



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  
June 23, 2015  
7:00 p.m.**

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- I. PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. PUBLIC PARTICIPATION – IN GENERAL (**In Person/Via Telephone: 860-665-8736**)  
(3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)
- IV. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken by Waiving the Rules**)
  - A. Contract Extension for Ambulance/Paramedic Service for the Town of Newington (**Action Requested**)
  - B. Discussion: Fire Department Bid Waiver – Rescue Truck
  - C. Job Description: Digital Content Specialist (A-4, Board of Education)
- V. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
  - A. Board of Parks and Recreation
    1. Accept Resignation of Kenneth Leggo
    2. Appoint a Replacement (TBD)
  - B. Town Plan and Zoning Commission
    1. Accept Resignation of Kenneth Leggo
    2. Appoint a Replacement (TBD)
  - C. 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. Board of Ethics
    6. Capitol Region Council of Governments
    7. **Central Connecticut Health District Board of Directors**
    8. Committee on Community Safety
    9. Conservation Commission
    10. Development Commission
    11. Downtown Revitalization Committee
    12. Employee Insurance & Pension Benefits Committee

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

13. Environmental Quality Commission
14. Board of Ethics
15. Fair Rent Commission
16. Newington Housing Authority
17. Human Rights Commission
18. Library Renovations/Addition Project Building Committee
19. Newington School Career Technical Program Renovation Project Building Committee
20. Open Space Committee
21. Board of Parks and Recreation
22. School Improvements Project Building Committee
23. STEM Academy PBC
24. Senior & Disabled Center Roof Replacement Project Building Committee
25. Standing Insurance Committee
26. Town Hall Renovations Project Building Committee
27. Town Plan & Zoning Commission
28. Tri-Town Community Cable Access
29. Vehicle Appeals Board
30. West Meadow Cemetery Expansion Project Building Committee
31. Zoning Board of Appeals

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

- A. Regular Meeting, June 9, 2015

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

VIII. COUNCIL LIAISON/COMMITTEE REPORTS

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

X. REMARKS BY COUNCILORS

XI. 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: June 19, 2015  
Re: Contract Extension for Ambulance/Paramedic Service

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Please see the attached proposed contract extension between the Town of Newington, Newington Emergency Management Services, Inc. (NEMS, formerly NVA) and American Medical Response Connecticut, Inc. (AMR), as received by the Town Manager's Office on June 19, 2015. The proposed extension has been reviewed by Town Attorney Peter Boorman and will provide ambulance/paramedic services to the Town of Newington from July 1, 2015 through June 30, 2016.

Representatives from NEMS and AMR will be in attendance at the June 23, 2015 Town Council meeting for discussion. Due to the time sensitive nature of this item, the Council is requested to consider waiving the rules to vote on the attached resolution at the June 23 meeting.

Attach.

CONTRACT EXTENSION FOR  
PROVISION OF COMMERCIAL  
AMBULANCE/PARAMEDIC SERVICE FOR THE TOWN OF NEWINGTON

The Town of Newington (hereinafter referred to as "Town"), a municipal corporation acting through its Town Manager, John Salomone, duly authorized, and Newington Emergency Medical Service, Inc., a not for profit corporation organized under the laws of the State of Connecticut, formerly known as Newington Volunteer Ambulance Corps, Inc. (hereinafter referred to as "NEMS") acting through its President, Frank L. DeMaio, duly authorized, and America Medical Response of Connecticut, Inc. (hereinafter referred to as "Provider"), acting through its Agent, Charles E. Babson, III, General Manager, duly authorized, (Town, NEMS and Provider, collectively, are hereinafter referred to as "Parties") hereby agree to the following:

1. In consideration for the extension of the expiring contract between the Parties for provision of Basic Life Support, Advanced Life Support and ALS Bundle Billing services by Provider for the Town to and until June 30, 2016, the Parties agree to engage in good faith negotiations to arrive at another agreement for provision of services for a period at least through and until June 30, 2017.

2. The Town and Provider further agree that they will endeavor to address and resolve any matters concerning measurement, performance and the application of the penalty provisions of Paragraph 17 of the contract extended by this contract extension by November 1, 2015 and thereafter engage in non-binding mediation to address any unresolved matters concerning the penalty provisions.

