



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

July 24, 2012

7:00 P.M. or IMMEDIATELY FOLLOWING PUBLIC HEARING

- 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. Blight Ordinance
 - B. Draft Charter and Charter Revision Commission Report Discussion & Action
 - 1. Accept Draft Report
 - 2. Accept Proposed Charter
 - 3. Set Referendum Date
 - 4. Establish Referendum Question
 - C. Job Description Revisions
 - 1. Revenue Clerk
 - 2. Clinical Services Coordinator
 - D. Job Descriptions – New Positions (Board of Education)
 - 1. Physical Therapist
 - 2. Occupational Therapist
- V. CONSIDERATION OF NEW BUSINESS (**Action May Be Taken Only by Waiving the Rules.**)
 - A. Presentation & Discussion: Victory Gardens (V.A. Campus)
 - B. Discussion: Outdoor Burning Ordinance
 - C. Accept Bid: Newington High School Tennis Courts & Dugouts (**Action Requested**)
 - 1. Tennis Courts
 - 2. Dugouts
 - D. 8-24 Referral: National Welding Site Grading Rights
- VI. RESIGNATIONS/APPOINTMENTS (**Action May Be Taken**)
 - A. Appointments to Boards and Commissions
 - 1. Balf-Town Committee
 - 2. Newington Commercial Façade Easement Rehabilitation Loan Program Committee
 - 3. Committee on Community Safety

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

4. Conservation Commission
5. Development Commission
6. Downtown Revitalization Committee
7. Education Facilities Project Building Committee
8. EMS Committee
9. Employee Insurance and Pension Benefits Committee
10. Environmental Quality Commission
11. Board of Ethics
12. Fair Rent Commission
13. Firehouse Expansion Project Building Committee
14. Human Rights Commission
15. NHS Track Renovation Project Building Committee
16. Open Space Committee
17. School Code Compliance Committee
18. Standing Insurance Committee
19. Vehicle Appeals Board

VII. MINUTES OF PREVIOUS MEETINGS

- A. July 10, 2012 – Regular Meeting

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. 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: July 20, 2012
Re: Blight Ordinance Update

As discussed at previous Council meetings, an item will be on the agenda to further discuss and possibly take action to accept revisions to the proposed Blight Ordinance. Councilors received an updated version of the proposed ordinance with the July 24 Council packet. The proposed ordinance has been reviewed by the Town Attorney and the document is available for public review at the Town Clerk's office and the Town's website.

The Public Hearing regarding the proposed ordinance will be continued on July 24, 2012.

The attached resolution should be considered if the Council concurs with the proposed amendments. If approved, the amendments will become effective 15 days after publication.

Attach.

AGENDA ITEM: V.A.

DATE: 7-24-12

RESOLUTION NO. _____

RESOLVED:

That the Newington Town Council hereby adopts amendments to the Newington Code of Ordinances Chapter 182 entitled "Buildings, Vacant and Blighted", a copy of said amendments is attached to the resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

7/11/12 DRAFT

This DRAFT reflects comments through the 7/10/12 TC meeting. It is anticipated that further changes may be made to the DRAFT after the public hearing.

It is the intention of the Council to repeal the current Chapter 182 of the Code and replace it with this Ordinance.

TOWN OF NEWINGTON BLIGHTED PREMISES CODE

§ 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, 7-148ff and 7-152c and further incorporates all authority and power that currently or in the future is conferred under Connecticut General Statutes.

§ 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

1. 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.

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
- 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.

§ 8. Blighted Premises 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 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 all available relevant information to complete a list of blighted properties to be known as the Blighted Premises List.
 - 3. The Town Manager shall maintain and update the Blighted Premises List.
 - 4. At least ten days prior to placing a property on the Blighted Premises 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 shall cause placement on the Blighted Premises List, unless corrected, and the steps necessary for removal from said List.
- C. For the purpose of documenting continuous blighted conditions, the Blighted Premises Enforcement Officer shall undertake regular inspections of all properties that are:
 - 1 on the Blighted Premises List, or
 - 2 actively under a Notice of Violation of Warning Letter in accordance with § 10 of this Code, or
 - 3 actively under a Citation in accordance with § 11 of this Code.

The Blighted Premises Enforcement Officer shall have all power and authority prescribed by Connecticut General Statutes to enter a suspected Blighted Premises or a designated Blighted Premises for purposes of performing his duties hereunder.

§ 9. Removal from Blighted Premises List

- A. If the owner/occupier of a property that is included on the Blighted Premises List has remedied the conditions that caused the property to be placed on the Blighted Premises 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 (10) 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 List, the Blighted Premises Enforcement Officer determines that the conditions that caused the premises to be placed on the 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 List, with written confirmation to the owner/occupier.

§ 10. Complaints - - Notice of Violation Warning Letter

- A. Any person or legal entity, including but not limited to a civic organization, municipal agency, or town employee may report 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 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 to remedy the violation; and
 - 3. The amount of the civil penalties/fines, liens, special assessments, costs or fees that may be imposed for noncompliance.
 - 4. Contact information for the Town Director of Human Services for the purpose of encouraging social work assistance to those in need.
- 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. Notice of potential liens that may be asserted by the Town pursuant to § 14 of this Code.
 4. The amount of the civil penalties/fines, special assessments, costs or fees due for noncompliance; and
 5. Contact information for the Town Director of Human Services for the purpose of encouraging social work assistance to those in need.
 6. 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 D.

§ 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 civil penalties/fines, special assessments, 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 civil penalties/fines, special assessments, 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 civil penalties/fines, special assessments, costs or fees against such person as apply, and shall further provide a copy of his written decision to the Town Manager for his review under Section 8B of this Code.

§ 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 assessed a civil penalty/fine of 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 civil penalty 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.
 4. Be subject to special assessment pursuant to Conn. Gen. Stat. Sec. 7-148ff.
- 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 by the Town for any unpaid civil penalty 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 civil penalty was imposed from the date of such civil penalty. 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 civil penalties/fine, special assessments or lien 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 civil penalties/fines, special assessments 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. Report to Town Council

The Town Manager shall report, at least annually, to the Council on the Blighted Premises List and the civil penalties/fines, special assessments, liens or any other remedies imposed herein and may revise same.

§ 17. 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.

§ 18. 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.

