



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR STEPHEN WOODS

NEWINGTON TOWN COUNCIL

**Helen Nelson Room – Town Hall
131 Cedar Street**

**June 12, 2012
7:00 P.M.**

- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- IV. CONSIDERATION OF OLD BUSINESS (**Action May be Taken**)
 - A. Year-End Transfers
 - B. Blight Ordinance Discussion
- V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
 - A. Discussion: Busway Development
 - B. Discussion: Police Staffing
 - C. Suspense List
 - D. CT DEEP Grant Funding: Cedar Mountain
 - E. Clem Lemire Synthetic Turf Field Project
 1. Accept Project
 2. Dismiss Committee
 - F. Job Description: Maintainer III (Schools)
- VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Appointments to Boards and Commissions
 1. Audit Committee
 2. Balf-Town Committee
 3. Career/Technical Program Renovation Project Building Committee
 4. Newington Commercial Façade Easement Rehabilitation Loan Program Committee
 5. Clem Lemire Artificial Turf Project Building Committee
 6. Committee on Community Safety
 7. Conservation Commission
 8. Development Commission
 9. Downtown Revitalization Committee
 10. Education Facilities Project Building Committee
 11. EMS Committee

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townmanager@newingtonct.gov
www.newingtonct.gov

12. Employee Insurance and Pension Benefits Committee
13. Environmental Quality Commission
14. Board of Ethics
15. Fair Rent Commission
16. Firehouse Expansion Project Building Committee
17. Human Rights Commission
18. NHS Track Renovation Project Building Committee
19. Open Space Committee
20. School Code Compliance Committee
21. Standing Insurance Committee
22. Town Plan and Zoning Commission
23. Vehicle Appeals Board

VII. MINUTES OF PREVIOUS MEETINGS

- A. Regular Meeting, May 22, 2012

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**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XI. REMARKS BY COUNCILORS

XII. EXECUTIVE SESSION RE: PERSONNEL & CONTRACT NEGOTIATIONS

XIII. ADJOURNMENT

AGENDA ITEM: IV.A.

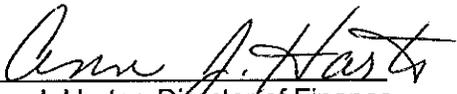
DATE: 6-12-12

RESOLUTION NO.: _____

CERTIFICATION:

In accordance with Section 808 of the Town Charter, I hereby certify that there exists, free from encumbrances, in the following appropriations in the General Fund, the amounts listed below:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
190	General Services	\$92,500
320	Highway	127,000
962	Special Contingency	127,000
	Total	\$346,500


Ann J. Harter, Director of Finance

RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds to the following accounts in the General Fund:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
210	Police	\$45,000
230	Fire Department	15,000
	Total	\$60,000

BE IT FURTHER RESOLVED:

That the Newington Town Council hereby transfers the above-certified funds in the General Fund to the following account in the Capital and Non-Recurring Expenditures Fund:

<u>Account Number</u>	<u>Title</u>	<u>Amount</u>
88142	Public Safety Equipment Reserve	\$286,500

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: June 6, 2012
Re: Blight Ordinance Update

As discussed at the May 8, 2012 Council meeting, an item will be on the agenda to further discuss revisions to the proposed Blight Ordinance. Councilors received an updated version of the proposed ordinance at the May 8 meeting.

The Public Hearing regarding the proposed ordinance is still open, and will reconvene prior to the June 26 Council meeting. Although no action is required from the Council to schedule the June 26 Public Hearing, there will be a notice published in the local newspaper five days prior to the hearing and amendments made to the proposed ordinance will be published as well.

Central Connecticut Health District Director Paul Hutcheon will be available for discussion at the June 12 meeting.

Color Key:

- Yellow: Recommendations from TPZ
- Cyan: Recommendations from Town Attorney

**TOWN OF NEWINGTON
BLIGHTED PREMISES CODE
DRAFT – MAY 9, 2012**

§ 1. Title

This chapter shall be known as the “Blighted Premises Code of the Town of Newington” (“the code”) and the standards established by this code shall be referred to as and constitute the minimum property standards of the Town of Newington (“Town”).

§ 2. Intent and Authority

A. This code is intended to protect, preserve and promote public health, safety and welfare; to prevent and control the incidence of communicable disease; and to reduce environmental hazards to health, safety and welfare, insofar as they are affected by the maintenance of residential and non-residential structures, equipment and premises as provided by this code. This code is further intended to provide minimum standards governing the condition, occupancy and maintenance of occupied and unoccupied premises and establish reasonable safeguards for the health, safety and welfare of the occupants and users of said premises, the community and the general public. This code is intended to maintain and preserve the beauty of the neighborhoods and to allow for control of blighted premises.

B. This code shall establish minimum standards and responsibilities for the maintenance of all premises and delegates administrative responsibility and enforcement powers and creates enforcement procedures.

C. This code is adopted in accordance with the provisions of Connecticut General Statutes §7-148 (c)(7)(H)(XV), § 7-148aa and 7-152c.

§ 3. Scope of Provisions

A. Applicability.

1. This code shall apply uniformly to the maintenance, use and occupancy of all premises now in existence or hereafter constructed, maintained or modified and shall include:
 - a. Dwellings or dwelling units, including one-family and two-family dwellings and buildings with multiple-unit dwellings;
 - b. Lots, plots or parcels of land whether vacant or occupied;
 - c. Buildings of non-dwelling use, including commercial properties and mixed use properties that may include one or more dwelling units;
 - d. Accessory structures to any building;
 - e. All apartments, boarding houses, group homes, lodging houses, rooming houses, tenement houses and unrelated family units.

2. This code shall not apply to public property.

§ 4. Definitions

The following definitions apply to this chapter.

Accessory structure shall mean a structure, the use of which is customarily incidental and subordinate to that of principal building, structure or use on the same lot.