3. The Parties reserve their respective rights under the contract extended by this agreement and with respect to any proposed new agreement, including their respective rights not to enter into a new agreement or agreements.

TOWN OF NEWINGTON

NEWINGTON EMERGENCY MEDICAL  
SERVICES, INC

By: \_\_\_\_\_  
John Salomone  
Town Manager

By: \_\_\_\_\_  
Frank L. DeMaio  
President, Board of Directors

Provider  
AMERICAN MEDICAL RESPONSE  
CONNECTICUT, INC.

By: \_\_\_\_\_  
Charles E. Babson, III  
General Manager

Dated at Newington, Connecticut, this \_\_\_\_ day of June, 2015.

State of Connecticut        )  
  )       Newington, CT  
County of Hartford         )

Before me personally appeared John Salomone, Town Manager, Signer and Sealer of the foregoing instrument and acknowledged the same to be his free act and deed.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Dated at Newington, Connecticut, this \_\_\_\_ day of June, 2015.

State of Connecticut        )  
  )       New Haven, CT  
County of New Haven        )

Before me personally appeared Charles E. Babson, III, Signer(s) and Sealer(s) of the foregoing instrument and acknowledged the same to be his free act and deed.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Dated at Newington, Connecticut, this \_\_\_\_ day of June, 2015.

State of Connecticut        )  
  )       Newington, CT  
County of Hartford         )

Before me personally appeared Frank L. DeMaio, Signer(s) and Sealer(s) of the foregoing instrument and acknowledged the same to be his free act and deed.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

AGENDA ITEM: IV.A.

DATE: 6-23-15

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

RESOLVED, that the Newington Town Council hereby authorizes the Town Manager to execute the attached contract extension between the Town of Newington, Newington Emergency Management Services, Inc. and American Medical Response Connecticut, Inc., to provide ambulance/paramedic services to the Town of Newington from July 1, 2015 through June 30, 2016.

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 19, 2015  
Re: Bid Waiver Request – Fire Apparatus

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Please see the attached letter from the Board of Fire Commissioners requesting a bid waiver to purchase replacement fire apparatus. An item will appear on the June 23 Town Council agenda for discussion and will be included on a future agenda for Council consideration.

Attach.



John Salomone  
Town Manager

# TOWN OF NEWINGTON

1485 Main Street Newington, Connecticut 06111

## Board of Fire Commissioners



Chet Bogacz  
Kent E. Stoddard, Jr.  
Brian M. Gallagher  
Fire Commissioners

June 19, 2015

Town Manager Salomone,

As you know we are in the process of replacing the Rescue Truck and the Pierce Company has been our sole supplier of fire apparatus for over twenty years. The Board of Fire Commissioners and Command Staff are very happy with the services Pierce has provided and our mechanics are trained and certified by Pierce to conduct repairs. In addition, factory warranty service and parts are available locally. For these reasons we are requesting a bid waiver from the Newington Town Council in order to purchase the new Rescue Truck directly from Pierce.

Thank you,

Board of Fire Commissioners

DATE: June 16, 2015  
TO: John Salomone, Town Manager  
FROM: Stephen Foresi, Chief of Staff   
SUBJECT: **JOB DESCRIPTION ADOPTION PROPOSAL**

As digital content becomes a more viable option to produce and use for teaching and learning, the Newington Public Schools looks to harness the talents of our staff to create its own digital content resources, similar to how we currently write curriculum. By having our own digital content library, we possess the ability to edit and update content in real time, without having to rely on publishers, the next edition of a textbook, or the exorbitant funds required to purchase resources from a publisher.

Additionally, we are typically forced to purchase entire textbooks, or online textbooks, by publishing companies, yet only using portions of that resource while still paying full price. By creating our own content, we can create only that which is needed for each course, and easily modify content as curriculum is revised, advances in science occur, and history rewritten.

Overtime, our goal is to reduce our budgetary costs to publishers, provide relevant and real-time information to students, and modify and adjust our resources as often as necessary. The Digital Content Specialist is a critical role to achieve this goal. This person will be responsible for the entire process of organization, development, design, access and revision of digital content that best supports teaching, learning and strategic district communications.

The Digital Content Specialist is responsible for writing, editing, and publishing digital content, including but not limited to: electronic textbooks and handbooks, web and social media content including editorial content and graphic design elements, podcasting and other publications. The Digital Content Specialist works closely with content creators, administrators, and other staff members to identify opportunities and develop engaging, current, interactive digital content.