Town of Newington/Blighted Premises Code-7-11-12



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: July 19, 2012
Re: Draft Charter/Charter Revision Commission Report

On June 25, 2012 Town Clerk Tanya Lane transmitted the draft report and the proposed Charter document to the Town Manager. The documents have been transmitted to the Town Council for consideration, and the Council will hold a public hearing regarding the draft documents on July 24, 2012.

Subsequent to the public hearing the Council will have further opportunity to discuss the proposed document and will take action on the following items:

- Make any recommended changes to the draft report or proposed Charter
- Accept or reject the draft report
- Accept or reject the proposed Charter
- Set a referendum date
- Establish a referendum question

There are alternate resolutions available if the Council wishes to suggest any changes to the draft report and/or proposed Charter. Any recommended changes to the documents will go back to the Charter Revision Commission for review.

The draft report and proposed Charter are available for public review at the Town Clerk's office and on the Town's website.

Attach.

AGENDA ITEM: IV.B.1

DATE: 7-24-12

RESOLUTION NO.: _____

WHEREAS, the Town Council has received a draft report from the Charter Revision Commission, through the Town Clerk pursuant to Connecticut General Statutes § 7-191(b); and

WHEREAS, one public hearing on said draft report was held not later than forty-five days after the submission of the draft report to the Town Clerk; and

WHEREAS, the Town Council has no recommendations for changes in said draft report; and

WHEREAS, the Town Council has complied with all conditions precedent to making said draft report a final report pursuant to Connecticut General Statutes § 7-191;

NOW THEREFORE BE IT RESOLVED, that said draft report is hereby final and the appointing authority shall act on said final report in accordance with Connecticut General Statutes § 7-191.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

ALTERNATE RESOLUTION

AGENDA ITEM: IV.B.1

DATE: 7-24-12

RESOLUTION NO.: _____

WHEREAS, the Town Council has received a draft report from the Charter Revision Commission, through the Town Clerk pursuant to Connecticut General Statutes § 7-191(b); and

WHEREAS, one public hearing on said draft report was held not later than forty-five days after the submission of the draft report to the Town Clerk; and

WHEREAS, the Town Council desires to recommend changes to the draft report;

NOW THEREFORE BE IT RESOLVED, in accordance with Connecticut General Statutes § 7-191(b), the Newington Town Council hereby makes the following recommendation(s) for changes to the draft report of the Charter Revision Commission:

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IV.B.2

DATE: 7-24-12

RESOLUTION NO.: _____

WHEREAS, the Town Council has before it the final report of the Charter Revision Commission, and

WHEREAS, said final report contains a proposed charter drafted pursuant to and in compliance with Chapter 99 of the Connecticut General Statutes; and

WHEREAS, the Town Council has complied with all conditions precedent to approve said proposed charter pursuant to Connecticut General Statutes § 7-191;

NOW THEREFORE BE IT RESOLVED, that pursuant to Connecticut General Statutes § 7-191 (d) the proposed charter is hereby approved.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

ALTERNATE RESOLUTION

AGENDA ITEM: IV.B.2

DATE: 7-24-12

RESOLUTION NO.: _____

WHEREAS, the Town Council has before it the final report of the Charter Revision Commission, and

WHEREAS, said final report contains a proposed charter drafted pursuant to and in compliance with Chapter 99 of the Connecticut General Statutes; and

WHEREAS, the Town Council has complied with all conditions precedent to approve said proposed charter pursuant to Connecticut General Statutes § 7-191;

WHEREAS, the Town Council desires to recommend changes to the proposed Charter;

NOW THEREFORE BE IT RESOLVED, in accordance with Connecticut General Statutes § 7-191(b), the Newington Town Council hereby makes the following recommendation(s) for changes to the proposed Charter of the Charter Revision Commission:

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

AGENDA ITEM: IV.B.3.& 4.

DATE: 7-24-12

RESOLUTION NO.: _____

WHEREAS, a proposed charter shall be submitted to the electors for approval or rejection at the State Election to be held on November 6, 2012; and

WHEREAS, pursuant to Connecticut General Statutes § 7-191 (f), the proposed charter shall be prepared for the ballot by the Town Council and may be submitted in the form of one question;

NOW THEREFORE BE IT RESOLVED, that the form of the one question on the ballot at the November 6, 2012 election shall be in the following form:

1. "Shall the Town of Newington adopt the proposed charter that was approved by the Town Council on July 24, 2012?"

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TOWN OF NEWINGTON

TITLE: Revenue Clerk

GRADE: C-6

DEPARTMENT: Tax Collector

COUNCIL ADOPTED: DRAFT 2/10/10

POSITION DESCRIPTION

Receives, records, and reconciles town revenue as received; assists in the recording and processing of financial data; performs related clerical-administrative duties.

ESSENTIAL JOB FUNCTIONS

- Receives oral or written instructions from his/her immediate supervisor and plans work according to established office procedures.
- Organizes and performs work according to established or standard office procedures.
- Performs calculating, posting, and verifying duties to record revenues received.
- Assists in preparation of bills, including calculating charges, updating billing information and processing bills.
- Operates cash register in receiving and crediting of taxes and any special assessments or charges.
- Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Balances daily receipts.
- Prepares bank deposits for funds received by special account.
- Enters and retrieves information in an automated collection and/or accounting system.
- Prepares routine statistical reports for supervisor.
- Maintains office files.
- Types record cards, routine reports and correspondence.
- Performs related office clerical duties as directed.
- Operates office equipment, including: computer terminal, cash register, calculator, typewriter, and telephone console.
- Receives over-the-counter fees and issues receipts.
- Assigns work to Part-Time Revenue Clerks.
- Reports work accomplished to the Revenue Collector.

ADDITIONAL JOB FUNCTIONS

- Performs related duties, or other duties assigned by the Revenue Collector, as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of tax and assessment policies and procedures.
- Working knowledge of land records and related legal instruments.
- Ability to perform accurate mathematical computations.
- Ability to add, subtract, multiply and divide all units of measure.
- Proficient ability with Microsoft Excel and Microsoft Word computer applications, or related computer applications and electronic spreadsheets.
- Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to maintain accurate records and files.
- Ability to maintain strict confidentiality.
- Ability to maintain financial records with absolute accuracy.
- Ability to type accurately and to learn to operate computer systems and software.
- Ability to deal with the public and other employees in a courteous and effective manner.
- Ability to work on electronic devices such as computers, scanners, printers, copy machines, fax, and other miscellaneous office 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.)