Blighted premises shall mean:

- A. Any building or structure, or any part of a structure that is a separate unit, or a parcel of land, or any necessary structure, or fence, where at least one of the following conditions exists:
1. **The Blighted Premises Enforcement Officer** determines that existing conditions pose a serious threat to the health, safety and welfare of town citizenry;
 2. It is not being maintained, as evidenced by the existence, to a significant degree, of one or more of the following conditions:
 - a. Missing, broken or boarded windows or doors;
 - b. Collapsing or deteriorating exterior walls, **shutters**, roofs, stairs, porches, handrails, railings, basement hatchways, chimneys, flues, or floors;
 - c. Exterior walls which contain holes, breaks, loose or rotting materials or which are not properly surface coated to prevent deterioration;
 - d. Foundation walls which contain open cracks and breaks;
 - e. Overhang extensions, including but not limited to canopies, marquees, signs, awnings, stairways, fire escapes, standpipes and exhaust ducts which contain rust or other decay;
 - f. Chimneys and similar appurtenances which are in a state of disrepair;
 - g. Insect screens which contain tears or ragged edges;
 - h. Garbage or trash improperly stored or accumulated on the premises, or abandoned vehicles on the premises (unless the premises is a junkyard licensed by the State of Connecticut);
 - i. Overgrown grass or weeds at least **one foot** in height;
 - j. Vermin infestations;
 - k. In the case of a fence, broken or rotted boards or in an otherwise dilapidated condition; or
 - l. Any other exterior condition reflecting a level of maintenance which is not in keeping with community standards or which constitutes a blighting factor for adjacent property owners or occupiers or which is an element leading to the progressive deterioration of the neighborhood.
 3. It is attracting illegal activity as documented in Police Department records;
 4. It is a fire hazard as determined by the Fire Marshal or as documented in the Fire Department records; and/or
 5. It is a factor creating a substantial and unreasonable interference with the use and enjoyment of other premises within the surrounding area as documented by neighborhood complaints, police reports, the cancellation of insurance on proximate properties; or similar circumstances.

B. Blighted premises shall not include any such building, structure or parcel of land located on any active farm or public property.

Blighted Premises Enforcement Officer shall mean an individual or individuals appointed by the Town Manager to inspect and re-inspect blighted premises, issue notice of violation warning letters in accordance with § 10 of this Code, and issue citations for violations of this Code in accordance with § 11 of this Code. Said individual shall not be the Town Manager or a Citation Hearing Officer

Citation Hearing Officer shall mean an individual or individuals appointed by the Town Manager to conduct hearings authorized by this chapter.

Community standard shall mean a judgment by a reasonable member of the community.

Connecticut General Statutes shall include any applicable amendments.

~~**Enforcement Responsibility** shall mean the Town Manager or his/her designee, who shall be other than the Zoning Enforcement Officer.~~

Legal occupancy shall mean occupancy in accordance with state building and fire codes, local zoning regulations, local housing ordinances and all other pertinent codes.

Neighborhood shall mean an area of the Town comprising all premises or parcels of land, any part of which is within a radius of 1,000 feet of any part of another parcel or lot within the Town.

Owner/occupier shall mean any person, institution, foundation, entity or authority which owns, leases, rents, possesses, or is responsible for property within the Town.

Proximate property shall mean any premises or parcel of land within one thousand (1,000) feet of the boundary of a blighted premise.

Public property shall mean any building, structure or parcel of land owned by the United States, State of Connecticut or Town of Newington.

Vacant shall mean a period of 60 days or longer during which a building or structure or part thereof is not legally occupied by human beings.

Vacant parcel shall mean a parcel of land with no structure(s) thereon.

§ 5. Signs, Awnings and Marquees

A. Signs. All permanent signs and billboards exposed to public view permitted by reason of other ordinances or laws shall be maintained in good repair. Any signs which have excessively weathered or faded or those upon which the paint has excessively peeled or cracked or whose supporting members have deteriorated shall be removed forthwith or put into a good state of repair by the owner/occupier.

- B. Awnings and marquees. Any awning or marquee and its accompanying structural member which extends over any street, sidewalk or other portion of the premises shall be maintained in good repair and shall not constitute a nuisance or a safety hazard. In the event that such awnings or marquees are not properly maintained in accordance with the foregoing, they shall, together with their supporting members, be removed forthwith. In the event that said awnings or marquees are made of cloth, plastic or of similar materials, said cloth or plastic where exposed to public view shall be maintained in good condition and shall not show evidence of excessive weathering, ripping, tearing or other holes. Nothing herein shall be construed to authorize any encroachment on streets, sidewalks or other parts of the public domain.

§ 6. Removal of Weeds and Similar Vegetation

- A. Every owner/occupier of properties upon which a building exists, or who is in possession of a vacant lot in an approved subdivision which fronts on a paved public road and to which a public water and/or public sewer lateral has been provided, shall cut, to a height of not more than **one foot**, all grass, weeds and similar vegetation not planted as a crop to be harvested or for ornamental purposes **from the public street line to the base of the building foundation and for vacant land from the public street line for a depth of 25 feet.**
- B. Every owner/occupier of property shall keep his property free from vegetation of any type which, **based on the reasonable opinion of the Blighted Premises Enforcement Officer**, is injurious to public health.
- C. Any violation of § 6A or 6B shall constitute a nuisance which may be abated by the town at the expense of the owner/occupier or any one or more of them to whom the **Blighted Premises Enforcement Officer** has given not less than 10 days written notice of intention to abate such nuisance. Such expense may be collected by the Town in a civil action against any one or more of the above-named persons responsible therefore.

§ 7. Solid Waste, Storage and Littering

- A. Accumulation restricted. It shall be unlawful for an owner/occupier to allow solid waste to accumulate on premises in the town in such a manner as to create an offensive, unsightly or unsanitary condition.
- B. Storage requirements. In the event that property usage would result in the stacking or piling of materials, including equipment and appliances, even if wanted and useful, they must be so arranged as to prohibit the creation of a blighting factor to their neighbors. Furthermore, all useful, wanted material, including equipment and appliances, stored out of doors shall be stored in an orderly fashion and, to the extent reasonably feasible, shall be located in the rear yard **and not visible from the adjacent public street.**
- ~~C. Waste disposal carts shall not be stored in front of a residential building and shall be removed from the public street right of way within 48 hours after collection.~~

§ 8. Blighted Premises - - Certification List

- A. No owner/occupier of real property within the Town shall cause or allow blighted premises to be created nor shall any owner/occupier allow the continued existence of blighted premises.

B. Blighted Premises Certification List

1. Upon enactment of this ordinance, the Town Manager shall request that all Town department heads report any property of which they are aware which appears to be blighted, as defined by this ordinance. Such reports shall be submitted within thirty (30) days of the Town Manager's request.
2. The Town Manager shall use these reports and any other available relevant information to complete a list of blighted properties to be known as the Blighted Premises Certification List.
3. At least ten days prior to placing a property on the Blighted Premises Certification List, the Town Manager shall provide written notice to the owner/occupier of the subject property of the intended placement. Said written notice shall indicate the conditions on said property that caused placement on the Blighted Premises Certification List, and the steps necessary for removal from said List.