Therefore, attached please find a job description for a Digital Content Specialist. I am requesting your assistance to bring before the Town Council the adoption of a Digital Content Specialist position for the Newington Board of Education

Please do not hesitate to contact me with any questions.

SF/lml

## TOWN OF NEWINGTON

**TITLE:** Digital Content Specialist

**GRADE:** A-4

**DEPARTMENT:** Board of Education

**DATE:**

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### POSITION DESCRIPTION

The Digital Content Specialist is responsible for writing, editing, and publishing digital content, including but not limited to: electronic textbooks and handbooks, web and social media content including editorial content and graphic design elements, podcasting and other publications. The Digital Content Specialist works closely with content creators, administrators, and other staff members to identify opportunities and develop engaging, current, interactive digital content.

### ESSENTIAL JOB FUNCTIONS

- Writes, proofreads, and edits text for digital publications.
- Develops a comprehensive social media strategy to define social media options and techniques that will increase visibility and communication abilities for the Newington Board of Education, within the framework of district and Board policies and procedures.
- Monitors trends in social media tools and applications and present recommendations to the administrative team for incorporating relevant social media into the district culture.
- Experiments with new and emerging social media to leverage abilities to manage a consistent message.
- Develops outreach communications from the NBOE to the community via social networking.
- Develops protocols for more extensive utilization of the district's rapid notification system.
- Provides training and guidance for web content authors.
- Ensures that all documents and images meet established content standards
- Works with developers to assess and meet any technical challenges in displaying content.
- Designs and maintains site information architecture, navigational structure, user interface, visual design and graphics.
- Develops written content for various newsletters, publications, and mass electronic communications.
- Supports curriculum writing projects by developing and publishing digital content resources.
- Develops guides and other support materials as necessary.
- Creates learning resources for teachers, staff and students. These may include websites, tutorials, interactive programs, electronic publications, databases or other multi-media resources.
- Manages assigned projects and prepares reports and presentations relating to implementation and progress.

### ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as requested.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use multiple software, web, and mobile applications, including MS Office Suite, Web 2.0 tools, iBooks Author, I University, Adobe Creative Suite®, HTML5, CSS3, XHTML, JQuery, AJAX and JavaScript, and Content Management Systems.
- Ability to communicate effectively both orally and written.
- Effective interpersonal and communication skills.
- Ability to organize work and meet service objectives efficiently, with attention to detail.
- Knowledge and ability to analyze problems develop and implement programs, as well as activities to address **these problems**.
- Ability to collect and analyze data from a variety of sources, evaluate, problem solve and/or make recommendations.
- Excellent verbal and written communication skills

- Ability to work cooperatively in a high-performance team environment under deadline pressure.

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

- Exposure to video display terminals on a daily basis.
- Ability to hear normal sounds with some background noise and communicate effectively.
- Ability to concentrate on detailed and complex matters with constant interruption within a school setting.
- Ability to attend to tasks/functions for more than 60 minutes at a time.
- Ability to remember multiple tasks/assignments given to self and others, over a long period of time.
- Ability to work independently with minimum supervision.

**REQUIRED MINIMUM QUALIFICATIONS**

**Experience:**

- Experience using a variety of technology hardware and software.
- Experience with multiple operating systems including MS Windows 7/8, Apple OSx, iOS6, Android, and Windows Mobile.
- Experience with professional-level digital media publishing and editing software applications and content management systems.
- Experience writing/editing web content or equivalent; experience with graphic or web design; proficiency with web development and authoring tools and technology.

**Specific Training/Skills:**

**MINIMUM EDUCATIONAL REQUIREMENTS:** Minimum of Bachelor’s degree with a specific emphasis in journalism or a related area of study and ability to use digital media tools and applications.

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 accommodations or other reasons.

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

**Office of the Town Clerk**

Tanya D. Lane MMC  
Town Clerk

## Memorandum

**To:** John Salomone, Town Manager  
**From:** Tanya Lane, Town Clerk   
**Date:** June 8, 2015  
**Re:** Resignation—Kenneth Leggo: Board of Parks & Recreation



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I am attaching a copy of the email communication received in the Town Clerk's office today from Kenneth Leggo who is resigning from the Board of Parks & Recreation, effective June 11, 2015. Mr. Leggo was serving a term from 11/26/13 – 11/30/15.

