 Square Feet	In Gymnasium
Multi-Purpose Room	2,000 Square Feet	2,341 Square Feet	N/A
Gymnasium / Multi-Purpose / Storage	16,000 Square Feet	15,112 Square Feet	8,885 Square Feet
Kitchen Area	500 Square Feet	334 Square Feet	285 Square Feet
Locker Rooms	3,000 Square Feet	1,091 Square Feet	1,397 Square Feet
Main Lobby	300 Square Feet	300 Square Feet	N/A
Support Facilities including Circulation	11,000 Square Feet	5,273 Square Feet	N/A
Teen Center	1000 Square Feet	985 Square Feet	2,817 Square Feet
<b>TOTALS</b>	<b>38,600 Square Feet</b>	<b>30,373 Net Square Feet</b>	<b>15,077 Square Feet</b>
		<b>33,137 Gross Square Feet</b>	



## PROPOSED SQ. FT. FOR THE TOWN HALL

DEPARTMENT	REQUIRED SPACE	PROPOSED SPACE	CURRENT SPACE
Assessor & Town Collector	2,530 Square Feet	3,850 Square Feet	2,199 Square Feet
Board of Education <small>(Excludes Transition Academy) (Includes Helen Nelson Conf. Room)</small>	12,497 Square Feet	12,097 Square Feet	7,148 Square Feet
Building Dept. / Engineering / Town Planner	4,347 Square Feet	4,160 Square Feet	3,653 Square Feet
Facilities	483 Square Feet	236 Square Feet	236 Square Feet
Finance	1,650 Square Feet	2,214 Square Feet	966 Square Feet
Human Services	4,600 Square Feet	7,331 Square Feet	1,971 Square Feet
Health Department	817 Square Feet	336 Square Feet	318 Square Feet
Information and Technology	1,610 Square Feet	1,410 Square Feet	1,123 Square Feet
Registrar	1,725 Square Feet	2,511 Square Feet <small>(Includes Voting Machine Storage)</small>	579 Square Feet
Town Managers Office	3,306 Square Feet	2,889 Square Feet	2,110 Square Feet
Town Council <small>(Excludes Auditorium)</small>	1,150 Square Feet	1,574 Square Feet	996 Square Feet
Town Clerk	1,900 Square Feet	2,574 Square Feet	1,878 Square Feet
<b>TOTALS</b>	<b>15% Added to each space for Intra Department Circulation 36,615 Square Feet</b>	<b>41,182 Square Feet</b>	<b>23,177 Square Feet</b>



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: May 23, 2014  
Re: Automatic External Defibrillator (AED) Presentation: NVA

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At the May 27, 2014 Town Council meeting, Newington Volunteer Ambulance Assistant Chiefs **Trevor Harris and Scott Mangan** will give a presentation on Automatic External Defibrillator (AEDs). These devices will be presented to the Parks and Recreation lifeguards. No Council action is required on this item.



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: May 23, 2014  
Re: Suspense Tax List / Uncollectible Taxes

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In accordance with Connecticut General Statutes §12-165, each municipality has a suspense tax book regarding which at least once per year the Revenue Collector shall provide the municipality's governing body a statement that includes:

- The amount of each uncollectible personal property;
- The amount of each uncollectible balance of each real estate tax after crediting such tax with proceeds obtained from a tax sale or lien sale of the real estate and which balance cannot be collected by any other means;
- The name and address of the person against whom the tax was levied; and
- The reason why the Revenue Collector believes each such tax is uncollectible.

Upon receipt and review of the list, the Town Council may act to designate the taxes as uncollectible and transferred by the Revenue Collector to the Suspense Tax Book. Such action in no way constitutes an abatement of any tax so transferred but, as with any such tax, remains subject to interest, penalty, fees and charges and may be collected by the Revenue Collector.

The Town's Revenue Collector, Corinne Aldinger, has compiled the tax list for submission to the Town Council for review and for action at the June 10, 2014 Council Meeting. A copy of the list is being provided to the Council under separate cover.

This matter has been placed on the May 27, 2014 Council agenda for introduction purposes only. An action to remove the outstanding balance from the 1998 Grand List from the Town's receivable assets will also be requested at that time.

Any questions regarding this matter may be directed to the Office of the Town Manager or the Revenue Collector.