C. The Blighted Premises Enforcement Officer shall undertake regular inspections of all properties that are on the Blighted Premises Certification List for the purpose of documenting continuous blighted conditions and to issue Notice of Violation of Warning Letters and/or Citations in accordance with §§ 10 and 11 of this Code

§ 9. Removal from Blighted Premises Certification List

- A. If the owner/occupier of a property that is included on the Blighted Premises Certification List has remedied the conditions that caused the property to be placed on the Blighted Premises Certification List, and no other blighted condition exists on the property, the owner/occupier may make written request to the Blighted Premises Enforcement Officer requesting inspection of the property. The Blighted Premises Enforcement Officer shall inspect the property within five days of receipt of the written request for the purpose of determining whether the blighted conditions on the property no longer exist. Within ten days of the inspection, the Blighted Premises Enforcement Officer shall provide a copy of the written report of his/her inspection of the property to the owner/occupier.
- B. If after inspection of a property that is on the Blighted Premises Certification List, the Blighted Premises Enforcement Officer determines that the conditions that caused the premises to be placed on the Certification List have been remedied, and that no other blighted condition exists on the premises, then the Blighted Premises Enforcement Officer shall provide written notice to the Town Manager that the premises is no longer a Blighted premises along with a copy of his/her written report of inspection of the premises. Upon receipt of a determination that a premises is no longer a Blighted premises, the Town Manager shall remove the premises from the Blighted Premises Certification List, with written confirmation to the owner/occupier.

§ 10. Complaints - - Notice of Violation of Warning Letter

- A. Any person or legal entity, including but not limited to a civic organization, municipal agency, or town employee affected by the action or inaction of an owner/occupier of property subject to the provisions of this ordinance, may file a complaint of violation of this ordinance with the Blighted Premises Enforcement Officer.

- B. The **Blighted Premises Enforcement Officer**, upon his or her determination that there is a violation of this code, shall forward a notice of violation warning letter to the owner/occupier at the time such determination has been made and shall include the property for consideration of inclusion on the **Blighted Premises Certification List**. Such a notice of violation warning letter from the **Blighted Premises Enforcement Officer** shall be issued prior to issuing a citation. Such notice of violation warning letter shall include:
 - 1. A description of the real estate sufficient for identification, specifying the violation which is alleged to exist and the remedial action required;
 - 2. A due date, within a reasonable time, for the performance of any act required; and
 - 3. The amount of the fines, penalties, costs or fees that may be imposed for noncompliance.
- C. The owner/occupier may not contest a notice of violation warning letter before a Citation Hearing Officer.
- D. Delivery of a notice of violation warning letter or citation to the owner/occupier shall be by one or more of the following methods:
 - 1. By personal delivery to the owner/occupier or by leaving the notice of violation warning letter or citation at the usual place of abode of the owner/occupier with a person of suitable age and discretion;
 - 2. By certified, register or regular mail addressed to the owner/occupier at his last known address, with postage prepared thereon; or
 - 3. By posting and keeping posted for 24 hours a copy of the notice of violation warning letter or citation in placard form in a conspicuous place on the premises.

§ 11. Enforcement by Citation

- A. If the corrective actions specified in the notice of violation warning letter are not taken the **Blighted Premises Enforcement Officer** or his/her designee shall issue a written citation to the owner/occupier.
- B. A citation shall be in writing and include:
 - 1. A description of the real estate sufficient for identification, specifying the violation which is alleged to exist and the remedial action required;
 - 2. Detailed information regarding the contents of the notice of violation warning letter (which may be a copy of such notice of violation warning letter) and the failure of the owner/occupier to take the corrective actions specified therein;
 - 3. The amount of the fines, penalties, costs or fees due for noncompliance; and
 - 4. A statement that the owner/occupier may contest his liability and request a hearing before the Citation Hearing Officer by delivering in person or by mail written notice of objection within ten days of the date of receipt of the citation.
- C. Delivery of the citation shall be by the manner provided in § 10.

§ 12. Hearing

- A. An owner/occupier may request a hearing after receiving a citation. Said owner/occupier must make his/her request for a hearing within ten (10) days of his/her receipt of the citation.

- B. The Citation Hearing Officer is designated to conduct hearings in accordance with Conn. Gen. Stat. Sec. 7-152c when requested by an owner/occupier who has been cited under this chapter.
- C. If the owner/occupier who was sent a written citation pursuant to § 11 of this Code wishes to admit liability for any alleged violation, he/she may, without requesting a hearing, pay the full amount of the assessed fines, penalties, costs or fees in person or by mail to the Town Manager. Such payment shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of such person or other person making the payment. Any owner/occupier who does not deliver or mail written demand for a hearing within ten days of the date of receipt of the citation shall be deemed to have admitted liability, and the Town Manager shall certify such person's failure to respond to the Citation Hearing Officer. The Citation Hearing Officer shall thereupon enter and affirm the fines, penalties, costs or fees provided for by the code and shall follow the procedures set forth in Conn. Gen. Stat. Sec. 7-152c (f).
- D. Any owner/occupier who requests a hearing shall be given written notice of the date, time and place for the hearing. Such hearing shall be held not less than fifteen days nor more than thirty days from the date of the mailing of notice, provided the Citation Hearing Officer shall grant upon good cause shown any reasonable request by any interested party for postponement or continuance. An original or certified copy of the initial notice of violation issued by the Blighted Premises Enforcement Officer shall be filed and retained by the Town, and shall be deemed to be a business record within the scope of Conn. Gen. Stat. Sec. 52-180 and evidence of the facts contained therein. The presence of the Blighted Premises Enforcement Officer shall be required at the hearing if such person so requests. A person wishing to contest his/her liability shall appear at the hearing and shall present evidence. A designated Town official, other than the Citation Hearing Officer, shall present evidence on behalf of the Town. If the owner/occupier who requested the hearing fails to appear, the Citation Hearing Officer may enter a default against him/her upon a finding of proper notice and liability under this ordinance. At the hearing the Citation Hearing Officer shall accept relevant evidence that may include copies of police reports, investigatory and citation reports, and other documents. The Citation Hearing Office shall conduct the hearing in the order and form and with such methods of proof as is fair, reasonable and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation. The Citation Hearing Officer shall provide a decision upon completion of the hearing. If the Citation Hearing Officer determines that the person is not liable under the citation, the Citation Hearing Officer shall dismiss the matter and enter his/her determination in writing accordingly. If the Citation Hearing Officer determines that the person is liable under the violation, the Citation Hearing Officer shall enter his/her determination in writing accordingly and include any assessment of fines, penalties, costs or fees against such person as apply.
- E. Pending the hearing before the Citation Hearing Officer, no further enforcement activity as contemplated by §§ 14 B and C shall occur until either a hearing is held and the Citation Hearing Officer assesses fines, penalties, costs and/or fees or until the petitioner fails to appear for a scheduled hearing and the Citation Hearing Officer assesses fines, penalties, costs and/or fees. This section shall not preclude the accrual of fines during the period from the issuance of the citation until a hearing is held.