Pursuant to §605 of the Newington Charter, Town Council is the appointing authority.

Lane, Tanya D.

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**From:** kenump@aol.com  
**Sent:** Saturday, June 06, 2015 8:53 PM  
**To:** Lane, Tanya D.  
**Cc:** Trevelan, Jaime; pakruk45@att.net; jkelly@newingtonlaw.com  
**Subject:** Newington Parks and Rec

Good Evening

My wife Debbie and I are purchasing a house in Bolton we close on Thursday the 11th of June.

So as of this Thursday June 11th I am resigning as a member of the Newington Parks and Rec Board.

I want to thank everyone for the opportunity to serve the town that I was born and raised in and enjoyed working with everyone on the board and in the P&R Office.

Ken Leggo

RECEIVED & RECORDED IN  
NEWINGTON LAND RECORDS

2015 JUN -8 AM 11:02

BY *Tanya D Lane*  
TOWN CLERK



John Salomone  
Town Manager

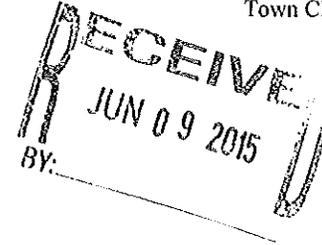
# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Office of the Town Clerk

Tanya D. Lane MMC  
Town Clerk

### Memorandum



**To:** John Salomone, Town Manager  
**From:** Tanya Lane, Town Clerk *(Signature)*  
**Date:** June 8, 2015  
**Re:** Resignation—Kenneth Leggo: Town Plan and Zoning Commission

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I am attaching a copy of the email communication received in the Town Clerk's office today from Kenneth Leggo who is resigning from the Town Plan and Zoning Commission, effective June 11, 2015. Mr. Leggo was serving a term from 12/1/13 – 11/30/17.

Pursuant to §601 of the Newington Charter, Town Council is the appointing authority.

**Lane, Tanya D.**

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**From:** kenump@aol.com  
**Sent:** Saturday, June 06, 2015 8:42 PM  
**To:** Lane, Tanya D.  
**Cc:** Trevethan, Jaime; pakruk45@att.net; jkelly@newingtonlaw.com  
**Subject:** Newington TPZ

Good Evening

It is with both sadness and happiness that I write this.

My wife Debbie and I are purchasing a house in Bolton we close on Thursday the 11th of June and it is the house we dreamed of owning and we could not pass it up.

So as of this Thursday June 11th I am resigning form the position of Newington TPZ Commissioner.

I want to thank everyone for the opportunity to serve the town that I was born and raised in and will value the knowledge I gained while on this commission.

Ken Leggo

RECEIVED & RECORDED IN  
NEWINGTON LAND RECORDS

2015 JUN -8 AM 11:02

BY *Tanya D Lane*  
TOWN CLERK

AGENDA ITEM: VA&B

DATE: 6-23-15

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

RESOLVED:

That the Newington Town Council hereby accepts the resignation of Kenneth Leggo as a member of the Board of Parks and Recreation and a member of the Town Plan and Zoning Commission, in accordance with correspondence dated June 6, 2015.

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

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

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

AGENDA ITEM: VA&B

DATE: 6-23-15

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

RESOLVED:

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

**Board of Parks and Recreation**

7 members/ 3 alternates  
4 yr term

Name	Address	Party	Term	Replaces
			Immed. – 11/30/15	K. Leggo (resigned 6-2015)

**Town Planning and Zoning Commission**

11 members  
4 yr term

Name	Address	Party	Term	Replaces
			Immed. – 11/30/17	K. Leggo (resigned 6-2015)

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

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

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

AGENDA ITEM: V.D.

DATE: 6-23-15

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

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

**7. Central Connecticut Health District Board of Directors**

4 members, 3 year term  
Party Max: 3

<b>Name</b>	<b>Address</b>	<b>Party</b>	<b>Term</b>	<b>Replaces</b>
<b>Kristine Nasinnyk</b>	<b>50 Theodore Street</b>	<b>D</b>	<b>7/1/15 – 6/30/18</b>	<b>Self (term expires 6/30/15)</b>

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

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

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