- 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:

- A High School diploma; and
- Three years of accounting or bookkeeping experience including supervisory experience; and
- Experience in working with cash and/or bookkeeping is desirable.

LICENSE OR CERTIFICATE

- N/A

Note: The above 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

TOWN OF NEWINGTON

Grade C-6
Clerical Group

Title: Revenue Clerk

Date: 7-88

Position Summary:

Receives, records, and reconciles town revenue as received; assists in the recording and processing of financial data; and performs related clerical-administrative duties.

Description of Duties:

Receives oral and written instructions from supervisor. Organizes and performs work according to established or standard office procedures. Performs calculating, posting, and verifying duties to record revenues received. Assists in preparation of bills, including calculating charges, updating billing information, and processing bills. Operates cash register in receiving and crediting of taxes, and any special assessments or charges. Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts. Balances daily receipts. Prepares bank deposits for funds received by special account. Enters and retrieves information in an automated collection and/or accounting system. Prepares routine statistical reports for supervisor. Maintains office files. Types record cards, routine reports and correspondence. Performs related office clerical duties as directed. Operates office equipment, including computer terminal, cash register, calculator, typewriter, and telephone console. Receives over-the-counter fees, and issues receipts. Reports work accomplished to supervisor. Performs related duties as required.

Supervised By:

Receives general supervision from the Revenue Collector.

Qualifications Profile:

The skills and knowledge required would generally be acquired with a high school education, with course work in Commercial Arithmetic. Some experience in working with cash and/or bookkeeping is desirable. Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to add, subtract, multiply and divide all units of measure. Ability to maintain financial records with absolute accuracy. Ability to type. Ability to enter, retrieve, and verify information on a computer terminal. Ability to deal effectively with town staff and the public. Ability to collect data. Ability to maintain records and filing system. Ability to provide information to the public in a polite and courteous manner.

License or Certificate:

Not Applicable.

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

TOWN OF NEWINGTON

TITLE: Youth Services/Clinical Casework Coordinator

GRADE: A-7

DEPARTMENT: Human Services Department

DATE: Council Adopted
8-8-06

POSITION DESCRIPTION

Under the general supervision of the Director of Human Services, provides positive youth development programs and oversees, directs and supervises clinical therapy and casework services to residents of all ages.

ESSENTIAL JOB FUNCTIONS

- Assists Director in planning to meet the needs of casework services to all age populations.
- Oversees and supervises staff and contractors and provides case intake, case management, clinical therapy and casework services for the Youth and Family Counseling and Social Casework programs.
- Provides clinical consultation with department staff, contractors and other agencies regarding the mental health needs of residents of all ages.
- Facilitates referrals to public and private community service agencies.
- Provides crisis intervention during regular business hours, after hours and weekends as needed.
- Determines client eligibility and fees for the Youth and Family Counseling program.
- Oversees billing and insurance reimbursement for Youth and Family Counseling program.
- Oversees and supervises department staff and contractors to maintain accurate and comprehensive client records for the department in accordance with the best practices of social work.
- Maintains liaison with schools, police, courts and other community agencies and programs.
- Presents educational programs to the school/community.

ADDITIONAL JOB FUNCTIONS

- Confers with Director concerning caseloads.
- Participates as a member of the Juvenile Review Board.
- Recruits and supervises the field placement of graduate students from area universities and colleges.
- Plans and implements prevention and positive youth development programs.
- Prepares narrative and statistical reports of some complexity for the Director as required.
- Works closely with Youth-Adult Council as assigned.
- Assists with other programs such as the Food Bank and Holiday Food, Toy and Gift as needed.
- Supervises volunteers, as assigned.
- Meets and/or exceeds client expectations with an unparalleled commitment to customer service and positively promoting and enhancing the services and programs offered by the Town.
- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of and experience with the principals and practices of all aspects of social work.
- Considerable knowledge of and experience with professional supervision of social work and clinical staff.
- Considerable knowledge and experience with professional counseling including substance abuse, child development, family dysfunction and psychiatric problems affecting all age populations.
- Considerable knowledge of child and adolescent development and gerontology
- Considerable experience providing and supervising clinical therapy in a community-based setting.
- Considerable knowledge and experience of private and public community resources.
- Considerable knowledge and experience handling crisis intervention with all age populations.

- Knowledge of private, municipal, state and federal eligibility guidelines for assistance programs.
- Considerable knowledge of proper social work and clinical record keeping.
- Good knowledge and experience with billing and insurance reimbursement process and procedures.
- Good ability to establish effective interpersonal relationships with clientele, staff, agencies and community.
- Commitment to excellence in customer service.
- Good ability to analyze and solve problems of all populations.
- Ability to be available to respond to crisis needs after hours.
- Ability to communicate effectively orally and in writing.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Works in an office setting subject to continuous interruptions.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/stand continuously for prolonged periods of time.
- Ability to work independently with minimum supervision.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- 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 access and reach difficult places.
- Ability to get into and out of an automobile.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to keep routine records and write basic reports.

REQUIRED MINIMUM QUALIFICATIONS

- Master of Social Work Degree or closely related field from an accredited college or university and a minimum of four (4) years of progressively responsible experience in a mental health or social service agency, including at least two (2) years of supervisory experience.

LICENSE OR CERTIFICATE:

Must possess:

- A valid Connecticut Motor Vehicle Operator’s License or ability to obtain one.
- Ability to obtain a Connecticut Public Service License
- Professional Connecticut license in social work or related field.

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 reflect 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

CURRENT

TOWN OF NEWINGTON

TITLE: Clinical Services Coordinator

GRADE: A-7

DEPARTMENT: Human Services

Proposed Revision 6/24/2012

POSITION DESCRIPTION

Under the general supervision of the Director of Human Services provides direct clinical therapy and coordinates clinical services for the department

ESSENTIAL JOB FUNCTIONS

- Completes intakes and assigns cases to contractors, while providing consultation
- Assists Director in meeting the clinical and clinical case management needs of residents.
- Oversees Youth and Family Counseling program and provides individual, group and family counseling.
- Provides clinical consultation with department staff, contractors, other town departments regarding the mental health needs of residents of all ages.
- Provides clinical consultation to outside agencies as assigned by Director.
- Facilitates referrals to public and private community service agencies.
- Provides crisis intervention during regular business hours, after hours and weekends as needed.
- Determines eligibility fees and oversees billing, payment and reconciliation for the Youth and Family Counseling program.
- Oversees and maintains accurate and comprehensive client records in accordance with the best practices of social work.
- Serves as a positive liaison with schools, police, courts and other community agencies and programs as delegated by Director.
- Develops and presents educational programs to the schools, other town departments and community at large.