§ 13. Appointment of Citation Hearing Officers

The Town Manager shall appoint three residents to serve as the Citation Hearing Officers pursuant to § 182-5 of Newington Code of Ordinances. Said residents shall not be the Town Manager, a police officer or employee or person who issue citations, zoning enforcement officer, or blighted premises enforcement officer or other code compliance authority/

§ 14. Penalties for Offenses - - Prejudgment Lien

- A. The owner/occupier of premises where a violation of any of the provisions of this code shall exist or who shall maintain any building or premises in which such violation exist may:
 - 1. Be fined not more than \$100 for each violation. Each day that a violation exists after a citation as described in § 11 is given to the owner/occupier shall constitute a new violation and a fine may be imposed for such violation; and/or
 - 2. Be required to abate the violation at the owner/occupier's expense.
 - 3. Be subject to the town's remediation of the blighted condition and assessing the costs of said remediation against the subject property by levying a lien on the subject real estate.
- B. Once a finding by the Citation Hearing Officer is made that a person is in violation as provided by Section 12B above, a prejudgment lien on the real property that is the subject of the violation may be imposed for any unpaid fine imposed by the Town pursuant to the provisions of this code which is adopted pursuant to Conn. Gen. Stat. Sec. 7-148 (c)(7)(H)(xv) and shall constitute a lien upon the real estate against which the fine was imposed from the date of such fine. Each such lien shall be continued, recorded and released in the manner provided by the general statutes for continuing, recording and releasing property tax liens. Each such lien may be enforced in the same manner as property tax liens, including foreclosure of the real property.
- C. Where the Blighted Enforcement Officer has determined that a blighted condition exists as defined by this code, the Town Manager may order the remediation of the blighted condition and assess the costs against the subject real estate in the form of lien which shall be recorded in the land records in the same manner as provided in § 14 B.
- D. In addition to all other remedies and any fines imposed herein, the provisions of this code may be enforced by injunctive proceedings in the superior court. The Town may recover from such owner/occupier any and all costs and fees, including reasonable attorney's fees, expended by the Town in enforcing the provisions of this code.

§ 15. Appeals - - Special Consideration

- A. Any person aggrieved by any order, requirement or decision of the Citation Hearing Officer may take an appeal in accordance with Conn. Gen. Stat. § 7-152c (g).
- B. Notwithstanding anything herein to the contrary, special consideration may be given to individuals who are elderly or disabled and who demonstrate that the violation results from an inability to maintain an owner-occupied residence and no person with that ability resides therein. Such special consideration shall be limited to the reduction or elimination of fines

and/or an agreement that the Town or its agents may perform the necessary work and place a lien against the premises for the cost thereof in accordance with the provisions of this code.

§ 16. Severability

In the event that any part or portion of this code is declared invalid for any reason, all the other provisions of this code shall remain in full force and effect.

§ 17. Terms and Provisions

- A. Where terms are specifically defined or the meaning of such terms are clearly indicated by their context, that meaning is to be used in the interpretation of this code.
- B. Where terms are not specifically defined and such terms are defined in the Charter and Municipal Code of the Town of Newington, such terms shall have the same meaning for the interpretation and enforcement of this chapter.
- C. Where terms are not specifically defined in this chapter, they shall have their ordinarily accepted meaning or such meaning as the context may imply.
- D. The provisions of this code shall not be construed to prevent the enforcement of other codes, ordinances or regulations of the Town of Newington.
- E. In any case where a provision of this code is found to be in conflict with a provision of any zoning, building, fire, safety or health ordinance, regulation or other provision of the Charter and Municipal Code of the Town of Newington or the State of Connecticut, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people of the Town of Newington shall prevail.

ATTORNEY REVIEW DATE: _____

INTRODUCTION DATE: _____

PUBLICATION DATE: _____

PUBLIC HEARING: _____

ADOPTION DATE: _____



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: June 08, 2012
Re: Busway Discussion

At a previous Council meeting Councilor Klett requested a further discussion of the impact of the busway on future development within the town of Newington. In addition, the town is beginning to formulate a request for proposals to potentially develop the "National Welding" site.

I have requested Town Planner Craig Minor to be present at the meeting. I have also requested that Andy Brecher attend the meeting to discuss potential economic development ramifications for the property.

We plan on having several maps available to illustrate the busway corridor. We look forward to an informative discussion.



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: June 6, 2012
Re: Police Staffing

Per Councilor Klett's request, Chief Mulhall will attend the June 12 meeting to discuss police staffing and overtime.

cc. Chief Mulhall



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: June 6, 2012
Re: Suspense Tax List / Uncollectible Taxes

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 26, 2012 Council Meeting. A copy of the list is being provided to the Council under separate cover.

This matter has been placed on the June 12, 2012 Council agenda for introduction purposes only. An action to remove the outstanding balance from the 1996 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 THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: June 6, 2012
Re: Grant Funding – Cedar Mountain Land Purchase

On May 18, 2012 I received a letter from the State of Connecticut Department of Energy and Environmental Protection (DEEP) regarding the Town's grant application for funding towards the purchase of the Marcap parcel on Cedar Mountain. The DEEP has requested that the Town Council adopt a resolution authorizing the Town Manager to enter into an agreement with the State to accept the funding.

A copy of the required resolution verbiage is attached. The Council is asked to waive the rules to consider this resolution at the June 12, 2012 meeting.

Attach.



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: John L. Salomone, Town Manager
From: Jeff Baron, Dir. of Administrative Services *JB*
Date: May 25, 2012
Re: Lemire Synthetic Turf Field

The Clem Lemire Artificial Turf Field Project Building Committee met last evening and voted to accept the project as fully and satisfactorily completed. They also voted to refer both the Final Report and the project to the Town Council for acceptance. The Board of Parks and Recreation, as the requesting agency, had previously accepted the project also. The minutes of the Project Building Committee meeting, the Final Report, and the minutes of the Board of Parks and Recreation meeting of May 15, 2012 are attached. Please place acceptance of the project and dismissal of the Project Building Committee, in accordance with §8-45 M of the Newington Code of Ordinances, on the Town Council's agenda.