Cc: Ann Harter, Finance Director  
Corinne Aldinger, Revenue Collector



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Office of Revenue Collector

Corinne Aldinger, CCMC  
Revenue Collector

### Memorandum

**To:** John Salomone, Town Manager  
**From:** Corinne Aldinger, CCMC, Revenue Collector  
**Date:** May 22, 2014  
**Re:** Suspense List

In accordance with Connecticut State Statute 12-165, the Suspense List must be submitted annually by the Revenue Collector to the Town Council. This year's suspense list totals \$70,192.24 as follows:

List Year	Real Estate	Personal Property	MV & Supp	Total
2011		10,841.94	58,927.45	69,769.39
2008			172.19	172.19
2009			250.66	250.66
Total		10,841.94	59,350.30	70,192.24
# Accounts	0	16	378	394

While the above are technically deemed uncollectible, transferring these items does not at all prohibit the Town from collection when and if the taxpayer is located. As a matter of example, the Town collected \$25,246.95 in suspense items in 2012-13 and still continues collecting on these aged accounts. The interest component is not included in the total but continues to accrue should collection occur. Efforts to collect beyond the dunning delinquency notices included warrants issued to the constable, as well as motor vehicle registrations reported to the Motor Vehicle Department and UCC Liens filed with the Secretary of State's Office on Personal Property. That measure too is often circumvented if the delinquent taxpayer elects to register under a different name. Other measures such as newspaper publication are quite costly with little or no financial return.

From an accounting perspective, this transfer presents a more accurate picture of the Town's accounts receivable by reducing it in the above amount. You will note that the majority of the accounts are in motor vehicles. A category which by its type is difficult to administer due to its transient nature. Newington has a large number of automobiles, approximately 29,223 or 1 car per capita. The Personal Property includes companies which have gone out of business, filed for bankruptcy, or have left the state.

Additionally, in accordance with Connecticut State Statute 12-164, the real estate accounts that are outstanding after 15 years are deemed uncollectible. The amount for the 1998 Grand List is \$5,843.47 and should be removed from the Town's receivable assets as of June 30, 2014.

#### Previous transfers to the Suspense Tax Book

2013 109,566.14  
2012 98,061.40  
2011 87,909.57

The Town continues to enjoy a high rate of tax collection of approximately 98.8% on the current list.

cc: Ann Harter, Finance Director

Phone: (860) 665-8540 Fax: (860) 665-8531  
tax@newingtonct.gov  
www.newingtonct.gov

AGENDA ITEM: VI.A.

DATE: 5-27-14

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

RESOLVED:

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

**8. Development Commission**

9 Members, 3 Alternates  
3 year term - staggered  
Party Max.: 6 members, 2 alternates  
Remaining regular members: 6 Dem., 2 Rep.  
Remaining alternates: 1 Dem

Name	Address	Party	Term	Replaces
Alternate: <b>Ken St. Onge</b>	<b>56 Grandview Terrace</b>	<b>D</b>	<b>Immediate – 11/30/16</b>	<b>S. Marcinczyk (term exp. 11/30/13)</b>
Alternate:			12/1/13 – 11/30/16	Vacant

**8. Newington Housing Study Needs Committee**

5 Members  
2 NTS, 1 TPZ, 1 Senior Ctr. Member, 1 Interfaith Comm. Member

Name	Address	Party	Term
NTC REP: <b>Terry Borjeson</b>	<b>45 Glenview Drive</b>	<b>D</b>	<b>NTC Term</b>
NTC REP: <b>David Nagel</b>	<b>1175 Main Street</b>	<b>R</b>	<b>NTC Term</b>
TPZ REP: <b>Robert Serra</b>	<b>237 Reservoir Road</b>	<b>D</b>	<b>TPZ Term</b>
Senior Center Member (Public):			5/13/14 - Indefinite
Interfaith Community Member: <b>William Hall</b>	<b>26 Kowal Court</b>	<b>R</b>	<b>5/13/14 - Indefinite</b>

**25. Town Plan & Zoning Commission**

7 Members, 3 Alternates  
Party Max: 5 Regular, 2 Alternates  
4 Year Term

Name	Address	Party	Term	Replaces
Alternate: <b>Thomas Bowen</b>	<b>55 Woods Way</b>	<b>D</b>	12/1/2013 – 11/30/2017	A. Ekstrom (term exp. 11/30/13)
Alternate: <b>Richard A. Khentigan</b>	<b>79 Whitewood Road</b>	<b>D</b>	<b>12/1/13 – 11/30/15</b>	<b>K. Leggo (resigned/full member 11/2013)</b>

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

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

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

AGENDA ITEM: VIII

DATE: 5-13-14

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

RESOLVED:

That property tax refunds in the amount of \$ 366.79 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 13, 2014**

Cynthia McKee 150 Pfister Drive Newington, CT 06111	\$63.18
Honda Lease Trust 600 Kelly Way Holyoke, MA 01040	\$303.61
<b>Total</b>	<b>\$366.79</b>

AGENDA ITEM: VIII

DATE: 5-27-14

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

RESOLVED:

That property tax refunds in the amount of \$ 277.11 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 27, 2014**

EAN Holdings Enterprise 8 Ella Grasso Turnpike Windsor Locks, CT 06096	\$277.11
<b>Total</b>	<b>\$277.11</b>