ADDITIONAL JOB FUNCTIONS

- Assists with other department programs as assigned by Director.
- May perform additional tasks and duties as assigned by Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to excellence in customer service
- Strong skills and experience providing clinical therapy services to individuals, youth and families in a community based setting.
- Strong knowledge of and experience with the principals and practices of all aspects of social work.
- Considerable knowledge of child and adolescent development and broad knowledge of working with all populations.
- Strong experience in the areas of family dysfunction, substance abuse, child development issues, school issues, divorce, abuse and neglect, mental health, eating disorders, self-esteem, developmental delays and special needs.
- Strong crisis intervention strategies with all age populations
- Strong working knowledge of clinical record keeping, as required by law.
- Familiarity with private and public community resources.
- Strong ability to establish effective interpersonal relationships with clientele, staff, agencies and community.
- Considerable ability to interact effectively with public officials, employees and the general public.
- Considerable ability to develop and implement programs and services based on community needs.
- Ability to be a team player, making the department and community the greater priority.
- Ability to utilize supervision and abide by Town and Department policies, procedures and guidelines
- Ability to communicate effectively both orally and in writing.
- Ability to remain calm, willing and able to provide crisis intervention under adverse conditions during and after hours.
- Ability to use computer applications and software.

- Ability to organize and prioritize work, while meeting service objectives efficiently.

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.)

- 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 move throughout the Town Hall and other Town buildings and sites.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to get into and out of an automobile.
- Ability to work independently with minimum supervision.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- The employee must occasionally lift and/ or move up to twenty five (25) pounds.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Professional Connecticut license to practice clinical therapy.
- Master's Degree in Social Work or closely related field from an accredited college or university and a minimum of five (5) years of progressively responsible experience in a mental health or social service agency.
- Supervisory or consultation experience preferred.

ADDITIONAL LICENSE/S OR CERTIFICATE/S

- Valid Connecticut Driver's License
- Ability to obtain a Public Service License helpful

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

TOWN OF NEWINGTON

TITLE: Physical Therapist

GRADE: A-5

DEPARTMENT: Board of Education

DATE: DRAFT 7/2012

POSITION DESCRIPTION

Physical Therapist is directly responsible for providing direct and consultation services for students with disabilities who require support and intervention to improve accessibility, mobility, and gross motor skills.

ESSENTIAL JOB FUNCTIONS

- Evaluate students who are referred for services.
- Conduct screenings based on identified needs as a mechanism for early intervention.
- Write and present results of assessments to the Planning and Placement Teams.
- Provide direct and consultative services to students qualifying for services.
- Develop and implement programs and Individualized Education Plan (IEP) goals and objectives based on assessment results.
- Facilitate preschool gross motor groups.
- Monitor the implementation of student IEP's.
- Provide accommodations and modifications to students based on identified needs.
- Order adaptive equipment based on needs.
- Provide oral and written progress reports.
- Provide home programs when appropriate.
- Teach others to use proper body mechanics.
- Develop physical therapy schedule.
- Provide on-going professional development in proper body mechanics, lifting, gross motor development and the proper use of adapted equipment to staff, students and their families.
- Collaborate with other service providers (in-school and outside) of the student.
- Communicate with families regarding progress of students.
- Supervision of Physical Therapy Assistants.

ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively both orally and in writing.
- Ability to implement proper mechanics when lifting students or equipment.
- Effective interpersonal, time management and communication skills with parents, staff and students.
- Ability to use computer applications and software.
- Ability to organize work and meet service objectives efficiently.
- Knowledge of Federal and State laws and regulations regarding the provision of services.
- Knowledge and ability to analyze problems, develop and implement programs as well as activities to address these problems.
- Ability to work independently with minimum supervision.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Exposure to video display terminals on a daily basis.
- Ability to sit/stand continuously for prolonged periods of time.
- Ability to move equipment up to fifty (50) pounds.
- Assist in the transferring and lifting of students into equipment, seating or onto an exercise mat.
- Ability to access all areas of the school including the classroom, cafeteria, bathrooms, auditorium, buses, stairs, play equipment, etc.
- 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.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required:

- Meeting all education standards required for licensure by the Connecticut Department of Health.
- Experience in providing physical therapy in a school setting.

LICENSE OR CERTIFICATE: Valid license from the Connecticut Department of Public Health

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

TOWN OF NEWINGTON

TITLE: Occupational Therapist

GRADE: A-5

DEPARTMENT: Board of Education

DATE: DRAFT 7-2012

POSITION DESCRIPTION

Occupational Therapist is directly responsible for providing direct and consultation services for students with disabilities who require support and intervention for deficits in fine motor skills, handwriting, organizational skills, and sensory integration disorders.

ESSENTIAL JOB FUNCTIONS

- Evaluates students who are referred for services.
- Conducts screenings based on identified needs as a mechanism for early intervention.
- Supports the implementation of early intervention programs.
- Scores and interprets a variety of fine motor, visual motor, visual perceptual and sensory integration assessments.
- Writes and presents results of assessments to the Planning and Placement Teams.
- Provides direct and consultative services to students qualifying for services.
- Assists in identifying of assistive technology needs for students.
- Develops programs and Individualized Education Plans (IEP) goals and objectives based on assessment results.
- Monitors the implementation of student IEP's.
- Provides accommodations and modifications to students based on identified needs.
- Provides oral and written progress reports.
- Provides home programs when appropriate.
- Supervises the Certified Occupational Therapist Assistants (COTA).
- Develops occupational therapy schedule.
- Provides on-going professional development to COTA's, special education staff, tutors and regular education classroom teachers.
- Collaborates with other service providers (in-school and outside) for the student.
- Communicates with families regarding progress of student.