CLEM LEMIRE ARTIFICIAL TURF FIELD PROJECT BUILDING COMMITTEE

May 24, 2012

Town Hall Conference Room One

SPECIAL MEETING MINUTES

- I. Call to order – the meeting was called to order by Ms. Klett, at 6:04 pm.
- II. Roll call – Members present: Maureen Klett, Chairperson; Don Woods; Bill DeBlasio, Kathy Zolad, Jeff Perillo, and Rich Khentigan. Others present: Jeff Baron, Director of Administrative Services.
- III. Public participation – None.
- IV. Approval of prior meeting minutes – Mr. Khentigan made a motion to approve the minutes of the October 27, 2011 meeting, as presented. Seconded by Mr. Perillo. The motion passed unanimously.
- V. Consider and take action on Final Report – Mr. Baron notified the Committee that the final payment had been made and all punch list items have been addressed. A draft of the Final Report had been submitted in advance of the meeting for all members to review. The Board of Parks and Recreation was asked to provide comments and project acceptance. They approved the project at their meeting of May 15, 2012. Mrs. Zolad made a motion that the Committee accept the Final Report as presented, that the minutes of the Board of Parks and Recreation meeting of May 15, 2012 be attached to the Final Report, and that the Final Report be presented to the Town Council for their acceptance. The motion was seconded by Mr. Khentigan. The motion passed by a vote of 6 YES to 0 NO.
- VI. Consider and take action on accepting the project – Mrs. Zolad made a motion that the Committee accept the synthetic turf field at the Clem Lemire Recreation Complex as fully and satisfactorily completed, and that it be referred to the Town Council for acceptance. The motion was seconded by Mr. Woods. The motion passed unanimously by a vote of 8 YES to 0 NO.
- VII. Any other business pertinent to the Committee – None.
- VIII. Public participation – None.
- IX. Committee response to public participation – None.

X. Adjournment – the meeting adjourned at 6:08 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services

CLEM LEMIRE ARTIFICIAL TURF FIELD PROJECT BUILDING COMMITTEE

FINAL REPORT

MAY 3, 2012

The Clem Lemire Artificial Turf Field Project Building Committee was established by Town Council Resolution 2010-51 on April 27, 2010. The size of the Committee was expanded to nine members through Town Council Resolution 2010-58 on May 11, 2010. Town Councilor Maureen Klett was selected as Chairperson at the Committee's first meeting on May 24, 2010. Deputy Mayor Mike Lenares was selected by the Committee to be Vice Chairperson. The members of the Committee initially were Jay Bottalico, Fred Callahan, Bill DeBlasio, Rich Khentigan, Maureen Klett (Chairperson), Mike Lenares, Jeff Perillo, Don Woods and Kathy Zolad. Jay Bottalico replaced Mike Lenares as a Town Council member of the Committee on March 19, 2011, after Mike Lenares became Mayor. Paul Vessella filled Jay Bottalico's slot as a citizen member of the Committee later in 2011.

Milone and MacBroom, Inc. of Cheshire had been selected to prepare a feasibility study for the Board of Parks and Recreation subcommittee that predated the Project Building Committee. That selection was made in September 2009 through the Town's Request for Proposals No. 10, 2008-09. This RFP allowed for design services to be awarded to the same firm, at the option of the Town, if the project went forward. A fee proposal was prepared by Milone and MacBroom on June 24, 2010. The Project Building Committee considered this proposal on July 15, 2010. Fees and conditions were then subsequently negotiated with Milone and MacBroom by Mike Lenares. The Committee's recommendation to appoint Milone and MacBroom as the Project Architect, based on Milone and MacBroom's revised proposal dated July 20, 2010, was approved by the Town Council on August 3, 2010 through adoption of Resolution 2010-90.

Preliminary plans and cost estimates were prepared and revised. §8-24 review was approved and an application was submitted to the Inland Wetlands Commission. Inland Wetlands approved the project on December 21, 2010. The Town Council approved preliminary plans and cost estimates on November 9, 2010 through Resolution 2010-117.

A separate turf manufacturer selection process was conducted. RFP No. 2, 2010-11, titled Synthetic In-Filled Athletic Turf at Lemire Recreation Complex, was issued on November 23, 2010. Five firms responded on December 9, 2010. The Committee developed a short list of firms to be interviewed on December 13th. Three firms were interviewed on December 16th and cost proposals were submitted at that time by each of them. An award was made to Field Turf of Montreal for their XM-65 Prestige product, for the sum of \$319,062.50, by the Committee on January 4, 2011.

The Committee approved the final plans, specifications and cost estimates for construction of the entire project on January 4, 2011. They were approved the following week by the Board of Parks and Recreation. They were then approved by the Town Council on January 25, 2011 through Resolution 2011-8. Bid No. 3, 2010-11, Lemire Synthetic Turf Field Installation, was issued on February 2, 2011 and bids were opened on February 23, 2011. Eight bids were received. The Project Building Committee met on March 3, 2011 to review and recommend to both the Board of Parks and Recreation and the Town Council an award to DeRita and Sons Construction Company of Middletown, for the Base Bid (field installation) and Alternate One (four field lights), for \$1,042,862. The Committee also approved a project budget of \$1,215,648. The Town Council accepted the Committee's recommendation and awarded the bid on April 12, 2011, through Resolution 2011-41. A contract was then executed with DeRita and Sons Construction on April 14, 2011.

A ground breaking ceremony was held at the job site on May 12, 2011. Daily construction on-site representation was provided by Tom Balskus of Milone and MacBroom. Chez Pace was the Project Manager for DeRita and Sons Construction. The field was constructed for use by a number of youth sports organizations, specifically football, soccer and lacrosse. In addition to the artificial turf, the proper drainage and sub-base for a synthetic turf field were installed. A notable amount of unsuitable material was removed and replaced from the pre-existing sub-base. Fencing, lights, signage and security cameras were also installed. The synthetic surface of the field has a sand and rubber in-fill mixture. The four light towers to allow night time use were installed and tested on August 16, 2011.

The field was determined to be substantially complete following inspection by Milone and MacBroom on August 24, 2011. The test report on the shock absorbing properties of the field was received on September 12, 2011. An official Opening Ceremony was held on September 18, 2011. The field was used by numerous youth sports organizations throughout the fall. Punch list items were addressed by the contractor and subcontractors during the fall and winter.