ADDITIONAL JOB FUNCTIONS

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively both orally and written.
- Effective interpersonal, time management and communication skills with parents, staff and students
- Ability to use computer applications and software.
- Knowledge of assistive technology.
- Ability to organize work and meet service objectives efficiently.
- Knowledge of Federal and State laws and regulations regarding the provision of services.

- Knowledge and ability to analyze problems, develop and implement programs, as well as activities to address these problems.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Exposure to video display terminals on a daily basis.
- Assist in the transfer of students.
- Ability to sit/stand continuously for prolonged periods of time.
- 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 move equipment up to fifty (50) pounds.
- 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

The skills and knowledge required would generally be acquired with:

- Meeting all education standards required for licensure by the Connecticut Department of Health.
- Experience in providing occupational therapy in a school setting.

LICENSE OR CERTIFICATE: Valid license from the Connecticut Department of Public Health

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 MANAGER

MEMORANDUM

To: Newington Town Council
From: John Salomone, Town Manager
Date: July 20, 2012
Re: Victory Gardens Update

Ellen Flanagan, Director of Real Estate Development for the Women's Institute for Housing and Economic Development, will be in attendance at the July 24 Town Council meeting to make a presentation and update the Council on the status of the Victory Gardens housing development located on the V.A. Health center campus.



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: July 11, 2012
Re: Outdoor Burning Ordinances

Councilor Klett has requested information regarding ordinances on open burning/fire pits in the towns of Wethersfield, Rocky Hill, West Hartford and Berlin. Below, please see information pertaining to burning regulations in the above listed towns, as well as Newington's current ordinance. Information specific to burning in outdoor fire places, fire pits and chimineas is indicated in **bold**.

This item will appear on an upcoming Council agenda for discussion.

- **Newington – Code of Ordinances**

Chapter 188. BURNING, OPEN

§ 188-1. Removal of fire hazards.

- A. The Chief of the Fire Department is authorized to order the removal of rubbish, brush, old lumber or accumulations which, in his opinion, create a fire hazard.
- B. Any person who has been warned to remove a fire hazard and does not do so within five working days shall be guilty of an offense.

§ 188-2. Certain open burning prohibited.

Except as permitted by regulations promulgated by the Connecticut Department of Environmental Protection or by other sections of this Code, no person shall ignite, cause to be ignited, permit to be ignited or maintain any open fires, including but not limited to the following:

- A. On a public road or right-of-way.
- B. During periods of extreme fire danger as determined by the Open Burning Official.
- C. Open burning of brush on residential properties or undeveloped land.
- D. In the open air before sunrise or after sunset.

§ 188-3. Permits required.

- A. The Town Manager shall designate an Open Burning Official who is authorized to issue written permits as provided by such regulations as outlined herein. Such Open Burning Official shall participate in the program for training of local open burning officials as

established by the Commissioner of the Department of Environmental Protection. Such designated Open Burning Official shall serve in a temporary capacity until certified by the Commissioner of the Department of Environmental Protection. The designation of the Open Burning Official may be revoked by the Town Manager.

- B. A written application for an open burning permit shall be made on a form designated by the Open Burning Official. Said form shall include the following information:
 - (1) The applicant's name.
 - (2) The time and location of the proposed fire.
 - (3) The purpose of the fire.
 - (4) The type of material to be burned.
 - (5) Such other relevant information as the Open Burning Official deems appropriate.
- C. Every such application shall be granted or denied as soon as practicable and, when granted, will be logged and a written permit shall be provided to the applicant indicating the date the permit issued, the materials allowed to be burned, the location where such open burning is to occur, the time of day that such open burning is permitted, the expiration date of such permit, and such other information as the Burning Official deems appropriate. A permit issued under this section shall be applicable only for the occasion(s) or the purpose(s) for which it has been obtained. Only the materials and quantities specified on the permit may be burned.
- D. An application shall be denied when:
 - (1) Because of wind, drought, or other atmospheric or local conditions, and/or type or condition of material to be burned, and/or proximity to structures or combustible materials, and/or availability of means of fire control, and/or other environmental factors, said fire would constitute a hazard, a nuisance, or a danger to public safety, or other good and sufficient reasons.
 - (2) A practical and alternative method for the disposal of the material to be burned exists, including but not limited to the following techniques: chipping, cutting for forest products, landfilling, piling for protective cover for wildlife and stockpiling.
- E. No such permits shall be issued during the first or any other stage of an air pollution emergency episode as declared by the Commissioner of the Connecticut Department of Environmental Protection, except as permitted by such regulations.
- F. No permit shall be valid for more than seven days from the date such permit was issued.

§ 188-4. Fires requiring approval of Environmental Protection Commissioner.

Application for the following shall be made through the Opening Burning Official(s), who shall forward such application to the Commissioner of the Department of Environmental Protection or his designee:

- A. Fires for the disposal of dangerous material, such as toxic gases, where there is no reasonable alternative method.
- B. Fires to thwart a hazard which cannot be properly managed by any other means, or fires which are necessary for the protection of public health.
- C. Fire-training exercises where other than liquid fuels are burned.

§ 188-5. Open burning requirements.

Upon obtaining a written permit from the Open Burning Official, open burning shall be allowed only in accordance with the following conditions:

- A. Reasonable safety precautions must be taken, including clearing of grass and trees in the burning area, providing a charged water hose or fire extinguisher, and providing adequate personnel to control the burn, and having no other combustible material within 20 feet of the allowed burn. Until such fire is extinguished, such open burning shall be constantly attended by competent person or persons who is/are at least 18 years of age.
- B. No brush pile larger than 10 feet by 10 feet by three feet may be burned at any one time. Brush must originate from the property on which the burning will occur. "Brush" is defined as shrubs, vegetation, or prunings the diameter of which is not greater than three inches at the widest point.
- C. Open burning must be performed in accordance with the General Statutes of the State of Connecticut and with the appropriate permit from the Open Burning Official.
- D. Open burning shall be permitted only during the period of November through April, except for fire-training exercises, which may be performed at any time of year.
- E. Agricultural burning for vegetation management shall only be performed on those properties designated as "farmland" by the Assessor's Office for the Town of Newington.
- F. No open burning shall be performed between sunset and sunrise unless so authorized by the Open Burning Official.
- G. A copy of the permit shall be kept in the possession of the applicant at the burning site at all times during the burning.
- H. No person kindling or maintaining an open burning fire permitted by this chapter shall be relieved of any legal responsibility if the fire escapes or causes personal injury or property damage. Neither the Open Burning Official nor the Fire Department or any of its members nor the Town of Newington or any of its employees, agents, public officials or others shall be liable for damages to any person, firm or corporation resulting from an open burning fire whether or not kindled or maintained pursuant to a permit issued under this chapter.