As-built drawings, service manuals and warranties have been received by the Town and provided to the Parks and Recreation Department. Operator training on the field groomer was received on September 26, 2011. Final payment was made to DeRita and Sons Construction on March 1, 2012.

This project has been fully completed to the satisfaction of the Project Building Committee. Comments have been requested of the Board of Parks and Recreation. A financial report on the project is attached. The field is fully functional. Accordingly, the Clem Lemire Artificial Turf Field Project Building Committee formally accepts the project and submits this final report to the Newington Town Council in accordance with §8-45 M of the Newington Code of Ordinances.

TOWN OF NEWINGTON
 CLEM LEMIRE RECREATION COMPLEX
 SYNTHETIC TURF ATHLETIC FIELD

FINANCIAL REPORT

May 3, 2012

Project Revenues

Department of Environmental Protection Grant (20833-87969)	\$ 500,000.00
Capital Non Recurring Expenditures (30831-88116)(2010-11 CIP)	\$ 250,000.00
	(2011-12 CIP) \$ <u>465,648.00</u>
Total Revenues	\$1,215,648.00

Bid No. 3, 2010-11 awarded to DeRita and Sons Construction Company, Inc.

Contractor's Bid Amounts

Site Preparation	\$ 88,000.00
Site Removals and Sedimentation/Erosion Control	\$ 38,000.00
Earthwork and Grading	\$ 61,000.00
Storm Drainage	\$ 203,000.00
Synthetic Athletic Field Turf and Markings	\$ 319,062.50*
Bituminous Concrete Sidewalk	\$ 39,000.00
Concrete Curb	\$ 28,800.00
Concrete Stairs and Handrails	\$ 10,000.00
Fencing	\$ 29,000.00
Landscaping	\$ 38,000.00
Site Amenities	\$ 12,000.00
Electrical Work	\$ 47,000.00
Four Lights (Add Alternate One)	\$ <u>130,000.00</u>
Total, Base Bid and Add Alternate One	\$ 1,042,862.50

*Allowance, amount provided by the Town to all bidders as the result of a separate Request for Proposals to select the synthetic turf manufacturer (Field Turf)

Project Budget

Construction	\$ 1,042,862.50
Design	\$ 68,500.00
Contingency	\$ <u>104,285.50</u>
Total	\$ 1,215,648.00

Project Expenditures

<i>Company</i>	<i>Item</i>	<i>Amount</i>
DeRita & Sons	Construction Bid	\$ 1,042,862.50
Change Order No. 1	Electrical	\$ 6,831.23
Change Order No. 2	Electrical	\$ 1,500.00
Change Order No. 3	Remove Unsuitable Materials	\$ 6,000.00
Change Order No. 4	Blacktop & Bleacher Pad	\$ 6,302.95
Change Order No. 5	Concrete Walkway	\$ 1,462.41
Change Order No. 6	Remove More Unsuit- able Materials	\$ 4,337.59
DeRita and Sons Subtotal		\$ 1,069,296.68
Milone and MacBroom	Design & Supervision	\$ 67,500.00
	Reimbursable Items	\$ 1,000.00**
Subtotal		\$ 68,500.00
** \$1,000 allowance, actual expenditures total \$ 805.93		
Bianca Sign	Signage	\$ 1,240.00
Cornerstone Fence	20 Foot Gate and Transformer Fence	\$ 5,210.00
Kuehl Line Striping	Field Marking for Boy's & Girl's Lacrosse	\$ 2,400.00
Milone and MacBroom	Preliminary Study	\$ 4,500.00
Musco Sports Lighting	Time Delay for One Bank of Lights	\$ 241.49
Paramount Construction	Install Light Time Delay	\$ 450.00
H.O. Penn	Locks	\$ 256.00
Ridgeway's/ARC	Reproduce Bid Plans and Specifications	\$ 16.21
Soccer N Moore	Soccer Goals and Corner Flags	\$ 3,594.00
Utility Communications	Security Cameras and Equipment	\$ 8,506.82***
Clarence Welti	Soils Analysis and Geotechnical Tests	\$ 3,200.00
Subtotal		\$ 29,614.52
DeRita and Sons Change Orders 1 - 6		\$ 26,434.18
Total Contingency Expenditures		\$ 56,048.70

*** Town/Project portion, other groups/organizations also contributed to this purchase

Unexpended Contingency (\$104,285.50 - \$ 56,048.70) \$ 48,236.80

**NEWINGTON PARKS & RECREATION
BOARD OF DIRECTORS
TUESDAY, May 15, 2012**

I. CALL TO ORDER

Don Woods called the meeting to order at 7:30 pm.

II. ROLL CALL

Board: Mary Udice, Eileen Francolino, Kathy Zolad, Bill DeBlasio, Jen Win-Johnson, Jeff Perillo, Ed Marchion, Richard Khentigan, Jim Marocchini, Don Woods.

Board Members Absent: Robert Fresen

Staff: Superintendent Bruce Till

Town Liaison: None

III. PUBLIC PARTICIPATION

There was no public participation

IV. APPROVAL OF THE MINUTES OF APRIL 17, 2012

Rich Khentigan made a motion to approve the minutes of April 17, 2012 meeting. Don Woods seconded the motion. The motion passed with a 9-0 vote. Mary Udice abstained

V. CORRESPONDENCE/COMMUNICATIONS/REPORTS

No questions on Monthly Report

VI. OLD BUSINESS

COMMUNITY CENTER PROPOSALS

Moving forward with the Community Center Proposals and meetings have been set up for Bruce Till and his staff to meet with the architect. The sub-committee will be meeting to discuss renovating current building or to find a location for a new building, also to prioritize the future needs of what should be incorporated in the new facility. Location is still up in the air, will be a long process, many meetings with civic organizations, public hearings and possible surveys with the citizens of Newington to gather different ideas and thoughts on what the people are looking for in a community center. Budget is currently being considered. Bruce Till mentioned the Town Manager wants to include the Town Hall in with the renovation of Community Center and renovate current building. Bruce would like to see a standalone building that would possibly include aquatics area and would alleviate renovating one of the town pools in the future. Bruce would like a facility that all current and future programs will have adequate space and incorporate other town departments, ie: food pantry, art programs, into this building, not just parks and recreation programs. Rich Khentigan asked if grants were available to help fund the building. Grants will be searched out by Architects, Town Manager and Bruce Till. Jen Win-Johnson brought up the idea of touring other town community centers with newer facilities to get ideas of what to incorporate into the new community center. Don Woods asked if he could obtain some information from Bruce Till on the breakdown of components included, square footage and costs of other facility centers. Foreseeable problems: if current building is renovated, a year plus of renovations will interfere with currently running programs in existing community center during this process.