§ 188-6. Exceptions to permit requirement.

Notwithstanding the other provisions of this chapter, a permit for open burning is not required for the following:

- A. Barbeques or other outdoor fires solely for the cooking of food for human consumption.**
- B. Campfires and other fires for ceremonial or recreational purposes, provided that only nonprocessed wood is burned and written permission is obtained from the property owner prior to ignition, and further provided that it meets reasonable safety precautions as determined by the Open Burning Official.**
- C. Fires used in conjunction with construction activities, such as fires in portable heating devices; fire essential to street installation or paving activities, repairing of utilities or similar work, provided that it meets reasonable safety precautions as determined by the Open Burning Official. Warming fires at stationary construction sites shall be conducted in a barrel or similar container.

§ 188-7. Out-of-control burning prohibited.

- A. Notwithstanding the provisions of this chapter, no person shall ignite, cause to be ignited, permit to be ignited or maintain any open fire, nor shall any person authorize others to do so

on land controlled by such person, in such a manner as to allow such fire to burn out of control so as to require response of fire apparatus and/or fire personnel, whether or not a permit has been required or issued.

- B. The Open Burning Official, Fire Marshal, Fire Chief or any officer of the Fire Department, the Director of Health or his designee or any sworn officer of the Police Department may require any person who ignites or maintains a fire herein to extinguish such fire forthwith.

§ 188-8. Penalties for offenses.

- A. Any person who has been warned to remove a fire hazard pursuant to § 188-1 and does not do so within five working days shall be in violation of this chapter.
- B. Any open burning conducted without a permit and not otherwise allowed under this chapter shall be a violation of this chapter.
- C. Failure to extinguish a fire under this chapter when directed by the Open Burning Official, Fire Marshal, Fire Chief, an officer of the Fire Department, the Director of Health, or his designee, or any sworn officer of the Police Department shall be a violation of this chapter.
- D. A determination by the Fire Chief or the Fire Marshal of the Town of Newington as to whether a fire has been allowed to burn out of control shall be prima facie evidence of a violation of this chapter in any action under this chapter.
- E. Any person who fails to comply with any provision of this chapter shall be issued a citation and fined by the Open Burning Official in an amount not to exceed \$100 per incident.

§ 188-9. Payment of fines; hearing procedure.

- A. All fines imposed under this chapter which are uncontested shall be made payable to the Town of Newington and shall be received by the Open Burning Official or his agent within 10 business days from receipt of the citation. All fines collected by the Open Burning Official or his agent shall be directed to the Town Treasurer.
- B. If no payment is received for any fine imposed under this chapter within the time allowed for payment, then the Open Burning Official or his agent shall act in accordance with the procedures established in § 13-3A of the Code of Newington.
- C. The procedure for admitting liability to a violation under this chapter and the hearing procedure for any citation issued pursuant to this chapter shall be in accordance with the provisions set forth in § 13-3B through E of the Code of Newington.

• **Wethersfield – Code of Ordinances**

Article II. Open Burning

§ 83-7. Control of open burning.

No person shall ignite, cause to be ignited, permit to be ignited or maintain any open fires except as permitted by regulations promulgated by the Connecticut Department of Environmental Protection, or by other sections of this Code.

- A. Permits or certificates. The Town Manager shall designate an Open Burning Official(s), who is authorized to issue written permits or certificates as provided in such regulations. No such permits or certificates shall be issued and no person shall ignite, cause or permit to be ignited or maintain any open fire whether or not a permit or certificate has been required or issued during the first or any other stage of an air pollution emergency episode as declared by the

Commissioner of the Connecticut Department of Environmental Protection except as permitted by such regulations.

- B. Fires in public right-of-way. Under no circumstances, whether or not a permit or certificate has been required or issued, shall a person ignite, cause to be ignited, permit to be ignited or maintain any open fire within the limits of any public road or right-of-way.
- C. Fires burning out of control. Whether or not a permit or certificate has been required or issued, no person shall ignite, cause to be ignited, permit to be ignited or maintain any open fire, nor shall any person authorize others to do so on land owned or controlled by him, in such a manner as to allow such fire to burn out of control so as to require response of fire apparatus and/or personnel.
- D. Evidence of violations. A determination by the Fire Chief or Fire Marshal on the question of whether a fire has been allowed to burn out of control so as to cause response of fire apparatus and/or personnel shall be prima facie evidence on such question in any prosecution under the provisions of this article.
- E. Banning of fires during periods of extreme fire danger. The Open Burning Official shall have power to ban all outside fires during periods of extreme fire danger in his discretion, and it shall be unlawful to ignite or maintain any fire during the period of any such ban.
- F. Extinguishing of fires. The Open Burning Official, Fire Marshal, Fire Chief or any officer of the Fire Department, the Director of Health, or his designee, or any sworn officer of the Police Department may require any person who ignites or maintains a fire in violation of the provisions herein to extinguish such fire forthwith. Failure to extinguish such fire shall be a violation of this article.
- G. Open burning requirements. Open burning shall be allowed only in accordance with the following conditions:
 - (1) Reasonable safety precautions must be taken, including clearing of grass and trees in the burning area, providing a charged water hose or fire extinguisher, and providing adequate personnel to control the burn and having no other combustible material within 20 feet of the allowed burn.
 - (2) No brush pile larger than 10 feet by 10 feet by three feet may be burned at any one time. Brush must originate from the property on which the burning will occur. "Brush" is defined as shrubs, vegetation or prunings the diameter of which is not greater than three inches at the widest point.
 - (3) Open burning must be performed in accordance with the General Statutes of the State of Connecticut and with the appropriate permit from the local Open Burning Official.
 - (4) Open burning shall be permitted only during the period of November through April, except for fire training exercises which may be performed at any time of year.
 - (5) The open burning of brush on residential properties or undeveloped land is prohibited.
 - (6) Agricultural burning for vegetation management shall only be performed on those properties designated as "farmland" by the Assessor's office for the Town of Wethersfield.