MILL POND PARK PLAYSCAPE POURED IN-PLACE

Drainage issues still need to be addressed and investigated. Bruce Till met with Mark Roming, Chris the Town Engineer, and with Bob Stanley to gather information on what happened during the original project and to get an understanding of original drainage and sub-base material that is in existing playscape area. Bruce Till mentioned that Bob Stanley thought there was drainage put in during original project. Mark Roming does not recommend spending \$90,000.00 on a new poured in place in the existing space for various reasons, soil conditions, existing concrete curbing, compaction needed in sub-base material to do poured in place or tile is at 90% how will drainage be put in when the compaction is at 90% . Most likely there wasn't the proper amount of sub-base material for drainage put in during original project or holes for drainage put in to let the water out. Bruce Till is continuing his investigation, trying to get a hold of who was involved in the original project's base material. Bruce Till thinks a new poured in place is possible but does not want to spend \$90,000 and find out it is not going to work. Bruce Till passed around pictures when the Highway Department got involved to install drainage after the playscape was installed. Don Woods mentioned that Stamm said that he does not recall seeing any drainage or process put in during original project.

Concerns regarding a new poured in place: Don Woods spoke with Alan Nafis who is an engineer, he said the cost could be high but with the proper drainage will dry up the area. Bruce Till mentioned current playground equipment may only have another five years left before a new one has to be installed because of code changes. Options: could possibly move playground to a new location, incorporate playscape into a new design that could include a spray park and some other things. Don Woods pointed out that a new playscapes footprint may not fit the old. Is it a good idea to spend this money on a new poured in place? At this time playscape structure is up to code and is in good condition. Bruce Till would like patch work done to the existing poured in place before the Extravaganza if possible, if not now then during the summer months. Other options for the poured in place: Mary Udice suggested that a new playground/park be tied in with a new community center but only if a new building was going up then moving the playground would make sense. Jen Win-Johnson thinks a playground should be kept within walking distance of the center of the town. Bruce wants to make sure the right decision is made either to move the playscape to new area, make sure the drainage properly installed for a new poured in place, or possibly wait for new playscape equipment before the \$90,000.00 is put in to it.

MILL POND PARK PROJECT

Highway dept has paved the path, concrete work has been completed, and trees have been planted. Project is completed, including the bridges and stairs. Final numbers will be tallied by next month's meeting. Bruce feels it is a great improvement to the Park, looks 100% better. Renovations were made to bridge by the falls, 10 – 15 year life span for the new bridge.

EXTRAVAGANZA UPDATE

No update on extravaganza, no new information from Stephanie. Eileen Francolino has talked to the Fire Departments to do a Chili Challenge at the extravaganza on a Friday night to bring up sales in the Beer Garden. Don Woods suggested bringing the Chili Challenge into the Beer Garden to bring people. The Fire Department wants to be involved and is working with Eileen. She will have more information at the next meeting.

VII. NEW BUSINESS

Building committee for the synthetic field will be meeting to dissolve; need approval of project for the closing out process of the building committee. \$48,236.80 was given back from the original budget that was for this project.

Motion was made by Kathy Zolad to accept this field so the closing out process can begin. Don Woods seconded the motion. The motion passed unanimously.

Golf Tournament was a success, great weather. 104 golfers this year. Lost one sponsor but gained other sponsorship. Bruce Till passed out budget for Tournament, not listed on budget but should be allotted on expense side \$4,000.00 for lunch and dinner, \$1,000.00 for signs and banners, add approx \$5,000.00 to expense side of Budget. The Tournament brought in approx. \$10,000.00 this year, last years tournament approx. \$11,000.00.

Teen Center had a problem with sewer line that ran thru the building. New carpet and linoleum has been put down, painted and getting new furniture. Summer preschool program and Teen Program running there over the summer. It was an insurance claim.

Bill DeBlasio looking for an update on the High School, should be discussed with the Board of Ed.

Don Woods went to Charter Revision meeting to discuss that the existing charter section that has the Board of Parks and Rec concurring with the Town Manager with regards to the hiring of a new superintendent of Parks and Recreation be changed to the sole responsibility of the Town Manager.

Don Woods mentioned someone expanded the community gardens, was the water expanded in the garden as well. Bruce confirmed that it was expanded.

Don Woods had a complaint from a citizen about the lower slope at the synthetic turf field at the north end isn't being mowed and is attracting mosquitoes. Bruce will look into it.

Don Woods concerned about the sports departments paying their lighting bills. Bruce has invoiced both football and soccer organizations, still waiting for payment. Don Woods would like to know how future billing will be handled. Bruce Till would like to bill organizations seasonally.

Skate Park fence work is completed; caulking and crack sealing still need to be done.

Don Woods congratulated the Golf Committee for a job well done on the Golf Tournament.

Jeff Perillo asked about the final numbers for the signs at Clem Lemire. Bruce Till would like to talk with Don Woods and other members of the youth organization. Bruce needs to look into TPZ regulations.

Eileen Francolino asked about rental income for synthetic field. Bruce Till mentioned only one rental, earned approx. \$900.00.

VIII. ADJOURNMENT

MOTION: A motion was made by Rich Khentigan to adjourn. Jeff Perillo seconded the motion, all were in favor and the meeting was adjourned at 8:35 pm with a 10 - 0 vote.

Respectfully submitted,

Nancy Jay

DATE: April 26, 2012

TO: Mr. John Salomone, Town Manager

FROM: Dr. Jeffrey A. Schumann, Deputy Superintendent of Schools

SUBJECT: **RECOMMENDATION FOR NEW CLASSIFICATION –
MAINTAINER III**

Attached please find a job description for a proposed new classification of Maintainer III within the school department. We are proposing this position in order to create the opportunity to designate an individual to serve as a district's locksmith and/or district's OSHA Compliance Specialist. Both of these designations will require the individual to obtain significant training in these respective areas in order to carry out the responsibilities associated with these positions. The foundation of the attached job description for the Maintainer III position comes from the Maintainer II position. It is expected that the Maintainer III will perform all of the job responsibilities of the Maintainer II and be delineated from the Maintainer II only by responsibilities associated with the locksmith or OSHA Compliance Specialist.

After meeting with you, and then discussing the proposed new classification with AFSCME President of Local 2930, Joe Cirigliano and finding all parties in agreement in regards to the scope and necessity of these positions, I would like to request at this time that the attached job description for the creation of the Maintainer III be forwarded to the Town Council for their consideration and subsequent approval.