§ 83-8. Applicability.

The provisions of § 83-7 shall not apply to the following:

- A. **Barbecues or other outdoor fires solely for the cooking of food for human consumption, provided that it is performed in or on a fireplace or an appliance manufactured for such a purpose.**
- B. **Campfires, and other fires for ceremonial or recreational purposes, provided that only nonprocessed wood is burned and written permission is obtained from the property owner prior to ignition.**
- C. Fires used in conjunction with construction activities, such as fires in portable heating devices, fires that are essential to street installation or paving activities, the repairing of utilities or similar work. Warming fires utilized at stationary construction sites shall be conducted in a barrel or similar container.

- **West Hartford – Code of Ordinances**

Chapter 64. BURNING, OUTDOOR

§ 64-1. Activity restricted; penalties for offenses.

Any person who shall kindle or authorize another to kindle a fire in the open air within the limits of the Town without first obtaining from the Chief of the Fire Department, or the Chief's deputy, permission stating when and where such fire may be kindled shall be punished as provided in § 1-8. **Nothing herein shall prohibit the kindling of a fire without such permit in any fireplace, container or cooking apparatus made of combustible material.**

- **Rocky Hill – Code of Ordinances**

According to the Rocky Hill Fire Marshal's office, The Rocky Hill Code of Ordinances does not address open burning. The following ordinance pertains to outdoor wood burning furnaces, but mentions outdoor fireplaces, etc.:

Chapter 242. WOOD-BURNING FURNACES, OUTDOOR

§ 242-1. Outdoor wood-burning furnaces prohibited; term defined; exceptions.

- A. Outdoor wood-burning furnaces are prohibited in the Town of Rocky Hill. For purposes of this chapter, "outdoor wood-burning furnace" means any accessory structure or appliance designed to be located outside living space ordinarily used for human habitation and designed to transfer or provide heat, via liquid or other means, through the burning of wood or solid waste, for heating spaces other than where such structure or appliance is located, any other structure or appliance on the premises, or for heating domestic, swimming pool, hot tub or Jacuzzi water. **"Outdoor wood-burning furnace" does not include an outdoor fireplace, fire pit, wood-fired barbecue or chiminea.**

- **Berlin**

The Berlin Code of Ordinances does not address open burning or burning in an outdoor fireplace, fire pit or chiminea. According to the Berlin Fire Marshal's office, a permit must be obtained from the Public Works department for open burning.



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, Director of Administrative Services
Date: July 19, 2012
Re: Newington High School Bids

The Town opened two bids this week for work at Newington High School that the School Code Compliance Project Building Committee hopes to complete either this summer or fall. Bids were opened on July 18th for the reconstruction of nine tennis courts. J. Iapaluccio, Inc. of Brookfield is the apparent low bidder, at \$472,400. A lower bid was received from Classic Turf of Woodbury, but their bid was for a substitute item and omitted other significant items that were called for in the specifications. The bid specifications called for the renovation of all the tennis courts at the High School, with new surfaces and striping, fencing and drainage underneath the courts as well. A small grant from the United States Tennis Association is anticipated to offset some of the expenses of this project.

Bids were opened today for the dugouts at the baseball field. The low bidder is LTC Construction of New Britain. Their bid is \$76,300. This bid called for new, covered dugouts, with proper drainage, fencing and ADA accessibility. The tabulations for both bids are attached.

The School Code Compliance Project Building Committee is expected to recommend on Monday, July 23rd acceptance of both bids and to request this action by the Town Council at their July 24th meeting. This would allow the work at both locations to proceed in a timely manner. Please place these items on the Town Council's Agenda for action on July 24th.



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: July 20, 2012
Re: Bid Award Resolutions – Newington High School

Resolutions to award bids for the tennis court and dugout projects at Newington High School will be available at Tuesday's Council meeting, pending the School Code Compliance Project Building Committee's recommendation. The School Code Committee will meet on Monday, July 23.

TOWN OF NEWINGTON

BID NO. 1, 2012-13

NEWINGTON HIGH SCHOOL TENNIS COURTS RECONSTRUCTION

JUNE 18, 2012

BID RESULTS

BIDDERS	M&M Tennis Court Bristol	Cocchiola Paving Oakville	J. Iapaluccio Brookfield	Empire Paving No. Haven
Base Bid	\$482,000	\$499,453	\$472,400	\$583,669
<u>UNIT PRICES</u>				
1.Processed Aggregate/CY	\$49.70	\$38.25	\$33.50	\$36.00
2.Free Draining Material/CY	\$70.00	\$38.25	\$35.50	\$45.00
3.Tennis Court Pavement/SY	\$50.75	\$37.00	\$40.00	\$36.00
4.Concrete Walk Pavement/SY	\$38.25	\$27.00	\$52.00	\$28.00
5.6" Perforated Corrug. Pipe/LF	\$20.25	\$15.00	\$17.50	\$30.00
6.Fine Grade & Seed/SF	\$ 0.88	\$ 1.70	\$ 1.50	\$ 0.40

BIDDER	Classic Turf
LOCATION	Woodbury
Base Bid	No Bid
Alternate Bid	\$435,000*

*Post tension concrete slab as opposed to asphalt, as called for in the specifications. No unit prices provided.

TOWN OF NEWINGTON

NEWINGTON HIGH SCHOOL CODE COMPLIANCE RENOVATION,
DUGOUTS

BID NO. 2, 2012-13

JULY 19, 2012

BID RESULTS

BIDDERS	LTC	Millennium	NAC
LOCATION	Construction New Britain	Builders Rocky Hill	Industries Oxford
Base Bid	\$76,300.00	\$83,950.00	\$148,000.00

Unit Prices

1.Processed Aggregate/CY	\$22.00	\$42.50	\$ 60.00
2.Bituminous Concrete Walk/SY	\$28.50	\$ 5.45	\$ 75.00
3.Concrete Pavement/SF	\$ 6.25	\$ 9.50	\$ 12.00
4.Trench Drain, Installed/LF	\$36.50	\$82.00	\$400.00
5.6" PVC Storm Drain/LF	\$22.00	\$14.50	\$150.00
6.Fine Grade & Seed/SF	\$ 0.35	\$ 2.00	\$ 2.00



John Salomone
Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Town Planner

Craig Minor, AICP
Town Planner

Memorandum

To: Town Council

From: Craig Minor, AICP
Town Planner

Date: July 20, 2012

Re: Request for Grading Rights at 690 Cedar Street (“National Welding”)

The owner of the commercial property at 712 Cedar Street has asked the Town of Newington for permission to regrade along the property line at 690 Cedar Street (the “National Welding” site). This permission, in the form of an easement, would result in more developable area for his property giving him greater flexibility to develop the site, and result in a larger building and additional parking. See attached site plan.

Sec. 8-24 of the Connecticut General Statutes states that “No municipal agency...shall...sell or lease any...municipally owned property... until the proposal to take such action has been referred to the [Planning and Zoning] commission for a report.” Granting an easement is considered the same thing as leasing in this context.

If the Town Council is willing to consider this request, I recommend the Council refer it to the Town Plan and Zoning Commission for a “report” in accordance with Sec. 8-24. That report would typically include a review of the Plan of Conservation and Development and any other relevant plans and land use regulations.

cc:
file

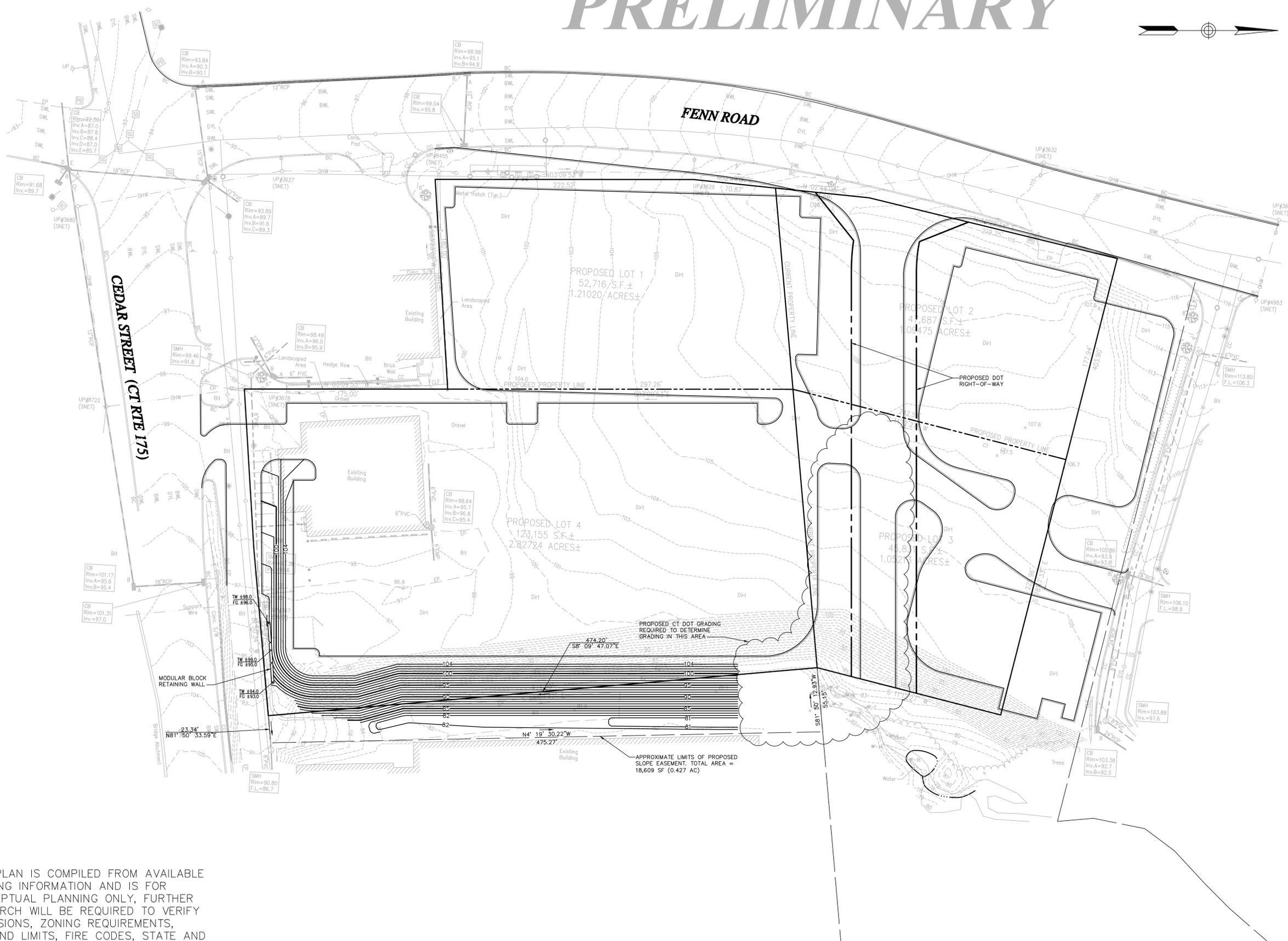
PRELIMINARY



Vanasse Hangen Brustlin, Inc.

Transportation
Land Development
Environmental Services

54 Tuttle Place
Middletown, Connecticut 06457
860.632.1500 • FAX 860.632.7879



No.	Revision	Date	App'd.

Designed by _____ Drawn by _____ Checked by _____
 CAD checked by _____ Approved by _____
 Scale _____ Date **July 2, 2012**

Proposed Commercial Development
 Fenn Road and Cedar Street
 Newington, Connecticut
 Issued for _____

Not Approved for Construction
 Drawing Title
Conceptual Easement Grading Plan

Drawing Number
SP-1A
 Sheet of 1 1
 Project Number
 41382.00

THIS PLAN IS COMPILED FROM AVAILABLE EXISTING INFORMATION AND IS FOR CONCEPTUAL PLANNING ONLY, FURTHER RESEARCH WILL BE REQUIRED TO VERIFY DIMENSIONS, ZONING REQUIREMENTS, WETLAND LIMITS, FIRE CODES, STATE AND LOCAL PERMITTING, PHYSICAL CONSTRAINTS ON SITE, AND TRAFFIC CIRCULATION.