Please contact me if you have any questions or need further information at ext. 8633.

JAS/lml

TOWN OF NEWINGTON

TITLE: Maintainer III

GRADE: LT-11

DEPARTMENT: School Department

COUNCIL ADOPTED: (DRAFT JUNE 2012)

POSITION DESCRIPTION

Upon determination of need, the school department may designate an individual to serve as the district's locksmith and/or the district's OSHA compliance specialist, in addition to the work responsibilities associated with the maintainer II position. Under general supervision, the Maintainer III performs semi-skilled building and grounds maintenance work, performs a variety of tasks in the construction, maintenance, and repair of town services and facilities. The Maintainer III also performs related work as required.

ESSENTIAL JOB FUNCTIONS

- Installs locking system (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Cuts new or duplicate keys and maintains the keying pyramid (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the district with a master key system and ensuring security of its facilities.
- Repairs various items, systems and/or components (e.g. locks, worn tumblers, shorten tumblers, springs, changes combinations, exist hardware, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Fabricates unique locks and locking devices for the purpose of meeting the specialized security problems within the district.
- Performs minor repair or modifications to door and/or frame for the purpose of ensuring proper closing security.
- Re-keys locks and changes combinations for the purpose of ensuring security of facilities.
- Performs a variety of routine and complex administrative, technical, and professional work in analyzing and administering various components of the environmental, health and safety programs.
- Maintaining the utmost confidentiality in dealing with employee records and business information.
- Develops and maintains environmental, health and safety policies and program.
- Maintains knowledge of all applicable OSHA, EPA, and DOT standards and administrative practices as they may relate to the Town of Newington.
- Works with environmental, health and safety advisory committee to promote and provide safety expertise and in the development and presentation of safety training materials.
- Performs or assists with accident investigations as needed.
- Insures that processes take necessary corrective action to prevent future incidents.
- Collects, analyzes and maintains data essential for effective safety and environmental programs.
- Operates a variety of light motorized equipment.
- Assists in the installation and maintenance of streets and sewers.
- Digs and fills holes with pick and shovel.
- Helps load and unload material in street patching and in the removing of dirt from streets.
- May performs street patching with brick, concrete, or asphalt.
- Assists in placing pipe lines and repairs of manholes.
- Cleans out waterways and sewer lines.
- Performs manual laboring tasks, such as cutting and trimming grass with small lawn mowers as well as tree and shrub trimming using various hand equipment and hedge trimmers.
- Cleans grounds of waste paper and debris.
- Assists in the removing of dead trees.
- Plants, waters, and weeds flowers and shrubs.
- Performs maintenance cleaning work and minor repairs on buildings, irrigation equipment, and other facilities using hand tools.
- Operates air hammer and other power tools.
- Performs snow plowing duties with a pickup truck, up to $\frac{3}{4}$ tons.

EXAMPLE OF DUTIES

- Repairs roofs; builds partitions; installs and repairs floors; installs ceiling tile; repairs window shades and venetian blinds; repairs doors, locks, panic bars and door checks; replaces desk tops and chair seats; checks heating controls; patches driveways, sidewalks, walls, and steps; installs playground equipment; moves furniture, equipment, and supplies; makes minor plumbing, heating, and electrical repairs.

ADDITIONAL JOB FUNCTIONS

- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials and equipment used in locks; types and uses of available locks; interpreting blueprints; and safety practices and procedures.
- Position requires knowledge of federal, state and local environmental, health, and safety laws.
- Knowledge of safety statistical measurement methodology.
- Ability to follow written and/or oral instructions.
- Considerable knowledge of minor and routine maintenance and repairs of plumbing, painting, carpentry, electrical, and heating systems.
- Knowledge of care and maintenance of grounds.
- Some knowledge of cleaning methods, materials, and equipment.
- Ability to perform minor maintenance and adjustment of equipment.
- Knowledge of the uses of hand tools in performing common laboring tasks.
- Working knowledge of the occupational hazards and safety procedures involved in the equipment operated.
- Ability to perform heavy manual tasks under any type of weather conditions.
- Ability to operate the varied equipment used in normal service.
- Ability to keep simple records and make reports.
- Skill in the use of maintenance tools and power equipment.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Sufficient stamina and strength to be exposed to the discomforts of working out of doors year round (including but not limited to heat, cold, rain or snow).
- Ability to work with and around various flowers, trees, and foliage.
- Ability to withstand dust, pollen, and minor insect annoyances.
- Ability to push/ pull/ lift object(s) generally weighing fifty (50) pounds or less.
- Sufficient stamina to perform strenuous physical labor.
- Ability to be mobile, sit, stand, and walk for extended periods of time.
- Ability to perform gross and fine motor skills.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with some interruption.
- Ability to read and understand warning decals, labels, and navigate through maps.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to understand and relate to specific ideas, generally several at a time, and understand and relate to theories behind related concepts.
- Ability to be available for call outs.
- Ability to remember multiple tasks/ assignments given to self and others over extended periods of time.
- Ability to move within Town buildings and facilities.

- Ability to get into and out of a motor vehicle/ truck/ or construction equipment.
- Ability to get into and out of and/ or on and off equipment.

REQUIRED MINIMUM QUALIFICATIONS

- Three (3) years experience in general building and grounds maintenance and repair work, or
- an equivalent combination of training and experience, and
- experience performing heavy manual work.

LICENSE OR CERTIFICATE

- A valid Connecticut Driver's License.
- Completion of an approved apprenticeship program.
- Specialized OSHA training courses (TBD)
- Keying specialist/locksmith certifications from current BOE vendor

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: VI.A. _____

DATE: 6-12-12 _____

RESOLUTION NO.: _____

RESOLVED:

That the Newington Town Council hereby makes the following appointments:

3. Career/Technical Program Renovation Project Building Committee

3 members: 2 NTC, 1 BOE

Name	Address	Party	Appointing Party	Term	Replaces
BOE REP : David Tatem	29 Camp Avenue	D	D	BOE TERM	N/A – New Committee

22. Town Plan and Zoning Commission

7 members, 3 Alternates, 4 year term

Party Max: 5 Regular, 2 Alternate

Name	Address	Party	Appointing Party	Term	Replaces
Alternate: Audra Ekstrom	281 Faith Court	D	D	IMMED – 11/30/13	G. Turco (resigned 1-17-12)

MOTION BY: _____

SECONDED BY: _____

VOTE: _____